

Meeting Description: **COMPULSORY BIDDERS BRIEFING – COMPREHENSIVE ON-SITE CATERING SERVICES TO THE ARMSCOR HQ FOR A PERIOD OF 36 MONTHS**

Date: 31 July 2024

Time: 10:00 – 11:30

Location: Cafeteria

Scheduled Time			Actual Time		
Start	Finish	Total Hours	Start	Finish	Total Hours
10:00	11:30	1 hours: 30 minutes	10:00	11:30	1,30 hour
10:00					
1.	J Kitshoff (Chairperson)	6	R Moeketsane (SCM Representative)		
2.	P Mangakane (SCM Representative)	7	R Moodley		
3.	S Boyd (Project Manager)	8			
4.	L Shabangu (Requestor)	9			
5.	S Makhubu (SHE Specialist)	10			
APOLOGIES					
1.	O Sibanda				
2.	D Mangwane				

		ACTION	DATE
1.	OPENING AND WELCOME		
1.1	Ms R Moeketsane opened the meeting and welcomed everyone present @10:00am. She further introduced colleagues attending the briefing session.	-	
2.	ATTENDANCE REGISTER		
2.1	The attendance register was circulated for completion by the bidders, Ms R Moeketsane stated the name of the company used on the register should be name used when responding to the bid. She also indicated that bidder's briefing is compulsory.	-	
3.	BIDDERS BRIEFING PRESENTATION		
3.1	A presentation was presented and the project owner Mr. Shane Boyd took the bidders through scope of work, finances, and general terms and conditions, special requirements and special conditions of the Request for bid, then Ms S Makhubu continued presenting and discussion on security, health and safety, and Ms. S Moeketsane took over to discuss the evaluation criteria. Refer to the attached presentation.		

		ACTION	DATE
3.2	The following questions arose with the associated clarifications provided:		
	No:	Questions	Response
	1.	What if the references can't be contactable as they are not waiting for ARMSCOR to send Emails to them?	It is the bidder's responsibility to provide contactable references and ensure Contact details provided are correct.
	2.	What if I have the financial muscle to do the catering service and my contract ended, I don't have existing contract?	The critical criteria requires 2x reference letters which 1x will be from previous and 1x current which is fair to accommodate both with current exciting client and previous client.
	3.	What insurance must the bidder have?	Public Liability
	4.	It is unfair for 3 years from 2021 to 2024, Armscor did not consider Covid why not consider prior to 2021 references as the businesses are still recovering from Covid?	The bidder is encouraged to contact the SCM team by sending Email to dispute the 3years evaluation criteria, but that is the criteria applicable to this bid.
	5.	Is a bidder who does not operate a cafeteria but is running a kitchen excluded from bidding?	Not excluded, the bidder must cater for 120 people as per requirements and provide reference letters.
	6.	What if the service provider does n't have a cafeteria but serves people as and when required and has no contract?	There must be a reference letter that meets the requirements stated in the bid.
	7.	When ARMSCOR conducts reference check can they copy the bidder?	It will be discussed, and considered as per the bidder's request.
	8.	Why does ARMSCOR only take into account FEDHASA accreditation rather than other accreditations bodies.	For Accountability bidders must be registered with FEDHASA association.
3.3	Due to time constraints as the cafeteria serves Lunch at 12:00, the meeting was suspended for any further questions, for further clarification the bidders were advised to send Email to Supply Chain Management for anything that is not covered clarified during the briefing session. The Bidders were taken through for site visit.		

COMPILED BY:

APPROVED BY:

MS. R S MOEKETSANE
SOURCING AND CONTRACT
MANAGEMENT


MR. J KITSHOFF
SECURITY AND FACILITIES

DATE: 06/08/2024

DATE:

6/8/24