

BRIEFING MINUTES-HO/CRES/PRK/01/05/2024			
Tender No.:	HO/CRES/PRK/01/05/2024		
Description:	RFQ: REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR ADDITIONAL RETAIL AREA OPPOSITE EX-SPAR SPACE AT PARK STATION (3GB OR HIGHER).		
Briefing	10 June 2024	RFQ Close	19 June 2024 @ 12:00
Date:	11:00		
Author	CLIFORD SIBIYA (CS)		



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ITEM NO.	DESCRIPTION	ACTION
1.	OPENING Mr Clifford Sibiya, declared the Compulsory Briefing opened and welcomed all the Bidders who were present.	
2.	– Attendance Register ▪ Clifford Sibiya (PRASA SCM) ▪ Sanele Majola (PRASA END-USER)	
3.	OPENING STATEMENT Clifford introduced the team- SCM, End-User to the bidders and emphasized that the briefing is Compulsory, all members present must ensure that they sign the attendance register as a proof of attendance. Bidders who did not attend the Compulsory briefing will be disqualified.	
4.	SCM Official Explain the Evaluation Process to all the members and took them through the Mandatory and Non-mandatory processes Clifford informed the bidders that all communication during the RFQ period should be directed to Tshifularo Nematatani, who's details are on the RFQ document. The evaluation will be done in three stages: Stage 1A: consists of stage 1(a) Mandatory Requirements(b) non-mandatory Requirements Stage 1A- Mandatory Requirements- all the mandatory required documents from (A-) should be submitted, failure to submit will be automatically disqualification. Stage 1B- Non- Mandatory Requirements- if the documents required are not submitted PRASA will contact the bidder and request those documents within 7 days, failing to submit on time will results in the award being recalled. Bidders who passed Compliance Stage (1) will proceed to stage 2 and from there on stage 2 those who will manage to reach the threshold of 70% will proceed to the last stage which is stage 3 (Pricing and Specific goals).	

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5.	The Project Manage/End-User (Mr. Sanele Majola) gave clarity on the detailed background and purpose of the project He took bidders through the technical evaluation. He mentioned that the minimum threshold for the Technical/Functionality criteria is (70%) and bidders who will score below this minimum will not be considered for further evaluation in terms of price and Specific Goals. Mr Majola also highlighted the following technical requirements: 1. Organisational Experience - Contractor to submit the following below per project as a proof: a. Signed letter of appointment on a company letter head with reachable contract details. b. Signed completion letters matching with LOA. 2. Technical approach and methodology - Scores will be based on project implementation methodology that is project related and realistic. 3. Experience of Key personnel – The experience of the key personnel will be evaluated as follows with a relevant qualification and experience: a. Site foreman with a minimum N4 in general building related trade. b. Bidders to submit proof of experience of key personnel by providing detailed CV and certified copies of qualifications (not older than 6 months). Mr. Majola before he concluded the meeting, he took all bidders who were present to the exact site where the project is needed.	
6.	Questions and Answers Q: Do you accept PO as proof of previous related project completed? A: Yes, but you must include the completion letter as well. Q: What is the Duration of this project? A: The duration is 6 months. Q: The annexure 1- BOQ has no section/ bill for masonry but has in item for its total on page 17 therefore I would like to inquire, is the Bill of quantities complete and how to we complete the annexure.	

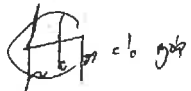
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	A: Masonry work is item number 9 to 11 on page 15 of the attached bill. Masonry work is consisting of all brickwork. Q: I would like to ask about the Provisional Sums item on the Project description ;Additional retail area opposite Ex-spar space at Park Station , under profit and attendance the amount is the same . Kindly look at the document and confirm it is not an error A: There is no error, you are required to provide the percentage of each of those amounts on the rate column and calculate the profit and attendance.	
7.	CLOSURE Chairpersons closed the meeting and thanked everyone for attending.	



Signature- Clifford Sibiya - SCM

Date: 14/06/2024

 14/06/2024

Signature- Sanele Majola- End-User

Date: