

Attendance Register

NERSA REPRESENTATIVE:

1. Daniel Totten (CIO)
2. Israel Semela (Applications Support Officer)
3. Maureen Hashe (Analyst Programmer)
4. Takalani Netshandama (Analyst Programmer)
5. Mlingani Mavimbela (Senior SCM Officer)
6. Nkhumeleni Nethavhani (Demand and Supply Management Officer SCM)
7. James Mafalo (SCM Coordinator)
8. Fikile Maswanganyi (Finance and Administration Division)

**ITEM 1
Opening and Welcome**

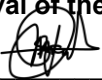
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| 1 | <p>1.1 Mr Mavimbela declared the meeting open at 10:00, welcomed all present and introduced the NERSA team.</p> <p>1.2 He confirmed to the attendees that the briefing session was for the appointment of a service provider to maintain, support, host, and enhance the NERSA's website as and when required for a period of three (3) years.</p> <p>1.3 Bidders were forwarded the link to join the meeting.</p> <p>1.4 The attendees were informed that the meeting is a non-compulsory briefing session and that bidders who did not attend the session are welcomed to submit their proposals and will be considered for evaluation. Therefore, bidders that did not attend the meeting will not be disqualified.</p> <p>1.5 He took attendees through the rules for virtual briefing session as follows:</p> <ul style="list-style-type: none"> • Keep your video camera off at all times during the meeting. Use your mic icon to select mute or unmute. It is recommended that mics be on mute unless the participant is allowed to speak. This is to ensure that there is no audio feedback, which makes it difficult for the other meeting participants to hear the person who is speaking. Participants are discouraged from connecting into two devices as this also gives bad audio feedback. To get the attention of the presiding officer (Chairperson), participants should raise their hands and once permitted to speak should unmute the mic and mute at the end of providing input. Immediately after making input, always ensure that the hand is lowered to avoid a lingering hand. During the time that of speaking, participants are required to be precise in order to save time. • Participants to ensure that they have the necessary supporting documents such as the bid documents to be able to respond to questions for clarity without delay, where applicable. • The chatroom should only be used to communicate a message to the Chairperson or any matter pertaining to the meeting. • Private chats should be kept private in the chatroom and not be visible to other participants, and • Any comment/statement made in the chatroom may constitute an official record of the meeting. <p>1.6 He stated that it is assumed that all attendees have read/studied the bid document to disseminate key information to assist them regarding the SCM procedures and technical requirements to allow them to have a common understanding of the bidding requirements in order to prepare a suitable proposal. Therefore, the session is mainly for clarification purposes.</p> |
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	1.7 It is the responsibility of bidders to take their own notes or recordings of the discussions and clarifications during the session in order to prepare a suitable proposal. 1.8 Bidders were afforded an opportunity to send their questions from the date of bid publication on 19 June 2026. However, bidders can further send queries relating to briefingsessions@nersa.org.za no later than 12h00 on 29 June 2026 and should quote the bid reference number on the email. No clarification or query will be attended to after this date and time. Telephonic requests for clarification will not be accepted. 1.9 Responses to the queries will be circulated together with the briefing session minutes on 30 June 2026 to all attendees and non-attendees.
ITEM 2 Supply Chain Management Processes	
2	Mr Mavimbela gave a detailed description of the Supply Chain Management (SCM) processes as follows: - The Closing Date and Time for the bid submission is Monday, 13 July 2026 at 11:00 as per the official Telkom time (Dial 1026). Late bids will not be accepted by NERSA under any circumstances. Bid Validity period is 120 Business Days from Closing Date to 10 November 2026. - Bidders are required to submit reference checks letters for all projects on the track record on closing of bid, grace period has been granted for submission by Monday, 20 July 2026 at 16:00. - Bidders should allow time to access the premises due to security arrangements that need to be observed. In addition, bidders will be required to sign a tender register at the reception when dropping of the bids. - One original version plus a USB that contains the duplicate of the original submission i.e. that includes the bid document with all its attachments. - The memory stick will be used by each panel member of the Evaluation Panel for evaluation purposes. NERSA shall not make copies or duplicate the USB of bidder's proposals in order to ensure that NERSA is not accused of changing the content of bidder's documents. - Submission of proposals must be delivered/couriered to reach the offices by closing date and time to: The Procurement Manager, NERSA, Tender Box, Kulawula House, 526 Madiba (Vermeulen) Street, Arcadia, Pretoria. - The bid evaluation process shall be carried out in Three (3) stages namely: Stage 1: Administrative Requirements, Stage 2: Selection Criteria (minimum score of 60 points) and Stage 3: Price and Specific Goals. On stage 1: CSD registration summary report, SARS Tax Compliance unique PIN letter, Valid B-BBEE Certificate, Sworn Affidavit for EMEs and all standard bidding forms must be fully completed and signed in ink, namely Bidder's Disclosure and Preference Points Claim. On stage 2: All proposals who score less than 60% on selection criteria, which is 60.00 points out of 100 points will not be considered further and will be regarded as having submitted a non-responsive bid. On stage 3: The evaluation will be on the 80/20 preference point system whereby Price = 80 and Specific goals = 20 (Final score out of 100). - Therefore, bidders should draft their proposals to address selection criteria and do cross reference to ensure ease of access of documentation by the evaluation panel. a) Financial requirements ❖ The financial proposal on page 30 (pricing schedule) of the bid document must be submitted separately in a sealed envelope. - All the special conditions of bid from page 36 to 46 of the bid document must be accepted by confirming a response to each paragraph, and any deviation should be indicated in the provided response section. However, NERSA reserves the right not to accept any deviations as these

	conditions are in line with the Government General Conditions of Contract (GCC) that may not be amended. Bidders should also refrain from using their own Terms & Conditions that will be contradictory to the special conditions of bid and GCC. Failure to withdraw/waive or to renounce the bidder's own Terms & Conditions, when called upon to do so, may invalidate the bid. • A SARS pin letter must be submitted to enable NERSA to view the taxpayer's profile and tax status. In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of SARS pin letter/CSD Number. • Bidders are required to submit reference checks letters for all projects on the track record as part of the proposal by 20 July 2026 at 16:00 to briefingsessions@nersa.org.za. A template for reference check letters that must be completed by the referees in the prescribed format only is on page 32 of the bid document. This document must be completed by the referee and included in the bid submission. Alternatively, an existing reference letter may be used for this purpose provided it contains all information required in the NERSA standard template and must not be older than one year. <i>Completion of the Track Record Table is compulsory as bidders will <u>score zero points</u> on evaluation criteria if not submitted and <u>no points</u> will be allocated for reference letters older than 3 years per project.</i> • NERSA may contact references provided in this bid. A minimum of three positive references will be acceptable. We further retain the discretion to appoint and conclude this bid. • The successful bidder may be subjected to security screening/vetting process. • Mr Mavimbela advised the bidder to professionally submit their bid in a neat and organised manner so it is easy for the evaluation committee to peruse the bid document.
ITEM 3 Technical process	
3	Mr Daniel Totten gave a high-level summary of the scope of work in terms of the bid document.
ITEM 4 Questions and answers	
4	4.1 Given the delays experienced in obtaining the reference letters from the department where they have provided similar services, The bidder requested clarity if NERSA can accept the reference letter in their disposal for as long as such letter address the aspects listed in the template. The SCM advised that apart from the template provided the bidder may use any other reference letter however such reference letter must address the elements stated in the template provided.
ITEM 5 Closure	
The meeting was closed at 10:35. Mr Mavimbela requested bidders to ensure that they deliver their bid documents before 11:00 on 13 July 2026 as no late bid will be accepted after the closing date and time.	

Bidders should allow time to access the premises due to security arrangements that need to be observed. In addition, bidders will be required to sign a tender register at the reception when dropping of the bids.
He thanked the attendees for showing interest to bid and for their participation during the session.

Approval of the minutes by:



Mr James Mafalo (SCM Coordinator)
Date: 30 June 2026

Mlingani Mavimbela

Mr Mlingani Mavimbela
Date: 30 June 2026