



the gpaa

Department:  
Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA

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## **NON-COMPULSORY BRIEFING SESSION MINUTES**

**RFP 02/2026 - SERVICE AS PER RFB 1183/2022**

### **GEPF SELF SERVICE MOBILE APP AND WEB PORTAL SERVICES**

Date : 22 June 2026  
Venue : Microsoft Teams  
Time : 13h00

#### **1. ATTENDANCE**

- P Kgomo
- K Mamabolo
- L Motlhasedi
- M Coetzee

#### **2. WELCOME**

Mr. Phatudi Kgomo opened the briefing session by extending a welcome to all attendees and introducing himself and the GPAA officials who were present in the briefing session

Mr. Phatudi Kgomo confirmed that the service providers were in the correct session for RFP 02/2026 services as per RFB 1183/2022 for GEPF Self Service and Web Portal Services. He further requested bidders to register their names and the companies they represent on the chat box. Mr. Kgomo proceeded to guide the potential bidders through the Supply Chain Management (SCM) requirements outlined in the published Request for Proposal (RFP). He indicated the technical requirements will be presented by the Business Unit.

He emphasized that the GPAA has migrated to the e-tender portal

### 3. SCM ADMINISTRATION

Mr. Phatudi Kgomo highlighted the following SCM requirements through a presentation.

It was emphasized that the briefing session is non- compulsory and any questions pertaining to the RFP will be answered and published on the portal

3.1 Bidders must submit their complete bid electronically via the National Treasury eTender Portal ([www.etenders.gov.za](http://www.etenders.gov.za)).

3.2 No physical submissions, hand-delivered documents, or courier deliveries will be accepted.

3.3 No envelopes, packaging, or physical labelling requirements apply.

3.4 Late submissions cannot be uploaded after the closing date and time; the eTender Portal will automatically prevent late uploads.

3.5 Bidders are responsible for ensuring successful electronic upload before the closing time. GPAA will not be held liable for unsuccessful electronic uploads.

3.6 The GPAA requires that the Pricing Schedule (SBD 3.3) be uploaded separately on the eTender system and clearly labelled as such. All company details—including the full company name, physical address, contact number, email address, contact person, and the bid closing date—must be entered correctly in the fields provided on the eTender portal. The tender is advertised for a period of three years, with a possible extension of up to five years; bidders are therefore advised to complete the pricing schedule in full. An incomplete pricing schedule will lead to disqualification.

The evaluation process consists of 4 phases:

- **Phase 1 – Mandatory Technical Criteria** - the bidder must ensure that they comply with requirements on the first phase, failure to meet any of the listed requirements will result in disqualification.
- **Phase 2 – Rated Criteria**  
Mr. Kgomo emphasized on paragraph 10.2.1 of the company experience template, that bidders must explicitly provide Month and Year of the projects executed
- **Phase 3 – Administrative Compliance** - Bidders who do not submit the requested will be given a maximum of 2 working/business days to submit and who are not tax compliant will be afforded seven working days to correct non- compliance in the CSD, failure will render the bid unacceptable, and be disqualified. Bidders must ensure that they correctly disclose any other business interest that the shareholder/ members might have controlling interests in on SBD 4 . Bidders must ensure that they disclose if any team leaders and members are employed by the state. On page 16 - Bidder's Disclosure should be fully completed and signed.
- **Phase 4 - Price and Preference Evaluation**, only qualifying bidders will be evaluated on price and preference as per the Preferential Procurement Regulations, 2022 (PPR2022) and the GPAA Preferential Procurement Policy. Mr. Kgomo explained how

the bidders should claim points per RFP.

#### 4. Questions and Answers

Mr. Coetzee took the bidders through the project background as stipulated in the RFP documents and allowed the bidders to ask questions:

After the presentation, the potential bidders were given the opportunity to ask questions, and the questions were as follows:

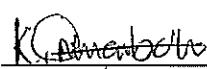
| Questions                                                                                                                                                                                                                                                                   | Answer                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Can the document be Completed Electronically / Online or should it be printed out and completed manually?                                                                                                                                                                   | Yes, the document may be fully completed Electronically as long as it is authenticated by the company.                                                                                                                                                           |
| How Many CVs are required, is it only two (2) or 2 or more per developer?                                                                                                                                                                                                   | It may be 2 or More CV's, bidders must clearly indicate the roles of each personnel on CV, this will help evaluation committee identify roles of personnel                                                                                                       |
| Provide Clarity on web services, specifically on web portal should it be responsive – since the service required is for pensioners and which they would access the platform on their mobile phone and web which they would need to be access the specification is not clear | There is an existing operating system for the web and app version and existing application, responsive and response time is key, as part of requirements and responsibility, a 365 / 24/7 days availability is required and will go with maintenance and support |
| How involved resources be involved during the testing process                                                                                                                                                                                                               | Resources will be required to participate on the integrational and unit testing phases, and will be required to supply business with necessary unit testing integrating testing results, tools and                                                               |
| Will there be a demand to design a system that will be required, should is itemized on pricing schedule                                                                                                                                                                     | If there are design enhancement required, it will not be required on architect level, Moreover Design component is not a key focus area in this project, if there are any designs enhancement required, it will be involved in maintenance and support services  |

Closing date for Clarification / Question and answers is on 29 June 2026 and will be published on 1 July 2026.

Enquiries to be forwarded to [tenderenquiries@gpaa.gov.za](mailto:tenderenquiries@gpaa.gov.za)

#### 5. Closing

Mr. Kgomo thanked everyone for attending and the meeting

Secretariate:  Chairperson: Phatudi Kgomo  
01 July 2026

Digitally signed by  
Phatudi Kgomo  
Date: 2026.07.01  
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