



GAUTENG PROVINCE
AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

MINUTES

COMPULSORY TENDER BRIEFING SESSION

GT/GDARD/035/2025

APPOINT PERSPECTIVE PANEL MEMBERS TO CONDUCT FEASIBILITY STUDIES AND DEVELOP BUSINESS PLANS FOR AGRICULTURAL PROJECTS IN GAUTENG PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS

COMPILED BY: Lindi Ngati	DATE: 05/09/2025 @ 10:00		VENUE: 2nd Floor Annex Building, Maropeng Boardroom
COMPULSORY TENDER BRIEFING SESSION	PROJECT MANAGER: Mr. Fikile Mokgadi (Presenter of TOR)		
PRESENT:		APOLOGIES	
1. Ms. Lindi Ngati - SCM Representative 2. Ms. Olga Ramulumisi – SCM Representative 3. Mr. Tediso Molepo – Agricultural Economics 4. Mr. Thato Diratsagae – Moore Forensics		None	
- BACKGROUND - Ms. Lindi Ngati welcomed everyone and indicated that all service providers must ensure that they sign the tender briefing session attendance register since this is a compulsory briefing session. Bidders were informed that they must ensure that the email addresses in the register are readable in case there is a need to communicate any information regarding the advertised tender. - Service providers were issued with a valid originally stamped compulsory briefing declaration of attendance certificate (SCM03), and they were informed that it must be completed and signed and attached to the tender pack. - Service providers were informed that the tender documents should be submitted at 56 Eloff Street, Umnotho House – ground floor on or before the closing date of the tender (19 September 2025). - Service providers were informed that any questions regarding the tender should be sent to the email addresses in the tender documents, to Ms. Ngati and Mr. Mokgadi. Any correspondence to service providers from anyone other than the 2 mentioned officials should not be considered. - Service providers were made aware of the requirements under the evaluation methodology of the tender (administrative compliance and the functionality evaluation).			

1.1. Administrative Compliance Evaluation (Mandatory Requirements and Other Returnable Documents)

- Service providers were taken through the importance of completing Standard Bidding Documents (SDB) documents correctly and appending signature where required.
- SBD 1 document requires bidders to submit a proof of authority, e.g. company resolution assigning the signatory authority to sign the bid document.
- 1 (one) original tender document (**hard copy**) must be submitted (the downloaded tender document and the relevant attachments responding to the terms of reference). Electronic submissions will not be accepted.
- The tender pack can be completed electronically or printed and completed by ink.
- There is no bid price required for this tender since it is a panel, prices will be required from the pre-qualified service providers when they are assigned actual projects with deliverables.
- Certification of other returnable documents (i.e Tax pin, CSD registration and CIPC documents) it is not mandatory. BBBEE affidavit must be certified.
- Page 17 of 64 - Job Creation Analysis – it is not a mandatory requirement, it should be completed.

2. BRIEF BACKGROUND OF THE TERMS OF REFERENCE AND DISCUSSIONS THEREOF

- The project manager (Mr. Fikile Mokgadi) took the service providers through the terms of reference and the functionality evaluation criteria.
- It was highlighted that service providers should read the criteria thoroughly and respond accordingly to qualify for the allocated points.
- Borehole – does the service provider have to conduct a borehole testing, take soil samples and produce results? Yes, however; if the farmer has the test result, you do not have to conduct the testing.
- If I don't have the expertise, does that mean I have to outsource the expertise to produce the results? Yes
- Can service providers submit reference letters or recommendation letters only and not appointment letter/purchase order with completion certificates?
- The terms of reference clearly states the submission of - *different appointment letters or purchase orders with completion certificates from different organisations, institutions, clients.*
- The purpose of the appointment letters/purchase orders and completion certificates is to ascertain that you were officially appointed to provide the service, and it was completed successfully.
- The request for letters from different organisations, institutions, clients is for the department to have a broader view of the service providers expertise in the field of conducting feasibility studies and developing business plans. Submitting several letters from the same organisation, institution or clients does not provide a broader perspective on the service provider's expertise in the field.

NOTE: The resolution taken regarding functionality evaluation – 1st criterion: ***“Prospective panel members’ experience for agriculture feasibility studies and business plans”***

- We will accept the ***“different appointment letters or purchase orders with completion certificates or reference letters from different organisations, institutions, clients”***

The meeting was adjourned at 11:30.

Project Manager: _____



Date: 10/09/2025 _____