



Brief For : Tender for Accommodation (IEC/NW- 06/2025 )

Date : 22.05.2025

Time : 11H00

Location : IEC Local Office : 53 Van Velden Street Brits

Official Present: RAM : A. Mogatusi

Lepo : D. Tau (Scribe)

Lepo : A. Sekgothe ( Convener)

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## NOTES :

### 1. Opening, Welcome and Introductions

Mr Sekgothe welcomed everyone and opened the meeting by outlining the purpose of the briefing.

Each attendee was given the opportunity to introduce themselves.

### 2. Attendance

The following persons attended the briefing session :

- I) D. Modise – Ya Batho Travel & Event Management : 078 003 6734
- II) K. Radebe – Lesedi & Sons & RHRV Investment : 060 694 9573
- III) A. Ghoor – Basmeer Investment : 012 252 8960
- IV) F. Suliman – Madibeng Mall : 082 786 7865

### 3. Briefing by A.R Sekgothe – LEPO

Mr Sekgothe explained to the attendees that the tender is an Online/e tendering process. The following key points were highlighted on the presentation by Mr Sekgothe.

- Opening and Submission deadlines

## Electoral Commission

*Ensuring Free and Fair Elections*

- Bid Compliance
- Signatures or initials of partners are important
- ID Copies of owners/partners
- All required supporting documents needs to be attached

Mr Sekgothe further explain to the risk associated with disqualification

- Incorrectly completed document
- Incomplete Documents
- None compliance of documents
- Late submission of tender documents

#### 4. Questions & Answers

Question 1 : Tender document not specific on the number of staff.

Answer : Three permanent staff but we reach a number of approximately 22 during heightened activity period.

Question 2 : Tender not specific on layout, it speaks of open plan.

Answer : Ms Mogatusi advise bidders to go through the tender briefing notes as it clearly specify the requirements (do's, don'ts & the Must )

#### 5. Closing Remarks

Ms Mogatusi advice bidders to go through the briefing notes as it gives guidance on what is required. The bidders were also informed to submit any clarity seeking questions to Ms Suzan Fourie at National Office on 012 622 5479 or 082 784 8727.

Mr Sekgothe also notified bidders that documents can be deposited in the office on or before 05 June 2025 11H00 (Telkom time)



A.R. Sekgothe  
LEPO  
MADIBENG LOCAL OFFICE