



MINUTES

MEETING	:-BRIEFING SESSION FOR TENDER NUMBER GT/GPT/034/2025: PROCUREMENT OF SUBSCRIPTION FOR DYNAMIC DATA AND INFORMATION PLATFORM	
VENUE	:- MICROSOFT TEAMS VIRTUAL MEETING	
DATE	:- 04 SEPTEMBER 2025	
TIME	:-11H00AM –12H30PM	
CHAIRPERSON	: MPILONHLE BUTHELEZI	
NAME	SURNAME	DESIGNATION / BUSINESS UNIT
ATTENDANCE		
As per the briefing session attendance register.		

No.	Item	Responsible Official	Due Date Feedback
1.	Welcome and opening remarks	Mpilonhle Buthelezi	
	The Chairperson welcomed everyone present and officially declared the briefing session opened.		
2.	Registers	All	
	Bidders were requested to write their details which is their names name and surname, company representative, e-mail address as well as contact number on the chat.		
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3.	BRIEFING SESSION FOR TENDER NUMBER GT/GPT/034/2025: PROCUREMENT OF SUBSCRIPTION FOR DYNAMIC DATA AND INFORMATION PLATFORM	All	
3.1	TENDER ADMINISTRATION PROCESS PRESENTATION	Mpilonhle Buthelezi	
	a) The Bidders were informed that the tender number is GT/GPT/034/2025: Procurement Of Subscription for Dynamic Data and Information Platform. The Bidders were informed that the tender is closing on 19 September 2025 at 11h00am. It was further stated that the Tender Admin watches are synchronized with Telkom time. The1026 is the number that is dialed to synchronize the time. It was suggested that bidders should also dial the number to synchronize their watches with Telkom time. b) Bidders were encouraged to register with the Central Supplier Database (CSD) on www.csd.gov.za c) Bidders were notified that there is a supplier development workshop every Wednesday @ Ground Floor, 124 Main Street, Marshalltown from 10:00 to 12:00, the workshop assists bidders with anything that has to do with the tendering process for the Government. Such as how to fill in the SBD forms, how to fill in the entire tender pack, how to register on CSD etc.		

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	d) It was indicated that tenders can be obtained in the following ways: Downloading from website http://e-tenders.gauteng.gov.za/Pages/Advertised-Open-Tenders.aspx or for National e-Tenders portal http://www.etenders.gov.za e) Request to e-mail the document using e-mail address tender.admin@gauteng.gov.za f) Bidders were requested to label their tender submission envelopes delineating the tender number, the closing date, and the company name. It was further outlined that there are two sections in the tender document, consisting of section 1 which is invitation to bid. Section 2 which is price schedule. These two sections must be packed separately but can be placed in one envelope. the envelope with the two sections should be deposited in the tender box at Imbumba House, 75 Fox Street in the Reception area before the closing date and time. g) It was mentioned that the tender box is accessible Monday to Friday, 8h00am to 5h00pm. h) Bidders were notified that the GPT no longer issue a receipt for Bulky tender documents because the new tender box or cage caters for both small and bulky documents. i) It was further mentioned that the GPT no longer utilises the tender box that is outside of the building. Bidders need to come inside the building and at Reception area there is a box/cage wherein tender documents should be placed. Bidders can always call the Security for assistance if they don't see the tender box/cage. j) Bidder were cautioned to be weary of the closing date when posting clarity seeking questions and avoid posting questions within the last 48 hours before the tender closing time. Email address for technical queries as well as the email address for SCM related queried have been provided in the tender document and the GPT will provide a response to all the clarity seeking questions. k) Bidders were encouraged to send their clarity seeking questions in writing. l) The Tender Admin and SCM Officials will conduct the opening of tender documents immediately after the closing date and time. however, the prices are not read out to the public. It was also noted that there will be no Probity Auditors for this Tender. m) The names of the bidders will be published on the National Treasury E-tender portal and GPG tender portal. n) Bidders must thoroughly check if their tender documents are fully completed and that they are signed		

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	where signatures are required before submitting the tender document. Bidders need to submit the TAX compliance status PIN, supporting documents required as proof to claim preference points for specific goals as well as the financial statements and other requirements that are stated in the tender document. o) The evaluation methodology is a staged approach which will be applied in the evaluation of bids. There are two stages as per the preferential procurement regulations 2022 issued in terms of Section 5 of the Preferential Procurement Policy Framework, Act 5 of 2000 and our evaluation is staged as follows. stage 1, admin compliance, technical evaluations as well as system demonstration. Stage one has stage 1A which is the admin compliance, stage 1B which is the technical evaluation and stage 1C which is the system. If a Bidder does not meet any of the requirements under stage 1A, they will not proceed to stage 1B. If you do advance to stage 1B technical evaluation and you do not meet the minimum threshold, you will not advance to stage 1C which is the system demonstration. p) Bidders that meet the requirements and threshold for all three stages on stage 1 will proceed to stage two, which is the evaluation of bids based on price and preference, where 80 points is for price and 20 points is for preference. Evidence is required in order for bidders to claim the 20 points for specific goals (Preference). q) On stage 1A, there are 5 Sub criterions. Bidder/s that fail to meet required criteria stipulated under Administrative Compliance shall not be considered for further evaluation. ➤ Submission of bid documents Section 1 (Invitation to bid) and Section 2 (Price Schedule). ➤ Submit a completed and signed protection of Personal Information Act consent form. The POPI Act form is attached to the tender document. Bidders must ensure that the form is fully completed and signed. ➤ submission of completed and signed integrity pact for businesses form. This is a new form which must also be fully completed and signed. ➤ Submission of completed and signed Standard Bidding Document (SBD)1 and 4. Bidders must fully complete and sign the SBD forms, ➤ If there will be a share of services between tenderer, for example, a joint venture or		

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	consortium, all participating parties must submit supporting documents, which is a service agreement stating the roles and the share percentage of the value of the project undertaken by all parties, a letter of authority from both or all companies that are bidding for this tender. r) Other required documents ➤ Tax Compliance Status (TCS) Pin code issued by the South Africa Revenue Services (SARS). ➤ Supporting Documents to claim preference points ➤ Provide the latest independently reviewed financial statements with comparative years, alternatively if no audited annual ➤ Financial statements are available, provide the latest management accounts with comparative years signed by the accountant. ➤ Companies that are not required to be audited must provide a letter from the accountant attesting thereto. Companies that are new or dormant are not required to submit audited financial statements. ➤ A Valid B-BBEE Certificate or Sworn Affidavit. ➤ Full Central Supplier Database (CSD) report. It was reiterated that bidders should download the full CSD report and not the summary report. ➤ A valid copy of the Company and Intellectual Property Commission (CIPC) Certificate.		
3.2	TERMS OF REFERENCE PRESENTATION	Sinazo Madolo	
	The End User gave a brief, high level presentation on the Terms of Reference followed by clarity-seeking questions and responses a) The background of the project was outlined to the bidders. b) It was indicated that the Macro-Economic Analysis (MEA) unit within the Economic and Fiscal Policy		

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	Oversight (EFPO) Chief Directorate continually provides economic research and analysis for the department and policymakers. The pace at which the economic environment changes requires continuous access to economic data sources that deliver timely and relevant economic information. c) The unit must continuously remain on the cutting edge of economic information to ensure the relevance of the information it provides to the department and all stakeholders. d) To maintain the highest quality research and provide the latest economic information as and when it becomes available, the MEA unit needs to contract with professional service providers that specialise in business and market news, data and economic analysis. Subscriptions with such service providers help enhance the unit's analysis capacity and make information available timeously, which, under normal circumstances, would not be accessible. Furthermore, such services will enable the unit to be more productive, faster, and more efficient when performing economic analysis and research. e) Bidders were also taken through Stage 1b: Desktop Evaluation as well as Stage 1c: System Demonstration Evaluation as outlined in the terms of reference. Clarity seeking questions a) Question: It was noted that Bloomberg has a special keyboard, which not all the companies are using. It was further indicated that mostly the product is web-based and is accessed by user online using their own machine, does that count? Response: It was indicated that under stage 1B as well as stage 1C, the different options are allowed, however the point will vary. b) Question: How many users will be looking at this product, will it be individual licenses or will it be specific to one person, or one standalone sitting where people have access to the one product, or various people who will need more than one license? At the moment you are specifically talking about one, it was further indicated that know the number will assist with the pricing. Response: There will not be one person using this.		

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	c) Question: Do you know how many licenses will be required? Response: It was indicated that the required licenses will be Approximately 08 or 10.		
4.	Closure		
	In closing everyone who was in attendance was thanked for their participation. The briefing session was adjourned at 12:00		
Compiled by:  Sewela Malema SCM Practitioner Date: 09/09/2025 Approved by:  Sinazo Madolo Deputy Director: Macro economic Analysis Date: 09/09/2025			