

Supporting Document

Scope of Work (Service)

- Attend scheduled meetings (Virtually), record proceedings and compile minutes of meetings.
- The bidder will be required to complete a declaration of interest form and a confidentiality undertaking form provided by the merSETA, at every bid meeting.
- The bidder must ensure that minutes are proof-read and edited before electronic submission to the Supply Chain Unit in Microsoft Word format.
- The bidder must ensure that they submit minutes and electronic audio recording thereof to the Supply Chain Unit five (5) working days after the meeting has taken place.
- Details of the safekeeping and disposal of the recordings will be shared with the awarded provider in accordance with the merSETA policy.
- The bidder must provide a separate set of proceedings of the meeting in a verbatim format for future reference as and when required by the Supply Chain Management unit and its committee members. Price to be based on number of hours of the meeting (refer to the pricing schedule attached).
- Meeting will be held virtually (MS teams) .

Deliverables

- The bidder must have at least two (2) years of experience in the field, company profile must be submitted as proof.
- The bidder must provide reference letters where work of a similar nature was undertaken by the bidder.
- The bidder must submit at least one (1) example of minutes previously prepared.
- The bidder must provide at least one (1) CV of team members with at least 1-year relevant experience each.
- Providers will be required to submit a detailed explanation of how they propose to ensure the protection of personal information (POPI) whilst it is in their care or possession. The MerSETA expects that the bidder to be in full compliance with the POPI Act and in their explanation the Bidder should address any concerns that the merSETA has in reference to collection, transferring, storage and destruction of personal and or confidential information. Failure to provide an explanation which illustrates the Providers' compliance with the POPI Act, will result in immediate disqualification.