



MINUTES

DESCRIPTION: INVITATION TO SERVICE PROVIDERS FOR THE PROCUREMENT, STORAGE, SUPPLY, AND DELIVERY OF DRY AND PERISHABLE GROCERIES FOR THE PRIMARY, SECONDARY, AND SPECIAL SCHOOLS AND IDENTIFIED LEARNERS IN 10 (TEN) DISTRICTS IN THE GAUTENG PROVINCE FOR A FIXED TERM PERIOD OF THREE (3) YEARS (GT/GDE/105/2022)

01 December 2022; 11:00 – 13:00 Nokuthula Special School

1. ATTENDANCE

	Designation
Mr Samora Mhlophe	GDE official
Ms Christina Notununu	GDE official
Ms Leonorah Mngomezulu	GDE official
Ms Nomadlozi Ntshingila	GDE official
Ms Londiwe Pitsane	GDE official
Ms Sizakele Mkhize	GDE official
Members of the Public and Potential Bidders	

2. MATTERS ON THE AGENDA- BRIEFING SESSION (GT/GDE/105/2022)

3. OPENING AND WELCOME

The SCM opened and welcomed everyone in attendance and introduce themselves, and indicated that a Probity Auditor is present to observe the process. Attendance registers were circulated. **(See Annexure- A, Attendance Registers).**

4. PURPOSE

The purpose of the meeting was explained and the tender number and description was mentioned GT/GDE/105/2022. Closing on 20th January 2022. and it was clearly mentioned that two tenders were advertised (GT/GDE/105/2022 and GT/GDE/106/2022) and bidders must only bid for one tender.

The purpose of the briefing session was to provide information and to clarify the Tender Conditions, Technical Requirements (Scope of Work) and process of submitting the bid documents. SCM focused on evaluation process and the end-user presented the technical aspect of the tender. It was noted that the briefing session was highly recommended and not compulsory and clarified that no bidder will be eliminated for not attending the briefing session. A prepared presentation was projected in detail as attached.

5. DISCUSSION

The evaluation criteria was presented as follows **(See Annexure- B, Presentation Slides):**

- Stage **1A Pre-qualification** criteria was presented,
- Stage **1B Administrative** criteria was presented,
- Stage **1C Functionality** evaluation criteria was presented, The total scoring on functionality is 100 the minimum threshold is 80.
- Section **1D Site visit** evaluation was presented the total marks is 35 which must be obtained.
- Scope of Work

6. QUESTIONS AND ANSWERS

Attendees were afforded opportunity to ask questions as per **Annexure- C (Questions and Answers)**.

7. MEETING WAS ADJOURNED