

BRIEFING SESSION MINUTES

MINUTES OF NON-COMPULSORY BRIEFING SESSION MEETING FOR TENDER NO: GT/OOP/113/2023 THE APPOINTMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS WHO SPECIALISE IN GENERAL RESEARCH, MARKET RESEARCH, MONITORING & EVALUATION AND KNOWLEDGE MANAGEMENT FOR A FIXED PERIOD OF THREE (3) YEARS.

1. OPENING

1.1. THE ATTENDANCE OF THE BRIEFING SESSION BY ALL ATTENDEES OF THE MEETING WAS CONFIRMED VIA THE RECORDING OF THE SESSION ON MS TEAMS.

2. OPENING REMARKS

2.1. Ms Iris Radebe opened the meeting by introducing herself and other team members as representatives from the Office of the Premier (OoP). She further explained that the meeting is regarding a non-compulsory briefing session, therefore bidders who did not attend will not be disqualified and can still submit their proposals as well. Ms Radebe also outlined that her part of the briefing session would be, to brief bidders in attendance on the tender administration process. She indicated that, after completion of her presentation, she then handed over the Project Manager, Ms Kutala Pangwa to give a brief overview of the ToR and explain the Functionality/Technical/Desktop Evaluation Criteria.

3. TECHNICAL PRESENTATION

The Project Manager, Ms Kutala Pangwa (Chief Director: Performance Monitoring and Evaluation), provided an overview of the terms of reference (ToR) in her presentation. She indicated that the purpose of the terms of reference is to invite bidders with relevant and appropriate skills and experience to submit proposals to the Office of the Premier (OoP) for the appointment of the pre-qualified list of service providers who specialise in General Research, Market Research, Monitoring & Evaluation and Knowledge Management for a fixed period of three (3) years.

Item No.	Questions Raise by the Service Providers	Answers provided by GPG to the Service Providers
1	The service provider requested clarity on whether there is a specific Gauteng supplier registration number that is different from the "M" number of the Central Supplier Database (CSD) and how to get registered.	OoP responded that yes there is a Supplier Registration number, and the Gauteng Provincial Treasury will assist service providers with registering them on the database.

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		For New Vendor Registration applications, vendor extensions, Tax Certificate updates etc. The CSD Report & Bank Confirmation letter can be sent to the below contact details: ➤ Stemmer, Tholwana (GPT) Tholwana.Stemmer@gauteng.gov.za ➤ LEVEILLE, BIANCA (GPT) BIANCA.LEVEILLE@gauteng.gov.za ➤ Morojele, Valeria (GPT) VALERIA.MOROJELE@gauteng.gov.za ➤ Willet, Lana (GPT) LANA.WILLET@gauteng.gov.za – on leave ➤ Tiisetso, Machaba (GPT) Tiisetso.Machaba@gauteng.gov.za
3	The service provider requested clarity on the progress of the similar previously advertised tender.	OoP responded that the previous advertised tender was unsuccessful, and cancellations have been advertised on relevant platforms hence the office is readvertising the tender.
4	The service provider requests clarity on whether they must attach a budget/ price to the proposal.	OoP responded that for the current tender, there is no need to attach the price schedule to the proposal because the office is seeking to establish a database of a pre-qualified list of service providers. The price will only be required later from the appointed pre-qualified list of service providers as and when the buyer sends out the RFQ.
5	The service provider requested more clarity on the possibility of extending the closing date for the advertisement of the tender, how will that be communicated and when will it be done.	OoP responded that the office has decided to extend the closing date on the tender month of January 2024 to attract more service and allow them reasonable time to respond to the tender and the tender will be advertised on the Gauteng e-tender portal and other relevant platforms.
6	The service provider requested more clarity regarding the potential service providers requested to provide not more than 20 pages of the research proposal. A research proposal is based on a specific topic. The service provider asked whether they must invent and create their topic or it will be provided. The second element of the proposal mentioned above, is the issue of the portfolio of evidence. The proposal that is expected to be submitted versus, the portfolio of evidence.	The OoP responded that, although is understandable, the proposals are generally subject-specific, however in this particular case, the office is not asking for a subject-matter specific topic proposal, but wants a proposal related to the approach the service provider undertakes in putting together a research/evaluation project. The office wants to know how the service providers will undertake research and the methodologies they know of, and how they generally apply these. The proposals are to give an overview and understanding of what the company knows and understands about either general research, knowledge management, or monitoring and evaluation, whichever one they are going to bid for.

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	The service provider requested clarity concerning those two.	The presenter responded that a sample of research reports, as the portfolio of evidence, is relevant so it does not have to be the complete report from start to end because it will be a very big document and the office understands the financial implication of putting a proposal together. The office will be able to sense from a sample in an executive summary of the quality of writing and the style of writing. Certain information that may not make a difference in the bid evaluation process can be cut out, however if the service provider can provide a full report, that would also be accepted. The OoP responded that the Sample proposals can be provided on the USB stick or hardcopies, whichever is convenient for the service provider.
7	The service provider requested more clarity regarding the required qualification for Monitoring and Evaluation category. The TOR requires a Masters' degree for team members to score full points on functionality criteria. The service provider asked what happens if there are professors in a team with immersed experience in Monitoring and Evaluation, but they do not have the required qualifications.	The OoP responded that the ToR has already been advertised with the required qualifications for Monitoring and Evaluation. All bids will be evaluated as per pre-determined criteria. Team members who are not in possession of the required qualification will not be disqualified but may not score full points. The TOR stipulates a minimum of 70 points on functionality criteria to be evaluated further. Although a bidder may not score full points on qualification criterion they may still earn a minimum of 70 points on overall and not be disqualified.
8	The service provider asked clarity if it is possible to receive the Provincial Evaluation Plan mentioned on the TOR.	The OoP responded that the Provincial Evaluation plan that is asked for is available. It will be published on the same platforms that the tender was advertised on to be accessible to everyone including those who did not attend the briefing session.
9	The service provider requested clarity on whether it will be adequate or not to have reference letters from clients which they have performed work for in trying to comply with the POPI Act, rather than submitting Portfolio of Evidence.	The OoP responded that the TOR did not prescribe exactly how the evidence should look like. The office has asked for any report that the bidder has undertaken before. The bidder will need to assess what is possible and what is not in terms of sharing of information. For instance, if the bidder has undertaken an evaluation, they do not have to share all the findings. Certain sensitive information may need to be taken out from these reports. If some of the work that the bidder has done for the Government, the bidder may consider requesting approval from the department before submitting. For noting: OOP indicated that is not going to be sharing these documents further outside the evaluation process.

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Meeting Closure

10	The service providers requested clarity on what is the deadline for follow-up queries, and if OOP will circulate the briefing recordings also the service providers indicated that they are more interested in the questions and answers discussed at the briefing.	OOP responded the Office will be closed from the 22 nd December 2023 till the 2 nd of January 2024. All queries can be sent on any day except on the days that the Office is closed. The minutes of the briefing session, the Provincial Evaluation Plan, and the Research Agenda will be published on the same platforms where the tender was advertised to be made accessible to all potential service providers including those who could not attend the briefing session.
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The Briefing session was adjourned by the Chairperson at 11h09



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Ms Iris Radebe

Briefing Session: Chairperson

Date: 22 December 2023