



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION MINUTES

RFP 04/2026 - SERVICE AS PER RFB 1183/2022

BENEFITS ADMINISTRATION APPLICATION (CIVPEN) MAINTENANCE AND RELATED SUPPORT SERVICES

Date : 22 June 2026
Venue : Microsoft Teams
Time : 15h00

1. ATTENDANCE

- Phatudi Kgomo – SCM Advisor
- Kefentse Mamabolo - Secretariate
- Lesego Motlhasedi – SCM
- Meiring Coetzee – Business Unit (ICT)

2. WELCOME

Mr. Phatudi Kgomo opened the briefing session by extending a welcome to all attendees and introducing himself and the GPAA officials who were present in the briefing session

Mr. Phatudi Kgomo confirmed that the service providers were in the correct session for RFP 04/2026 services as per RFB 1183/2022 for Benefits Administration Application (CIVPEN) Maintenance and Related Support Services. He further requested bidders to register their names and the companies they represent on the chat box. Mr. Kgomo proceeded to guide the potential bidders through the Supply Chain Management (SCM) requirements outlined in the published Request for Proposal (RFP). He indicated the technical requirements will be presented by the Business Unit.

He emphasized that the GPAA has migrated to the e-tender portal and there

3. SCM ADMINISTRATION

Mr. Phatudi Kgomo highlighted the following SCM requirements through a presentation.

It was emphasized that the briefing session is non- compulsory and any questions pertaining to the RFP will be answered and published on the portal

- 3.1 Bidders must submit their complete bid electronically via the National Treasury eTender Portal (www.etenders.gov.za).
- 3.2 No physical submissions, hand-delivered documents, or courier deliveries will be accepted.
- 3.3 No envelopes, packaging, or physical labelling requirements apply.
- 3.4 Late submissions cannot be uploaded after the closing date and time; the eTender Portal will automatically prevent late uploads.
- 3.5 Bidders are responsible for ensuring successful electronic upload before the closing time. GPAA will not be held liable for unsuccessful electronic uploads.
- 3.6 The GPAA requires that the Pricing Schedule (SBD 3.3) be uploaded separately on the eTender system and clearly labelled as such. All company details—including the full company name, physical address, contact number, email address, contact person, and the bid closing date—must be entered correctly in the fields provided on the eTender portal. The tender is advertised for a period of three years, with a possible extension of up to five years; bidders are therefore advised to complete the pricing schedule in full. An incomplete pricing schedule will lead to disqualification.
- 3.7 The evaluation process consists of 4 phases:
- **Phase 1 – Mandatory Technical Criteria** - the bidder must ensure that they comply requirements on the first phase, failure to meet any of the listed requirements will result in disqualification.
 - **Phase 2 – Rated Criteria**
Mr. Kgomo emphasized on paragraph 10.2.1 of the company experience template, that bidders must explicitly provide Month and Year of the projects
 - **Phase 3 – Administrative Compliance** - Bidders who do not submit the requested documents, will be given a maximum of 2 working/business days to submit and who are not tax compliant will be afforded seven working days to correct non-compliance in the CSD, failure will render the bid unacceptable, and be disqualified. Bidders must ensure that they correctly disclose any other business interest that the shareholder/ members might have controlling interests in on SBD 4. Bidders must ensure that they disclose if any team leaders and members are employed by the state. On page 16 - Bidder's Disclosure should be fully completed and signed.
 - **Phase 4 - Price and Preference Evaluation**, only qualifying bidders will be evaluated on price and preference as per the Preferential Procurement Regulations, 2022 (PPR2022) and the GPAA Preferential Procurement Policy.
Mr. Kgomo explained how the bidders should claim points per RFP.

4. BUSINESS UNIT

Mr. Coetzee took the bidders through the project background as stipulated in the RFP documents and allowed the bidders to ask questions:

5. QUESTIONS AND ANSWERS

After the presentation, the potential bidders were given the opportunity to ask questions, and no questions were asked.

Closing date for Clarification / Question and answers is on 29 June 2026 and will be published on 1 July 2026.

Enquiries to be forwarded to tenderenquiries@gpaa.gov.za

6. CLOSING

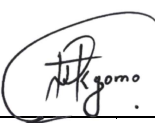
Mr. Phatudi Kgomo thanked everyone for attending and the meeting

Secretariate

: *k.m Chuene*

01/07/2026

Chairperson

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01/07/2026