

BRIEFING MINUTES- REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF SERVICE PROVIDERS OF A GRADING OF 4GB OR HIGHER FOR THE REFURBISHMENT OF BOARDROOMS AT SHOSHOLOZA MEYL JUNCTION (GAUTENG SOUTH), NORTH GAUTENG REGIONAL OFFICE, KWAZULU NATAL REGIONAL OFFICE, WESTERN CAPE REGIONAL OFFICE AND EASTERN CAPE REGIONAL OFFICE FOR A PERIOD OF 3 MONTHS

				 prasa cres CORPORATE REAL ESTATE SOLUTIONS
Tender No.:	HO/NOR/GP/CAM/11/03/24 HO/SMJ/GP/CAM/12/03/24 HO/KZN/CAM/15/03/24 HO/ECR/CAM/14/03/24 HO/CPT/CAM/13/03/24			
Description:	RFP: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF SERVICE PROVIDERS OF A GRADING OF 4GB OR HIGHER FOR THE REFURBISHMENT OF BOARDROOMS AT SHOSHOLOZA MEYL JUNCTION (GAUTENG SOUTH), NORTH GAUTENG REGIONAL OFFICE, KWAZULU NATAL REGIONAL OFFICE, WESTERN CAPE REGIONAL OFFICE AND EASTERN CAPE REGIONAL OFFICE FOR A PERIOD OF 3 MONTHS			
Briefing	15 MARCH 2024	RFP Close	27 MARCH 2024 @ 12:00	
Date:	11:00		28 MARCH 2024 @ 12:00	
Author	XITSEMBISO BALOYI (XK)			

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ITEM NO.	DESCRIPTION	ACTION
1.	OPENING Tshifularo Nematatani, declared the Non-Compulsory online Briefing opened and welcomed all the Bidders who were present.	
2.	– Attendance Register ▪ Tshifularo Nematatani (PRASA SCM) ▪ Xitshembiso Baloyi (PRASA SCM) ▪ Livhuwani Tshikhudo (PRASA END-USER)	
3.	OPENING STATEMENT Tshifularo introduced the team- SCM, End-User to the bidders and emphasized that the briefing is Non-compulsory, and bidders were further requested to attend non-compulsory Site visit that will take place on the 18 March 2024 at the various region.	
4.	SCM Official Explain the Evaluation Process to all the members and took them through the Mandatory and Non-mandatory processes. Tshifularo informed the bidders that all communication during the tender period should be directed to Tshifularo Nematatani, who's details are on the RFP document. TN explained that the tender should be packaged according to the instructions of the RFP. Bidders are required to package their response/Bid as follows: Volume 1 (Envelop 1/Package 1) • Part A: Mandatory Requirements Response Part B: Technical or Functional Response (response to scope of work) (Volume 2 (Envelope 2/ Package 2) • Part C: Financial Proposal: Pricing Schedule/ BOQ, Specific Goals and Form C	

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	Submit the tender as an original and an electronic version which should be contained in Memory Cards clearly marked in the Bidders name as stated in the RFP and provide an English translation for documentation. The evaluation will be done in three stages: Stage 1A: (a) Mandatory Requirements Stage 1B (b) Non-mandatory Requirements Stage 1A- Mandatory Requirements- all the mandatory required document from (A-E) should be submitted, failure to submit will be automatically disqualification. Stage 1B- Non- Mandatory Requirements- if the documents required are not submitted PRASA will contact the bidder and request those documents within 5 days, failing to submit on time will results in the award being recalled. When passed all the above stages, the bidder will therefore proceed to stage 2- Functionality which is 70% threshold. All bidders who will obtain the minimum threshold will be evaluated on stage 3 on Pricing and specific goals. The following were noted during the presentation: • Site inspection Certificate (Form D) is non-compulsory, bidders to ensure that they sign closing register. • "Bidders are to comply with the following requirements and failure to comply may lead to disqualification" indicated on page 36 of 57 on Stage 1 of compliance requirements on the RFP document. "May" will be replaced with "Shall" through addendum. • SBD 6.1 from appendix forms, bidders refer to annexure 3 which is volume 2.	
5.	The Project Manager gave clarity on the detailed background and purpose of the project. Service required is targeted for the selected boardroom spaces in the below area of focus. • Shosholoza Meyl Junction • North Gauteng Region • Kwazulu Natal Region	

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	• Western Cape Region • Eastern Cape Regional He emphasised that the scope of work is the same for all regions: End user took bidders through the technical evaluation. Organizational Experience- bidders must submit 2 sets of documents in order to score points: 1. Letter of Appointment (LOA) or Purchase Order or Contract agreement from the client 2 and provide a reference letter or Completion certificate relating to the appointment letter/contract provided. <i>Both documents shall be on a company Letterhead and from the same company).</i> Points will be awarded only if both documents are submitted. Years of experience of key personnel- to be directly responsible for implementation of this project. Bidders are required to provide CV's which clearly indicates the role of the specialists required below with certified qualifications valid for a period of 6 months. Similar projects shall include building related projects, CV to Detail Similar projects. Financial Capability- this will assess if the bidder will be able to work to a certain point before paying the first invoice. Technical approach and Methodology -Proposed methodology should demonstrate thorough understanding of PRASA's objectives and required deliverables as outlined in the Scope of Work and meeting PRASA's requirements. The recommended bidder expected to submit safety file.	
6.	Questions and Answers Q: Which documents should be submitted? A: Bidders must submit the returnable documents: RFP document must be packed in volume 1 and BOQ/pricing and Form C which must be packed on volume 2 Q: Do you have contact details for regions?	

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	A: The tender document has address information regarding site visits, in case where bidders struggle to access the site, they should Contact Ms Tshifularo Nematatani for assistance. Q: SBD 6.1 is not uploaded on E-tender portal, however, is on the list of Appendices A: SBD 6.1 is packaged on volume 2 with Form C and BOQ. Refer to annexure 3. Q: Do we submit BOQ separately? A: Yes, the BOQ must be packaged on volume 2, please also indicate your Company details on your envelopes Q: Are we allowed to tick more than 1 box on specific goals? A: It will depend on the acceptable evidence provided Q: How many CVs must we submit on Key personnel experience? A: You can attach one per key personnel Q: Will you approve tables that are on the form of picture? A: everything should be brought physical to site for approval by project manager. Q: Do we package Volume 1 and 2 on 1 USB? A: Volume 1 and 2 must be packaged on separate electronic version In closing Bidders were informed that Questions and answers and changes on the RFP Document will be communicated on E-tender portal.	
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7.	RECOMMENDATIONS. Closing date for Questions: 19 March 2024 Closing date for Responses: 20 March 2024 Closing date for Submission of final Bids for Shosholoza Meyl junction and North Gauteng Region: 27 March 2024@ 12:00 Closing date for Submission of final bids for CPT, ECR and KZN regions: 28 March 2024 @12:00	
8.	CLOSURE Chairpersons closed the meeting and thanked every member for attending briefing session.	

Xitshembiso Baloyi

20 March 2024

Signature- **Xitshembiso Baloyi SCM**

Livhuwani Tshikhudo

20 March 2024

Signature- - **Livhuwani Tshikhudo End-User**