

Minutes of the Compulsory Briefing Session for Tender No. 13/2024 - Provision of Cleaning, Hygiene, Waste Management Services and Recycling at Legal Aid South Africa, 29 De Beer Street, Braamfontein, Johannesburg, for a Period of Three (3) Years.

Venue: Legal Aid House, 29 De Beer Street, Braamfontein, Johannesburg

Date: 24 June 2024

Time: 11H00 am – 13:30 pm

Present:

Buhle Sesiko	: Procurement Manager
Keitumetse Molefe	: SCM Compliance and Contract Manager (Presenter)
Ndivhuho Madzhie	: Finance Manager and Expenditure (BSC Chairperson)
Nomalanga Nxumalo	: Infrastructure Supervisor
Tiny Masengana	: SCM Compliance and Contract Supervisor
Mmathebe Dipela	: Management Accountant (Microsoft Teams)
Rirhandzu Maluleke	: BSC Secretariat

Invitees:

Prospective Bidders

Apologies:

Montsheng Kegomodice Leeto : Administration Manager

No	Items	Responsible Person
1.	Opening and Welcomes	
1.1.	Mr. Keitumetse Molefe welcomed all present and declared the meeting open.	Presenter
2.	Purpose	
2.1.	Compulsory Briefing Session for tender No. 13/2024 - Provision of Cleaning, Hygiene, Waste Management Services and Recycling at Legal Aid South Africa, 29 De Beer Street, Braamfontein, Johannesburg, for a period of three (3) Years.	
3.	Discussion	
3.1	The following was presented by Mr. Keitumetse Molefe - Request for Proposals Cleaning Services - Cleaning Services Technical Specification - Annexure B – Pricing Schedule - Consumables and Equipment's Price Schedule - The presenter emphasized on the closing date and time, no late bids will be accepted or considered for evaluation. - Personal information will only be used for the purpose of this tender. - All annexures and the SBD forms should be completed precisely. - The tender is valid for 150 days if not finalised Legal Aid South Africa will request extension but will try and complete the tender process on time. - The presenter went through the Request for Proposals Cleaning Services documents in detail.	

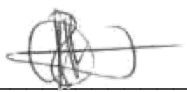
No	Items	Responsible Person
	- He explained the Specific Goals used by Legal Aid SA, also explained the importance of completing the SBD 1, SBD 3.1, SBD 4 and SB2 6.1 properly. - The Specific Goal - Historically Disadvantaged individual (HDI) point system was explained in detail. - The presenter explained the Technical Specification in detail – Mandatory Requirements: Bidders were advised to complete Annexure A Reference Table which will be used to contact the references (for the recommended bidder) therefore it's crucial to provide honest information. - Working hours are from 07:00 to 16:00 but instances where the Legal Aid SA closes early during the festive period; the cleaners are requested to leave the premises an hour later after the Legal Aid staff. - The BSC Members noted that the Annexure A (table a) reference letter table template was not included with the tender document during the presentation. Bidder were informed to look out for this document and it should be submitted with the proposal. This will be uploaded. - It was emphasized on the table for the consumables to include the branding of their choice that is not harmful to the furniture or use. - The presenter also emphasized that no appointment letters and Purchase Orders (PO's) will be accepted as reference letters, the bidders are encouraged to draft the letter and ask the clients for the approval if the letters they have do not address the criteria. - The letters must include all the criteria as set on 3.1 to 3.5. - The bidder should answer the why, when and what under the criteria 1.1 to 1.3 of the functional criteria. Questions and Answers Q: What is the size of the consumables? A: The quantity and sizes are provided on the table of the Annexure B consumables on page 6 & 7 of the specification. Q: How many cleaners are required? A: We are looking for 10 cleaners and 1 Supervisor and 1 Operational Manager. Q: Which section and should be completed for sub-contracting? A: RFP section on primary contractor or JV, a Sub-contractor Agreement or a Letter of Intent would suffice to support the submission. Q: Carpets should be cleaned how many times? A: Annually. Q: What if it is difficult to get the reference letter as per Legal Aid SA Requirements? A: The bidder is encouraged to share the requirements with the client for them to understand what is required before the closing date of the tender. Q: Will the bidder be disqualified when the letter is not including all the requirements that is on the document? A: The bidder will not attain the 6 points per letter if criteria not met. Q: The letter that is only for Hygiene services, will the points be allocated? A: No, the bidder should stick to scope of work. Q: If the shareholder or director is a woman of the company how will the points be allocated? A: The bidder will be allocated points accordingly guided by the SBD 6.1 and the proof of support documents listed on the RFP.	

	Q: The document states work hours as from 07:00 to 16:00, is Legal Aid paying for 9 and not 8 hours? A: The bidder will bill as per the specification requirements. Q: Which COIDA is required? A: The COIDA from Department of Labor for Cleaning/Hygiene services Q: Is there a platform to ask clarity or question before the tender closed? A: The emails are provided on the documents attached on the website and e-tender portal.	

3.2	Resolution	
	- The Annexure A – Reference table (a) to be included on the updated document, the evaluation criteria calculation to be corrected and uploaded with the minutes latest Monday 01 July 2024 on the Legal Aid website and e-portal. - Bidders were reminded to fully complete the Pricing Schedule in order for the organization to be able to evaluate the bidders accurately and fairly. - Bidders were reminded of the closing date of 15 July 2024 at 11:00 am.	
4.	Closure	
4.1	The meeting was adjourned at 13:30 PM.	

CHAIRPERSON: 

DATE: 28 June 2024

SECRETARIAT: 

DATE: 28/06/2024