

ITEM	SUBJECT	DISCUSSION/ACTION	Responsible
1.	Welcome	The Chairperson welcomed all.	Chair
2.	Attendance register	The attendance register was completed	All
3.	Security Clearance	Security statuses were recorded in the attendance register.	All
4.	Declaration of Interest	The attendees declared that they have no conflict of interest.	All
5.	Number of bidders in attendance	Four (4) bidders namely Ryce Design, Zakwethu Studios, Mdaniswa Group and B21 Group attended the bidders briefing.	ACS
6.	RFB	The requirement, as outlined in the RFB document that closes on 12 July 2022 was read out and explained to the bidders in attendance The terms of reference (TOR) document was also read out and explained to the bidders in attendance Emphasis was placed on Compliance Requirement from SCM in the completion of the Bid Document that bidders must fully comply with: Pre-qualification Criteria – Level 3 or better Black Equity Ownership of 35% Critical Criteria (CC): CC1 - It was emphasised that two (2) separate client letters must be submitted (Usage of 200 square meter space available) CC2 - It was emphasised that a hard copy and a digital copy must be submitted CC3 – ACS showed a copy of the document required to the bidders in attendance CC4 – AAD 2022 rules as per Appendix 6 Functional Criteria - Score will be a minimum of 70 points to a maximum of 100 points (Scoring is out of 100) – Bidders not achieving 70 points will not be considered for further evaluation. The 80/20 Preference Points System will be used for scoring Technical Specifications – was discussed and cleared with bidders who did not understand the requirements. BEE Verification Certificates must be SANAS approved Dates on Sworn Affidavits must correlate	ACS

7.	Question(s) from the bidders	What does it mean by "CREATIVITY" OF STAND DESIGN? Listing all the spaces indicated within the 200 square meter for business units. Show casing Armscor's capabilities, not just "kitchen" or a specific part of the stand. However, the stand must be consistent throughout. When will the Bid Evaluation results be communicated to the prospective bidders? Soon after the closing date. There may be many bids received even though there was only four bidders at the briefing.	MJ
8.	Project Plan Time Lines	Commencement of project: 01 September 2022 – Bidder must indicate their production start time and end time. Deliver Stand – Monday 19 September 2022 Ministerial-Walk-About: 20 September 2022 SEE 4.1.5 OF THE AAD 2022 RULES AND REGULATIONS	Info
9.	Additional Information	Screening and Security checks is going to take place at the AAD 2022 AFB Waterkloof. Bidders are not allowed to employ Foreign nationals for this project at AFB Waterkloof and will be denied entry. Sub-contractors are also going to be vetted (check the website) This is a five (5) day event, therefore there will be a day to day maintenance of the stand during the 5 day period. The kitchen must not lack tea/coffee, sugar, drinking water etc. <u>Specifications and Drawings</u> The stand must not be smelling of paint when delivered and this must be done well in advance. We are not designing the façade (the façade is already there) The material/fabrick must compliment your design Bidders were advised to go onto the Armscor website to know the organisation better There must be correlation between the stand and the chalet	Info
10.	Closing	Meeting was adjourned at 12h00	Info

ISSUED BY:



OB Maodi

SECRETARY

DATE: 04 July 2022

APPROVED / NOT APPROVED:



G. Adam

COMMODITY SPECIALIST (Chairperson)

DATE: 4 July 2022