

## BRIEFING SESSION MINUTES

**BRIEFING SESSION:** 22<sup>nd</sup> September 2023 (Compulsory)

**VENUE:** **GIDZ SUPERBLOCK – BUILDING 4, O.R TAMBO SPECIAL ECONOMIC ZONE**

**BID NUMBER:** GIDZ/01/2023-2024/OFFICE FURNITURE

**CLOSING DATE:** 06 OCTOBER 2023; Closing Time: 11:00

**DESCRIPTION:** APPOINTMENT OF SERVICE PROVIDER TO PROVIDE AND INSTALL FURNITURE AT BUILDING 4 REFERRED TO AS SUPERBLOCK AT OR TAMBO INTERNATIONAL AIRPORT SPECIAL ECONOMIC ZONE PRECINCT 1

### **GGDA REPRESENTATIVES**

Kgalaletso Sennanye (KS)	- GGDA Senior SCM Manager
Lorraine Nuku (LN)	- GGDA Manager
Ayanda Nhlapo	- GGDA Procurement /SCM Officer
Nthabiseng Princess Chambela (NPC)	- (Property Manager: Gauteng IDZ)

### **Service Providers as represented, as per attendance register**

		<b>ACTION</b>
<b>1.</b>	<b>Welcome</b>	
	Welcome and outline of the briefing programme. The attendance register was signed.	<b>LN</b>
<b>2.</b>	<b>Purpose</b>	<b>LN</b>



GAUTENG GROWTH AND DEVELOPMENT AGENCY

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<p><b>Purpose of The Tender Briefing Session</b></p> <p>To clarify the requirements of the tender as stipulated in the bid document and to answer any queries that potential service provider might have on the bid document.</p> <p><b>The following tender notice &amp; invitation was presented to all: -</b></p> <p>You Are Hereby Invited to Bid for The Requirements of Gauteng Growth and Development Agency</p> <p><b>Bid Number:</b> GIDZ/01/2023-2024/OFFICE FURNITURE</p> <p><b>Closing Date:</b> 22<sup>nd</sup> September 2023</p> <p><b>Closing Time:</b> 11:00</p> <p><b>Bid Validity Period:</b> 90 Days</p> <p><b>Briefing Session:</b> Compulsory Briefing Session</p> <p><b>Briefing Session Venue:</b> Gidz Superblock – Building 4, O.R Tambo Special Economic Zone</p> <p><b>Briefing Session Time:</b> 11h00</p> <p><b>Briefing Session Date:</b> 22<sup>nd</sup> September 2023</p> <p><b>Description:</b> APPOINTMENT OF SERVICE PROVIDER TO PROVIDE AND INSTALL FURNITURE AT BUILDING 4 REFERRED TO AS SUPERBLOCK AT OR TAMBO INTERNATIONAL AIRPORT SPECIAL ECONOMIC ZONE PRECINCT 1</p> <p><b>Bid Submission Requirements:</b> 2 Envelopes. The tender is two envelopes submission. Submissions must be submitted in one Original Hardcopy &amp; 1 X USB Copies – Separately In 2 Envelopes For Technical &amp; Financial/Price</p> <ul style="list-style-type: none"> <li>o Technical Proposal- (1 Original Hardcopy &amp; 1 X USB Copy)</li> <li>o Financial/Price Proposal (1 Original Hardcopy &amp; 1 X USB Copy)</li> </ul> <p>(Nb: Please It's a Requirement to Submit Document as Requested)</p> <p>NB: Bid Documents Must Be Deposited in The Bid Box Situated At: 15th Floor, 124 Main Street, Johannesburg.</p> <p>The <b>tender will close on 06<sup>th</sup> October 2023 at 11:00 am</b>, at Gauteng Growth and Development Agency (GGDA), 15th FLOOR, 124 Main Street, Marshalltown, Johannesburg, 2107.</p> <p><b>NB:</b> Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted.</p>	<p><b>LN</b></p> <p><b>LN</b></p>
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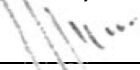

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<b>3.</b>	<p><b>Presentation</b></p> <p>The details of the bid document as published was presented during the briefing session.</p>	<b>LN</b>
	<p><b>The following areas were addressed during the briefing session: -</b></p> <ul style="list-style-type: none"> <li>➤ The overview and administrative issues regarding the submission was presented to all present. <ul style="list-style-type: none"> <li>• Confirmation was made that all the suppliers are at the right briefing session.</li> <li>• Closing dates was highlighted as Friday, 06<sup>th</sup> October 2023.</li> <li>• Submission requirements were highlighted that is 2 envelopes submission for Technical and Pricing.</li> <li>• Scope of work and Evaluation Criteria, and stages of the evaluations were highlighted, including disqualification criteria.</li> <li>• Request for information closes on the 02<sup>nd</sup> October 2023.</li> <li>• Bidders to adhere to all the compliance and evaluation criteria requirements as detailed in the bid document.</li> <li>• Ensure all documents are fully completed and sign-off.</li> <li>• It was emphasised that bidders need to pay attention and adhere to all mandatory requirements as stated in the bid document.</li> </ul> </li> <li>➤ <b>Tender Scope</b> Scope was outlined as detailed in the Bid Document. <ul style="list-style-type: none"> <li>• Bid documents – scope of work was outlined in detail.</li> </ul> </li> <li>➤ <b>The tender scope of works was outlined as follows: -</b> <ul style="list-style-type: none"> <li>❖ <b>SCOPE OF WORKS</b> as detailed on the bid document from page 13-34 Specification which include the pictures of furniture required and colors.</li> </ul> </li> </ul> <p><b>PRICING</b></p> <ul style="list-style-type: none"> <li>a. Only firm prices will be accepted. The price quoted is fully inclusive of all costs and taxes.</li> <li>b. Detailed information is optional and is provided as annexures to the details provided below.</li> <li>c. Bid price in South African currency, foreign exchange risk is for the account of the Bidder.</li> </ul> <p>➤ <b>Appointment of bidder</b></p>	<p><b>LN</b></p> <p><b>NPC</b></p> <p><b>NPC</b></p> <p><b>LN</b></p>



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	<p>The appointment will be done as soon as possible after the tender is closed – probably within the 2 to 3 months after the closing of the tender based on number of submissions received.</p> <ul style="list-style-type: none"> <li>➤ <b>Bid Closing date: Friday, 06<sup>TH</sup> October 2023 at 11h00</b>, Late bids will not be accepted.</li> <li>➤ <b>Questions Session</b></li> </ul> <p>All further queries/ questions can be sent to <b>email as provided on the bid document</b>.</p> <p>The above email will be unusable after the clarity period as lapsed which will be on the <b>02<sup>nd</sup> October 2023</b></p> <p>All questions and answers will be published on website once clarity period has closed.</p> <p><b>Questions and answers during briefing:</b></p> <table border="1" data-bbox="244 1025 1422 1227"> <thead> <tr> <th data-bbox="244 1025 759 1066">QUESTIONS</th> <th data-bbox="759 1025 1422 1066">ANSWERS</th> </tr> </thead> <tbody> <tr> <td data-bbox="244 1066 759 1227">1. May you please clarify the envelope and USB part.</td> <td data-bbox="759 1066 1422 1227">2 USB must be submitted- 1 for Technical and 1 for financial proposal Envelopes 1 for technical proposal and 1 for financial proposal</td> </tr> </tbody> </table>	QUESTIONS	ANSWERS	1. May you please clarify the envelope and USB part.	2 USB must be submitted- 1 for Technical and 1 for financial proposal Envelopes 1 for technical proposal and 1 for financial proposal	
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4	<p><b>Closing Notes</b></p> <ul style="list-style-type: none"> <li>• Communication in relation to this tender will only be send to the addresses as provide on the briefing register.</li> <li>• Pay attention to Admin compliance including mandatory requirements.</li> <li>• All SBD forms to be fully signed, suppliers to pay most attention to the condition of contract document on page 90 to signed on the signature part as this will lead to disqualification.</li> <li>• Ensure copies are done properly not to miss pages from original document.</li> <li>• USB information to be a complete replica of the original hardcopy submitted.</li> <li>• 2 Envelop System – separate envelops for technical and pricing/financial offer.</li> </ul>	LN				
5	<p><b>Closure of meeting</b></p> <p>There being no further business the Chairperson declared the meeting closed. The meeting was officially closed at 12h00.</p> <p>             _____  <b>Chairperson</b> </p> <p>           _____  <b>Date</b> </p> <p>           _____  <b>Date</b> </p> <p>             _____  <b>Project Manager</b> </p> <p>           _____  <b>Date</b> </p>	LN				