



Reference : BID No.PM45/2018  
Enquiries : Mashiane Kwena - (015) 290 2148  
Date : 22 August 2018

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**MINUTES OF THE BRIEFING SESSION FOR BID No. PM45/2018:** Appointment of Service Provider for M'SCOA Advisory and Project Management for a period of Three (03) Years

**Date:** 17 August 2018

**Venue:** New Peter Mokaba Stadium Complex, Executive Lounge, 1<sup>st</sup> Floor,

**Time:** 10H00

## 1 OPENING AND WELCOME

- ❖ **Assistant Manager: Demand:** Declared the meeting officially opened and welcomed all municipal officials and service providers present. The municipal officials were introduced to the service providers by **Mr. Simon Mashiane**.
- ❖ Ms. Zinzi Mphahlele (**Project Manager**) explained key purpose of the **M'SCOA** and terms of reference of the project.

## 2 ATTENDANCE

Below is the list of the municipal officials who have attended the briefing session:

NO	NAME AND SURNAME	POSITION (DESIGNATION)
1	Simon Mashiane	Assistant Manager: Demand Management
2	Koketso Mashishi	SCM: Official
3	Zinzi Mphahlele	Project Manager ( <b>M'SCOA</b> )

Service Providers were encouraged to sign the attendance register in order to be considered for the bid (Evaluation).

### 3 PURPOSE OF THE MEETING

#### 3.1. MATTERS FOR DISCUSSION

- ❖ Purpose of the meeting was aimed at briefing potential service providers on the bid for the **M'SCOA services**

#### 4. Supply Chain Management (SCM) Requirements

**Ms. Koketso Mashishi explained** the supply chain management requirements and indicated that service providers who will not comply with the SCM requirements will be disqualified. She further indicated that the bids will be evaluated on two (03) stages, i.e. administrative compliance requirements and Functionality. The evaluation criteria were discussed as follows:

#### 4.1. Administrative Compliance Requirements

## ANNEXURE A

### EVALUATION PROCESS AND CRITERIA

#### BID NO. PM45/2018

The following evaluation process and criteria will be used to evaluate this bid:

#### 1. **Administrative Compliance – Phase One**

1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

#### 1.2 **Critical Criteria:**

The following critical criteria have been identified for this bid and any non-compliance thereto will lead to the bid being regarded as non-responsive and disqualified from further evaluation on functionality. Bidders will be required to submit the following documents and other administrative compliance requirements as follows:

- Provide Central Supplier Database (CSD) number (**Attach CSD summary registration report**)
- All pages of the bid document initialed and signed where required
- Compulsory briefing session attendance and signing of the register thereof.
- Completed and signed declaration on past SCM practices form (**MBD8**)
- Signed J/V agreement submitted (Where applicable)

- Signing of the declaration of interest form **(MBD4)**
- Submission of municipal rates and taxes statement of account which is not older than three (3) months or Signed Valid lease agreement for service providers who are renting or leasing offices

**NB: BIDDERS WHO FAIL TO COMPLY WITH EITHER OR ALL OF THE ABOVE MENTIONED REQUIREMENTS SHALL BE AUTOMATICALLY DISQUALIFIED**

- ❖ Service providers were also advised to submit consolidated BBBEE certificate with regard to the Joint Venture.
- ❖ Service providers were also advised to submit their projects in time and they should not come with excuses if they are late for submission.
- ❖ Service providers were also advised and make aware that there are people who are busy phoning them and asking for money and telling them that their document are at advance stage of finalization therefore they have to make plan.

**4.2. Other Matters**

- No contract will be awarded to companies whose directors are employed by the State and are also listed as restricted bidders and tender defaulters in the National Treasury register. In the event in where the service provider is found to be listed on the list of restricted bidders or tender defaulter, such bidders will be disqualified.
- In the event where one or more of the company directors are employed by the State, the bidder will be disqualified.

**4.3 SBU REPRESENTATIVES**

- ❖ The service providers were requested to submit their concerns in writing till Monday, 20 August 2018 and Municipality will response in time on Wednesday, 22 August 2018.

**5 QUESTIONS FROM THE BIDDERS**

Service providers were granted an opportunity to raise questions regarding the scope of the project, administrative compliance and functionality.

**Clarity on terms of reference**

CLARITY ON	RESPONSE
<p><b>Point 10</b> Data cleansing focusing on revenue</p>	<p>Data cleansing is a critical part of mSCOA project scope therefore it remains as is, however it be noted that the actual scope on it will be allocated as and when required with clear deliverables after the SLA has been signed</p> <p>The rates as proposed will remain the same but the scope will determine the number of hours which must be planned and billed as part of the programme</p>

**6. CLOSING DATE**

The bid will close on the 05 September 2018 (**Wednesday**) at 3<sup>rd</sup> Floor West Wing Board Room, Third Floor@10h00



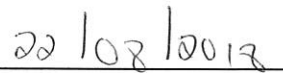
**Mr. Simon Mashiane**  
**Assistant Manager: Demand Management**



**DATE**



**Ms. Zinzi Mphahlele**  
**Acting Manager: Budget**



**DATE**