

BRIEFING SESSION MINUTES

Briefing Session: 2 July 2021 (Non-compulsory)

Venue: Microsoft Teams

Bid Number: GGDA/01/2021-22/VAAL

Closing Date: 16th July 2021; Closing Time: 11:00

Description: THE APPOINTMENT OF A SERVICE PROVIDER TO PREPARE A MASTER PLAN FOR THE SPECIAL ECONOMIC ZONE (SEZ) IN THE VAAL

GGDA Representatives

Kgalaletso Sennanye (KS)	- SCM Manager
Babalwa Gwazela (BG)	- Manager: Senior Researcher BI
Xola Sithole (XS)	- VSEZ Programme Director
Thando Ntlemeza (TN)	- VSEZ Legal Manager
Sithembiso Mashwama (SM)	- Secretariat
Deborah Zwane (DZ)	- Secretariat

Service Providers as represented, as per attached attendance register

		ACTION
1.	Welcome	
1.1	The Chairperson welcomed all present.	KS
1.2	The attendance register was acknowledged will be per Teams attendance	
2.	Purpose	


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2.1	<p>Purpose of The Tender Briefing Session</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>The following tender notice & invitation was shared to all: -</p> <p>Tender Description: The appointment of a service provider to prepare a master plan for the Special Economic Zone (SEZ) in the VAAL</p> <p>Tender No: GGDA/01/2021-22/VAAL</p> <p>Gauteng Growth and Development Agency (GGDA) invites tenders for</p> <p>The tender will be evaluated in terms of the 80/20 preferential points system in accordance with the Preferential Procurement Policy Framework Act No. 5 of 2000 (as amended) and also the PPPFA Regulations 2017 that became effective on the 1st April 2017.</p>	KS KS
2.2	<p>The bid documents are to be downloaded online for free on www.ggda.co.za</p> <p>Supply Chain Management and Technical enquiries relating to the issuing of these documents may be addressed to the following email: - Tenders@ggda.co.za</p>	KS
2.3	<p>The tender will close on 16th of July 2021 at 11:00 am, at Gauteng Growth and Development Agency (GGDA), 15TH FLOOR, 124 Main Street, Marshalltown, Johannesburg, 2001. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.</p> <p>Tenders may only be submitted on the tender documentation that is issued by electronic means.</p> <p>The retyping of the tender document is not permitted. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.</p>	KS
3.	<p>Presentation</p>	
3.1	<p>The following areas were addressed during the briefing session: -</p> <ul style="list-style-type: none"> ➤ The overview and administrative issues regarding the submission was presented to all present. <ul style="list-style-type: none"> • Confirmation was made that all the suppliers are at the right briefing session. • Closing dates was highlighted as Wednesday, 16th of July 2021 at 11h00. • Submission requirements were highlighted that is 2 envelopes submission. • Evaluation Criteria and stages of the evaluations were highlighted, including disqualification criteria. • Request for information closes on 16th July 2021 as outlined at the briefing session and the date was agreed by all attendees. • Bidders to adhere to all the compliance and evaluation criteria requirements as detailed in the bid document. • Ensure all documents are fully completed and sign-off 	KS

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3.2	<ul style="list-style-type: none"> • It was confirmed that all documents as given in the bid document must be completed and signed off as required. • Bidders who do not meet the requirements were encouraged not to apply. • Bidders will be subjected to Covid-19 protocols when accessing the building which must be taken into consideration by them to avoid late submission. <p>➤ Tender Scope</p> <p>➤ Scope was outlined as detailed in the Bid Document.</p> <ul style="list-style-type: none"> • This Terms of Reference has been developed to support the Gauteng Growth and Development • Agency with the appointment of a service provider to prepare a master plan for the Special Economic Zone (SEZ) in the VAAL • Bid documents – bidders were directed to the detailed scope as outline on pages 9 to page 27 • The procedure for the evaluation of responsive tenders will be as follows, of which bidder were directed to the evaluation criteria as per bid document: <ul style="list-style-type: none"> ○ 1st Stage on Mandatory Compliance ○ 2nd Stage on Functionality/Quality Criteria ○ 3rd Stage on Price & BBBEE (as per preferential system) 	XS
3.3	<p>➤ PROJECT TIMELINE</p> <ul style="list-style-type: none"> • It was outlined that the deliverables are expected to take not more than twelve (12) months 	XS
3.4	<p>➤ Appointment of bidder</p> <p>The appointment will be done as soon as possible after the tender is closed – probably within the 90 days after the closing of the tender based on number of submissions received</p>	KS
3.6	<p>➤ Bid Closing date: Friday, 16 July 2021 at 11h00, Late bids will not be accepted.</p> <p>➤ Questions Session</p> <ul style="list-style-type: none"> • There were not questions raised by the bidders in attendance of the briefing session • Bidders were directed that any further queries/ questions can be sent to email as provided on the bid document, thus Tenders@ggda.co.za • All questions and answers will be published on website once clarity period has closed. Clarity period closing on the 9th July 2021 	ALL
4	<p>Closing Notes</p> <ul style="list-style-type: none"> • Pay attention to Evaluation Criteria • Ensure copies are done properly not to miss pages from original document • 2 Envelop System – separate envelops for technical and pricing • Adhere to the closing date and time for Friday, 16 July 2021 at 11h00. • Tender Box situated at the 15th Floor of 124 Main Street • Access to the building is granted after all compulsory Covid-19 protocols has been adhered to, bidders are advised to take that into consideration to meet the 11h00 closing time. 	KS

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5	Closure of meeting	<p>There being no further business the Chairperson declared the meeting closed. The meeting was officially closed at 12h00.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 100%;"/> <p>Briefing Chairperson</p> </div> <div style="text-align: center;"> <p>07/07/2021</p> <hr style="width: 100%;"/> <p>Date</p> </div> </div>	
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