

## BRIEFING SESSION MINUTES

**Briefing Session:** 06<sup>th</sup> December 2023 (Compulsory)

**Venue:** Auditorium, GGDA Offices, 124 Main Street, Johannesburg 2001

**Bid Number:** GGDA/08/2023-2024/ REVENUE STRATEGY

**Closing Date:** 22<sup>nd</sup> January 2024; Closing Time: 11:00

**Description:** APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE GGDA GROUP WITH THE DEVELOPMENT & IMPLEMENTATION PLAN FOR A REVENUE GENERATION STRATEGY

### **GGDA Representatives**

Lebogang Mahlangu (LM) - Procurement Manager  
 Lawrence Mnini (LM) - Finance Manager  
 Deborah Zwane (DZ) - Secretariat

		<b>ACTION</b>
<b>1.</b>	<b>Welcome</b>	
1.1	The Chairperson welcomed all present.	<b>LM</b>
<b>2.</b>	<b>Purpose</b>	





## BRIEFING SESSION MINUTES

	<p><b>Supply Chain Management and Technical enquiries relating to the issuing of these documents may be addressed to the following email: - <a href="mailto:tenders@ggda.co.za">tenders@ggda.co.za</a>, <a href="mailto:kgalaletsos@ggga.co.za">kgalaletsos@ggga.co.za</a> and <a href="mailto:lawrencem@ggda.co.za">lawrencem@ggda.co.za</a></b></p> <p><b>The tender will close on 22<sup>nd</sup> January 2024 at 11:00 am</b>, at Gauteng Growth and Development Agency (GGDA), 15TH FLOOR, 124 Main Street, Marshalltown, Johannesburg, 2001.</p> <p>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. 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>	
<b>3.</b>	<b>Presentation</b>	
3.1	<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 Monday, 22<sup>nd</sup> January 2024 at 11h00.</li> <li>• Submission requirements were highlighted that is 2 envelopes submission.</li> <li>• Evaluation Criteria and stages of the evaluations were highlighted.</li> <li>• Request for information closes on 15<sup>th</sup> January 2024 as outlined at the briefing session and the date was agreed by all attendees.</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 confirmed that all documents as given in the bid document must be completed and signed off as required.</li> </ul> </li> <li>➤ <b>Tender Scope</b> <ul style="list-style-type: none"> <li>➤ Scope was outlined as detailed in the Bid Document. <ul style="list-style-type: none"> <li>• Scope was outlined as detailed in the Bid Document</li> </ul> </li> </ul> </li> </ul>	<b>LOM</b>
3.2	<p>➤ <b>The tender scope of works was outlined as follows: -</b></p> <p>This Terms of Reference has been developed to support the Gauteng Growth and Development Agency with the APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE GGDA GROUP WITH THE DEVELOPMENT &amp; IMPLEMENTATION PLAN FOR A REVENUE GENERATION STRATEGY</p>	<b>LOM</b>

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3.3		<p>➤ <b>PROJECT TIMELINE</b></p> <ul style="list-style-type: none"> <li>• A three to six (3 to 6) month period for the completion of the exercise.</li> </ul> <p>➤ <b>Appointment of bidder</b></p> <p>The appointment will be done as soon as possible after the tender is closed.</p>	LM																								
3.4		<p>➤ <b>Bid Closing date: Monday, 22<sup>nd</sup> January 2024 at 11h00</b>, Late bids will not be accepted.</p> <p>➤ <b>Questions Session</b></p> <p>All further queries/ questions can be sent to <b>email as provided on the bid document, thus</b> <a href="mailto:tender@ggda.co.za">tender@ggda.co.za</a>, <a href="mailto:kgalaletsos@ggda.co.za">kgalaletsos@ggda.co.za</a> and <a href="mailto:lawrencem@ggda.co.za">lawrencem@ggda.co.za</a></p> <p>All questions and answers will be published on website once clarity period has closed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">No</th> <th style="width: 45%;">Questions</th> <th style="width: 50%;">Answers</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Should we submit one or two USB's?</td> <td>You can submit one or two USB(s), however please ensure the document in the USB is the same as the physical document you are going to submit</td> </tr> <tr> <td style="text-align: center;">2</td> <td>How should we structure the pricing?</td> <td>Pricing can be per resource, hourly or monthly. We do not have a pricing schedule template to guide you. You can structure the pricing however you like provided that it will be clear to understand.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>What kind of documentation to request, for risk mitigation?</td> <td>For you to assess the risk of the entity you can have a look at the financial statements and annual reports and other documents available on our website.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Is the entity and its subsidiaries grant funded?</td> <td>Our entity and its subsidiaries are grant funded, and we have tenants who pay rent to use our facilities, which is how we are currently making revenue.</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Have you done any research or benchmark test to determine how sustainable the entity is?</td> <td>We have not done research on how sustainable our business model is. There is an operational plan in place that is approved by the board, we also submit our business plan and budget to treasury. I believe we would not be operating if our business model were not sustainable.</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Do you have a budget available to align with what we propose?</td> <td>Yes, the budget is available to align with what service providers/bidders propose, however there is a limit. The proposed strategy cannot exceed the available budget.</td> </tr> <tr> <td style="text-align: center;">7</td> <td>What is the end goal of revenue?</td> <td>The end goal is to maximize our profit, to get more streams of making revenue.</td> </tr> </tbody> </table>	No	Questions	Answers	1	Should we submit one or two USB's?	You can submit one or two USB(s), however please ensure the document in the USB is the same as the physical document you are going to submit	2	How should we structure the pricing?	Pricing can be per resource, hourly or monthly. We do not have a pricing schedule template to guide you. You can structure the pricing however you like provided that it will be clear to understand.	3	What kind of documentation to request, for risk mitigation?	For you to assess the risk of the entity you can have a look at the financial statements and annual reports and other documents available on our website.	4	Is the entity and its subsidiaries grant funded?	Our entity and its subsidiaries are grant funded, and we have tenants who pay rent to use our facilities, which is how we are currently making revenue.	5	Have you done any research or benchmark test to determine how sustainable the entity is?	We have not done research on how sustainable our business model is. There is an operational plan in place that is approved by the board, we also submit our business plan and budget to treasury. I believe we would not be operating if our business model were not sustainable.	6	Do you have a budget available to align with what we propose?	Yes, the budget is available to align with what service providers/bidders propose, however there is a limit. The proposed strategy cannot exceed the available budget.	7	What is the end goal of revenue?	The end goal is to maximize our profit, to get more streams of making revenue.	LM
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	8	Can we submit a Public-Private partnership proposal?	Yes, you are allowed to submit a proposal that is a PPP, there are no limitations on how to structure your proposal.	
<b>4.</b>	<p><b>Closing Notes</b></p> <ul style="list-style-type: none"> <li>Pay attention to Evaluation Criteria</li> <li>Ensure copies are done properly not to miss pages from original document.</li> <li>2 Envelop System – separate envelopes for technical and pricing.</li> <li>All documents to be submitted &amp; adhere to all tender condition as stated in the bid document.</li> <li>Questions for clarity closing – 15<sup>th</sup> January 2024 16h30</li> <li>Adhere to the closing date and time for Monday, 22<sup>nd</sup> January 2024 at 11h00.</li> <li>Tender Box situated at the 15<sup>th</sup> Floor of 124 Main Street</li> </ul>			<b>LM</b>
<b>5.</b>	<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 12h30.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">               _____  <b>Chairperson</b> </div> <div style="text-align: center;">             19.12.2023              _____  <b>Date</b> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">               _____  <b>Project Manager</b> </div> <div style="text-align: center;">             19-12-2023              _____  <b>Date</b> </div> </div>			<b>LM</b>