

BRIEFING SESSION MINUTES

BRIEFING SESSION: 08th MAY 2026 (Compulsory)

VENUE: THE INNOVATION CENTRE, 1 MARK SHUTTLEWORTH STREET, LYNNWOOD, PRETORIA

BID NUMBER: GGDA/05/2026-27/PRINTERS

CLOSING DATE: 08TH JUNE 2026; Closing Time: 11:00

DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF NEW MULTIFUNCTION COPIERS AND PRINTERS FOR GGDA GROUP FOR A PERIOD OF 36 MONTHS

GGDA REPRESENTATIVES

Lebogang Mahlangu (LM)	- Procurement Manager
Nathi Mchunu	- Manager: ICT Infrastructure
Cyril Thinamano Ramavhona	- Senior Manager ICT
Emmanuel Mabena	- Procurement Officer
Shongi Phakula	- Procurement Officer
Ayanda Nhlapho	- Procurement Officer
Matshidiso Boilana	- PA (Group CFO)

Service Providers as represented, as per attendance register

		ACTION
1.	Welcome	
1.1	Welcome and outline of the briefing programme	LM
1.2	The attendance register was signed.	
2.	Purpose	

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2.1	Purpose of The Tender Briefing Session 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 bid document
2.2	The following tender notice & invitation was presented to all: - You Are Hereby Invited to Bid for The Requirements of Gauteng Growth and Development Agency: BID NUMBER: GGDA/05/2026-27/PRINTERS CLOSING DATE: 08TH JUNE 2026 CLOSING TIME: 11:00 BID VALIDITY PERIOD: 90 DAYS BRIEFING SESSION: COMPULSORY BRIEFING SESSION BRIEFING SESSION VENUE: THE INNOVATION CENTRE, 1 MARK SHUTTLEWORTH STREET, LYNNWOOD, PRETORIA BRIEFING SESSION TIME: 11h00 BRIEFING SESSION DATE: 08TH MAY 2026 DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF NEW MULTIFUNCTION COPIERS AND PRINTERS FOR GGDA GROUP FOR A PERIOD OF 36 MONTHS BID SUBMISSION REQUIREMENTS: 2 ENVELOPES SUBMISSIONS MUST BE SUBMITTED IN 2 x SEPARATE ENVELOPS, 1 FOR TECHNICAL AND 1 FOR FINANCIAL/PRICING PROPOSAL AS ORIGINAL HARDCOPY & 1 X USB COPIES FOR EACH TECHNICAL PROPOSAL- (1 ORIGINAL HARDCOPY & 1 x USB COPY) AND FINANCIAL/PRICING PROPOSAL (1 ORIGINAL HARDCOPY & 1 x USB COPY) NB: PLEASE IT'S A REQUIREMENT TO SUBMIT DOCUMENT AS REQUESTED) NB: Bid Documents Must Be Deposited in The Bid Box Situated At: THE INNOVATION CENTRE, 1 MARK SHUTTLEWORTH STREET, LYNNWOOD, PRETORIA The <u>tender will close on 08TH JUNE 2026 at 11:00 am</u>, at THE INNOVATION CENTRE (At Reception), 1 MARK SHUTTLEWORTH STREET, LYNNWOOD, PRETORIA. NB: Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted.
3.	Presentation The details of the bid document as published was presented during the briefing session The following areas were addressed during the briefing session: - ➤ The overview and administrative issues regarding the submission was presented to all present. • Confirmation was made that all the suppliers are at the right briefing session. • Closing dates was highlighted as Monday, 08TH JUNE 2026 • Submission requirements were highlighted that is 2 envelops submission for Technical and Pricing. • Scope of work and Evaluation Criteria, and stages of the evaluations were highlighted, including disqualification criteria. • Request for information closes on the 29TH of May 2026 • 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

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- It was emphasised that bidders need to pay attention and adhere to all mandatory requirements as stated in the bid document.
- It was also emphasised to the bidders that the construction will be done very strict conditions and bidders need to ensure they read the regulations and policy surrounding this tender as given.

➤ **TENDER SCOPE**

Scope was outlined as detailed in the Bid Document and the following are as highlighted in the minutes.

➤ **SCOPE OF WORK**

The bidders to submit proposals to provide the organization with the best office automation technology solution on rental/lease basis, including ongoing repair and maintenance and support for a period of 36 months. Currently GGDA and its entities has a contract which makes provision for 36 multifunctional devices. The bidder is therefore to submit a proposal for 29 multifunction devices

The bid documents are to be downloaded online for free on www.ggda.co.za

Supply Chain Management and Technical enquiries relating to the issuing of these documents may be addressed to the following email: - tenders@ggda.co.za, lebogangm@ggda.co.za and nathin@ggda.co.za

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Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

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.

QUESTIONS & ANSWER SESSION

All further queries/ questions can be sent to **email as provided on the bid document**

The above email will be unusable after the clarity period as lapsed which will be on the **29TH of MAY 2026**

All questions and answers will be published on website once clarity period has closed

Questions and answers during briefing:

QUESTIONS & ANSWERS SESSION (Q & A)

- 1.1 All further queries/ questions can be sent to email as stated in the tender document – address: tenders@ggda.co.za, lebogangm@ggda.co.za, nathim@ggda.co.za

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QUESTIONS AND ANSWERS DURING BRIEFING	
QUESTIONS	ANSWERS
1. Can one delegated person sign the documents instead of the CEO?	Yes. GGDA is not strict on who signs the documents, provided the responsible contact person is reachable and able to respond to tender communications.
2. Will ad hoc printers be rented for fixed periods?	Ad hoc devices will be added to the existing contract through addendums and billed from the date of delivery until the contract expiry date
3. How often will you need ad hoc services and how long?	As and when required
4. Can ad hoc pricing be submitted as estimated pricing	No. Bidders are required to provide structured pricing to assist GGDA with cost management
5. Can appointment letters be submitted instead of reference letters?	Reference letters aligned to the scope of work are required and must include: • Client letterhead • Contact details • Signed confirmation of services rendered Appointment letters must include Purchase Order
6. Can GGDA provide current printing volumes per site?	The request must be submitted in writing. Responses will be shared with all registered bidders.
7. Why is the minimum speed requirement 65 pages per minute?	GGDA confirmed that current operational requirements are based on existing usage volumes and that 65 ppm remains suitable.
8. Will GGDA change the published specifications?	No. GGDA confirmed that the published specifications will remain unchanged.
9. Can equivalent or higher specifications be proposed?	Yes. Bidders may propose higher specifications provided the minimum requirements are met.
10. Do technicians require qualifications even if they have years of experience?	Yes. Relevant qualifications or certifications remain mandatory despite years of experience.
11. Can bidders receive details of the current printer models and software?	GGDA indicated that clarification requests should be submitted via email and responses will be shared with all bidders.
12. The printers must be new or old printers?	Yes, preferably they must be new
13. How many envelopes that should be attached?	2 envelope system. submissions must be submitted in one original hardcopy and 1 x USB copies Technical (1 original hardcopy & 1 x USB copy) financial (1 original hardcopy & 1 x USB copy) NB: please it's a requirement to submit document as requested)
14. Can we please see your current printers and how they are operating?	No printer images will be shared. The specifications we provided is detailed.
15. Page 11 talks about stapling of sheet maximum 300 sheet,	Up to 300 sheets as per the specification
16. Billing for machine management cost will it be combined or separate?	Combine
17. Page 13 print controller CP4 why do you need they type of machine?	Please supply as requested
18. Document folders?	Please supply as requested

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	19. Print management solutions can we quote either pin or card solutions?	Pin
	20. Why do you need type of production type of machines,	Because of different requirements from different entities within GGDA
	21. Every site does it require their own printers and software?	Yes
	22. The current machine are they doing low volumes?	Both low and high
7.	Closing Notes • Communication in relation to this tender will only be send to the addresses as provide on the briefing register • Pay attention to Evaluation Criteria and submission of proposal. • JV/Consortiums bidders to submit signed agreement and consolidated BBBEE Certificate • Is the BBBEE is not consolidated for a JV/Consortium – zero points will be allocated for BBBEE points. • Bidders to ensure copies are done properly not to miss pages from original document • USB information to be a complete replica of the original hardcopy submitted • 2 Envelop System – separate envelops for technical and pricing/financial offer • Pricing Schedule to be provided & must cover the full scope of work as per tender document and adhere to all tender condition as stated in the bid document • Questions for clarity closing – 29TH MAY 2026 • Tender closing date and time – 08TH JUNE 2026 at 11h00. • Tender Box situated at the INNOVATION CENTRE (At Reception), 1 MARK SHUTTLEWORTH STREET, LYNNWOOD, PRETORIA.	
8.	Closure of meeting There being no further business the Chairperson declared the meeting closed. The meeting was officially closed at 14h00.  Chairperson <u>29.05.2026</u> Date  Project Manager <u>29 May 2026</u> Date	