

BRIEFING SESSION MINUTES

BRIEFING SESSION: 06th October 2026 (Compulsory)

VENUE: THE INNOVATION HUB 1 MARK SHUTTLEWORTH STREET LYNNWOOD PRETORIA

BID NUMBER: GGDA/07/2026-27/PRINTERS

CLOSING DATE: 20TH OCTOBER 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
Shongi Phakula	- Procurement Officer
Deborah Zwane	- Acting Contract Manager
Emmanuel Mabena	- Procurement Officer
Matshidiso Boilana	- PA to Group CFO
Cyril Ramavhoma	- Senior Manager ICT
Nathi Mchunu	- Manager: ICT Infrastructure

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 the 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/07/2026-27/PRINTERS CLOSING DATE: 20th October 2026 CLOSING TIME: 11:00 BID VALIDITY PERIOD: 90 DAYS BRIEFING SESSION: COMPULSORY BRIEFING SESSION BRIEFING SESSION VENUE: THE INNOVATION CENTRE (At Reception), 1 MARK SHUTTLEWORTH STREET, LYNNWOOD, PRETORIA BRIEFING SESSION TIME: 11h00 BRIEFING SESSION DATE: 06th October 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 <u>tender will close on 20TH October 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

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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 were highlighted as Tuesday, 20 October 2026
 - Submission requirements were highlighted, that is 2 envelopes 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 12 October 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
 - It was emphasised that bidders need to pay attention and adhere to all mandatory requirements as stated in the bid document.

➤ TENDER SCOPE

Scope was outlined as detailed in the Bid Document.

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, lorrainen@ggda.co.za, nathim@ggda.co.za, cyrilr@ggda.co.za

The tender will close on 20th October 2026 at 11:00 am, at THE INNOVATION CENTRE (At Reception), 1 MARK SHUTTLEWORTH STREET, LYNNWOOD, PRETORIA.

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 **12TH October 2026**

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

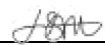
Questions and answers during briefing:

QUESTIONS	ANSWERS
1. Can the same director appear in two companies that are bidding for the same tender?	No. A director may not be the director of two companies submitting bids for the same tender. The committee indicated that this would create a conflict and must be identified during the evaluation process.
2. Can an OEM and its authorized dealer/reseller both participate in the tender?	The committee clarified that there is no blanket prohibition on an OEM participating where its business model permits this. However, the relationship between the OEM and reseller/dealer must be clearly declared and supported by the required documentation.

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	3. Can an OEM support a reseller that submits the tender instead of bidding directly?	Yes. Where the OEM does not tender directly and supports a reseller/partner, the relationship must be properly disclosed and supported by documentation confirming the partnership/authorization.
	4. What would happen if the OEM's partner/reseller was not present at the compulsory briefing/session?	The bidder's name recorded on the briefing attendance register, along with the corresponding company name, will be acceptable.
	6. How should a Joint Venture (JV) be treated?	A JV must be properly declared. The documentation for all JV partners must be submitted. The JV agreement and relevant supporting documents must be included as required by the tender
	7. Where should the JV relationship be declared?	The bidder must clearly indicate the applicable joint venture (JV), partnership, consortium, or other arrangement in the prescribed declaration documents, including SBD 6.1.
	8. What documentation is required where a bidder uses a subcontractor?	A formal subcontract agreement must be submitted as proof of the relationship between the main contractor and the subcontractor. The subcontractor must also submit all required supporting documentation
	9. If a subcontractor is not disclosed or the required agreement is not submitted, how is the bidder treated?	The bidder would generally be evaluated based on the information and entities properly declared in its bid. A subcontractor cannot simply be treated as part of the bid where the required subcontracting relationship and supporting documentation have not been provided
	10. Can a subcontractor submit documents independently of the main contractor?	The committee clarified that the relationship between the main contractor and the subcontractor must be formally documented. Where a company participates as a subcontractor, a formal agreement must be submitted, clearly identifying the main contractor and outlining the subcontracting arrangement
	11. Does the committee verify whether directors or companies are linked?	Yes, the committee confirmed that checks are conducted to identify relationships between companies and their directors. It was further noted that probity and audit systems assist in identifying related entities and detecting potential irregularities
	12. What happens where companies have similar names but are different entities?	The committee clarified that similarities in company names do not necessarily indicate a relationship between companies. The key consideration is whether the companies share common directors or have other relevant links. It was emphasised that verification must be based on actual company and director information rather than name similarities alone
	13. Can the same person appear as a director in another bidding company even if the companies have different names?	No, the committee reiterated that the primary concern is the director's involvement in multiple bidding entities, rather than the similarity of company names. Where the same individual serves as a director of two companies bidding for the same tender, this raises a significant compliance concern and may constitute double-

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		dipping
	14. Are OEM certificates required for technicians?	The discussion confirmed that bidders must provide the required OEM-related training/certification documentation for technicians where this is specified as a mandatory or functionality requirement in the tender.
	15. Can a technician's OEM certificate be used to demonstrate the required technical capability?	Yes, provided that the certificate meets the requirements stated in the tender. The relevant technician's CV and supporting OEM training/certification documentation must be submitted as required.
	16. How many devices are required under the tender?	The discussion clarified that the requirement is for 38 multifunctional devices/printers.
	17. Are all 38 devices required to be black-and-white machines?	All the 38 printers must be colour
	18. Must the document be pen written or typing?	It must be Pen written but signature can be electronical
	19. What is the license based that GGDA is currently using?	Unfortunately, GGDA cannot disclosed
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 envelopes 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 – 12th October 2026 • Tender closing date and time – 20th October 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 12:30  Chairperson 12.10.2026 Date  Project Manager 12/10/2026 Date	