



SUBJECT	Minutes -Non-Compulsory Briefing
TITLE	RFP/LOG/2021/4: Auckland Park Maintenance of Garden Services and Indoor Plants
VENUE	Virtual Meeting – Microsoft Teams
DATE	03 March 2021 at 09H30
ATTENDEES	Mrs. Portia Khuzwayo Alitta Mokele Mr. Hein Swart Mr. David Senne 2 Bidders
APOLOGIES	N/A

MINUTE	DESCRIPTION OF DISCUSSION
1.	WELCOME & INTRODUCTIONS
	<p>PK welcomed the SABC Team and the Service Providers to the NON- Compulsory briefing session meeting.</p> <p>The SABC team was introduced to the service providers.</p> <p>PK requested that they wait for 10 minutes to accommodate others who might be delayed.</p>
2	BID BRIEFING PROCEEDINGS
	<p>PK advised members to continually be on the lookout on any development by checking the National Treasury E-Tender Portal and SABC website.</p> <p>PK informed the bidders that RFP document can be downloaded on National Treasury E-Tender Portal and SABC Website under advertised tenders.</p> <p>PK shared the briefing presentation and advised everyone present that the information contained in the presentation document is all the information found in the bid document.</p> <p>PK proceeded to reading the Agenda of the Compulsory Briefing Session</p> <ul style="list-style-type: none"> -PK read the SABC overview -PK read out the RFP timeframes of this tender <p>PK emphasised that the RFP is closing on the 18 March 2021 @12H00 PM and the Bid responses must be delivered to SABC tender box in the addresses stipulated in the RFP document as SABC's Tender Box or electronic submission can be emailed to tenderqueries@sabc.co.za</p> <p>Bids must be lodged in the:</p> <ul style="list-style-type: none"> SABC's Tender Box SABC Auckland Park <p>PK informed the bidders that the bids will be valid for period 180 days from the closing date.</p> <p>The tender will be evaluated using 80/20 preferential point system.</p> <p>PK presented and took the bidders through in detail over the Project Background and Key deliverables Scope of Services as outlined in Document E of the RFP document.</p> <p>PK presented and took the bidders through in detail over:-</p>

MINUTE	DESCRIPTION OF DISCUSSION
	<p>First Phase: Pre-qualification Criteria</p> <p>Second Phase: Mandatory Documents.</p> <p>Third phase: Paper Evaluations</p> <p>PK requested bidders to ensure that they submit 3 years Financial statements/ Management accounts, as they are required to verifying the BBBEE status as well as the health and position of the company. PK explained to bidders the template for letters of Reference. PK asked members to use the costing model.</p> <p>PK emphasised to bidders also to take note of the Objective Criteria.</p> <p>PK explained the Price and Preference scoring.</p> <p>PK presented and took the bidders through in detail over the List of the Required Documents</p> <p>PK asked the bidders if they all understood the requirements and if they had any questions. No questions were asked.</p>
3.	CLOSING
	The meeting was adjourned at 10:30am

Prepared by Portia Khuzwayo

