



SUBJECT	Non-Compulsory Briefing Session Minutes	
TITLE	RFQ/LOG/2021/75: SABC Auckland Park Future Campus Workspace Requirement Assessment	
DATE & TIME	1 July 2021 @ 10:00am	
VENUE	Microsoft Teams	
SABC ATTENDEES	Tshepo Makgato	TV – Chairperson
	Portia Khuzwayo	PK
	Linda Khoza	LK
	Stephen Paradza	SP
	Tebello Mofokeng	TM

AGENDA ITEMS

1	Introduction
	TV welcomed internal and external attendees to the briefing session and declared the meeting open. TV introduced herself and opened the floor to SABC colleagues to introduce themselves. The briefing is non-compulsory and bidders who did not attend the briefing will be permitted to submit their bids. The purpose of the meeting would be to address any queries and/or comments that bidders might have relating to the bid.
2	SABC Overview
	TV briefly covered the background of the SABC and projected the vision, mission as well as the values of the public broadcaster.
3	Timeframe
	TV mentioned when the bid was advertised and that the initial closing date of the 6th July 2021 might be extended subject to further consultation with the SABC colleagues as well as the bidders.
4	Background
	TV projected and read out a summarised background of the RFQ. TV then handed over to LK to provide the in-depth description of the project. LK then proceeded to explain the basis of the RFQ.
5	Scope of Services
	TV read out the scope of services as depicted in the RFQ Document under clause 3. TV sought clarity on clause 3.11.2 which states: 3.11.2 Design and determine the capacity of a building to accommodate head office operations. LK emphasized that the design element of the requirement should be removed from the specification.



LK stated that the winning bidder must understand the progression plan of the SABC in comparison to other organisations operating within the same industry. The proposal must be fit for purpose with respect to operational requirements.

TM provided a Health and Safety perspective stating that all recommendations must be aligned to the Occupational Health and Safety Act, National Building Regulations and Municipal bylaws.

6 | Key Deliverables

TV outlined a non-exhaustive list of the project deliverables that the appointed bidder must provide.

TV stated the Mandatory Documents required and explained that bidders who do not submit these documents will not be evaluated further.

7 | Evaluation Criteria

TV reviewed all the requirements of the Functionality Criteria individually, included as clause 5.2 of the RFQ Document and furthermore explaining how the points will be allocated.

5.2 Functionality Criteria

Evaluation Area: CVs of Key Personnel

SP emphasized that Proof of Payment to the respective Professional Body does not constitute Proof of Registration. In that instance the bidder will be rendered non-responsive and lose points for that specific requirement.

TV mentioned that in as far as the experience of key personnel is concerned, full points are awarded only if all required documents for the specific discipline/ professional, and that the alternative is no points.

5.2 Functionality Criteria

Evaluation Area: Project Methodology

TV emphasized that bidders' proposals must be detailed when addressing this section of the criteria.

PK overemphasized this requirement stating that bidders must ensure that each of the items in the scope of work are included in their bid response. If the bidders for example **fail to address sub-clause 3.10.1.1, in the main clause 3.10.1 but responds to all the other sub-clauses 3.10.1.2 – 3.10.1.10** then points for that requirement will not be awarded.

5.2 Functionality Criteria

Evaluation Area: Project Plan

The same principle applied to the Project Methodology with regards to the detail, will apply to the Project plan.

TV stated that the allocated project period is two (2) months.

7 Points Awarded for Price

The 80/20 Preference Point System



The price provided by the bidder will contribute 80 points towards the total Price and B-BBEE points, while 20 points are contributable by the B-BBEE level of contribution of the enterprise.

Other areas that were reviewed include:

- Objective Criteria
- Price Formula
- B-BBEE Preference Points allocation

8 | Required Documents

All the Required Documents were examined in detail

9 | Questions

TV provided the bidders with the email address for all tender queries and stated that the media of mass communication between the bidders and the SABC would be through the SABC Website in the instance of addendums to the RFQ Document, as well as Questions and Answers submitted by bidders.

An extension of the closing date would have to be given due to the high-level nature of the project to ensure that the best possible proposals are received from bidders. A new closing date would be discussed amongst the representatives of SABC and communicated to bidders in due course on the SABC Website. The new proposed closing date was 9th July 2021 but would be subject to further deliberation.

A proposed deadline of the 20th July 2021 was made by one of the bidders. This proposal is due to the unavailability of personnel responsible for sourcing some of the mandatory requirements as Covid-19 has subjected individuals to sudden sickness. LK stated although the timeline for the project is compressed, the SABC representatives would need to revise dates and publish what was agreed upon on the SABC Website.



QUESTIONS AND ANSWERS

Q	Will the Workspace Strategy that was previously conducted for the SABC be shared, as well as the master planning that should accompany the strategy?
A	No. The bidder is required to assess the space with minimal influence and develop findings as independently as possible. The bidder is required to use their own knowledge and experience in the industry to assist the SABC reach a viable conclusion.
Q	Will the Workspace Strategy previously conducted be available to the appointed bidder for review?
A	The appointed bidder will have access to all the documents pertaining to this project.
Q	How are bidders supposed to submit costing for the RFQ given that there are various items that can only be verified upon physical inspection which subjects the total cost to variability?
A	A site viewing will be scheduled and communicated to bidders via the SABC Website so that bidders can see the building infrastructure to assist bidders with preparing costing for proposals.
Q	What costing model is used to best capture the total cost of the project?
A	A Condition Assessment is charged on a rate per sqm basis. The Workspace Strategy is charged on a time and resource requirement.
Q	What is the headcount of the resources of the SABC Campus?
A	The current total headcount is 2800, with 1000 of the total being freelancers. Although bidders must bear in mind that there is always movement with regards to the headcount contributable by new hires, terminations/resignations or the like, as well as the ratio of employees working remotely.



RESOLUTIONS

1. Bidders are requested to provide their pricing on a time and resource basis for the Workspace Strategy, and on a rate per sqm for the Condition Assessment for the project from inception to completion.
2. Although the design of a new building is not relevant to the project, the bidder is expected to determine the capacity and cost of a new building that can accommodate the stipulated number of employees as well as the production studios.
3. The non-compulsory site inspection date is confirmed for the 6th July 2021 and details will be communicated via the SABC Website. Bidders who do not attend the site briefing will be permitted to submit responses to this RFQ.
4. It was initially agreed that the recording and presentation exhibited in the briefing would be made available to bidders. It was then decided that the session would best be shown on the minutes to the meeting.

CLOSING

TV thanked everyone for attending and declared the briefing closed.