

MINUTES OF THE NON-COMPULSORY BRIEFING SESSION: THE APPOINTMENT OF A PROPERTY OWNER/MANDATED PROPERTY MANAGEMENT COMPANY TO PROVIDE LEASED OFFICE SPACE TO HOUSE THE W&RSETA KWAZULU NATAL REGIONAL OFFICE

HELD: 08 May 2025 @ 10:00

VENUE: Microsoft Teams

CHAIRPERSON: Mr. Ben Khonyane (BSC Chairperson and Project Owner)

ATTENDANCE:

Presenters

1. Mr. Rydwaan Mohamed (Project Manager)
2. Mr. Ben Khonyane (Senior Manager: OHS and Facilities)
3. Ms. Dawn Prince (SCM Specialist)

SCM Representatives

1. Mr. Reuben Khunou (Senior Manager: SCM and Contracts)
2. Ms. Mpho Mofokeng (SCM Manager)
3. Mr. Lefa Shabangu (SCM Specialist)
4. Ms. Mashego Komane (SCM Specialist)
5. Ms. Semakaleng Mahladi (SCM Administrator)

Presentation Structure

1. Scope of Services
2. Expected Outcomes and Deliverables
3. Technical Evaluation Criteria
4. Preference Point Calculations
5. Bid Duration/Process

No.	Proceedings, Discussion and Decisions	Action
1.	Opening, Welcome and Constitution of Meeting Ms. Dawn Prince opening the Non-Compulsory Briefing Session and welcomed everybody present. The meeting commenced at 10:10am.	Chairperson
2.	Attendance and Apologies Apology were announced for Ms. Mashego Komane (SCM Specialist)	Noted
3.	<u>Presentation</u> The Project Manager (Mr. Rydwaan Mohamed) gave a detailed presentation to the bidders outlining the Specifications as follows: <ol style="list-style-type: none"> <u>Objective of Bid</u> Office Space located in either the Westville or greater Umhlanga areas <u>Scope of Services</u> <i>Key Information</i> <ul style="list-style-type: none"> Emphasis on Property Owners and/ or Property Management Companies to apply for the bid Duration for lease (01 August 2025- 30 September 2030) Office Space approximately 600sqm with 10% upwards Preferably “white box” office space, demolishing of the fitted space will outside of the TIA. 20 basement/ undercover parking bays and 10 visitor parking A-grade building not more than 30 years however if any renovations completed must be done within the last 15 years. Building must apply with SANS and OHS standards Disability ramp is of utmost importance <i>IT Infrastructure</i> <ul style="list-style-type: none"> High speed Fiber Optic to Business Infrastructure <i>Accommodation Requirements</i> <ul style="list-style-type: none"> Building must be compliant as prescribed Nation Building Regulations. Legislative Specifications Adherence to the outlined building regulations as outlined in the Specification section 3.4. <u>Due Diligence</u> Due Diligence will be conducted for the short-listed bidders as per section 6.1. and criteria as outlined in the specifications on pages 13- 17 of 18 <u>Specific Goals</u> Bidder adherence to the completion of the table and submission of certificate <u>Evaluation Criteria</u> Detailed outline was provided outlining the evaluation criteria and submission thereof with point allocations in the Specifications page 10- 12 of 18. <u>Price Schedule</u> Detailed overview on the price schedule per the duration as outlined in the Specification on page 10 of 18. <u>Bid Duration/ Process</u> Ms Dawn Prince gave an overview on the envisaged bids for the bid and indicated that the bid minutes will be published and available to bidders as follows: 	Noted

	<table><tr><th>Number</th><th>Bid Description</th><th>Dates</th></tr><tr><td>1</td><td>Publication of Bid</td><td>30-Apr-25</td></tr><tr><td>2</td><td>Non-Compulsory Briefing Session</td><td>08 May 2025 @ 10:00 am</td></tr><tr><td>3</td><td>Submission of Proposals</td><td>23 May 2025 @ 11:00 am</td></tr><tr><th>Number</th><th>Bid Description</th><th>Envisaged Dates</th></tr><tr><td rowspan="2">4</td><td>Bid Evaluation Committee</td><td rowspan="2">27 and 28 May 2025</td></tr><tr><td>Technical Bid Evaluation</td></tr><tr><td rowspan="2">5</td><td>Bid Evaluation Committee</td><td rowspan="2">05-Jun-25</td></tr><tr><td>Due Diligence</td></tr><tr><td rowspan="2">6</td><td>Bid Adjudication Committee</td><td rowspan="2">19-Jun-25</td></tr><tr><td>Bid Recommendation</td></tr><tr><td rowspan="2">7</td><td>Bidder Questions and Answers Enquiries</td><td rowspan="2">19-May-25</td></tr><tr><td>Closing Date</td></tr><tr><td colspan="3">Note:</td></tr><tr><td colspan="3">All bid submissions must be in hard copy format. No electronic submissions will be accepted</td></tr><tr><td colspan="3">If Bidders make use of Courier Services, please ensure that the Courier Management Company is aware of the closing date and time</td></tr><tr><td colspan="3">All bid enquiries must be in writing as follows:</td></tr><tr><td colspan="3">1. Subject Heading- Bid Number</td></tr><tr><td colspan="3">2. Email Address: tenders@wrseta.org.za</td></tr></table>	Number	Bid Description	Dates	1	Publication of Bid	30-Apr-25	2	Non-Compulsory Briefing Session	08 May 2025 @ 10:00 am	3	Submission of Proposals	23 May 2025 @ 11:00 am	Number	Bid Description	Envisaged Dates	4	Bid Evaluation Committee	27 and 28 May 2025	Technical Bid Evaluation	5	Bid Evaluation Committee	05-Jun-25	Due Diligence	6	Bid Adjudication Committee	19-Jun-25	Bid Recommendation	7	Bidder Questions and Answers Enquiries	19-May-25	Closing Date	Note:			All bid submissions must be in hard copy format. No electronic submissions will be accepted			If Bidders make use of Courier Services, please ensure that the Courier Management Company is aware of the closing date and time			All bid enquiries must be in writing as follows:			1. Subject Heading- Bid Number			2. Email Address: tenders@wrseta.org.za			
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4.	Closure Ms. Dawn Prince (SCM Specialist) thanked everyone present at the Non-Compulsory Briefing Session and closed the meeting at 10:56am.	Noted																																																	

SIGNED BY THE BSC CHAIRPERSON AS A CORRECT RECORD OF THE NON-COMSULSORY BRIEFING SESSION



CHAIRPERSON

14-05-2025

DATE