

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 @11:30

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 10:38am.	Chairperson
2.	Attendance and Apologies No apologies received.	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 Century City Precinct or Tygervally areas as <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 October 2025- 30 September 2030) Office Space approximately 650sqm with 10% upwards Preferably "white box" office space, demolishing of the fitted space will be 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 14- 16 of 18 Emphasis on Disability access (Disability ramp) is important. <u>Specific Goals</u> Bidder adherence to the completion of the table and submission of CIPC and B-BBEE certificate (Municipality Rate Statement or Lease Agreement) to claim points. <u>Evaluation Criteria</u> Bidders must be registered with Central Supplier Database (CSD). As a Public Entity Section 3A the W&RSETA must do business with bidders that are registered on CSD. A sample of the CSD registration report was shared with bidders as well. Detailed outline was provided outlining the evaluation criteria and submission thereof with point allocations in the Specifications page 11- 12 of 18. <u>Price Schedule</u> 	Noted

	<p>Detailed overview on the price schedule per the duration as outlined in the Specification on page 10 of 18.</p> <p>7. Bid Duration/ Process 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:</p> <table border="1"> <thead> <tr> <th>Number</th><th>Bid Description</th><th>Dates</th></tr> </thead> <tbody> <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 @ 11:30 am</td></tr> <tr> <td>3</td><td>Submission of Proposals</td><td>27 May 2025 @ 11:00 am</td></tr> <tr> <th>Number</th><th>Bid Description</th><th>Envisaged Dates</th></tr> <tr> <td>4</td><td>Bid Evaluation Committee</td><td rowspan="2">03 and 04 June 2025</td></tr> <tr> <td></td><td>Technical Bid Evaluation</td></tr> <tr> <td>5</td><td>Bid Evaluation Committee</td><td rowspan="2">11-Jun-25</td></tr> <tr> <td></td><td>Due Diligence</td></tr> <tr> <td>6</td><td>Bid Adjudication Committee</td><td rowspan="2">26-Jun-25</td></tr> <tr> <td></td><td>Bid Recommendation</td></tr> <tr> <td>7</td><td>Bider Questions and Answers Enquiries</td><td rowspan="2">21-May-25</td></tr> <tr> <td></td><td>Closing Date</td></tr> </tbody> </table> <p>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</p>	Number	Bid Description	Dates	1	Publication of Bid	30-Apr-25	2	Non-Compulsory Briefing Session	08 May 2025 @ 11:30 am	3	Submission of Proposals	27 May 2025 @ 11:00 am	Number	Bid Description	Envisaged Dates	4	Bid Evaluation Committee	03 and 04 June 2025		Technical Bid Evaluation	5	Bid Evaluation Committee	11-Jun-25		Due Diligence	6	Bid Adjudication Committee	26-Jun-25		Bid Recommendation	7	Bider Questions and Answers Enquiries	21-May-25		Closing Date	
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4.	<p>Bidder Questions and Answers Questions:</p> <ol style="list-style-type: none"> If the size of the Office Space exceeds the proposed size including the 10% does this mean the bid will be disqualified or will there be leniency provided as additional space size could be due to large balcony, ablution facilities etc. How much is the W&RSETA looking for the Tenant Installation cost? Will the duration of two (2) months still suffice whether this is a fitted office or a white box? <p>Answers:</p> <ol style="list-style-type: none"> This will be dependent on rate per unit per sqm The Tenant Installation cost is dependent on the bidder however there is a general market standard but the W&RSETA will not dictate the amount it is really up to the bidder/landlord. Whether the office space is fitted or a white box the duration will remain for a period of two (2) months. 																																				
5.	<p>Closure</p> <p>Ms. Dawn Prince (SCM Specialist) thanked everyone present at the Non-Compulsory Briefing Session and closed the meeting at 12:37.</p>	Noted																																			

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

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CHAIRPERSON

14-05-2025

DATE

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