



Reference : BID No.PM39/2018  
Enquiries : Mashiane Kwena - (015) 290 2148  
Date : 27 July 2018

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**MINUTES OF THE BRIEFING SESSION FOR BID No. PM39/2018: Panel of Professionals for the Provision of Services for the Planning and Implementation of the Polokwane Municipality Integrated Public Transport Network (IRPTN) Project for a Period of Three (03) Years.**

**Date:** 27 July 2018

**Venue:** New Peter Mokaba Stadium Complex, Executive Lounge, 1<sup>st</sup> Floor,

**Time:** 10H00

## **1 OPENING AND WELCOME**

- ❖ **Assistant Manager: Demand:** Declared the meeting officially opened and welcomed all municipal officials and service providers present. The municipal officials were introduced to the service providers by **Mr. Simon Mashiane**.
- ❖ **Mr. Russia Chavangu (Project Manager)** and **Mr. M. Lamola (Director: Transportation)** explained key purpose of the panel and terms of reference of the project.

## **2 ATTENDANCE**

Below is the list of the municipal officials who have attended the briefing session:

NO	NAME AND SURNAME	POSITION (DESIGNATION)
1	Simon Mashiane	Assistant Manager: Demand Management
2	Mosole Modimola	SCM: Official
3	Malose Lamola	Director: Transport Services
4	Russia Chavangu	Manager: Business And Financial Planning
5	Thembeke Monti	Manager: Operation Planning

NO	NAME AND SURNAME	POSITION (DESIGNATION)
6	Malesele Maubane	Assistant Manager: Industry Transition
7	Rebotile Malakalaka	Assistant Manager: Marketing, Communication And Stakeholder Relations

Service Providers were encouraged to sign the attendance register in order to be considered for the bid (Evaluation).

### 3 PURPOSE OF THE MEETING

- ❖ Purpose of the meeting was aimed at briefing potential service providers on the bid for the Panel of Professionals for the Provision of Services for the Planning and Implementation of the Polokwane Municipality Integrated Public Transport Network (IRPTN) Project for a Period of Three (03) Years.

#### 3.1. MATTERS FOR DISCUSSION

#### 4. Supply Chain Management (SCM) Requirements

Ms. Mosole Modimola explained the supply chain management requirements and indicated that service providers who will not comply with the SCM requirements will be disqualified. She further indicated that the bids will be evaluated on two (02) stages, i.e. administrative compliance requirements and Functionality. The evaluation criteria were discussed as follows:

##### 4.1. Administrative Compliance Requirements

#### ANNEXURE A

#### EVALUATION PROCESS AND CRITERIA

##### BID NO. PM39/2018

The following evaluation process and criteria will be used to evaluate this bid:

#### 1. Administrative Compliance – Phase One

1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

1.2 **Critical Criteria:**

The following critical criteria have been identified for this bid and any non-compliance thereto will lead to the bid being regarded as non-responsive and disqualified from further evaluation on functionality. Bidders will be required to submit the following documents and other administrative compliance requirements as follows:

- Provide Central Supplier Database (CSD) number (**Attach CSD summary registration report**)
- All pages of the bid document initialled and signed where required
- Compulsory briefing session attendance and signing of the register thereof
- Completed and signed declaration on past SCM practices form (**MBD8**)
- Signed J/V agreement submitted (Where applicable)
- Signing of the declaration of interest form (**MBD4**)
- Submission of municipal rates and taxes statement of account which is not older than three (3) months or Signed Valid lease agreement for service providers who are renting or leasing offices

**NB: BIDDERS WHO FAIL TO COMPLY WITH EITHER OR ALL OF THE ABOVE MENTIONED REQUIREMENTS SHALL BE AUTOMATICALLY DISQUALIFIED**

- ❖ Service providers were also advised to submit consolidated BBEE certificate with regard to the Joint Venture.
- ❖ Service providers were also advised to submit their projects on time and they should not come with excuses if they are late for submission.
- ❖ Service providers were also advised and make aware that there are people who are busy phoning them and asking for money and telling them that their document are at advance stage of finalization therefore they have to make plan.

4.2. **Other Matters**

- No contract will be awarded to companies whose directors are employed by the State and are also listed as restricted bidders and tender defaulters in the National



Treasury register. In the event in where the service provider is found to be listed on the list of restricted bidders or tender defaulter, such bidders will be disqualified.

- In the event where one or more of the company directors are employed by the State, the bidder will be disqualified.



#### 4.3 SBU REPRESENTATIVES

- ❖ Mr. M. Lamola (Director: Transport Service) was given an opportunity to brief and also attend the service providers concerns in regard to Masters degree and other related matter regard to the project.
- ❖ The service providers were requested to submit their concerns in writing and The Municipality will response accordingly in writing.

#### 5 QUESTIONS FROM THE BIDDERS

Service providers were granted an opportunity to raise questions regarding the scope of the project, administrative compliance and functionality via email addressed to Mr. R Chavangu.

The following are questions and answers:

Date of query	Company Name	Company Rep	QUESTIONS	ANSWERS
30-07-2018	Koleko Solutions (Pty) Ltd	Wasim Khan	Points are awarded if the "key staff" has a masters degree. I know it was stated in the meeting that only the project manager should have a masters. However, under the requirements of every work stream there is a section with a list of 'key professional team'. I would just like to clarify that the key staff referred to in the experience tables is only the project manager and not the entire team.	The "key staff" refer to the Project Manager.
	ITSGlobal	Annette Smit	I see on page 98 of the tender	As part of the administrative

01-08-2018				document they request that you add a session attendance list. Can you please forward it to me.	compliance, bidders are required to attend the briefing session. Non-attendance is automatic disqualification. The Municipality has confirmation of all attendees. Unfortunately, the attendance register cannot be shared as it contains information of other bidders.
01-08-2018	Aurecon	Mpho Chokwe		Please can you send us the attendance register for the below:	As part of the administrative compliance, bidders are required to attend the briefing session. Non-attendance is automatic disqualification. The Municipality has confirmation of all attendees. Unfortunately, the attendance register cannot be shared as it contains information of other bidders.
31-08-2018	Muthakhi & Associates	Christopher Ndwamato		I have been trying to look for the bid for the attached advert without success, kindly confirm if it has been uploaded or please send me the direct link.	See attached step by step process of accessing the Tender document.
01-08-2018	ODA	Thabiso Botha		Please appraise with the requirements for this position "Contract Specialist (Transport)", because Contract Specialists Role and Responsibilities differs. There is a Legal, being the VOC Contract between Municipality & Taxi Operators and the other is Operational being a bus operations specialist.	We require someone who will understand the operations of Public Transport and any contractual issues. This is key to the process, during engagement between the Municipality and any prospective operator.



Handwritten signatures and initials, including a large circular signature and the letters 'RC'.

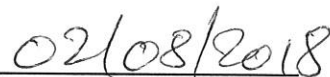
## 6. CLOSING DATE

The bid will close on the 23 August 2018 (Thursday) at Technical Board Room, First Floor@10h00



Mr. Simon Mashiane

Assistant Manager: Demand Management

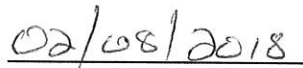


DATE



Mr. Russia Chavangu

Manager: Business and financial planning



DATE



Mr Malose Lamola

Director: Transport Service



DATE

