



MINUTES FOR DFFE-T045 (23-24) COMPULSORY INFORMATION SESSION

DATE: 01 January 2024

VENUE: Environment House, 473 Steve Biko and Soutpansberg Road, Arcadia , Pretoria

TIME: 11:00 – 12:30

CHAIRPERSON:

Mr. Siphweyinkosi Mtshali

THE APPOINTMENT SERVICE PROVIDERS TO CONDUCT OCCUPATIONAL HYGIENE SURVEYS (INDOOR AIR QUALITY) AT THE ENVIRONMENT HOUSE (HEAD OFFICE, PRETORIA GAUTENG) AND / OR AT EAST PIER BUILDING (CAPE TOWN -WESTERN CAPE) FOR TWELVE (12) MONTHS.

NO	ITEM	DISCUSION	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson officially opened the meeting and welcomed all members in attendance. Everyone introduced themselves.	Noted	None
2.	PRESENT/ ATTENDEES AND APOLOGIES	The following DFFE Representatives were in attendance: <ul style="list-style-type: none">• Mr. Siphweyinkosi Mtshali (Chairperson)	Noted	None



NO	ITEM	DISCUSION	DECISION	COMMENTS
		<ul style="list-style-type: none">• Mr. Kholofelo Mashavha (SCM Support)• Ms. Malebo Rammushi (SCM Support)• Mr. Vincent Ratau (SCM Support) <p>The attendance register for prospective bidders in attendance was circulated and has been attached.</p>		
3.	PURPOSE OF THE MEETING	<p>The purpose of the meeting is to brief prospectives service providers about Occupational Hygiene surveys (Indoor Air Quality) project at the Environment House (Head Office, Pretoria-Gauteng) and/or at the East Pier Building (Cape Town-Western Cape), and furthermore, to provide clarity on the scope and extent of work. The prospective bidders will have the opportunity to ask questions where needed.</p>	Noted	None
4.	INTRODUCTION AND BACKGROUND OF THE PROJECT	<p>Mr. Mtshali took the bidders through the technical requirements of the bids and covered the following areas in the presentation:</p> <ul style="list-style-type: none">• Introduction and Background on scope of work,• Period /Duration of the Project/ Assignment• The expected deliverables/outcomes	Noted	None



NO	ITEM	DISCUSSION	DECISION	COMMENTS
5.	INTRODUCTION AND EXPLANATION OF TENDER PROCESS AND EVALUATION	<p>While the SCM Representative, Mr. Mashavha took the attendees through the SCM processes and highlighted the following:</p> <ul style="list-style-type: none">Attendees were informed that the meeting constitutes as a compulsory briefing session and bidders who failed to attend the Briefing Session will not be considered.Emphasis on the closing date and time of the bid.Emphasis on the delivery address for the bid proposals which is the Environment House in Pretoria.The completion of SBD DocumentsThe evaluation criteria's to be applied which includes:<ul style="list-style-type: none">Phase 1 – Pre-compliance requirementsPhase 2 – Mandatory requirementsPhase 3 – Functionality criteriaPhase 4 – Price and Preference Points	Noted	None
6	QUESTIONS FOR CLARIFICATION.	<p>Q – Will bidders be allowed to check previous data?</p> <p>A – The departments legal services will be consulted and will provide green light for the provision of the</p>		Bidders were notified that the closing date for DFFE-T045 (23/24) will no



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NO	ITEM	DISCUSION	DECISION	COMMENTS
		<p>previous data.</p> <p>Q – When is the process going to start?</p> <p>A – It depend on when the Supply Chain processes will unfold and therefore, an exact date cannot be given.</p> <p>Q – On specific goals, as bidders, do we choose which specific goals we are claiming points, or we must claim points for all of them?</p> <p>A – Bidders need to indicate their specific goals which are either Women, Black People or people with disability and provide the supporting documentation.</p>		<p>longer be on the 18th of February 2024 since it will be on Sunday the New date will be on the 19th of February 2024</p>
6.	CLOSURE	<p>The Chairperson and SCM representatives allowed bidders to walkaround the building so that they can familiarize themselves with the building. The chairperson thanked all attendees their time and presence and for their contribution and SCM will publish minutes and presentation within seven working days, meeting adjourned at 12:00 AM</p>	<p>Meeting was adjourned</p>	<p>None</p>

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CHAIRPERSON: Mr Smphiwenkosi Mtshali
DATE:

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SCM PRACTITIONER: Mr.Vincent Ratau
DATE:



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SCM PRACTITIONER: Mr Kholofelo Mashavha
DATE: