

MINUTES

Compulsory Briefing Session

14 November 2022

Time: 09:00 – 11:40 am





Virtual Meeting – TEAMS



1. WELCOME AND REMARKS BY CHAIRPERSON









The Chairperson, Mr Mogoma Sekgothe opened the meeting, introduce himself and DCOG colleagues, and welcomed all members in attendance.

2. ATTENDANCE











- | | |
|----------------------|------------------------------|
| Mr. Mogoma Sekgothe | DCOG: SCM Chairperson |
| Ms. Nomvula Ntuli | DCOG: SCM |
| Ms. Kgaugelo Tselana | DCOG: SCM |
| Ms. Amalinda Kuiper | DCOG: SCM |
| Ms. Bongwiwe Mculu | DCOG Project Management Team |









1.	 David Viney Monday 9:07 AM David Viney - Future Families. davidv@futurefamilies.co.za. 0827853572
2.	 Lizl Smith (Guest) Monday 9:08 AM 3L Development - Lizl Smith (0538615063 - 0794920162), lizls@3lngo.co.za
3.	 Boikhutso Masipa Monday 9:08 AM Boikhutso Masipa, SAYM 012 0350835 boikhutsom@saym.co.za
4.	 Ntshiuoa Mosiuoa (Guest) Monday 9:08 AM Seboka Training and Support Network, Ntshiuoa Mosiuoa 0744868189/0123414297 mosiuoa23@gmail.com

5.	 <p>Goodwill Mabena Monday 9:09 AM Goodwill Mabena; Green Development Foundation; goodwill@gdfsa.org; 0710308552</p>	
6.	 <p>Alex Nyamani Monday 9:10 AM Alex Nyamani (Finance Manager) THEMBALETHU DEVELOPMENT NPC, alex@thembalethudev.org, 0638263491</p>	
7.	 <p>Fundiswa (Guest) Monday 9:10 AM The Mvula trust, Patricia Kelly-0670412606 patricia@themvulatrust.org.za</p>	
8.	 <p>Farica De Bruyn Monday 9:10 AM Farica De Bruyn: Transynergy (Pty) Ltd, 0605621484 / farica@transynergy.co.za</p>	
9.	 <p>Mpume Insika Foundation (Guest) Monday 9:11 AM Nompumelelo Ngubane Insika Foundation nngubane@insikafoundation.co.za 061 0072 975</p>	
10.	 <p>Sbu (Guest) Monday 9:11 AM Joubert Park Youth Outreach Project Sibusiso Mathibela sibusiso.m@joubertparkyouth.org 0794799447</p>	
11.	 <p>sharonCindy (Guest) Monday 9:11 AM Dite consultants. SharonCindy Sharon.sherie@gmail.com</p>	
12.	 <p>Tania (Guest) Monday 9:11 AM Tania Lee from Chartered Institute for Business Accountants, formally SAIBA, tlee@saiba.org.za; 082 456 3479</p>	
13.	 <p>Thandiwe mabena (insika foundation NPC) (Guest) Monday 9:11 AM Thandiwe Mabena Insika Foundation NPC tmabena@insikafoundation.co.za 067 855 1077</p>	
14.	 <p>Melissa McGowan Monday 9:12 AM Edited Melissa McGowan - 076 277 4672 - Globant South Africa (Pty) Ltd : admin@globantsa.co.za;melissa@globantsa.co.za.</p>	
15.	 <p>Bongani Majola Insika Foundation (Guest) Monday 9:12 AM Bongani Majola Insika Foundation NPC bmajola@insikafoundation.co.za 0721231893</p>	
16.	 <p>Refilwe Philemon Monday 9:12 AM Southern Africa Institute for Artisans 063 712 9314/ 0101099661 Gloria Ramanungu info@saifa.africa</p>	

17.	 <p>Refilwe Rachel Kekana Monday 9:14 AM Hazel Mnguni 0614821999</p> <p>Nomcebo Community Development Project nomcebocomdevpro11@gmail.com,</p>
18.	 <p>Jika Chabwera Monday 9:15 AM Southern African Youth Movement (SAYM) Email: info@saym.co.za Telephone: 0120350835 Contact name: Muzwakhe Sigudhla</p>
19.	 <p>Mabo MAKHUBU Monday 9:16 AM Company: SMEC South Africa (Pty) Ltd Contact: Mabo Makhubu Cell: 083 550 5300 Email: mabo.makhubu@smec.com</p>
20.	 <p>nombulelo mofokeng (Guest) Monday 9:17 AM Nombulelo Lerato Mofokeng Insika Foundation nmofokeng@insikafoundation.co.za 0682923955</p>
21.	 <p>Rotondwa Tshikororo Monday 9:18 AM Green development foundation. email: info@gdfsa.org. contact: 011 5687953</p>
22.	 <p>Khumbudzo Manyaga Monday 9:18 AM Khumbudzo Manyaga- Thembaletu Development NPC. Email: Khumbudzo@thembaletudev.org; Telephone: 010 786 0451</p>
23.	 <p>Shona Putuka (Guest) Monday 9:18 AM Shona Putuka Insika Foundation NPC sputuka@insikafoundation.co.za 0782675690</p>
24.	 <p>Jimmy Gotyana (Guest) Monday 9:19 AM Jimmy Gotyana Alliance of NPO Networks (South Africa) Cell: 0788131021 Email: jimmygotyana@yahoo.ie</p>
25.	 <p>Duurich projects (pty)LTD (Guest) Monday 9:20 AM Duurich Projects(pty)LTD duurichprojects@gmail.com Contact person: Dudu 0788119121</p>

26.	<p>SC Space Construction (Guest) Monday 9:20 AM Space OFF Construction Representative : Lekgadimane Sekhukhune 064 802 7482 info@spaceproperty.co.za</p>
27.	<p>CT cynthia tshuma (Guest) Monday 9:23 AM Insika Foundation NPC : Thabile Cele 0728583706 thcele@insikafoundation.co.za</p>
28.	<p>M Melusi (Guest) Monday 9:27 AM NELISIWE NPC: SIYABONGA DHLOMO 0681057138 dhlomosiya@gmail.com</p>
29.	<p>RL Reckson Luvhengo Monday 9:32 AM Reckson Luvhengo-Thembalethu Development NPC; Email: reckson@thembalethudev.org; Telephone: 010 786 0451</p>
30.	<p>MS Maborwa Seabela (Lepelle Scribes) (Guest) Monday 9:38 AM Lepelle Scribes: 012 816 5276 Maborwa Seabela lepelle@lepelle.africa</p>
31.	<p>M Melusi (Guest) Monday 9:39 AM Melusi Wesizwe NPC Representative : Siyabonga DHLOMO 0681057138 dhlomosiya@gmail.com</p>
32.	<p>ZN Zamani Ngidi (Guest) Monday 9:43 AM Zamani Ngidi Insika Foundation 0628775633 zngidi@insikafoundation.co.za</p>
33.	<p>AD Ayanda Dlamini (Guest) Monday 9:52 AM Ayanda Dlamini Email: ayanda@showmeyournumber.org.za Cell: 0612054655 Name: Ayanda Dlamini NPO: Show Me Your Number HIV Prevention Project NPC Email: ayanda@showmeyournumber.org.za Cell: 0612054655</p>
34.	<p>MG Mr NL Gomomo (Bulumko NPC) (Guest) Monday 9:58 AM BULUMKO NPC, eMail: Lindile.Fikizolo; (0736483505);</p>
35.	<p>HF h2h foundation (Guest) Monday 9:59 AM HAND TO HAND FOUNDATION NPO EMAIL INFO@HANDTOHANDFOUNDATION.ORG 0113180941 Rosina Mahlomutshe</p>

36.	 <p>Mr NL Gomomo (Bulumko NPC) (Guest) Monday 10:02 AM DSH NPC; gomomon@gpiplus.org.za www.dimakatsosafehouse.org.za 0729743572</p>	
37.	 <p>katlego Makinita (External) Monday 10:02 AM Name: Katlego Makinita NPO: Insika foundation NPO Email: Kmakinita@insikafoundation.co.za Cellphone: 0848993695</p>	
38.	 <p>Gabsie Mathenjwa (Guest) Monday 10:03 AM Name: Ziphozethu Mathenjwa NPO: Insika Foundation NPO Email: gmathenjwa@insikafoundation.co.za Cellphone: 082 994 7892</p>	
39.	 <p>charmaine (Guest) Monday 10:07 AM Charmaine Cockcroft Border Rural Committee charmaine@brc21.co.za</p>	
40.	 <p>Thato Latakgomo (External) Monday 10:08 AM Thato Latakgomo NPO: Youth Center for basic information Email: ycbiafrica@gmail.com Cell: 0726459096</p>	
41.	 <p>Khanya Nkuna (Guest) Monday 10:08 AM Name : Khanya Nkuna, NPO : Voices of The Youth, Email : zwanekhanya@gmail.com, 082 507 1147</p>	
42.	 <p>Jika Chabwera Monday 10:09 AM SOUTHERN AFRICAN YOUTH MOVEMENT (SAYM) EMAIL: INFO@SAYM.CO.ZA TELEPHONE: 0120350835 MOBILE: 0832664125 CONTACT NAME: MUZWAKHE SIGUDHLA</p>	
43.	 <p>Kele C (Guest) Monday 10:09 AM Name: Kelebogile Chwaro Company: Insika Foundation Email:kchwaro@insikafoundation.co.za Tel:072 076 1153</p>	
44.	 <p>Judith Sunday(Guest) (Guest) Monday 10:10 AM  1 Judith Sunday , 0827605001/0119140013, methwattourcommprog@gmail.com/judithmabena@gmail.com</p>	
45.	 <p>Rachel Mataboge Monday 10:10 AM Rachel Mataboge NPO: Strategic Analytics and Management Contact: 0812782082 rachel.mataboge@strategicanalyticsmx.co.za</p>	
46.	 <p>David Junior Foundation (Guest) Monday 10:10 AM David Junior Foundation email. Contact David Sefora @ david.mses@gmail.com and 0834796881</p>	
47.	 <p>Bryn Seboka (Guest) Monday 10:10 AM Name: Brine chikondo, NPO: Seboka training and support network, 061 785 7174, brine@sebokanetwork.org.za</p>	

48.	 <p>Modise, Aziza Monday 10:10 AM Name: Aziza ModiseNPO: Methodist Wattville Outreach.. Email: aziza.modise@gmail.com...Cell: 0648341515..</p>
49.	 <p>SLM (Guest) Monday 10:10 AM Sibongile Malinga Voices of the Youth NPO 0842509041 ndlovusibongile@gmail.com</p>
50.	 <p>sharonCindy (Guest) Monday 10:11 AM Name:Sharon Cindy Ditc consultants&Associates Cell 076203 7794</p>
51.	 <p>N Mnyandu (21121432) Monday 10:11 AM Name; Nontobeko Mnyandu Company; Insika Foundation NPC Email;nmnyandu@insikafoundation.co.za contact details 0849470181</p>
52.	 <p>Jabu Cindi Monday 10:12 AM Jabu Cindi from GATE (Greatness Achieved Through Excellence). jabu.cindi@gmail.com 0799932766</p>
53.	 <p>Avhathu (Guest) Monday 10:12 AM Mukwevho Avhathu Move for change foundation. avhathums@gmail.com. 0837933846</p>
54.	 <p>Judith SundayGuest) (Guest) Monday 10:14 AM Name of the attendee: , Judith R Sunday , Name of the organisation: Methodist Wattville Outreach, Contact numbers: 082 760 5001/ 011 914 0013, email address: methwattoutcommprog@gmail.com/judithmabena@gmail.com</p>
55.	 <p>Mr NL Gomomo (Bulumko NPC) (Guest) Monday 10:19 AM SABTU NPC, Adv Nceba Gomomo, nceba.gomomo@gmail.com, 0825973773</p>

3. APOLOGIES

None

PRESENTATIONS FROM SCM

The Chairperson (Mr Mogoma Sekgothe) indicated that the meeting was a no-compulsory meeting and was for bid number COGTA (T) 13/2022 Appointment of Implementing Agents to support the implementation of the Community Work Programme (CWP) for a period of 24 months.

He furthermore indicated that, the evaluation process will be conducted in three phases which are the administrative compliance phase, functional evaluation phase (**divided into 3 criteria**) and lastly calculation of price and BBBEE points.

The following requirements were presented as per the administrative compliance on **Page 14 of the Bid Document** and **page 2 and 3** of the TOR.

PRE – QUALIFICATION REQUIREMENTS/ADMINISTRATIVE COMPLIANCE AS PAGE 2 OF THE TERMS OF REFERENCE

#	Criteria
1.1	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before bid closing date.
1.2	Supplier is Tax Compliant (as indicated on CSD) ¹ or verified through SARS ¹
1.3	Supplier has a valid B-BBEE certificate issued by a SANAS accredited verification agency or a sworn affidavit.
1.4	Supplier completed all SBD Forms (SBD 1, 3.3, 4, 6.1).
1.5a	Proof of registration with UIF (This requirement will not be enforced if the required documents are no longer issued by the Department of Employment and Labour).
1.5b	Letter of good standing with COIDA from the Department of Employment and Labour.
1.6	A valid bank account (as indicated on CSD) with a South African registered bank.
1.7	Audited financial statements for the two immediate prior financial years and a confirmation letter from a registered audit firm or firms that the financial statements were audited.
1.8	Approved (signed) assets management policy submitted.
1.19	Approved (signed) procurement policy submitted.
1.10	Summary of supplier experience submitted (Annexure A).
1.11	Summary of project team submitted (Annexure B).
1.12	Price proposal submitted (Annexure C – must use Excel template) ²
1.13	Proposal and project execution plan submitted
1.14	Team members, Director(s)/Owner(s) have not been convicted on charges related to fraud, corruption or violent/abusive behaviour.
1.15	Bidder and team members, Director(s)/Owner(s) do not have a history of poor financial / credit management.
1.16	No team members, Director(s)/Owner(s) in the service of the state, or approved RWOPS attached where in the service of the state. This clause does not apply to bidders that are government departments/entities.
1.17	SBD forms or subsequent enquiries did not reveal any information or past practices that prohibits the supplier from conducting business with the state.

He further alluded that for a bid to be evaluated further onto the next stage, bidders need to have met the requirement of the stage under consideration. If a bidder has omitted and /or submitted an incomplete document, SCM would send an email requesting that the said document be submitted within a specific period from the date of such communicate. Failure to submit the requested document will then result in the bid proposal being disqualified. This as per the PAJA Act 2000 (Act 3 of 2000).

4.2 PRESENTATION OF THE TERMS OF REFERENCE.

The chairperson requested the project manager to do his presentation. Ms Bongiwe Mculu took the bidders through the technical aspects of the terms of reference. From the presentation made the following questions were asked by service providers, and the following responses were provided by the project manager.

4.2.1 QUESTIONS FROM SERVICE PROVIDERS

- a) **With regards to evidence of having managed a similar project of a budget of 20 million. What evidence are you looking for? Should it be in the financial statement or is it a reference letter because I'm in a situation whereby I started managing a similar project after our financial statements had been completed in March 2022 and I've recently started managing a large-scale project.**
 - Bidders should submit reference letters indicating the duration and the contract amount.
- b) **Under the asset manager, the requirement is a 3-year relevant tertiary qualification. Would Internal Auditing qualification be considered this in in this case?**
 - We need to understand that the asset and procurement management reside in the field of finance, so with that said, any 3year finance related qualification will be accepted including the Internal Audit.
- c) **In terms of submission of Proposal per province. What are you expecting from me?**
 - The submission of proposal per province is indicated on page 1 of the Terms of reference paragraph 6 which continues to page 2.

4. ANNOUNCEMENTS

- The bid will close on 25 November 2022 time 11:00am at Department of Corporative Governance, 87 Hamilton Street, Pretoria,0001. No Late bids will be accepted.
- Bidders are not to contact any of the of the SCM official direct, however should send their enquiries to the email t13.2022@cogta.gov.za and SCM will direct the questions to the relevant official and then provide responses thereof.

- Bidder were requested to use the chat function on MS Teams to sign the register by providing the following information: name of bidder, contact person, email address, and contact numbers.
- The validity period of this bid will be 120 days from the closing date.

5. Closure

The chairperson thanked everyone for attending the meeting and adjourned the meeting at 11:40 am.