

Briefing Session Minutes: INVITATION TO BIDDERS TO SUPPLY, DELIVER, INSTALL, CONFIGURE, MAINTAIN, AND SUPPORT AUDIO VISUAL CONFERENCING SYSTEM FOR THREE (3) MEETING ROOMS AT PAN-AFRICAN PARLIAMENT

14 February 2022

TIME: 10H00

VENUE: Pan African Parliament

Chairperson: **Mr N Socikwa**
 DIRCO Officials: **Ms E Mazibuko, Mr R Nthulane, Mr R Munyai**
 PAP Official: **Mr J Odada**

NO	ITEM	SPEAKER
OPENING AND WELCOME	<p>Mr N Socikwa opened the meeting and welcomed everyone present. He introduced himself and allowed DIRCO and PAP team to introduce themselves.</p> <p>The Chairperson informed bidders that they are attending a compulsory briefing session therefore bidders must ensure that they sign off the attendance register as it will be used in the Bid evaluation process.</p> <p>Chairperson gave a brief background on the tender and details of submission of the tender.</p> <p>The chairperson urged bidders to take note of the closing date and time and make sure that they fully complete the documents provided on the tender document before they submit.</p> <p>Chairperson further urged bidders that they should place their proposal at tender box which is situated at the main entrance not main reception inside the building.</p> <p>The chairperson then handed over to the business unit to give a background of the service required</p>	Chairperson

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SCOPE OF WORK	<p>End user explained the background and project description of the required service to the bidders. End user went through the specification requirements.</p> <p>Questions 1</p> <p>1. Is the network hybrid closed secured network or cloud server network?</p> <p>Response</p> <ul style="list-style-type: none"> The network infrastructure is at the PAP premises, each meeting room have a network server <p>Question 2</p> <p>2. In terms of remote participants, is there a number on how many people can participate remotely?</p> <p>Response</p> <ul style="list-style-type: none"> The number of remote participants is +- 300 participants <p>Question 3</p> <p>3. The TOR indicates that the latest hacker proof type environments and controls must be in place for attending delegates, does PAP has a specific security measure?</p> <p>Response</p> <ul style="list-style-type: none"> The bidder/s are requested to provide the latest market related security measures <p>Question 4</p> <p>4. In terms of monitor screens will DIRCO and PAP allow LED monitor screens.</p> <p>Response</p> <ul style="list-style-type: none"> The bidder/s are allowed to provide DIRCO/PAP with LED screens <p>Question 5</p> <p>5. Would DIRCO/PAP allow programs/apps installed for interpretation?</p>	Mr S Magida

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	<p><u>Response</u></p> <ul style="list-style-type: none"> No, only programme/app for interpretation would be allowed, only human interpreter would be allowed. <p>Question 6</p> <p>6 Will the drawing of the room be made available to bidders/s?</p> <p><u>Response</u></p> <ul style="list-style-type: none"> Only if the drawings are available, they can be shared with bidder/s. The bidder/s would be given an opportunity to go through the meeting rooms. <p>Question 7</p> <p>7 Can the bidder be allowed to take photographs?</p> <p><u>Response</u></p> <ul style="list-style-type: none"> The bidder/s are allowed to take photographs of the meeting rooms. <p>Question 8</p> <p>8 Would PAP be able to cater for one central interpretation room?</p> <p><u>Response</u></p> <ul style="list-style-type: none"> Yes, the interpretation room can be central with support of live video feed. 	1
<p>Evaluation Methodology</p>	<p>Ms E Mazibuko gave a background on evaluation methodology as specified in the published TOR. She urged that bidders to fully complete all SBD forms.</p> <p>The chairperson highlighted that any bidder that fails to comply with administrative compliance will be regarded as submitting a non-responsive bid and will be disqualified.</p> <p>The following was emphasised in the briefing as requirements of the tender</p>	

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	<ul style="list-style-type: none"> Subcontracting is only applicable when the bidder's proposals is 30 million rands and above. <p>Ms E Mazibuko further explained the functionality requirements and that any bidder/s that scores less than 65 points in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified.</p>	
Physical inspection of the meeting rooms	<p>With guidance of Mr J Odada, the bidder/s were afforded an opportunity to do a physical inspection of the three (3) meetings rooms. Mr J Odada further indicated that bidder/s are allowed to take photographs and measurements of the three (3) meeting rooms.</p>	
Closure	<p>The chairperson thanked everyone for coming and adjourned the meeting.</p>	<p>Chairperson</p>

Chairperson 

Initial and Surname: N. Soc Makau

Secretary 

Initial and Surname:

Date 2024/02/19

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