

BRIEFING SESSION MINUTES: DIRCO:03-2024/25 APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SELF-DRIVEN AND CHAUFFEUR-DRIVEN VEHICLES FOR A PERIOD OF THREE (3) YEARS FOR THE VISITING FOREIGN HEADS OF STATES/GOVERNMENT, DEPUTY PRESIDENTS, FOREIGN MINISTER AND DEPUTY MINISTERS OF INTERNATIONAL RELATIONS AND COOPERATION (PRINCIPALS) AS WELL AS OTHER EMINENT DIGNITARIES HOSTED BY THE PRINCIPALS AND ALSO FOR THE OFFICES OF THE DIRCO MINISTER, DEPUTY MINISTERS, DIRECTOR-GENERAL AND THE BRANCH STATE PROTOCOL AND CONSULAR SERVICES

22 October 2024

TIME: 10H00

VENUE: VIA MICROSOFT TEAMS

DIRCO OFFICIALS:

SUPPLY CHAIN MANAGEMENT		BUSINESS UNIT
Ms E Mazibuko (Chairperson) Mr S Molekoa Ms M Mphahlele Mr R Bokaba		Ms OP Makhetha Mr M Dlamini

NO	ITEM	SPEAKER
OPENING AND WELCOME	Ms Mazibuko opened the meeting and welcomed everyone in attendance. She proceeded to explain the purpose of the briefing session and indicated that the session was non-compulsory and therefore, even bidders who are not in attendance will be able to also submit their proposal. She then handed over to the business unit which was represented by Ms OP Makhetha to take the bidders through the scope of work.	Ms E Mazibuko

NO	ITEM	SPEAKER
SCOPE OF WORK	Ms Makhetha took the bidders through the scope of work as per the advertised Terms of Reference. After presenting the scope of work, she handed over to Supply Chain Management to take the bidders through the evaluation methodology.	Ms OP Makhetha
EVALUATION METHODOLOGY	<p>Mr Molekoa took the bidders through the evaluation methodology as per the advertised Terms of Reference. Emphasis was made for bidders to ensure that they duly complete the SBD forms, and all other forms as required by the bid. The bidders were further advised to ensure that at least two or three different people should go through their proposals prior to submitting to ensure that all necessary documents are included within their proposals.</p> <p>Furthermore, Ms Mazibuko emphasised that bidders should not wait to submit on the closing date and advised that it would be wiser to submit before the closing date to avoid any logistical issues that may arise when trying to submit on the closing date.</p> <p>Ms Mazibuko opened the floor for bidders to ask for clarity where they need it.</p> <p style="text-align: center;">Matters raised by the bidders</p> <ul style="list-style-type: none"> • In the functionality criteria stage one, it says three provinces covered is allocated five (5) points, but the weight is ten (10) points, is that correct? <ul style="list-style-type: none"> ➢ The weight and the points are correct as they are shown in the documents. Converting points into weights is a Supply Chain Management process during bid evaluation. • In terms of a Joint Venture agreement, should both or all companies within the Joint Venture submit their separate documents? <ul style="list-style-type: none"> ➢ When there is a Joint Venture agreement, there should be a combined CSD report for the Joint Venture. 	Mr S Molekoa

NO	ITEM	SPEAKER
	<ul style="list-style-type: none"> • It is mentioned that the CVs will be evaluated during the site inspection. Does this mean that CVs do not have to be submitted with the proposals and will only be looked at when at the site inspection? <ul style="list-style-type: none"> ➤ The bidders will be informed to prepare a file for CVs should they qualify for site inspection evaluation. ➤ The file must be available to be presented during the site inspection. • There is a requirement that vehicles should be fitted with etags, has the Department considered that the etags has been scrapped off. Is the requirement still necessary? <ul style="list-style-type: none"> ➤ The Etags that are requirement are the ones that will be used when vehicles will be passing tollgates and not for Etag systems. • There is a requirement for bidders to provide fuel cards, does it mean bidders should include the fuel charge in their bids or will that be a separate charge? <ul style="list-style-type: none"> ➤ The vehicle should have sufficient fuel when they are being collected by DIRCO. ➤ The expenditure for fuel will be dealt with when DIRCO returns the vehicle to the service provider and only the fuel that was utilised will be paid. Therefore, fuel charges will only be able to be accounted for during the invoicing stage. Furthermore, fuel charges will be at the prevailing petrol price at the time when the service is utilised. ➤ When there are instances when the petrol card is required, the service provider should be able to provide it. • Will there be a public viewing during the closing date? <ul style="list-style-type: none"> ➤ The bidders will be allowed to observe the closing of the tender. 	

CLOSURE	The chairperson indicated that any questions that were not fully clarified will be clarified in the minutes and be published on the websites were the tender is advertised.	Ms E Mazibuko
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Initial and Surname: E. TSHABANA A

Chairperson signature 

Date: 24/10/2024

Initial and Surname: S. Molekoa

Secretary signature: 

Date: 24/10/2024