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BRIEFING SESSION MEETING MINUTES

BID ZNT 1241/2022-F: APPOINTMENT OF A SERVICE PROVIDER/S TO PROVIDE ONLINE TRAVEL MANAGEMENT SERVICES TO PROVINCIAL DEPARTMENTS AND PUBLIC ENTITIES IN KWAZULU NATAL FOR A PERIOD OF THIRTY-SIX (36) MONTHS

HELD ON THURSDAY, 01 DECEMBER 2022 AT TREASURY HOUSE: BOARDROOM 1
@ 10:00 am

TREASURY STAFF PRESENT	COMPANIES REPRESENTED
Ms N.P. Kubheka	Satguru Travels
Ms. M Khoza	TWF
Mr K Mqadi	Tourvest Travel
Ms H Naidoo	Contimech
Ms D Biyela	Syavaya Corporate Travel
Mrs N. Ndlovu	Club Travel
Ms N. Mchunu	XL Nexus Travel

ITEM	
1	WELCOME: The meeting was declared open at 10H00. The Chairperson, Ms. Kubheka welcomed all the bidders and thanked them for attending. She also introduced Treasury staff. Ms Kubheka explained that the briefing was for Bid 1241/2022-F: Appointment of a service provider/s to provide Online Travel Management Services to Provincial Departments and Public Entities in Kwazulu Natal for a period of thirty-six (36) months
2	ITEM FOR DISCUSSION: 2.1 Completion of the Bidding Document 2.2 Presentation of the Term of Reference (Including Pricing Submission) 2.3 Challenges experienced from the previous bidding processes 2.4 Questions and Answers 2.5 Closing and way forward

2.1**Completion of Bidding Document**

Ms Kubheka presented how the bid document should be completed. She highlighted that Section K: Compulsory Briefing Session Certificate on page 29 need to be signed by all bidders before leaving the boardroom – for bidder not to be disqualified. She explained that the department decided to present and highlight challenges that were experienced when evaluating bids in previous bidding processes. She also emphasized the importance of sending through the BBEE certificate as it is a pre-qualifying criteria. She further emphasized the importance of submitting the bid on or before the 19th December 2022 as other companies will shut down for holidays. She thereafter went through the following sections:

- Checklist for bidders: Ms Kubheka highlighted the list of returnable documents as per the checklist, and the importance of returning all the required documents.
- Section A: Ms Kubheka went through this section and emphasizing the importance of thoroughly reading and following the instructions, she further emphasized that the Part A and B must be fully completed and signed where applicable.
- Section B Special conditions of contract: Ms. Kubheka emphasized that the bidders need to read and familiarize themselves with this Section and further emphasized on the use of correcting fluid being prohibited throughout the bid document. All the pages to be initialed.

She further emphasized the importance of submitting a third party agreement if a bidder is not the owner the system, and it was also mentioned that although the Department requires a service, the service provider cannot provide a service without a booking tool.

- Section C: Condition of Bid
The bidders to read, complete and sign section C (e) and she further emphasized that certification of correctness of Information supplied in this bid document is correct and true.
- Section F: Tax clearance requirements: Bidders were requested to submit as required.
- Section G: Pricing Schedule Submission: Ms Kubheka indicated that this section will be presented by Ms Hayley Naidoo but she emphasized that if bidders are required to transfer bid amounts from the pricing submission, bidders must follow the instruction and transfer bid amount from pricing submission to pricing schedule as mandated. She further emphasized that documents must be fully completed and signed.
- Section H: Declaration of Interest; SBD 4: Ms Kubheka emphasised that SBD 4 must be correctly completed and signed by bidders as any mistake may lead to disqualification of bidders during the evaluation process.

2.2	<ul style="list-style-type: none"> ➤ Section I: Ms Kubheka emphasized that bidders must complete this document in full in order to be eligible to claim preference points. Bidders must also get witnesses who will sign the bid. ➤ Section L: Authority to sign a bid. Ms Kubheka emphasized the importance of proper completion and signing of this section. She further mentioned that this section must be signed by a duly authorized person depending on the nature of the company. She also emphasized that a certified copy of the resolution by the board of directors is requirement in the case of a company. Bidders were encouraged to seek clarity from the department, if there is a problem regarding completion of the form. She further mentioned that if there is a joint venture, a clear joint venture agreement must be submitted. ➤ Sworn Affidavit: Ms Kubheka emphasized that bidders must ensure that sworn affidavits are valid, if the BBBEE certificate will expire before the close of bid, bidders must sort it before the due date to make the certificate valid. Bidders must ensure that a sworn affidavit is properly signed, dated and stamped. This must all be done in front of the commissioner of oaths. It was also emphasized that it is the responsibility of the bidder to ensure that information furnished is correct. ➤ Section J: Ms Kubheka mentioned that the form is not applicable yet, and it will only be completed during the contracting period. ➤ Section K: Ms Kubheka reminded bidders to complete, stamp and sign the briefing certificate before they leave the meeting. ➤ General Conditions of contract: Ms Kubheka requested bidders to read and familiarize themselves with the general conditions of the contract. ➤ Ms Khuzwayo highlighted Pre-qualification criteria on page 1 that a bidder must be a level 1 BBBEE status level contributor and/or EME or QSE. She emphasized that bidders must meet the criteria, bidders must submit a BBBEE certificate which is issued by SANAS accredited verification agency, if this certificate is issued by an ordinary Accounting firm – a bidder will be disqualified. She further advised that if BBBEE certificate is not issued by SANAS accredited verification agency, bidder can simply use a sworn affidavit. <p>PRESENTATION OF THE TERM OF REFERENCE INCLUDING PRICING SUBMISSION (Presentation Attached)</p> <p>Mrs Hayley Naidoo proceeded to go through the terms of reference (TOR's) and emphasized the following:</p> <p>Objective: The objective of this bid is to appoint a service provider/s for the provision of travel management services for applicable departments and public entities in KwaZulu-Natal.</p> <p>Suitable TMCs are required to provide a complete, managed online travel management service for domestic and international travel, including air travel, accommodation, airport</p>
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transfers, shuttle services, chauffeur services and car rentals through the appointed service provider as well as conference services and facilities.

She further outlined the following:

(a) Travel Policy;

(b) Scope of Work: Provide the Provincial Treasury and other provincial departments including public entities with the online travel management services that are consistent and reliable;

Maintain a high level of traveller's satisfaction in line with the service levels;

Achieve significant cost savings for the Provincial Treasury and provincial departments including entities without any degradation in the services and functionality; and

Appropriately contain the Provincial Treasury's, related provincial departments and entities risks and traveller's risks

(c) She emphasized the Generic Systems and other requirements;

(d) Functionality of the system;

(e) Traveller's Communications;

(f) Contract Execution Capacity;

(g) Acceleration of Economic Transformation: Mrs Naidoo emphasized that bidders are required to demonstrate that they have empowerment initiatives that will ensure that the utilization of African owned suppliers who are providing accommodation services are significantly increased.

- Ms Kubheka emphasized that the adjustment of points allocated for functionality to 50 points - Online Demonstration is because the entire contract relies on the availability of a booking system.

2.3

CHALLENGES EXPERIENCED FROM PERIOD TENDER PROCESSES (Presentation Attached)

Ms Kubheka proceeded to go through challenges experience with the previous tender processes and emphasized the following:

2.3.1 Background: The evaluation and adjudication of tenders in the public sector has now became the most critical function due to the number of challenges and the amount of irregular expenditure emanating from irregular awarding of tenders. It is therefore important to note that tenders must be evaluated in line with the legislation and evaluation criteria that is issued to Bidders without compromising any requirements during the evaluation phase. It must also be noted that the main aim of evaluating tenders is to appoint a suitable and compliant Service Provider **not** to disqualify Bidders. It becomes very difficult to disqualify a competent Bidder due to administrative requirements, hence the Bid Evaluation and Adjudication Committees would end up spending a lot of time trying to find solutions on case laws/ previous court judgements.

2.3.2 Challenges Experienced

Completion and signing of bid documents, including declarations; She mentioned that some of the bid documents were not fully and accurately completed;

Attachment of supporting documents: She mentioned that some of the supporting document were not attached, including accreditation certificates and resolutions by Board of Directors where resolutions are a requirement in terms of the Companies Act.

Sworn affidavits not properly completed; She mentioned that some bidders were not ensuring that all the information is fully and accurately captured on the sworn affidavit, including signing;

She also highlighted that in other cases B-BBEE certificates or sworn affidavits were not attached where BEE level was a pre-qualification criteria.

2.3.3 New Developments:

Ms Kubheka mentioned the following developments:

- Checklist: Ms Kubheka emphasized that a checklist has been developed and attached to the tender document. This checklist will assist in checking the entire document before submission. Bidders are advised to segregate duties between completion of the bid document and completion of the checklist as it might be difficult for a person who was completing the document to identify gaps or errors.
 - Annexure C Schedule of Projects Template: She mentioned that a template where projects that were previously executed by the Bidder has been developed. This template will assist in ensuring that all the information required to evaluate the Bidder's capability is captured.
 - Adjustment and re-arrangement of the functionality criteria: Ms Kubheka mentioned that the functionality criteria have been adjusted and made more simpler to ensure that the Bidders are aware of the tender requirements as well as the expected supporting documents.
- Ms Kubheka emphasized that bidders are advised to ensure checking of the bid documents before submission, and the best person to check the bid document might **not** be the person who was preparing it. Bidders to check that reference letters have the required information.
- She further encouraged bidders to adhere to all conditions attached to this bid and to seek more clarity on areas where challenges are being experienced before finalising tender submissions.
- She advised bidders to align all their supporting documents to the tender requirements and means of verification as detailed on **annexure A: Evaluation Grid**. She assured bidders that The Department will provide responses to all clarity seeking questions.
- Mr Mqadi emphasized and explained the importance of interface, not only with BAS but any financial system, He further explained that the department requires a person who knows how to do integration and a winning bidder must be able to bring a system that can interface. He further explained that during demonstration bidders must bring a system that can interface. During demonstration bidders must demonstrate that they have done interface and they can interface. It was also mentioned that bidders will not be guided on how to interface. He further

emphasized that bidders must ensure that cv submitted clearly demonstrate capabilities and skills of key experts and reference letters must indicate that a bidder can interface.

2.4

QUESTIONS AND ANSWERS

Question: Why is the system using SMS to deliver travel documentation?

Answer: Mr Mqadi explained that the use of SMS is correct because a traveller will receive an SMS which is delivered with a link, and follow the click.

Question: from Club Travel: Page 13 Pricing Schedule: Which total to put in the Total Bid Price in RSA Currency column?

Answer: Mrs Naidoo explained that total of template 1 and template 2 must first be transferred to the pricing declaration page, and then the total in R's and words must be transferred to Section G: Pricing Schedule. It was also emphasized the price declaration page must be signed and dated by a duly authorised person.

Question: If the company has a standard resolution in its company letterhead, is there a need to sign Section L: Authority to Sign a Bid?

Answer: Yes, A bid document must be completed in full including Section L, It was emphasized that this section must be fully completed and signed by a duly authorized person, and it was further explained that if a bidder is a company then a certified copy of the Resolution must be submitted as a supporting document. It was also clarified that if bidders are submitting as a Joint Venture, bidders must submit a consolidated BBBEE certificate and JV cannot submit a sworn affidavit as they will be disqualified.

Question: How many departments are participating?

Answer: It was mentioned that currently 14 departments and 11 Public Entities are participating in the current contract.

Ms Kubheka advised bidders to submit 2 copies (1 original document and 1 copy for evaluation purposes)

Signing of Compulsory Briefing Certificate: Section K was signed and stamped for all bidders in attendance.

2.5	CLOSURE OF MEETING Ms Kubheka thanked all attendees and the meeting was adjourned at 11H20
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Prepared By:



Mrs M. Khoza
Secretariat

02/12/2022
Date

Confirmed & Accepted By:



Ms N.P. Kubheka
Chairperson

02/12/2022
Date