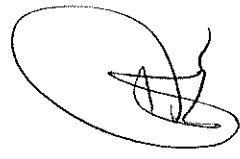


MINUTES OF THE BRIEFING SESSION FOR DIRCO 03/2018/19 HELD ON 13 SEPTEMBER 2018:

APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE ITEMS FOR URGENT HUMANITARIAN ASSISTANCE FOR INTERNALLY DISPLACED PERSONS AND TO DELIVER THE CONSIGNMENT FROM DURBAN, SOUTH AFRICA TO FREETOWN, SIERRA LEONE

CHAIRPERSON : Ms E Mazibuko
DIRCO OFFICIALS : Mr G Mamabolo, Mr S Molekoa, Ms A Mnisi, Mr D Shondlane, Mr O Chabalala, Ms I Kubayi, Mr P Basitere, Mr K Thagwana

NO	ITEM	DISCUSSION	ACTION
1.	OPENING AND WELCOME	<p>Chairperson opened the meeting and welcomed everyone present and indicated that it's a Non-compulsory briefing session. All DIRCO officials present in the briefing session introduced themselves</p> <p>An attendance register was circulated to be completed by all participants.</p>	
2.	BACKGROUND	<ul style="list-style-type: none"> The Chairperson made introductory remarks and welcomed all those who were present. Following the introductory remarks, a background and project description were made where it was mentioned that in August 2017, during the rainy season, Sierra Leone experienced a mud slide in which close to 500 bodies were unearthed and 12 000 persons displaced, including women and children. In that regard, the South African government was requested through a Note Verbale, by the Government of Sierra Leone to provide relief to address the humanitarian needs of the displaced persons as well as the already rescued persons. It was further highlighted that the South African High Commission in Accra, Ghana, is accredited to Sierra Leone on a non-residential basis. 	
3.	PROJECT DESCRIPTION	<ul style="list-style-type: none"> The briefing session outlined the scope of work which includes procurement, packaging, quality assurance and transportation. In addition, the compulsory 	



requirements were also deliberated upon and took bidder/s through the specifications for all categories.

- The following points were highlighted:

- The preferred colour of the mattress covers is navy or black. Noting that the mattresses would be used during the rainy season, the dark have been specifically selected to avert the mattress covers gathering dirt/mud.

- Bidders are expected to have a project plan regarding the issue of procurement, packaging and transportation.

- The mode of transport is by both sea from the Durban Port, South Africa, to the Port of Freetown, Sierra Leone and by road to the Ministry of Health and Sanitation in Sierra Leone: Herewith the physical address of the Ministry of Health and Sanitation:

- **Ministry of Health & Sanitation**

- 6th Floor**

- Youyi Building**

- Brookfields**

- Freetown**

- Sierra Leone**

- Tel: (232) 22 240427/241786/226440/242119**

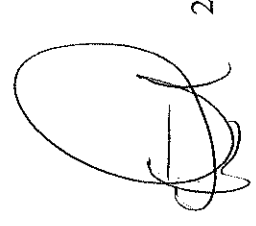
- Fax: (232) 22 241283**

- Quality assurance will be done through a site inspection that will be conducted by DIRCO to the qualifying bidders.

- The branding should be done on packages instead of individual items.

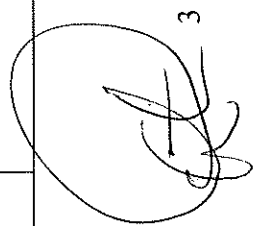
- Paragraphs 3.4.1 and 4.5 on page 2 of the Terms of Reference were respectively amended to read as:

- "The transportation of the consignment is to be executed in line with paragraphs 3.1 to 3.3"



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	<ul style="list-style-type: none"> ➤ “The goods are to be delivered as a once off consignment (s) and it must be delivered within ninety (90) days after delivery of the appointment letter by DIRCO to the Service Provider” • Ms Mazibuko explained that on page 2 there are no measurement which will be corrected on Terms of reference and circulated with minutes 	
3	<p>SBD documentation</p> <ul style="list-style-type: none"> • The Chair discussed in detail the all the bid documents, in particular, the Evaluation methodology which comprises the following: <ul style="list-style-type: none"> ➤ Responsive criteria, ➤ Functionality criteria; and ➤ Price and Preference Points • During the discussion of the Responsive criteria, emphasis was placed on the following requirements which all bidders have to comply with: <ul style="list-style-type: none"> ○ Provision of proof of registration on the Central Supplier Database (CSD). It was explicitly made clear that in the event a bidder(s) is non-compliant due to tax status during the evaluation process, a formal letter will be sent to the bidder(s) informing them of the status quo and a period of 7 days would be granted to allow them to rectify their tax status. Failure to do so, would lead to disqualification. ○ Submission of all completed Standard Bid Documents(SBD 1,SBD3.1,SBD4,SBD6.1,SBD6.2, SBD 8, SBD9) ○ Submission of completed Standard Bid Documents (SBD 6.2, ANNEXURE C,D AND E) ○ Submission of the latest audited financial statements not older than two (2) years ○ Provide a detailed pricing schedule. ○ Submission of insurance certificates for the freight to be transported from point of origin to the final destination ○ Submit a letter to commit that all goods will be sourced in South Africa. ○ Submit a letter to confirm availability of all goods. 	Complete and submit SBD documentation in full



- Confirmation of local content, where the minimum threshold for local content cannot be met for various reasons, bidders must apply for exemption. Subsequent to verifying with the industry, the DTI will then decide whether or not to grant an exemption.
- As for the Functionality criteria, the following requirements of the set of the SBD documents were discussed with the bidders:
 - SBD1 – To be completed in full with a pen and must be signed with the total bid price;
 - SBD3.1 - Firm prices including VAT must be completed in full;
 - SBD4 - Complete and sign Declaration of Interest;
 - SBD 6.1 - Preference Points on equity shareholding. Must be actively involved in daily management of company and must provide a BBB-EE certificate so the necessary points can be allocated to the company;
 - SBD 6.2 - Declaration certificate for local production and content for designated sectors;
 - SBD8 - must be completed and signed;
 - SBD 9 - must be completed to avoid Bid Rigging;
 - CSD – registration;
 - General conditions of a contract must be initialled on each page accompanied by your BID proposal.
- The briefing session emphasised that only bidders who score 60% or more of paper evaluation under the functionality criteria will qualify for site inspection. At the site inspection, bidders are expected to score 60% or more; if the bidders score less than 60% they will be disqualified.
- The Chairperson further emphasised that bidders should make sure that they sign all the standard bid documents in order to avoid disqualification. It was also explained that for those who will need exemption for local content, they should contact DTI for exemption.



	<ul style="list-style-type: none"> • Furthermore, the Chairperson explained that the applicable formula (80/20) will be utilised to evaluate the bid. • Bidders were encouraged to include all related costs on their pricing schedule as this is a firm price. • As per the Terms of Reference, it is important that bidders should note the following aspects: <p>NB: The bidders have to submit the original proposal as well as two copies to facilitate the evaluation process.</p> <p>All proposals must be delivered at 460 Soutpansberg Road, OR Tambo Building in a box at the Security gate on 3 October 2018 at 11h00, and not at the reception inside the building.</p> <ul style="list-style-type: none"> ➢ The briefing session is a non-compulsory and bidders who did not attend the session will be considered for evaluation. ➢ The proposal should be submitted in the sequence as per the Terms of Reference according to paragraph FORMAT OF THE BID with special emphasis on the items reflected in the functionality criteria. <p>The following questions were raised:</p> <ol style="list-style-type: none"> 1. How are we expected to put a packaging on a wheelbarrow? <ul style="list-style-type: none"> • Items that are impractical to be packaged – the packaging mode must be detailed in the project plan, the Department will understand, however, smaller items should be packaged and the boxes must be branded. 2. How are we expected with unexpected delays at the harbour? <ul style="list-style-type: none"> • The three months that are given to bidders should cover the delays. The project plan should provide for the delays, however bidders are requested to be realistic on the project plan. 3. Can we be given the address of the final destination of the goods? 	Original proposal
4. TERMS OF REFERENCE		



	<p>Ministry of Health & Sanitation 6th Floor Youyi Building Brookfields Freetown Sierra Leone Tel: (232) 22 240427/241786/226440/242119 Fax: (232) 22 241283</p> <p>4. If the financial statement is signed by the auditor, do we still need to submit a separate letter from an auditor confirming that the statements are audited?</p> <ul style="list-style-type: none"> • Yes, the letter must be submitted for verification <p>5. On the responsive criteria, it is not mentioned that the ID copies of directors should be submitted, does the Department not need them?</p> <ul style="list-style-type: none"> • The CDS report is intended to validate all the directors' information, bidders are thus urged to please submit a recent CSD report <p>6. How long is the Department going to take to appoint a bidder(s)</p> <ul style="list-style-type: none"> • The Department has 120 days validity for proposals received
5.	<p>BID CLOSING DATE CLOSURE DIRCO 03.2018/19 closes on the 03rd of October 20178 at 11:00' clock. no late bids will be accepted Meeting was adjourned at 11:10</p>
	<p>03rd October 2018 at 11:00</p>

Chairperson
 Name: Sierra Leone
 Date: 19 sep 2018

