

# MINUTES

## SUPPLY CHAIN MANAGEMENT (SCM)

### BRIEFING SESSION FOR TRAVEL AND ACCOMMODATION BID

GPAA 08/2014

DATE: 16 MAY 2014

VENUE: GPAA OFFICES (OLD CAFETERIA)

TIME 09:00 am

#### 1. Attendance

##### Departmental Representatives:

Mr Lawrence Musiwa- FM  
Mr Godfrey Maluta- IA  
Ms Nokwanda Hlobo-FM  
Ms Renée Stander-SCM  
Ms Lesego Motlhasedi - SCM  
Ms Mpho Molokwane- SCM  
Mr Mandla Mashaba -SCM

##### Companies Represented

All company representatives completed the attendance register. Attendance register is attached.

#### 2. Apologies

No apologies were made.

## **B. Welcome**

Ms Renée Stander welcomed everyone and introduced the GPAA team. She apologized for starting at 9:15 am as a result of companies being delayed at the security point.

## **4. SCM Requirements**

Ms Stander highlighted following:

- The briefing session is compulsory and bidders were requested to complete the attendance register.
- The closing date for this bid is set to be 05 June at 11:00am
- The validity period for this bid is 120 days.
- The RFP document is available on the website for download [www.gepf.gov.za](http://www.gepf.gov.za)
- Late bids will not be accepted and suppliers were requested to make sure they complete the bid receipts register at the reception when they submit their bids. They were requested to verify that they complete the correct and relevant register.
- Bidders were requested to clearly indicate on the envelopes the company name, bid reference number, date of closing as well as the content includes the technical or financial proposal.
- All (SBD) standard bidding documents should be signed and completed in full.
- Original Tax Clearance Certificate should be submitted and should be valid at closing date.
- An original or certified copy of SANAS accredited B-BBEE certificate should be submitted for claiming points Bidders will not be disqualified for not submitting the certificate, but will not be awarded points claimed.
- Bidders should submit a minimum of five copies of the technical proposal and one original (SBD) with one copy of the pricing proposal submitted in separate envelopes. Therefore a total of seven (7) documents.
- In the event that there are additional questions after the briefing session or other queries related to this bid, bidders are required to send in writing to the contact person (s) on or before 30 May 2014. Responses will be published on the website for viewing by all participants.

## 5. Administrative Compliance

Bidders should comply with the following administrative requirements to be evaluated further to the next stage

- A valid international travel agency certification and/or license; Completed and signed SBD forms 1, 4, 6.1, 8 & 9;
- Original and valid tax clearance certificate;
- Proposed Service Level Agreement on all facets of travel and accommodation; and,
- Pricing proposal.

**NB.** Bidders should obtain a minimum of 60% on the functionality stage to be evaluated further to the second phase.

Comment relating to the pricing schedule:

- Prices should reflect the scenario of not having a lounge card. Bidders may include a separate pricing module addressing the scenario of having a lounge card.
- Item 3 of the pricing schedule should be addressed as if in Durban for the purpose of comparing apples with apples.

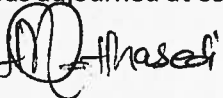
## 6. Question and Answers

COMPANY NAME AND REPRESENTATIVE	QUESTION	ANSWER
<ul style="list-style-type: none"> <li>• MONE</li> <li>• TWF</li> </ul>	<ul style="list-style-type: none"> <li>• What security are you looking in page 40-1.7.1</li> </ul>	<ul style="list-style-type: none"> <li>• Page 40 -1.7.1 should be ignored, it is for construction purposes.</li> </ul>
<ul style="list-style-type: none"> <li>• SOPHY</li> <li>• TRAVEL ADVENTURES</li> </ul>	<ul style="list-style-type: none"> <li>• Can you please provide the budget per annum?</li> </ul>	<ul style="list-style-type: none"> <li>• 8.2 million Is the estimated amount for the current financial year</li> </ul>
<ul style="list-style-type: none"> <li>• MORVEST TRAVEL</li> <li>• PAUL</li> </ul>	<ul style="list-style-type: none"> <li>• Who is the services provider currently providing this service?</li> </ul>	<ul style="list-style-type: none"> <li>• The current service provider is Travel with Flair</li> </ul>
<ul style="list-style-type: none"> <li>• DUMA TRAVEL</li> <li>• Penny</li> </ul>	<ul style="list-style-type: none"> <li>• Is this a 30 days account or lounge card?</li> </ul>	<ul style="list-style-type: none"> <li>• This is a 30days account.</li> </ul>
<ul style="list-style-type: none"> <li>• AQUILA TRAVEL</li> <li>• MELLISA</li> </ul>	<ul style="list-style-type: none"> <li>• How long should we wait for correspondence, regarding the outcome of the bid?</li> </ul>	<ul style="list-style-type: none"> <li>• The validity period is 120 days.</li> </ul>
<ul style="list-style-type: none"> <li>• FCM TRAVEL SOLUTION</li> <li>• Ryan</li> </ul>	<ul style="list-style-type: none"> <li>• Is the last 12 months is a handover period?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes the last 12 months of the contract is the handover</li> </ul>

	<ul style="list-style-type: none"><li>• Will the successful bidder be requested to train GPAA members during the last 12 months of the contract?</li></ul>	period then GPAA will takeover.
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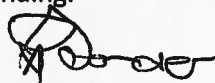
**7. Closure**

The briefing was adjourned at 09:28 and Ms Stander thanked everyone for attending.

Compiled by: 

Ms Lesego Motlhasedi

Date: 29/05/2014

Chairperson: 

Ms Renee Stander

Date: 29/05/2014