



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

BRIEFING SESSION MINUTES

Investigation GPAA 37/2015

DATE: 20 November 2015

VENUE: SCM BOARDROOM- GPAA HEAD OFFICE

TIME 10:46 am-11:00 am

1. Attendance

Departmental Representatives:

Mr. William Ramoroka-SCM

Mr. Mandla Mashaba- SCM

Ms Tshedza Netshakhuma-SCM

The second session was due to admin errors in the advert; hence we ended up having two sessions for the investigation briefing session.

Mr. Mashaba confirmed with the service providers that were available at the reception to either sign the attendance register of briefing session or to have another briefing session. They chose to have another session.

The points below are the mandatory SCM requirements that were highlighted from the RFP

- (a) Attendance for briefing session is compulsory; all bidders were requested to complete the attendance register, which was circulating.
- (b) Valid original Tax Clearance Certificate must also be submitted with the tender.
- (c) Standard bidding documents must be signed and completed fully (SBD1, SBD3.1, SBD 4, SBD 6.1, SBD 8 and SBD 9).
- (d) Technical proposal and pricing proposal
- (e) Resources must be affiliated to a professional body i.e. ACFE and proof must be attached.

Mr. Ramoroka mentioned that service providers must refer to page 5 of RFP for evaluation criteria. Administration requirements will be looked first before evaluation because it is the administration compliance. Mr. Ramoroka further mentioned that the tender is a two- stage bidding process and service providers must score at least 65% on functionality in order to be evaluated further.

Original valid B-BBEE certificate or certified valid copy must be submitted for point's allocation. They were advised to submit certified copies if they are unsure in order to claim free 10% in their proposals.

Mr. Mashaba further mentioned that the closing date for the bid is 08 December 2015, and the tender box is accessible 24/7. The proposals package must include the following; company name, description of service and physical address.

Only one service provider will be appointed for rendering investigation service, and the cases must be investigated within a year. The appointed service provider will decide on what case to start with. And must note that cases are different, they are not from one region/ from head office only.

2. Below are the Questions and Answers that were raised at the investigation session.

Questions	Answers
Do we exclude litigation fees?	Yes.
Are the employees aware of the investigation?	No need to make them aware.

Closing

The briefing session was adjourned at 11:00 am.

Compiled by:

Ms Tshedza Netshakhuma

Date: 01/12/2015

Approved by:

Mr. William Ramoroka

Date:

2015/12/02