

**MINUTES OF THE BRIEFING SESSION FOR DIRCO 05:2015/16 HELD ON 13 AUGUST 2015: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SERVICES FOR THE REMOVAL, PACKING, STORAGE IN S.A ONLY AND INSURANCE OF HOUSEHOLD GOODS AND VEHICLES OF TRANSFERRED OFFICIALS TO AND FROM MISSIONS ABROAD, AND DOMESTIC MOVES WITHIN THE RSA OF THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION FOR A PERIOD OF FOUR YEARS WITH THE DEPARTMENT RETAINING THE OPTION TO EXTEND UP TO A MAXIMUM OF TWO YEARS.**

**CHAIRPERSON** : Mr Makhuvha

**DIRCO OFFICIALS** : Mr S Makgabo, Ms Kubayi, Mr Nyondo, Ms Maila, Mr Williams, Mr Reddi, Ms Pietersen, MS Bester

<b>N O</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>Responsible</b>
1.	<b>OPENING AND WELCOME</b>	<ul style="list-style-type: none"> <li>Mr Makhuvha opened the meeting and welcomed everyone present, chairperson confirmed to everyone present the meeting is not a compulsory briefing session for DIRCO 05/2015/16 removal, packing, storage and insurance of household goods and vehicles of transferred officials to and from missions abroad, and domestic moves within the RSA for a period of four years with an option to extend up to a maximum of two years</li> <li>A list of attendance register was circulated in order for them to write their information.</li> </ul>	Mr Makhuvha
2.	<b>BACKGROUND</b>	<ul style="list-style-type: none"> <li>Mr Makhuvha introduced DIRCO officials and gave a brief background of the Terms of Reference.</li> </ul>	Mr Makhuvha
3.	<b>TECHNICAL SPECIFICATION</b>	<ul style="list-style-type: none"> <li>Mr Makgabo gave a background of the Terms of Reference outlining what is expected from the successful service provider which is to provide services for the removal, packing, storage (in South Africa only) and insurance of household goods and vehicles of transferred officials, to &amp; from missions abroad, and domestic moves within the RSA, of the department of international relations and cooperation (DIRCO) for a period of four (4) years.</li> </ul>	Mr Makgabo

		<ul style="list-style-type: none"> <li>• Successful bidder will be managing the process for four years, the service provider must have a footprint abroad</li> <li>• He indicated that the successful bidder should have a bank guarantee liquidity statement by a recognized financial institutions guarantying the availability of R15 million which will enable them to perform the services.</li> <li>• Service provider will be expected to have more staff during June/July and December/January cycles of shipping, receiving and storing of goods</li> <li>• He further indicated that the service provider will be informed three months prior to the cycle of all the details of the transfers.</li> <li>• He also clarified that the successful bidder will be expected to provide services and claim after the service has been rendered.</li> <li>• He indicated that officials posted abroad can request cars anytime when they visit S.A ,service providers are expected to assist with those vehicles that will be at storage</li> <li>• Specification is detailed as annexure A on the document(TOR)</li> </ul>	
3	<b>SBD documentation</b>	<ul style="list-style-type: none"> <li>• Mr Nyondo took the service providers through all bid documents and indicated that the functionality criteria is very critical for the evaluation purpose and discussed it in detailed</li> <li>• He indicated that the numbering should be done exactly as it is in the TOR and no changes should be made on the SBD forms</li> </ul>	
4.	<b>TERMS OF REFERENCE</b>	<p><u>The Terms of Reference were discussed in detail.</u></p> <p><b>First phase responsive criteria which they must provide</b></p> <ul style="list-style-type: none"> <li>• Valid tax clearance certificate</li> <li>• All SBD forms should be completed and signed ( SDB1,2,3,3.2 ,4,6.1,8 &amp; 9)</li> <li>• The Audited financial statements for the past two (2) years (including the current financial year).</li> </ul>	

		<ul style="list-style-type: none"> <li>• Submission of a bank guarantee, or a guarantee from a reputable 3<sup>rd</sup> party of ZAR 15 million for the duration of the contact.</li> <li>• On site SARS approved “Bonded” warehouse (SARS/customs certification).</li> <li>• Proof of comprehensive all risk insurance to cover or a confirmation letter from the underwriter for the facility where household goods are stored to the value of no less than ZAR80 million and for the vehicles store of no less than ZAR70 million</li> </ul> <p>Cover to include but not limited to:</p> <p>Theft  Vandalism  Fire  Flood waters  Damage sustained due to severe/natural disaster  Falling objects; and  Mechanical failures</p> <p><b><u>NB: Mr Nyondo indicated they must submit original proposal and two copies to facilitate the evaluation process.</u></b></p> <ul style="list-style-type: none"> <li>• <u>Mr Nyondo also emphasized on the following:</u></li> <li>• Ensure Functionality criteria must be numbered according to the way is done on the document</li> <li>• Heading of the document is very important</li> <li>• Pricing schedules must be according to what is provided in the document</li> <li>• J.V agreement must be signed by both companies/parties, documents to be signed by both companies and it must be reflected in SBD 6.1</li> <li>• If the BEE Certificate is a copy it should be certified.</li> <li>• The Total contract price per mission and the Total added contract price in SA Rand will be the same amount.</li> </ul>	
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		<ul style="list-style-type: none"> <li>➤ It basically means that we can cancel the tender at any time.</li> </ul> <p><b>11. Under the general conditions number 8.8 what is meant when they say the successful bidder/s must be willing to enter into a transitional arrangement with the existing service provider with regard to Household goods and vehicles currently in store with the existing service provider?</b></p> <ul style="list-style-type: none"> <li>➤ The successful bidder may have to enter into an agreement with the existing service provider for the goods that have been stored in their storage, service provider are requested to provide a proposal on how they will deal with the contract.</li> </ul> <p><b>12. Is the tender going to be in South Africa Rand?</b></p> <ul style="list-style-type: none"> <li>➤ Yes, the service providers must also indicate the exchange rate they used on the day they completed their proposal.</li> </ul> <p><b>13. Can we request that the ocean freight be quoted for 12 months and then apply for escalation after 12 months?</b></p> <ul style="list-style-type: none"> <li>➤ Yes, all prices will be adjusted on the anniversary of the contract after 12 months.</li> </ul> <p><b>14. Can you please advise how many cars and pallets your current supplier has in store</b></p> <ul style="list-style-type: none"> <li>➤ <b>1661 pallets</b></li> </ul>	

	<p>➤ <b>320 vehicles/towable vehicles</b></p> <p>15. Please can we have the electronic copy of the tender input sheets – Please make sure that adding and average formulas are in place and that relevant cells are password protected –it is imperative that we get this today in order to meet the tender deadline of 28<sup>th</sup> August 2015 at 11 am:</p> <p>➤ <b>We are currently working on the format protection of the Pricing Schedule. It is envisaged that the document will be forwarded to SCM, for onward transmission to the bidder/s, by 12:00 on 19 August 2015. This should delay the process as the preliminary work can still be done by the prospective Bidder/s and then it is a matter of transferring the information.</b></p> <p>16. Please can you advise /confirm that the working volume for all domestic relocations is 1000 cubic feet.</p> <p>➤ <b>No definitive limit can be given as this varies from official to official</b></p> <p>17. Can you give us an indication of how many export containers 20 and 40 footers contained cars last year – we specifically ask this information as we understand this requirement is not often used and that we may be able to supply reduced rates for these fields given the non or low requirement.</p> <p>➤ <b>5 vehicles – (export in our understanding is RSA to Missions)</b></p> <p>18. <b>Please advise when we invoice the work? custom is to invoice the work on the day of collection – does this apply with the DIRCO tender as well</b></p> <p>➤ DIRCO only pays once a service is completed, i.e. from point of collection to final delivery to the official. Thus all costs to be paid customs etc is the responsibility of the service provider.</p> <p>19. <b>As per Item 5.3.1, there is a requirement that a storage facility is available from contract inception to house at least 1000 pallets (200 households). We are concerned that although the entire facility availability is a prerequisite, there are specified rate per 1000 cuft as per pricing schedule item 5.0. Would this mean that although a rate per 1000 cuft (5 Pallets) is required, this would be charged out at the full 1000 pallets for the first year and 2500 pallets from the second year regardless if full or not? Similarly, would also apply to 5.3.3 Vehicle/Towable vehicle enclosed facility?</b></p>	
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		<p><b>to accomplish this. Would it be possible to have access to prior year volumes per mission and type of shipments to see how best to facilitate this? This would also have reference to the pricing schedules Item 1.1 and 1.2</b></p> <ul style="list-style-type: none"> <li>➤ The number of moves mentioned is in terms of current planning. Prior year cycles are not an issue as these are the numbers we have. The contract pricing schedule makes reference to various categories (e.g. 20 foot/ 40 foot containers etc.) per mission. The service provider will only charge for the requested services within departmental allowances which at this stage cannot be determined and therefor the various categories have been included to be quoted on.</li> </ul> <p><b>24. In the tender document there is mention on the staffing side, Item 5.2.3.1 to "at least 1 per location". Which locations would those be?</b></p> <ul style="list-style-type: none"> <li>➤ The only reference of 1 per location is with regard to HHG Storage and Vehicle Storage. This was specified in the event that the HHG are stored on 2 sites and the same applies to vehicles. If HHG and Vehicles are stored on 1 site the requirement will be 1 manager for HHG and 1 manager for vehicles.</li> </ul>	
5.	<b>BID CLOSING DATE</b>	28 August 2015 Non-complying bids will be disqualified and contract is four years with an option to extend with two years	<b>28/08/2015</b>
	<b>CLOSURE</b>	Meeting was adjourned	11:45
6.		Name and Signature of Chairperson  ..... Date .....	

