

MINUTES OF THE BRIEFING SESSION FOR DIRCO 06:2015/16 HELD ON THE 14th AUGUST 2015 APPOINTMENT OF A SUCCESSFUL BIDDER/S TO SOURCE NON-GMO MAIZE MEAL, NON-GMO MAIZE SEEDS, AND NON-GMO COWPEAS INCLUDING TRANSPORTATION TO WINDHOEK, NAMIBIA.

CHAIRPERSON : Mr Makhuvha

DIRCO OFFICIALS: Mr L Nyondo, Ms A Mnisi, Ms N Njemla, Ms I Kubayi, Ms Cattleman, Ms H Shirinda, Mr P Motsoai

N O	ITEM	DISCUSSION	Responsible
1.	OPENING AND WELCOME	Mr Makhuvha opened the meeting and welcomed everyone present. A list of attendance register was circulated in order for them to write their information.	Mr Makhuvha
2.	INTRODUCTION OF STAFF	<ul style="list-style-type: none"> Mr Makhuvha gave the introduction of the DIRCO's officials and he gave a supply chain management process background and went through the terms of reference 	Mr Makhuvha
3.	TECHNICAL SPECIFICATION	<ul style="list-style-type: none"> Ms Castleman gave a brief background the Department of International Relations and Cooperation is required to assist Namibia, they are experiencing continuous drought such as malnutrition, lack of water and death of livestock .List of items to be provided is detailed on page 2 of the Terms of Reference. She Indicated that the tender is being re- advertised and one of the challenges that lead to re-advertising was the fact that when it was advertised none of the companies that bided could provide with the SC403 as it was discovered that it is not an SA seed but only originate from Zambia, so now the tender has been advertised with a request for a seed that is equivalent to SC403. Also the maize meal must contain 80% of non GMO content Grade A.First delivery should be at least 25% of total consignment must be delivered within first three months upon receipt of appointment letter. Products must be packaged the seeds in 5kg and maize in 12.5kg and to be delivered at Namibia. Drivers must have all necessary documentation in terms of delivering the goods. We want genuine product as 	Ms Castleman

		specified in the Terms of Reference. The packaging must be branded with the S.A logo that will be provided by the Department to the successful bidder.	
3	SBD documentation	<p>Mr Nyondo took the service providers through all bid documents Evaluation methodology was discussed in detail.</p> <p>First phase responsive criteria which they must provide</p> <ul style="list-style-type: none"> • Valid tax clearance certificate • All SBD forms should be completed (SDB1,2,3.1,4,6.1,8 & 9) • Submission of a Certificate of Analysis for foodstuff from the manufacturer of the products; will be required form both Companies if it joint venture or consortium • Latest audited financial statements should be submitted • Signed contract/agreement with clear deliverables between the bidder and the milling company. <p>Phase 2 functionality criteria</p> <ul style="list-style-type: none"> • For purpose of comparison and in order to ensure a meaning evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria • A bidder that scores less than 60% out of 100 points in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified • He explained the following criteria that will be used to evaluate the suppliers <ul style="list-style-type: none"> ➤ A minimum of three (3) years of experience in logistics/distribution services is required ➤ Proof of a minimum three (3) previous comparable contracts accompanied by contactable references and testimonials ➤ Detailed costed project plan on timelines for each phase(payment schedule on capacity to render and distribute the required goods ➤ Proof of capacity to distribute required goods 	Mr Nyondo

		<p>Phase 4 Site inspection</p> <ul style="list-style-type: none"> • Inspection of storage facility, or access to storage facility of the supplier, packaging and samples of the products • He mentioned that the site will be conducted and service provider will be informed in time to prepare <p>The set of SBD documents was discussed at the meeting</p> <ul style="list-style-type: none"> • SBD 1 Invitation to bid must be completed and signed, please indicate the Total bidding price as stated on TOR, failure to do so will result on disqualification of the Bid • SBD2 Original, valid tax clearance certificate must be attached to the form. • SBD 3.1 Pricing Schedule must be completed and signed, also reminded it is compulsory to complete SBD 3.1 as the Department will only compare companies using SBD 3.1 not any other pricing schedule they will submit if this is not filled the bidder will be disqualified. • SBD 4 Complete & sign Declaration of Interest - Complete the form with honesty • 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 that we know which points to allocate to the company • SBD8 must be completed and signed – complete the form with honesty to avoid the disappointment • SBD 9 must be completed to avoid Bid Rigging complete the form with honesty to avoid the disappointment • Database form must be completed in order for a service provider to be registered in the Departmental Database and it will be easier for us to pay you. • General conditions of a contract must be initialled on each page attached to BID proposal. 	
4.	TERMS OF REFERENCE	<p><u>The Terms of Reference was discussed in detail.</u></p> <p><u>NB: Mr Nyondo indicated they must submit original proposal and two copies to facilitate the evaluation process.</u></p>	Service Provider

		<p>The following documents were issued to all service providers attended the briefing session meeting:</p> <ul style="list-style-type: none"> • <u>Terms of reference</u> • <u>SDB' s forms including (1,2,3,1,4,6,1,8 and 9)</u> • <u>General condition of contract</u> • <u>Database form (IQUAL)</u> 	
		<p>The following questions were raised:</p> <ol style="list-style-type: none"> 1. What colour of Maize do you want, white or yellow? <ul style="list-style-type: none"> ➤ White maize meal would be preferable. 2. Are we submitting the samples with the tender document or we will provide them after being shortlisted? <ul style="list-style-type: none"> ➤ They will be requested to shortlisted service providers 3. Do you want samples of everything or only maize? <ul style="list-style-type: none"> ➤ We want samples of maize, cow peas and seeds so that before we send the consignment to Namibia we must verify. 4. Are there expected time where we are expected to deliver? <ul style="list-style-type: none"> ➤ After signing of contract a service provider will be expected to deliver within the first three months 5. What about the Logo in packaging as is requested in the TOR <ul style="list-style-type: none"> ➤ DIRCO will provide the Logo to a successful bidder/s 6. Where can service provider obtain the certificate of analysis for foodstuff <ul style="list-style-type: none"> ➤ The certificate is available from any manufacturer and its compulsory for them to submit the certificate as it is a responsive criteria 	<p>Service Provider</p>

		<p>7. How are you going to determine if the product is equivalent to what you requested?</p> <ul style="list-style-type: none"> ➤ Analytical report and certificate from producer will prove the product. <p>8. Will there be a designated clearing agent or there will be other means?</p> <ul style="list-style-type: none"> ➤ The Department will negotiate the issue with Namibia, we will work together with the successful bidder there's no need for agent. <p>9. The maize will be a problem in this period with regards to the small scale farmers with regards to the time frame</p> <ul style="list-style-type: none"> ➤ Service providers are requested to indicate in their project plan on how much they harvested from previous cycle and how are they intending to get more products if they are awarded the tender including small scale farmers on how they will be utilised. <p>10. Are the seeds for dry environment?</p> <ul style="list-style-type: none"> ➤ Yes we understand that it is for dry environment <p>11. Why is the transportation mode only on road?</p> <ul style="list-style-type: none"> ➤ Because it is the cheapest one, but bidders are welcome to come up with any other mode of transportation as long as it is going to be cost containment. <p><u>NB: Suppliers suggested that the samples should be submitted only by those who will be shortlisted.</u></p>	
5.	BID CLOSING DATE	DIRCO 06/2015/16 closes on the 28th AUGUST 2015 at 11:00 O'clock. no late bids will be accepted	28/08/2015 at 11:00
	CLOSURE	Meeting was adjourned	11:30
6.		Name and Signature of Chairperson.....Date	

