

MINUTES OF THE BRIEFING SESSION FOR DIRCO 04:2017/18 HELD ON 24 AUGUST 2017
INVITATION TO BID FOR THE DESIGN, MANUFACTURE AND SUPPLY OF UNIFORMS AND PROTECTIVE CLOTHING FOR OFFICIALS EMPLOYED BY THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION FOR A PERIOD OF THREE YEARS

CHAIRPERSON : Ms W Grimsell

DIRCO OFFICIALS : Mr B Mabeba, Mr NSP Ndlela, Mr S Chaane, Mr J Mahlahlane, Ms I Kubayi, Mr S Matamela, Ms P Malapile, Mr T Motloun

NO	ITEM	DISCUSSION	Responsible
1.	OPENING AND WELCOME	<ul style="list-style-type: none"> • Ms W Grimsell opened the meeting and welcomed everyone present. • A list of attendance register was circulated in order for them to write their information. 	Ms W Grimsell
2.	BACKGROUND	<ul style="list-style-type: none"> • Ms W Grimsell introduced DIRCO officials • Present suppliers were given opportunity to introduce their companies • Mr Ndlela gave a thorough background of the Terms of Reference outlining what is expected from the successful service provider(s) which is to manufacture and supply of uniforms and protective clothing for officials employed by the department of international relations and cooperation for a period of three (3) years • Mr Ndlela indicated that the successful bidder/s is required to deliver first consignment of uniforms before the end of financial year 2017/18. • The quality of clothing Material for both male and female officials is a very critical element and must remain the same for the duration of the contract. • Mr Ndlela indicated that the successful bidder/s who do not comply to the quality measures as agreed when the contract is approved ,DIRCO reserves the right to terminate the contract 	Mr Ndlela

		<ul style="list-style-type: none"> • Mr Ndlela indicated that appointed bidder will be expected to measure personnel to fit the uniform and this will be done onsite at DIRCO Head office in Pretoria. • All clothing must be in line with South African Bureau Standards and it is required that uniform be in charcoal colour and consistent throughout the period of contract. 	
3	SBD documentation	<ul style="list-style-type: none"> • Ms Grimsell took the service providers through all bid documents and indicated that the Responsive criteria is very critical for the evaluation purpose and indicated that the SBD 6.2 must be completed in terms of local content. • Discussed the Functionality criteria and phase 3 site inspection, and the General conditions of contract. 	Complete and submit SBD documentation in full
		<p>The following questions were raised:</p> <ul style="list-style-type: none"> ➤ In terms of size, is it going to be a custom made size or standard measurement size? ➤ It's going to be according to measurements, successful bidder/s will be expected to come to DIRCO to take measurements from officials. ➤ Appointed bidder will be expected to measure personnel to fit the uniform and this will be done onsite at DIRCO Head office in Pretoria. ➤ In terms of shortlisting of the bidder/s are you going to request an example of the garment? ➤ You will have to provide a small sample of fabric and material with your proposal that you are intending to provide. ➤ In terms of 7.12 in the TOR, will the costs of testing with SABS which cost from 4000 to 8000, will that be covered? ➤ The testing will be done with the appointed service provider only. 	Service Providers

		<p>Additional comments</p> <ul style="list-style-type: none"> ➤ It is advisable for suppliers to submit their fabric proposal in A4 presentation board, so that the proposal may fit into a tender box. ➤ Suppliers are required to indicate total bid price on SBD1 & SBD 3.1 for first year of a contract which is fixed for first twelve months of the contract and escalation for the second year must be indicated on SBD 3.2. 	
5.	BID CLOSING DATE	08 September 2017 at 11:00 am	
	CLOSURE	Meeting was adjourned	11:30
6.		Name and Signature of Chairperson.....Date	