



**University of Fort Hare**  
*Together in Excellence*

Minutes of the compulsory briefing session held on the 07<sup>th</sup> October 2016 at 11h00 at the Main Boardroom East London campus

REF: UFH – SCM09/2016 – BIDS ARE HEREBY INVITED FROM SUITABLY QUALIFIED SERVICE PROVIDERS FOR THE PROVISION OF STUDENT ACCOMODATION IN EAST LONDON CAMPUS		
Date: 07 <sup>th</sup> October 2016	Time: Scheduled for 11h00	Venue: Main Boardroom, East London
Meeting convened by	Supply Chain Management Office	
Type of a meeting	Compulsory briefing session	
Chairperson	Mr W. Ntoni	
Present	Mr W. Ntoni, Dr C. Johl, Mr L. Mbude, Mr M. Sokupa, Ms C. Kutta & all Prospective service providers in attendance.	
Note taker/Scriber	SCM Official	
1. OPENING AND WELCOME		
Time allocated:	Mr Ntoni	
<b>Discussion</b>		
<p>Mr Ntoni opened the briefing session and welcomed all in attendance. An attendance register was circulated for everyone to sign and further emphasized the importance for service providers to clearly mark their contact details on the register as those details would be utilised for any supplementary information in respect of this tender.</p> <p>He further mentioned that failure to attend the compulsory briefing session shall result in disqualification of the bidder's proposal.</p> <p>Mr Ntoni apologised for the error that was on the Daily Dispatch adverts regarding the dates for the briefing session, which was further rectified in an erratum that was issued and published by the Daily Dispatch the following day to correct the dates. The new dates were also published on the University's website.</p>		
<b>Conclusion</b>	Meeting was officially opened	
2. PURPOSE OF THE MEETING		
Time allocated:	Mr Ntoni	
<b>Discussion</b>		
<ul style="list-style-type: none"> <li>• To explain the scope of work in detail and give a detailed background so that people see if it fits to their scope of work or area of business expertise.</li> <li>• To explain in detail the terms of reference.</li> <li>• To provide clarity on the procurement processes and prospective providers with an opportunity to ask questions and be responded to.</li> </ul>		
<b>Conclusion</b>	Minutes will be taken and circulated to all the attendees and also published on the university's website. All in attendance were clear of the purpose of the meeting.	

Action items	Person responsible	Deadline
None	None	None
<b>3. BRIEFING TO PROSPECTIVE SERVICE PROVIDERS – RFP, SCOPE OF UFH REQUIREMENTS, CURRENT ENVIRONMENT</b>		
Time allocated:	Mr W. Ntoni	
<b>Discussion</b>		
<p><b>Mr Ntoni</b> emphasized that this is not a construction tender; however, the University is looking for an existing building or people that own buildings that are suitable or that which can potentially be modified for student accommodation as outlined in the terms of reference, a minimum of 50 beds is required for a building to qualify.</p> <p>He further went through the description and requirements of the institution which forms part of the terms of reference contained in the tender document and added that where the scope of services fall short, <i>'THE POLICY ON THE MINIMUM NORMS AND STANDARDS FOR STUDENT HOUSING AT PUBLIC UNIVERSITIES'</i> regulation gazette no. 10502 shall take precedence.</p> <p><b>Mr Mbude</b> further mentioned that in addition to the outlined scope of services, security guards whom shall be responsible to safeguard student assets and providing a safe environment for the students remains the sole responsibility of the landlord and should be provided in each building.</p>		
<b>Conclusion</b>	Bidders understood the specifications and scope of required services.	
<b>Action items</b>		
None	None	None
<b>4. BRIEFING TO PROSPECTIVE SERVICE PROVIDERS – SCM PROCESS, EVALUATION CRITERIA &amp; PROCUREMENT TIMELINES</b>		
Time allocated: 1min	Mr Ntoni	
<b>Discussion</b>		
<ul style="list-style-type: none"> <li>○ If you are not present in the briefing session you are not eligible to provide us with the offer its part of the mandatory requirements</li> <li>○ We want a profile of the company which states the owners as we want to deal with the owners of the building</li> <li>○ BBBEE certificate</li> <li>○ Valid tax clearance certificate under your ID number</li> <li>○ We want to ensure that the building has a minimum of 50 beds</li> <li>○ The building must comply to the minimum norms and standards of student housing as contained in the policy.</li> <li>○ If there is anything you think you should declare that would put this contract in jeopardy we would want you to disclose that.</li> </ul> <p>There are 3 independent bid committees that the tender undergoes namely: Bid Specification, Bid Evaluation and Bid Adjudication committee as we try to limit any element of subjectivity.</p> <p>Dr Johl commented on Internet, the landlord should only fit a cabinet , wiring and we will connect to the building and supply wireless dishes and it needs to be approved what should be fitted in the cabinet. There is no need to fit wiring in every room. We will fit the networking devices to the cabinet and dishes to fit it and documents will be sent in terms of how it should look like. This document will be circulated as additional information.</p>		
<b>Conclusion</b>	The documents are obtainable at room 426 on the 4 <sup>th</sup> floor upon producing a proof of payment.	

Action items	Person responsible	Deadline
None	None	None

## 5. QUESTIONS AND ANSWERS

Time allocated: Mr W. Ntoni

### Discussion

#### QUESTION 1:

What is the timeframe permissible to make sure that the service provider complies to the requirements/specification.

#### ANSWER 1

The request is urgent and some of the contracts have expired therefore we have allowed extension of those contracts; therefore we have a very limited period so that this contract can be concluded.

#### QUESTION 2

What does the corporate social investment refer to?

#### ANSWER 2

On the value add and corporate social investment this does not speak to the service provider's experience, in terms of our policy all tenders are linked to an element of development within the community where we reside or the corporate social investment that speaks to the University of Fort Hare students. Therefore it speaks to what you commit in writing you will be doing specifically to the university i.e. developing students or any transformation programme that speaks to the University of Fort Hare community.

#### QUESTION 3

Can one company submit one bid per building?

#### ANSWER 3

Kindly be advised that only one proposal is required however, the proposal should clearly define and indicate the number of beds on offer in each building.

As outlined in the terms of reference, in order for a building to be qualified as a student residence you must at least have a minimum of 50 beds. The required 450 beds could be composed of multiple buildings and it does not necessarily have to come from one service provider. There is an evaluation criteria that will give us a structured and objective approach on how we are going to evaluate this bid and the likelihood is that the University shall be contracted with different service providers.

#### QUESTION 4

Pg11 (h) The service provider shall be responsible for any loss or damage to the University of Fort Hare property for the duration of the contract. Clarify?

#### ANSWER 4

The service provider shall be responsible to safeguard the building hence security for each building is required.

#### QUESTION 5

Who will be providing transport for the students to and from the residences?

#### ANSWER 5

The building should be within 20km radius that is 10km to and 10km back, therefore there will be no need for transport as students will be able to walk to school. However, should there be any developments, all bidders shall be notified.

**QUESTION 6**

Who should be contacted for questions, is there an email address?

**ANSWER 6**

You can kindly contact or send an email to: [lmema@ufh.ac.za](mailto:lmema@ufh.ac.za)

**CONCLUSION** For any further questions or clarity you can send an email to [lmema@ufh.ac.za](mailto:lmema@ufh.ac.za)

Action items	Person responsible	Deadline
None	None	None

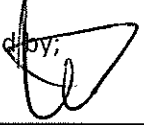
**6. CLOSURE OF THE MEETING**

Time allocated: 3mins Mr Ntoni

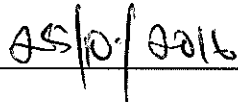
**Discussion**  
Thanked everyone for attending the meeting

**Conclusion** The meeting was adjourned

Action items	Person responsible	Deadline
None	None	None

Signed by;  
  
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Mr Wongalethu Ntoni  
Supply Chain Management

  
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Date