



WESTERN CAPE LIQUOR AUTHORITY

MINUTES OF COMPLUSORY BRIEFING SESSION MEETING HELD ON 30 JULY 2020 via ZOOM, BID NUMBER LA 001 – 2020/21 PROVISION OF CLEANING SERVICES FOR THE PERIOD ENDING 31 AUGUST 2023

Item	Proceedings
1.	<p>Opening and welcome</p> <p>Mr Karushan Govender welcomed everyone present at the briefing session and declared the meeting opened. He introduced the team members who were present at the meeting.</p>
	<p>Attendance:</p> <p>Marvin Jackson (MV) Karushan Govender (KG) Stacey Langeveldt (SL) Potential bidders present</p>
2.	<p>Introduction</p> <p>Mr Govender gave a brief background on the Western Cape Liquor Authority its objective. Prospective bidders were urged to asks as many clarity seeking questions as possible.</p>
3.	<p>Matters Discussed</p> <p>3.1 Mr Govender indicated that the briefing session is non compulsory and failure to attend will not result in disqualification of the bidder.</p> <p>3.2 Tender notice Mr Govender highlighted the following in his presentation: 3.2.1 Enquiries must be forwarded in writing to Karushan.Govender@wcla.gov.za for SCM queries and Stacey.Langeveldt@wcla.gov.za for technical queries. 3.2.2 The minutes of this briefing session will be posted on the WCLA and eTender website for transparency. 3.2.3 Tender closes on the 25 August 2020 at 11h00 o'clock. 3.2.4 All interested bidders are welcome to observe the closure of the tender.</p> <p>3.3 Tender submission 3.3.1 Tender documents must be submitted during business hours from 10h00 to 14h00 Monday to Friday in the Tender Box found at reception on the 3rd Floor. 3.3.2 Tender documents shall be packaged, sealed, clearly marked as follows: Tender No: LA 001 – 2020/21 Bid Name: Provision of cleaning services for the period ending 31 August 2023 3.3.3 Tender documents can be downloaded on the WCLA website, which is (www.WCLA.gov.za) or from the government eTender portal. 3.3.4 Bid documents must placed in the tender box before the closing date and time. 3.3.5 Late submissions will not be accepted. 3.3.6 Bidders are requested to submit hardcopy documents. 3.3.7 Bids submitted by means of an e-mail, telegram and telex facsimile, electronic or similar means will not be considered. 3.3.8 The use of correction fluid is prohibited.</p>

	4.1 Mr Govender took the bidders through the bid document to ensure that bidders had complete bid documents and that pages were not missing.
4.	Questions
	<p>Mr Govender opened the floor for questions.</p> <p>The following questions were raised:</p> <p>From Stephen Kiviets : Do you make provision for the annual wage increase of staff or should we make provision in our bid total</p> <p>From Stacey Langeveldt : The service provider must make provision for the annual increases. The WCLA does not pay the cleaners, the service provider does.</p> <p>From Capital Ship : I am having a problem with my audio. can I receive minutes via email?</p> <p>From Stacey Langeveldt : Will request the SCM section to provide you with minutes after the meeting</p> <p>From Ayesha Samuels : Will we need to supply toilet paper? I know its not listed under consumables</p> <p>From Stacey Langeveldt : Submission of documentation must be between 10am - 2pm on working days</p> <p>From Stacey Langeveldt : On the last day 25 Aug bids will only be accepted until 11 am.</p> <p>From Stacey Langeveldt : Two cleaners per day (one for the 3rd floor and one for the 5th floor). Supervisor must come and do site inspections as per the specifications. If a cleaner be sick or absent on a day, relieve staff must be available on the same day.</p> <p>From Stacey Langeveldt : Please note that all consumables and cleaning equipment must be provided by the service provider</p> <p>From Quanitah Kolia : would the cleaners on site have a workstaion to store cleaning goods and equipment</p> <p>From Karushan Govender : Yes there will be an area allocated to the cleaners to store their equipment</p> <p>From Stacey Langeveldt : Deep cleaning is twice a year (bi-annually) but vacuuming will be done everyday or as per the specifications</p> <p>From Capital Ship : When is the contract supposed to start?</p> <p>From Stacey Langeveldt : Closing date is end August for tender submission and appointment will be from mid September or 1 October - This will be discussed with the successful service provider.</p> <p>From Quanitah Kolia : Are there any special covid cleaning specifications which would be the responsibility of the servise provider?</p> <p>From Karushan Govender : These cleaning reuirements have been factored into the daily duties that need to be carried out.</p> <p>From Achmat Cupido : It is requested that page 23 of the TOR (pricing Schedule for cleaners) be amended to include the provident fund of 5.25% and bonus payment as per the terms of the NCCA. All members who belong to the NCCA must pay provident and bonuses to their staff and this shoud be factored into their price.</p> <p>From Marvin Jackson : The pricing schedule was drawn up taking the legislative requirements into consideration as highlighthed in section 3.91 and 3.92 on page 8. The requirement by the NCCA is not legislative but a provision made by the NCCA. With that are other bidders paying towards a provident fund?</p> <p>From Robyn London : Yes - it is compulsory</p> <p>From Angela Pienaar : yes</p> <p>From Ayesha Samuels : yes</p> <p>From Daniel : yes we do</p> <p>From Jacobus Nel : yes</p> <p>From Stephen Kiviets : 1) the bid doc requirement is that the provider is affiliated with NCCA hence we have to make provision for Provident and Annual Bonus</p> <p>From Ayesha Samuels : You can add this into other costs and just stipulate what it is for</p> <p>From Quanitah Kolia : I agree - we are all here to ask the questions we need to -</p> <p>From Ayesha Samuels : A suggestion to add provident fund and bonus into D: Other costs.</p> <p>From Angela Pienaar : page 8 point 3.91 and 3.9.2</p> <p>From Stephen Kiviets : The doc is referring to the acts hence the doc has to make provision for the minimum</p>

	<p>From Marvin Jackson : Then it is agreed that bidders must include provident fund and bonuses as part of their pricing on page 13 of the Terms of reference.</p> <p>From Stephen Kiviets : With Covid and lockdowns happening lately. When the country goes into lockdown levels 4 and or 5 again, does the provider still get paid cause we still pay our cleaners</p> <p>From Karushan Govender : As the WCLA is a government entity we can only pay a supplier for services rendered, and unfortunately if the service provider is unable to perform the duties as per the contract under the lockdown regulations then the WCLA cannot pay the supplier as no service would be rendered.</p> <p>NO further questions were raised.</p>
5.	Requests
	Bidders had requested that page 13 of the TOR be amended to include all the benefits paid to employees to be part of the pricing schedule.
6.	Closure
	Mr. Govender thanked everyone for their attendance. He then adjourned the briefing session at 11h35.

