

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

NON-COMPULSORY BRIEFING SESSION

08 OCTOBER 2024

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES FOR THE MUNICIPAL INFRASTRUCTURE SUPPORT AGENT(MISA) FOR A PERIOD OF 36 MONTHS. REF: MISA/CS/002/2024/25

NOTES	
1.	This is a non-compulsory briefing session; bidders supplied their company and contact details on teams' chat box as a proof of attendance,
2.	Briefing date was 08 October 2024 and time for the briefing was 10am.
	Closing date and time for submission of bid proposals is 22 October 2024 at 11:00am; no late submissions will be accepted
3.	Bid proposals are to be submitted at MISA Head Office in Centurion (Tender Box at the reception area). The physical address is as follows: 1303 Heuwel Avenue, Riverside Office Park, Letaba House 1 st Floor, Centurion, 0046.
4.	The appointed service provide will rendered the services at MISA Head office in Letaba and Hennops building.
5.	Standard Bidding Documents (SBD1, SBD 3.1 and SBD 4) must be fully completed, where something does not apply to your company indicate by "N/A"; and sign where spaces are provided.
6.	One Bidder will be awarded the bid to render the required services.
7.	It was stated that, and erratum or addendum related to this tender will be uploaded on MISA website under tender notices and on E-tender portal. Bidders are advised to check the two platforms regularly until the closing date of this tender.

8.	it was stated that bidders should not engage with any persons who call them and claim to be MISA official requesting for money, but bidders were advised to report such activities to MISA offices immediately. This is due to several scams happening around advertised tenders.
7.	Bidders are to submit 1 hard copy of the original document and 1 soft copy of the original in a memory stick.
8.	Mr. Khuliso Lieba from SCM presented the compliance and administrative of the bid document to the bidders in attendance.
9.	<p>End-user (Ms. Mandisa Gwabeni) presented the scope of work and deliverables two question were asked</p> <ul style="list-style-type: none">• What are the square meters of carpet and upholstery to be cleaned?• The end-user stated that the total square metres for the carpets is = 2781 and Chairs and sofa(upholstery) is = +- 220• Bidder further asked if cleaning of carpet and upholstery take place during office hours?.• The end-user stated that cleaning of carpets and upholstery will be done after hours i.e. after working hours/ weekends• Why are you only looking for companies with public sector experience and not including private sector?• End -user stated that MISA will accept bidders also from private companies but will verify not only through the references provided but due diligence will be verified by other means e.g. physical verification (visiting company) etc