



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

HYBRID COMPULSORY BRIEFING SESSION

14 AUGUST 2026

TENDER NO. MISA/CESB/010/2026/27

APPOINTMENT OF A SERVICE PROVIDER TO RENDER INTEGRATED COMMUNICATION, MARKETING, BRANDING AND EVENTS PLANNING SERVICES FOR THE EASTERN SEABOARD DEVELOPMENT PROGRAMME FOR A PERIOD OF 24 MONTHS

NOTES	
Mr. Isaac Nthutang from SCM presented the administrative requirements of the bid document to the bidders in attendance. Informed bidders to complete their details in MS Forms. Mr. Siphosethu Mofokeng demonstrated how the attendance registers on MS Forms should be filled in. Further highlights in the presentation were as follows:	
1.	Closing date and time for submission of bid proposals is 28 August 2026 at 11:00pm; No late submissions will be accepted.
2.	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
3.	Evaluation criteria was explained. The bid will be evaluated on Eligibility criteria/ Mandatory requirements and Functionality.
4.	Standard Bidding Documents (SBD forms) must be fully completed.
5.	End-user (Ms. Xolisile Sithole & Ms. Michelle Layte) presented the scope of work, extent of the works with the Pricing Schedule.
6.	Questions & Responses based on SCM and End-user's presentation.

QUESTIONS**Question 1:**

- The bidder requested clarity on the pricing Schedule if it is a blended rate on all resources per hour.

Question 2:

- A bidder stated that the bid document suggested that site inspections be done by the bidders and questioned if it must be done pre-submission or after the bid is awarded.

Question 3:

- The bidder asked whether the functionality requirement on company experience would consider the completion of individual services in the areas of Communication, Marketing, Branding and Event Planning services probably another appointment just for event management and planning.

Question 4:

- A bidder asked whether MISA would facilitate the introduction and provide direct communication channels in relation to intergovernmental coordination for effective communication to be rolled out effectively at all local levels.

Question 5:

- A bidder requested clarity in relation to company experience requirements reflected on page 39 of 53 the bid document bidder, whether the Five million Rand requirement should be for a combined minimum value of projects completed or individual letters to be a minimum of Five million.

Question 6:

- A bidder asked if the overall price of the Bid/ Tender amount should be reflected on the first page of the bid document.

RESPONSES**Question 1:**

- Bidders must provide a blended rate as indicated on Page 39 of the bid document which details the Pricing schedule. The tender amount but be fully inclusive of transport and travel, accommodation, labour, equipment,

printing, annual escalation and any other costs to satisfactorily deliver the required services. This includes costs of the team members.

Question 2:

- The site inspections should be completed by the appointed bidder after tender has been awarded as indicated on page 4 item 4.2.

Question 2:

- Bidders are not required to provide a separate project for each service. The requirement is that a bidder must have completed at least one single project valued at R5,000,000 (Five Million Rand) or above. This project may cover a single service or any combination of services across communications, marketing, branding development, and event planning.

Question 4:

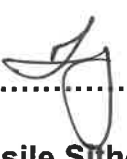
- MISA's stakeholder and social facilitation unit will coordinate all introductory meetings between the successful bidder and key stakeholders. A stakeholder database that lists all identified stakeholders will also be shared with the appointed bidder.

Question 5:

- Bidders must submit one letter per project completed at the value of Five Million Rand and above. Bidders must not combine values across multiple projects or letters.

Question 6:

- Bidders must ensure that the grand total on Page 44 of the bid document matches the "Bid/ Tender amount to be provided on the front page.
- The bid document states that "*The employer will respond to requests for clarification received up to 7 working days before the tender closing time*". Bidders may submit additional questions via email to Tenders@misa.gov.za

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Ms. Xolisile Sithole

Date.....14/08/26.....