



## **PRE-BID MEETING MINUTES HELD ON 19<sup>TH</sup> November 2013 AT SADC**

### **Secretariat (Kgale Offices)**

## **SUPPLY & INSTALLATION OF GIS SOFTWARE AND GPS DEVICES FOR SADC MEMBER STATES**

IFB N<sup>o</sup>: SADC-SHD&SP/ICB-3-CD/2013

### **1.0 Present:**

- |                    |                          |
|--------------------|--------------------------|
| 1. Batho Maruping  | SADC Secretariat (Chair) |
| 2. Blessing Siwela | SADC Secretariat         |
| 3. Kent Burger     | ESRI South Africa        |
| 4. Jack Ngwaru     | Geo Solutions            |
| 5. Lu Jie          | Geo Solutions            |

### **2.0 Introductions**

2.1 All participants present were welcomed to the pre-bid for Supply & Installation of GIS Software and GPS Devices for SADC Member States. An attendance sheet was circulated for all to fill in their particulars.

2.2 The chair mentioned that the purpose of the meeting was to give an opportunity to the prospective bidders to seek clarifications, should they have them, regarding the whole tender process including the bidding documents.

### **3.0 Brief Presentation**

3.1 A brief presentation attached was done on the key aspects of the bidding documents and the bidding process;

1. Instructions to Bidders
2. Bid Data Sheet.
3. Evaluation and Qualification Criteria.
4. Bidding Forms
5. Technical Specifications.
6. Supply Requirements.
7. Contract/ Contract Forms

#### 4.0 Clarifications

Clarifications were sought from prospective bidders as presented in the table below:

Clarification Sought	Response Made
Is the bid security refundable?	<p>YES, it is refundable and should be submitted as a Bank Guarantee using the template in the bidding documents.</p> <p>Bid security of unsuccessful bidders will be released after a contract is signed with successful bidder.</p> <p>Bid security of successful bidders will be released after they sign the contract and submitted performance security</p>
What is the validity of the bid security? When should it expire?	The bid security shall be valid for twenty-eight days (28) beyond the original validity period of the bid (120 days).
Training for non-English countries will it be in English.	For lot 1: Angola and Mozambique should be trained in Portuguese and DRC in French. The software should also be in French and Portuguese.

#### 5.0 Revisions made During the Meeting

No revisions were done to the bidding documents

#### 6.0 Conclusion

It was also mentioned that the pre-bid meeting was not mandatory and that prospective bidders that did not attend the pre-bid meeting were also free to submit their bids. Minutes of the meeting will be sent not only to the suppliers

who attended the pre-bid meeting but to all who purchased the bidding documents.

In closing the participants were reminded that the closing date for the submission of bids is **17 December 2013 at 1000hrs** as indicated in the bidding documents. The opening would be on the same day at **1015 hours at 3<sup>rd</sup> floor conference room at Kgale SADC office.**

5.3 There being no other issues the meeting ended at **1045hrs**