NATIONAL ENERGY REGULATOR OF SOUTH AFRICA

MINUTES OF THE BRIEFING SESSION HELD ON: Monday, 01 Jun 2026 @ 10:00 TO 10:38 – MS TEAMS VIRTUAL MEETING
NERSA/2627/IRM/OLP/BID006

	Attendance Register
	NERSA REPRESENTATIVE: 1. Ms. Thandeka Jamba (HOD: IRM) 2. Ms. Phumzile Nkosi (Knowledge Manager) 3. Ms. Mpho Phosa (Knowledge Centre Librarian) 4. Mr. Mlingani Mavimbela (Senior SCM Officer) 5. Mr. Stanley Thabana (SCM Officer)
	ITEM 1 **Opening and Welcome**
1	1.1 Mr Mavimbela declared the meeting open at 10:00, welcomed all present and introduced the NERSA team. 1.2 He confirmed to the attendees that the briefing session was for the appointment of a service provider to provide the National Energy Regulator of South Africa (NERSA) with online legal publications for a period of five (5) years. 1.3 Bidders were forwarded the link to join the meeting. 1.4 The attendees were informed that the meeting is a non-compulsory briefing session and that bidders who did not attend the session are welcomed to submit their proposals and will be considered for evaluation. Therefore, bidders that did not attend the meeting will not be disqualified. 1.5 He took attendees through the following rules for virtual briefing session: • Keep your video camera off at all times during the meeting. Use your mic icon to select mute or unmute. It is recommended that mics be on mute unless the participant is allowed to speak. This is to ensure that there is no audio feedback, which makes it difficult for the other meeting participants to hear the person who is speaking. Participants are discouraged from connecting into two devices as this also gives bad audio feedback. To get the attention of the presiding officer (Chairperson), participants should raise their hands and once permitted to speak should unmute the mic and mute at the end of providing input. Immediately after making input, always ensure that the hand is lowered to avoid a lingering hand. During the time of speaking, participants are required to be precise in order to save time. • Participants should ensure that they have the necessary supporting documents such as the bid documents to be able to respond to questions for clarity without delay, where applicable. • The chatroom should only be used to communicate a message to the Chairperson or any matter pertaining to the meeting. • Private chats should be kept private in the chatroom and not be visible to other participants, and • Any comment/statement made in the chatroom may constitute an official record of the meeting. 1.6 He stated that it is assumed that all attendees have read the bid document to disseminate key information to assist them regarding the SCM procedures and technical requirements to allow them to have a common understanding of the bidding requirements in order to prepare a suitable proposal. Therefore, the session is mainly for clarification purposes. 1.7 It is the responsibility of bidders to take their own notes or recordings of the discussions and clarifications during the session in order to prepare a suitable proposal.

	1.8 Bidders were afforded an opportunity to send their questions from the date of bid publication on **22 May 2026**. However, bidders can further send queries relating to briefingsessions@nersa.org.za no later than 12h00 on **02 June 2026** and should quote the bid reference number on the email. No clarification or query will be attended to after this date and time. Telephonic requests for clarification will not be accepted. 1.9 Responses to the queries will be circulated together with the briefing session minutes on **3 May 2026** to all attendees and non-attendees.
ITEM 2 Supply Chain Management Processes	
2	Mr Mavimbela gave a detailed description of the Supply Chain Management (SCM) processes as follows: • The Closing Date and Time for the bid submission is **Monday, 15 June 2026 at 11:00** as per the official Telkom time (Dial 1026). Late bids will not be accepted by NERSA under any circumstances. Bid Validity period is 120 Business Days from Closing Date to **13 October 2026**. • Bidders are required to submit reference check letters for all projects on the track record on closing of the bid and a grace period has been granted for submission by **Monday, 22 June 2026 at 16:00**. • Bidders should allow time to access the premises due to security arrangements that need to be observed. In addition, bidders will be required to sign a tender register at the reception area when dropping off the bids. • Bidders must submit one original version plus a USB that contains the duplicate of the original submission i.e. that includes the bid document with all its attachments. • The memory stick will be used by each panel member of the Evaluation Panel for evaluation purposes. NERSA shall not make copies or duplicate the USB of bidder's proposals in order to ensure that NERSA is not accused of changing the content of bidder's documents. • Submission of proposals must be delivered/couriered to reach the offices by closing date and time to: The Procurement Manager, NERSA, Tender Box, Kulawula House, 526 Madiba (Vermeulen) Street, Arcadia, Pretoria. • The bid evaluation process shall be carried out in **four (4) stages** namely: **Stage 1:** Administrative Requirements**, Stage 2**: Selection Criteria (minimum score of **60** points), **Stage 3**: Presentation (minimum score of **60** points) and **Stage 4**: Price and Specific Goals. **Stage 1: Administrative Requirements** Bidders must furnish the following information as part of the proposal which will be examined to determine compliance with the bid document terms and conditions: CSD registration summary report, SARS Tax Compliance unique PIN letter, Valid B-BBEE Certificate, Sworn Affidavit for EMEs and all standard bidding forms must be fully completed and signed in ink, namely Bidder's Disclosure and Preference Points Claim. A SARS pin letter will enable NERSA to view the taxpayer's profile and tax status. In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of SARS pin letter/CSD Number. **On stage 2: Selection Criteria** All proposals that score less than 60% on selection criteria, which is 60.00 points out of 100 points will not be considered further and will be regarded as having submitted a non-responsive bid.

	On stage 3: Presentation All proposals that score less than 60% on selection criteria, which is 60.00 points out of 100 points will not be considered further and will be regarded as having submitted a non-responsive bid. **On stage 4: Price and Specific Goals** The evaluation will be on the 80/20 preference point system whereby **Price** = 80 and **Specific goals** = 20 (Final score out of 100). • Bidders were informed to draft their proposals to address the selection criteria and do cross reference to ensure ease of access of documentation by the evaluation panel. • **Financial requirements:** The financial proposal on **page 56-57** (pricing schedule) of the bid document must be submitted separately in a sealed envelope. • All the special conditions of bid from page 28 to 38 of the bid document must be accepted by confirming a response to each paragraph, and any deviation should be indicated in the provided response section. However, NERSA reserves the right not to accept any deviations as these conditions are in line with the Government General Conditions of Contract (GCC) that may not be amended. Bidders should also refrain from using their own Terms & Conditions that will be contradictory to the special conditions of bid and GCC. Failure to withdraw/waive or to renounce the bidder's own Terms & Conditions, when called upon to do so, may invalidate the bid. • Bidders are required to submit reference checks letters for all projects on the track record as part of the proposal to briefingsessions@nersa.org.za. The template for reference check letters must be completed by the referees in the prescribed format only, which is on **page 24** of the bid document. This document must be completed by the referee and included in the bid submission. Alternatively, an **existing reference letter** may be used for this purpose provided it contains all information required in the NERSA standard template and must not be older than one year. *Completion of the Track Record Table is compulsory as bidders will score zero points on evaluation criteria if not submitted and no points will be allocated for reference letters older than 3 years per project.* • NERSA may contact references provided in this bid. A minimum of three positive references will be acceptable. • NERSA retains the discretion to appoint and conclude this bid. • The successful bidder may be subjected to security screening/vetting process.
ITEM 3 **Technical process**	
3	Ms. Thandeka Jamba gave a high-level summary of the scope of work in terms of the bid document.

	ITEM 4 **Questions and answers**
4	**4.1 What is meant by a security clearance document?** The NERSA Security Policy is informed by the requirements of the Minimum Information Security Standards (MISS), which prescribes that service providers among others who may have access to NERSA's sensitive information must be subjected to a security vetting process by the State Security Agency in order to be granted a security clearance at the appropriate level. The security clearance is an official document indicating the degree of security competence of a person. **4.2 How many users in total will require access to the system/tool to guide bidders on the most suitable licensing model?** The tool/ system and licencing model to be proposed by bidders should provide NERSA access simultaneously to 10 user departments/ units (i.e. 1 licence per department/ unit to be shared among the employees within each respective department/ unit). Only 1 user in a particular department/ unit should be logged into the tool / system at a time. **4.3 Will NERSA do the clearance, or do we need to have a clearance done?** Bidders who have a security clearance certificate / document from the State Security Agency may provide a copy thereof with their proposals. Bidders who do not have a security clearance certificate / document from the State Security Agency may also provide their proposals to NERSA. NERSA reserves the right to subject any bidder for a security clearance through the State Security Agency **4.4 Who needs to be cleared up by the company or the project team?** Should NERSA decide to subject a bidder for security clearance through the State Security Agency, the company, the directors of the company including the project team will need to be security vetted.
	ITEM 5 **Closure**
	The meeting was closed at 10:38. Mr Mavimbela requested bidders to ensure that they deliver their bid documents **before 11:00 on 15 June 2026** as no late bid will be accepted after the closing date and time. Bidders were reminded to allow time to access the premises due to security arrangements that need to be observed. In addition, bidders will be required to sign a tender register at the reception when dropping of the bids. He thanked the attendees for showing interest to the bid and for their participation during the session.

Approval of the minutes by:

Mlingani Mavimbela
Mr Mlingani Mavmbela (Senior Supply Chain Officer)
Date: 03 June 2026

TJamba
Ms Thandeka Jamba
Date: 03 June 2026