NATIONAL ENERGY REGULATOR OF SOUTH AFRICA

MINUTES OF THE BRIEFING SESSION HELD ON: THURSDAY, 25 MAY 2026 @ 10:00 TO 11:00 – MS TEAMS VIRTUAL MEETING
NERSA/2627/CSM/PCP/BID004

	Attendance Register	
	NERSA REPRESENTATIVE:	**APOLOGIES**
	1. Lutendo Mabata (Public Relation and Marketing Practitioner) 2. Poppie Mahlangu (Media Relations and Social Media Practitioner) 3. Ndiitwani Mbedzi (Legal Advisor) 4. Mlingani Mavimbela (Senior SCM Officer) 5. Tebogo Murathi (Supply Chain Officer)	1. Charles Hlebela
	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 assist the National Energy Regulator with the Production of Corporate Publications for a period of three (3) 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 rules for virtual briefing session as follows: • 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 that of speaking, participants are required to be precise in order to save time. • Participants to 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/studied 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 **19 May 2026**. However, bidders can further send queries relating to briefingsessions@nersa.org.za no later than 12h00 on **27 May 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 **28 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 Friday**, 12 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 **10 October 2026**. • Bidders are required to submit reference checks letters for all projects on the track record on closing of bid, grace period has been granted for submission by **Friday, 19 June 2026 at 11:00 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 when dropping of the bids. • 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 **three (3) stages** namely: **Stage 1**: Administrative Requirements, **Stage 2**: Selection Criteria (minimum score of **60** points) and **Stage 3**: Price and Specific Goals. • **On stage 1:** 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. • **On stage 2:** All proposals who 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:** The evaluation will be on the 80/20 preference point system whereby **Price** = 80 and **Specific goals** = 20 (Final score out of 100). • Therefore, bidders should draft their proposals to address selection criteria and do cross reference to ensure ease of access of documentation by the evaluation panel. • The bidder will be appointed based on the bidders scoring of the highest points as per the ranking in terms of the preference points system. • Bidders are requested to submit proposals containing the following information: **a) Technical requirements** ❖ A company or consortium profile that includes a technical proposal which must contain the following information: ❖ Detailed technical approach and Project Proposal to address the terms of reference.

	❖ Demonstrate track record of projects in the Production of Corporate Publications for a period of three (3) years with contactable references. ❖ Bidders are required to submit reference checks letters as part of the proposal on the closing date of bid. The format to be used is reflected on SCM supporting documents. This document must be completed by the referee and included in the bid submission. NB: 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 three (3) years. ❖ Summarized CV's of the proposed project team members. The CV's should highlight the minimum roles, experience of resources and description of similar projects with references, **b) Financial requirements** ❖ The financial proposal on **page 56 and 62** (pricing schedule) of the bid documents must be submitted separately in a sealed envelope. • All the special conditions of bid from page 26 to 37 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. • A SARS pin letter must be submitted to 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. • Bidders are required to submit reference checks letters for all projects on the track record as part of the proposal by **Friday, 19 June 2026** at **16:00** to briefingsessions@nersa.org.za. A template for reference check letters that must be completed by the referees in the prescribed format only is on **page 21** 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. We further retain the discretion to appoint and conclude this bid. • The successful bidder may be subjected to security screening/vetting process.
ITEM 3 **Technical process**	
3	Mr Mabata gave a high-level summary of the scope of work in terms of the bid document. (page 14 to 15 of the bid document).

	ITEM 4 **Questions and answers**
4	4.1 Point 17: Please provide an estimated number of social media graphics required per year. In the briefing session it was indicated that a number cannot be given, however, can we not be provided with a number so that all companies quoting can be evaluated equally? **No. Unfortunately, We cannot indicate the number of social media graphics, bidders are requested to submit a pricing for one and it should be emphasised that the service will be as and when necessary.** 4.2 Point 18: Please provide more information for the Illustration video: What will the length of video be? **The video should not be more than five (5) minutes in length; include royalty free music track; creative graphics, titles, effects animation, editing, coding, and a voice over.** **NERSA does not have any graphics/artwork available, therefore, the design, graphics & artwork must be provided by the service provider; and** **The video should be High Definition (HD) broadcast - quality (minimum 720x576) will appoint one (1) service provider only and not a panel tender.** 4.3 Do you have a narrator, or are we requested to do voice artist? **Voice artist will be required.** 4.4 Will this video be at a specific site or will it be shot at the head office? **No, video production will be only stock image. The illustration video we have in mind is something similar to this video: https://youtu.be/pliRsFYsRcg?si=pvBWwD7PyQmiCbKC.** 4.5 Do you require stock footage images, or will it just be a video shoot? **Yes, Stock footage image will be required.**
	ITEM 5 **Closure**
	The meeting was closed at 10:30. Mr Mavimbela requested bidders to ensure that they deliver their bid documents **before 11:00 on 12 June 2026** as no late bid will be accepted after the closing date and time. 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 when dropping of the bids. He thanked the attendees for showing interest to bid and for their participation during the session.

Approval of the minutes by:

Tebogo Murathi

Mrs Tebogo Murathi (Supply Chain Demand & SCM Officer)
Date: 26 May 2026

L. Mabata

Mr Lutendo Mabata (Public Relation and Marketing Practitioner)
Date: 26 May 2026