

Nutritional tender briefing

MEETING MINUTES:

DATE: 05 May 2020

TIME: 12:00

1. Opening and Welcome

Ms. Mazibuko welcomed all participants and ask if we can start the meeting.

2. Attendance and apologies (Introduction of members)

2.1 Attendance

Name and Surname	Company
Ms. Nelisiwe Mazibuko	Aquity Innovation
Dr Siphon Nyathie	Aquity Innovation
Ms Zenande Ahiavi	Aquity Innovation
Dr Refiloe Matji	Aquity Innovation
Mr Mthabisi Dube	Aquity Innovation
Nolitha Faku	Aquity Innovation
Ms Gladys Pule	The Seed of Hope- MP
Ms Keith	Atayanda Holding
Ms Humana	People to People in SA
Ms Nangamso Magadla	Small Projects Foundation- EL
Ms Joyce Ngobeni	Wisani community project-MP
Ms Martha Mawela	Home based
Mr Lesego	Itembe Valo

2.2 Apologies

- No apologies.

3. Introduction and Background of the tender By Ms. Mazibuko

- AQUITY is an NPO that has been appointed by National Department of Health to serve as one the SR's for Global fund. The project activities will be implemented in Mpumalanga, EC OR-Tambo and Buffalo city. Other interventions the project will provide the nutritional services for DS and RD T. AQUITY Innovations is seeking a service provider to distribute nutritional packages to patients. Another tender will be placed for providing food suppliers.
- **Duration for the project** -One year with possibility of extension depending on availability of funds.

- Application requirement – technical proposal for maximum of 3 pages
- **Budget** – template is provided online
- **Document required** – NPO certificate, BEE certificate, TAX Clearance certificate, CV's for senior management, audited finance, **organizations** management team members, SBD forms provided online
- **Tender closing date**- 11 May 2020 at 11h00 am

The following were questions and responses were as follows.

Date	Briefing session questions	Company name	Responses
05/05/2020	<ul style="list-style-type: none"> • Is the target group we are to work with comprised only of TB patients identified by the department of health in the project area? Can you please define? • Are we conducting contact tracing for those not covered by the department of health or for all new cases identified? • If we are providing referrals for all symptomatic cases and for IPT, do we collect the sputum sample from symptomatic cases and transport, or do we collect and let the referral carry with him to the clinic 	Humana People to People in SA	<ul style="list-style-type: none"> • Yes, Patients diagnosed within the area. • Conducting tracing contact to the patients that are being supported. It's not a must but it's ideal. • The role of NGO to support those patients to go the clinics. The emphasis is on the need provide adherence an additional support to patients
	<ul style="list-style-type: none"> • Is there a targeted number of people / beneficiaries to be reached? • SARS no longer issues Tax Clearance Certificates. They now issue a PIN. Will this be acceptable? • As much as there will be a supplier for the dry foods. Are 	Nangamso Magadla: Small Projects Foundation	<ul style="list-style-type: none"> • The targets vary per districts; it will be posted per district on the AQUITY website • It a acceptable however need the certificate of good standing with SARS. • Yes you may need to indicate if you have capacity or storage

	we allowed to include costs for the storage?		however it's not mandatory. Kindly include the cost for storage if you have capacity.
	<ul style="list-style-type: none"> If we don't have audited financials can we still submit? 	Wendy Makama: TWKB Kgosi Development	<ul style="list-style-type: none"> Yes, but the reasons should be justifiable, and a bank statement should be included to ensure that funds won't be misused.
	<ul style="list-style-type: none"> Although Ehlanzeni has 5 Sub-Districts, can one apply for 2 sub-districts instead of the whole 5 sub-districts 	Gladys Pule: Gladys Pule from The Seed of Hope	<ul style="list-style-type: none"> Yes. It can be allowed.
	<ul style="list-style-type: none"> Just to confirm the website has SBD forms 6.1 and 7.1 and there is no form 4. Should form 4 be there or not? Do we have to remove the food parcel cost from the budget? Can we budget for PPE? 	Wisani community project	<ul style="list-style-type: none"> Form 4 will be uploaded in the website if a company has it, it can be added Yes, because the NGOs won't be providing the food parcels. Drastic protecting measures should be considered; therefore, this can include in the budget.
	<ul style="list-style-type: none"> What is the budget amount to work on? 		<ul style="list-style-type: none"> Unfortunately, the budget cannot be disclosed. This is an 80/20 tender, which does not allow a disclosure of the budget amount.
	<ul style="list-style-type: none"> Are the following SBD forms 3 SBD6, SBD4 and SBD 7 to be submitted 		<ul style="list-style-type: none"> Yes, 3 SBD forms are to be submitted.
	<ul style="list-style-type: none"> Confirmation of Bank letter? 		<ul style="list-style-type: none"> Provide the letter and AQUITY will do the ratings.
	<ul style="list-style-type: none"> Is the application still open to those that did not attend the briefing today? 		<ul style="list-style-type: none"> Yes, it's still open because , the briefing was not mandatory.

Other questions can be uploaded in the websites.

Closure:

Meeting was adjured at 12:46