

### MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:

#### **DWS12-1020 WTE**

SUPPLY AND DELIVER OF G9 AGGREGATES AT MZIMVUBU WATER PROJECT – ACCESS ROAD FOR CONSTRUCTION EAST NEAR MACLEAR IN THE EASTERN CAPE PROVINCE FOR A PERIOD OF 12 MONTHS.

#### **DEPARTMENT OF WATER AND SANITATION OFFICIALS PRESENT:**

Ms. Puseletso Mathiso Ms. Julia Dirane	SCM Representative Head Office SCM Representative Head Office
Mr. Ayanda Shumane	Project Manager : Construction East

SCM Presentation by:

Ms. Julia Dirane

Technical Presentation by:

Mr. Ayanda Shumane

Date: 03 November 2020

Time: 10:00am

Venue: Esighungqwini Junior Secondary School, Eastern

Cape

## 1. OPENING AND WELCOME

Mr. Shumane opened the meeting and introduced him and other DWS representatives. Attendance register was circulated to bidders.

#### 2. ATTENDANCE

Participants and attendance were recorded on the attendance register attached.

## 3. PRESENTATION OUTLINE

- Submission of tender;
- Instruction to bidders, and
- Evaluation criteria.

#	ITEM		
4.	SUBMISSION OF TENDER:		
	Ms. Dirane took the bidders through the process to be followed when completing and submitting the bids.		
	<ul> <li>Bid documents can be downloaded from the Departmental website under current tenders: <a href="www.dwa.gov.za/Tenders/tendersCurrent.aspx">www.dwa.gov.za/Tenders/tendersCurrent.aspx</a>.</li> </ul>		
	<ul> <li>The briefing session minutes, briefing session registers as well as any other bid documentations will be placed under the current bid, departmental website, where the bid is placed.</li> </ul>		
	The closing date for the bid is 20 November 2020 at 11:00am. Any bid received later than the stipulated date and time will not be acceptable.		
	<ul> <li>A completed and signed bid document together with a covering letter and supporting documents shall be submitted in a sealed envelope endorsed with a bid number and a bid description as well as the name of the bidder which must be clearly shown on the cover.</li> </ul>		
	<ul> <li>The bid document must be deposited in the bid box situated at the entrance of Zwamadaka Building, 157 Francis Baard Street, Pretoria.</li> </ul>		
	<ul> <li>Bidders have three options to submit their bid documents (hand delivery, via couriers or by post).</li> </ul>		
	<ul> <li>However in a case where a bidder prefers to post their bid response, it must be done 5 days prior to the closing date, it will remain the bidder's responsibility to inform SCM to collect their bid response from registry 3 working days before the closing date. Failure to do so and the bid response is received late, SCM will not be held accountable. Bidders are requested to make necessary arrangements on time with the bid office to avoid unnecessary disappointments.</li> </ul>		
	<ul> <li>The last date for sending queries for clarifications will be on 29 October 2020 at 16:00pm. The questions to be forwarded to <a href="mailto:bidenquirieswte@dws.gov.za">bidenquirieswte@dws.gov.za</a>.</li> <li>Queries received after the due date will not be considered.</li> </ul>		
9	<ul> <li>Office contact details of the SCM officials are placed on the DWS advert including their work cellphone numbers. Bidders are requested to make contact with the officials during working which is from 8:00am in the morning till 16:30pm.</li> </ul>		
	<ul> <li>All enquiries should be done through emails not cell phone message will be responded to.</li> </ul>		
5.	INSTRUCTION TO BIDDERS:		
	It is the bidder's responsibility to ensure that the bid response is returned with all the relevant SBD forms and as well as the supporting documents, failure to do so will render the bid non-responsive.		
	The bid must be signed with all the blanks in the bid and the appendix filled in.		

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	All spaces in the bid forms and other annexures shall be completed in full.		
	<ul> <li>Section 3 (Pricing Schedule) in the bid document must be fully completed and priced out by the bidder. The enclosed SBD document 3.1 is firm, NO PRICE ADJUSTMENTS will be allowed.</li> </ul>		
	"Bidders using the system calculator for their pricing are requested to limit their pricing to two decimals (cents) to avoid completing/transferring wrong figures on the bid document."		
	<ul> <li>The successful bidder will be required to submit a "Letter from the manufacturer" confirming the supply arrangement within 14 days after the approval of the bid. "Letter of Notification to Bidder" will be sent by the Department. Failure to comply with this requirement within 14 calendar days shall result in the bid being awarded to another bidder.</li> </ul>		
6.	EVALUATION CRITERIA:		
	The bid will be evaluated on a five phased approach outlined as follows:		
	Phase 1: Mandatory requirements		
	<ul> <li>Phase 2: Pre-qualification criteria</li> </ul>		
	Phase 3: Administrative compliance		
	Phase 4: Specification or Technical Compliance		
	Phase 5: Submitting of test/cube results and material gradings:		
	Phase 6: Evaluation of price and preference points claimed		
	<ul> <li>Bids will be evaluated in accordance with the new Preferential Procurement Regulations 2017, which came into effect on the 01 April 2017 using 80/2 preference points system as prescribed in the Preferential Procurement Police Framework Act, Act 5 of 2000).</li> </ul>		
	<ul> <li>The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for attaining B-BBEE points.</li> </ul>		
6.1	Phase 1: Mandatory requirements		
	Attendance of compulsory briefing session		
	<ul> <li>NRCS (National Regulatory Compliance Standard) administers a compulsory specification for cement used in the concrete mix.</li> <li>A copy of the "Letter of Authority" issued to the manufacturer for the particular cement used in the ready mix concrete must accompany this bid. Failure to comply will invalidate the bid.</li> <li>A "Letter of Authority" is issued by NRCS to compliant cement manufacturers in respect of conforming products authorising the sale of cement.</li> </ul>		
6.2	Phase 2: Prequalification criteria - Preferential Procurement Regulations 2017, Regulation 4:		

# # **ITEM** In order to give effect to the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (Act No 5 of 2000), and the selected pregualification criteria for this bid is in terms of regulation 4. Pre-qualification criteria will be used in this bid to advance designated groups on the basis of EME OR QSE, Level 1 only B-BBEE level contributor status required. Level 1 **EME** QSE Compliance or verification will be made on B-BBEE level contributor status on CSD and/ or submitted B-BBEE certificate or sworn affidavit submitted with the bid. 6.3 Phase 3: Administrative Compliance – documents to be submitted: **Detailed CSD report** The bidder must be registered with the National Treasury Central Supplier Database (CSD) upon the closing of the bid. In bids where consortia/joint venture is formed, separate CSD reports must be submitted. A valid copy of Tax Clearance Certificate (TCC) and the Tax Compliance status page which has the company PIN. (This is applicable to JV partners or sub-contractors should there be anv) Status of the company in the CSD should indicate "Active" and "In business". Company to attach copy of CIPC/ CIPRO certificate. In case of case of consortia/joint venture all parties involved must submit its own CIPC/CIPRO certificate, active and in good standing with all CIPC/CIPRO requirements. 4. Bidders are to submit a copy of the B-BBEE Status Level Verification Certificate or sworn affidavit. (Failure to submit, the bidder will forfeit the preferential points to be claimed). Bidders to attach a valid letter of Good Standing with the Compensation Commissioner in terms of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and or third party insurance registered with Financial Services Board. (Verification will be done with the relevant authority) Bidders to attach a copy of a valid UIF certificate of compliance or copy of a valid good standing/tender letter. (Verification will be done with the Department of Labour). 7. Bidders are to initial and sign Section 2 Tender data. The bid must be signed by the director of the company or a duly authorised person and proof of such authority must be submitted. All SBD forms attached to the bid must be completed in full and signed. (SBD1, SBD3.1, SBD 4, SBD 6.1, SBD 8 & SBD 9).

In case of consortia/joint venture, each party must complete a separate SBD4, SBD8 and SBD9. The Central Supplier Database registration number (MAAA number) on

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	SBD1 should be of the leading supplier.				
6.4.	Phase 4: Submitting of test/cube results and material gradings: (Failure to comply with the specification will render the bid non-responsive and will not be considered for phase 5)				
	The bid will be evaluated using below criteria and failure to comply with all the specifications as listed will render your bid as not to specification and non-responsive and the bid will not be considered for phase 4 evaluation.				
	1) Test results and material gradings should be submitted with bidding documents				
	as per Clause 11 of the Tender data under Section 2.				
	2) T	est results must compliance with Star	ndard Sp	ecifications as	set out under
	S	ection 2: Tender data			
	3) N	IRCS Certificate (Letter of Authority) for Ce	ement use	ed in the ready	mix
	4) A	Il grading, test results and concrete mix de	esign		
	5) S	pecifications of Cement / Fly ash / Slagm	nent		
	6) All specifications of add mixtures, plasticizers, retarders.				
6.5	Phase 5: Specification or Technical Compliance :				
	Compliance requirements: Bidders must indicate their response by marking the relevant column, if a bidder marks on both columns it will be considered as non-compliance. A bidder who fails to comply with the specifications requirements will be disqualified and not considered for further evaluation  ITE DESCRIPTION OF GOODS QTY COMPLY NOT			sidered as non- s requirements	
	M NO				COMPLY
	1.	20 MPa/19mm Ready Mix Concrete			
		25 MPa/19mm Ready Mix Concrete	50 400		
	2.				
0	M NO	DESCRIPTION OF GOODS	QTY	COMPLY	NOT COMPLY
	3.	30 MPa/19mm Ready Mix Concrete	50		
6.6	Phase	e 6: Evaluation of Price and Preference	e Point C	Clamed:	
	The following preference point system is applicable to this bid:				
	The 80/20 preference point system in accordance with PPPFA Act, where 80 points will be attained in respect of price and 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.				

#	<ul> <li>Any bidders who want to claim the preferential points must submit proof certified copy of B-BBEE Status Level Certificate or its original Sworn Affidavit with the bid. (Failure to submit the required documentation will be interpreted to mean that</li> </ul>		
	the preference points for the B-BBEE status level of contribution are not claimed).		
	B-BBEE certificate must be a certified copy and it must be valid on or before the closing date of the invitation in order for a bidder to qualify for the points to be claimed. The original Sworn Affidavit endorsed or signed off by the commissioner of oath must be the original document not a copy and it must be valid on or before the closing date of the invitation.		
	<ul> <li>In bids where there is Consortia/Joint Ventures, a valid certified copy of consolidated B-BBEE certificate of the legal entity must be submitted in order claim preference points.</li> </ul>		
	NB: A copy of certified copy of B-BBEE status level contributor certificate or sworn affidavit will not be accepted.		
	NB: An enterprise can only have one status level using the wrong sworn affidavit will lead to the bidder forfeiting their preferential points. Date deponent signed and date of Commissioner of Oath must be the same.		
	NB: Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.		
	NB: A copy of a sworn affidavit will not be accepted to claim preferential points.		
	BIDDERS ARE REQUESTED NOT TO MAKE A COPY OF THE DOCUMENT WHICH HAS ALREADY BEEN CERTIFIED FOR TENDERING PURPOSES!!		
7.	SUPPLIER OF PRODUCT		
	In the case where a potential successful bidder is the only supplier but not the actual manufacturer and will procure the products from a manufacturer or another supplier and did not submit a letter from that manufacturer/supplier confirming supply arrangement(s) in this regard by the closing time of this bid, such a letter must be submitted within 14 days after the approval of the bid by the Department. Failure to comply with this requirement within 14 calendar days shall result in the bid being awarded to another bidder.		
8.	LETTER OF AUTHORITY ISSUED BY NRCS		
8.1	NRCS (National Regulatory Compliance Standard) administers a compulsory specification for cement.		
8.2	Cement must be approved by the NRCS before it may be sold or offered for sale.		
8.3	The product and the production plant must be certified as compliant by NRCS.		
8.4	Manufacturers must apply for a "Letter of Authority" before offering cement for sale.		
8.5	NRCS evaluates evidence of conformity to determine whether the requirements of the compulsory specifications are met.		
8.6	A "Letter of Authority" is issued by NRCS to compliant cement manufacturers in respect of conforming products authorising the sale of cement.		

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8.7	Any re-sellers and suppliers of cement must have copies of the "Letter of Authority" of all cement manufacture's products they are selling.			
8.8	The successful bidder will be required to submit "Letter of Authority" for the cement to be used in the ready mix with the bidding documents.			
9.	SERVICE			
	The service to be rendered is:			
	SUPPLY AND DELIVERY OF READY MIX CONCRETE TO MZIMVUBU WATER PROJECT - ACCESS ROADS FOR CONSTRUCTION EAST NEAR MACLEAR II THE EASTERN CAPE PROVINCE			
	i) 50 m3 of 20 MPa/19mm Ready Mix Concrete ii) 400 m3 of 25 MPa/19mm Ready Mix Concrete iii) 50 m3 of 30 MPa/19mm Ready Mix Concrete			
10.	SITES			
	Construction Site :			
	Department of Water and Sanitation Construction East - Mzimvubu Water Project R396 Road, Ntabelanga dam Maclear			
	Eastern Cape Province			
11.	STANDARDS, SPECIFICATIONS AND DEFINITIONS APPLICABLE			
11.1	Cement Specifications			
	• The cement to be used in the concrete mix shall be stated in the Bid and shall comply with SANS 50197 and all its supporting specifications. No cement may be used that does not conform to these specifications.			
	<ul> <li>The type of cement and/or extender on which the Bid is awarded may not be changed during the Contract without prior notification and approval by the Departmental Representative</li> </ul>			
	<ul> <li>All materials used shall have the SABS mark and a certified copy of the certificate must accompany the bid.</li> </ul>			
0	<ul> <li>The originating factory of the cement must be stated in the supporting documents.</li> <li>No imported cement shall be used in the concrete.</li> </ul>			
11.2	Concrete Mix Designs			
	The concrete Mix Design shall be approved by the Consulting Engineers on site or by the Client, before the Tender is awarded. Bidders to supply their mix designs with the tender for 20MPa, 25MPa and 30MPa respectively. The supplier may be requested by the Consulting Engineers to adjust mix designs from time to time depending on the conditions on site.			
11.3	Admixtures, Plasticizers and Retarders			
	All specifications of add mixtures, plasticizers, retarders to be made available to the Department or Consulting Engineers for approval after award of Bid before			

they can be used. The bidder should provide information on admixtures after award of Bid (trace name of admixture, its source, manufactures recommendations etc)  11.4 Grading and Test Results All grading and test results of aggregates must be made available to the Department or Consulting Engineers after award of Bid.  11.5 Fly Ash / Slagment All specifications of Cement / Fly ash / Slagment must also be made availabe the Department after award of Bid.  11.6 Additional Documents	le to	
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<ul> <li>Any additional documents / test results that may have an influence on the characteristics / strength / workability of the concrete may be requested from Department as needed after the award of bid.</li> </ul>		
11.7 Quality Checks		
Quality checks must be in place to ensure that the end product complies with specifications. The strength and slump at point of placement shall be monito compliance.		
12. TECHNICAL SUPPORT		
Should any problem be reported to the supplier concerning the services, the foresponse times are expected:	llowing	
Within 24 hours a representative of the supplier should be on site to reso	lve the	
<ul> <li>Within 24 hours there should be a solution to the problem or if not possible replacement products should be on site within 48 hours at the supplier's expense.</li> </ul>		
ANY DEFECTED PRODUCT SHOULD BE REPLACED AT THE SUPPLEXPENSE.	LIER'S	
13. SCOPE OF CONTRACT		
The Bidder will be required to perform the following service as part of this contra	ict:	
(i) Supply and delivery of Ready Mix Concrete (20MPa/19mm, 25MPa, and 30MPa/19mm) for DWS-CE Mzimvubu Water Project	/19mm	
(ii) All sourcing, transportation and loading costs shall be included in tartes.	the bid	
14. QUANTITIES REQUIRED / DELIVERY		
The total quantity as per SBD 3.1		
The total quantity of ready mixed concrete to be supplied / delivered is indicated pricing schedule SBD3.1.	d in the	

#	The Bidder will not be entitled to claim any form of compensation for any requirement		
	variations in the total quantities or specific quantities whatsoever.		
	NOTE: THE DEPARTMENT RESERVES THE RIGHT TO CHANGE (DECREASE) THE QUANTITIES TO BE ORDERED FROM THE SUCCESSFUL BIDDER.		
15.	READY MIXED CONCRETE AND PRODUCTS		
	Bidder shall supply/deliver ready mixed concrete to the designated area and:		
	(i) Provide adequate capacity to ensure no interruption to the construction operations (ii) Ensure that there is no inter mixing or contamination by deleterious matter (iii) All concrete shall be free from any dirt or any foreign materials		
16.	GENERAL		
	Where materials are blended, the Bidder shall provide means, to the approval of the Department, of such blending. The blending techniques and proportions used from time to time shall take due account of the moisture in the materials. The methods and durations of mixing of the materials shall all be subject to the approval of the Department prior to commencing and during the execution of the work.		
	The Bidder shall perform at his own expense, such test as the Department may approve or subsequently order to develop a satisfactory blending technique and such additional routine tests to ensure that the desired uniformity of quality is maintained.		
17.	TEST RESULTS		
	Test results, concrete mix design and aggregate grading be attached with bidding documents.		
17.1	The test results supplied and accepted for the ready mixed concrete serve as the standard to which the Bidder's supplies / deliveries will be tested and any consignment by the Bidder which is not up to the standard of the sample will not be accepted and the Department may claim compensation for any transport and labour costs which may have been incurred in respect of such consignment.		
17.2	Failure to submit the test results will invalidate the bid.		
18.	ACCEPTANCE CRITERIA FOR SUPPLIED / DELIVERED MATERIAL		
	The supplied / delivered material will be accepted and regarded as being similar to the test results.		
19.	TESTING OF MATERIAL DURING THE CONTRACT PERIOD		
	Testing of supplied / delivered concrete shall be in accordance with the particular requirements for its use as specified in the appropriate specification.		
	The successful Bidder shall conduct all the tests specified in SANS 50197 on the supplied ready mixed concrete to ensure that the quality of the material will comply with the specified requirements at any given time for the duration of the contract.		
	The costs of all these tests shall be included in the unit price (bid price) given in SBD		

#	ITEM			
	3.1.			
	If there is any doubt concerning the quality of the ready mixed concrete being supplied at any time, the Bidder shall notify the Department immediately. The results of all the tests conducted by the Bidder shall be submitted to the Department. The Department will, after further testing or inspection if necessary, instruct the Bidder regarding the use of the ready mixed concrete.			
20.	QUANTITIES REQUIRED / SUPPLY / DELIVERY RATE			
	The total quantity of ready mixed concrete to be supplied / delivered will be determined during the duration of the order.			
	The Bidder will not be entitled to claim any form of compensation for any requirement variations in the total quantities or specific quantities whatsoever.			
	Failure to adhere to the minimum supply / delivery rate as above will result in implementation of measures prescribed in Clause 20.			
21.	PROGRAMME OF WORKS			
	It is required from the successful bidder to start with the work at least (5) five days after the official purchase order is issued.			
22.	COSTS			
	Bidders shall provide in their bid for all labour, plant, material, implements and vehicles necessary for the execution of the contract and all operating and maintenance costs in accordance with the bid documents.			
23.	SUPPLY / DELIVERY			
	Supply / delivery is required at thirty (30) days after receipt of an official order.			
	Supply / delivery will be made during the following working hours <b>7h30</b> to <b>15h00</b> from Monday to Thursday but <b>not</b> on the following days or periods:			
	(i) Fridays 14h00 to Mondays 7h00			
	(ii) All public holidays			
0	(iii) The period 11 December to 7 January			
	(iv) The last Thursday and Friday of the month			
	The Bidder shall nominate a contact person with whom the Department will arrange and schedule supply / delivery. Purchase orders for material will be placed 48 hours before supply / delivery is required.			
	DWS Construction will perform testing of all concrete supplied / delivered to site to ensure that all material do comply with the relevant specification.			
	DWS will decline concrete that does not comply. The declined consignments must be removed from site ASAP for the Bidders own cost.			

#	ITEM			
24.	SUPPLY / DELIVERY PERIOD			
	A firm supply / delivery period is required. Adherence to bid supply / delivery period is of utmost importance.			
	Note that the penalty for late supply / delivery prescribed in paragraph 20 of the Specification will be imposed.			
25.	BID PRICE AND SUPPLY PERIODS			
	All-inclusive bid prices are required, meaning VAT, supply and any other cost mentioned in the specification for the Bidders account must be included in the unit price.			
	Firm bid prices and supply / delivery periods are preferred.			
26.	PENALTIES AND DELAY DAMAGES			
	The penalties referred to in clause 25 of the General Conditions of Contract state if the supplier fails to supply any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the price as a penalty, a sum services using the current prime interest rate calculated for each day of the delay until actual supply or performance. The purchaser may also consider termination of the contract pursuant to GCC clause 23.			
27.	PAYMENT			
	Payment will be made per cubic metre (m³) ready mixed concrete supplied / delivered to site. The Department reserves the right to check the quantities supplied / delivered at any time.			
	Payment will be made monthly on receipt of specified tax invoices.			
	Payment will not be made for consignment unless supported by supply notes duly signed by the official checking the supply.			
	Payment will be done within 30 days of receipt and approval of original invoice by depositing the payment directly into the bank account of the successful bidder. No cash or cheque payment will be done.			
28.	SAFETY AND ENVIRONMENTAL			
	Bidders are required to adhere to the Departments Safety and Environmental policies.			
29	CLOSURE:			
29.1.	Meeting adjourned at 14:25pm.			

No.	GENERAL	AND	TECHNICAL	ANSWERS
	QUESTIONS			
1.				Potential suppliers will not be penalized for being late to attend the compulsory

No.	GENERAL AND TECHNICA	L ANSWERS
	QUESTIONS	
	previous requests the department used to close gates and people who are late wer not allowed to enter the premises an attend the meeting?	not specified in the bid document or the
2.	Is it obligatory for this bid to have Vat not?	If a bidder is currently not Vat registered and that bidder happens to be awarded the bid with an amount which qualifies a bidder to be VAT registered, our finance will address the VAT matter with the appointed bidder without disadvantaging them.
3.	Why is the Department of Water an Sanitation requesting bidders to submit test/cube results and material gradings?  This documents are obtained at a cost of R5 000.00  Can the required mix design be requested from the appointed bidder?	they are procuring the right material required for the work, the all the listed documents have to be submitted with the bid response on the closing date of the bid.
4.	Does the department need the analysi report for the type of material used?	Yes, we want the analysis report for the type of material used
5.	The tender document does not specify th admixtures or plasticizers to be used What is the requirement?	

No.	GENERAL AND TECHNICAL	ANSWERS
	QUESTIONS	
6.	What is the required slump	The slump was not specified in the bid document should there be a need to specify it communication will be made with the recommended bidder.
		What is important is the strength of the 20MPa, 25MPa and 30MPa, the quality checks should be in place as well to ensure that your concrete comply with the specification.
	Who is going to be responsible for the test cube results, will they be taken on site by the department during delivery?	When the material is delivered on site .
7.	At which site must the material delivered, confirmation of distance is required to assist in calculating the cost for transport?	The site camp will be between the two mountains near the river. The material required is for building the access road the site where the dam will be constructed.
	•	The new access road will be +/- 4.5 km and the existing road is about 13 km. The total road from the existing tar road to the camping site is +/- 18 km.
	65	Bidders will not be allowed to change their supplier of cement stated in the SBD forms (SBD 3.1) during the delivery time.
8.	The bid results are advertised where?	This bid was advertised on the government tender bulletin, national Treasury e-tender portal and our departmental website. The results will be published on the same media platform used.
9.	Where on the website can we find the bid information?	www.dws.gov.za/www.dwa.gov.za. The briefing session attendance register and the minutes will be published on this website, where the bid document was placed.

Mr. A.A. Shumani

Ms. J. Dirane

Project Manager

**SCM Secretariat**