



**MINUTES: VIRTUAL COMPULSORY BRIEFING SESSION FOR LEASING OF OFFICE SPACE FOR A PERIOD OF 5 YEARS:
DURBAN OFFICE- PSiRA/2022/RFB/02**

JOHANNESBURG OFFICE: PSiRA/2022/RFB/03

HELD ON 23 JUNE 2022 @ 10:00 VIA MICROSOFT TEAMS

No	Items	Discussions
1.	Opening & welcoming	<p>Ms. Gresham Singh opened the meeting and welcomed all bidders. He introduced PSiRA team in attendance.</p> <p>It was mentioned to bidders to note that the briefing session is compulsory; therefore, all bidders must ensure that they write the name of the company they are representing on the chat box for record purposes. It was further mentioned to bidders that the only way for the Authority to determine that bidders have attended the compulsory briefing session is through them capturing their company names on the chat box and failure to do so, it will be considered that bidders did not attend the briefing session. The meeting attendance report does not capture the names of bidders but capture the names of representatives who attended the briefing session.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Mr. Gresham Singh – Regional Manager: Gauteng (Presenter) ▪ Ms. Nonkululeko Sibiya – Senior Manager: Finance (Presenter) ▪ Mr. Thulane Motaung – Team Leader: Facilities ▪ Ms. Nomathemba Mendu - Team Leader: SCM ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Tshilimandila – SCM Assistant: Bid Administration
3.	Presentation	<p>Mr. Gresham Singh and Ms. Nonkululeko Sibiya presented the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Background

		<ul style="list-style-type: none"> ▪ Specification ▪ Special Conditions of Contract ▪ Evaluation Criteria - Criterion 2: Functionality Evaluation <p>Ms. Tsakani Maluleke presented the following:</p> <ul style="list-style-type: none"> ▪ Criterion 1- Compulsory/mandatory requirements as listed on the terms of reference. ▪ Instruction to Bidders
<p>4.</p>	<p>Discussion and Questions</p>	<p>Below were questions raised by bidders with the answers provided.</p> <p>Q1: What is the size of the firearm safe or how many firearms should the safe accommodate? Ans: The firearm safe should accommodate a maximum of 20 firearms.</p> <p>Q2. Is the required 20-seater boardroom, one boardroom or it can be multiple boardrooms? Ans: The requirement is for one boardroom accommodating 20 people.</p> <p>Q3: The request for Electrical Compliance Certificate not older than 3 months, will be difficult to obtain as the certificate is usually issued when there is a new occupant for the building? Ans: The electrical compliance certificate is mandatory as prescribed on the terms of reference; The Authority will only accept electrical certificate older than 3 months only where is a proof that the proposed office space has not been occupied since the certificate was issued.</p> <p>Q4: Where can bidders obtain a municipal building grade document?</p>

		<p>Ans: Bidders can obtain the document from any registered body that issue building grade certificate such as SAPOA should the building grade be any other grade than A, no points will be allocated.</p> <p>Q5: Will the Authority accept two floor building with the same square meters since most ground floor space are considered for retail space?</p> <p>Ans: No, the Authority is only looking for ground floor office space, no points will be allocated for two level office space.</p> <p>Q6: Is the Authority looking for a total of 28 parking space for the Johannesburg office?</p> <p>Ans: Yes, the total required parking space is 28 for Johannesburg office (23 for PSiRA officials, 5 for visitors) and 20 parking space for Durban Office (15 for PSiRA officials, 5 for visitors).</p> <p>Q7: With regards to Certificate of compliance of the building from a registered Structural Engineer not older than 3 months, what type of the certificate is the Authority looking for:</p> <p>Ans: The Authority is looking for a structural confirmation by a registered engineer indicating that the building structure is sound and compliant, it can be in a form of a signed letter.</p> <p>Q8. Should the certificate from the structural engineer be for the whole building?</p> <p>Ans: No, it should only be for the proposed office space.</p>
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	<p>Q9: The required maximum of 10 pages for the proposal is it inclusive of supporting documents such as Service Level Agreement?</p> <p>Ans: No, the bidder's technical proposal should not be more than 10 pages, which exclude supporting documents of the bid proposal such as SBD forms, Lease agreements and etc.</p> <p>Q10. With regards to tittle deed, will a mandate from the building owners be considered or no points will be allocated if the tittle deed is not under the bidder's name?</p> <p>Ans: No point will be allocated if the tittle deed is not under the bidder's name, should the bidder meet the evaluation criteria, the Authority will need proof that the bidder has been granted approval by the building owner to bid on their behalf.</p> <p>Q11. Should the requested two hard copies be original documents?</p> <p>Ans: No, the Authority requires 1 original and 1 copy of the original, plus the USB containing the bidder's proposal submitted as hard copy.</p> <p>Q12. With regards to the request for a signed proposed lease agreement by the bidder's authorized representative, will this lease agreement be discussed with the awarded bidders, or it will be taken as proposed to be the lease agreement acceptable for both parties?</p> <p>Ans: No, terms of the lease will still be discussed and agreed between the Authority and the bidder upon award, The Authority would like to see standard terms and conditions of the lease.</p>
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	<p>Q13. The current PSiRA Durban office is at Greville, will that be considered as CBD?</p> <p>Ans: Only if the proposed building meets the proximity of the Authority stakeholders as specified on the terms of reference.</p> <p>Q14: In terms of the electrical certificate not older than 3 months, the certificate is usually valid for 2 years?</p> <p>Ans: A valid electrical certificate will only be accepted where a proof that the building has not been occupied since the certificate was issued.</p> <p>Q15: Will the Authority issue a briefing session attendance certificate to bidders?</p> <p>Ans: No attendance certificate will be issued to bidders, bidders must ensure that they type in their company name on the chat box as proof of registration, upon closure of bid, the Authority will check against the chat box if bidder(s) have attended the briefing session.</p> <p>Q16: Will the Authority share questions and answers of the session?</p> <p>Ans: Yes, the Authority will compile minutes for the briefing session and share with all bidders, minutes will also be published on the Authority's website.</p> <p>OTHER DISCUSSIONS:</p> <ul style="list-style-type: none"> ▪ It was noted during the briefing session that there were bidders who could not type their company names on the chat box, therefore PSiRA team had to type the names of their behalf. ▪ It was emphasised to bidders that:
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		<ul style="list-style-type: none"> ✚ They must comply with the mandatory documents and requirements as listed on the terms of reference. ✚ They must ensure that they submit their CSD report, which is compliant, in a case where the bidders are not yet registered on CSD they must visit www.csd.gov.za to register their company. ✚ Bidders should make sure that they initial every page of the GCC (General Conditions of Contract and TOR (Terms of Reference)). ✚ All SBD forms must be completed in full and signed by the bidder. (NB-Please make sure that you use the SBD forms issued with the bid document and take note of the new SBD 4. ▪ Bidders must give clear instructions to courier companies who delivers the proposals on their behalf; they must ensure that the courier company register the bid submitted in the register availed on the tender box. ▪ Bidders must ensure that they mark their proposals and USB and put them in one envelope. ▪ Bidders must hold their bid validity for a period of 120 days. ▪ Minimum threshold is set at 60 points out of 80 points for criteria 2; 10 points out of 20 for criteria 3, bidders who meet minimum threshold of 60 points when functionality and Site inspection is combined will be evaluated on criteria 4: price and preference points system. ▪ The preference point system applicable for this tender is 80/20. ▪ Bidders are required to submit 2 copies (1 indexed original hard copy and 1 copy, 1 USB containing the original proposal (Bidders must ensure that the documentation on the USB are exactly the same as the one submitted as a hard copy document)). ▪ Cut-off date and time for queries to be sent no later than 05 July 2022 to avoid omission of information that might lead the bid not to be submitted on time. ▪ Proposals must be deposited into PSiRA bid box by 11:00 on 11 July 2022.
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5.	Closure	The Chairperson adjourned the meeting at 11:40