



**MINUTES: VIRTUAL COMPULSORY BRIEFING SESSION FOR APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR COMMUNICATION AND MARKETING SERVICES FOR A PERIOD OF 36 MONTHS- PSiRA/2022/RFB/04
HELD ON 24 JUNE 2022 @ 10:00 VIA MICROSOFT TEAMS**

| No | Items | Discussions |
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| 1. | Opening & welcoming | <p>Ms. Tsakani Maluleke opened the meeting and welcomed all bidders. She 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"> ▪ Ms. Bonang Kleinbooi – Brand and External communication Officer (Presenter) ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Tshilimandila – SCM Assistant: Bid Administration |
| 3. | Presentation | <p>Ms. Bonang Kleinbooi presented the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Scope of Work ▪ Duration ▪ Pricing ▪ Special Terms & Conditions ▪ Criterion 1- Compulsory/mandatory requirements as listed on page 5 of the terms of reference. |

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| | | <ul style="list-style-type: none"> ▪ Evaluation Criteria - Criterion 2: Functionality Evaluation <p>Ms. Tsakani Maluleke presented the following:</p> <ul style="list-style-type: none"> ▪ 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: Will bidders be allowed to provide samples in a USB with all samples for marketing and branding as it is difficult to submit physical samples in boxes and label because they turn to get lost?</p> <p>Ans: Bidders are required to submit electronic samples and physical samples too, the Authority would want to see what bidders are capable of. Bidders will be evaluated based on the number samples submitted per the scope of service selected on annexure A (submit one sample of each). Bidders are advised to write their company name on each sample/item and seal them in a box.</p> <p>Q2: With regards to the scope of work/services under annexure A, should bidder provide pricing for all scope of work or services?</p> <p>Ans: Bidders must provide pricing proposal for services they have selected on annexure A, proposed prices should be standard rates, Once the panel have been appointed a detailed specification will be provided to successful bidders, for example a detailed specification will have an indication of the type of pen required. The Authority would want to see the average cost of services listed on Annexure A. Bidders must also note that regardless of the price proposed, mandatory requirements and functionality criteria must be meet in order for them to form part of the panel.</p> |

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| | <p>Q3. Under Company experience, what happens in a case where individuals within the company have 15 years rendering services but the company has been registered for a year or 2 years, will the bidders be disqualified?</p> <p>Ans: No, bidders will not be disqualified, there will be no points allocation under company experience, points will be allocated under project team experience provided that the proposed project team meet all the requirements specified under project team experience.</p> <p>Q4: Will the Authority provide the content for newsletters or bidders will be required to draft the content on behalf of the Authority?</p> <p>Ans: The Authority will provide the content and the service provider will only design.</p> <p>Q5: With regards to technical questions, are bidders allowed to send questions after the briefing session while preparing for the proposal via email?</p> <p>Ans: Yes, bidders can send their queries to bids@psira.co.za.</p> <p>Q6: Will bidders be required to submit samples together with the bid before the closing date?</p> <p>Ans: Yes, bidders are required to submit samples of the work/services previously done with their bid proposal before the closing date and time, samples must be submitted in be both physical form and on the USB.</p> <p>Q7: How many service providers will the Authority appoint of the panel?</p> <p>Ans: The number of panellist will depend on the numbers of bidders who meet all the criteria's set.</p> |
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Q8: Does the Authority have a CI manual to guide bidders?

Ans: Yes, the Authority has a CI guide.

Q9: Should bidders submit annual report in A3 format?

Ans: No A3 is for advertisement of the summary of the annual report on city press and Sunday times and not the actual annual report, the annual report will be printed in A4.

Q10: Will the Authority issue a proof of attendance for the briefing session?

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.

Q11: The Authority's specification is very generic, for no dimension specified for Gazebos and what happens where bidders quote of different sizes of Gazebos?

Ans: Bidders must provide standard rates, proposed rates should benefit bidders regardless on the rates provided. The proposed rates do not contribute to the appointment of the panel, bidders must meet mandatory and functional criteria, for example if a bidder score 80 points, the bidder will automatically form part of the panel, The Authority will still provide detailed specification to the panellist as sizes of the item differs hence there were not provided on these documents.

Q12: Is the size of A3 for annual summary a double spread:

Ans: No, it is on a single spread.

OTHER DISCUSSIONS:

- 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.
- Bidders were advised to focus/bid for areas that they specialise in.

It was emphasised to bidders that:

- They must comply with the mandatory documents and requirements as listed on page 5 of 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 also 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.
- The minimum Threshold is 80 points for bidders to qualify as panellist.
- Bidders who score less than 80 points out of 100 points on functionality will be disqualified.
- The preference point system applicable for this tender is 80/20.



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| | | <ul style="list-style-type: none"> ▪ 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 06 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 13 July 2022. ▪ Contact details regarding technical and SCM related queries are provided on page 10 of the Terms of Reference. ▪ E-mail submissions will not be accepted. |
| 5. | Closure | The Chairperson adjourned the meeting at 11:09 |