



**MINUTES: VIRTUAL COMPULSORY BRIEFING SESSION FOR APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE  
BROKER FOR ALL PSiRA OFFICES FOR A PERIOD OF 36 MONTHS- PSiRA/2022/RFB/01  
HELD ON 22 JUNE 2022 @ 10:00 VIA MICROSOFT TEAMS**

<b>No</b>	<b>Items</b>	<b>Discussions</b>
<b>1.</b>	<b>Opening &amp; welcoming</b>	<p>Ms. Nonkululeko Sibiya opened the meeting and welcomed all bidders. She asked PSiRA team in attendance to introduce themselves.</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>
<b>2.</b>	<b>Attendance</b>	<ul style="list-style-type: none"> <li>▪ Ms. Nonkululeko Sibiya – Senior Manager: Finance (Presenter)</li> <li>▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration</li> <li>▪ Ms. Nkhuliseni Tshilimandila – SCM Assistant: Bid Administration</li> </ul>
<b>3.</b>	<b>Presentation</b>	<p>Ms. Nonkululeko Sibiya presented the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> <li>▪ Purpose</li> <li>▪ Background</li> <li>▪ Scope of Service</li> <li>▪ Insurance Cover- Assets</li> <li>▪ Evaluation Criteria - Criterion 2: Functionality Evaluation and Criterion 3: Presentation</li> </ul>

		<p>Ms. Tsakani Maluleke presented the following:</p> <ul style="list-style-type: none"> <li>▪ Criterion 1- Compulsory/mandatory requirements as listed on page 22 of the terms of reference.</li> <li>▪ Criteria 4 -Evaluation of Price and Preference</li> <li>▪ Instruction to Bidders</li> </ul>
<p><b>4.</b></p>	<p><b>Discussion and Questions</b></p>	<p>Below were questions raised by bidders with the answers provided.</p> <p><b>Q1: Will the Authority share a detailed assets register and claims history with bidders?</b>          Ans: Yes, the Authority will share a claim history for the past 3 years as well as the asset register.</p> <p><b>Q2: Will the Authority send through the proposal forms for Directors' and officers' public liability?</b>          Ans: Yes, the information will be sent to all bidders.</p> <p><b>Q3. Is the limit of R5 250 000.00 for public liability for one property or all PSiRA offices?</b>          Ans: The public liability is for the whole PSiRA the correct total cost for public liability is R10 750 000.00 and not R5 250 000 as reflected on the terms of reference.</p> <p><b>Q4: In addition to proposal forms, can the Authority send forms for cyberrisk?</b>          Ans: Yes, Forms will be sent to all bidders along with the briefing session minutes.</p> <p><b>Q5: With regards to technical questions, are we allowed to send them through after the briefing session while preparing for the proposal?</b></p>

	<p>Ans: Yes, bidders can send their queries to <a href="mailto:bids@psira.co.za">bids@psira.co.za</a>.</p> <p><b>Q6: Does the Authority want clients profile under the clients letterhead or bidders can draft clients profile based on the services rendered to the clients?</b></p> <p>Ans: Bidders can draft clients profile based on the services they have rendered to the client; these should be clients that the bidder has provided services to.</p> <p><b>Q7: Is there a sum insured split for office contents amongst the different addresses?</b></p> <p>Ans: The Authority will share a detailed asset register or split the amounts</p> <p><b>OTHER DISCUSSIONS:</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ It was emphasised to bidders that: <ul style="list-style-type: none"> <li>✚ They must comply with the mandatory documents and requirements as listed on page 22 of the terms of reference.</li> <li>✚ 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 <a href="http://www.csd.gov.za">www.csd.gov.za</a> to register their company.</li> <li>✚ Bidders should make sure that they initial every page of the GCC (General Conditions of Contract and TOR (Terms of Reference)).</li> <li>✚ All SBD forms must be completed in full and signed by the bidder. (<b>NB</b>-Please make sure that you use the SBD forms issued with the bid document and also take note of the new SBD 4.</li> </ul> </li> </ul>
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<b>5.</b>	<b>Closure</b>	The Chairperson adjourned the meeting at 11:06