



**MINUTES: VIRTUAL NON-COMPULSORY BRIEFING SESSION FOR LEASING OF OFFICE SPACE FOR PSiRA PRETORIA
REGIONAL OFFICE FOR A PERIOD OF 5 YEARS
(BID NO: PSiRA/2023/RFB/07)
HELD ON 09 OCTOBER 2023 @ 10:00 VIA MICROSOFT TEAMS**

No	Items	Discussions
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 was non-compulsory; therefore, bidders do not have to write the name of the company they are representing on the chat box. It was further mentioned to bidders that given that the briefing session was non-compulsory, service providers who had not attended the briefing would still be evaluated based on the criteria that has specified on the published Terms of Reference.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Mr. Thulane Motaung – Team Leader: Facilities (Presenter) ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Masikhwa – Admin Assistant: Bid Administration ▪ Mr. Kenny Makoena -SCM Intern
3.	Presentation	Mr. Thulane Motaung presented the following, in line with the Terms of Reference published:

		<ul style="list-style-type: none"> ▪ Purpose. ▪ Lease Specification. ▪ Addresses of PSiRA Offices ▪ Evaluation Criteria - Criterion 2: Technical Evaluation ▪ Evaluation Criteria – Criterion 3: Site Inspection <p>Ms. Tsakani Maluleke presented the following:</p> <ul style="list-style-type: none"> ▪ Criterion 1- Criterion 1- Compulsory/mandatory requirements ▪ Conditions of tender. ▪ Instruction to bidders ▪ Reporting of incidents.
4.	Discussion and Questions	<p>Below were questions raised by bidders with the answers provided.</p> <p>Q1. On page 4 point E there was a clause that mentions all renovation costs are required to create the proposed design and it shall be the responsibility of the bidder, the anticipated renovation time frame should be specified, does the above mentioned clause refers to all renovation cost being for the bidder and how will the Authority treat the additional cost resulting from the final design which can only be approved after consultation with the Authority and could lead to cost variation in the total bid price proposed ?</p>

		<p>Ans: Tenant installations (i.e., design and renovations to completion) will be the landlord responsibility. PSiRA requirements will be submitted to the successful bidder, whereby a layout design will be done and submitted to PSiRA for review, changes and amendments. Once final design has been submitted, PSiRA will approve the design and sign-off accordingly.</p> <p>Costing will be done, and all tenant installation cost (including design costs) will be submitted for approval by the bidder to PSiRA. Once approved, the total amount will be amortised over the period of the lease.</p> <p>Q2. Who will be responsible for rates and taxes?</p> <p>Ans: Rates and taxes will be covered by the Authority.</p> <p>Q3. Will a certificate of confirmation from a registered architect be considered with regards to the building grade?</p> <p>Ans: Yes, a certificate from a registered architect will be acceptable.</p> <p>Q4. Can clarification be provided with regards to SAPOA accredited company?</p> <p>Ans: SAPOA accredited company mainly means any company that is registered with SAPOA as a member, if a confirmation certificate is issued by a member of SAPOA will be acceptable as a confirmation for building grade.</p>
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	<p>Q5. What happens if a bidder is unable to provide 2000 sqm?? Ans: In line with the evaluation criteria, anything less than 1 900 sqm, there will be no points allocation.</p> <p>Q6. What will be the minimum sqm that will be allowed to give on the ground floor? Ans: The minimum acceptable sqm is 1 900sqm as per the points allocation, anything less there will be no points allocation.</p> <p>Q7. How will the Authority evaluate a bidder offering a minimum sqm and maximum sqm in terms of price? Ans: Comparison will be done on the basis of price per sqm, however total bid price must still be provided on the SBD 3.3.</p> <p>Q8. With regards to compliance certificate required in terms of the building e.g., a structural engineer, which certificate should the structural Engineer issue? Ans. A certificate indicating that the proposed building is sound.</p> <p>Q9. In terms of parking space, is it mandatory for a bidder to offer parking space on-site or off-site for customers?</p>
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		<p>Ans: Preferably on-site, should the parking space be offered offsite it should be at the opposite building and safe for our staff and customers to walk to and from.</p> <p>Q10. With regards to specification of existing security measures, can a bidder provide a commitment to undertake the installation of burglar bars prior to occupation if not currently installed?</p> <p>Ans: No, the need for existing security is a hard requirement, security must be available before site inspection, in a case where there is no security measure in place there will be no points allocation.</p> <p>Q11. Is there any distance requirement from the current PSiRA office in Pretoria central?</p> <p>Ans: No, the Authority is looking for a new building which will be situated at Pretoria central, the new Pretoria Office will not be linked to the current PSiRA Pretoria Office.</p> <p>OTHER DISCUSSIONS:</p> <p>It was emphasised to bidders that:</p> <ul style="list-style-type: none"> ▪ They must comply with the mandatory documents and requirements as listed on the terms of reference (refer documentation where guidance was provided on how to compile a compliant bid proposal as well as completion of forms).
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5.	Closure	The Chairperson adjourned the meeting at 11:00