



MINUTES: VIRTUAL NON-COMPULSORY BRIEFING SESSION - APPOINTMENT A SERVICE PROVIDER TO DEVELOP THE TRANSFORMATION CHARTER / SECTOR CODE FOR THE PRIVATE SECURITY INDUSTRY FOR A PERIOD OF 12 MONTHS (PSiRA/2022/RFB/10)

HELD ON 10 NOVEMBER 2022 @ 10:00 VIA MICROSOFT TEAMS

No	Items	Discussions
1.	Opening & welcoming	<p>Mr. Tebogo Seanego opened the meeting and welcomed all bidders who attended the non-compulsory virtual briefing session</p> <p>It was mentioned to bidders that the briefing session was not compulsory, however bidders must write the name of the company which they are representing on the chat box for record purposes.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Mr. Tebogo Seanego: Policy Researcher ▪ Ms. Nomathemba Mendu: Team Leader: SCM ▪ Ms. Patience Ndebele: SCM intern ▪ Mr. Tebogo Makgetle: SCM Intern
	Presentation	<p>Mr. Tebogo Seanego presented the following in line with the published Terms of Reference:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Specification ▪ Deliverables ▪ Evaluation Criteria - Criterion 2: Functionality Evaluation <p>Ms. Nomathemba Mendu presented the following:</p>

		<ul style="list-style-type: none"> ▪ Criterion 1- Compulsory/mandatory requirements as listed on page 8 of the terms of reference. The presentation detailed the following: <ul style="list-style-type: none"> - Compliance with mandatory requirements. - Completion of SBD forms. - Bidders proposed price. - Request for price clarification or confirmation. - General administration. ▪ Instruction to bidders
4.	Discussion and Questions	<p>Below were questions raised by bidders with answers provided.</p> <p>Q1. In terms of the TOR, the environment is probably unionised, how many unions are in the Private Security Industry?</p> <p>Ans: The Authority is not certain on the actual number of unions, however in reference to the last project done, it was discovered that there are more than ten (10) trade unions that are bargaining in the Private Security Industry. The appointed service provider will be given information on the trade unions that were involved in that particular project.</p> <p>Q2. When does the Authority engage in collective bargaining in terms of the period?</p> <p>Ans: As the Regulator of the Private Security Industry, the Authority is not involved in the collective bargaining, it is the Bargaining Council that is involved in the process of collective bargaining, the Authority only facilitates the process.</p> <p>Q3. In terms of the annual report of 2022 section 10.3 there was a reference made to the transformation charter as something that is already in place, is the current process to attain the final charter in terms of envisage programme for development?</p>

Ans: Yes, draft transformation charter has already been drafted, the Authority is aware of what the average pricing would be when proposals are received.

Q4. In terms of engaging with relevant parties, with a clear indication of the number of the parties involved it will make a difference in the pricing including the travelling costs, is there any indication on that?

Ans: Bidders should not affix on the number of securities, but the guidelines are that when consultation is done, the Authority will indicate on the terms of reference that Authority want a service provider that will be able to travel with its officials to all provinces where PSiRA offices are located, and a virtual consultation will be done with those who would not be able to attend.

OTHER DISCUSSIONS:

- It was emphasised to bidders that:
 - They must comply with the mandatory documents and requirements as listed on the terms of reference (refer to the presentation for guidance when compiling proposals)
 - Bidders must make sure that they initial every page of the GCC (General Conditions of Contract and TOR (Terms of Reference)).
 - Bidders must ensure that the submitted CSD report is not older than 1 month from date of closure of the bid.
- 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.



		<ul style="list-style-type: none"> ▪ Minimum threshold is set at 70 points out of 100 points for criteria 2; bidders who meet minimum threshold of 70 points on functionality will further be evaluated on criteria 3: 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 21 November 2022 to avoid omission of information that might lead the bid not to be submitted on time. ▪ It was emphasised to the bidders that the proposals must be submitted before or by the specified closing date and time (25 November 2022, PSiRA Head Office @11:00). ▪ Bidders must use the designated email address for all enquiries, bids@psira.co.za. ▪ E-mail submissions will not be accepted.
5.	Closure	The meeting adjourned at 11:10