



**MINUTES: VIRTUAL COMPULSORY BRIEFING SESSION - APPLICATION FOR ACCREDITATION AS A PROSPECTIVE  
PSiRA 3<sup>RD</sup> PARTY SERVICE PROVIDERS/VENDORS FOR ONLINE REGISTRATION SERVICES  
HELD ON 07 SEPTEMBER 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 Tsakani Maluleke opened the meeting and welcomed all service providers/vendors. She introduced PSiRA Team in attendance.</p> <p>Service providers/vendors were informed that the briefing session was compulsory; therefore, service providers/vendors must ensure that they write the name of the company which they are representing on the chat box for record purposes. It was further mentioned to service providers/vendors that the only way for the Authority to verify that service providers/vendors have attended the compulsory briefing session is through them capturing their company names on the chat box. Failure by the service providers/vendors to capture their names in the chat box will be considered as non-attendance of the briefing session as the meeting attendance report captures only the names of representatives who attended the briefing session and not the company they represent.</p>
<b>2.</b>	<b>Attendance</b>	<ul style="list-style-type: none"> <li>▪ Mr. Rocco Van Zyl – Manager: Customer Relations Management</li> <li>▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration</li> <li>▪ Ms. Salome Machaka – Manager: Risk and Compliance</li> <li>▪ Ms. Lesego Mazibuko – Legal Advisor: Legislative Drafting and Contracting</li> <li>▪ Mr. Tebogo Makgetle – SCM Intern</li> </ul>
<b>3.</b>	<b>Presentation</b>	<p>Ms. Tsakani Maluleke presented the following, in the line with PSiRA Vendor Application Advert published:</p> <ul style="list-style-type: none"> <li>▪ Invitation to submit vendor application forms.</li> <li>▪ Mandatory requirements as listed on page 4 of the application form.</li> </ul>

		<p>Mr. Rocco Van Zyl gave a detailed overview of the application form and presented the following:</p> <ul style="list-style-type: none"> <li>▪ Terms and Conditions.</li> <li>▪ Prescribed Maximum Fee Structure.</li> </ul>
<p><b>4.</b></p>	<p><b>Discussion and Questions</b></p>	<p>Below were questions raised by service providers/vendors with the answers provided.</p> <p><b>Q1: Is the public liability insurance cover of an amount of R5 million mandatory for emerging companies?</b></p> <p>Ans: The public liability is not mandatory at the stage of application; however, it will be a prerequisite for awarding.</p> <p><b>Q2: Will the Authority accept change of infrastructure once service providers/vendors have been approved?</b></p> <p>Ans: No, application forms must indicate existing infrastructure. The Authority will conduct inspections of the infrastructure of the vendor to determine whether it meets any of the requirements for registration as a vendor and as when it deems necessary.</p> <p><b>Q3: Are service providers/vendors allowed to apply for multiple branches where service will be rendered?</b></p> <p>Ans: Yes, application form must be submitted for each branch and application fee R 5 000.00 must also be for each branch as PSiRA numbers are different for each branch.</p>

	<p><b>Q4: Does the Authority have a specific number for appointed service providers/vendors, or the number will depend on the number of successful applicants?</b></p> <p>Ans: The Authority do not have a specific number for service providers/vendors to be appointed, the number of appointed service providers/vendors will depend on the number of successful applicants.</p> <p><b>Q5: Does the Authority have the number of registered security service providers and security offices per province and region?</b></p> <p>Ans: The information is available at PSiRA website with an indication of registered businesses and officials per province and not regions.</p> <p><b>Q6: Are service providers/vendors expected to have PSiRA registered employees or anyone with a computer skill is acceptable?</b></p> <p>Ans: The company must be registered with PSiRA and must be in good standing. The employees assisting with online registration does not necessarily have to be registered or have guarding skills but the centre itself must be PSiRA registered and be compliant. It is advisable to employ people that have basic knowledge of services rendered by PSiRA so that they can render services efficiently and effectively.</p> <p><b>Q7: Will applications be considered where there is an MOU between parties one having proof of valid registration as a security service provider and the other without?</b></p> <p>Ans: No, only PSiRA registered service providers will be considered, given that the requirements specified on the advertisement and application form are met.</p>
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	<p><b>Q8: Will the Authority share meeting recordings?</b></p> <p>Ans: No, minutes of the briefing session will be shared with service providers/vendors. The minutes will also be published on the Authority's website.</p> <p><b>Q9: If the Head Office has attended the compulsory briefing session, will application forms from branches be accepted?</b></p> <p>Ans: Only if the company name is the same and it will be acceptable, given that the requirements specified on the advertisement and the application form are met.</p> <p><b>OTHER DISCUSSIONS:</b></p> <ul style="list-style-type: none"> <li>▪ It was noted during the briefing session that there were service providers/vendors who could not type their company names on the chat box, therefore PSiRA team had to type the names of their behalf.</li> <li>▪ Service providers/vendors should also submit a CSD report which is compliant, in a case where the service providers/vendors 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>▪ It was emphasised to service providers/vendors that: <ul style="list-style-type: none"> <li>✚ <b>Payment of non-interest-bearing refundable application fee of R5 000.00 must be deposited into the banking details provided and proof of payment must be enclosed to the application form and not to hand over the money to anyone.</b></li> <li>✚ <b>They are prohibited from submitting applications with the application fee as a hard cash.</b></li> <li>✚ Supporting documents submitted must be valid and certified (the certification stamp must not be older than 6 months).</li> <li>✚ Application forms must be completed in full and last page must be signed.</li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li>✚ Applications must be submitted before or by the specified closing date and time (20 September 2022 @16:00).</li> <li>✚ Service providers/vendors must submit proof of existing infrastructure.</li> <li>▪ Successful service providers/vendors will be required to pay monthly fees of R200.00 on the 7<sup>th</sup> day of each month.</li> <li>▪ Service providers/vendors 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.</li> <li>▪ Service providers/vendors were advised to use the designated email address, <a href="mailto:psira.vendors@psira.co.za">psira.vendors@psira.co.za</a> for enquiries.</li> <li>▪ <b>E-mail submissions will not be accepted.</b></li> <li>▪ <b>Closing date for submission of application forms is 20 September 2022 @16:00</b></li> </ul>
<b>5.</b>	<b>Closure</b>	The Chairperson adjourned the meeting at 11:15