



**MINUTES: VIRTUAL NON-COMPULSORY BRIEFING SESSION – APPOINTMENT OF A SERVICE PROVIDER FOR FINGERPRINT VERIFICATIONS FOR CRIMINAL RECORDS CHECKS FOR A PERIOD OF 36 MONTHS.**

**(PSiRA/2022/RFB/11)**

**HELD ON 14 OCTOBER 2022 @ 09:30 VIA MICROSOFT TEAMS**

| No | Items                          | Discussions   |
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| 1. | <b>Opening &amp; welcoming</b> | <p>Mr. Rocco Van Wyk opened the meeting and welcomed all bidders who attended the non-compulsory virtual briefing session. He allowed PSiRA Team in attendance to introduce themselves.</p> <p>It was mentioned to bidders that the briefing session was non-compulsory, however bidders were requested to write the name of the company which they were representing on the chat box for record purposes. It was further emphasised to bidders that whether bidders have attended the briefing session or not, they will still be able to submit proposals to the Authority.</p> |
| 2. | <b>Attendance</b>              | <ul style="list-style-type: none"> <li>▪ Mr. Isaac Ralioma – Senior Manager: Human Capital</li> <li>▪ Mr. Rocco Van Wyk – Manager: Registration</li> <li>▪ Ms. Nomathemba Mendu – Team Leader: SCM</li> <li>▪ Mr. Tebogo Makgetle – SCM Intern</li> </ul>   |
| 3. | <b>Presentation</b>            | <p>Mr. Rocco Van Wyk presented the following in line with the published Terms of Reference:</p> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Background</li> <li>▪ Purpose and Objective</li> <li>▪ General Bid Conditions</li> <li>▪ Fingerprint Scanners Specification</li> <li>▪ Duration</li> <li>▪ Evaluation Criteria</li> </ul>  |

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|    |                                 | <ul style="list-style-type: none"> <li>▪ Criteria 1: Mandatory returnable requirements</li> <li>▪ Criteria 2: Functionality</li> <li>▪ Costs of submission of proposal</li> <li>▪ Payments</li> <li>▪ PSiRA Rights</li> <li>▪ General Information</li> </ul> <p>Ms. Nomathemba Mendu presented the following:</p> <ul style="list-style-type: none"> <li>▪ Criterion 1- Compulsory/mandatory requirements as listed on page 5 of the terms of reference. The presentation detailed the following: <ul style="list-style-type: none"> <li>- Compliance with mandatory requirements.</li> <li>- Completion of SBD forms.</li> <li>- Bidders proposed price.</li> <li>- Request for price clarification or confirmation.</li> <li>- General administration.</li> </ul> </li> </ul>  |
| 4. | <b>Discussion and Questions</b> | <p>Below were questions raised by bidders with answers provided.</p> <p><b>Q1: Does the Authority have trained staff for biometric equipment?</b></p> <p>Ans: No, consultants use the current scanners to verify fingerprints against the database of the Department of Home Affairs (HANIS), but in terms of using the scanners to verify fingerprints for any illicit activity they would need training from the provider on the use of the system.</p> <p><b>Q2: In terms of paragraph 11 (f) "Only original bid documents will be accepted and no emails or posted copies will be accepted but in brackets it says one original and 3 copies will be sufficient while paragraph 12: bullet no 2 indicates that "bidders are required to submit 2 indexed hard copy (1 original and 1 copy) and 1 USB containing the original proposal (bidders must ensure</b></p> |

**that the documentation on the USB are the same as the one submitted as a hard copy document)".Can the Authority clarified on number of proposals to be submitted by bidders?**

Ans: Bidders must submit one (01) original, one (01) copy of the original plus a USB.

**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)
  - They must ensure that the submit their CSD report, which is compliant.
  - Bidders should make sure that they initial every page of the GCC (General Conditions of Contract and TOR (Terms of Reference).
  - Bidders were advised to read thoroughly on every detailed information and instructions to meet the mandatory requirements and avoid being disqualified.
- 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.
- 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 be evaluated on criteria 3: price and preference points system.
- The preference point system applicable for this tender is 80/20.



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|           |                | <ul style="list-style-type: none"> <li>▪ Bidders are required to submit <b>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)).</b></li> <li>▪ Cut-off date and time for queries to be sent no later than 10 November 2022 to avoid omission of information that might lead the bid not to be submitted on time.</li> <li>▪ It was emphasised to the bidders that the proposals must be submitted before or by the specified closing date and time <b>(25 November 2022, PSiRA Head Office @11:00).</b></li> <li>▪ Bidders must use the designated email address for all enquiries, <a href="mailto:bids@psira.co.za">bids@psira.co.za</a>.</li> <li>▪ <b>E-mail submissions will not be accepted.</b></li> </ul> |
| <b>5.</b> | <b>Closure</b> | The Chairperson adjourned the meeting at 11:45   |