



**MINUTES: VIRTUAL NON- COMPULSORY BRIEFING SESSION FOR APPOINTMENT OF A SERVICE PROVIDER FOR PSiRA  
KHULISA-TSWELOPELE SMMEs INCUBATION ENTERPRISE DEVELOPMENT PROGRAMME FOR A PERIOD OF 24  
MONTHS- PSiRA/2023/RFB/10**

**HELD ON 01 FEBRUARY 2024 @ 10:00 VIA MICROSOFT TEAMS**

No	Items	Discussions
1.	<b>Opening &amp; welcoming</b>	<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.	<b>Attendance</b>	<ul style="list-style-type: none"> <li>▪ Ms. Siziwe Zuma – Manager: Accountant Executive &amp; Business Development (Presenter)</li> <li>▪ Ms. Nonkululeko Sibiyi – Senior Manager: Finance</li> <li>▪ Ms. Nomathemba Mendu – Team Leader: SCM</li> <li>▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration</li> <li>▪ Ms. Nkhuliseni Masikhwa – SCM Assistant: Bid Administration</li> <li>▪ Mr. Kenny Makoena – SCM Intern</li> </ul>
3.	<b>Presentation</b>	<p>Ms. Siziwe Zuma presented the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> <li>▪ Introduction.</li> <li>▪ Background.</li> <li>▪ Purpose.</li> <li>▪ Objectives.</li> <li>▪ Conditions of Contract.</li> <li>▪ Evaluation Criteria</li> </ul>

		<ul style="list-style-type: none"> <li>○ Criterion 1- Compulsory/mandatory requirements as listed on page 4-5 of the terms of reference.</li> <li>○ Criterion 2: Technical Evaluation. <ul style="list-style-type: none"> <li>▪ Pricing Proposals.</li> <li>▪ Criterion 3 – Preference Points System.</li> </ul> </li> </ul> <p>Ms. Tsakani Maluleke presented the following:</p> <ul style="list-style-type: none"> <li>▪ Instruction to Bidders.</li> <li>▪ Reporting of Incidents.</li> <li>▪ Contact Details.</li> </ul>
4.	<b>Discussion and Questions</b>	<p>Below were questions raised by bidders with the answers provided.</p> <p><b>Q1. Will the Authority appoint one service provider or a panellist to manage the incubation programme in all nine provinces?</b></p> <p>Ans: No, The Authority will appoint one service provider who meet all the criteria's set on the published terms of reference to manage the incubation programme in all nine provinces.</p> <p><b>Q2. Will private sector reference letters be considered during for points allocation, or the Authority requires reference letters from public sector only?</b></p> <p>Ans: The Authority was not specific on whether reference letters should be from a private or public sector as long as references meets all the minimum requirements specified, points will be allocated accordingly.</p> <p><b>Q3. With regards to the incubation, must it be fully physical, online or hybrid?</b></p> <p>Ans: The Authority requires both online and hybrid and online system should be beneficial to the incubates.</p>

	<p><b>Q4. With regards to training, does the person who will be providing the industry specific training need to be qualified in Security Services?</b></p> <p>Ans: Yes, service provider should have a qualified person in Security Services.</p> <p><b>Q5. Under experience of the project team in incubation, please elaborate or breakdown on how points will be allocated?</b></p> <p>Ans: Bidders must submit a list of at least a minimum of 4 project team members, including detailed CVs with information on experience of the project team members. The list must mention the member names and their specific role within the team as follows:</p> <p>Project List (5)</p> <ul style="list-style-type: none"> <li>■ 5 points for submission of a list of 4 proposed project team members with clear job roles.</li> </ul> <p>Project Manager (5)</p> <ul style="list-style-type: none"> <li>■ 5 Points for submission of a detailed CV of the project manager having 5 years relevant experience.</li> </ul> <p>Project Team (10)</p> <ul style="list-style-type: none"> <li>■ 5 Points for submission of detailed CVs of 3 project team having 2 years relevant experience.</li> </ul> <p>NB: Bidders to note that the project manager will be evaluated on his/her own and will therefore not be evaluated under project team members.</p>
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	<p><b>Q6. Should bidders complete SBD 3.3 document in full and submit a detailed excel pricing spreadsheet?</b></p> <p>Ans: Yes, SBD 3.3 must be completed in full, bidders must use the documentation attached as a guide on how documentation should be completed.</p> <p><b>Q7. Does the R20 000.00 per SMME include incubation tools and the entire programme?</b></p> <p>Ans: No, the R20 000.00 is only for the tools that will be used by the incubates and it does not include the management of the entire programme.</p> <p><b>Q8. Does the Authority require audited financial statements?</b></p> <p>Ans: No, it was not part of the request.</p> <p><b>Q9. Will the Authority be able to share the expected expenditure from PSiRA on the programme and the budget that would be allocated to the programme?</b></p> <p>Ans: No, unfortunately the Authority cannot disclose the budget, the Authority will be guided by service providers quotations submitted together with the proposals, disclosure of budget allocated defeats the purpose of competitive bid process.</p> <p><b>Q10. In a case of consortium or joint venture, is the Authority promoting that service providers bid using Consortium or JV and if that is the case what type of BEE certificate will the Authority require?</b></p>
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	<p>Ans: The Authority was not at liberty to decide on how bidders must work, the only thing the Authority required was to clarify that bidders must not hire conference venues for the purposes of showing that they have national footprint, the cost of conference venue hired by bidders will not be catered by the Authority. Hubs can be utilised, reference to technological tools were also made, the honours was on the bidder to prove and show that non-of the incubates regardless of where they are based will be disadvantaged from getting the services.</p> <p><b>Q11. With regards to training to be provided, must it be accredited or non-credit bearing courses?</b></p> <p>Ans: It can be both depending on what the service provider is providing as the Authority was not specific on which training is required on the TOR published, training provided should be in line with the objective of the incubation programme.</p> <p><b>Q12. With regards to venues, can service providers use any conference venues or hubs in all nine provinces?</b></p> <p>Ans: The Authority will require service providers to use hubs not conference venues as for hubs service providers would have partnership agreements.</p> <p><b>Q13. Will the Authority require proof of SLA or MOUs in partnership with occupying the premises to be used?</b></p> <p>Ans: Yes, service providers to note that the Authority does not require service providers to lease office space to be used, however service provider must indicate how they would cater for the incubates in all nine provinces while using the terms of reference as a guide.</p>
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**Q14. Does the Authority have any specific areas in the nine provinces where service providers should recruit and incubate from, or service providers will have a discretion of recruiting anywhere?**

Ans: No, the Authority does not have any specific areas however the information will be discussed with the successful service provider who meets the criteria, exact areas of where the incubates would be will depend on the number of incubates who will qualify.

**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 documentation where guidance was provided on how to compile a compliant bid proposal as well as completion of forms).
- Points claimed for specific goals must be supported by documentation, i.e., Full CSD Report, B-BBEE Certificate or An Affidavit.
- Bid documentation are published at National Treasury Etenders portal as well at PSiRA Website.
- Service providers were advised to read the bid documentation thoroughly and understand the content of the document to meet the mandatory requirements specified on the terms of reference and avoid being disqualified.
- Bidders should make sure that they initial every page and sign last page of the GCC (General Conditions of Contract and TOR (Terms of Reference)).
- All SBD forms must be completed in full and signed by the bidder.
- 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.
- Service providers must ensure that they mark their proposals and USB and put them in one envelope, and the USB must contain the same information per proposal for which the Authority does not do cross reference.



		<ul style="list-style-type: none"> <li>▪ Bidders must hold their bid validity for a period of 120 days.</li> <li>▪ Cut-off date and time for queries to be sent no later than 16 February 2024 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>(21 February 2024, 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 11:13