



**MINUTES: VIRTUAL NON-COMPULSORY BRIEFING SESSION FOR APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF COURIER SERVICES BETWEEN PSiRA HEAD OFFICE, PSiRA BRANCHES AND AD HOC DESTINATIONS FOR A PERIOD OF 36 MONTHS - PSiRA/2023/RFB/03
HELD ON 19 JUNE 2023 @ 13:00 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"> ▪ Ms. Phathutshedzo Radzilani – Team Leader: Records Management (Presenter) ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Tshilimandila – SCM Assistant: Bid Administration
3.	Presentation	<p>Ms. Phathutshedzo Radzilani presented the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Scope of Work ▪ A brief background of PSiRA ▪ Specification of the Courier Services ▪ Evaluation Criteria <ul style="list-style-type: none"> ○ Criteria 1- Compulsory/mandatory requirements as listed on page 7 of the terms of reference ○ Criteria 2: Technical Evaluation

		<ul style="list-style-type: none"> ○ Criteria 3: Presentation
4.	Discussion and Questions	<p>Below were questions raised by bidders with the answers provided.</p> <p>Q1. With regards to page 4 of the terms of reference (paragraph 5.3.2), bidders are expected to provide a fixed rate per kilogram and not volumetric, what is the Authority referring to?</p> <p>Ans: Bidders must use the Annexure B: PSiRA Pricing Schedule published with the bid for pricing proposal. Bidders price evaluation will be based on the standard pricing schedule provided by the Authority, total price proposal must also be reflected on SBD 3.3.</p> <p>Q2. Does volumetric refer to the movements of the parcel for the year or size of the parcel?</p> <p>Ans: Volumetric refers to the size of the parcel.</p> <p>Q3. In courier services there a minimum charge for sending parcels to certain areas and rate per KG on top of the minimum charge?</p> <p>Ans: Minimum charged should be included on the rate per KG to enable the Authority to compare proposed prices of all bidders, bidders are required to use the pricing schedule where a price per KG is required.</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).

		<ul style="list-style-type: none"> ▪ 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)). ▪ In case of subcontracting or joint venture, bidders must submit a clear agreement regarding joint ventures or subcontracting. The percentage of the involvement of the joint venture /subcontractor should be clearly stated in the agreement. ▪ A valid copy of certificate/license of the bidder and subcontractors must be submitted with the bid by the specified closing date and time. ▪ Provide a list of addresses of national Courier Network (provide list of addresses of National Footprint) and should be aligned with Annexure A provided. ▪ Bidders will be evaluated out of 80 points on technical evaluation and are required to achieve minimum threshold of 60 points out of 80 points to qualify for presentation. ▪ Minimum threshold for presentation is 10 points out of 20 points. ▪ Bidders who score 70 points or more on technical evaluation and presentation based on the minimum threshold of each criterion will be further evaluated in terms criteria 3: Preference Points System ▪ Bidders who score less than 70 points out of 100 points on technical evaluation and presentation will therefore be disqualified. ▪ 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.
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5.	Closure	The Chairperson adjourned the meeting at 13:34