



MINUTES: VIRTUAL NON-COMPULSORY BRIEFING SESSION FOR APPOINTMENT OF ADDITIONAL PANEL OF SERVICE PROVIDERS FOR COMMUNICATION AND MARKETING SERVICES FOR A PERIOD OF 36 MONTHS.

BID NO: PSiRA/2023/RFB/05

HELD ON 20 SEPTEMBER 2023 @ 10:00 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. Bonang Kleinbooi – Manager: Communications (Presenter) ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Tshilimandila – SCM Assistant: Bid Administration ▪ Mr. Kenny Makoena -SCM Intern
3.	Presentation	<p>Ms. Bonang Kleinbooi presented the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Scope of Work ▪ Duration ▪ Special Conditions of Contract ▪ Criterion 1- Compulsory/mandatory requirements as listed on page 4-5 of the terms of reference. ▪ Conditions of Tender ▪ Evaluation Criteria - Criterion 2: Technical Evaluation

		<ul style="list-style-type: none"> ▪ PSiRA Rights ▪ Instruction to bidders ▪ Reporting of Incidents
<p>4.</p>	<p>Discussion and Questions</p>	<p>Below were questions raised by bidders with the answers provided.</p> <p>Q1. With regards to providing samples in terms of exhibition stands, how should bidders provide samples, or should bidders provide previously built exhibition stands together with the hand delivered tender documents?</p> <p>Ans: Bidders are required to provide pictures of how the exhibitions stand look like from what the bidder have previously assembled.</p> <p>Q2. Should bidders submit soft copy or hard copy samples for Annual reports or Strategic plans?</p> <p>Ans: Bidders must provide soft copies and categorise each folder for easy access.</p> <p>Q3. Will the Authority provide specification for bidders to quote on corporate gifts and marketing materials?</p> <p>Ans: No, the Authority will not be accepting any price quotations at this point; bidders are requested to submit their proposals with the selection of the scope of services they specialise in. Full specifications will be sent to appointed service providers that will form part of the panellist for price quotation.</p> <p>Q4. Should bidders provide samples together with the proposals or the samples will be requested during the phase of evaluation?</p>

	<p>Ans: Bidders are requested to submit proposals together with the samples on the closing date and time as stated on the Authority's Terms of Reference, any documentation received after the closing date and time will not be acceptable, amending bid proposals submitted after closure of bid is prohibited.</p> <p>Q5. If the Authority requires bidders to send samples with the bid document with no specification e.g., Executive gift bag, evaluation process will be unfair as samples provided are not standard or specific because there is no full detailed specification provided?</p> <p>Ans: Bidders are not requested to design samples from scratch aligned to PSiRA brand, the Authority requires bidders to provide samples of the work that they have previously done for previous clients.</p> <p>Q6. If bidders do not have physical samples to provide, can they offer images of the samples from the previous work that they have done with previous clients?</p> <p>Ans: Yes, images will still be sufficient.</p> <p>Q7. With Regards to advertising and events, what kind of samples should bidders provide?</p> <p>Ans: Samples of advertising, bidder could submit a tear sheet with specific dates of advertisement of the newspaper or magazine and for radio station advertising it can be a letter from the radio station with the bidders details stating that they have rendered the service/has done a radio advertising on a specific station.</p> <p>Q8. With regards to samples, will bidders get the samples back after the process of evaluation?</p> <p>Ans: No, bidders will not get their samples back, the Authority will keep the samples for audit purposes.</p>
--	---

	<p>Q9. With regards to banners, should bidders submit final approved designs as samples?</p> <p>Ans: It is up to the bidders whether to submit approved designs as samples or images but at least there should be proof that the bidder really rendered the service and in case of subcontracting please also specify.</p> <p>Q10. Does the Authority have a template for business case?</p> <p>Ans: No, the Authority does not have a template of the business case, the business case should be developed by the bidder.</p> <p>Q11. Should bidders use reference letters as business case since they contain info regarding the work or service that have been delivered or rendered?</p> <p>Ans: No, the Authority requires an actual business case compiled by the bidder, the business case should demonstrate the bidder's understanding to the scope of work they are bidding for.</p> <p>Q12. Will the Authority require only hard copies samples of Annual report, Annual Performance, Strategic Plan, Internal Comms Newsletter and Ext Comms Newsletter or will digital versions be acceptable also?</p> <p>Ans: Digital version would be sufficient, but hardcopies will be accepted as well.</p> <p>Q13. Will the Authority accept email submissions or submissions should be submitted physically at the stated address as per the TOR?</p> <p>Ans: Bid proposals must be hand delivered at PSiRA Head Office, 420 Witch Hazel Eco Park Centurion before the closing date and time.</p>
--	---

	<p>Q14. Under Project Team Experience and Qualifications, is it acceptable for bidders to submit an affidavit stating that some of the qualifications of team members are missing?</p> <p>Ans: Bidders can provide an affidavit accompanied by a letter from the university or any other document with information that states that a certain team member has obtained a certain qualification but if it is only an affidavit with no supporting documents the bidder will be scored 0.</p> <p>Q15. How many copies are bidders requested to submit?</p> <p>Ans: Bidders are required to submit 2 copies (1 indexed original hard copy and 1 copy of the original plus 1 USB containing the original proposal (Bidders must ensure that the documentation on the USB is exactly the same as the one submitted as a hard copy document).</p> <p>Q16. Will the Authority share the briefing recording to bidders?</p> <p>Ans: No, the briefing session minutes will be published on PSiRA website under tender bulletin.</p> <p>Q17. Should bidders submit a business case per sector with 10 samples attached?</p> <p>Ans: No, only one business case is required, business case should be aligned to the scope of work/service selected.</p> <p>Q18. If bidders want to bid for everything on Annexure A, should bidders submit samples of everything or only submit 10 samples of what the bidder has?</p> <p>Ans: The Authority will only consider the items which the bidder provided the samples for, for example if a bidder selects all the items but only provide 10 samples for different items, the bidder will still obtain 10</p>
--	---

	<p>points however when it comes to categories your company will not appear on the ones you did not provide samples for even though you have selected them. Even when a bidder selects only one items and provide 10 different samples for the selected item such bidder would score 10 points still. The TOR is designed to cater for small and medium enterprises.</p> <p>Q19. What samples should bidders submit for catering services? Ans: Pictures and health certificate for food acceptability would be sufficient.</p> <p>Q20. Should bidders submit 5x reference letters for each category or just 5x reference letters for the sector bidders submit the business case for? Ans: Is it 5 reference letters for similar scope the bidder would be bidding for, bidders can still submit more reference letters, points will only be allocated for a maximum of 5 given that the letters meet the specified requirements, letters can be 5 for the same category or 5 for different categories.</p> <p>OTHER DISCUSSIONS: 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). ▪ Points claimed for specific goals must be supported by documentation, i.e., Full CSD Report, CIPC documents, B-BBEE Certificate or an Affidavit. ▪ Bid documentation are published at National Treasury Etenders portal as well at PSiRA Website.
--	---

		<ul style="list-style-type: none"> ▪ Bidders 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 to avoid being disqualified at the first phase of evaluation. ▪ 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. (NB-Please make sure that you use the SBD forms issued with the bid document and also take note of the new SBD 4. ▪ 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, and the USB must contain the same information per proposal for which the Authority does not do cross reference. ▪ Bidders must hold their bid validity for a period of 120 days. ▪ The minimum Threshold is 70 points for bidders to qualify as panellist. ▪ Bidders who score less than 70 points out of 100 points on functionality will be disqualified. ▪ The preference point system applicable for this tender is 80/20. ▪ Cut-off date and time for queries to be sent no later than 03 October 2023 to avoid omission of information that might lead the bid not to be submitted on time. ▪ It was emphasised to the bidders that proposals must be submitted before or by the specified closing date and time (06 October 2023, 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 Chairperson adjourned the meeting at 11:16