



**MINUTES: COMPULSORY BRIEFING SESSION FOR ORGANISATIONAL DEVELOPMENT AT PSIRA HEAD OFFICE
HELD ON 07 SEPTEMBER 2017 AT 11h00 MAIN BOARDROOM, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSIRA)**

No	Items	Discussions
1.	Opening & welcoming	<p>Mrs Mashiane (SCM:Manager) opened and welcomed all bidders who attended briefing session and asked them to introduce themselves.</p> <p>Mrs Mashiane Ethicised to Bidders that it is a compulsory Briefing session. Bidders were informed about circulation of attendance register that needs to be completed and signed by all members.</p> <p>After the introduction of the PSiRA Team members, Mrs Mashiane handed over to Human Capital (Mr. Isaac Ralioma) to present the Terms of Reference to the Bidders</p>
2.	Attendance	<ul style="list-style-type: none"> • Mr Isaac Ralioma- Senior Manager- Human Communications • Mrs Lesego Mashiane -SCM Manager • Ms Tsakani Maluleke - Bid Administration Officer: SCM • Mrs Nomathemba Mendu - Head -SCM • Ms Nkhuliseni Tshilimandila – Admin Assistant- SCM
3.	Opening remarks	<p>Mrs Mashiane opened the meeting, thanked everyone for attending the briefing session and raised an issue about the changes of the dates for briefing session. Compulsory briefing session will be held again on the 20 September 2017 @11:00, the bidders were also advised to attend the compulsory briefing session that will take place on the 20th September 2017.</p>

		<p>Due to the error on the dates of the briefing session and closing date which was published on government tender bulletin, to this effect the erratum was issued on the 08th September 2017 to correct on the Government Tender Bulletin.</p> <p>Mr Ralioma presented the terms of reference and informed the Bidders what was expected for this Tender. Bidders were informed that PSiRA consisted of 274 staff members with 60 job families. The out comes from this project should inform the new organisational structure of the organization.</p> <p>Mrs Mendu explained the functionality criteria and compliance to the Bidders. Bidders were informed to complete the Standard Bidding Documents, General Condition of Contract and were explained in details. The Evaluation Criteria for price & preference for this Bid will be 80/20 .All questions were taken and noted down. Human Capital Team was given an opportunity to respond to Bidders</p>
4.	Discussion and Questions	<p>Below are questions and answers raised by the Bidders.</p> <p>Q1. Which system will be used for grading?</p> <p>Ans: It is not really specified, they can use any grading system.</p> <p>Q2 How many employees will we be dealing with?</p> <p>Ans: 280 employee, which will be moving towards 400 employees.</p> <p>Q3. What level is the business process?</p> <p>Ans: We don't want a high level profile, PSiRA will be focusing on what different divisions does and will help to design the structure</p> <p>Q4. What is the commencement date?</p>



		<p>Ans: as soon as the successful bidder is offered but not later than 2018.</p> <p>Q5. Will the project be conducted at PSiRA Head Office or will there service provider be a need for travelling?</p> <p>Ans: The service will be required at head office but there will also be a need to travel to other regional offices to make proper decisions but 95% of the work will be done at the head office.</p> <p>Q6. Should the service provider come up with the Delegation of the Authority Matrix?</p> <p>Ans: Service provider is required to come up with guidelines in terms of the delegation of authority; It can be in a form of manual or policy.</p> <p>Q7. Can the Bidder use DPSA rate in regards to costing?</p> <p>Ans: At this point, there is no clarity on which costs they can use but Bidders can use their pricing</p> <p>The chairperson informed the Bidders that should they be any questions that were not raised in the meeting; all questions must be posted on the PSiRA Bids email address and bidders are welcomed to attend the briefing session again on the 20 September 2017.</p>
5.	Closure	The Chairperson adjourned the meeting at 11:50