



**MINUTES: NON- COMPULSORY BRIEFING SESSION MEETING FOR LEASING OF OFFICE SPACE PRETORIA FOR THE DURATION OF 5 YEARS
AT PSIRA HEAD OFFICE
HELD ON 21 SEPTEMBER 2017 AT 11h00 MAIN BOARDROOM, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSIRA)**

No	Items	Discussions
1.	Opening & welcoming	Ms Mashiane (SCM:Manager) opened and welcomed all bidders who attended briefing session and asked PSIRA team to introduce themselves. Ms Mashiane Informed the Bidders that attendance register is been circulated which needs to be completed and signed by all members.
2.	Attendance	<ul style="list-style-type: none"> • Ms Tsakani Maluleke - Bid Administration Officer: SCM • Ms Nomathemba Mendu - Team Leader -SCM • Ms Nkhuliseni Tshilimandila – Admin Assistant: Bid Administration- SCM • Ms Lesego Mashiane-Manager-SCM • Ms Andrea Adams-Davids –Legal Advisor •
3.	Opening remarks	<p>Ms Mashiane opened the meeting and thanked everyone for attending the briefing session and handed to Ms Mendu to go present the specification for Leasing of Office Space Pretoria Satellite Office .</p> <p>Ms Mendu presented the terms of reference and informed the Bidders what was expected for this Tender and also indicated that the required square metre is 1000 not 500 .</p> <p>Ms Adams emphasised that Standard Bidding Documents (SBD3) should not be left blank by the Bidders when they submit their proposals , it should be completed and signed, where the price break down cannot fit, the Bidder should attach as annexure for their pricing.</p>

		<p>Ms Adams informed Bidders to index their pricing accordingly , not include things that are not part of the specification</p> <p>Title deed and company profile should be submitted together, the points allocated is for submission of both, failure to submit Title deed and company profile, the bidder will be scored zero.</p> <p>-Google map attached must specify all the three categories as per our specification.</p> <p>Ms Mendu explained the functionality criteria and compliance to the Bidders . Bidders were informed to complete the Standard Bidding Documents, General Condition of Contract were explained in details. The Evaluation Criteria for price and preference for this Bid will be 80/20 .All questions were taken and noted down. SCM Team was given an opportunity to respond to Bidders</p>
<p>4.</p>	<p>Discussion and Questions</p>	<p>Below are questions raised and answers raised by the Bidders.</p> <p>Q1. At which stage do PSiRA conduct the site inspection ?</p> <p>Ans: After the evaluation process ,site visit will be conducted to short listed Bidders before the award of the Tender?</p> <p>Site inspection will be conducted before the award , there will be evaluation process and then site inspection will be conducted to shortlisted bidders.</p> <p>Q2. Will a copy of Deed search be considered if the Bidder provider with the proposal ?</p> <p>Ans: Yes it will be considered provided if its certified and have previous information . Yes, it will be accepted, provided that it is a certified copy</p>

		<p>Q3. When do you anticipate to take occupation?</p> <p>Ans : After the award,the land lord will be given 90 days to prepare for occupation.</p> <p>Q4. With regard to the partitioning is there any proposal from PSiRA?</p> <p>Ans: PSiRA would want the Bidders to work on what we proposed on the Terms of Reference</p> <p>Q5. Do you need an original BEE certificate or certified copy?</p> <p>Original BEE certificate will be accepted and copies will be accepted if they are valid and certified</p> <p>Q6. When submitting proposals do we need to submit the original separate or submit both original and the 3 copies on one envelope?</p> <p>You can put the proposals together or separate them as long as they are labelled that one it's an original and others copies.</p> <p>Q7. Do we have to put SBD3 pricing only in the original proposal or separate envelope?</p> <p>SDB 3 (Pricing) is part of the proposal, it is expected to be attached in both proposals (original and copies)</p> <p>Q8. Are we allowed to use an affidavit for BEE?</p> <p>Yes</p> <p>Q9. Do Bidders have to separate the SBD 3. From other copies ?</p> <p>Ans: No , Bidders are expected to attach the completed SBD 3 on copies and original</p> <p>Q8. Will a proposed building in Centurion be considered?</p> <p>No, we already have an office in Centurion which is the Head Office</p>
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5.	Closure	The Chairperson adjourned the meeting at 11:57