MINUTES: COMPULSORY BRIEFING SESSION FOR VOIP AT PSIRA HEAD OFFICE
HELD ON 08 SEPTEMBER 2017 AT 11h00 LEGAL BOARDROOM, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSIRA)

No	Items	Discussions
1.	**Opening & welcoming**	Ms Nomathemba Mendu (SCM Team Leader) opened and welcomed all bidders who attended briefing session and ask them to introduce themselves.
2.	**Attendance**	- Mr Kaylin Govender – Senior System Engineer :Information Technology - Ms Tsakani Maluleke - Bid Administration Officer : SCM - Ms Sophy Mahura-Manager: Information Technology - Ms Nomathemba Mendu - Team Leader -SCM - Ms Nkhuliseni Tshilimandila – Admin Assistant- SCM
3.	**Opening remarks**	Ms Mendu indicated to bidders to take note of changes in dates. The advertised date at the National Treasury is 19 September 2017 and tender Bulletin is 08 September 2017. Compulsory briefing session will be conducted for both dates. Bidders are welcome to attend both briefing sessions as more questions might be asked by the bidders. Ms Mahura presented the terms of reference and informed the Bidders of what was expected from the advertised Tender. Ms 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 . BIT Team was given an opportunity to respond to Bidders

4.	Discussion and Questions	Below are questions and answers raised by the Bidders.
		Q1. Should the bidder use PSIRA current Connectivity?
		Ans: Service providers will use PSiRA LAN for connectivity of phones but service providers must provider their own Routers and data links.
		Q2. What system is the current PABX?
		Ans: we don't have that information it's a hosted PABX system with VOX
		Q3. Is the bidder going to use the PSIRA line infrastructure?
		Ans: Yes
		Q4. What type of switches does PSIRA use?
		Ans: HP POE SWITCHES
		Q5. Will the service provider be required to create the VLAN for PSIRA?
		Ans: PSIRA will create a VLANs provided all information is given for the creation of them
		The chairperson informed the Bidders that should there be any questions that were not raised in the meeting they can post them on the PSiRA Bids email address (bids@psira.co.za) and bidders are welcomed to attend the briefing session again on the 19 September 2017.