



**MINUTES: COMPULSORY BRIEFING SESSION FOR TRAVEL MANAGEMENT SERVICES AT PSiRA HEAD OFFICE
HELD ON 08 NOVEMBER 2017 AT 11h00 MAIN BOARDROOM, BLOCK B ECO GLADES 2, PRIVATE SECURITY
INDUSTRY REGULATORY AUTHORITY (PSiRA)**

NO	ITEMS	DISCUSSIONS
1.	Opening & welcoming	<p>Ms. Lesego Mashiane (SCM: Manager) opened the meeting and welcomed all bidders. Allowed all bidders and PSiRA team to introduce themselves.</p> <p>It was mentioned for bidders to note that it's a compulsory briefing session, therefore all should ensure that their details are recorded on the circulated attendance register.</p> <p>Bidders were informed that due to taxi driver's protest happening today, bidders arriving late will be accommodated and be briefed.</p> <p>The SCM Manager handed over to the project leader: Mr Gresham Singh to present the Terms of Reference and Specification as follows:</p> <ul style="list-style-type: none"> ▪ Desktop Evaluation Technical Scorecard. ▪ Compliance Checklist.
2.	Attendance	<ul style="list-style-type: none"> ▪ Ms. Lesego Mashiane – Manager: SCM ▪ Mr. Gresham Singh-Manager-Compliance ▪ Mr. Lukholo Nyondo- Contract Officer ▪ Ms. Tsakani Maluleke - Bid Administration Officer: SCM ▪ Ms. Andrea Adams –Davids –Legal Advisor: Legal Services

		<ul style="list-style-type: none"> ▪ Ms. Nomathemba Mendu - Team Leader –SCM ▪ Ms. Nkhuliseni Tshilimandila – Bids Admin Assistant- SCM
<p>3.</p>	<p>Presentation</p>	<p>Mr. Lukholo Nyondo continued to present the mandatory requirements while outlining and highlighting PSiRA’s expectation from the winning Travel Management Company that includes Standard Bidding Documents and General Conditions of the Contract.</p> <p>He indicated that the evaluation criteria will include functionality where 65 + 5 will be a gate 1. Price and Preferential Points evaluation method is 80/20 as bid estimated value is below R50 Million.</p> <p>He indicated to the bidders that the tender is valid for 120 days after the closing date which is the 30 November 2017 at 11:00</p> <p>On page 25-26, the following documents were not listed under mandatory, however relevant forms were uploaded.</p> <ul style="list-style-type: none"> ▪ SBD 3.3 Pricing schedule. ▪ Initialed General Conditions of the contract. ▪ Initialed Terms of Reference. <p>Bidders to note that none submission of CSD report does not result to immediate disqualification, however bidders are advised that they must be registered on CSD to enable them to do business with organ of state as per National Treasury Instruction.</p>

<p>4.</p>	<p>Discussion and Questions</p>	<p>Below are questions raised by the Bidders and the answers provided.</p> <p>Q1. With regard to subcontracting, is it based on National Treasury Regulation?</p> <p>Ans: It was PSiRA’s internal decision in relation to empowering black owned companies to be subcontracted. The subcontracting is only on shuttle services not the entire scope.</p> <p>Q2. Will the main bidder not forfeit their B-BBEE points for subcontracting more than 25% of the contact?</p> <p>Ans: The PPPFA regulation 2017 the state that B-BBEE points will not be allocated to a bidder that subcontracts more than 25% of the entire TMS scope to a company that have lower B-BBEE status level than theirs. B-BBEE Certificate for the service provider to be contracted must be submitted with the proposal.</p> <p>Q3. Will pricing schedule be provided electronically in an editable format or are bidders required to complete it manually?</p> <p>Ans: It will be provided electronically in an editable format, bidders are expected to populate information, print and attach spreadsheet to the SBD 3.3</p> <p>Q4. Under financial implications, do you use bill back or lodge cards?</p> <p>Ans: The TMC will be required to offer a 30-day bill back account and we don’t use lodge cards.</p>
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<p>5.</p>	<p>Closure</p>	<p>The Chairperson adjourned the meeting at 12:27</p>