

**MINUTES FOR COMPULSARY BRIEFING SESSION FOR LEASING OF  
OFFICE SPACE FOR FIVE YEARS REF: RFB/2015/PSiRA/02**

**[PORT ELIZABETH]**

**HELD ON:**

**WEDNESDAY, 18 MARCH 2015 AT 10:00**

**1. WELCOME**

Sidney Stander opened the meeting and welcomed everyone present. The meeting was recorded.

**2. ATTENDEES**

**2.1 The following prospective Bidders were present:**

<b>DEPARTMENTS</b>	<b>REPRESENTATIVES</b>
<b>Meeting Chair</b>	Sidney Stander (Regional Manager: PSiRA - Eastern Cape)
<b>SCM</b>	Lesego Mashiane (Manager: SCM)
<b>Bidders</b>	Sandisiwe Nmyaka (Bave Projects), Alroy Daniels (Reotic), Melanie Harvey (Gritprop Inv.), Andre van Greunen (Gritprop Inv.), Lynell Kleinenberg (Kapbro Ind. Complex), Christelle Marais (Puddler Investments), Mrs Soni (Sowar Trust), Mrs Soni (Govindjee Trust), Garth Ginsberg (Growth Piont Properties), Marthinus Briers (Ocean Echo Properties), Richard Vipany (RV Investments Trust), Lynn van Niekerk (Bemath Properties), Benjamin Stoter (Kuling Stoter JV), Mbulelo Notshuludwe (Newington Management), N. Jeeva (Afri-Corp), Rinwa Odendal (SKG Properties) & Eileen Campodonico (Smada Properties).

**2.2 The following stakeholders tendered their apology:**

None.

## 2.3 Minutes of the meeting:

<i>Minutes recorder</i>	Sidney Stander
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### 3. APPROVAL OF AGENDA

None was presented.

#### 3.1 Review and approval of last meeting's minutes

First meeting

### 4. GENERAL

Sidney Stander informed all present that the meeting was scheduled to provide for a briefing session during which information be shared on the leasing of office space for the Port Elizabeth office of PSiRA. It was also mentioned that the briefing session is compulsory as directed in the advert.

### 5. NEW MATTERS

AGENDA POINT	DETAIL	RESPONSIBLE PERSON
5.1	<p><b>OVERVIEW OF TERMS OF REFERENCE</b></p> <p>Sidney Stander started by giving background as to the activities in which PSiRA is engaged, to provide some clarity of our requirements.</p> <p>Sidney Stander proceeded with a discussion of the Terms of Reference as found in the Tender document and concluded with a clear confirmation on the closing date and time for the submission of the documentation.</p> <p>Lesego Mashiane continued by providing additional information as well as explaining the process of submitting the required SBD documentation.</p>	<p><i>Sidney Stander</i></p> <p><i>Lesego Mashiane</i></p>
5.2	<p><b>QUESTIONS &amp; COMMENTS</b></p> <p>The following questions were asked and answers provided.</p> <ol style="list-style-type: none"><li>1. What if the building is currently only a Grade B building, but the intention is to fix it to meet Grade A standard?</li></ol>	<p><i>All participants</i></p>

	<p>That is no problem. The proposal must simply state the intention of the bidder and provide some information as to how it will be achieved.</p> <p>2. Must floor plans be current or be done up as per the specifications of the TOR?</p> <p>It is acceptable if the floor plan should show the design as per the specifications, and also the photos are of the current open space.</p> <p>3. What is the per sqm breakdown required for the different areas identified in the TOR?</p> <p>None is provided. It is for the discretion of the bidder and must be in accordance with building regulations.</p> <p>4. What would be required when asking for the financial statements of the bidder?</p> <p>A copy of the audited financials for the 2014 period would be fine.</p> <p>5. What is meant by “close” (distance) in relation to other stakeholders?</p> <p>It must be easily accessible by persons reliant on public transport and must therefore be situated in relation to one another and the public transport system.</p> <p>6. If ground floor is not shared, will upper floor be acceptable?</p> <p>Yes, as long as easy and comfortable access is in no way compromised.</p> <p>7. What will be the occupation date?</p> <p>It will depend on the time required by the successful bidder to complete the specifications according to the TOR.</p> <p>8. What is meant by the “submission of 4 hard copies and a CD”?</p> <p>Would mean one (1) original and three (3) copies. Copies need not be certified. The CD to be a scanned version of the submission.</p> <p>9. When submitting documentation, must everything be placed in one envelope?</p> <p>That is correct. Although separately bound, everything may be placed in one envelope / container.</p> <p>10. What is the physical address of PSiRA?</p> <p>All the information can be found on the SBD form that is included in</p>	
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the tender documentation.

11. How will current security provisions influence the process?  
Should not be influencing the procurement at all as the security needs will be aligned to the building eventually provided.
12. How much time does the successful landlord have to ready the new property?  
That information to be supplied by the successful bidder.
13. How will "measurability" be done in relation to stakeholders?  
We will be guided by principle of easy access when using public transport.
14. Must all the relevant documents listed on the supplier application form be attached?  
That is correct.
15. Must the supplier application form, form part of the tender documents and can it be downloaded?  
Yes it must form part of the required documents. Not necessary to download it as it forms part of the tender document.
16. When the basic design / floor plan is done, are sizes required?  
Yes, include such in the proposal. Must also provide for trunking.
17. Must the proposal include provisions for security?  
No, that will be for the account of PSiRA.
18. What is meant by other cost?  
The bidder needs to provide for facility management. Costing for such to be included in tender submission.
19. Must costing include for the provision of water, electricity and rates?  
No, that will be for the PSiRA account. Rates and taxes must however be specified should it be applicable.
20. What is meant by parking for 12 staff members?  
Will be used by the PSiRA staff and must be reasonably easy and safe to access. Not required to be undercover.
21. Must the landlord install access security?  
No, this will be for the PSiRA account. Landlord to provide for the

	<p>shell accommodation and trunking. Provision of bullet proof window for cashier office only specific requirement in this regard.</p> <p>22. If there is any additional / added cost and the tender document does not provide sufficient space to include such, may it be include on an additional excel spreadsheet?</p> <p>Yes, any additional info may be included. Inclusion must be mentioned and not inserted without any explanation.</p>	
5.3	<p><b>WAY FORWARD</b></p> <p>Sidney Stander included a request that all interested parties, and their agents, avoid an embarrassing situation by communicating with PSiRA employees with the intention to influence this tender process in any manner.</p> <p>He also thanked every person present for the attendance and the interest shown to provide PSiRA with acceptable office space.</p>	<i>Sidney Stander</i>

## 6. CLOSURE

There being no further business, the meeting was declared closed by Sidney Stander.

CERTIFIED A TRUE RECORD OF THE PROCEEDINGS OF THE MEETING

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**MR S H STANDER**  
**PRIVATE SECURITY INDUSTRY**