

**MINUTES FOR COMPULSARY BRIEFING SESSION FOR LEASING OF  
OFFICE SPACE FOR FIVE YEARS REF: RFB/2015/PSiRA/01**

**[MTHATHA]**

**HELD ON:**

**TUESDAY, 17 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>Bidders</b>	Siphelo Qwasha (Community Properties), Amanda Swanepoel (Azcon Projects), Buntu Diko (SSSK Trust), Vuyo Sikitshwa (MMPA Qs), Gcobani Ngozwana (Cash Time Investments and Ganga Liso (MM Mkanyawa Investment) – arrived late.

**2.2 The following stakeholder tendered her apology:**

Lesego Mashiane (SCM) – experienced air flight delay.

**2.3 Minutes of the meeting:**

<b>Minutes recorder</b>	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 Mthatha 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>	<i>Sidney Stander</i>
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. On what platforms will the questions that were asked, and answers to those questions, be available? <b>Said information will be placed on INTRANET within 10 days of the relevant briefing session.</b></li><li>2. Is the parking area required included / excluded from the gross lettable area of 500 sqm? <b>Gross lettable area required is approximately 500 sqm. The parking provision can therefore be included and / or excluded.</b></li><li>3. How many paraplegic parking bays are required? <b>One (1)</b></li></ol>	<i>All participants</i>

	<p>4. Does the parking need to be covered?  It is not required in the TERMS OF REFERENCE. Would however be acceptable if included.</p> <p>5. 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.</p> <p>6. How long does the procurement process take?  The process provides for a 60 (90) day period during which all submissions must remain valid. A more accurate period will only be determined once the successful bidder has provided the time frames required to ready the premises.</p> <p>7. What is the per sqm breakdown required for the different areas identified in the TOR?  None is provided. It is for the discretion of the bidder and must be in accordance with building regulations.</p> <p>8. Must the property be on the ground floor?  No, but access for the physically challenged may not be compromised at all.</p> <p>9. Will trunking be required?  Yes indeed. The exact details will be provided once the successful bidder has been appointed.</p> <p>10. Is there a prescribed radius within which the offices must be located in relation to the CBD?  The offices must preferably be located <u>within</u> the CBD.</p> <p>11. If a bidder wants to build a new building according to the required specifications, how long will PSiRA be prepared to wait?  It will all depend on the current landlord and how long he is prepared to allow us occupation of the structure.</p> <p>12. Can payment for the tender document be made at the local PSiRA branch offices?  That is correct; alternatively it may also be paid at a Nedbank branch.</p>	
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	<p>13. Must the building already be “fixed up” and ready when the tender documents are submitted?</p> <p><b>No, the tender documents must simply be clear on the proposal.</b></p>	
5.3	<p><b>WAY FORWARD</b></p> <p>Sidney Stander ended the session with 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**