

MINUTES: VIRTUAL COMPULSORY BRIEFING SESSION FOR APPOINTMENT FOR PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS

HELD ON 14 OCTOBER 2021 @ 10:00 VIA MICROSOFT TEAMS

No	Items	Discussions
1.	Opening & welcoming	<p>Ms. Nonkululeko Sibiya opened the meeting and welcomed all bidders. She allowed PSiRA team to introduce themselves.</p> <p>It was mentioned to bidders to note that it is a compulsory briefing session therefore; all bidders must ensure that they write the name of the company they are representing on the chat box for record purposes. It was further mentioned to bidders that the only way for the Authority to determine that bidders have attended the compulsory briefing session is through them capturing their company names on the chat box and failure to do so, it will be considered that bidders did not attend the briefing session. The meeting attendance report does not capture the names of bidders but capture the names of representatives who attended the briefing session.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Ms. Nonkululeko Sibiya – Senior Manager: Finance (Presenter) ▪ Ms. Nomathemba Mendu – Team Leader: SCM ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Tshilimandila- Admin Assistant: Bid Administration ▪ Ms. Bridgette Ditlhake – SCM Intern
3.	Presentation	<p>Ms. Tsakani Maluleke presented the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Evaluation and Selection criteria (Gate 0 – Pre-qualification , Gate 1- Technical Evaluation Criteria and Presentation) <p>Ms. Nonkululeko Sibiya presented the following, in line with the Terms of Reference published:</p>

		<ul style="list-style-type: none"> Annexure A2 (Desktop Evaluation Technical Scorecard and Compliance Checklist).
4.	Discussion and Questions	<p>Below were questions raised by bidders with the answers provided.</p> <p>Q1. With regards to payment system, is the Authority going to use lodge card or it will be 30 days account?</p> <p>Ans: Payment system will be 30 days account.</p> <p>Q2. Is the Authority going to share questions and answers asked via emails by bidders after the briefing session with all bidders who have attended the briefing session via email or by publishing them on the website or answers will be only be provided to a specific bidder who have asked a question?</p> <p>Ans: The response will only be sent to a specific bidder who have sent the query, the reason the Authority is conducting briefing session is to open a platform for bidders to seek clarity and ask questions at once so that questions and answers provided be captured and shared with all bidders who attended the compulsory briefing session.</p> <p>OTHER DISCUSSIONS:</p> <ul style="list-style-type: none"> It was emphasised to bidders that: <ul style="list-style-type: none"> They must comply with the mandatory documents and requirements as listed on page 23-25 of the terms of reference. They must ensure that they submit their CSD report, in a case where the bidders are not yet registered on CSD they must visit www.csd.gov.za to register their company. Bidders should make sure that they initial every page of the GCC (General Conditions of Contract and TOR (Terms of Reference)). All SBD forms must be completed in full and signed by the bidder.

		<ul style="list-style-type: none"> ✚ Annexure A3: Pricing schedule must be completed and signed by the bidder. ▪ Bidders must give clear instructions to courier companies who delivers the proposals on their behalf; they must ensure that the courier company register the bid submitted in the register availed on the tender box. ▪ Bidders must ensure that they mark their proposals and USB and put them in one envelope. ▪ Bidders must hold their bid validity for a period of 120 days. ▪ Minimum threshold is set at 60 points out of 80 points for gate 1; 10 points out of 20 for gate 2, bidders who meet minimum threshold of 70 points when functionality and presentation is combined will be evaluated on price and preference points system. ▪ The preference point system applicable for this tender is 80/20. ▪ Bidders are required to submit 2 copies (1 indexed original hard copy and 1 copy, 1 USB containing the original proposal (Bidders must ensure that the documentation on the USB are exactly the same as the one submitted as a hard copy document)). ▪ Cut-off date and time for queries to be sent no later than 25 October 2021 to avoid omission of information that might lead the bid not to be submitted on time. ▪ Proposals must be deposited into PSiRA bid box by 11:00 on 29 October 2021. ▪ Contact details regarding technical and SCM related queries are provided on page 8 of the Terms of Reference. ▪ E-mail submissions will not be accepted.
5.	Closure	The Chairperson adjourned the meeting at 10:38