



**MINUTES: VIRTUAL NON-COMPULSORY BRIEFING SESSION FOR APPOINTMENT OF SERVICE PROVIDER FOR FINGERPRINT VERIFICATION FOR CRIMINAL RECORDS CHECKS FOR PSiRA FOR A PERIOD OF 36 MONTHS
(BID NO: PSiRA/2023/RFB/08)
HELD ON 26 OCTOBER 2023 @ 10:00 VIA MICROSOFT TEAMS**

No	Items	Discussions
1.	Opening & welcoming	<p>Ms. Tsakani Maluleke opened the meeting and welcomed all bidders. She introduced PSiRA team in attendance.</p> <p>It was mentioned to bidders to note that the briefing session was non-compulsory; therefore, bidders do not have to write the name of the company they are representing on the chat box. It was further mentioned to bidders that given that the briefing session was non-compulsory, service providers who had not attended the briefing would still be evaluated based on the criteria that has specified on the published Terms of Reference.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Mr. Rocco Van Zyl – Manager: Registration (Presenter) ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Masikhwa – SCM Assistant: Bid Administration ▪ Mr. Kenny Makoena - SCM Intern
3.	Presentation	Mr. Rocco Van Zyl presented the following, in line with the Terms of Reference published:

		<ul style="list-style-type: none"> ▪ Introduction. ▪ Background. ▪ Purpose and Objective. ▪ Conditions of Contract. ▪ Addresses of PSiRA Offices. ▪ Duration of Project. ▪ Evaluation Criteria - Criterion 2: Technical Evaluation. <p>Ms. Tsakani Maluleke presented the following:</p> <ul style="list-style-type: none"> ▪ Criterion 1- Criterion 1- Compulsory/mandatory requirements. ▪ Emphasis on the Conditions of Tender. ▪ Evaluation Criteria – Criterion 3: Preference Point System. ▪ Instruction to bidders. ▪ Reporting of incidents.
4.	Discussion and Questions	<p>Below were questions raised by bidders with the answers provided.</p> <p>Q1. With regards to the 12 hours turnaround time, if a bidder is to charge the premium level what will happen in a case where the system is down, will the bidder be penalized?</p>

		<p>Ans: If the problem occurs, then Authority will refer to the Service Level Agreement (SLA) to see the action which must be taken based on what would have been agreed on by both parties, meaning that the resolution will be determined by the type of contract which the service provider would have signed with the Authority.</p> <p>Q2. With regards to 3.3 Pricing Schedule, it was mentioned that the pricing should correlate with the annexure A: PSiRA Pricing Schedule, how should bidders ensure that prices are the same given that the content on the SBD 3.3 and the Annexure A: PSiRA pricing schedule are different?</p> <p>Ans: When it comes to SBD 3.3 service providers must ensure that they complete all sections of the SBD 3.3, however there should be no discrepancies when it comes to total bid price between SBD 3.3, Annexure A: PSiRA Pricing Schedule and any other detailed pricing annexure which will be provided by the bidder with the bid proposal.</p> <p>Q3. Once the contract has been awarded how will the successful bidder receive the fingerprints for verification?</p> <p>Ans: Going forward once the contract is awarded, fingerprints will be done digitally, and information will be shared electronically. The tender does however also make provision for the need to process ink fingerprints (obtained from the SAPS on a SAPS69 form), in these cases the provider needs to provide solutions on how these ink fingerprints will be obtained from branches and results back to these branches within the agreed timeframes.</p>
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	<p>Ans: Yes, the successful bidder will be able to receive applications via fingerprint scanners, manual verification will be done only when there is a need i.e. in a case where the system is down.</p> <p>Q8. When drafting SLA should service providers include timeframes where there will be digital fingerprints and manual fingerprints?</p> <p>Ans. Yes, preferably they should be drafted separately as timeframes for both will be different.</p> <p>Q9. Will bidder be required to submit the Service Level Agreement (SLA) together with the proposal combined into one document?</p> <p>Ans: Yes, it is advisable that the SLA be submitted together with the proposal, as the Authority will allocate points based on the content of the sample SLA (page 8 of the terms of reference).</p> <p>Q10. Should the unit price include the SLA pricing, or the SLA pricing should be included in the total price?</p> <p>Ans: The total pricing of all services to be provided must be inclusive of all the costs in order for the Authority to determine that the prices provided will be fixed for the duration of the contract.</p> <p>Q11. Is 12 000 fingerprint estimate per month or per year?</p>
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Ans: 12 000 fingerprint per month, bidder will have to work it out to get unit cost, cost per month and cost per year then ultimately cost for 3 years. If fingerprint scanners is R10.00. **NB: The below is an example bidders are still required to provide total cost for year 2 and 3, then add the total cost for year 1,2 and 3 in order to get the total bid price for a period of 36 months.**

ITEM	Description	Quantity	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price Per Month (incl VAT)	TOTAL Price Per Year (incl VAT)
1	Total price for Year 1 for fingerprint verification	12000	R 10.00	R 11.50	R 138 000.00	R 1 656 000.00

OTHER DISCUSSIONS:

It was emphasised to bidders that:

- They must comply with the mandatory documents and requirements as listed on the terms of reference (refer documentation where guidance was provided on how to compile a compliant bid proposal as well as completion of forms).
- Points claimed for specific goals must be supported by documentation, i.e., Full CSD Report, CIPC document, B-BBEE Certificate, or an Affidavit.
- Bid documentation are published at National Treasury E-tenders portal as well at PSiRA Website.

		<ul style="list-style-type: none"> ▪ Bidders were advised to read the bid documentation thoroughly and understand the content of the document to meet the mandatory requirements specified on the terms of reference and to avoid being disqualified at the first phase of evaluation. ▪ Bidders should make sure that they initial every page and sign last 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 ▪ 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, and the USB must contain the same information per proposal for which the Authority does not do cross reference. ▪ Bidders must hold their bid validity for a period of 120 days. ▪ The minimum Threshold is 70 points out of 100 points for bidders to qualify for price and specific goal. ▪ The overall combined score of technical evaluation must be equal or above 70 points out of 100 points in order to proceed to Criteria 3: Preference Point system evaluation. ▪ Bidders who score less than 70 points out of 100 points on functionality will therefore be disqualified. ▪ The preference point system applicable for this tender is 80/20.
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5.	Closure	The Chairperson adjourned the meeting at 11:05