



**MINUTES: TENDER BRIEFING SESSION FOR APPOINTMENT OF THE SERVICE PROVIDER TO SUPPLY AND IMPLEMENT
THE ERP SOLUTION FOR PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA) FOR A PERIOD OF 36
MONTHS: BID NO. (PSiRA/2019/RFB/01)
HELD ON 15 AUGUST 2019 AT 11:00 IN MAIN BOARDROOM, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY
REGULATORY AUTHORITY (PSiRA)**

| No | Items | Discussions |
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| 1. | Opening & welcoming | <p>Ms. Tsakani Maluleke opened the meeting and welcomed all bidders. She allowed PSiRA team to introduce themselves.</p> <p>She mentioned to bidders to note that it is a compulsory briefing session therefore; all bidders should ensure that their details are recorded on the circulated attendance register.</p> |
| 2. | Attendance | <ul style="list-style-type: none"> ▪ Ms. Tsakani Maluleke – SCM Officer: Bid Administration ▪ Ms. Nomathemba Mendu – SCM Team Leader ▪ Mr. Hofney Moepi – BIT Senior Manager ▪ Ms. Nkhuliseni Tshilimandila- Admin Assistant: Bid Administration ▪ Ms. Render Ngobeni – SCM Admin Assistant |
| 3. | Presentation | <p>Ms. Tsakani Maluleke handed over to Mr. Hofney Moepi to present the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Scope Overview ▪ Scope Requirements ▪ Scope of work ▪ Deliverables ▪ Hardware Configuration requirements ▪ Project management ▪ Change management |

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| | | <ul style="list-style-type: none"> ▪ Documentation ▪ Roles and responsibilities ▪ Evaluation Criteria: Functionality <p>Ms. Tsakani Maluleke continued to present the following as per the tender checklist/Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Mandatory/Compulsory Returnable Documents ▪ Instructions to Bidders <p>It was emphasised to bidders that:</p> <ul style="list-style-type: none"> ▪ Bid collusion or rigging is strictly prohibited. ▪ Only firm prices for the duration of the contract will be accepted. ▪ Each page of the Terms of Reference and the General Condition Contract must be initialled and the last page of the General Conditions of Contract must be signed. |
| 4. | Discussion and Questions | <p>Below are questions raised by bidders and the answers provided.</p> <p>Q1: In terms of the Hardware's expectations, do you require a fully - conditioned system and everything included in there? Ans: Not necessarily, PSiRA might be required to customise the system but not fully, because we will also be using the provider's best practices.</p> <p>Q2: Do you want Hardware only or Hardware requirements? Ans: The Authority want hardware only.</p> <p>Q3: Will the Authority buy the Hardware at their own account, using the hardware specifications provided by the successful bidder? Ans: No, hardware must be procured by the bidder and is limited to the hardware brand on the TOR.</p> |

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| | <p>Q4: If the Hardware is procured by the successful bidder, can the bidder provide quotations for PSiRA to procure? Ans: No, must be part of the deliverables.</p> <p>Q5. Can the Software licensing pricing be excluded from the Project, Support and Maintenance Firm Pricing and made available to PSiRA as it will be PSiRA's costs on a year on year basis? Ans: No, please stick to the TOR.</p> <p>Q6. Can the Software annual maintenance cost be excluded from the Project, Support and Maintenance Firm Pricing? Ans. No, please stick to the TOR.</p> <p>Q7: In terms of integration, what is the integration cost to the system? Ans: There will be no cost implication on the bidders side, the Authority will provide the bidder with all the necessary information to allow integration.</p> <p>Q8: In terms of the Data migration, is it on history or open items? Ans: The Authority is taking all the historical data.</p> <p>Q9: In terms of migration plan, what is it that the bidder will be migrating from? Ans: The bidder will be migrating from oracle for Compiere which runs on java and Microsoft SQL for Sage Pastel.</p> <p>Q10: Will the Authority allow joint venture? Ans: Yes, but the bidder will be required to submit documentation to support their joint venture such as joint venture agreement , Joint venture BEE certificate/ Affidavit and other documentation that proves that there is a joint venture.</p> |
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| | <p>Q11: The Authority is accepting firm prices only, what will happen in a situation where there are major changes in what the bidder have initially quoted on after award? Ans: The Authority specification is clear in terms of the requirements, the specification is 95% complete the likelihood of additional integration is very slim; however, bidders should propose pricing to allow for any other integration with other entities or stakeholders.</p> <p>Q12: In terms of pricing, how much deviation will the Authority allow? Ans: Deviation will not be allowed, the letter of award will clearly indicate that the bidder is awarded on a firm price 'on the amount that the bidder specified on submission of their bid'.</p> <p>Q13: Will the Authority allow escalation due to US dollars vs SA rand? Ans: This will be guided by National Treasury however, price must be firm and be valid for 120 days.</p> <p>Q14: Will the Authority consider amending the requirement for reference letters, as most bidders have not implemented CRM on ERP system? Ans: No, the modules listed are minimum models, where bidders have not implemented one of the listed modules, no points will be allocated.</p> <p>Q15: Will the Authority consider changing the preference points system from 80/20 to 90/10? Ans: No, the Authority will not be changing the preference point system, in a case where the Authority receive responses that are under 90/10 preference point system, the Authority will have to cancel and re-advertise the tender.</p> <p>Q16: Will bidders be disqualified for quoting prices that are not within the 80/20 preference point system? Ans: No.</p> <p>Q17: What type of training does the Authority want? Ans: The Authority want basic skills transfer.</p> |
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| | | <p>Q18: In terms of users, it was mentioned it is an opportunity to make a breakdown such as HR users and ERP users, as to how many are going to be in HR and how many are going to be in ERP?</p> <p>Ans: It must be broken down into ERP users and HR users, technically in HR there will be Administrators and 400 users that will access the ESS. On HR perspective, there will be about 70 users but in terms of the ERP it is going to be equal to the HR users, which is 400.</p> <p>(These are approximate numbers and are subject to change based on the completion of the BPR)</p> <ol style="list-style-type: none"> How many end-users will be using the Finance module – Approximately 55 How many administrators will be using the Finance module - Approximately 20 How many end-users will be using the SCM module – approximately 10 How many administrators will be using the SCM module - Approximately 5 How many end-users will be using the CRM module - Approximately 365 How many administrators will be using the CRM module - Approximately 35 How many end-users will be using the HR module - Approximately 400 How many administrators will be using the HR module - Approximately 10 How many end-users will be using the Payroll module - Approximately 4 How many administrators will be using the Payroll module - Approximately 2 <p>Q19: Can the Authority elaborate on paragraph 19 (d)</p> <p>Ans: Bidders must ignore paragraph 19 (d), the Authority will not modify, adapt, make copies, amend bidder's proposal in any way.</p> <p>Q20: Could you kindly indicate which version of Pastel Evolution you are currently running?</p> <p>Ans: Sage Evolution version 7.20.2.000.</p> <p>NB</p> <ul style="list-style-type: none"> Each bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the tender, during which time it will maintain without change, their proposed rates and prices. |
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| | | <ul style="list-style-type: none"> ▪ The minimum Threshold is 80 points for bidders to make it to the next phase, price and preference bidders who score less than 80 points out of 100 points on functionality will be disqualified. ▪ The preference point system applicable for this tender is 80/20. ▪ Bidders must submit valid BEE Certificate or an affidavit; no points will be allocated for non-submission and expired BEE Certificate or Affidavit. ▪ Bidders are required to submit 4 indexed hard copies of bids (1 original and 3 copies of the original). ▪ Proposals must be deposited into PSiRA bid box by 11:00 on 02 September 2019, late bids will not be considered. ▪ Contact details regarding technical and SCM related queries are provided on the last page of the Terms of Reference. ▪ Cut-off date and time for queries to be sent is at least three (3) days before the closing date to avoid omission of information that might lead the bid not to be submitted on time. |
| 5. | Closure | The Chairperson adjourned the meeting 12:20 |