

**MINUTES: COMPULSORY BRIEFING SESSION FOR SUPPLY AND MAINTENANCE OF CELLPHONE CONTRACT FOR A PERIOD OF 24 MONTHS**

**HELD ON 14 JUNE 2018 AT 11h00 MAIN BOARDROOM, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA)**

No	Items	Discussions
1.	<b>Opening &amp; welcoming</b>	<p>Ms. Nomathemba Mendu (SCM Team Leader) opened the meeting and welcomed all bidders. She allowed all PSiRA team to introduce themselves.</p> <p>It was mentioned for bidders to note that it's a compulsory briefing session, therefore all should ensure that their details are recorded on the circulated attendance register.</p> <p>The SCM Team Leader handed over to the project leader: Mr. Hofney Moepi to present the Terms of Reference as follows:</p> <ul style="list-style-type: none"> <li>▪ Scope of Work</li> <li>▪ Technical Specification</li> <li>▪ Functionality</li> </ul>
2.	<b>Attendance</b>	<ul style="list-style-type: none"> <li>▪ Mr. Hofney Moepi- Senior Manager: BIT</li> <li>▪ Ms. Boitumelo Njovu- Secretariat: Office of BIT</li> <li>▪ Ms. Nomathemba Mendu - SCM Team Leader</li> <li>▪ Ms. Tsakani Maluleke – SCM Officer: Bid Administration</li> <li>▪ Ms. Luyanda Msibi- SCM Intern</li> </ul>
3.	<b>Opening Remarks</b>	None

4.	<b>Presentation</b>	<ul style="list-style-type: none"> <li>Mr. Moepi presented the Technical Specification as per the TOR and afforded the bidders the opportunity to ask questions. He further presented the evaluation criteria for functionality as per the TOR.</li> <li>Ms. Mendu presented the mandatory returnable documents as well as mandatory requirements as per the tender checklist published.</li> </ul>
5.	<b>Discussion and Questions</b>	<p>Below are questions raised by the bidders and the answers provided.</p> <p><b>Q1. Will the contract be for 18 months?</b> Ans: No, It will be for 24 months.</p> <p><b>Q2. What kind of insurance do you want?</b> Ans: Full user damage (comprehensive cover).</p> <p><b>Q3. Who is the current service provider?</b> Ans. Vodacom.</p> <p><b>Q4. Do you want your accessories to be part of the contract or once off?</b> Ans: It will depend bidders; bidders must indicate if it will be (MRC) monthly recurring costs or (NRC) non-recurring costs.</p> <p><b>Q5. Can you clarify the split billing account?</b> Ans: PSiRA sponsor its users, In a case where the user has spent more than the amount allocated, he or she will have to pay.</p>

	<p><b>Q6. What will happen if the user does not pay?</b></p> <p>Ans: The service provider can block the phone, however the account might be cleared by PSiRA but the phone must remain blocked until the Authority request the service provider to unblock the phone. Non-payment will therefore be handled internally.</p> <p><b>Q7. Are you looking for company footprint or dealer's footprint?</b></p> <p>Ans: The dealer's footprint will suffice, we need to know that if users encounter problems they will have a store where they will take their phones for repairs.</p> <p><b>Q8. In the event where the dealer cannot offer a loan phone, are we allowed to courier the phone?</b></p> <p>Ans. Yes, you are allowed.</p> <p><b>Q9. If Vodacom becomes the successful bidder, will you upgrade or require new lines?</b></p> <p>Ans. The bidder will have to advise the Authority of that.</p> <p><b>Q10. On your current contract how many days' notice do you have to give for termination of contract?</b></p> <p>Ans. 30 days' notice.</p>
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		<p>NB:</p> <ul style="list-style-type: none"> <li>▪ Bidder must ensure that insurance is included on the proposed devices.</li> <li>▪ It was emphasised to bidders that they must comply with the mandatory documents and requirements (use the checklist provided to ensure that your bid is complete).</li> <li>▪ Bidders must hold their bid validity for a period of 120 days.</li> <li>▪ Minimum qualifying functionality threshold is 60 points, bidders who meet minimum functionality criteria will be evaluated for price and preference points system.</li> <li>▪ The preference point system applicable for this tender is 80/20.</li> <li>▪ Submission of proposal must be four (4) copies (1 original and 3 copies of the original).</li> <li>▪ Proposals must be deposited into PSiRA bid box by 11:00 on 29 June 2018.</li> <li>▪ Contact details regarding technical and SCM related queries are provided on the last page of the Terms of Reference.</li> <li>▪ Cut-off date and time for queries to be sent at least three (3) days before the closing date to avoid omission of information that might lead for the bid not to be submitted on time.</li> </ul>
<b>6.</b>	<b>Closure</b>	The Chairperson adjourned the meeting at 11:40