



MINUTES: TENDER BRIEFING SESSION FOR SUPPLY, INSTALLATION AND MAINTENANCE OF ON PREMISE SOFTWARE-DEFINED WIDE-AREA NETWORK (SD-WAN), APN AND DISASTER RECOVERY SITE FOR A PERIOD OF 36 MONTHS: BID NO. (RFB/2018/PSiRA/11)

HELD ON 06 NOVEMBER 2018 AT 11:00 IN MAIN BOARDROOM, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA)

No	Items	Discussions
1.	Opening & welcoming	<p>Ms. Nomathemba Mendu 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. Nomathemba Mendu – SCM Team Leader ▪ Ms. Tsakani Maluleke – SCM Officer: Bid Administration ▪ Mr. Kaylin Govender – Senior System Engineer ▪ Ms. Render Ngobeni – SCM Intern ▪ Mr. Elton Khumalo – SCM Intern
3.	Presentation	<p>Ms. Nomathemba Mendu handed over to Mr. Kaylin Govender to present the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Scope ▪ Technical Specification ▪ Reporting and Monitoring ▪ Service Management ▪ Evaluation Criteria: Functionality <p>Ms. Nomathemba Mendu 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 ▪ PSiRA Rights ▪ Minimum Requirements ▪ Instructions to Bidders <p>It was emphasised to bidders that:</p> <ul style="list-style-type: none"> ▪ They must submit original standard bidding documentation uploaded by the Authority on National Treasury etender, the documentation must be printed out and filled in by hand, electronic completion of these forms will lead to disqualification. ▪ The standard bidding forms must be completed in full, failure to do so will lead to disqualification. ▪ 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 the Bidders and the answers provided.</p> <p>Q1: With regards to the Head Office, dual links is the Authority looking for 100MB for each which in total will be 200 MB? Ans: Yes.</p> <p>Q2: Is your bulk sms http or SMBP? Ans: At the moment we are using HTTP, the developers will advise if the Authority will continue to use the HTTP or if there is another mode that the Authority need to use for the new tender.</p> <p>Q3: Will the integration be done by the Authority or the bidder? Ans: It will be done by both parties, the Authority have an in-house developer and the bidder will assist in a case where there are some snag or technical issues.</p>

		<p>Q4: What are the reporting matrix on SMS's? Ans: The Authority want to see total sms's sent for the month, total number sms's sent successfully and the cost breakdown.</p> <p>Q5: What are the destinations of these sms's? Ans: It is across all the networks.</p> <p>Q6: Paragraph 5.4. Bulk sms services specification make reference to Annexure A: Costing of sms's; it was not included on the bid documentation, will the Authority share Annexure A with bidders? Ans: Annexure A is included; it is on page 18 of 18 of the terms of reference.</p> <p>Q7: How does the Authority want the site to connect to the data centre? Ans: Each site must connect logically to the Disaster Recovery Site in the event Head Office is not available.</p> <p>Q8: Will the bandwidth allocated for data be the same for each site, will they use the same MB? Ans. With the branches, there is no replication links, in the event where the Head Office goes down the branches must be able to use VPN tunnels and be redirected to the Disaster Recovery Site.</p> <p>Q9: What will be the bandwidth of the data Centre? Ans: It should be left at 100MB.</p> <p>Q10: What is the flavour of the internet, is it more local or international? Ans: The Authority wants internet breakout that will enable its operation to run smoothly.</p> <p>Q11: Must both link be the same size? Ans: Yes, they must be the same size.</p>
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	<p>Q19: Does the APN have to use the same network as the WAN to connect? Ans: Yes.</p> <p>Q20: How many points are allocated for being a tier 1? Ans: 4 points are allocated for operating as a tier 1 service provider.</p> <p>Q21: On page 12: Evaluation criteria- Company profile, what will happen if bidders have pops and not offices in each province? Ans: No points allocation, the bidder must have offices in each province as per the Authority's requirements.</p> <p>Q22: On page 12: Evaluation criteria- project plan: submission of detailed diagram of the solution, must it be just after project plan or can it be anywhere in the proposal? Ans: It can be attached anywhere in the bid proposal, it should be clearly indicated that it is the detailed diagram of the solution.</p> <p>Q23: On page 13: Evaluation criteria- firewall capabilities, is that a complete set of requirements, will bidders be disqualified if one set of capability is not provided? Ans: Bidders will not be disqualified; no points will be allocated for firewall capabilities that the bidder will not be able to provide.</p> <p>NB</p> <ul style="list-style-type: none"> ▪ Bidder are required to confirm that it will hold its proposal valid for 90 days from the closing date of the tender, during which time it will maintain without change, their proposed rates and prices. ▪ The minimum Threshold is 70 points for bidders to make it to the next phase, price and preference bidders who score less than 70 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.
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5.	Closure	The Chairperson adjourned the meeting 11:48