



MINUTES: TENDER BRIEFING SESSION FOR APPOINTMENT OF A PANEL OF LEGAL SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS: BID NO. (RFB/2018/PSiRA/09)
HELD ON 10 OCTOBER 2018 AT 11:00 ENTERTAINMENT AREA, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA)

No	Items	Discussions
1.	Opening & welcoming	Ms. Tsakani Maluleke opened the meeting and welcomed all bidders. She allowed PSiRA team to introduce themselves. She mentioned to bidders to note that it is a compulsory briefing session; therefore all should ensure that their details are recorded on the circulated attendance register.
2.	Attendance	<ul style="list-style-type: none"> ▪ Ms. Tsakani Maluleke – SCM Officer: Bid Administration ▪ Adv. Silver Make - Legal Advisor ▪ Ms. Maria Sambo – Prosecutor ▪ Mr. Elton Khumalo – SCM Intern ▪ Ms. Dikeledi Papo – SCM Intern
3.	Presentation	<p>Ms. Tsakani Maluleke handed over to Adv. Silver Make to present the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Purpose. ▪ Background. ▪ Scope of Work. ▪ Duration. ▪ Pricing. <p>He highlighted to bidders that the appointed panel will be spread-out to all provinces. Bidders are requested to submit their proposal based on their areas of expertise. He then handed over to Ms. Tsakani Maluleke to continue with the presentation as follows:</p>

		<p>Evaluation Criteria</p> <ul style="list-style-type: none"> ▪ Compulsory Returnable Documents ▪ Minimum Mandatory Requirements ▪ Functionality/ technical Criteria
4.	Discussion and Questions	<p>Below are questions raised by the Bidders and the answers provided.</p> <p>Q1: Code of Conduct Enquiries are not built on tariffs, how will that be communicated?</p> <p>Ans: The C.O.C's tariff is different from the Magistrate of High Court tariff as it is governed and regulated to the PSiRA Act. It is a standard tariff and will be circulated to all bidders who attended and provided their e-mails. Presiding Officers for C.O.C enquiries are paid a standard rate of R3500.00 per day, excluding travelling. <i>Please see SiRA-32 attached.</i></p> <p>Q2: With regards to the standard bidding documents (6.1.1) under the Terms of Reference page 3, what does the Authority mean by the statement 'standard bidding documents should be filled in and not re-type the documents'?</p> <p>Ans: Bidders must submit original standard bidding documents uploaded on by the Authority on etender, the documents must be printed out and filled in by hand, electronic completion of these forms will lead to disqualification.</p> <p>Q3: Under functionality evaluation criteria, on communication facilities, what proof does the Authority require?</p> <p>Ans: Bidders may either provide images of their communication facilities or make a proposal and provide a satisfying proof.</p> <p>Q4: Under functionality evaluation criteria, Project plan must not be older than 5 years, what does the Authority mean by that?</p> <p>Ans: Bidders must submit project plans of the service previously rendered to prove to the Authority that the bidder have done similar service as the ones specified by the Authority.</p>

	<p>Q5: How many companies does PSiRA intent to have on the panel? Ans: The Authority is not focusing on a specific number, Bidders will be appointed based on the proposed key areas of expertise.</p> <p>Q6: Will bidders be allowed to select practice areas or bidders must be in a position to practice in all areas listed under scope of work? Ans: Bidders must only propose areas which they specialise in; points will be allocated based on the proposed areas. Bidders are not obligated to have experience in all the listed areas.</p> <p>Q7: Are bidders obligated to have offices in all provinces or they can specify provinces they previously worked at? Ans: Bidders are not obligated to have offices in all provinces, appointments of panellist will be spread across all provinces, bidders must specify where they are situated.</p> <p>Q8: On functionality page 5, you award points on B-BBEE and still award points for Price and Preference on the same document, is that not double counting? Ans: No, it is not, evaluation criteria will be done on two different criteria's, namely: (i) functionality evaluation (ii) price and preference.</p> <p>Q9: Can bidders substitute lease agreement with tax invoice received from the landlord? Ans: No, bidders must submit valid lease agreement or proof of ownership.</p> <p>Q10: Does the Authority require reference letters and summary reports from the same referee? Ans: The Authority require summary reports of the project manager and reference letters for the company. Reports submitted must be for different areas and reference letters submitted must be from different clients</p>
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Q11: Will the Authority provide bidders with compulsory briefing session certificate?

Ans: No, there is an attendance register whereby all bidders are advised to record their details and sign, attendance of bidders will be checked against the register signed on the closing of bid.

NB

- It was emphasised to bidders that:
 - ✚ They must comply with the mandatory documents and requirements, all SBD forms must be completed in full and signed. All pages of the TOR and GCC must be initialled and last page of the GCC must be signed, failure re to do so bidders will be disqualified if all pages are not initialled in any of the documents specified.
 - ✚ They must ensure that their details are recorded on the circulated attendance register as bids received will be checked against the attendance register to ensure that each bidder that respond to this RFP have attended the briefing session, if the bidder did not complete the briefing session attendance register their proposal will be disqualified.
- The 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.
- Technical/Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 60 points to qualify.
- Bidders who score less than 60 points out of 100 points on functionality will be disqualified.
- The preference point system applicable for this tender is 80/20.
- 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 25 October 2018.

		<ul style="list-style-type: none"> ▪ 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 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.
5.	Closure	Adv. Silver Make adjourned the meeting at 12:07

THE DIRECTOR
PRIVATE SECURITY INDUSTRY
REGULATORY AUTHORITY
PRIVATE BAG X817
PRETORIA
0001



Private Security Industry Regulatory Authority (SIRA)

INVOICE: PRESIDING OFFICER
CLAIM
[SIRA-32]

NAME:	
DATE:	
SIGNATURE: _____	

IMPROPER CONDUCT ENQUIRIES: 2018/____/____ TO 2018/____/____

SERVICE: Acting as Independent Presiding Officer in Code of Conduct Enquiries

RATES:

R3 500,00 per day

R3,25 per km

Reasonable expenses as per attached slips

DATE	PLACE	NO. OF DAYS	KM's TRAVELLED	EXPENCES
SUBTOTAL				R

DAILY & KILOMETER RATES

SUBTOTAL: R _____

14% VAT: R _____

EXPENSES (14 % VAT INCL)

SUBTOTAL: R _____

TOTAL DUE: R _____

PAYMENT PARTICULARS

PAYMENT REQUESTED:	
BANK:	
BRANCH:	
BRANCH CODE:	
ACCOUNT NUMBER:	
ACCOUNT HOLDER:	

