

MINUTES: BRIEFING SESSION
APPOINTMENT OF CONTROL ROOM SECURITY OPERATORS TO MONITOR ALL PSiRA OFFICES (CCTV, ALARM SYSTEM AND PHYSICAL GUARDS) FOR A PERIOD OF 36 MONTHS
HELD ON 18 JUNE 2020 AT 11:00 VIA ZOOM

No	Items	Discussions
1.	Opening & welcoming	Ms. Tsakani Maluleke opened the meeting, introduced PSiRA team and welcomed all bidders. Bidders were informed that the briefing session is non-compulsory, all bidders financial proposals will be accepted even if they did not form part of the virtual briefing session.
2.	Attendance	<ul style="list-style-type: none"> ▪ Mr. Patrick Ntjana – Manager: Security and Information ▪ Ms. Tsakani Maluleke – SCM Officer: Bid Administration ▪ Mr. Maxwell Ramutsheli – IT Technician
3.	Presentation	Mr. Patrick Ntjana presented the following, in line with the Terms of Reference published: <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Scope of work ▪ Evaluation Criteria
4.	Discussion and Questions	<p>Below are questions raised by bidders with the answers provided.</p> <p>Q1: Will the required five control room security operators oversee all PSiRA Offices? Ans: Yes, the successful bidder will oversee all PSiRA Offices. The control room will be situated at PSiRA Head Office (Centurion) control room operators will liaise with Security Officers at all offices in a case where there is a suspicious movement for example.</p> <p>Q2: Who will post the Security Officers at all PSiRA Offices? Ans: The Security Officers will be posted by various companies appointed by the Authority, the successful bidder will only provide control room security operators and services.</p>

	<p>Q3: Apart from providing control room operators, what else will the successful bidder be expected to provide? Ans: The control room will be setup by PSiRA, the equipments which the successful bidder will be expected to provide, are listed on page 8 of 15 of the terms of reference, paragraph 15.</p> <p>Q4: There is no Grade D anymore, why is this under your requirements? Ans: We have all grades, however Grade C-E have been incorporated into one, and since there is incorporation bidders will provide Grade C's operators.</p> <p>Q5. When will bidders be notified of the outcome of the tender? Ans: The outcome of the bid will be communicated to all bidders within a period of 120 days, from date of closure of the bid.</p> <p>Q6. Will the Authority provide training to control room security operators on the Authority's specific system? Ans: The Authority requires qualified operators; there will be an SLA that will be provided to operators in terms of how they are expected to perform their duties.</p> <p>Q7. Will there be a requirement for competency assessment? Ans. Yes, operators may be required to issue firearms only, hence knowledge to handle firearm.</p> <p>NB</p> <ul style="list-style-type: none"> ▪ Bidders are required to confirm that they will hold their proposals valid for 120 days from the closing date of the tender, during which time they will remain without changes, to 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.
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5.	Closure	The Chairperson adjourned the meeting 11: 42