

MINUTES

MINUTES: TENDER BRIEFING SESSION FOR SUPPLY, INSTALLATION AND MAINTENANCE OF PRINTER EQUIPMENTS FOR PSiRA FOR A PERIOD OF THREE (3) YEARS: BID NO. (RFB/2018/PSiRA/07)

HELD ON 09 OCTOBER 2018 AT 11:00 IN TRAINING ROOM, 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 ▪ Ms. Nomathemba Mendu - Team Leader: SCM ▪ Ms. Kgothatso Kola - Admin Assistant :SCM ▪ Mr. Maxwell Ramutsheli- IT Technician ▪ Mr. Rilamulele Phaswane – IT Intern ▪ Ms. Dikeledi Papo – SCM Intern ▪ Mr. Elton Khumalo – SCM Intern
3.	Presentation	Ms. Tsakani Maluleke handed over to Mr. Maxwell Ramutsheli who briefed bidders as follows, in line with the Terms of Reference published: <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Scope of Work ▪ Technical specification ▪ Pricing proposal ▪ Reporting and Monitoring ▪ Service Management

		<ul style="list-style-type: none"> ▪ Firm prices ▪ Functionality Evaluation criteria <p>Ms. Tsakani Maluleke continued to present compulsory returnable documents/ requirements as per the tender checklist published.</p>
4.	Discussion and Questions	<p>Below are questions raised by bidders and the answers provided.</p> <p>Q1: Is the estimated number of pages for printing and copying per month or per printer? Ans: The estimate is per month, per printer.</p> <p>Q2: Are bidders allowed to come to the Authority's premises and check the printers that the Authority is currently using? Ans: No, the Authority does not own the printers, we are currently leasing them.</p> <p>Q3: The average print is 2000 copies per month while the Authority spec is for 40 pages per minutes, did the Authority not over spec? Ans: No, the Authority did not over spec, the Authority is opening new offices, that estimate is sufficient to accommodate the growth.</p> <p>Q4: What is the likelihood of going from 2 000 to 20 000? Ans: Please note that the provided number of pages is an estimation ,it might be more or less, bidders must respond based on what the Authority has published.</p>

	<p>Q5: What is the variance allowed for printing or copying speed? Ans: The variance allowed is five (5) pages less.</p> <p>Q6: Is +- 50 pages per minute for copies or scanning? Ans: it is for both copying and scanning.</p> <p>Q7: What do you mean by onsite warranty? Ans: When the Authority log a call, it is expected from the bidder that the machine must be fixed within four (4) hours, if the bidder is unable to resolve the issue, the bidder must provide the Authority with an alternative solution to ensure that the Authority operation run smoothly.</p> <p>Q8: Cost of printing per page should it be inclusive of toners per month or exclusive? Ans: Bidders must refer to pricing schedule-Annexure A provided, the Authority want to know how much the bidder will charge for a toner.</p> <p>Q9: In terms of the pricing schedule, the Authority have five different printer models and each model have its own toner, how are bidders expected to include the price for different toners on the pricing schedule? Ans: Bidders can provide a separate pricing schedule, specify price per toner, and include the total of all toners on the provided pricing schedule (Annexure A).</p>
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	<p>Q10: Some bidders include the cost of toner with the cost of printing and copying per page, do you still require bidders to indicate cost of a toner?</p> <p>A: Bidders must indicate that the cost of toner is included on the cost per page, and write R0 under cost of toner on the provided pricing schedule (Annexure A).</p> <p>Q11: Each model is going to reflect cost per page, as the cartridges are different, does the Authority need the cost per page of each cartridge?</p> <p>Ans: Yes, cost per page of each cartridge is needed.</p> <p>Q12: TOR indicate that bidders must submit four (4) indexed hard copies and a memory stick does this mean one original and three copies.</p> <p>Ans: Yes, the Authority want one (1) original and three (3) copies of the original, and memory stick</p> <p>Q13: On the Terms of Reference it is stated that the devices need to be moved from different offices without a charge for the duration of the contract, how many moves does the Authority do?</p> <p>Ans: The move only happen when the Authority open new offices, the move usually happen on the same regions, no specific number of moves.</p> <p>Q14: Does the Authority want to monitor the printer at large or the user?</p> <p>Ans: The Authority want monitor the user.</p>
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	<p>Q15: What is the Authority architectural structure of printers?</p> <p>Ans: There is a print server situated at Head Office that manages all printers installed at Head Office (no architectural structure). Regional Offices are not connected to this server, the successful bidder must be in a position to connect all printers, including Regional Offices to the print server situated at Head Office.</p> <p>Q16: Does the Authority expect the bidder to service other printers?</p> <p>Ans: No, the bidder will only service printers they supply to the Authority.</p> <p>Q17: Does the Authority have multiple printer servers or it is centralised?</p> <p>Ans: Print server must be centralised.</p> <p>Q18: On the print release, does the Authority want users at Head Office to be able to release their printout at other regional offices?</p> <p>Ans: Yes, users must be able to print at their regional offices and be able to release print jobs at any regional office.</p> <p>Q19: The punitive SLA does it apply on the evaluation criteria as well, will the document that state penalties be made available to bidders ?</p> <p>Ans: SLA is not part of the evaluation criteria; the SLA is between the Authority and successful bidder.</p>
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	<p>Q20: Is the four (4) hours resolution applicable to all regional offices? Ans: Yes, hence we require bidders to have offices in all the provinces.</p> <p>Q21: should the secure printing come with card scanner or pin for the end users to access documents? Ans: A pin must be allocated to each user.</p> <p>Q22: Will bidders be disqualified for proposing multiple brands for printers? Ans: No, the Authority is not brand specific.</p> <p>Q23: The 120 days validity period is it to finalise the evaluation process or to give the current service provider termination notice? Ans: The 120 days validity period is for the Authority to evaluate, adjudicate and get final approval of the bid. The Authority give a notice period of 30 days for termination of contract.</p> <p>Q24: What is the urgency of this service? Ans: The bidder will be expected to supply, install and configure printers for all offices within 21 days once both parties have signed the SLA.</p> <p>Q25: The Authority expect bidders to hold its proposal valid for 120 days from closing date of the bid, it is unfair on bidders looking at the way the rand has been constantly increasing and</p>
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		<p>that other parts of the machines are imported, Will the Authority look into reducing the validity period?</p> <p>Ans: No, bidders must make reference to how the rand has been operating. The Authority will only accept firm prices for the duration of the contract, non-firm prices will not be considered.</p> <p>NB</p> <ul style="list-style-type: none"> ▪ It was emphasised to bidders that they must comply with the mandatory documents and requirements. ▪ Bidders must hold their bid valid for a period of 120 days, in a case where bidders do not receive any feedback within that period; Bidders will be requested to validate their bid before it lapses. ▪ Technical/Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points to qualify. ▪ Bidders who score less than 70 points out of 100 points on functionality will be disqualified. ▪ Submission of proposal must be four (4) copies and memory stick (1 original and 3 copies of the original). ▪ Proposals must be deposited into PSiRA bid box by 11:00 on 23 October 2018. ▪ Bidders to ensure that they download the bid document timeously to be able to start forwarding questions in case they need clarity. ▪ 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	The Chairperson adjourned the meeting @ 12:24