

## MINUTES: TENDERS BRIEFING

- PROVISION OF PHYSICAL SECURITY SERVICES AT PSiRA CAPE TOWN OFFICE FOR A PERIOD OF 36 MONTHS - BID NO. (PSiRA/2019/RFB/10)
- PROVISION OF PHYSICAL SECURITY SERVICES AT PSiRA MTHATHA OFFICE FOR A PERIOD OF 36 MONTHS - BID NO. (PSiRA/2019/RFB/11)
- PROVISION OF PHYSICAL SECURITY SERVICES AT PSiRA PORT ELIZABETH OFFICE FOR A PERIOD OF 36 MONTHS - BID NO. (PSiRA/2019/RFB/12)
- PROVISION OF PHYSICAL SECURITY SERVICES AT PSiRA BLOEMFONTEIN OFFICE FOR A PERIOD OF 36 MONTHS - BID NO. (PSiRA/2019/RFB/13)

HELD ON 26 SEPTEMBER 2019 AT 11:00 IN ENTERTAINMENT AREA, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA)

No	Items	Discussions
1.	<b>Opening &amp; welcoming</b>	Mr. Patrick Ntjana opened the meeting, introduced PSiRA team and welcomed all bidders. Bidders were informed that as a compulsory briefing session they were to ensure that their details were recorded on the circulated attendance register.
2.	<b>Attendance</b>	<ul style="list-style-type: none"> <li>▪ Mr. Patrick Ntjana – Manager: Security and Information</li> <li>▪ Ms. Tsakani Maluleke – SCM Officer: Bid Administration</li> <li>▪ Ms. Nkhuliseni Tshilimandila - Admin Assistant: Bid Administration</li> </ul>
3.	<b>Presentation</b>	<p>Mr. Patrick Ntjana presented the following, in line with the Terms of Reference published and clarified to bidders that the briefing is only for four offices namely: Cape Town, Mthatha, Port Elizabeth and Bloemfontein but only Terms of Reference for Cape Town will be presented as all the terms of reference are the same, except for the office address.</p> <ul style="list-style-type: none"> <li>▪ Purpose</li> <li>▪ Scope of work</li> <li>▪ Administrative and financial resources</li> <li>▪ Sub-contracting</li> <li>▪ Access control</li> <li>▪ Evaluation Criteria: Functionality</li> <li>▪ Mandatory/Compulsory Returnable Documents as per the tender checklist/Terms of Reference published</li> </ul>

	<p><b>Mr.Patrick Ntjana further presented questions and answers of the previous minutes briefing session for physical security services held on 05 September 2019 at PSiRA Head Office to the bidders:</b></p> <p><b>Q1: In terms of reference letters, can bidders submit purchase orders?</b> Ans: No, bidders must provide reference letters, which specify how they have been rendering security service.</p> <p><b>Q2: In terms of Functionality, which returns is the Authority referring to as all these returns are done online UIF Provident Fund, COIDA and PSSPF?</b> Ans: Bidders must submit letters of good standing/ compliance certificates from UIF Provident fund, COIDA and PSSP.</p> <p><b>Q3: Are bidders expected to submit one (1) original, three (3) copies and a USB when submitting bid documents?</b> Ans: Bidders must submit one (1) original and three (3) copies ,those bidding for more than one office must submit 1 original and 3 copies for each office or bid.</p> <p><b>Q4: Will the Authority accept a letter to tender from COIDA for new companies as a reference letter?</b> Ans: No, no points will be allocated for non- submission of reference letters, bidders must submit reference letters from clients to which they provided the service.Same applies to compliance certificates, bidders must submit compliance certificates not registration letters.</p> <p><b>Q5. The terms of reference are designed to exclude new companies, by requesting experience, how will the Authority develop new companies?</b> Ans: Experience of the company is not a mandatory requirement, bidders can obtain points on other factors, which does not consider years of experience.</p>
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	<p><b>Q6. Under functionality evaluation criteria, business profile is linked to company experience where the Authority is requesting reference letters, will the Authority consider revising these criteria as they exclude new companies?</b>  Ans: No, the minimum requirement is that a bidder must at least have one (1) year experience in order to obtain points, in terms of reference letters, bidders can submit reference letters even if they have provided a service for just one month, no points will be allocated for non-submission of reference letters.</p> <p><b>Q7. Will the Authority be appointing one service provider to render services for all four offices?</b>  Ans. No, different bidders will be appointed for each office.</p> <p><b>Q8: Are bidders required to submit sixteen (16) proposals if bidding for all offices?</b>  Ans: Yes, bidders must ensure that their bid documents are properly numbered as per the terms of reference published when bidding for multiple offices.</p> <p><b>Q9. Will bidders outside Gauteng be allowed to bid for Offices in Gauteng? (Rephrased to Cape Town, Mthatha, Port Elizabeth and Bloemfontein)</b>  Ans: Yes, and a proof of infrastructure in Gauteng must be submitted.</p> <p><b>Q10. These bids falls under quotation threshold, Why did the Authority follow a tender process?</b>  Ans: A tender process was followed based on the previous security services tenders, bidders will not be disqualified for providing pricing proposals which are less than R500 000.00</p> <p><b>Q11. How will the Authority develop new businesses?</b>  Ans: Bidders must request to be included on the Authority procurement system by sending a business profile and a CSD reports to <a href="mailto:bids@psira.co.za">bids@psira.co.za</a>, a request for quotation will be sent via the system whenever there is a need for security services, however this does not guarantee that bidders will be appointed.</p>
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		<p><b>Q12: Where will bidders obtain bid documents?</b> Ans: Bid documents are uploaded on National treasury e-tenders website for bidders to download, bid documents.</p> <p><b>Q13. Are bid documents for sale?</b> Ans: No, they are not for sale.</p> <p><b>Q14. Is the pricing for this bid fixed or will bidders renegotiate during the yearly annual fees increase?</b> Ans: Bidders bid price must be fixed for a period of three (3) years (all-inclusive). The total bid price must be reflected on SBD 3.3 and detailed price breakdown must be included on a separate sheet.</p>
4.	<b>Discussion and Questions</b>	<p>Below is the question raised by bidders and the answer provided.</p> <p><b>Q1: With regard to minimum wage, how are bidders expected to deal with the annual increase?</b> Ans: Bidders provide the Authority with a fixed price for the duration of the contract; only fixed prices will be accepted.</p> <p><b>NB</b></p> <ul style="list-style-type: none"> <li>▪ Bidders are 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.</li> <li>▪ 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.</li> <li>▪ The preference point system applicable for this tender is 80/20.</li> <li>▪ Bidders must submit valid BEE Certificate or an affidavit; no points will be allocated for non-submission and expired BEE Certificate or Affidavit (the stamp must not be older than 12 months ).</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Bidders are required to submit <b>4 indexed hard copies of bids</b> (1 original and 3 copies of the original).</li> <li>▪ Bidders who are bidding for multiple offices are required to submit 16 indexed hard copies of bids ( 1 original and 3 copies for each office) and label them according to the office and bid number.</li> <li>▪ Proposals must be deposited into PSiRA bid box by 11:00 on 10 October 2019, late bids will not be considered.</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 is at least three (3) days before the closing date to avoid omission of information that might lead the bid not to be submitted on time.</li> </ul>
<b>5.</b>	<b>Closure</b>	The Chairperson adjourned the meeting 11:32