



**MINUTES: NON-COMPULSORY BRIEFING SESSION FOR LEASING OF OFFICE SPACE FOR PRETORIA OFFICE FOR  
THE DURATION OF FIVE (05) YEARS FOR 500 SQM  
HELD ON 21 SEPTEMBER 2017 AT 11h00 MAIN BOARDROOM, BLOCK B ECO GLADES 2, PRIVATE SECURITY  
INDUSTRY REGULATORY AUTHORITY (PSiRA)**

NO	ITEMS	DISCUSSIONS
1.	<b>Opening &amp; welcoming</b>	<p>Ms. Lesego Mashiane (Manager: SCM) opened the meeting and welcomed all bidders. Allowed all bidders and PSiRA team to introduce themselves.</p> <p>It was mentioned for bidders to note that it is a non-compulsory briefing session; however all should ensure that their details are recorded on the circulated attendance register for record purpose.</p> <p>The SCM Manager handed over to the SCM Team Leader: Ms Nomathemba Mendu to present the Terms of Reference as follows:</p> <ul style="list-style-type: none"> <li>▪ Specification.</li> <li>▪ Special Condition of Contract.</li> <li>▪ Functionality Evaluation Criteria.</li> </ul>
2.	<b>Attendance</b>	<ul style="list-style-type: none"> <li>▪ Ms. Lesego Mashiane – Manager: SCM</li> <li>▪ Ms. Nomathemba Mendu- SCM Team Leader</li> <li>▪ Ms. Andrea Adams- Davids- Legal Advisor</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration</li> <li>▪ Ms. Nkhuliseni Tshilimandila – Admin Assistant: Bid Administration</li> </ul>
<b>3.</b>	<b>Presentation</b>	<p>Ms. Tsakani Maluleke continued to present the mandatory returnable documents as per the published Terms of Reference.</p> <p>Ms. Adams-Davids emphasised to bidders that:</p> <ul style="list-style-type: none"> <li>▪ The SBD 3 (Pricing Proposal) should not be left blank (it should be completed), where the price break down cannot fit, bidders must also attach an annexure for their pricing proposal.</li> <li>▪ Must compile their pricing according to the Authority's requirements and must not include items that are not part of the specification/requirements.</li> <li>▪ Title deed and company profile must be submitted together, points allocated is for submission of both. Failure to submit title deed and company profile will lead to no points allocation.</li> <li>▪ The required google map must address all the three categories as per Terms of Reference.</li> </ul>
<b>4.</b>	<b>Discussion and Questions</b>	<p>Below is the question raised by bidders and the answers provided.</p> <p><b>Q1. At which stage will PSiRA conduct the site Inspection?</b></p> <p>Ans: Site inspection will be conducted prior to award and only to shortlisted bidders.</p>

	<p><b>Q2. Will a copy of Deed search with all information suffice as a title deed?</b> Ans: Yes, it will be considered provided that if it is a certified copy.</p> <p><b>Q3. When do you anticipate to occupy the new office?</b> Ans: After the award, the landlord will be given 90 days to prepare for occupation.</p> <p><b>Q4. With regard to the partitioning, is there any proposal from PSiRA?</b> Ans: Bidders are required to work on the requirements specified on the Terms of Reference with regards to partitioning.</p> <p><b>Q5. Do you need an original BEE certificate or certified copy?</b> Ans: Both original and certified BEE certificate will be accepted if they are valid.</p> <p><b>Q6. When submitting proposals, do we need to submit the original separate or submit both original and 3 copies on one envelope?</b> Ans: Bidders can put the proposals together or separate, as long as they are labelled that one is an original and others are copies.</p>
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<b>5.</b>	<b>Closure</b>	The meeting was adjourned at 11:57