



**MINUTES: VIRTUAL NON-COMPULSORY BRIEFING SESSION FOR APPOINTMENT OF A SERVICE PROVIDER FOR BIOMETRIC ACCESS CONTROL SYSTEMS AT ALL PSiRA OFFICES - PSiRA/2023/RFB/01
HELD ON 13 JUNE 2022 @ 10:00 VIA MICROSOFT TEAMS**

No	Items	Discussions
1.	Opening & welcoming	<p>Ms. Tsakani Maluleke opened the meeting and welcomed all bidders. She introduced PSiRA team in attendance.</p> <p>It was mentioned to bidders to note that the briefing session was non-compulsory; therefore, bidders do not have to write the name of the company they are representing on the chat box. It was further mentioned to bidders that given that the briefing session was non-compulsory, service providers who had not attended the briefing would still be evaluated based on the criteria that has been specified on the published Terms of Reference.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Mr. Lesiba Monama – Acting Manager: Security & Information (Presenter) ▪ Mr. Kaylin Govender – Senior System Engineer: BIT ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Tshilimandila – SCM Assistant: Bid Administration
3.	Presentation	<p>Mr. Lesiba Monama presented the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Scope of Work ▪ Criterion 1- Compulsory/mandatory requirements as listed on page 9 of the terms of reference. ▪ Evaluation Criteria - Criterion 2: Functionality Evaluation

<p>4.</p>	<p>Discussion and Questions</p>	<p>Below were questions raised by bidders with the answers provided.</p> <p>Q1. With regards to technical requirements for installation, Morpho access sigma lite multi was specified and under-pricing schedule Z BKT was specified, what should bidders quote on?</p> <p>Ans: Bidders will be provided with switches and cabling will need to be done from the access control device to the switches.</p> <p>Q2. How many quantities should bidders provide for access control computers, door closes and metre for each cabling with regards to distance?</p> <p>Ans: Once the bidder is appointed, PSiRA will get a full quotation in relation of what needs to be installed and devices that will be required per office, pricing schedule was provided for guidance based on quantities.</p> <p>Q3. With regards to the excel spread sheet provided under removal and installation, should bidders quote based on quantities broken down per office or is it a rough estimate?</p> <p>Ans: Yes, it's an estimate that bidders must quote on and once the service provider is appointed the Authority may specify the quantities required for each device per office.</p> <p>Q4: Are all bidders required to quote based on the estimates provided on the excel spreadsheet on page 2?</p> <p>Ans: Yes, bidders must use the Annexure B: PSiRA Pricing Schedule published with the bid for pricing proposal, Bidders price evaluation will be based on the pricing provided and based on estimated quantity provided by the Authority on the pricing schedule.</p>
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	<p>OTHER DISCUSSIONS:</p> <p>It was emphasised to bidders that:</p> <ul style="list-style-type: none"> ▪ They must comply with the mandatory documents and requirements as listed on the terms of reference (refer documentation where guidance was provided on how to compile a compliant bid proposal as well as completion of forms). ▪ Guidance on completion of the SBD 6.2 summary schedule was published with the bids alternatively bidders may visit http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/ should they require information. ▪ Points claimed for specific goals must be supported by documentation, i.e., Full CSD Report, B-BBEE Certificate or An Affidavit. ▪ Bid documentation are published at National Treasury Etenders portal as well at PSiRA Website. ▪ Service providers were advised to read the bid documentation thoroughly and understand the content of the document to meet the mandatory requirements specified on the terms of reference and avoid being disqualified. ▪ Bidders should make sure that they initial every page and sign last page of the GCC (General Conditions of Contract and TOR (Terms of Reference)). ▪ All SBD forms must be completed in full and signed by the bidder. ▪ Bidders must give clear instructions to courier companies who delivers the proposals on their behalf; they must ensure that the courier company register the bid submitted in the register availed on the tender box. ▪ Service providers must ensure that they mark their proposals and USB and put them in one envelope, and the USB must contain the same information per proposal for which the Authority does not do cross reference. ▪ Bidders must hold their bid validity for a period of 120 days. ▪ Cut-off date and time for queries to be sent no later than 28 June 2023 to avoid omission of information that might lead the bid not to be submitted on time.
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		<ul style="list-style-type: none">▪ It was emphasised to the bidders that the proposals must be submitted before or by the specified closing date and time (03 July 2023, PSiRA Head Office @11:00).▪ Bidders must use the designated email address for all enquiries, bids@psira.co.za.▪ E-mail submissions will not be accepted.
5.	Closure	The Chairperson adjourned the meeting at 11:10