



**MINUTES: VIRTUAL COMPULSORY BRIEFING SESSION FOR APPOINTMENT OF A PANEL OF DEBT COLLECTORS FOR A PERIOD OF 36 MONTHS- PSiRA/2023/RFB/02
HELD ON 15 JUNE 2023 @ 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 that the briefing session was compulsory; therefore, bidders must ensure that they write the name of the company which they are representing on the chat box for record purposes. It was further mentioned to bidders that the only way for the Authority to verify that bidders have attended the compulsory briefing session is through them capturing their company names on the chat box. Failure by the bidders to capture their company names in the chat box will be considered as non-attendance of the briefing session as the meeting attendance report captures only the names of representatives who attended the briefing session and not the company they represent.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Ms. Thabisa Mduba – Manager: Accounts Receivable (Presenter) ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Tshilimandila – SCM Assistant: Bid Administration
3.	Presentation	<p>Ms. Thabisa Mduba presented the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Scope of Work ▪ Duration ▪ Collection Percentage Rate ▪ Criterion 1- Compulsory/mandatory requirements as listed on page 4 of the terms of reference.

		<ul style="list-style-type: none"> ▪ 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. Does the Authority have a specific technical specification document that bidders are required to complete, or bidders need to provide information based on what they can offer?</p> <p>Ans: No, there is no specific technical document, bidders are required to provide what they can offer and how debt collection services will be rendered.</p> <p>Q2. In case of a joint venture, will the Authority require BEE certificate for a joint venture?</p> <p>Ans: Yes, Bidders are required to provide BEE certificate for a joint venture as it will be required for evaluation on specific goals, a signed agreement between two parties stating joint venture will also be required.</p> <p>Q3. How many service providers will the Authority appoint on the panel of debt collectors?</p> <p>Ans: The number of panellists will depend on the number of bidders who meet all the criteria's set on the published terms of reference.</p> <p>Q4. What is the age of the accounts that will be handed over to debt collectors by the Authority?</p> <p>Ans: Debt collectors will be handling inactive business accounts and prescribed accounts that are two years and older.</p> <p>Q5: What is the exposure value of the book?</p>

		<p>Ans: It is over 70 million, however it will be divided amongst the panellists.</p> <p>Q6. What type of volume of accounts that the Authority has experienced so far?</p> <p>Ans: 5000 to 10 000 accounts with different balances that are two years and older, prescribed accounts are also included.</p> <p>Q7. Will the Authority provide contracts between the panellist and the debtors?</p> <p>Ans: No, Bidders will only be collecting debts from members of PSiRA that have previously applied for registration with the Authority.</p> <p>Q8. What are the average balances of the accounts?</p> <p>Ans: The exact average of balances cannot be determined, collections are done based on different services (annual fees & fines) with different amounts, estimate can be as low as R15 000 to R20 000 depending on individual debtors' balance, it can be as high as R500 000.00.</p> <p>Q9. Will the Authority issue a proof of attendance for the briefing session?</p> <p>Ans: No attendance certificate will be issued to bidders, bidders must ensure that they type in their company name on the chat box as proof of registration, upon closure of bid, the Authority will check against the chat box that the bidder(s) have attended the compulsory briefing session.</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). ▪ Points claimed for specific goals must be supported by documentation, i.e., Full CSD Report, B-BBEE Certificate or An Affidavit. ▪ Bidders to submit certified copy of a valid proof or registration with Council of Debt Collectors. ▪ Bid documentation are published at National Treasury E-tenders 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 27 June 2023 to avoid omission of information that might lead the bid not to be submitted on time. ▪ It was emphasised to the bidders that the proposals must be submitted before or by the specified closing date and time (30 June 2023, PSiRA Head Office @11:00).
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5.	Closure	The Chairperson adjourned the meeting at 10:47