

## MINUTES

**COMPULSORY BRIEFING SESSION: APPOINTMENT OF A SHORT-TERM INSURANCE BROKER FOR A PERIOD OF 36 MONTHS HELD ON 20 JULY 2018 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. Nomathemba Mendu opened the meeting and welcomed all bidders. Allowed all PSiRA team to introduce themselves.</p> <p>It was mentioned for bidders to note that it's a compulsory briefing session, therefore all should ensure that their details are recorded on the circulated attendance register.</p>
2.	<b>Attendance</b>	<ul style="list-style-type: none"> <li>▪ Ms. Lesego Mashiane- Manager: SCM</li> <li>▪ Ms. Nonkululeko Sibiya- Account Management</li> <li>▪ Ms. Nomathemba Mendu- Team Leader: SCM</li> <li>▪ Ms. Thembi Raulinga- Asset Management Officer</li> <li>▪ Ms Tsakani Maluleke – SCM Officer: Bid Administration</li> <li>▪ Ms Luyanda Msibi- SCM Intern</li> </ul>
3.	<b>Presentation</b>	<p>Ms. Nomathemba Mendu handed over to Ms. Thembi Raulinga to present the following, inline with the Terms of Reference.</p> <ul style="list-style-type: none"> <li>▪ Background</li> <li>▪ Scope of Work</li> <li>▪ Roles of Insurance Brokers</li> <li>▪ What Will be Covered</li> </ul> <p>Ms Nonkululeko Sibiya to present the Functionality as per the published Terms of Reference.</p>

		Ms. Nomathemba Mendu continued to present mandatory returnable documents as well as mandatory requirements as per the tender checklist published.
<b>4.</b>	<b>Discussion and Questions</b>	<p>Below are questions raised by the Bidders and the answers provided.</p> <p><b>Q1. Page 24: under company profile, which client profile is referred to?</b> Ans: Profiles of your existing clients.</p> <p><b>Q2. In 2016, there was a tender similar to this one, what happened to it?</b> Ans: It was cancelled last year. The current tender is a re-advertisement of the one previously cancelled.</p> <p><b>Q3. Will bidders be provided with a 3 year claim history?</b> Ans. Yes, it is stated on the Terms of Reference. Information will be send to bidders via email using information on the attendance register.</p> <p>NB:</p> <ul style="list-style-type: none"> <li>▪ It was emphasised to bidders that they must comply with the mandatory documents and requirements.</li> <li>▪ 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.</li> <li>▪ Technical/Functionality Evaluation – Bidders will be evaluated out of 80 points and are required to achieve minimum threshold of 60 points of 80 points to qualify for presentation.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Presentation – Bidders will be evaluated out of 20 points and are required to achieve minimum threshold of 10 points out of 20 points.</li> <li>▪ The overall combined score must be equal or above 70 points out of 100 points in order to proceed to criteria 3: Price and BBBEE evaluations.</li> <li>▪ Bidders who score less than 70 points out of 100 points on functionality and presentation will be disqualified.</li> <li>▪ The preference point system applicable for this tender is 80/20.</li> <li>▪ Submission of proposal must be four (4) copies (1 original and 3 copies of the original).</li> <li>▪ Proposals must be deposited into PSiRA bid box by 11:00 on 07 August 2018.</li> <li>▪ Bidders to ensure that they download the bid document timeously to be able to start forwarding questions in case they need clarity.</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 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.</li> <li>▪ Bidders to note that the list of PSiRA offices might increase once tender process of procuring other buildings is finalised, therefore be prepared to accommodate additional lists for items to be insured as and well required.</li> </ul>
<b>5.</b>	<b>Closure</b>	The Chairperson adjourned the meeting at 11:22