



MINUTES: COMPULSORY BRIEFING SESSION: APPOINTMENT OF A SERVICE PROVIDER FOR THE COLLECTION, DISPATCH AND DELIVERING FREIGHT (COURIER SERVICES) BETWEEN PSiRA HEAD OFFICE AND ALL PSiRA REGIONAL OFFICES FOR A PERIOD OF THREE (3) YEARS

HELD ON 06 JULY 2018 AT 11H00 BOARDROOM 9, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA)

No	Items	Discussions
1.	Opening & welcoming	<p>Ms. Nonkululeko Sibiya opened the meeting and welcomed all bidders, she introduced PSiRA team.</p> <p>It was mentioned for bidders to note that it is a compulsory briefing session; therefore all should ensure that their details are recorded on the circulated attendance register.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Ms. Nonkululeko Sibiya: Management Accountant ▪ Ms. Christina Mpye: Supervisor: Office Service ▪ Ms Tsakani Maluleke – SCM Officer: Bid Administration ▪ Ms Luyanda Msibi- SCM Intern
3.	Presentation	<p>Ms. Nonkululeko Sibiya (Project Leader) presented the Terms of Reference as follows:</p> <ul style="list-style-type: none"> ▪ Scope of Work ▪ Specification of the Courier Services ▪ Evaluation Criteria-Functionality <p>She handed over to Ms. Tsakani Maluleke to present the mandatory returnable documents as well as mandatory requirements as per the tender checklist published.</p>
4.	Discussion and Questions	<p>Below are questions raised by the Bidders and the answers provided.</p> <p>Q1. In terms of insurance, it is hard to put a value on a document, will goods intransit insurance suffice?</p>

		<p>Ans. Any document that indicates that the bidder has insurance will suffice, we need assurance from bidders that our parcels will be insured.</p> <p>Q2. What is the value of your documents?</p> <p>Ans.Values will differ because we do not always send the same documents. Items such as laptops and cameras we insure for R3 000 each.</p> <p>Q3. Are we also expected to courier international? If so, which countries?</p> <p>Ans. Currently we have no specific country, there are possibilities that we might not courier parcels internationally for the entire duration of the contract, however we have included the request in case a need arise. In 2014 we couriered parcels internationally to the Republic of Kenya.</p> <p>Q4. How is the 19 hours of delivery calculated?</p> <p>Ans. It is aligned to our offices hours for all regions.</p> <p>Q5. Will we be required to courier parcels from one branch to another branch?</p> <p>Ans. Currently we are using our driver to deliver parcels from one branch to another. We use courier service company to courier from our Head office to branches.</p>
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	<p>Q6. Can you give an estimation the volume of documents that you usually courier?</p> <p>Ans. A box full of data cards. Documents sent usually weigh between 1kg to 107.7 kg, however kg's will differ from time to time.</p> <p>Q7. Have you included your pricing schedule format on your website or do we have to create one?</p> <p>Ans. You have to create one. Put your total price on SBD 3.1 then give us a breakdown on your own document.</p> <p>Q8. Will you provide us with a list of addresses?</p> <p>Ans. The addresses are provided on the e-tender website.</p> <p>Q9. When will we get the consolidated document?</p> <p>Ans. End of business Tuesday.</p> <p>Q10. Are we expected to place a scale on PSiRA's premises?</p> <p>Ans. We prefer a scale that will be used in-house.</p> <p>Q11. Do you want the account manager to be placed on your premises?</p> <p>Ans. No, we want you to dedicate one account manager who will always be available when needed.</p>
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		<p>Q12. In terms of Pricing, you want it in years including additional yearly increase we might have, should we base our pricing with the number of documents you sending?</p> <p>Ans. The information that will be sent to bidders will be an estimate based on our previous parcel sent; bidders must provide a fixed rate per kilogram and not a volumetric. Prices must be fixed for the duration of the contract; annual adjustment prices must be included on the fixed price</p> <p>NB:</p> <ul style="list-style-type: none"> ▪ It was emphasised to bidders that they must comply with the mandatory documents and requirements. ▪ Bidders must hold their bid validity for a period of 120 days, in a case where bidders does not receive any feedback within that period; they will be requested to validate their bid before it lapses. ▪ 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. ▪ Presentation – Bidders will be evaluated out of 20 points and are required to achieve minimum threshold of 10 points out of 20 points. ▪ 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. ▪ Bidders who score less than 70 points out of 100 points on functionality and presentation will therefore be disqualified ▪ The preference point system applicable for this tender is 80/20. ▪ Submission of proposal must be four (4) copies (1 original and 3 copies of the original). ▪ Proposals must be deposited into PSiRA bid box by 11:00 on 26 July 2018.
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5.	Closure	The Chairperson adjourned the meeting at 11:45