



**MINUTES: VIRTUAL COMPULSORY TENDER BRIEFING SESSION FOR APPOINTMENT OF A SERVICE PROVIDER FOR ESTABLISHMENT AND MANAGEMENT OF A GUARANTEE FUND FOR THIRD-TIER INSURANCE COVERAGE IN THE PRIVATE SECURITY SECTOR.**

**(PSiRA/2024/RFB/15)**

**HELD ON 28 JANUARY 2025 @ 10:00 VIA MICROSOFT TEAMS**

<b>No</b>	<b>Items</b>	<b>Discussions/ Presentation</b>
<b>1.</b>	<b>Opening &amp; welcoming</b>	<p>Mr. Rudolph Mohlala officially opened the briefing session and welcomed all the bidders who attended the briefing session.</p> <ul style="list-style-type: none"><li>▪ Bidders were informed that the tender briefing session was compulsory; therefore, they must ensure that they write the name of the company that they are representing on the chat box for record purposes.</li><li>▪ Bidders were also informed that the only way to verify their attendance at the compulsory briefing session is through verification of their company names in the chat box.</li></ul>

		<ul style="list-style-type: none"> <li>▪ Failure to capture the company name you are representing in the chat box will be considered 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.</li> </ul>
<b>2.</b>	<b>Attendance</b>	<p>The following PSiRA officials attended the compulsory virtual briefing session:</p> <ul style="list-style-type: none"> <li>▪ Mr. Nonkululeko Sibiya – Senior Manager: Finance</li> <li>▪ Mr. Rudolph Mohlala - Supply Chain Management Officer</li> <li>▪ Ms. Nkhuliseni Masikhwa - SCM Assistant: Bid Administration (Secretariat)</li> </ul>
<b>3.</b>	<b>Presentation</b>	<p>Ms. Nonkululeko Sibiya presented the following aspects, in line with the published Terms of References:</p> <ul style="list-style-type: none"> <li>▪ Purpose.</li> <li>▪ Background.</li> <li>▪ Proposed Scope of Work.</li> <li>▪ Evaluation Criteria- Criterion 1 – Compulsory/ Mandatory Requirements.</li> <li>▪ Conditions of Tender.</li> <li>▪ Criterion 2 and 3 – Functionality and Presentation.</li> </ul> <p>Mr. Rudolph Mohlala presented the following aspects of supply chain management processes, in line with the published Terms of References and Bid Document:</p> <ul style="list-style-type: none"> <li>▪ Criteria 4 – Specific Goals.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Compliance.</li> <li>▪ PSiRA Rights.</li> <li>▪ General Information.</li> <li>▪ Instruction to bidders.</li> <li>▪ Reporting of incidents.</li> <li>▪ Conclusion.</li> <li>▪ Contact persons.</li> </ul>
4.	<p><b>Presentation Questions</b></p>	<p><b><u>Below were questions asked by the bidders with the answers provided:</u></b></p> <p><b>Question 1: In terms of the risks that the fund may cover, is the intention for the companies to replace the cover that they already have and take up the cover with PSiRA, or is the intention for the companies to take additional risks and PSiRA to cover only a portion of that?</b></p> <p><b>Answer:</b> As indicated on the Bid document, there is a cover that is compulsory, the Guarantee fund is in terms of our act. We are required to establish a guarantee fund for the industry, meaning the main insurance which is your public liability will be compulsory but because there might be a cap in terms of the amount, companies that feel that they might need additional risk cover might take up additional cover from other insurances and then you'll have other packages as the fund grows, that might not be compulsory, but that the initial one is compulsory to the industry.</p>

		<p><b>Question 2: In terms workplace accidents for security officers on duty, the need for the establishment of this insurance was because of what is covered in COIDA is not sufficient? What is this insurance seeking to cover?</b></p> <p><b>Answer:</b> COIDA is regulated by the Department of Labour, and it is a requirement for companies to have COIDA, therefore companies will still have COIDA. However, the guarantee fund is covering firstly, the public liability because of incidents or third cover liability because of incidents that happens during working hours. Other than compulsory public liability, companies can still make decisions on whether they would like to supplement COIDA.</p> <p><b>Question 3: Regarding contributions and estimations of premiums, are bidders required to provide final rates or estimate prices at this point on the pricing schedule?</b></p> <p><b>Answer:</b> It is recommended that bidders submit their final prices.</p> <p><b>Question 4: On pricing, do you require the fee for the service for conceptualisation and managing the fund OR you require the fund amount to insurer the risks? We note 90/10 – which means the price would be expected to be above R50m.</b></p> <p><b>Answer:</b> The fee funding might be required however the request for proposal is for managing and establishing the fund. This is a competitive bid; therefore, pricing will be dependent on how each bidder will structure their pricing.</p>
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**Question 6: What do you refer to by third tier insurance?**

**Answer:** It refers to covering other areas on the initial part of a public liability as the main compulsory part of the insurance.

**OTHER DISCUSSIONS:**

It was emphasised to bidders that:

- They must ensure that they write the name of the company which they are representing on the chat box.
- 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.
- 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)).



		<ul style="list-style-type: none"> <li>▪ All SBD forms must be completed in full and signed by the bidder.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Bidders must hold their bid validity for a period of 120 days.</li> <li>▪ Cut-off date and time for queries to be sent no later than <b>06<sup>th</sup> February 2025</b> to avoid omission of information that might lead the bid not to be submitted on time.</li> <li>▪ It was emphasised to the bidders that the proposals must be submitted before or by the specified closing date and time <b>(10<sup>TH</sup> February 2025, PSiRA Head Office @11:00)</b>.</li> <li>▪ Bidders must use the designated email address for all enquiries, <a href="mailto:bids@psira.co.za">bids@psira.co.za</a>.</li> <li>▪ <b>E-mail submissions will not be accepted.</b></li> </ul>
<b>5.</b>	<b>Closure</b>	The Chairperson adjourned the meeting at 11:05