



**MINUTES: VIRTUAL COMPULSORY TENDER BRIEFING SESSION FOR APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING SERVICES AT PSiRA OFFICES FOR A PERIOD OF 36 MONTHS.**

**(PSiRA/2024/RFB/13)**

**HELD ON 20 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. Thulane Motaung – Team Leader: Facilities Management</li> <li>▪ Mr. Sidney Stander – Regional Manager: Eastern Cape - Law Enforcement Port Elizabeth</li> <li>▪ Mr. Rudolph Mohlala - Supply Chain Management Officer</li> <li>▪ Ms. Nkhuliseni Masikhwa - SCM Assistant: Bid Administration (Secretariat)</li> <li>▪ Ms. Nomathemba Mendu – Team Leader: Supply Chain Management</li> <li>▪ Ms. Bonolo Makaleng - SCM Intern</li> </ul>
<b>3.</b>	<b>Presentation</b>	<p>Mr. Thulane Motaung 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>▪ Scope of Service</li> <li>▪ Special Conditions of Contract</li> <li>▪ Specification for Cleaning Services</li> <li>▪ Evaluation Criteria- Criterion 1 – Compulsory/ Mandatory Requirements</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Conditions of Tender.</li> <li>▪ Criterion 2 – Functionality Criteria</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>▪ Criterion 3 – Specific Goals.</li> <li>▪ How to complete the standard bidding documents.</li> <li>▪ PSiRA Rights.</li> <li>▪ General Information.</li> <li>▪ Instruction to bidders.</li> <li>▪ Reporting of incidents.</li> <li>▪ Contact persons.</li> </ul>
4.	<b>Presentation Questions</b>	<p><b><u>Below were questions asked by the bidders with the answers provided:</u></b></p> <p><b>Question 1: Could you please clarify the requirements regarding the reference letters? The instructions specify that we need to attach reference letters related to hygiene services, but the tender document refers to cleaning services.</b></p> <p><b>Answer:</b> The word 'hygiene services' was erroneously included in this section. The tender is for cleaning services. Therefore, the reference letters required must pertain to cleaning services, not hygiene services.</p>

	<p><b>Question 2: When you refer to key staff, are you talking about the cleaners, the management team responsible for project management, or the CVs of all the cleaners who will be allocated?</b></p> <p><b>Answer:</b> The CVs mentioned here pertain to the cleaners, not necessarily the back-office staff.</p> <p><b>Question 3: It was mentioned that the business hours are from 7:30 to 4:30, but then you stated that the staff must be on site from 7:00 to 3:00. Would you prefer them to be there from 7:30 to 4:30 or from 7:00 to 3:00 as stipulated?</b></p> <p><b>Answer:</b> Preferably from 7:00 to 3:00.</p> <p><b>Question 4: Can we choose which sites we want to apply for?</b></p> <p><b>Answer:</b> Yes, you can choose any site. You can select one or all of them. However, you need to include a list of the offices you are bidding for in the same document with clear pricing for each office. The other additional information to include when bidding for more than one office is to ensure that you comply with functionality criteria such as CVs of employees for the other offices and local footprint requirement.</p> <p><b>Question 5: Should one provide a National Contract Cleaners Association (NCCA) certificate for each province applied for, or can one NCCA certificate be used for all provinces?</b></p> <p><b>Answer:</b> No, you can use the one NCCA certificate. Be informed that a tender erratum has been issued pertaining to this requirement. Refer to the erratum for further details.</p>
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	<p><b>Question 6: I belong to the Bargaining Council for the contract cleaning services industry, so I do not have the NCCA certificate. Do I need to obtain it? Is it a requirement?</b></p> <p><b>Answer:</b> Yes, it is a requirement. To ensure fairness for everyone, we need to have the NCCA certificate as listed in the requirements. Be informed that a tender erratum has been issued pertaining to this requirement. Refer to the erratum for further details.</p> <p><b>Question 7: It was mentioned that there is a need for an NCCA certificate, but in KZN, service providers use BCCI, which is part of the Bargaining Council for the cleaning industry. The NCCA is under BCCI, and they have a memorandum of understanding. Since they work together, why is the NCCA certificate required exclusively, and not the BCCI certificate? In KZN, the BCCI is more relevant than the NCCA, which deals with chemicals and other non-cleaning related matters.</b></p> <p><b>Answer:</b> Be informed that a tender erratum has been issued pertaining to this requirement. Refer to the erratum for further details.</p> <p><b>Question 8: Is SBD 3.3 the only pricing requirement or is there anything else that needs to be included along with SBD 3.3?</b></p> <p><b>Answer:</b> You may include pricing schedule to support pricing information on the SBD 3.3.</p>
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**Question 9: It was mentioned that bidders can bid for multiple sites. Are we going to use the same document for all sites, or should we separate them into different documents and different envelopes? Or can everything go into the same document and envelope?**

**Answer:** Yes, you may submit one envelope with the original technical proposal, copy and USB. However, you need to include a list of the offices you are bidding for in the same document with clear pricing for each office. The other additional information to include when bidding for more than one office is to ensure that you comply with functionality criteria such as CVs of employees for the other offices and local footprint requirement.

**Question 10: We have key personnel in the office, and we plan to provide a recruitment plan that will outline the people we intend to assign to the project, as well as the training they will undergo and other requirements. Will that approach work, or do you strictly need CVs, even if those CVs are from people we are currently in touch with, but we know we won't be able to bring them on-site immediately?**

**Answer:** Although we have asked for CVs, they don't have to be from the specific individuals you plan to assign to the project, you can give the CVs of the current staff members, even if they will be changed on the later stage.

	<p><b>Question 11: The TOR has listed the hourly rate for workers and the number of cleaners. However, when preparing a price breakdown, do we have to consider the cleaners' wages, the equipment, consumables, chemicals?</b></p> <p><b>Answer:</b> The focus here is for you to provide pricing for the cleaners, along with their wages, for the duration of the contract. We, as the client, will provide consumables, cleaning equipment, and chemicals. Therefore, you do not need to include costs for consumables and cleaning equipment in your quote. What we need is the cost of providing cleaners on-site for the duration of the contract.</p> <p><b>Question 12: UIF no longer issues certificates. What should we provide as proof of UIF in the document?</b></p> <p><b>Answer:</b> Be informed that a tender erratum has been issued pertaining to this requirement. Refer to the erratum for further details.</p> <p><b>Question 14: When submitting the CVs, should we provide them for each individual centre listed in the document?</b></p> <p><b>Answer:</b> Yes, you should submit CVs for each location you are bidding for. For example, if you're bidding for two offices—one with five people and the other with two—then you should submit a total of seven CVs allocated for each office.</p>
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	<p><b>Question 19: Could you please provide clarity regarding the cleaning equipment and chemicals. Will they be provided?</b></p> <p><b>Answer:</b> Yes they will be provided.</p> <p><b>Question 20: As suggested by the NCCA, will you disqualify bidders who quote below their rates? In some instances, if a bid is lower than the rates determined by the NCCA or the Department of Labour, it may result in automatic disqualification. To avoid a situation where bidders might underquote and not meet the NCCA or Department of Labour criteria for pricing. Does this mean that any bid below the NCCA rate will automatically be disqualified?</b></p> <p><b>Answer:</b> Bidders are encouraged to quote according to the sectoral determination for cleaners to ensure that they do not face any financial challenges and end up not fulfilling the mandate of the contract.</p> <p><b>Question 21: If I want to form a joint venture with another company, especially since I might not have all the required years of experience as outlined in the specifications, how does this affect compliance with the tender requirements? Specifically, do both companies need to be compliant with all the requirements, such as UIF, or can just one company meet the requirements? I want to clarify the process in the case of a joint venture.</b></p> <p><b>Answer:</b> In the case of a joint venture, both companies need to comply with the requirements outlined in</p>
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	<p>the tender. Bidders need to ensure that they submit all the requirements for joint venture such as the joint venture agreement and the certificate.</p> <p><b>Question 22: Could you please clarify if the price for the tender is fixed for the whole term or there will be an opportunity to increase the price once new rate is introduced?</b></p> <p><b>Answer:</b> The total bidding price is fixed for the whole term of the contract. Therefore, bidders will not increase their price. Bidders need to ensure that price escalations are included on their total bidding amount.</p> <p><b>OTHER DISCUSSIONS:</b></p> <p>It was emphasised to bidders that:</p> <ul style="list-style-type: none"> <li>▪ They must ensure that they write the name of the company which they are representing on the chat box.</li> <li>▪ 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).</li> <li>▪ Points claimed for specific goals must be supported by documentation, i.e., Full CSD Report, B-BBEE Certificate or An Affidavit.</li> <li>▪ Bid documentation are published at National Treasury E-tenders portal as well at PSiRA Website.</li> </ul>
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<b>5.</b>	<b>Closure</b>	The Chairperson adjourned the meeting at 12:01