MINUTES: VIRTUAL COMPULSORY TENDER BRIEFING SESSION FOR IMPLEMENTATION, DEPLOYMENT AND SUPPORT OF AN ELASTIC SIEM SYSTEM WITH MANAGED SOC SERVICES TENDER FOR THE PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA) AND RESEARCH & DEVELOPMENT UNIT FOR THE DURATION OF 36 MONTHS. (PSiRA/2024/RFB/09)

HELD ON 29 November 2024 @ 10:00 VIA MICROSOFT TEAMS

No	Items	Discussions/ Presentation
1.	**Opening & welcoming**	Mr. Rudolph Mohlala officially opened the briefing session and welcomed all the bidders who attended the session. ▪ Bidders were informed that PSiRA has revised the terms of reference to enhance project requirements, and the updated document will be shared with all service providers who attended the briefing session. ▪ The revised terms of reference will be uploaded on PSiRA website and National Treasury E- tender. ▪ 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.

		▪ Bidders were also informed that the only way to verify their attendance of the compulsory briefing session is through the verification of their company names in the chat box.
		▪ 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.
2.	**Attendance**	The following PSiRA officials attended the compulsory virtual briefing session: ▪ Mr. Kaylin Govender – Senior System Engineer: Business and Information Technology ▪ Mr. Learn Malomane – System Security Analyst: Business and Information Technology ▪ Mr. Rudolph Mohlala - Supply Chain Management Officer ▪ Ms. Nkhuliseni Masikhwa - SCM Assistant: Bid Administration (Secretariat) ▪ Ms. Nhlamulo Mabasa - Administration Assistant: Supply Chain Management ▪ Ms. Bonolo Makaleng - SCM Intern
3.	**Presentation**	Mr. Kaylin GOVENDER presented the following aspects, in line with the published Terms of References: ▪ Background. ▪ Purpose. ▪ Technical Scope ▪ Key Requirements

| | | Reporting and Monitoring Service Management Service level and Penalties Evaluation Criteria- Criterion 1 – Compulsory Requirements Conditions of Tender. Criterion 2 – Functionality. Hardware Inventory Overview Annexure A Mr. Rudolph Mohlala presented the following, in line with the published Terms of References and Bid Document: Criterion 3 – Specific Goals. PSiRA Rights. General Information. Instruction to bidders. Reporting of incidents. Contact persons. |

4.	Presentation Questions	**Below were questions asked by the bidders with the answers provided:**
		Question 1: With regards to certificates, are bidders required to submit both valid copy of ISO/IEC 27001 and ISO/IEC 27032 certificates from the relevant bodies stating compliance thereof?
		Answer: Yes, the Authority require both certificates.
		Question 2: Will all the various applications and logs documents be sent out together or must bidders download documents from E tenders?
		Answer: All required documents will be shared with everyone who has attended the compulsory virtual briefing session and will also be uploaded on National Treasury e-tender and PSiRA Website.
		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. - All SIEM system proposals will be considered in accordance with the Terms Of Reference - 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). - 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 10 January 2025 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 **(16th JANUARY 2025, PSiRA Head Office @11:00).** - Bidders must use the designated email address for all enquiries, bids@psira.co.za. **E-mail submissions will not be accepted.**
5.	**Closure**	The Chairperson adjourned the meeting at 10:59