



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

(PSiRA/2024/RFB/14)

HELD ON 14 February 2025@ 10:00 VIA MICROSOFT TEAMS

No	Items	Discussions/ Presentation
1.	Opening & welcoming	<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">▪ 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 at the compulsory briefing session is through verification of their company names in the chat box.

		<ul style="list-style-type: none"> ▪ 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	<p>The following PSiRA officials attended the compulsory virtual briefing session:</p> <ul style="list-style-type: none"> ▪ Ms. Nonkululeko Sibiyi – Senior Manager: Finance ▪ Mr. Thulane Motaung – Team Leader: Facilities Management ▪ Ms. Nomathemba Mendu – Specialist: Supply Chain Management ▪ Mr. Rudolph Mohlala - Supply Chain Management Officer- Bid Administration ▪ Ms. Nkhuliseni Masikhwa - SCM Assistant: Bid Administration (Secretariat) ▪ Mr. Kabelo Makgatho - SCM Intern
3.	Presentation	<p>Mr. Thulane Motaung presented the following aspects, in line with the published Terms of References:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Scope of Work ▪ Special conditions of contract ▪ Specification for hygiene services

		<ul style="list-style-type: none"> ▪ Evaluation Criteria- Criterion 2- Functionality <p>Mr. Rudolph Mohlala presented the following supply chain management processes, in line with the published Terms of References and Bid Document:</p> <ul style="list-style-type: none"> ▪ Evaluation Criteria- Criterion 1 – Compulsory Requirements ▪ Evaluation Criteria- Criterion 3 – Specific Goals ▪ Conditions for the Tender ▪ PSiRA Rights. ▪ General Information. ▪ Instruction to Bidders. ▪ Reporting of Incidents. ▪ Contact Persons.
4.	<p>Presentation Questions</p>	<p><u>Below were questions asked by the bidders with the answers provided:</u></p> <p>Question 1: Annexure A state that the service provider must be responsible for removal and disposal of sanitary bins as per legislation but on the mandatory requirements it is not required that the bidders must be licensed to conduct sanitary bin removal and proper disposal, can you provide clarity on that?</p>

		<p>Answer: On this tender it is not required for the bidders to submit or have license for sanitary bin removal and disposal.</p> <p>Question 2: When the license or Certification for sanitary bin removal and disposal is not the mandatory requirement but stated on Annexure A that the sanitary bins must be removed as per legislation, how are you going to ensure that the service provider carry out the activity according to the legislation in terms of transportation and disposal?</p> <p>Answer: PSiRA decided not to include the sanitary bins removal and disposal on certification/license to avoid putting restrictions on other bidders.</p> <p>Question 3: How many toilets, basins and urinals require deep cleaning monthly?</p> <p>Answer: Toilets =104, Basins =100, urinals =42</p> <p>Question 4: Is it okay to quote you for deep cleaning per basin, toilet bowl or urinal?</p> <p>Answer: No, we will provide the numbers so that you can quote us for the complete service not per urinal, bowl or basin.</p> <p>Question 5: How many staff do you require on each site?</p>
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	<p>Question 11: Can the bidder be selective with the offices they want to bid for, or they should bid for all offices?</p> <p>Answer: The bidder must bid based on the footprint of their offices. It is completely up to the bidder on how many offices they want to bid for.</p> <p>Question 12: Regarding the CV'S of the employees, should we attach certificates as supporting documents?</p> <p>Answer: The certificates of the employees can be attached to the CV as supporting document but note that it is not mandatory.</p> <p>Question 13: On the SLA draft, is it acceptable to generalise on the clause, for example breach and termination rather than outlining specifically the defaults and penalties?</p> <p>Answer: Yes, however we would like to see on the draft were you mention the penalties involved. The bidder is responsible to decide on the type of penalties they include in the draft.</p> <p>Question 14: Are you going to provide the dispensers and we quote only the consumables?</p> <p>Answer: Annexure B give clarity on whether you will be providing the dispenser with the service or only the dispenser. For example for waste bin we just renting the bins, so it stated on annexure B third column as rental only, on soup dispenser it is described as rental and service meaning you will be responsible to</p>
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provide the dispenser and the soup, this is what it means on whether the service provider will be supplying the dispenser with a serve or only the dispenser.

Question 15: Do you have branches in all provinces?

Answer: No, we have branches in all provinces except Northwest and Northern Cape.

Question 16: It is mentioned that preference will be given local contractors from that province yet PSiRA don't have branches in all provinces, this mean suppliers from provinces where PSiRA don't have branches will be disadvantaged?

Answer: This is the structure that was agreed on to ensure that it is easy for the service provider to perform their duties. However, locality is not a mandatory requirement that can be used to disqualify the bidder rather a preference to have a service provider that have a footprint in the province they are bidding for.

Question 17: Should we quote you based on the number of employees that are going to be in the branches, or we charge you based on the service we going to provide?

Answer: Based on both.

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)).
- All SBD forms must be completed in full and signed by the bidder.

		<ul style="list-style-type: none"> ▪ 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 25 February 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 (03 March 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 11:35