



**MINUTES: VIRTUAL COMPULSORY TENDER BRIEFING SESSION FOR APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE PERIOD OF 36 MONTHS.**

**(PSiRA/2024/RFB/16)**

**HELD ON 13 February 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>▪ Ms. Nonkululeko Sibiya – Senior Manager: Finance</li> <li>▪ Ms. Nomathemba Mendu – Specialist: Supply Chain Management</li> <li>▪ Mr. Rudolph Mohlala - Supply Chain Management Officer: Bid Administration</li> <li>▪ Ms. Nkhuliseni Masikhwa - SCM Assistant: Bid Administration (Secretariat)</li> <li>▪ Mr. Kabelo Makgatho - SCM Intern</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>▪ Background</li> <li>▪ Purpose</li> <li>▪ Definitions</li> <li>▪ Counter Conditions</li> <li>▪ Fronting</li> <li>▪ Supplier Due Diligence</li> <li>▪ Presentation/Demonstration</li> </ul>



		<ul style="list-style-type: none"><li>▪ Duration of the Contract</li><li>▪ Scope of Work</li><li>▪ Pricing Model.</li><li>▪ Volume Driven Incentives.</li><li>▪ Contract Price Adjustment.</li><li>▪ Service Level Agreement.</li><li>▪ PSIRA Requires Bidders to Declare.</li><li>▪ Conflict of Interest, Corruption and Fraud.</li><li>▪ Misrepresentation During the Lifestyle of the Contract.</li><li>▪ Preparation Cost.</li><li>▪ Indemnity.</li><li>▪ Precedence.</li><li>▪ Limitation of Liability.</li><li>▪ Tax Compliance.</li><li>▪ Tender Defaulters and Restricted Suppliers.</li><li>▪ Governing Law.</li><li>▪ Responsibility for Sub-Contractors and Bidder's Personnel.</li><li>▪ Confidentiality.</li><li>▪ PSIRA Proprietary Information.</li></ul>
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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: Is the organisation using an online booking tool or it is something that still need to be implemented?</b></p>

		<p><b>Answer:</b> The company is not yet fully online in terms of travel booking but we are planning to implement a system to coordinate bookings between the organization and the travel management company.</p> <p><b>Question 2: On the technical evaluation scorecard specifically the part about integration, can you advise on the current ERP systems used by the organization?</b></p> <p><b>Answer:</b> The organization is currently using Sage Pastel ERP system the requirement on technical evaluation about integration means that of an ERP system and not a specific ERP or travel booking system of the service provider must have the ability to integrate with other systems. The travel booking are currently prepared manually, signed and submitted to the travel management company. The organization is however looking at an online system in the future.</p> <p><b>Question 3: On the price schedule percentage split between online and traditional booking, since you have outlined that there is no travel booking system in place, does it mean that 40% online might not be the actual percentage and the awarded service provider might be in a situation were 80% or even 100% of the bookings are done the traditional way or offline?</b></p> <p><b>Answer:</b> Yes, that is a possibility, but the evaluation will not be based on the 40/60 pricing schedule split.</p> <p><b>Question 4: Are you currently using a lodge card which is a credit card that belongs to the organisation normally provided to the travel management company to make charges on or use as a payment method?</b></p>
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<b>5.</b>	<b>Closure</b>	The Chairperson adjourned the meeting at 10:00.