



MINUTES: VIRTUAL COMPULSORY TENDER BRIEFING SESSION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND MAINTAIN AUPS SYSTEM FOR A PERIOD OF 36 MONTHS. (PSiRA/2024/RFB/08)

HELD ON 28 NOVEMBER 2024 @ 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 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. ▪ 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:

		<ul style="list-style-type: none"> ▪ Mr. Kaylin Govender - Senior System Engineer ▪ Mr. Rudolph Mohlala - Supply Chain Management Officer ▪ Ms. Nkhuliseni Masikhwa - SCM Assistant: Bid Administration (Secretariat) ▪ Ms. Martina Manala - Administration Assistant: Supply Chain Management ▪ Ms. Bonolo Makaleng - SCM Intern
<p>3.</p>	<p>Presentation</p>	<p>Mr. Kaylin Govender presented the following aspects, in line with the published Terms of References:</p> <ul style="list-style-type: none"> ▪ Purpose. ▪ Background. ▪ Technical scope ▪ Technical Requirements. ▪ Monitoring and Management. ▪ Service Management. ▪ Service Levels and Penalties ▪ Evaluation Criteria. ▪ Criterion 1 – Compulsory Requirements. ▪ Conditions of Tender. ▪ Criterion 2 – Functionality.

		<p>Mr. Rudolph Mohlala presented the following, in line with the published Terms of References and Bid Document:</p> <ul style="list-style-type: none"> ▪ Criterion 3 – Specific Goals ▪ 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: What is the weight that the Server room can withstand?</p> <p>Answer: 1000Kg</p> <p>Question 2: Decommissioning & removal, what is the requirements? Do you need the supplier to remove the UPS & batteries off site? Do you require a certificate for the safely disposed batteries? Is there a specific place that you want us to take the old UPS & batteries?</p>

	<p>Answer: Yes, we want those batteries set packs to be removed from site and be permissioned within the law and regulations, but no report will be required there for there is no certificate or anything that you must apply for.</p> <p>With regards to the actual UPS device, we are not sure whether it will be removed from the site at this point, It also needs to be decommissioned and removed on site, but it could possibly change during award phase, but for costing purposes it must be included in your pricing proposal, to dispose and remove of both the UPS and the battery.</p> <p>Question 3: With regards to the service table, “Time to respond” is this via phone? “Time to Resolve” is this timeline for the supplier to fix the issue on site? What would Priority 1 mean?</p> <p>Answer: With regards to priorities, what is meant by the 30 minutes time to respond is that if the organization log a ticket either via a phone call or email you have got 30 minutes to acknowledge.</p> <p>You got 4 hours to either be on site and solve the problem, 8 hours to be on site and solve and 24 hours to be on site and solve. Priority 1 is obviously a high impact to the organization.</p> <p>Question 4: Is there a specific brand of UPS that you require?</p> <p>Answer: No, we are open to all make and model, there is no specific brand that we are looking at.</p> <p>Question 5: Regarding the pricing schedule on SBD 3.1, do you require a detailed pricing schedule, summary pricing schedule and itemized pricing schedule?</p>
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	<p>Answer: Yes, bidders can submit a separate pricing schedule but also make sure that you complete all the information required on the SBD 3.1.</p> <p>Question 6: Are bidders allowed to offer alternative batteries? The organization requested lithium batteries, and their prices are too high?</p> <p>Answer: No, the authority is specifically looking for lithium batteries, please quote as per terms of references (TOR).</p> <p>Question 7: Do you have a working generator?</p> <p>Answer: yes, we do have a working generator.</p> <p>Question 8: Do you have enough space to put another cabinet down and to accommodate the number of batteries required?</p> <p>Answer: yes, we do.</p> <p>Question 9: With regards to the current UPS, what size it is, what's the cable size and what is the current input and output breaker in your current boards?</p> <p>Answer: 40KVa and the main breaker is a Onesto KC6-100, Ue 415V – 50Hz, Icu/Ics 10000A, the UPS breaker is Onesto KCM-T125 Ue 415V-50Hz, AC-22A and the cable is 35mm thick.</p>
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Question 10: It was mentioned that the UPS need to be able to scale up in future, what is the size would the Authority like to scale it up to?

Answer: All our requirements are 30 KV, but if the need arises, we should be able to scale out at whatever increments that the solution is capable of scaling out it.

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.

		<ul style="list-style-type: none"> ▪ 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 (15 January 2024, PSiRA Head Office @11:00) but extended to 29 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.
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5.	Closure	The Chairperson adjourned the meeting at 10:44
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