



inseta

INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

MINUTES

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| Meeting | COMPULSORY BRIEFING SESSION: FIN/2020/01 - REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SECURITY COMPANY SURVEILLANCE AND ARMED RESPONSE SERVICES FOR THE PERIOD OF FIVE (5) YEARS | |
| Date | 17 February 2020 | |
| Time | 11H00-12H00 | |
| Venue | INSETA Boardroom | |
| Attendees | Sindisiwe Mveli (SM) | Specialist: Supply Chain Management |
| | Tiyiso Shibambu (TS) | Facilities Officer |
| | Lindiwe Duma (LD) | SCM Specialist |
| Item No | Agenda Items | |
| 1 | <p>Opening</p> <p>SM- Welcomed and thanked everyone to the briefing session and declared the meeting opened. She requested all prospective bidders to complete the attendance register. She stated that attendance to the session is compulsory, meaning that any other service providers who did not attend the session will be disqualified thus not permitted to submit their bids. She stated that there was a confusion regarding the briefing times in the Government Gazette as well as on INSETA website.</p> <p>She stated that the purpose of the session is to provide clarity and address any questions that prospective bidders might have relating to the bid.</p> | |
| 2 | <p>MATTERS DISCUSSED</p> <p>TS- Took the prospective bidders through the terms of reference and/or scope of work for the provision of security systems (rental and monitoring of the alarm, armed response and CCTV cameras) to the Insurance Sector Education and Training Authority (INSETA) as follows:</p> <ul style="list-style-type: none"> • Indicated that under alarm systems, the building square meters is 2800m² i.e ground floor, first floor and basement (parking). • Indicated that the successful service provider will provide INSETA with 24 hours response time • Indicated that the successful service provider will install 28 movement sensors • Indicated that the successful service provider will install panic buttons • Indicated that the successful service provider will install back-up power supplies to accommodate load shedding issues • Indicated that the successful service provider should have sms notification system | |

- Indicated that the system should be able to provide and record individual pins
- Indicated that the service provider should be able to provide and install 18 cameras for ground floor and first floor
- Indicated that the service provider should be able to provide and install 82-inch LCD screen with 1280x1024 resolution
- Indicated that service providers should provide 2 maintenance options (quarterly and annually)
- All discrepancies must be reported to the Facilities officer as they are recognised
- Indicated that service provider will be contacted for call-outs should the need arise and that they should be quoted for in the proposal

PG shared with the prospective bidders as how this tender will be evaluated:

This bid will be evaluated into four (4) phases plus one (1) optional phase namely:

- Compliance Requirements (Relevant standard bidding documents: SBD 1, 4, 6.1, 8 and 9; TCC, CSD, valid B-BBEE)
- Compulsory Requirements (Each bidder should tick under each requirement on the terms of reference, as they are deemed important and/or compulsory for this requirement. SM also indicated that failure to have these requirements will lead to bidders being disqualified for further evaluation)
- Technical functional Requirements
- Price and BBEE

SM - took the prospective bidders through the evaluation criteria, each and every criterion .

SM further emphasised that bidders need to meet the minimum threshold of 70 in order to proceed to Price and B-BBEE evaluation.

SM indicated that the date for clarification will be amended to allow bidders reasonable time for any clarities they might have regarding this bid.

SM indicated that the duration for this project is from the 01st April 2020 until 31 March 2025

QUESTIONS AND ANSWERS

| Question/comment | Answers |
|-------------------------------------------|-------------------------------------------------------------------------|
| 1. What is meant by off-site surveillance | Bidders should provide INSETA with three clients that use this facility |

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| | <p>2. What is an objective criteria</p> | <p>Should there be a situation where INSETA is not satisfied the bid and/or proposal then there will be a need for objective criteria evaluation to ensure that there are not any risks encountered by the appointment</p> | |
| | <p>3. Must service providers quote on DVR only since there is other options that are available in the market</p> | <p>INSETA encourage that the bidders quote on DVR or related</p> | |
| | <p>4. Do you want to spend more money for the new requirement instead of extending the contract with the building that meet your requirements?</p> | <p>If the current bidder can meet our requirement, there are other bidder(s) in the market that can also meet our requirements. The last criteria which is price and preference (cost-effective), INSETA will make comparison to all bidders that meets our requirements.</p> <p>Contract management must be in line with contract terms and conditions and adhere to National Treasury regulation.</p> | |
| <p>3</p> | <p>The bidder(s) were advised to send any other questions that they might have to: Supplychain@inseta.org.za SM indicated that the deadline for clarity seeking regarding this bid will be extended It was emphasized that INSETA will not entertained any telephonic enquiries, all enquiries must be sent via e-mail.</p> <p>PG - Mentioned that the bidders are required to register with National Treasury Central Database before submitting their proposal. The bidders must ensure that their proposal is deposited in tender document situated at our reception area before / on the 02 March 2020 lot later than 11h00 am, late proposal received will be disqualified. She added by stating that the bidder must ensure that all SBD forms are fully completed and supporting documents are attached together with their proposals.</p> <p>SM - Emphasised that bidders need to sign the attendance register as this is a compulsory briefing session and that failure to do so will lead to an automatic disqualification</p> | | |
| <p>4</p> | <p>Closure SM - thanked everyone for attending and declared the briefing session closed.</p> | | |

 Sindisiwe Mveli

SCM Specialist

Date: _____