



MINUTES: VIRTUAL COMPULSORY TENDER BRIEFING SESSION

DEVELOPMENT OF TRAINING MATERIAL FOR PSiRA CODE OF CONDUCT FOR THE PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA) FOR THE DURATION OF FOUR (4) MONTHS. (PSiRA/2024/RFB/11)

AND

DEVELOPMENT OF TRAINING MATERIAL FOR PSiRA PUBLIC SAFETY FOR THE PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA) FOR THE DURATION OF FOUR (4) MONTHS. (PSiRA/2024/RFB/12)

HELD ON 09 December 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. <ul style="list-style-type: none"><li data-bbox="584 1171 2132 1319">▪ 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.

		<ul style="list-style-type: none"> ▪ 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. ▪ It was emphasized that 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"> ▪ Mr. Azwifaneli Tshisikamulilo - Senior Manager: Training and Communication ▪ Mr. Rudolph Mohlala - Supply Chain Management Officer ▪ Ms. Nkhuliseni Masikhwa - SCM Assistant: Bid Administration (Secretariat) ▪ Ms. Bonolo Makaleng - SCM Intern
3.	Presentation	<p>Mr. Azwifaneli Tshisikamulilo presented the below technical aspects for both two projects, in line with the published Terms of References:</p> <ul style="list-style-type: none"> ▪ Purpose. ▪ Background. ▪ Objectives. ▪ Scope of Work.

		<ul style="list-style-type: none"> ▪ Required Deliverables. ▪ Project Management Phases. ▪ Project Cost Structure. ▪ Special Conditions of Contract. ▪ Evaluation Criteria. ▪ Criterion 1 – Mandatory Returnable Requirement. ▪ Conditions of Tender. ▪ Criterion 2 – Technical Evaluation. <p>Mr. Rudolph Mohlala presented the below aspects of SCM processes for both two projects, in line with the published Terms of References:</p> <ul style="list-style-type: none"> ▪ Important dates. ▪ Completion of standard bidding documents. ▪ Criterion 3 – Preference Points Systems. ▪ Instruction to Service Provider. ▪ General Information. ▪ PSiRA Rights. ▪ Contact details for enquiries. ▪ Reporting of incidents.
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4.	Presentation Questions	<p><u>Below were questions asked by the bidders with the answers provided:</u></p> <p>Question 1: Considering that this is a primary skills course and not a full course, does PSiRA has any existing content or material for the Code of Conduct which has already been developed or must we develop an entirely new Code of Conduct for PSiRA?</p> <p>Ans: Currently PSiRA doesn't have any existing content or material. The only available content is the Code of Conduct itself, as outlined in the act. You will need to develop the rest of the material from scratch.</p> <p>Question 2: Is there any alignment with NQF levels for this course?</p> <p>Ans: Yes, the first grades of the security officials which is grade E is aligned to NQF Level 3 therefore, when designing the material bidders need to ensure that that it is aligned to NQF level.</p> <p>Question 3: Will PSiRA sent a confirmation of attendance for this briefing session to include in the submission and can we complete the documents electronically and then print them out, or must they be handwritten?</p> <p>Ans: No, PSiRA will not send any document as a confirmation of briefing attendance. It was emphasised that bidders need to capture their company details on the chat for the purpose of verifying bidder's attendance. And yes, it is acceptable to complete the bid documents either by hand or electronically. There will no document send as confirmation of attendance for the briefing session.</p>
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Question 7: Considering that the course or our submissions won't necessarily have a credit allocation but given that Grade E is at NQF Level 3, the course material which is pitched will be written at NQF level 3.

Ans: Yes, that is correct.

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. ▪ <u>Cut-off date and time for queries to be sent no later than 17 January 2025 to avoid omission of information that might lead the bid not to be submitted on time.</u> ▪ It was emphasised to the bidders that the proposals must be submitted before or by the specified closing date and time (23rd 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 11:10