



**MINUTES: NON-COMPULSORY BRIEFING SESSION - APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN AND DEVELOPMENT OF PSIRA SPECIALIZED COURSES CURRICULUM FRAMEWORK (STANDARDS) AND TRAINING MANUALS FOR A PERIOD OF SIX (6) MONTHS (PSiRA/2022/RFB/13)  
HELD ON 30 NOVEMBER 2022 @ 12:00 VIA MICROSOFT TEAMS**

No	Items	Discussions
1.	<b>Opening &amp; welcoming</b>	<p>Ms. Kedibone Shai opened the meeting and welcomed all bidders who attended the non-compulsory virtual briefing session. She introduced PSiRA Team in attendance.</p> <p>It was mentioned to bidders that the briefing session was non-compulsory and therefore registration was not required. It was emphasised to bidders that whether bidders have attended the briefing session or not, they will still be able to submit proposals to the Authority.</p>
2.	<b>Attendance</b>	<ul style="list-style-type: none"> <li>▪ Mr. Azwifaneli Tshisikamulo: Senior Manager: Training &amp; Communication</li> <li>▪ Ms. Kedibone Shai: Manager: Industry Training</li> <li>▪ Ms. Patience Ndebele: SCM intern</li> <li>▪ Ms. Tsakani Maluleke: Supply Chain Officer: Bid Administration</li> </ul>
	<b>Presentation</b>	<p>Ms. Kedibone Shai presented the following in line with the published Terms of Reference:</p> <ul style="list-style-type: none"> <li>▪ Purpose</li> <li>▪ Background</li> <li>▪ Specification</li> <li>▪ Deliverables</li> <li>▪ Evaluation Criteria – Functionality</li> </ul>

		<p>Ms. Tsakani Maluleke presented the following:</p> <ul style="list-style-type: none"> <li>▪ Criterion 1- Compulsory/mandatory requirements as listed on page 8 of the terms of reference. The presentation detailed the following: <ul style="list-style-type: none"> <li>- Compliance with mandatory requirements.</li> <li>- Completion of SBD forms.</li> <li>- Bidders proposed price.</li> <li>- Request for price clarification or confirmation.</li> <li>- General administration.</li> </ul> </li> <li>▪ Instruction to bidders</li> </ul>
<p><b>4.</b></p>	<p><b>Discussion and Questions</b></p>	<p>Below were questions raised by bidders with answers provided.</p> <p><b>Q1. Will a list of the bidder’s clients with contact detailed be accepted in a place of reference letters?</b></p> <p>Ans: No, the requirement is specifically for reference letters which must be on the referee company letterhead, signed and have contact details, reference letters must not be older than 36 months. There will be no points allocation for list of references.</p> <p><b>Q2. Are bidders expected to finalise each course within 3 months or 6 months?</b></p> <p>Ans: The expectation is that phase 1 must be finalised with 3 months and phase 2 must be finalised within 3 months which gives a total of 6 months for each course material.</p> <p><b>Q3. To what extent must the courses align with PSiRA Grades or SASSETA qualifications?</b></p> <p>Ans: The expectation is that Security Officers that wants to specialise would need to complete Grade E-C first, the intention is to standardise specialised courses, in terms of NQF alignment being benchmarked to</p>

		<p>SASSETA courses there is no strict requirement to align with SASSETA as the Authority's role is to regulate the Private Security Industry.</p> <p><b>Q4. With regards to e-learning component all the documents need to be scorm compliant?</b></p> <p>Ans: Yes, the material needs to be adaptable to online systems as most of the Authority's processes will be automated.</p> <p><b>Q5. How many questions should bidders submit is it 100 or 1000 questions?</b></p> <p>Ans: It should be 100 questions not 1000 questions.</p> <p><b>OTHER DISCUSSIONS:</b></p> <ul style="list-style-type: none"> <li>▪ It was emphasised to bidders that: <ul style="list-style-type: none"> <li>○ They must comply with the mandatory documents and requirements as listed on the terms of reference (refer to the presentation for guidance when compiling proposals)</li> <li>○ They must ensure that they submit their CSD report, which is compliant and not older than a 1 month from date of closure of the bid.</li> <li>○ In a case where forms/documentation are filled in electronically, bidders must ensure that the content of the forms/documentation are as per the published bid document.</li> <li>○ They must verify files loaded on the USB to ensure that they are not accessible.</li> </ul> </li> <li>▪ Bidders should make sure that each page of the GCC (General Conditions of Contract and TOR (Terms of Reference) is initialled.</li> <li>▪ Bidders were advised to read the bid documentation thoroughly and understand the content of the document to meet the mandatory requirements and avoid being disqualified.</li> </ul>
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<b>5.</b>	<b>Closure</b>	The meeting adjourned at 11:10