



MINUTES: VIRTUAL COMPULSORY BRIEFING SESSION – APPOINTMENT OF A SERVICE PROVIDER FOR THE REVIEW OF THE PSiRA’s ACCREDITED SPECIALIZED COURSES, INDUSTRY-SPECIFIC CURRICULUM FRAMEWORK (STANDARDS) AND TRAINING MANUALS FOR A PERIOD OF FIFTEEN (15) MONTHS.

(PSiRA/2022/RFB/09)

HELD ON 25 OCTOBER 2022 @ 10:00 VIA MICROSOFT TEAMS

No	Items	Discussions
1.	Opening & welcoming	<p>Ms. Tsakani Maluleke opened the meeting and welcomed all bidders who attended the compulsory virtual briefing session. She introduced PSiRA Team in attendance.</p> <p>It was mentioned to bidders that the briefing session was compulsory; therefore, bidders must ensure that they write the name of the company which they are representing on the chat box for record purposes. It was further mentioned to bidders that the only way for the Authority to verify that bidders have attended the compulsory briefing session is through them capturing their company names on the chat box. Failure by the bidders to capture their company names in the chat box will be considered as 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.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration – Chairperson ▪ Ms. Kedibone Shai – Manager: Training ▪ Mr. Tebogo Makgetle – SCM Intern
3.	Presentation	<p>Ms. Kedibone Shai presented the following in line with the published Terms of Reference:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Objectives ▪ Scope of work

		<ul style="list-style-type: none"> ▪ Required Deliverables ▪ Special Conditions of Contracts ▪ Evaluation Criteria: Criterion 2 - Functionality <p>Ms. Tsakani Maluleke presented the following:</p> <ul style="list-style-type: none"> ▪ Criterion 1- Compulsory/mandatory requirements as listed on page 6 of the terms of reference. The presentation detailed the following: <ul style="list-style-type: none"> - Compliance with mandatory requirements. - Completion of SBD forms. - Bidders proposed price. - Request for price clarification or confirmation. - General administration. ▪ Instruction to bidders
<p>4.</p>	<p>Discussion and Questions</p>	<p>Below were questions raised by bidders with answers provided.</p> <p>Q1. How should bidders submit their proposal when bidding for more than one specialised course?</p> <p>Ans: The bidder must submit separate bid proposals for each specialised course, each proposal must have only one specialised course selected on the terms of reference as well as the checklist.</p> <p>Q2. Will the Authority share the briefing session recordings with bidders?</p> <p>Ans: Minutes of the briefing session will be shared with bidders, and they will also be available on the PSiRA website.</p>

Q3. How should bidders based outside Gauteng Province submit their proposals?

Ans: Bidders must use courier services and give clear instructions that the proposal must be submitted before 11:00 to prevent late submission of bid.

OTHER DISCUSSIONS:

- It was emphasised to bidders that:
 - 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)
 - They must ensure that they submit their full CSD report, which is compliant, in a case where bidders are not yet registered on CSD they must visit www.csd.gov.za to register their company.
- Bidders must give clear instructions to courier companies who delivers the proposals on their behalf; the courier company must register the bid submitted in the register availed on the tender box.
- Bidders must ensure that they mark their proposals and USB and put them in one envelope.
- Bidders must hold their bid validity for a period of 120 days.
- Minimum threshold is set at 70 points for criteria 2; bidders who meet minimum threshold of 70 points on functionality will further be evaluated on criteria 3: price and preference points system.
- The preference point system applicable for this tender is 80/20.
- Bidders are required to submit **2 copies (1 indexed original hard copy and 1 copy, 1 USB containing the original proposal (Bidders must ensure that the documentation on the USB are exactly the same as the one submitted as a hard copy document)).**
- Cut-off date and time for queries to be sent no later than 04 November 2022 to avoid omission of information that might lead the bid not to be submitted on time.



		<ul style="list-style-type: none">▪ It was emphasised to the bidders that the proposals must be submitted before or by the specified closing date and time (10 November 2022, 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 10:49