



MINUTES: NON-COMPULSORY VIRTUAL BRIEFING SESSION – APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP TRAINING MATERIAL FOR COUNTER TERRORISM(CT) TRAINING FOR A PERIOD OF FOUR (4) MONTHS.

(PSiRA/2022/RFB/12)

HELD ON 30 NOVEMBER 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 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.	Attendance	<ul style="list-style-type: none"> ▪ Mr. Azwifaneli Tshisikamulilo – Senior Manager: Training and Communications ▪ Ms. Kedibone Shai – Manager: Industry Training ▪ Ms. Tsakani Maluleke – SCM Officer: Bid Administration ▪ Mr. Tebogo Makgetle – SCM Intern
3.	Presentation	<p>Mr. Azwifaneli Tshisikamulilo presented the following in line with the published Terms of Reference:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Objective ▪ Scope of work ▪ Required Deliverables ▪ Project Management Phases ▪ Special Conditions of Contract ▪ Evaluation Criteria – Functionality

		<p>Ms. Tsakani Maluleke presented the following:</p> <ul style="list-style-type: none"> ▪ Criterion 1- Compulsory/mandatory requirements as listed on page 5 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. ▪ Instructions to bidders.
<p>4.</p>	<p>Discussion and Questions</p>	<p>Below were questions raised by bidders with answers provided.</p> <p>Q1. Will the course be outcome base or unit standard material?</p> <p>Ans: No, it will not be unit standard aligned.</p> <p>Q2. Are bidders required to have experience in counter terrorism or design and development of training materials?</p> <p>Ans: The Authority needs an expert with design and development in the field of counter terrorism to avoid plagiarism from other sources of information. There will be no points allocation under company profile for bidders who do not have experience in counter terrorism.</p> <p>OTHER DISCUSSIONS:</p> <ul style="list-style-type: none"> ▪ It was emphasised to bidders that: <ul style="list-style-type: none"> ○ 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)

		<ul style="list-style-type: none"> ○ 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. ○ 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. ○ They must verify files loaded on the USB to ensure that they are not accessible. ▪ Bidders should make sure that each page of the GCC (General Conditions of Contract and TOR (Terms of Reference) is initialled. ▪ 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. ▪ 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. ▪ Bidders 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. ▪ Minimum threshold is set at 60 points out of 100 points for criteria 2, bidders who meet minimum threshold of 60 points on functionality will 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 12 December 2022 to avoid omission of information that might lead the bid not to be submitted on time.
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5.	Closure	The Chairperson adjourned the meeting at 11:55