

**MINUTES: VIRTUAL COMPULSORY BRIEFING SESSION RE-ADVERTISEMENT FOR APPOINTMENT OF SERVICE PROVIDER TO SUPPLY\DEVELOP, IMPLEMENT AND MAINTAIN ONLINE EXAMINATION\ASSESSMENT MODULE FOR PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY
HELD ON 19 JANUARY 2022 @ 10:00 VIA MICROSOFT TEAMS**

No	Items	Discussions
1.	Opening & welcoming	<p>Mr. Hofney Moepi opened the meeting and welcomed all bidders. He also introduced PSiRA officials in attendance.</p> <p>Ms Tsakani Maluleke mentioned to bidders to note that the briefing session is compulsory therefore all should ensure that they type in their company name as it is the only way for the Authority to determine that bidders have attended the compulsory briefing session, is through them capturing their company names on the chat box and failure to do so, it will be considered that bidders did not attend the briefing session. The meeting attendance report does not capture the names of bidders but capture the names of representatives who attended the briefing session.</p>
2.	Opening Remarks	Mr. Hofney Moepi indicated that the reason for re-advertisement of the tender was due to no responsive bids received. Bidders who submitted proposals on the previous tender failed to comply with mandatory requirements and those that made it through to functionality, failed to meet the minimum threshold as set on the terms of reference.
3.	Attendance	<ul style="list-style-type: none"> ▪ Mr. Hofney Moepi – Senior Manager: (BIS) (Presenter) ▪ Mr. Sphamandla Zimema – Acting Manager: Training ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Tshilimandila- Admin Assistant: Bid Administration ▪ Ms. Bridgette Ditlhake – SCM Intern
4.	Presentation	Mr. Hofney Moepi presented the following, in line with the Terms of Reference published:

		<ul style="list-style-type: none"> ▪ Reason for Re-advertisement ▪ Purpose ▪ Scope requirements ▪ Scope Requirements Description ▪ Business Process Scope ▪ Implementation Methodology ▪ Project Plan ▪ Technical and Maintenance Support ▪ Evaluation Criteria: Criteria 1 Compulsory/Mandatory Requirements & Criteria 2: Functionality
5.	Discussion and Questions	<p>Below were questions raised by bidders with the answers provided.</p> <p>Q1: Should reference letters be on the bidder's letterhead or the referee? Ans: Reference letters must be on the letterhead of the referee.</p> <p>Q2: Paragraph 5.4.1 refers to 3.3.4 reporting and administration, but there is no 3.3.4 on the terms of reference? Ans: Administration and Reporting is on page 5, paragraph 4.1.4.</p> <p>Q3: If a bidder is subcontracting with a service provider that has done similar project, should the reference letters be on the name of the main bidder or subcontractor? Ans: Reference letters can only be considered only when relevant compliance documentation for the subcontractor/partner has been submitted as prescribed on the terms of reference as well as subcontracting agreement, in a case of a partnership, bidders must submit partnership agreement, paragraph 7 and 8 on SBD 6.1 must be completed adequately.</p>

	<p>Q4: Which PSiRA office will support services be at and is the support for functional or technical support?</p> <p>Ans: PSiRA Head office is based at Centurion, Highveld Ext 70. The support is for both technical and functional as we can work remotely, when we work remotely the successful bidder should be available when the Authority needs both functional and technical support. Bidders are not limited to be onsite physically; bidders must be available from 08:00 -17:00 or wherever the Authority needs support.</p> <p>Q5: What does the 36 months support cover?</p> <p>Ans: The bidder will be required to support users where there is a need, until PSiRA team has the technical aspect to support users.</p> <p>Q6: Regarding the project plan, should it be a maximum of 45 days, or it can be more?</p> <p>Ans: The project plan should be a maximum of 45 days.</p> <p>Q7: Who must sign the CV's, can it be signed by the project manager or the individuals?</p> <p>Ans: Team members must sign their own CV's; this gives the Authority a satisfaction that the individuals have confirmed that the information/content on the CV's are theirs.</p> <p>Q8: how changeable is the 45 days period when it comes to integration part?</p> <p>Ans: In a case where the bidder has no control over the delays that occurred which will affect the project plan timelines, an investigation will be done and if the fault was at the client side, the bidder will not be penalised, it would be unfair to penalise the bidder for something that they had no control over. Bidders</p>
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	<p>can submit a letter stipulating that the Authority should not penalise them for something they have no control over which will be approved by the Authority's executive. PSiRA's project manager will ensure that all officials are on board so that the system can be implemented smoothly.</p> <p>Q9: What is the content that need to be learned and how do they consume that and is that part of the solution the Authority is looking for?</p> <p>Ans: The Authority have learning materials that are available, the only thing the Authority is requesting is to develop questions from the learning materials which will later be transferred to questionnaire for the examination.</p> <p>Q10: Are development of databank assessment multiple questions and are bidders going to create questionnaire based on your curriculum and training material?</p> <p>Ans: yes</p> <p>Q11: What type of content that will be in courses that will not be readily available at the time of development and implementation at no cost to PSiRA?</p> <p>Ans: The content will be in a form of a hard copy or pdf.</p> <p>Q12: Should the additional printing cost of the digital certificate be included on the bid price?</p> <p>Ans: The digital certificate of the learner must have a watermark that says digital certificate, the certificate printed by the administrator must not display the watermark, it must have the QR code, and that the learner has passed.</p>
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	<p>Q13: Is the system supposed to add the additional cost for printing the certificate by the administrator?</p> <p>Ans: Printing by the administrator must be levied.</p> <p>Q14. Should hosting be on premises or cloud?</p> <p>Ans: Both are accepted, hosting must reside in South Africa as per the legislation</p> <p>Q15: How will bidders know that the learner completed training in 4 days if training is done physically?</p> <p>Ans: Physical training will be supported by the 4 days attendance register which the administrator will have to integrate to the system.</p> <p>Q16: Will learners be required to pay the Authority if they had a physical training, who would receive the payment, should one pay the training separately or will the training be opened for free and only pay for the exams?</p> <p>Ans: The actual training will be paid directly to PSiRA registered or accredited training providers, PSiRA will only charge learners to access materials online and to take exams.</p> <p>Q17: Is proctoring definite or the authority will be satisfied with asking security question?</p> <p>Ans: The Authority has signed an MOU with TVET college which have technology that meets minimum requirements.</p>
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	<p>Q18: How will you know that the person has done the training in a particular place? Ans: All training providers are registered with PSiRA.</p> <p>Q19: Should verification be pictures only? Ans: Verification can be both, pictures, and security questions.</p> <p>Q20. Will the Authority be open to the bidder to advise on changing of the weighting of questions? Ans: The Authority will be open to the advice as it will be progressive.</p> <p>Q21: What is the integration with the online registration and online examination? Ans: It must be integrated to the online registration which is running from Microsoft sequel. The system should be able to pull information from the sequel data and learners will be required to apply from both online registration and online examination system</p> <p>Q22. How many users/leaners will be using the system? Ans: Annually, we have an average of 500 000 or more, it differs yearly.</p> <p>Q23: How old should the CSD report be?</p>
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	<p>Ans: The Authority is not specific on that, what the Authority wants to see is that bidders are registered on CSD and that they are tax compliant.</p> <p>OTHER DISCUSSIONS:</p> <p>Chairperson indicated that bidders to meet the mandatory requirements to avoid being disqualified, on the prequalification and other things.</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 page 11 of the terms of reference. ✚ They must ensure that they submit their CSD report, in a case where the bidders are not yet registered on CSD they must visit www.csd.gov.za to register their company. ✚ Bidders should make sure that they initial every 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. ✚ Annexure A: Pricing schedule must be completed and returned with the bid. ✚ When completing SBD form electronically, ensure that the content of the SBD's are as per the SBD forms issued with the bid or no words/letters are missing. ✚ Tender checklist should be completed on after bidders have compiled their proposals. ▪ 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. ▪ Bidders must hold their bid validity for a period of 120 days. ▪ The minimum Threshold is 80 points for bidders to make it to the next phase, price and preference bidders who score less than 80 points out of 100 points on functionality will be disqualified.
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6.	Closure	The Chairperson adjourned the meeting at 12:10