MINUTES: VIRTUAL COMPULSORY BRIEFING SESSION FOR APPONTMENT OF A SERVICE PROVIDER TO SUPPLY\DEVELOP, IMPLEMENT AND MAINTAIN ONLINE EXAMINATION\ASSESSMENT MODULE

FOR PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY

HELD ON 15 OCTOBER 2021 @ 10:00 VIA MICROSOFT TEAMS

No	Items	Discussions
1.	**Opening & welcoming**	Ms. Monicca Kekana opened the meeting and welcomed all bidders. She introduced PSiRA team in attendance. It was mentioned to bidders to note that it is a compulsory briefing session therefore; all bidders must ensure that they write the name of the company they are representing on the chat box for record purposes. It was further mentioned to bidders that 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.
2.	**Attendance**	▪ Ms. Monicca Kekana – Acting Senior Manager: BIS (Presenter) ▪ Ms. Anna Tsele – Acting Senior Manager: Communication and Training ▪ Ms. Boitumelo Njovu - Secretariat: Office of Business Information System ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Tshilimandila- Admin Assistant: Bid Administration ▪ Ms. Bridgette Ditlhake – SCM Intern
3.	**Presentation**	Ms. Monicca Kekana presented the following, in line with the Terms of Reference published: ▪ Purpose ▪ Scope requirements

		▪ Scope requirements description ▪ Business process scope ▪ Evaluation Criteria: Criterion 2- Functionality Ms.Tsakani Maluleke presented Criterion 1- Compulsory/mandatory requirements as listed on page 11 of the terms of reference.
4.	**Discussion and Questions**	Below were questions raised by bidders with the answers provided. **Q1: The 1ˢᵗ November 2021 have been declared a public holiday for the purpose local government election, will the Authority's office be open on the day to accept the bidder's proposals?** Ans: The closing date remains the 1ˢᵗ November 2021 @11:00 as per the advert, the Authority's office will be open to accept bidders' proposals on the day. **Q2: How many users, administrators and affiliate will be covered on the system?** Ans: The estimated numbers are as follows: ♦ Learners: 10 000 to 15 000 per week. ♦ Affiliate: 1 000+ ♦ Administrators: 10 **Q3: Will the Authority provide manuals assessment that needs to be incorporated or integrated to the system?** Ans: Currently the Authority do not have any learner system. The Authority is currently implementing the online registration system, the online examination/assessment system must be integrated to the registration system.

		Q4: Will recordings of the briefing session be shared with all bidders?
		Ans: No, only minutes of the briefing session will be shared with bidders.
		Q5: Since the Authority is busy implementing the registration system, is it expected that the payment of that system be handled by the examination/ assessment system?
		Ans: No, each system will handle its own payment.
		Q6: Please clarify the booking process and how it tie-in with the 4 days for completion of training?
		Ans: The 4 days is for completion of training and after the training learners will have to book for the assessment on a specific date and not immediately after the training. The booking is for a specific date that the learner would want to book the exam.
		Q6: So the Authority wouldn't want online assessment to be available after 4 days, learner must book a specific day?
		Ans: Yes.
		Q7: In terms of administration for upgrading, will the Authority be administering for learners that are upgrading?
		Ans: The system should be able to verify which PSiRA grade the learner have once they capture their PSiRA number. The Authority is currently on the process of implementing the system that the examination /assessment system will be integrated to.

		Q8. What types of questions are envisaged for test takers, will these include essay type of questions, since these are generally difficult to score automatically?
		Ans: It is going to be a multiple choice questions which will be in different scenarios to ensure that cognitive application of knowledge is assed
		Q9: Is there a requirement for the content/questions to be aligned to Unit Standards outcomes?
		Ans: No, the content will be aligned to the revised PSiRA Grades. Assessment questionnaires must be aligned as such, addressing all the modules and learning objectives as covered in the curriculum document.
		Q10: What cost should the service provider handle in terms of printing of certificates i.e. hardware, paper etc?
		Ans: The Authority will be printing the certificates, the system must have the capability to generate digital certificates.
		Q11: How is the existing training content going to be moved to the system?
		Ans: The training materials will be provided online.
		Q12: In terms of pricing is it transaction based?
		Ans: It is going to be a learner per transaction.
		Q13: What other type of courses will be of interest to the Authority?

Ans: It will be courses aligned to the scope of security service providers such as close protection, private investigation, all the categories that are defined as private security services.

Q14: When and how is the course material with the barcode number is issued to the learner?

Ans: It is how the security features will be embedded on the system or produced as a solution for IP protection and the integrity of the assessment entirely. Learner will have to make payment in order to have access to the course materials or assessment.

Q15: In terms of payment is it going to be an EFT process or bank proof of payment?

Ans: The users must be able to link to their internet banking.

Q16: What is meant by Qualification verification providers?

Ans: The qualification verification refers to the process of verifying qualifications that are registered in the national framework of qualification for the purpose of recognition to prior learning. The typical example on verification providers is the National Learner Record Data Based (NLRD) hosted South African Qualification Authority (SAQA) which is being updated from time to time.

Q17: What type of reports will be needed?

Ans: To name the few the reports required from the system may include but not limited to the following:

- Learners assessed with achievement;
- Learners assessed without achievement;
- Learners assessed per course periodically(Weekly, Quaterly,Annualy);

- Number of re-assessment taken by learners periodically (Weekly, Quarterly, Annually);
- Leaners records per training centre and the overall reporting on achievement;
- Learners with confirmed bookings BUT not confirmed actual assessment scheduled;
- Analytical report on assessment questionnaires (aligned to modules, objectives etc);
- Analytical report on learners performance per assessment questionnaires randomly selected etc.

OTHER DISCUSSIONS:

- It was emphasised to bidders that:
    - They must comply with the mandatory documents and requirements as listed on page 11 of the terms of reference.
    - They must ensure that the 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.
- 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.

- 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 27 October 2021 to avoid omission of information that might lead the bid not to be submitted on time. Proposals must be deposited into PSiRA bid box by 11:00 on 01 November 2021. - Contact details regarding technical and SCM related queries are provided on page 17 of the Terms of Reference. **E-mail submissions will not be accepted.**
5.	**Closure**	The Chairperson adjourned the meeting at 11:06