



MINUTES: NON- COMPULSORY BRIEFING SESSION FOR APPOINTMENT OF PANEL OF TRAINING SERVICES PROVIDERS TO PROVIDE TRAINING TO PSiRA STAFF FOR THE DURATION OF 36 MONTHS

(BID NUMBER: PSiRA/2021/RFB/13)

HELD ON 13 DECEMBER 2021 @ 10:00 VIA MICROSOFT TEAMS

No	Items	Discussions
1.	Opening & welcoming	<p>Ms. Tsakani Maluleke opened the meeting and welcomed all bidders. She also introduced PSiRA official in attendance.</p> <p>It was mentioned to bidders to note that the briefing session is non-compulsory, therefore all bidders who submit their proposals will be evaluated on relevant criterion depending on the compliance of the requirements as set out on the published terms of reference. It was further mentioned that bidders must write the name of the company they are representing on the chat box for record purposes.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Ms. Phuti Mfoloe – Manager: Learning & Development (Presenter) ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Tshilimandila – Admin Assistant: Bids Administration ▪ Ms. Bridgette Ditlhake - SCM Intern
3.	Presentation	<p>Ms. Phuti Mfoloe presented the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ Background ▪ Scope of work ▪ Objectives ▪ Future Costing ▪ Signing Agreement ▪ Evaluation Criteria: Functionality

		<p>Ms. Tsakani Maluleke continued to present the following as per the tender checklist/Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Compulsory /Mandatory Requirements ▪ Instructions to Bidders
4.	Discussion and Questions	<p>Below were questions raised by bidders with the answers provided.</p> <p>Q1. Does the Authority require potential bidders to be registered specifically with SASSETA or registration with any of the SETA's will be acceptable?</p> <p>Ans: The Authority requires proof of registration with any of the SETA's, the Authority have diverse skills development training for its officials.</p> <p>Q2. With regards to trainings listed on paragraph 4.2, is it advisable to provide a minimum of five trainings which are listed on paragraph 4.2?</p> <p>Ans: Yes, it is advisable that bidders provide a minimum of five trainings which are listed on paragraph 4.2, additional trainings not on the list can also be provided.</p> <p>Q3. Must bidders submit all accreditation letters or only SETA accredited with?</p> <p>Ans: Bidders must attach all letters of accreditation from any institute.</p> <p>Q4. What will be the minimum number of students to be trained?</p>

	<p>Ans: Number of students cannot be provided since it is unknown, number of students to be trained depends on the Workplace Skills Plan for each financial year.</p> <p>Q5: Will the Authority accept submission from bidders providing five training programmes under one specialisation are i.e. health and safety?</p> <p>Ans: The Authority is looking for five training programmes from different fields/area of specialisation, however bidders can apply for training programmes under one field/ area of specialisation.</p> <p>Q6. Will the Authority consider proposals from bidders accredited with higher education institutions who are not accredited with any of the SETA's?</p> <p>Ans: Yes, as indicated on the TOR bidders must submit proof of accreditation from Sector Education Training Authority (SETA) or Quality Council for Trades and Occupations (QCTO) or Department of Higher Education and Training (DHET) or South African Qualifications Authority (SAQA).</p> <p>Q7. Does the Authority require the minimum of five accredited training programmes?</p> <p>Ans: Yes, the minimum of five training programmes that the bidders choose to bid for must be accredited with relevant institution.</p> <p>Q8. Should bidders submit price proposals:</p> <p>Ans: Price proposals is not a requirement at this stage, quotations will be requested as and when there is a need for training program.</p>
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		<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 page 4 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. ▪ Bidders must give clear instructions to courier companies who deliver the proposals on their behalf; they must ensure that the courier company register the bid submitted in the register available 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 70 points for bidders to qualify as panellist. ▪ 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 24 January 2022 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 28 January 2021. ▪ Contact details regarding technical and SCM related queries are provided on page 9 of the Terms of Reference. ▪ E-mail submissions will not be accepted.
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5.	Closure	The Chairperson adjourned the meeting at 10:38
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