



MINUTES: TENDER BRIEFING SESSION FOR APPOINTMENT OF A SUITABLY QUALIFIED PROJECT MANAGERS TO ASSIST PSiRA TO MANAGE SKILLS AND LEARNERSHIP TRAINING PROGRAMME IN THE PRIVATE SECURITY INDUSTRY FOR A PERIOD OF 24 MONTHS: BID NO. (RFB/2018/PSiRA/13)
HELD ON 18 FEBRUARY 2019 AT 11:00 IN MAIN BOARDROOM, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA)

No	Items	Discussions
1.	Opening & welcoming	<p>Ms. Tsakani Maluleke opened the meeting and welcomed all bidders. She allowed PSiRA team to introduce themselves.</p> <p>She mentioned to bidders to note that it is a non-compulsory briefing session however, all bidders should ensure that their details are recorded on the circulated attendance register.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Ms. Tsakani Maluleke – SCM Officer: Bid Administrator ▪ Mr. Molefe Matsomela – Manager: Executive Support ▪ Ms. Nkuliseni Tshilimandla- Admin Assistant: Bids Administration ▪ Ms. Dikeledi Papo – SCM Intern
3.	Presentation	<p>Ms. Tsakani Maluleke handed over to Mr. Molefe Matsomelato present the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Important Information <ul style="list-style-type: none"> ✚ Purpose ✚ Project Delivery Date ▪ Scope of work ▪ Evaluation Criteria: Functionality <p>Ms. Tsakani Maluleke continued to present compulsory/mandatory returnable documents as per the tender checklist published. She further emphasised to bidders that:</p>

		<ul style="list-style-type: none"> ▪ They must submit original standard bidding documents uploaded by the Authority on National Treasury e-tender, the documentation must be printed out and filled in by hand, electronic completion of these forms will lead to disqualification. ▪ The standard bidding forms must be completed in full, failure to do so will lead to disqualification. ▪ Each page of the Terms of Reference and the General Condition Contract must be initialled and the last page of the General Conditions of Contract must be signed. ▪ Company name should be reflected in all SBD forms.
4.	Discussion and Questions	<p>The following are questions raised by the Bidders and the answers provided.</p> <p>Question 1: Will the Authority accept additional pricing structure in a case where the SBD 3.3 do not accommodate all the items the bidders want to list on their pricing proposal?</p> <p>PSiRA Response: Yes, Additional pricing structure will be accepted, however, bidders must ensure that the total bid price, as well as the company name, is reflected on the SBD 3.3. Bidders must not scratch ed-out the document they must refer the Authority to the pricing structure which they will submit together with their proposal. The additional pricing structure must be placed underneath the SBD 3.3.</p> <p>Question 2: What is the signature skills for this project? can we cost this project on a standard percentage which I don't, now I don't know the number of learners or which skills are going to happen or when will it start or where will it take place advised?. What is a signature skill? please advise.</p> <p>PSiRA Response: The successful bidder must set up the project management office and the location of the office would be addressed in the service level agreement. The Authority would like to appoint a project management company and not a person due to the magnitude of the project. Further, the company would</p>

	<p>establish a project management unit for the project period and PSiRA would evaluate the possibility of continuing with the project office after the lapse of the project. The word signature skills programmes mainly indicated that the project managers must ensure that skill transfer to ensure continuation of the project office beyond the project. The number of learners is contained in the terms of reference and the project management company would be expected to be on-board in March 2019.</p> <p>Question 3: For project managers, it is not possible to quote in Rand value, will the Authority permit bidders to quote in the percentage of the total project?</p> <p>PSiRA Response: Yes, all bidders must quote on a fixed percentage (%) rate for the duration of the contract.</p> <p>Question 4: Will the successful bidders be expected to source and place learners after completion of training?</p> <p>PSiRA Response: The successful bidder only has to manage the project and assist the Authority to place learners to be trained. The Authority will be responsible for the training of the learners who will be sourced from the database of the Department of Labour.</p> <p>Question 5: Will the management of the project be done a National Level?</p> <p>PSiRA Response: Yes, the project is aimed to benefit unemployed learners nationally, though national managed the learners will be source from all provinces.</p> <p>Question 6: Will the successful bidder be allocated an office in PSiRA premises or the bidder will work from their office?</p>
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	<p>PSiRA Response: The issue would be addressed in the SLA.</p> <p>Question 7: Should bidders include learners stipend on the cost proposal?</p> <p>PSiRA Response: No. The stipend will be dealt with by the Authority.</p> <p>Question 8: Will the bidder be responsible for ensuring that all skills Programmes are accredited by SASSETA?</p> <p>PSiRA Response: The skills programmes referred to in the bids are the ones accredited by PSiRA, however any other learning programme that may need accreditation from SASSETA or relevant body, the Authority will be responsible for ensuring that accreditation is obtained or service providers appointed to offer training are accredited.</p> <p>Question 9. How many learners will benefit from this project nationwide?</p> <p>PSiRA Response: The aim is to train about 19 500 learners nationwide.</p> <p>Question 10: To whom will the successful bidder report to?</p> <p>PSiRA Response: The successful bidder will report to the Director, which will then report to the funder on the progress of the project.</p> <p>NB</p> <ul style="list-style-type: none"> ▪ The bidder is required to confirm that it will hold its proposal valid for 90 days from the closing date of the tender, during which time it will maintain without change, their proposed rates and prices.
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5.	Closure	The Chairperson thanked all for their attendance and adjourned the meeting at 11:35