



PSiRA
PUBLIC SUPPLY CHAIN MANAGEMENT AUTHORITY

INVITATION TO BID

PSiRA invites suitable service providers to submit bids for the following services:

Bid No.	Description	Points Preference System	Bid Document Fee	Closing Date
PSiRA/2021/RFB/01	REQUEST FOR PROPOSALS FOR APPOINTMENT OF A SUITABLY QUALIFIED PANEL OF SKILLS DEVELOPMENT PROJECT MANAGEMENT SERVICE PROVIDERS TO ASSIST PSiRA TO MANAGE TRAINING PROGRAMMES FOR A PERIOD OF 36 MONTHS	80/20	No Fee	14 MAY 2021 @ 11h00

Collection of Bid Document

Bid Documents will be made available from PSiRA Website and National Treasury; Office of Chief Procurement Officer, e-tender website

Submission of Bids:

Sealed and clearly marked bids (indicating the Bid Reference No. i.e. PSiRA/2020/RFB/01) must be deposited in the PSiRA Head Office tender box located at the following address before the closing date: 420 Witch Hazel Avenue, Eco Glades, Block B2, Eco Park, Centurion, Pretoria

Opening of bids:

Received bids will be opened in public on the closing date at 11h30.

Please Note:

Bids should be submitted at the correct address, before or on the closing date and time. No late bids will be accepted under any circumstances. Only original bid documents will be accepted. No e-mailed or posted copies will be accepted. Bidders may make use of courier services and have to confirm bid acknowledgement with SCM office, (before the closing date).

Minimum Requirements:

All compulsory forms contained in the bid documentation must be completed and signed in full. National Treasury CSD (Central Supplier Database Report) must be attached. Failure to comply with the above-mentioned conditions may invalidate your bid.

Enquiries: bids@psira.co.za OR Supply Chain Management Office at 012 003 0487 or 012 003 0521

PSiRA is not obliged to accept the lowest or any bid thereof, and reserves the right to withdraw this bid.



APPOINTMENT OF SUITABLY QUALIFIED PANEL OF SKILLS DEVELOPMENT PROJECT MANAGEMENT SERVICE PROVIDERS TO ASSIST THE PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSIRA) TO MANAGE TRAINING PROGRAMMES FOR A PERIOD OF 36 MONTHS

[BID NO: PSIRA/2021/RFB/01]

DATE ISSUED: 19 APRIL 2021

CLOSING DATE AND TIME: [14 MAY 2021 at 11:00]

VIRTUAL COMPULSORY BRIEFING SESSION : 29 April 2021 at 10:00 (SERVICE PROVIDERS TO REGISTER FOR VIRTUAL BRIEFING SESSION BY SENDING EMAILS TO bids@psira.co.za NO LATER THAN 23 April 2021.

Bid Validity Period : [120 days]

TENDER BOX ADDRESS:

420 Witch -Hazel Avenue ,Block B-Eco Glades 2 Office Park,
Highveld Ext 70,Centurion

1. PURPOSE

The purpose of this bid is to appoint a panel of project management service providers to assist PSiRA to project manage the skills development initiatives for a period of 3 years.

2. INTRODUCTION AND BACKGROUND

PSiRA is the Private Security Industry Regulatory Authority and was established in terms of section 2 of the Private Security Regulation Act (56 of 2001). Its primary objectives are to regulate the private security industry and to exercise effective control over the practice of the occupation of a security service provider in the public and national interest and in the interest of the private security industry itself.

The Private Industry Security Regulatory Authority (PSiRA) has entered into a partnership with Unemployment Insurance Fund (UIF) to offer training to the UIF beneficiaries, as means of increasing skills development including creating job or entrepreneurial opportunities within the private security sector. PSiRA is also interested in establishing partnerships with other funding institutions in support of accelerating and enhancing skills development in the private security sector.

PSiRA is keen to augment its internal project management capacity by appointing a panel of Project Managers to project manage funded skills development projects (these including accredited programmes through the SETAs, authorities or agencies and/or PSiRA Grades) through various partnerships. Project management will include, amongst others, the recruitment of beneficiaries of training interventions and facilitating workplace integrated learning.

3. SCOPE OF WORK

The successful bidder shall perform these services listed below:

- 3.1. Strengthen the PSiRA project management office (PMO);
- 3.2. Assist in institutional arrangements for the Unit's architecture;



- 3.3. Provide a Turnkey Project Management solution to PSiRA for the allocated project value chain. This will include but not limited to the procurement processes that are project related and aligned;
- 3.4. Develop an Implementation Plan and Project Budget Forecast aligned to the Funding Agreement and Payment Schedule;
- 3.5. Prepare detailed monthly progress reports to PSiRA on the activities of the activities and finances of the project;
- 3.6. Design and implement a skill transfer plan that shall enable PSiRA PMO unit to support project implementation plans.

4. SPECIFIC REQUIREMENTS

- 4.1. Appointed project management companies must possess recognised project management qualification and demonstrate relevant experience in handling similar projects.
- 4.2. Provide a detailed description of the company, its years' of experience as a skills development PMU, the physical resources of the company, the proposed project team for this assignment and the relevant experience of the individual proposed project team members.
- 4.3 Demonstrate that you understand the bid brief.
- 4.4 Propose a methodology for the establishment and operationalisation of the Partnership PMU.
- 4.5 Propose an Implementation Protocol between the Project Management Company and PSiRA with distinct roles and responsibilities for the respective Parties.
- 4.6 Provide at least three contactable trade references of a clients on whose behalf the bidder has managed a flagship or priority skills development project as a PMU and ask the client to also comment on the bidder's performance as a PMU.
- 4.6 SMME's, medium size business and large business training providers owned by women, youth and people with disabilities are encouraged to apply.
- 4.7 Final determination of the project management rate will be determined by PSiRA based on the funding obtained in each project.
- 4.8. To ensure timely payments of stipends to beneficiaries.



5. EVALUATION CRITERIA

5.1. CRITERION 1 – COMPULSORY/MANDATORY REQUIREMENTS

Bidders will first be evaluated on terms of the minimum requirements/ gatekeepers. Bidders who do not fulfil all the requirements or do not submit the required documents will be disqualified. Those who fulfil all the minimum requirements or have submitted the required documents will be further evaluated on Criterion 2 - which is the functionality.

CRITERIA 1- COMPULSORY/MANDATORY REQUIREMENTS

The bids must be submitted in the prescribed format. Standard bidding documents should be filled in. These standard bidding documents include the following:

- 5.1.1. SBD1 Invitation to Bid.
- 5.1.2. SBD 2 central supplier database (CSD) report to be submitted confirming the Bidders tax compliance.
- 5.1.3. SBD 3.3 Pricing Schedule.
- 5.1.4. SBD 4 Declaration of Interest.
- 5.1.5. SBD 6.1 Preference Points Claim Form.
- 5.1.6. SBD 8 Declaration of Bidder's Past Supply Management Practices
- 5.1.7. SBD 9 Certificate of Independent Bid Determination.
- 5.1.8. General Conditions of Contract (ALL pages to be initialled by the bidder and last page must be signed).
- 5.1.9. Terms of reference (ALL pages to be initialled by the bidder and last page must be signed).

NB:

- **All forms must be completed and signed. Incomplete forms will not be accepted.**
- **Bidders must use original documentation supplied by the Authority, failure which will result to disqualification.**
- **All forms must be printed out and completed by handwriting, failure which will result to disqualification.**



5.2. CRITERION 2 – FUNCTIONALITY

Functionality is worth 100 points. The minimum threshold is 70 points. Bidders who score less than 70 points on functionality will therefore be disqualified. Those who score more than 70 points will be further evaluated in terms of price and preference points (i.e. on the B-BBEE status level of contributor). The functionality evaluation is broken down as follows:

The functionality/technical evaluation is broken down as follows:

Functional Evaluation Criteria	
An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criterion in the table will carry a weighting as indicated, and bidders will be required to score a minimum of 70 points (out of the 100 points), i.e. 70%, for Functionality in order to qualify for proceeding to Stage 3.	
The functionality / technical evaluation is broken down as follows:	
CRITERIA	WEIGHT POINTS
COMPANY TRACK RECORD	40
<p>The bidder must submit: Company Profile, project team architecture and abridged CV's</p> <ul style="list-style-type: none"> • Company profile with organogram indicating years of company experience/people working in project management and skills development in relation to the service required. <ul style="list-style-type: none"> - 2 years =10 points - 1 year =5 points - Less than 1 =0 points • Company ownership. (10) <ul style="list-style-type: none"> - 51% women ownership =10 points - less than 51% women ownership = 5 points • For physical infrastructure resources: (10) <ul style="list-style-type: none"> - Proof ownership or lease agreement = 5 points - Physical infrastructure within the service area (Gauteng) = 5 	



<p>points</p> <ul style="list-style-type: none"> • Project team (Relevant or Related Organogram) = 5 points • CV of Project Manager with the following experience <ul style="list-style-type: none"> - 3 years relevant experience and above =5 points - 2 years relevant experience =2 points - 1 year relevant experience – 0 points. 	
IMPLEMENTATION PROTOCOL	30
<p>The bidder must submit their proposal with the following:</p> <ol style="list-style-type: none"> a) Define the PM's business process flow highlighting the minimum of 5 steps in implementing projects (10) b) Demonstrate the skills training processes (5) c) Methodology of payment of stipend to the beneficiaries (10) d) Define an Implementation Protocol between the Project Management Company and PSIRA with distinct roles and responsibilities for the respective Parties (5) 	
OPERATIONALISE THE UNIT	15
<ol style="list-style-type: none"> a) Propose a reporting framework to the PSiRA and the Partners for effective governance (5) b) Propose how the Turnkey Solution to PSIRA will be provided for the entire training project value chain (10) 	
PROVISION OF TRADE REFERENCES	15
<p>The bidder must submit minimum of three reference letters on the letterhead of the referees and their contact details for similar or related or equivalent projects performed within the period of three years (email address, telephones number). The reference letters must demonstrate project management functions, learnership and skills development programmes and success in providing the services</p> <p>Point Allocation:</p> <ul style="list-style-type: none"> ✓ 15 points for 3 reference letters ✓ 10 points for 2 reference letters ✓ 5 points for 1 reference letter ✓ 0 points for 0 reference letter 	
Total	100

5.3. CRITERIA 3- EVALUATION OF PRICE AND PREFERENCE

The Service Provider will be evaluated on a points system for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Weighting percentage
Price:	90%
Preference:	10 %
Total must equal:	100%

Preference Point allocation – 90/10

Preference: 10 Points	
Other: B-BBEE Status Level Contributor	
B-BBEE Level	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

Price Calculation 90/10

The following formula will be used to calculate the points for price.

$$Ps = 90 \left[1 - \frac{(Pt - Pmin)}{Pmin} \right]$$

Where:

- Ps = Points scored for price of bid under consideration
Pt = Rand value of bid under consideration
Pmin = Rand value of lowest acceptable bid



6. PRICING CONDITION

Bidders who are registered on a Panel will be requested to quote as and when a need arise and that the prescribed or regulated rates from the funding institutions will be taken into factor when evaluating prices.

7. PSiRA RIGHTS

Notwithstanding anything else in this Request for Proposal (RFP), and without limiting its rights at law or otherwise, PSiRA reserves the right, in its absolute discretion at any time:

- a. Cancel or Call for new Tenders.
- b. To appoint more than one bidder or contractor.
- c. Reject any Tender received after the Closing Time.
- d. Consider and accept or reject any alternative tender.
- e. Alter the structure and/or the timing of this RFP or the Tendering Process.
- f. Reject any Tender that does not comply with the requirements of this RFP.
- g. Terminate the participation of any Bidder or any other person in the Tendering Process.
- h. Vary or extend any time or date specified in this RFP for all or any Bidder or other persons.
- i. Cease to proceed with or suspend the Tendering Process prior to the execution of a formal written contract.
- j. Require additional information or clarification from any Bidder or any other person or provide additional information or clarification.
- k. PSiRA is not obliged to accept the lowest or any bid thereof and reserves the right to withdraw this bid.
- l. PSiRA reserves the right to award a project in part or in full.
- m. PSiRA reserves the right to negotiate rates with the contracted service provider(s).
- n. Where deemed appropriate and in the interest of both parties, PSiRA may enter into sub-contracting negotiations with the contracted service provider(s).

8. GENERAL INFORMATION

- a. Bid documentation will be made available from National Treasury E-Tender Website, ready to be downloaded by bidders;



- b. All compulsory forms contained in the bid documentation must be completed and signed in full.
- c. Proof of Registration with the National Treasury Central Supplier Database (CSD) must be provided.
- d. Received bids will be opened in public on the closing date at 11h30.
- e. Bids should be submitted at the correct address, before or on the closing date and time. No late bids will be accepted under any circumstance.
- f. Only original bid documents will be accepted. No e-mailed or posted copies will be accepted (one original and three copies will be sufficient).
- g. Bidders may make use of courier services and have to confirm bid acknowledgement with SCM office.
- h. Sealed and clearly marked bids indicating the Bid Reference No. i.e. RFB/2018/PSIRA/06 must be deposited in the PSIRA Head Office tender situated at 420 Witch Hazel Avenue, Eco Glades, Block B2, Eco Park, Centurion, Pretoria

9. INSTRUCTIONS TO BIDDERS

- a. 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.
- b. Bidders are required to submit **4 indexed** hard copies of bids (one original and 3 copies).

10. CONTACT PERSONS

The contact person for this assignment

Technical Enquiries:

Mr. Molefe Matsomela

Tel: 012 003 0606

Email: bids@psira.co.za

Bidding Procedures Enquiries:

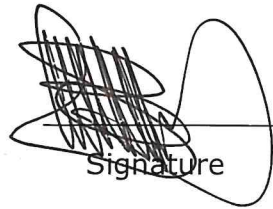
Ms. Thabo Tshounyane

Tel: 012 003 0686

Email: bids@psira.co.za

Mr. Molefe Matsomela

(Chairperson)
Bid Specification Committee


Signature

2021/03/04
Date

Name of Bidder

Bidder's Signature

Date



PSRA

