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**APPOINTMENT OF A SERVICE PROVIDER FOR THE REVIEW AND DEVELOPMENT OF THE INDUSTRY-SPECIFIC CURRICULUM FRAMEWORK (STANDARD) SPECIAL EVENTS SECURITY SERVICES FOR PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSIRA) FOR A PERIOD OF 18 MONTHS**

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**[RFQ NO: ADM/2021/007]**

**Date Issued: [26 APRIL 2021]**

**Closing date and time: [19 May 2021 at 11:00]**

**Virtual Briefing Session: 06 MAY 2021 at 10:00  
(SERVICE PROVIDERS TO REGISTER FOR VIRTUAL BRIEFING SESSION BY SENDING EMAILS TO [bids@psira.co.za](mailto:bids@psira.co.za) NO LATER THAN 04 MAY 2021.**

## **1. PURPOSE**

The purpose of this bid is to appoint a service provider to:

- 1.1 Review and realign the current learning programmes (courses) in sector specified in this term of reference.
- 1.2 Develop curriculum framework for the advancement of current and new, or realigned learning programme (courses).
- 1.3 Develop assessment strategies and assessment specifications for the learning programme/course.

## **2. BACKGROUND INFORMATION**

The mandate of the Private Security Industry Regulatory Authority (PSiRA) is to effectively regulate the industry and to ensure high quality standards on industry training.

In terms of Section 4 (K) of the Authority's Act, it is the Authority's mandate to take steps expedient in connection with the training of security service providers and to ensure a high quality of training and in particular with regard to:

- (i) The accreditation and withdrawal of the accreditation of persons and institutions;
- (ii) The monitoring and auditing of the quality of training functions performed by accredited person;
- (iii) The participation in the activities of other bodies and persons entitled by law to set standards in respect of training of security service providers or bodies entitled to formulate, implement or monitor skills development for the private security industry;
- (iv) The appointment of persons to monitor and assess achievements or outcomes in respect of standards applicable to training;
- (v) The determination and accreditation of qualifications required by security service providers to perform particular types of security services, and
- (vi) The taking of reasonable steps to verify the authenticity of training certificates presented by persons for the purpose of this Act.



Pursuant to the promulgation of the PSiR Act, the Training Regulations of 1992 remained in force. These regulations gave the minimum requirements for the establishments of training centres, including accreditation of instructors for the delivery and offerings of specialised PSiRA courses - Furthermore, the curriculum for specialised courses under the Security Officer's Board remained unchanged despite the development and the dynamics within the private security industry. As a result, the delay has created a wide gap of knowledge, skills and competencies that are desired for security officers in varying sectors of Private Security Industry.

### **3 OBJECTIVES**

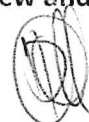
- 3.1 To develop a curriculum framework for the learning programmes (course) for the specified sector here below:
  - o Special Events Security Services
- 3.2 To review and re-align the current learning programmes (course) within the Special Events Security Services to ensure specific skills/training requirements are attained by trained security officers.
- 3.3 To develop assessment strategies for the learning programmes identified sector of private security for the Special Events in Security Service.

#### **3.3.1 Special Events Security Services**

### **4. SCOPE OF WORK**

4.1 Develop a Curriculum Framework for the Learning Programmes (course) which entails:

- Reviewing the current curriculum for specialised courses (Special Events Security Services) that will determine and promote high quality standards in training of the current and prospective security officers for the following sectors:
  - o Special Events Security Services



- Identification of relevant and appropriate learning objectives, experiential knowledge, learning resources and evaluation aspects for the learning programmes of the respective private security industry.
- Define the curriculum components that will inform a range of knowledge, practical and assessment criteria achievable for the required learning outcomes.

- 4.2 Review and re-align the current learning programmes (courses) in line with the skills requirements of private security industry which will entail:
- Analysis and evaluation of the design of the learning programmes (courses);
  - Re-design of the learning programmes (courses) in line with the gaps identified and best practices;
  - Define and outline of the structure of the learning programme;
  - Determine the nature of content that will cover knowledge and practical components; and
  - Define the nature of assessments to be conducted.
- 4.3. Determine training standards in the identified specialised sector of the industry.
- 4.4. Ensure the review and amendment of the draft curriculum following the consultation With industry and Authority's structures.
- 4.5 Conduct evaluation of new training materials to be developed against the approved curriculum and assessments specification.

## **5. REQUIRED DELIVERABLES**

The successful bidders will be expected to deliver the following:

- 5.1 To develop the curriculum framework and assessment specification document in various sector identified and ensure development of the following:
- Knowledge component
  - Practical Skills component
  - Workplace Experience component



5.2 Compile a process report on the development/re-alignment/review of the curriculum, learning programmes,

5.3. Submit curriculum framework documents developed for the sector identified.

## **6. SKILLS AND EXPERIENCE OF THE SERVICE PROVIDER AND PROJECT TEAM**

6.1 All successful bidder must satisfy the below requirements:

6.1.1. Demonstrate minimum of five (5) years of experience and expertise in the Education Training and Development environment, with **specialisation** of learning and development, curriculum development, learning programme design and learning materials design and development in the skills development environment

6.1.2. Demonstrate minimum of three (3) **assignments completed** in the development of curriculum, learning programmes development, realignment and/or learning material design and development, within the private security industry or any other relevant and/or related sectors.

6.1.3. Demonstrate:

- project management capability in terms of methodology and execution, develop a project plan with a clear indication of milestones to be achieved and related cost.
- experience in managing projects of this nature.
- experience in developing curriculum, learning programmes, learning materials especially experience in developing Recognition of Prior Learning (RPL)
- thorough understanding of the following legislation, policies and processes:
  - Private Security Industry Regulatory Act No 51 of 2001
  - Knowledge of Board Notices issues:
    - Board notices 119 of 1998: Board notification of establishment of registration criteria and minimum training standards of security officers providing services for specialised courses
  - Skills Development Act of 2008
  - National Qualifications Framework Act of 2008



- Qualifications and learning programmes
- Learning programme development and approval

## **7. PROJECT MANAGEMENT PHASES**

The successful bidders must complete the drafting of the curriculum framework and assessment specification documents within six (6) weeks of the project timeline.

## **8. PROJECT COST STRUCTURE**

The Authority will determine a flat structure for all curriculum(s) framework and standards to be developed in various private security sectors identified.

## **9. BID AWARDING**

Bidders to note that no bidder will be awarded multiple projects (one bidder one project principle apply) as these projects will run independently from each other.

## **10. ACCOUNTING AND REPORTING**

The appointed respective service provider will report directly to the project leader.

## **11. INTELLECTUAL PROPERTY**

All projects outputs and deliverables will be intellectual property owned by PSiRA.

## **12. CREDENTIALS OF THE SERVICE PROVIDER**

12.1 The appointed service provider must have proven record in developing curriculum for vocational/occupational and or reinforcement programmes mandatory to drive compliance in a regulated space

12.2 Have all tools of trade necessary to allow effectiveness of the successful bidders to operate remotely/visual and accessible to deliver in line of the scope of work.



## 13 EVALUATION CRITERIA

### 13.1 Criterion 1 – Compulsory Requirements

The service provider will first be evaluated in terms of the minimum requirements. Facilitators 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 **critterion 2** which is the functionality.

- a. SBD1 Invitation to Bid.
- b. SBD 2 Central Supplier Database (CSD) report to be submitted confirming the Bidders tax compliance.
- c. SBD 3.3 Pricing Schedule.
- d. SBD 4 Declaration for Interest.
- e. SBD 6.1 Preference Points Claim Form.
- f. SBD 8 Declaration of Bidder's Past Supply Management Practices
- g. SBD 9 Certificate of Independent Bid Determination.
- h. General Conditions of Contract (ALL pages to be initialled by the bidder).
- i. Terms of reference (ALL pages to be initialled by the bidder).
- j. Attendance of Compulsory Briefing Session.

***ALL forms must be completed and signed. Incomplete forms/bids will be disqualified***

### 13.2. 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:



## Functionality/Quality Criteria

FUNCTIONALITY CRITERIA		WEIGHT
		50
<b>Company Profile, and the Project Team (20)</b>		
<p>Company Profile indicating years of experience in relation to the required service <b>(5 Points)</b></p> <p>Project Team architecture (Organogram) <b>(5 Points)</b></p> <p>Abridge CV (Project Manager) with a minimum of 5 years occupational experience in the specific sector with specialisation in Education Training and Development Practices. <b>(10 Points)</b></p>		
Proven Experience of the Project Team Track Records in Education Training and Development Practices (20)		<b>(20 Points)</b>
<p>Bidder to submit the comprehensive CV's of members assigned to the project with relevant occupational experience and specialisation in Education Training and Development Practices. The following supporting evidence must accompany each submission made for a project team member:</p> <ul style="list-style-type: none"> <li>✓ Proof of PSiRA Registration <b>(5 points)</b></li> <li>✓ Proof of certified 3yrs Qualifications (3) aligned/related to Security and Education, Training and Development Practices (ETD) <b>(10 Points)</b></li> <li>✓ Proof of registration with relevant institution/Professional Bodies Education and Quality Assurance Bodies etc <b>(5 Points)</b></li> <li>✓ No submission of proof of qualification and registration with any relevant institution</li> </ul>		
Testimonial/Reference Letters		<b>(10 Points)</b>
<p>The bidders to provide a minimum of three (3) reference letters <b><i>not older than 36 months</i></b>, for the proven record contracted on similar project.</p> <ul style="list-style-type: none"> <li>✓ 10 Points for 3 letters</li> <li>✓ 5 Points for 2 Letters</li> <li>✓ 3 Points for 1 Letter</li> <li>✓ 0 Points for no submission</li> </ul>		
<b>METHODOLOGY AND APPROACH</b>		<b>30</b>
Bidders must submit a proposal <b>explaining the technical approach</b> and a <b>detailed</b>		



**project plan with activities in phases and timelines** for the review and development of a curriculum framework and assessment specification document:

**(30 Points)**

- ✓ Identify and rationalise a need and gaps identified for the review of development of revised curriculum **(10 Points)**
- ✓ Resource planning to conduct review in comparison to the existing course outlines; **(10 Points)** and
- ✓ Determining learning outcomes defining knowledge, practical skills and attitudes to be acquired during training and assessment strategy/matrix using suitable assessment **(10 points)**

<b>UNDERSTANDING OF PSiRA MANDATE ON DETERMINATION OF QUALIFICATIONS</b>	<b>20</b>
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Understanding of the **PSiRA mandate determining and accrediting qualifications** in various classes and categories of the private security sector and professionalisation of security officer occupations in various sectors of private security industry:

- ✓ Demonstrate importance of registration as security service provider with PSiRA **(5 Points)**
- ✓ Demonstrating understanding of PSiRA mandate in respect of industry training **(5 Points)**
- ✓ Understanding scope of Security Officers occupation's specific field **(5 Points)**
- ✓ Illustrate and demonstrate understanding of possible career pathing and progression in obtaining relevant accreditation and recognition on industry sector specific qualification and training **(5 Points)**

<b>Total</b>	<b>100</b>
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**NB: All document required as evidence must be attached in each file should the bidder submit more than one tender.**

- **Bidders must provide total cost for reviewing and developing a specialised training course material.**
- **Submit four files, 1 x original and 3 copies.**

**13.3 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:	80%
Preference:	20 %
Total must equal:	100%

#### Preference Point allocation – 80/20

Preference: 20 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 80/20

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

$$P_s = 80 \left[ 1 - \frac{(P_t - P_{min})}{P_{min}} \right]$$

Where:

- $P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Rand value of bid under consideration  
 $P_{min}$  = Rand value of lowest acceptable bid

#### 14. 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:

- Cancel or Call for new Tenders.
- To appoint more than one bidder or contractor.
- 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.

## **15. GENERAL INFORMATION**

- a. Bid documentation will be made available from National Treasury E-Tender Website, ready to be downloaded by bidders;
- b. 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.
- c. Only original bid documents will be accepted. No e-mailed or posted copies will be accepted (one original and three copies will be sufficient).
- d. Sealed and clearly marked bids indicating the Bid Reference No. i.e. RFB/2018/PSiRA/01 must be deposited in the PSiRA Head Office tender situated at 420 Witch Hazel Avenue, Eco Glades, Block B2, Eco Park, Centurion, Pretoria.
- e. Bidders must provide total cost for reviewing and developing each specialized training course material/learning material

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.





## 16. CONTACT PERSONS

### The contact person for this assignment (Technical Enquiries)

Ms. Anna Tsele: Manager Training

Tel: 012 003 0502

Email: bids@psira.co.za

### Bidding Procedures Enquiries

Ms. Thabo Tshounyane

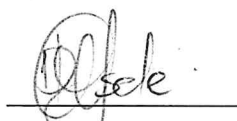
Tel: 012 003 0487

Email: bids@psira.co.za

**Ms. Anna Tsele**

**(Chairperson)**

Bid Specification Committee

  
Signature

03/03/2021  
Date