



MINUTES: TENDER BRIEFING SESSION FOR APPOINTMENT OF A PANEL OF TRAINING SECURITY SERVICE PROVIDERS FOR THE IMPLEMENTATION OF THE SKILLS DEVELOPMENT PROJECT FOR A PERIOD OF 24 MONTHS: BID NO. (RFB/2018/PSiRA/14)
HELD ON 27 FEBRUARY 2019 AT 11:00 IN ENTERTAINMENT AREA, BLOCK B ECO GLADES 2, PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA)

No	Items	Discussions
1.	Opening & welcoming	Mr. Molefe Matsomela opened the meeting and welcomed all bidders. He allowed PSiRA team to introduce themselves. He 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.
2.	Attendance	<ul style="list-style-type: none"> ▪ Ms. Tsakani Maluleke – SCM Officer: Bid Administration ▪ Mr. Molefe Matsomela – Manager: Executive Support ▪ Ms. Nkuliseni Tshilimandla- Admin Assistant: Bids Administration ▪ Ms. Anna Tsele – Manager: Training
3.	Presentation	<p>Mr. Molefe Matsomela presented 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.

		<ul style="list-style-type: none"> ▪ 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 must 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: How many companies is the Authority intending to award? PSiRA Response: We are unable to determine how many companies will be appointed until the process is finalised and can determine the capacity of the companies. Accreditation of companies varies in terms of the capacity of learners they can handle, hence the number will be determined once the process is finalised.</p> <p>Question 2: Is this project only for Gauteng? PSiRA Response: The project will be implemented nationally.</p> <p>Question 3: Is this project only targeting companies that are accredited with PSiRA? PSiRA Response: Yes, the companies targetted must be PSiRA accredited as a training security service providers. The skills programmes referred to in the bids are the ones accredited by PSiRA, if we were looking for learning programmes accredited by other relevant bodies such as SASSETA we would have highlighted such in the bid.</p> <p>Question 4: Does the course report need to be in the name of the company and will you consider PSiRA accredited structure of SASSETA?</p>

		<p>PSiRA Response: The companies need to demonstrate that they have handled training and submitted course reports to the Authority. The companies need to show that they have Instructors that have experience and can demonstrate that they have submitted course reports to the Authority for consideration.</p> <p>Question 5: How will the recruitment be done for this project?</p> <p>PSiRA Response: The recruitment will be based on the database of labour</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. ▪ The minimum functionality threshold is 60 points for bidders to make it to the next phase, price and preference. Bidders who score less than 60 points out of 100 points on functionality will be disqualified. ▪ The preference point system applicable to this tender is 80/20. ▪ Bidders must submit a valid BEE Certified Certificate or an affidavit; no points will be allocated for non-submission and expired BEE Certificate or Affidavit. ▪ Bidders are required to submit 4 indexed hard copies of bids (1 original and 3 copies of the original). ▪ Proposals must be deposited into PSiRA bid box by 11:00 on 07 March 2019, late bids will not be considered. ▪ Contact details regarding technical and SCM related queries are provided on the last page of the Terms of Reference. ▪ Cut-off date and time for queries to be sent is three (3) days before the closing date to avoid omission of information that might lead to the bid not to be submitted on time.
5.	Closure	The Chairperson thanked all for their attendance and adjourned the meeting at 11:30