



REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN AND DEVELOP LEARNING MATERIALS FOR THE PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA) FOR A PERIOD OF 12 WEEKS

[BID NO: ADM/2021/215]

Date Issued: [26 JANUARY 2022]

Closing date and time: [09 FEBRUARY 2022 at 11:00]

Virtual None-Compulsory Briefing Session:

02 February 2022 at 10:00 (SERVICE PROVIDERS TO REGISTER FOR VIRTUAL BRIEFING SESSION BY SENDING EMAILS TO bids@psira.co.za NO LATER THAN 31 January 2022.

TENDER BOX ADDRESS:

1. INTRODUCTION

The Private Security Industry Regulatory Authority was established in terms of section two of the Private Security Industry Regulations Act, 2001 (Act No 56 of 2001). The mandate of PSiRA derives from the Private Security Industry Regulation Act 56 of 2001. The primary objective of the Authority is to regulate the private security industry and to exercise effective control over the practice of the occupation of security service provider in the public and national interest and in the interest of the private security industry itself.

2. PURPOSE

To appoint a qualified and experienced service provider to Design and Develop electronic and printable Learning Material and PSiRA to retain full copyright ownership. The appointed service provider will be required to consult with subject matter experts/department and to complete the entire design and development process within twelve (12) weeks. The materials will be used to conduct internal training on different learning platforms by PSiRA, such as e-learning and classroom.

3. BACKGROUND

PSiRA is in the process of establishing its internal Learning Academy in which its employees will be able to receive training on an ongoing basis. Currently the organisation does not have its own formal learning materials and all trainings are being conducted by external providers. This makes PSiRA not to have control and access of the learning materials.

The appointment of an experienced service provider will allow PSiRA to have its own learning materials in which they will be used by the appointed facilitators to conduct training for the Learning Academy. The learning materials that need to be developed are for Law Enforcement, Call Centre and Excellent Customer Service Trainings. The trainings are non-credit bearing.

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4. SCOPE OF SERVICE

- 4.1 The appointed service provider will be responsible for developing and designing electronic and printable Learning Material.
- 4.2 The appointed service provider will be responsible for ensuring quality and consistency of the electronic and printable learning materials.
- 4.3 The service provider will be required to have ongoing consultation with subject matter experts/department in developing the learning materials.
- 4.4 The conceptualisation of branding will be in line with PSiRA's corporate identity guide and presentation of different design and concept. This will include animation (e-learning), proof reading, editing, administration and colour proof etc.
- 4.4 The service provider will be required to submit two (2) printed samples for each training, one (1) is for learner guide and one (1) for instructor guide (Law Enforcement, Call Centre and Excellent Customer Service trainings). Both samples covering theory, practical exercises and observation. The samples should be as follows:
- Page size must be A4
 - Orientation: Portrait
 - Page covers: 2 Hard covers for front and back.
 - Inners pages: Must be numbers and clearly marked for identification
 - Colour: Full colour throughout
 - Binding: Spiral page binding
- 4.5 The service provider should submit electronic learning material that is ready for printing and to also be used for e-learning platform. The software used must be user friendly with uploading on different platforms.
- 4.6 The appointed service provider will have to have weekly meetings with Human Capital Management division to provide progress.
- 4.7 The appointed service provider is required to submit an action plan for the implementation process, which must take 12 weeks to complete the learning materials and hand over all copyright ownership to PSiRA.

5. COMPETENCY AND EXPERIENCE REQUIRED

- 5.1 Service provider must have proven track record / experience in designing and developing printable and electronic learning material.

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- 5.2 Service provider must ensure that the learning materials are quality and user-friendly.

6. GENERAL BID CONDITIONS

- 6.1 The proposal must either conform to the minimum requirements as set out in this document, or it must be stated clearly how it deviates from these requirements and why. Offers exceeding the minimum requirements of the specification are acceptable. Minor deviations may be considered.
- 6.2 This document will be a binding contract between the successful service provider and the Authority once the proposal has been accepted by the Authority.
- 6.3 No service may be rendered without an official purchase order.

7. EVALUATION CRITERIA

Bidders will first be evaluated in terms of the minimum requirements. 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.

7.1 Criteria 1- Mandatory Returnable Requirements

The Request for Quotation (RFQ) must be submitted in the prescribed format. These standard-bidding documents include the following:

- a. SBD 1 Invitation to Bid.
- b. 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.

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- h. General Conditions of Contract (ALL pages to be initialled and last page to be signed by the bidder).
- i. Terms of Reference (ALL pages to be initialled and last page to be signed by the bidder)

NB: ALL forms must be completed and signed. Incomplete forms will result in disqualification.

7.2 Criterion 2 – Functionality Evaluation

Functionality is worth 100 points. The minimum threshold is **80 points**. Bidders who score less than 80 points on functionality will be disqualified.

The functionality evaluation is broken down as follows:

CRITERIA	WEIGHT POINTS
COMPANY PROFILE AND ORGANOGRAM	10
Bidders must submit company profile with the organogram which clearly shows the roles of the individuals. Points Allocation: <ul style="list-style-type: none"> ✓ 10 points for providing company profile with organogram ✓ 5 points for providing company profile without organogram ✓ 0 point for not providing company profile 	
COMPANY EXPERIENCE	20
Bidders must have 3-10 years' experience in designing and developing electronic and printable learning material. Points Allocation: <ul style="list-style-type: none"> ✓ 20 points for 10 years' experience and above ✓ 15 points for 7 years' experience and above ✓ 10 points for 5 years' experience and above ✓ 5 points for 3 years' experience and above ✓ 0 points for less than 3 years' experience 	

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QUALIFICATIONS	20
<p>Bidders must submit a comprehensive CV detailing qualification(s), certified copies of qualification(s) of the Project Leader and one (1) member of the team. Certified stamp should not be more than six (6) months old.</p> <p>Points Allocation:</p> <p>Team Leader</p> <ul style="list-style-type: none"> ✓ 10 points for submitting CV and Qualification(s) ✓ 5 points for submitting CV only ✓ 5 points for submitting Qualification(s) only ✓ 0 point for not submitting CV and Qualification(s) <p>One (1) member</p> <ul style="list-style-type: none"> ✓ 10 points for submitting CV and Qualification(s) ✓ 5 points for submitting CV only ✓ 5 points for submitting Qualification(s) only ✓ 0 point for not submitting CV and Qualification(s) 	
PROJECT LEADER EXPERIENCE	15
<p>Project leader must have 3-10 years' experience in designing and developing electronic and printable learning material.</p> <p>Points Allocation:</p> <ul style="list-style-type: none"> ✓ 15 points for 10 years' experience and above ✓ 10 points for 6 years' experience and above ✓ 5 points for 3 years' experience and above ✓ 0 points for less than 3 years' experience 	
METHODOLOGY	20
<p>Bidders must provide comprehensive methodology document outlining action plan, resource allocation, timeframes, deliverables and reporting.</p> <p>Points Allocation:</p> <ul style="list-style-type: none"> ✓ 20 points for providing a comprehensive methodology document with clear action plan, resource allocation, timeframes, deliverables and reporting. ✓ 10 points for providing an indistinct methodology document, which lacks 	

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precision in action plan, resource allocation, timeframes, deliverables and/or reporting. ✓ 0 Fail to provide the above	
REFERENCE LETTERS	15
Bidders must submit four (4) reference letters in which similar work was done previously. Letters should be from different clients, be in company letterhead, signed and have contact details. Points Allocation: ✓ 15 points for 4 reference letters ✓ 10 points for 3 reference letters ✓ 5 points for 1 or 2 references letters ✓ 0 point for no reference letter	
TOTAL	100

8. 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 weighing application for RFQ are as follows:

Price / Preference	Weighting
Preference	20%
Price	80%
Total must equal	100%

Preference point allocation – 80/20

Preference: 20 points	
Other: B-BBEE Status Level Contributor	
B-BBEE Level	Number of Points

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1	20
2	18
3	16
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.

$$P_s = 80 [1 - (P_T - P_{min})]$$

P_{min}

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

9. PSiRA RIGHTS

Notwithstanding anything else in this Request for quotation (RFQ), 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 quotations.
- b. To appoint more than one supplier or contractor.
- c. Reject any quotation received after the Closing Time.
- d. Consider and accept or reject any alternative quotation.
- e. Alter the structure and/or the timing of this RFQ or the

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Quotation Process.

- f. Reject any quotation that does not comply with the requirements of this RFQ.
- g. Terminate the participation of any supplier or any other person in the quotation process.
- h. Vary or extend any time or date specified in this RFQ for all or any supplier or other persons.
- i. Cease to proceed with or suspend the quotation process prior to the execution of a formal written contract.
- j. Require additional information or clarification from any supplier or any other person or provide additional information or clarification.
- k. **PSiRA is not obliged to accept the lowest or any Quotation thereof and reserves the right to withdraw this RFQ.**

10. INSTRUCTION TO BIDDERS

- 10.1 A breakdown of all services must be quoted separate on the same quote. The total cost must be VAT inclusive and should be quoted using the South African currency (Rand).
- 10.2 The bidder is required to confirm that it will hold its proposal valid for 60 days from the closing date of the RFQ, during which time it will maintain without change, their proposed rates and prices.
- 10.3 Bidders are required to submit 1 indexed original hard copy and 1 USB containing the original proposal, please merge the files on USB to be 1 file **(bidders must ensure that the documentation on the USB are exactly the same as the one submitted as a hard copy document).**

11. GUIDELINES FOR SUBMISSION - REQUEST FOR QUOTATION

The proposals or quotations for the envisaged services should be submitted to PSiRA office before the closing date, at the physical address; 420 Witch-Hazel Avenue, Eco Glades.

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12. CONTACT PERSONS

The contact persons for this assignment.

Technical Enquiries:

Ms Phuti Mfoloe | Email: bids@psira.co.za

Bidding Procedures Enquiries:

Ms. Thabo Tshounyane | Tel: 012 003 0487 | Email: bids@psira.co.za

Ms Phuti Mfoloe
Project Manager


Signature

24/01/2022
Date

Name of Bidder

Bidder's Signature

Date