



Road Traffic
Management Corporation

**PROVISION OF SECURITY SERVICES TO
THE RTMC MIDRAND OFFICES**

RTMC BID NO:01/2019/20

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

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1. **Proprietary Information**

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the bidder, to be proprietary to RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

2. **Enquiries**

- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channelled to the email below, however such enquiries will be entertained until within ten (10) days of publication on tender bulletin and National Treasury tender portal

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. **Validity Period**

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

4. **Supplier Performance Management**

- 4.1 Supplier Performance Management is viewed by the RTMC as critical a component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to the RTMC business.

5. **Instructions on submission of Bids**

5.1 Bids should be submitted in **Five (5) copies** (1 original and 4 copies) and one all bound in a sealed envelope endorsed, **RTMC BID 01/2019/20: Provision of Security Services to the RTMC Midrand offices for a period of 32 months with an option to extend.**

5.2 **Closing of the Bid**

- The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC **Eco Origin, Block F, 349 Witch-Hazel Street, Erf 3090, Highveld, Centurion Ext 79, 0157** by no later than **11:00 AM on 17 June 2019.**

5.3 **Compulsory briefing session and Site Inspection**

- **Compulsory Site inspection will be held on the 31 May 2019 at 10h00. Venue: RTMC Midrand Offices, Howick Close, Waterfall Office Park, Bekker Road, Midrand, 1682**

5.4 The bidder's company name, closing date and the return address must also be endorsed on the envelope.

5.5 All bids submitted must be signed by a person or persons duly authorised thereto.

5.6 If a courier service company is used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.

5.7 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.

5.8 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**

5.9 Amended bids may be sent in an envelope marked "**Amendment to Bid**" and should be placed in the bid box before the closing time.

5.10 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

6 Undertakings by the Bidder

- 6.2 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.
- 6.3 The bidder hereby offers to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid document (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.4 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than four (4) days before the actual presentation date. Such presentation may include demonstration of products and/or services as called for by the RTMC in relation to this bid.
- 6.5 The successful bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.6 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

7 RTMC's Rights

- 7.2 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.
- 7.3 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.4 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.

- 7.5 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.6 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

8. Supplier Development and Promotion of Emerging Black Owned Service Provider

- 8.1 The RTMC promotes enterprise development In this regard, successful bidders are encouraged to mentor SMMEs and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.
- 8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.
- 8.3 To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

9. Bidders Details and Contact Person

DETAILS OF BIDDERS			
Name of your Company (in block letters)			
Signature(s) of the Bidder or assignee(s)		Date	
Name of person signing (in block letters)			
Capacity			
Are you duly authorized to sign this Bid?			
Company Registration Number			
VAT Registration Number			
Postal address (in block letters)			
Physical address (in block letters)			
Domicilium citandi et executandi in the RSA (full street address) (in block letters)			

DETAILS OF THE CONTACT PERSON	
Name of Contact Person	
Telephone Number	
Fax Number	

Cellphone Number	
E-Mail Address	

10. **RESPONSE FORMAT**

Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

10.1 **Cover Page:**

10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name

10.1.2 **Annexure 1** Invitation to Bid (SBD 1 - duly completed and signed)

10.2 **Schedule 1:**

10.2.1 Executive summary of the bidder's Company/Joint Venture/Partnership/Close Corporation. (Agreements/ supporting documentation must be attached and any amendments post award should be approved by RTMC)

10.2.2 **Annexure 2** of this bid document (Duly completed and Signed)

10.3 **Schedule 2:**

10.3.1 Certified copies of your CIPC company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company;

10.3.2 B-BBEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor. In case where a Joint Venture/Consortium is formed a combined B-BBEE Certificate must be provided.

10.3.3 **Annexure 4** Declaration of Interest (SDB 4)

10.3.4 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)

10.3.5 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)

10.3.6 **Annexure 7** Joint Venture/Consortium Agreement (In case of Consortium or Joint Venture)

Note: Where bidders form a Consortium or a Joint Venture, each bidder must submit all documents as listed under Schedule 2 above for each party to the Consortium or Joint Venture. Failure to comply with the above will result in disqualification of the bid.

10.4 Schedule 3:

10.4.1 Responses to **Section Two** of this document, in line with the format indicated in this bid document.

10.5 Schedule 4:

10.5.1 A detailed pricing schedule breakdown for the bid including any supporting schedules on price determination. **The price schedule must be submitted on a separate sealed envelope. Failure to comply with the above will result in disqualification of the bid.**

10.5.2 **Annexure 7** Price Schedule Summary (SBD 3.3)

10.5.3 **Annexure 8** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate

11. SPECIAL INSTRUCTIONS TO BIDDERS

11.1 Bidders shall provide full and accurate answers to the questions posed in this document.

11.2 Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.

11.3 RTMC reserves the right to appoint more than one service provider in order to ensure prompt delivery and efficiency of the service.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. Purpose

The Road Traffic Management Corporation (RTMC) requires the services of a physical security services provider to provide protection for the immovable assets, employees and contractors. These services will be conducted at RTMC offices (NaTIS NKP Facility) in Waterfall Office Park, Midrand.

2. Background

RTMC is mandated to ensure the effective and efficient service delivery to the citizenry of the Republic of South Africa. This is achieved by ensuring availability of the National Traffic Management System.

3. Requirements/ Scope of Work

The contract is for the supply of guarding services and armed response in all immovable properties and protection of employees and contractors for the RTMC at Natis. This contract shall be valid for a period of 32 months from the day of the award and deployment, including the signing of a contract and is subject to variation in the number of the security compliment, to be informed by continued Threat Risk Assessments.

- In terms of Access Control to the Public Premises and Vehicles Act 53 of 1985, the Minimum Physical Security Standards [MPSS] as well as Minimum Information Security Standard (MISS), all the Government institutions and Entities need to be protected on 24 hourly basis.
- Bidder(s) are expected to submit tenders that cover the security specifications as reflected in the Bid document.

4. Quantities and Expected Deliverables

- It is expected that quantities as reflected on the **Schedule and Manpower (Appendix A)** will be delivered during the period of contract. These quantities are given in good faith and without commitment from the RTMC.
- The bidder(s) shall be bound to supply the quantities as required for the duration of the contract without any deviation.

5. General Duties and Responsibilities of the Bidder(s)

- To guard and protect buildings, equipment and assets against damage, theft and vandalism.
- To perform access control duties and patrol the premises to prevent unauthorized persons from entering and removing equipment or assets from the premises concerned
- To protect employees, visitors and customers by preventing or minimizing the risk of injury including death
- To apprehend any suspicious person on the premises and to take action as mandated and required by the laws of the Republic of South Africa
- To report any suspicious action or unusual occurrence to security management of the Corporation.
- Security Officers must be supervised on a daily basis and be equipped to perform their duties as agreed upon.
- To report any security incident to the RTMC and the South African Police Services (SAPS).
- To patrol the area of responsibility in order to prevent criminal activity.
- To monitor security threats and risks within the RTMC's area of responsibility and provide an early warning to facilitate proactive interventions.
- The bidder(s) shall provide service in a courteous and professional manner
- The bidder(s) to provide necessary documentation as requested prior to the awarding of the contract
- The bidder(s) must undertake to provide a certain and reasonable number of additional staff as required for the rendering of services at the sites during crisis situations.
- The bidder(s) must maintain a 24/7 permanently manned control room for the duration of the contract to enable continuous communication with RTMC and the bidder(s)'s field staff. The said control room must have all the necessary equipment commensurate with an adequately equipped control room.

6. Management and Supervision

- The bidder(s) must provide a contract manager who shall exercise supervision of security officers and/or activities on behalf of the bidder(s). The contract manager shall be a competent and responsible individual who has experience in carrying out security functions. RTMC shall be notified in writing of the appointment of the contract manager.

- RTMC may delegate to any person of its powers or functions in terms of this agreement and on receiving notice in writing of such delegation the bidder(s) shall recognize and obey the delegated person to whom any such powers or functions have been delegated.
- The bidder(s) shall exercise adequate supervision over the services at the RTMC facility and shall be represented by a representative having full power and authority on behalf of the contract manager. Such representative shall be competent and responsible and shall have adequate experience in carrying out the security functions provided in terms of this agreement.
- The bidder(s) shall be required to carry out proper supervision of his own personnel by means of at least two visits by an off-site supervisor per shift. The contract manager should visit each site at least twice per week, one of which should be after hours. These visits must be recorded in the weekly report. Details of such visits shall be recorded in the occurrence book provided by the bidder(s) and the pocket books of security personnel visited.
- The bidder(s) shall at all times be responsible for the acts and omissions of his employees providing services to RTMC in terms of this agreement while they are acting within the course and scope of their duties and employment.

7. Administrative Capabilities and Infrastructure

- The bidder(s) must demonstrate the capacity to have the administrative and management capabilities, and availability of infrastructure to manage the contract at the time of commencing the contract.
- The bidder(s) must give access to its premises to RTMC at any time for compliance inspections. These facilities must be acceptable for the running of a security business and be **equipped with fully functioning control room** manned by skilled staff.

8. Legal Requirements

- The contract shall in all respects be construed in accordance with the laws of the Republic of South Africa and any disputes that may arise between the bidder(s) and RTMC in regard to the contract shall be settled within the courts of the Republic of South Africa.
- Bidder(s)s shall comply, but not limited to, with the following relevant legislation:

- a) Constitution of the Republic of South Africa Act 108 of 1996;
 - b) National Key Point Act 102 of 1980
 - c) The Private Security Industry Regulation Act (Act no. 56 of 2001);
 - d) The Private Security Industry Regulations, 2002 dated 14 February 2002;
 - e) Compensation for Occupational Injuries and Diseases Act (Act no.103 of 1993);
 - f) The Occupational Health and Safety Act (Act no. 85 of 1993;
 - g) Preferential Procurement Policy Framework Act 5 of 2000;
 - h) Preferential Procurement Policy Framework Regulations of 2011;
 - i) Public Finance Management Act 1 of 1999 as amended by Act 29 of 1999;
 - j) Treasury Regulations
 - k) The Criminal Procedure Act (Act no. 51 of 1977)
 - l) The Firearms Control Act (Act no. 60 of 2000);
 - m) The Control of Access to Public Premises and Vehicles Act (Act no. 53 of 1858);
 - n) The Unemployment Insurance Act (Act no. 63 of 2001);
- RTMC shall not tolerate any unfair labour practices that happen during the duration of the contract. Labour disputes are the sole responsibility of the service provider. In the event of a labour dispute the bidder(s) will continue to deploy alternative security Officers.

9. Confidentiality

The bidder(s) must ensure that RTMC's interests are served at all times during the contract period. Any information gained by the bidder(s) during the course of the contract must be kept in strict confidence and may not be used without the written permission of RTMC

10. Security Personnel

- It is the responsibility of the bidder(s) to ensure that security personnel in his Employment meet the following requirements at all times:
 - a) All Security Officers must be trained in National Key Point Operations and Certified
 - b) All Security Officers must be trained to operate Handguns, Shotguns and Rifles for Business Purposes
 - c) Security officers must have at least Grade 10 and minimum Grade C PSIRA registration.
 - d) Supervisors must have Grade 12 and a minimum of Grade B PSIRA Certificate.
 - e) Security officers must be able to communicate read and write at least English.

- f) Security officers must not be younger than 18 years of age.
- g) Security officers must be prepared to work 12-hour shift.
- h) Supervisors and security officers must have undergone and passed the formal security officers training.
- i) Security officers must at all times present an acceptable image/appearance, which implies inter alia that they may not sit, lounge about, smoke, eat or drink whilst attending to people.
- j) All personnel [security operatives] shall be SAPS cleared and possess the necessary competency.

11. Working Hours and Rates

- Security services shall be provided twenty-four hours seven days a week.
- Bidder(s) to apply remunerative rates as prescribed by the Private Security Industry Regulatory Authority.

12. Training of Security Personnel

- The bidder(s) shall before the effective date of the contract provide proof of certification of all security personnel that will be utilized on this contract, as Grade B, C and D
- Personnel issued with firearms shall receive accredited training with such firearm at Twice every six months. The results of such training shall be made available to RTMC on request. Personnel shall be professionally and formally trained and be able to use and handle a firearm when required.
- RTMC shall conduct random competency tests/inspections of the bidder(s)'s security personnel.
- The bidder(s)'s personnel shall after completion of their training have expertise to. execute their functions properly, regarding but not limited to the execution of their functions, including the legal aspect thereof
- Induction shall be provided to the bidder(s)'s personnel before the commencement date. to ensure that the personnel will immediately be qualified to perform their services to the level of professional efficiency required by RTMC
- The bidder(s) shall be responsible for all costs incurred in the training of security personnel.

13.7 All security officers provided shall be expected to undergo NKP refresher training annually.

13. Bidder(s) Obligations

- To ensure that all staff working under this contract are in good health and pose no risk to any RTMC employee and clients/contractors.
- To comply with RTMC security and emergency policies.
- To ensure that all security officers employed by the bidder(s) are paid the minimum wages according to the applicable sectorial determination.
- To ensure that security officers employed by the bidder(s) are familiar with the RTMC environment.
- Ensure that all security officers under this contract are provided with uniforms which state the name of the company and which can be clearly distinguished from other companies. RTMC reserves the right to order immediate removal of a security officer who does not adhere to this arrangement. The uniform provided to security officer should consist of the following:

Male Security Officers:

- Baton,
- Belt
- Jacket
- Jersey
- Trousers (formal)
- Shirt
- Shoes
- Socks
- Whistle
- Lanyard
- Rain suit
- Tie

Female Security Officers

- Baton
- Blouse/shirt
- Handcuffs and keys
- Jacket
- Jersey
- Shoes
- Skirt/trousers
- Stockings

- Whistle
- Lanyard
- Rain suit
- Tie/cravat

- To ensure that RTMC is informed of any removal and replacement of security officers.
- The company or close corporation must provide a contingency plan in case of the Strike/unrest or any unplanned eventuality that can disrupt services to the RTMC
- The bidder(s) must provide proof of liability insurance of a minimum of R5 million with the bid documents.
- The bidder(s) must agree to reliability checks by the relevant State Security Agency (SSA) Structure (as determined in section 2A of the National Strategic Intelligence Act) on the company and every director of the company or member of the close corporation prior to the signing of the contract.
- To provide all equipment but not limited to the following:
 - Occurrence Book
 - Fully operational radios
 - Fully operational torches
 - Pocket Book
 - Identification Cards
 - Pens
 - Handcuffs
 - Handheld metal detectors
- The bidder(s) shall acquaint himself/herself with any relevant wage regulating measures or Statutory enactment which may be in force or which may be contemplated, affecting conditions of employment during the term of agreement.
- The bidder(s) shall provide audited proof that remuneration paid to each of their Employee was adjusted by at least the amount, which the statutory wage applicable to each individual was increased by the Department of Labour.
- The bidder(s) shall remain solely responsible for the payment of all costs pertaining to Personnel, including but not limited to salaries, bonuses, provident fund contributions, medical fund and insurance premiums.
- Salaries paid by the bidder(s) to his personnel shall at no stage be less than those Prescribed by the current applicable wage determination in the security industry.
- The bidder(s) shall be responsible for the payment of all applicable taxes, charges, duties or fees assessed or levied by any recognized authority in respect of security personnel provided or as a result of the security personnel being provided by the bidder(s) in terms of

this agreement and shall on request furnish sufficient documentary proof to RTMC that these payments have in fact been made

SECTION: 3

MANDATORY AND EVALUATION CRITERIA REQUIREMENTS

1. EVALUATION CRITERIA

The bid will be evaluated on a three stage process. Stage 1 will be on Mandatory requirements, Stage 2 Functionality and Stage 3 will be on 80/20 Price and B-BBEE.

(a) Stage 1 – Mandatory

Stage 1 will have two steps

Step 1 Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

Step 2 will be informed by market research, Institution may decide to apply pre-qualification criteria targeting only :

Minimum B-BBEE status level

EME or QSE (reference to regulation 9 (a-i) OR

(b) Stage 2 – Evaluation criteria

Stage 2 will have two steps.

Step 1 will be assessed on written proposals and bidders are expected to score at least a minimum of 50 points to qualify for the next step.

Step 2 will be on site inspection/ technical assessment. Bidders are expected to score 20 points.

NB: Only bidders that meet the minimum of seventy (70) points will be eligible for consideration for Stage 3.

(c) Stage 3 – Price and B-BBEE

NB: This will be on 80/20

1.1 STAGE 1 – MANDATORY REQUIREMENTS

ITEM	DESCRIPTION	YES	NO
1	<p>Organisational Registration: Provide the following:</p> <p>a. Valid Company PSIRA registration certificate and valid Letter of Good Standing.</p> <p>Compliance requirement: Attach valid certificate and Letter of Good Standing (PSIRA)</p> <p>b. Valid Company Director's PSIRA registration</p> <p>Compliance requirement: Attach valid certificate</p> <p>c. Valid Letter of Good Standing (COID)</p> <p>Compliance requirement: Attach valid certificate</p> <p>d. SAPS National Key Point registration.</p> <p>Compliance requirement: Attach full accreditation letter or provisional registration letter</p>		
2	<p>Staff Registration: Provide the following</p> <p>a. Proof of PSIRA registration.</p> <p>Compliance requirement: Attach PSIRA employees registration print out.</p> <p>b. Proof of firearm competency certificates.</p> <p>Compliance requirement: Attach competency certificate from SAPS</p>		

ITEM	DESCRIPTION	YES	NO
3	<p>Liability Insurance</p> <p>The bidder will be required to provide liability insurance agreement for a minimum of R5 million after appointment.</p> <p>Compliance requirement: Letter of intent/quotation to be attached on submission of the bid.</p>		
4	<p>Prequalification Criteria</p> <p>Only bidders that are within EME category which is atleast owned by 51% black people as defined on regulation 4 (1) (c) (i) of PPPFA regulations of 2017 will be considered or may respond for this bid</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> (i) SANAS accredited BBBEE certificate or (ii) Signed Affidavit and Latest Financial statement signed by Accounting Officer or in terms of Companies Act 		
5	<p>Certified proof of registration on the Department of National Treasury Central Suppliers Database (CSD).</p> <p>Compliance requirement : CSD Report/Number</p> <p>NB: Where bidders form a Consortium or a Joint Venture, each bidder must submit CSD number for each party to the Consortium or Joint Venture. Failure to comply with the above will result in disqualification of the bid</p>		

ITEM	DESCRIPTION	YES	NO
6	<p>Bidder must have signed and submitted all SBD forms</p> <p>Compliance requirement: Signed and completed SBD forms.</p> <p>NB: Where bidders form a Consortium or a Joint Venture, each bidder must submit all documents as listed under Schedule 2 above for each party to the Consortium or Joint Venture. Failure to comply with the above will result in disqualification of the bid</p> <p>NB: SBD3.3 may be completed however must be included in the financial envelope.</p> <p>Failure to comply will result in disqualification.</p>		

1.2 STAGE 2 – FUNCTIONALITY CRITERIA

Step 1 of stage 2 will be based on written proposals and responses to functionality criteria requirements. Functionality shall be evaluated based on the following parameters:

A. Bidders Relevant Experience, Similar Work, Capacity to execute,	40
<p>A1. Bidders to demonstrate experience in similar work done within NKP environment</p> <p>The bidder must demonstrate their experience in similar work done within NKP environment</p> <ul style="list-style-type: none"> ▪ 1 to 3 similar assignments = 5 points ▪ 4 to 6 similar assignments = 10 points ▪ 7 and above similar assignments = 15 points <p>Compliance requirement:</p>	15

<p>Compliance requirement:</p> <p>Proof of Vehicle Registration must be in company's or Director's name NB: Proof relating to transportation of staff must be in compliance with Regulation 247 of the National Road Traffic Act, 1996.</p> <ul style="list-style-type: none"> ▪ Availability of firearms <ul style="list-style-type: none"> 1 to 6 allocated firearms= 2 Points 7 or more allocated firearms= 3 Points <p>Compliance requirement:</p> <p>Inventory/list of Firearms as per SAPS Printout of firearms or confirmation letter of the ability to source the required Firearms within the specified period.</p>	
<p>B FINANCIAL DUE DILIGENCE</p>	<p>10</p>
<p>The bidder will be required to outline their financial capability by demonstrating their ability to manage security services in excess of R300 000. The bidder must submit the following list of required proofs:</p> <ul style="list-style-type: none"> • Proof of availability of funds (Financial statements) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Access to over draft services from the bank / registered financial service provider <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A letter from a registered financial service provider to prove financial capability and commitment to support the bidder 	
<p>B. Project Transition/Implementation plan</p>	<p>20</p>
<p>The prospective service provider must have a comprehensive Transition/Implementation Plan. It should have a detailed step by step approach from initiation to close-out of project</p> <p>The Plan must address the following minimum requirements:</p>	

- Takeover plan must highlight the listed variables and must reflect/address the following:- **what, when, who, why and how:**
 - Facilitate handover step by step process = 4 points
 - Induction of suitable security officers = 4 points
 - Rostering and rotation plans to be implemented = 4 points
 - Approach to be followed when conducting Security Threat and Risk Assessment = 4 points
 - Approach to developing standard operating procedures = 4 points

The above variables will be independently assessed using the table of values below:

VALUE	DESCRIPTION
5- Excellent	Meets and exceeds the functionality requirements
4- Very Good	Above average compliance to the requirements
3- Good	Satisfactory and should be adequate for stated element
2- Average	Compliance to the requirements
0- Non Compliant	Does not comply to the requirements

STEP 1: FUNCTIONALITY:		70
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NB:Bidders are required to score a minimum of 50 points to qualify for step 2 of stage 2

Functionality will be evaluated at the following scales:

VALUE	DESCRIPTION
5- Excellent	Meets and exceeds the functionality requirements

4- Very Good	Above average compliance to the requirements
3- Good	Satisfactory and should be adequate for stated element
2- Average	Compliance to the requirements
0- Non-Compliant	Does not comply to the requirements

STEP 2: SITE INSPECTION/ PRESENTATION

DUE DILIGENCE/ TECHNICAL ASSESMENT	30
<p>Company capabilities: Existing capabilities and infrastructure.</p> <p>A template/checklist will be used during the site inspections to assess the capability and infrastructure as a result bidders must be prepared to demonstrate and make a presentation on the functioning of all items listed below:</p> <p>a. Existing Control Room</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> ○ Provide pictures and any form of description of items / equipment in the Control Room) ○ Proof of maintenance of equipment in the control room <p>b. Vehicles</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> ○ Provide Registration Certificates ○ Proof of maintenance of vehicles <p>c. Two way radio, hand held scanners, guard monitoring system</p> <p>Compliance requirement:</p>	

<ul style="list-style-type: none"> ○ Provide example of Guard Monitoring Tool Report ○ Proof of calibration or any form of maintenance <p>d. Firearms (Rifles, Shotgun and Pistols)</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> ○ Provide an inventory of the firearms <p>e. Uniform</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> ○ Proof of receipts for purchase of uniform and allocation register to security personnel (Proof that allocation is done annually is acceptable) <p>(f) A detailed Occupational Health and Safety file for security operations</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> ○ Attach OHS report (OHS file to be availed during site inspection) <p>NB: During the site visit the team will assess the functioning, fit for purpose and maintenance plan if applicable of all items listed above. Checklist attached.</p>	
TOTAL FUNCTIONALITY	100

NB: BIDDERS ARE EXPECTED TO SCORE SEVENTY (70) POINTS IN ORDER TO QUALIFY FOR STAGE 3.

1.3 STAGE THREE – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

NB:Stage 3 - This stage will be evaluated on a 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE).

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20

Grand Total	100
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SECTION: 4

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS
ATTACHED**

(Pricing: Bidders must fill in the attached pricing schedule (PSIRA GUIDE and submit on separate envelope)

NB: USE ANNEXURE A AS A GUIDE FOR COMPLETING PRICING SCHEDULE

ANNEXURE AND STANDARD BIDDING DOCUMENTS

DOCUMENT	DESCRIPTION
BDGI	Bid Documents General Information
Annexure 1	Invitation to Bid (SBD 1)
Annexure 2	Acceptance of Bid Conditions and Bidder's Structure
Annexure 3	Declaration of Interest (SBD 4)
Annexure 4	Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)

- Annexure 5 Certificate of Independent Bid Determination (SBD 9)**
- Annexure 6 Pricing Schedule (SBD 3.3) – To be submitted on a separate sealed envelop**
- Annexure 7 Preference Points Claim Forms (SBD 6)**

BIDDING DOCUMENTS : GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.

