



**Road Traffic**  
Management Corporation

**PROVISION OF SECURITY SERVICES AT  
RTMC TRAINING COLLEGES AND HEAD  
OFFICE**

**RTMC BID NO: 04/2020/21**

## SECTION: 1

# **CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID**

## CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

### 1. **Proprietary Information**

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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**

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- 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	<a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a>

- 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**

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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**

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- 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

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5.1 Bids should be submitted in **Five (5) copies for technical responses/functional evaluation (1 Original and 4 copies) and pricing schedule should be submitted separately (1 Original and 4 copies)** and all envelopes to be sealed and endorsed, **RTMC BID 04/2020/21: Appointment of a of service provider to provide security services at RTMC colleges (Boekenhoutkloof and Denel Campus) and Head Office (Eco Park, Centurion) for a period of two (2) years.**

5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion by no later than **05 August 2020, 11h00am.**

### 5.3 Briefing session - Not applicable

Due to Covid-19 regulations no compulsory briefing session will be held however enquiries should be directed at [bidadmin@rtmc.co.za](mailto:bidadmin@rtmc.co.za) not later than 24 July 2020

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 being 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 email or any other 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.

6. 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 **Undertakings by the Bidder**

6.1 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.

6.2 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).

6.3 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.

6.4 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.

6.5 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**

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7.1 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.

7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.

7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.

- 7.4 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.
- 7.5 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**

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- 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. SPECIAL INSTRUCTIONS TO BIDDERS**

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- 9.1 Bidders shall provide full and accurate answers to the questions posed in this document.
- 9.2 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.
- 9.3 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 purpose is to procure physical security guarding services for both RTMC training colleges, (Boekenhoutkloof and Denel Campus) and Head Office based at Eco Park, Centurion for a period of three years. The successful service provider shall be required to provide protection for the immovable assets, employees and contractors.

### **2. BACKGROUND**

**2.1** The Road Traffic Management Corporation (RTMC) requires the services of a physical security services provider to provide protection [guarding and armed response] for its immovable assets, employees, and contractors. These services will be required for RTMC Head Office (Eco-park, Centurion) and RTMC Traffic Colleges (Boekenhoutkloof and Denel campus) for a period of three years. It is also the intention of the submission to ensure that the three facilities are provided with these requisite services.

**2.2** The Corporation's current contract, which provides physical security guarding at the Boekenhoutkloof Traffic College, reaches its logistical conclusion on 31<sup>st</sup> July 2020. For security services provision at Eco-park, is part of turnkey solution, which formed part of building acquisition at Eco-park. It has since become critical that these services at this specific building are considered separately from the turnkey solution. Denel has not been allocated security service provider, however the current services provider that is providing security at NKP facility in Waterfall has been able to allocate security personnel to mend the control room and conduct patrols until a service provider can be allocated to the Denel facility

**2.3** These services are still needed to ensure that the Corporation does subscribe to the requirements of both the Control of Access to Public Premises and Vehicles Act (Act no. 53 of 1985) and Critical Infrastructure Protection Act (Act 8 of 2018). It has been noted that the Boekenhoutkloof Traffic College will be closed during the rebuilding and refurbishment, however any remaining property of the Corporation will still have to be protected and safeguarded during this time.



### **3. REQUIREMENTS/ SCOPE OF WORK**

The Road Traffic Corporation Management requires services of physical security service provide to provide protection (guarding services and armed response for its assets, employees and contractors). This contract shall be valid for a period of two (2) years 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.
- The prospective service provider/s must have the necessary National Key Point accreditation.
- Bidder(s) are expected to submit tenders that cover the security specifications as reflected in the specification.

#### **3.1 Boekenhout Traffic College**

- The projected number of guards required shall be ten [10] guards, for day and night with a supervisor for each shift.

#### **3.2 Denel Campus**

- The projected number of guards required shall be nineteen [19] guards, ten security officers for day and nine [9] for night shift with a supervisor for each shift to compliment the increasing number of students.

#### **3.3 RTMC Head Office based at Eco Park, Centurion**

- The projected number of guards required shall be ten [10] guards, for day and night with a supervisor for each shift.

### **4. General Duties and Responsibilities of the Bidder(s)**

**4.1** To guard and protect buildings, equipment and assets against damage, theft and vandalism.

- 4.2** To perform access control duties and patrol the premises to prevent unauthorized persons from entering and removing equipment or assets from the premises concerned
- 4.3** To protect employees, visitors and customers by preventing or minimizing the risk of injury including death
- 4.4** 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
- 4.5** To report any suspicious action or unusual occurrence to security management of the Corporation.
- 4.6** Security Officers must be supervised on a daily basis and be equipped to perform their duties as agreed upon.
- 4.7** To report any security incident to the RTMC and the South African Police Services (SAPS).
- 4.8** To patrol the area of responsibility in order to prevent criminal activity.
- 4.9** To monitor security threats and risks within the RTMC's area of responsibility and provide an early warning to facilitate proactive interventions.
- 4.10** The bidder(s) shall provide service in a courteous and professional manner
- 4.11** The bidder(s) to provide necessary documentation as requested prior to the awarding of the contract
- 4.12** 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.
- 4.13** 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.

## **5. Management and Supervision**

- 5.1** 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.
- 5.2** 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.
- 5.3** 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.

- 5.4** 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.
- 5.5** 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.

## **6. Administrative Capabilities and Infrastructure**

- 6.1** 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.
- 6.2** 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.

## **7. Legal Requirements**

- 7.1** The contract shall in all respects be construed in accordance with the laws of the Republic of South Africa.
- 7.2** Bidder(s)s shall comply, but not limited to the following relevant legislation:
- 7.2.1 Constitution of the Republic of South Africa Act 108 of 1996;
  - 7.2.2 The Private Security Industry Regulation Act (Act no. 56 of 2001);
  - 7.2.3 The Private Security Industry Regulations, 2002 dated 14 February 2002;
  - 7.2.4 Compensation for Occupational Injuries and Diseases Act (Act no.103 of 1993);
  - 7.2.5 The Occupational Health and Safety Act (Act no. 85 of 1993);
  - 7.2.6 The Criminal Procedure Act (Act no. 51 of 1977)
  - 7.2.7 The Firearms Control Act (Act no. 60 of 2000);
  - 7.2.8 The Control of Access to Public Premises and Vehicles Act (Act no. 53 of 1858);

- 7.2.9 The Unemployment Insurance Act (Act no. 63 of 2001);
- 7.2.10 National Key Point Act (Act 102 of 1980)
- 7.2.11 Covid-19 Regulations that may apply

**7.3 All bidders that are not registered with PSIRA, CIPC, CSD, Compensation (COIDA and UIF) will be deemed non-compliant and therefore disqualified.**

- 7.4 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.
- 7.5 Submission of JV Agreements/Consortium in a case of Joint Ventures and proof of registration with PSIRA for both parties

## **8. Confidentiality**

- 8.1 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.

## **9. Security Personnel**

- 9.1 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 to operate Handguns, Shotguns and Rifles for Business Purposes
- b) Security officers must have at least Grade 10 and minimum Grade C PSIRA registration.
- c) Supervisors must have Grade 12 and a minimum of Grade B PSIRA Certificate.
- d) Security officers must be able to communicate read and write at least English.
- e) Security officers must not be younger than 18 years of age.
- f) Security officers must be prepared to work 12-hour shift.
- g) Supervisors and security officers must have undergone and passed the formal security officers training.
- h) 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.

- i) All personnel [security operatives] shall be SAPS cleared and possess the necessary competency.

## **10. Working Hours and Rates**

- 10.1** Security services shall be provided three hundred and sixty five days a year, twenty-four hours a day and seven days a week.
- 10.2** Bidder(s) to apply remunerative rates as prescribed by the Private Security Industry Regulatory Authority.

## **11. Training of Security Personnel**

- 11.1** 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 and C
- 11.2** 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.
- 11.3** RTMC shall conduct random competency tests/inspections of the bidder(s) security personnel.
- 11.4** The bidder(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
- 11.5** Training 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
- 11.6** The bidder(s) shall be responsible for all costs incurred in the training of security personnel.

## **12. Bidder(s) Obligations**

- 12.1** To ensure that all staff working under this contract are in good health and pose no risk to any RTMC employee and clients/contractors.
- 12.2** To comply with RTMC security and emergency policies.
- 12.3** To ensure that all security officers employed by the bidder(s) are paid the minimum wages according to the applicable sectorial determination.
- 12.4** To ensure that security officers employed by the bidder(s) are familiar with the RTMC environment.

**12.5** 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

**12.6** To ensure that RTMC is informed of any removal and replacement of security officers.

**12.7** 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

**12.8** The bidder(s) must provide proof of liability insurance of a minimum of R5m with the bid documents.

**12.9** 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.

**12.10** 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

**12.11** 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.

**12.12** 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.

**12.13** 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.

**12.14** 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.

**12.15** 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**

## **EVALUATION CRITERIA**



### 13. EVALUATION CRITERIA

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The bid will be evaluated in the following stages:

**(a) Stage 1 - Standard Compliance Requirements**

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements; bidders will be disqualified from evaluation. Below are Standard Mandatory requirements

- Bidders are required to submit 5 copies [One (1) Original plus four (4) Copies].
- All standard bidding documents must be duly completed and signed by authorised official. In case of a JV, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.
- Compulsory briefing session certificate.

**(b) Stage 2 – Mandatory Requirements**

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

**(c) Stage 3 – 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 site inspection/ technical assessment. Bidders are expected to score minimum of 20 points.

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

**(d) Stage 4 – Price and B-BBEE**

This stage will be evaluated on an 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE. Only bidders who scored the highest points on pricing will recommended

## 1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION.STANDARD COMPLIANCE REQUIREMENTS	Comply (Yes / No)
<b>ENVELOPE ONE (1)</b>	
Total Number of copies submitted – Five (5) (1 original and 4 copies)	
Compulsory Briefing Session Certificate	
Proof of CSD Registration. Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a> )	
SBD1: Invitation to bid and company information	
SBD4: Declaration of interest	
SBD8: Declaration of bidder's past supply chain management practice	
SBD9: Certificate of independent bid determination	
<b>ENVELOPE TWO (2)</b>	
Total Number of copies submitted – Five (5) (1 original and 4 copies)	
SBD3: Pricing Schedule	
SBD6.1: Preference points claim form	

## 1.2 STAGE 2 – MANDATORY REQUIREMENTS

ITEM	DESCRIPTION	YES	NO
1	<p><b>Organisational Registration:</b> Provide the following:</p> <p>a. Valid Company PSIRA registration certificate and valid Letter of Good Standing.</p> <p><b>Compliance requirement:</b> Attach valid certificate and Letter of Good Standing (PSIRA)</p> <p>b. Valid Company Director's PSIRA registration</p> <p><b>Compliance requirement:</b> Attach valid certificate</p> <p>c. Valid Letter of Good Standing (COID)</p> <p><b>Compliance requirement:</b> Attach valid</p> <p>d. SAPS National Key Points registration.</p> <p><b>Compliance requirement:</b> Attach full accreditation letter or provisional registration letter</p>		
2	<p><b>Staff Registration:</b> Provide the following</p> <p>a. Proof of PSIRA registration.</p> <p><b>Compliance requirement:</b> Attach PSIRA employees registration print out.</p> <p>b. Proof of firearm competency certificates.</p> <p><b>Compliance requirement:</b> Attach competency certificate from SAPS</p>		
3	<p><b>Liability Insurance</b></p> <p>The bidder will be required to provide liability insurance agreement of five (5) million after appointment.</p> <p><b>Compliance requirement:</b></p> <p>Letter of intent/quotation to be attached on submission of the bid.</p>		

ITEM	DESCRIPTION	YES	NO
4	<p><b>Exempted Micro Enterprise (EME and QSE) CATEGORY</b></p> <p>Only bidders that are within EME and QSE category which is at least owned by 51% black people as defined on regulation 4 of PPPFA regulations of 2017 will be considered or may respond to this bid</p> <p>Compliance requirement:</p> <p>(i) SANAS accredited BBBEE certificate</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Fully completed signed Affidavit by Commissioner of Oaths</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) DTI BEE Certificate</p>		

### 1.3 STAGE 3 – FUNCTIONALITY CRITERIA

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><b>A1. Bidders to demonstrate experience in similar work done within NKP environment</b></p> <p>The bidder must demonstrate their experience in similar work done</p> <ul style="list-style-type: none"> <li>▪ 1 to 3 similar assignments = <b>5 points</b></li> <li>▪ 4 to 6 similar assignments = <b>10 points</b></li> <li>▪ 7 and above similar assignments = <b>15 points</b></li> </ul> <p><b>Compliance requirement:</b></p> <p>Bidders are required to complete the attached template in order to reflect similar work done. The following details must be fully completed as provided on the attached template.</p> <ul style="list-style-type: none"> <li>• Name of the institution/entity where similar services was rendered successfully</li> <li>• Duration/Period,</li> <li>• Value of the contract/order,</li> <li>• Contactable References.</li> </ul> <p><b>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct.</b></p> <p><b>A2 Staff experience</b></p> <p>Staff experience: Bidders must provide CVs of personnel who will be involved in the project:</p> <ul style="list-style-type: none"> <li>➤ Security Supervisor Grade B <ul style="list-style-type: none"> <li>▪ 3 to 5 years experience = 5 points</li> <li>▪ 6 years and above = 10 points</li> </ul> </li> </ul> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>▪ Supervisor's CVs, Grade 12, PSIRA Grade B and Firearm Competency</li> </ul>	<p>15</p> <p>20</p>

<p>➤ Security Officer with Grade C</p> <ul style="list-style-type: none"> <li>▪ 1 to 2 years experience = 5 points</li> <li>▪ 3 years and above = 10 points</li> </ul> <p><b>Compliance requirement:</b></p> <p>Security Officers CVs, Grade 10, PSIRA Grade C and Firearm Competency</p> <p><b>A3 Capacity to deliver the service</b></p> <p>Bidder must have the capacity in terms of tools of trade required to deliver on the security contract. Availability of resources indicating the below and their quantities:</p> <ul style="list-style-type: none"> <li>▪ Dedicated vehicle/s for transportation of staff, patrolling, site visits and other security related functions</li> </ul> <p style="margin-left: 40px;">Vehicle X 2= 1 Point</p> <p style="margin-left: 40px;">Vehicles X 4 or more= 2 Points</p> <p><b>Compliance requirement:</b></p> <p>Proof of Vehicle Registration must be in company's name</p> <ul style="list-style-type: none"> <li>▪ Availability of firearms</li> </ul> <p style="margin-left: 40px;">1 to 6 unallocated firearms= 2 Points</p> <p style="margin-left: 40px;">7 or more unallocated firearms= 3 Points</p> <p><b>Compliance requirement:</b></p> <p>Inventory/list of Firearms as per SAPS Printout of unallocated firearms</p>	5
<b>B FINANCIAL DUE DELIGENCE</b>	<b>10</b>
<p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> <li>• A bank statement not older than three months showing availability of funds not less than R300 000.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder should they be funded.</li> </ul> <p>The purpose of this requirement is to assess financial capability to deliver this type of service</p>	

B. Project Transition/Implementation plan		20												
<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> <ul style="list-style-type: none"><li>Takeover plan must highlight the listed variables and must reflect/address the following:- <b>what, when, who, why and how:</b><ul style="list-style-type: none"><li>➤ Facilitate handover step by step process = 4 points</li><li>➤ Induction of suitably security officers = 4 points</li><li>➤ Rostering and rotation plans to be implemented = 4 points</li><li>➤ Approach to be followed when conducting Security Threat and Risk Assessment = 4 points</li><li>➤ Approach to developing standard operating procedures =4 points</li></ul></li></ul> <p>The above variables will be independently assessed using the table of values below:</p> <table><tr><th>VALUE</th><th>DESCRIPTION</th></tr><tr><td>5- Excellent</td><td>Meets and exceeds the functionality requirements</td></tr><tr><td>4- Very Good</td><td>Above average compliance to the requirements</td></tr><tr><td>3- Good</td><td>Satisfactory and should be adequate for stated element</td></tr><tr><td>2- Average</td><td>Compliance to the requirements</td></tr><tr><td>0- Non Compliant</td><td>Does not comply to the requirements</td></tr></table>		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	
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STEP 1: FUNCTIONALITY:		70												

**NB: BIDDERS ARE EXPECTED TO SCORE MINIMUM OF FIFTY (50) POINTS IN ORDER TO QUALIFY FOR STEP 2.**

## STEP 2: SITE INSPECTION/ PRESENTATION

DUE DILLIGENCE/ TECHNICAL ASSESMENT	30
<p><b>Company capabilities:</b> Minimum company's existing capabilities and infrastructure.</p> <p>A template/checklist will be used during the site inspections to assess the following areas and bidders must be prepared to demonstrate and make a presentation of the functioning of all items listed below:</p> <p>a. Existing Control Room</p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>○ Provide pictures and any form of description of items / equipment in the Control Room)</li> <li>○ Proof of maintenance of equipment in the control room</li> </ul> <p>b. Vehicles</p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>○ Provide Registration Certificates</li> <li>○ Proof of maintenance of vehicles</li> </ul> <p>c. Two way radio, hand held scanners, guard monitoring system</p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>○ Provide example of Guard Monitoring Tool Report</li> <li>○ Proof of calibration or any form of maintenance</li> </ul> <p>d. Firearms (Rifles, Shotgun and Pistols)</p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>○ Provide an inventory of the firearms</li> </ul> <p>e. Uniform</p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>○ Proof of receipts for purchase of uniform and allocation register to security personnel (Proof that allocation is done annually is acceptable)</li> </ul>	



(f) A detailed Occupational Health and Safety file for security operations  <b>Compliance requirement:</b>  <ul style="list-style-type: none"> <li>○ Attach OHS report (OHS file to be availed during site inspection)</li> </ul> <b>NB: During the site visit the team will assess the functioning, fit for purpose and maintenance plan if applicable of all items listed above.</b>	
<b>STEP TWO SUB TOTAL</b>	<b>30</b>
<b>OVERALL TOTAL FOR FUNCTIONALITY</b>	<b>100</b>

THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 70 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.

#### 1.4 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
<b>Grand Total</b>	<b>100</b>

**SECTION: 4**

**ANNEXURE AND STANDARD**

**BIDDING DOCUMENTS**

**ATTACHED**

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

## **ANNEXURE AND STANDARD BIDDING DOCUMENTS**

<b>DOCUMENT</b>	<b>DESCRIPTION</b>
<b>BDGI</b>	<b>Bid Documents General Information</b>
<b>Annexure 1</b>	<b>Invitation to Bid (SBD 1)</b>
<b>Annexure 2</b>	<b>Acceptance of Bid Conditions and Bidder's Structure</b>
<b>Annexure 3</b>	<b>Declaration of Interest (SBD 4)</b>
<b>Annexure 4</b>	<b>Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)</b>
<b>Annexure 5</b>	<b>Certificate of Independent Bid Determination (SBD 9)</b>
<b>Annexure 6</b>	<b>Pricing Schedule (SBD 3.3) – To be submitted on a separate sealed envelop</b>
<b>Annexure 7</b>	<b>Preference Points Claim Forms (SBD 6)</b>



## **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.

