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| SCM /Tender Ref #: | DPME 02-2019/20 |
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| Request for proposals for: | Provisioning of Physical Security Services for the Department of Planning, Monitoring and Evaluation for a period of three years (36 Months). |
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Bid closing date and time as well as the date and time of briefing session (if any) are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.

Bidders must provide one original and 5 (five) copies of proposals submitted.

Only 1 (one) original price proposal and SBDs are required.

| Estimated project start date: | Expected project duration (Months) |
|-------------------------------|------------------------------------|
| 01 August 2019 | 36 Months |

1. BID INFORMATION

Information and guidelines on the format and delivery of bids are contained in the attached bid documents. Please take note of the closing date and date of compulsory briefing session (if any).

2. PROPOSAL FORMAT

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this terms of reference. The following must be attached to the proposal as annexures:

- **Annexure B1:** Proposed team (Must use attached Excel template)
- **Annexure B2:** Summary of past experience of team members (Must use attached Excel template)
- **Annexure B3:** Pricing information. Price proposals must include VAT and should be fully inclusive to deliver the all outputs indicated in the terms of reference (Must use attached Excel template).
- The published terms of reference (this document, including Annexure A to this document).
- All other forms / certificates required (see bid documents).

3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the compulsory briefing session (if specified above) will be considered. Bids must be valid for a minimum period of 120 days after the closing date.

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| SCM Contact person | Name: Ziyanda Mtwana Tel: 012 312 0416 e-mail: Ziyanda@dpme.gov.za |
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1. BACKGROUND

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Annexure A contains a detailed description of the requirements for this project, including:

- Background / context
- Problem statement / purpose
- Objectives and scope of project
- Deliverables and time frames

2. EXPERIENCE / SKILLS / TEAM COMPOSITION / PAST PERFORMANCE

The attached spreadsheet must be used to summarise qualifications, skills and past experience and to cost the proposal.

2.1. Team composition (Company Directors)

2.1.1. Empowerment requirements

The proposed team of Company Directors must meet the following empowerment requirements:

- **Black PDI%:** At least 70% must be Previously Disadvantaged Individuals (PDIs)¹.
- **Gender%:** At least 50% must be women; and
- **Youth%:** At least 50% must be youth (persons aged 35 or younger); and
- **Empowerment spend:** At least 30% of the fully inclusive resource cost for all deliverables must be allocated to Black PDIs.

Annexure B1 must be completed to reflect the requirements above. Replacement of team members must have the same PDI profile as well as qualifications / experience as those they are replacing, including any relevant security screening requirements.

2.1.2. Qualifications and Experience required

Bidders will demonstrate adequate experience through the number, types and geographical spread of projects/assignments undertaken. The attached template must be used to summarise experience and the proposal must contain details about projects worked on including roles, cost and duration as well as names and contact persons at contracting party.

| Roles* | Qualifications | Experience | |
|--|---|--|-------|
| Supervisor/s | Minimum: Senior Certificate/Grade 12, PSIRA grade B Firearm competency certificate | Minimum: 3 years' experience in security supervision. | |
| Security Officers | Minimum: Senior Certificate/Grade 12, PSIRA grade D | Minimum 0-1 year experience and proof of security related training or orientation. | |
| 330 Grosvenor Office: Security Officers will work as follows during the day and nightshift including the weekends and Public Holidays | | | |
| GRADE | DESCRIPTION | DAY | NIGHT |
| Grade B Supervisor | Unarmed (24 hours; Sat-Sun including public holiday) | 1 | 1 |

¹ By Black PDIs we mean South African citizens who are Black, Indian, or Coloured.

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|--|--|---|---|
| Grade B Supervisor | Unarmed (24 hours; Mon-Fri) | 1 | 1 |
| Grade D Security Officer | Unarmed (24 hours; Mon-Fri) | 4 | 1 |
| Grade D Security Officer | Unarmed (24 hours; Sat-Sun including public holiday) | 1 | 1 |
| 535 Johannes Ramokhoase Office: Security Officers will work as follows during the day and nightshift including the weekends and Public Holidays | | | |
| Grade B Supervisor | Unarmed (24 hours; Sat-Sun including public holiday) | 1 | 1 |
| Grade B Supervisor | Unarmed (24 hours; Mon-Fri) | 1 | 1 |
| Grade D Security Officer | Unarmed (24 hours; Mon-Fri) | 3 | 1 |
| Grade D Security Officer | Unarmed (24 hours; Sat-Sun including public holiday) | 1 | 1 |

2.2. Confirmation of experience, qualification and availability (the Company & Directors)

The following must be submitted for each of the proposed team members:

- 2.2.1 The security service provider must submit a valid certified PSIRA certificate. The company directors must submit certified South African Identity Documents (IDs). At least one of the directors must possess and submit a valid PSIRA Grade A certificate. At least one of the directors must possess and submit a certified safety-training certificate.
- 2.2.2 The security service provider must have a minimum of three (3) years operational experience as a security services provider. To support this, security service providers are required to submit reference letter/s (on the letter-head of the company, and signed by management of that company) as proof that they have successfully facilitated, performed/ executed, or that they have been providing similar services for a period of at least three (3) years. Reference letter/s should include contactable details for verification purposes.
- 2.2.2 The service provider must be able to provide reasonable guarantees related to continuity and limitations on staff turnover. The objective would be to use the same security officers for the duration of the contract.

2.3. Qualifications

The security service provider must submit proof of qualifications (certified copies) as follows:

Supervisor

- 2.2.3 Senior Certificate
 2.2.4 Grade B PSIRA Security Certificate
 2.2.5 Firearm competency Certificate
 2.2.6 Basic safety training certificate

Security Officers

Security Officers must have the following minimum qualifications:

- 2.2.7 Senior Certificate
 2.2.8 Grade D PSIRA Security Certificate

DPME reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.

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3. Infrastructure

The security service provider must have the following:

- 3.1. An operating office/ control room **MUST BE BASED AROUND GAUTENG** – which must be an immovable structure, attach proof of residential address.
- 3.2. 24 hour call centre. An email as well as a fixed telephone line.
- 3.3. Minimum armed response time of 5 minutes.
- 3.4. Base and two- way radios must be in good working conditions. Base stations to be installed at DPME premises security control room.
- 3.5. Licenced and roadworthy company vehicles.

(the department reserves the right to do site visit prior to appointment).

4. The security service provider must provide the following to the officers:

- 4.1. Full corporate uniform (trouser, shirts, skirt, pullover, jersey, blazers and black shoes).
- 4.2. Torches
- 4.3. 2-way radios
- 4.4. Base radios
- 4.5. Occurrence Book (all buildings)
- 4.6. All Security registers
- 4.7. Hand held metal detectors
- 4.8. Pocket Books
- 4.9. Pens
- 4.10. Handcuffs
- 4.11. Batons
- 4.12. Electronic patrol track sticks for each building

5. COSTING METHODOLOGY

- 5.1 Provide fully inclusive quotation for the duration of the contract.
- 5.2 Cost must be VAT inclusive and quoted in South African Rand.
- 5.3 Costing should be aligned with the project activities/project phases
- 5.4 Prices must include all services (armed response, radio licenses, infrastructure costs, clothing and equipment, guards of the grades mentioned and all other expenses).
- 5.5 The service provider will be required to disclose the actual amounts paid to security officers and supervisor.

Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. No variation in contract price will be permitted. **Annexure B3** must be used to summarise costing.

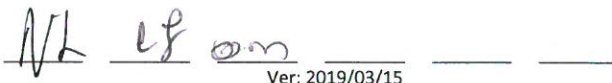
6. EVALUATION OF BIDS

a. Administrative requirements

Annexures B1 to B3 **must** be completed using Microsoft Excel or compatible software. Annexures completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference.

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b. Scoring of bids (functional criteria)

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

| Weight allocation | Scoring system |
|--|---|
| 1 – Value adding requirement (minimum score of 2) | 1 – Does not comply with the requirements |
| 3 – Important requirement (minimum score of 6 or 9) | 2 – Partial compliance with requirements |
| 5 – Essential requirement / integral part of project (minimum score of 15) | 3 – Full compliance with requirements |
| | 4 – Exceeds requirements |

Score per criteria: The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights} \times 4} \times 100$$

c. Functional evaluation Part 1 – Quantitative criteria

Part 1: Minimum functional requirements: Only bids that meet all 8 requirements below will proceed to functional evaluation part 2. In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. The costing and content of proposals may not be amended.

| Mandatory /Functional Criteria | | Yes=3 | No=1 |
|--------------------------------|--|-------|------|
| 1.1 | The security service provider must attach valid PSIRA certificate for company. | | |
| 1.2 | The security service provider must attach a proof of UIF compliance. | | |
| 1.3 | Attach proof of Valid PSIRA Grade A certificate/s for Director/s, as per 2.2.1. | | |
| 1.4 | All company directors must be South African. (Copy of ID's to be attached) | | |
| 1.5 | Attach Reference letter/s as per paragraph 2.2.2 | | |
| 1.6 | An operating office/ control room MUST BE BASED AROUND GAUTENG – which must be an immovable structure as per 2.3.1(attach proof of address). | | |
| 1.7 | Attach proof of Company vehicle/s, Or ownership. | | |
| 1.8 | Public liability Insurance, attach certificate. | | |

d. Functional evaluation Part 2 – Qualitative criteria

The functional evaluation criteria indicated below will be applied during Part 2 of functional evaluation to all bids that met the minimum requirements stipulated under Functional evaluation Part 1. During part 2 the Bid Evaluation Committee may:

- Evaluate and score bids based on the bid documents and proposals submitted; or
- Provisionally evaluate and score bidders based on proposals submitted and then invite bidders that met all requirements under Part 1 and a provisional overall score of at least 60% for both functional evaluation parts 1 and 2, to present their bids.

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Ver: 2019/03/15

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

If a bidder is unable to attend a bid presentation on the date requested by the Bid Evaluation Committee, then the bidder must be afforded another opportunity within 5 working days. If a bidder is for a second time unable to attend a bid presentation, then the bid must be evaluated based on the bid documents and proposals submitted only.

Part 2: Minimum functional requirements: Only bids that obtained the minimum score for each criteria as well as an overall score of at least 75% for both functional evaluation parts 1 and 2, will proceed to Due diligence.

| Functional Evaluation Criteria | | Weight | Min. Score |
|--------------------------------|---|--------|------------|
| 2.1 | <p>The security service provider must have a minimum of three (3) years operational experience as a Physical security services provider as paragraph 2.2.2.</p> <p>1= 1 year of experience 2= 2 years of experience 3= 3 years of experience 4= 3+ years of experience</p> | 5 | 15 |
| 2.2 | <p>Team composition paragraph 2.1.1 :</p> <p>1= Proposed team does not meet the empowerment criteria. 2= Proposed team meets partial empowerment criteria. 3= Proposed team meets the empowerment criteria. 4= Proposed team meets the empowerment criteria and achieved 50% or more in at least 2 criteria's.</p> | 3 | 9 |

Part 3: DUE DILIGENCE

Only bidders that met the functional requirements for 1 and 2

| DUE DILIGENCE | | Yes | No |
|---------------|---|-----|----|
| 1 | An operating office/ control room MUST BE BASED AROUND GAUTENG – which must be an immovable structure. | | |
| 2 | 24 hour call centre. Email and fixed telephone line. | | |
| 3 | Maximum armed response time of 5 minutes (Demonstrate) . | | |
| 4 | Base and Two- way radios must be in working condition. | | |
| 5 | Company vehicle/s vehicle suitable for this purpose. | | |

Bids that meet all 5 requirements above will proceed to PPPFA

e. Price / BBBEE / PPPFA

Only bids that meet the minimum administrative and functional requirements / specifications indicated in the ToR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1.

7. CONTRACT MANAGEMENT

The successful bidder will be required to enter into a service level agreement (SLA) with the Department of Planning, Monitoring and Evaluation. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DPME and the successful bidder. A copy of the standard DPME SLA is available on the DPME tenders website. Bidders should familiarise themselves the content of the standard template.

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Bidders should note that:

- a. All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- b. The Departmental security management reserves its right to carry out after hour's inspection to assess compliance with these requirements.
- c. The service provider shall provide a monthly report to the Department on identified challenges, suggestions, improved methods and work programmes, personnel turnover, remedial actions and all other related matters concerning the agreement.
- d. The monthly meetings will be held between the client's representative and the service provider's Operational/area manager, site supervisor and/or representative.
- e. The service provider should report to the delegated official or official responsible for security services.
- f. Monthly report should be provided to the official responsible for security services.

8. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- a. A compulsory site visit and briefing session will be held at **330 Grosvenor Street, Hatfield** and bidders failing to attend will be disqualified.
- b. DPME will furnish the Service Provider with all relevant and available data and information, which is necessary to perform the services under the agreement.
- c. DPME will become the owner of all information, documents, programmes, advice and reports generated and compiled by the Service Provider in the execution of the services.
- d. The copyright of all documents and reports compiled by the Service Provider will vest in DPME and may not be reproduced or distributed or made available in any other way without the written consent of DPME.
- e. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of DPME.
- f. Appointment is subject to both parties being in agreement with the service level agreement; both parties must sign the agreement.
- g. The Service Provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the DPME.
- h. Conditions stipulated in the general conditions of contract will be applicable should any of the parties failed to deliver, read together with the service level agreement signed by both contract.
- i. On termination of the agreement, for whatever reason, all documents, programmes, reports, must be handed to DPME. The Service Provider relinquishes the right of retention thereof.
- j. The security service provider must attach valid PSIRA certificate for company, directors and security officers and supervisor.
- k. The security service provider must attach a proof of UIF compliance.
- l. The company directors and employees must be South African.
- m. The Department reserves the right to terminate the contract if the State Security Agency clearance is negative for company, directors and employees.

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TERMS OF REFERENCE: ANNEXURE A

| | |
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| SCM /Tender Ref #: | DPME 02-2019/20 |
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| Request for proposals for: | Provisioning of Physical Security Services for the Department of Planning, Monitoring and Evaluation for a period of three years (36 Months). |
|-----------------------------------|---|

1. BACKGROUND / CONTEXT

The Department of Planning Monitoring and Evaluation is in the process of appointing a service provider to render physical security services for two buildings (**330 Grosvenor and 535 Johannes Ramokhoase Street**) to protect employees, contractors, assets and the information within the Department.

This is in accordance with the **Access Control to the Premises and Vehicles Act, 53 of 1985**, Minimum Physical Security Standards (MPSS) and Minimum Information Security Standard (MISS), which are applicable in the public service.

2. PROBLEM STATEMENT / PURPOSE

The Department of Planning, Monitoring and Evaluation needs to appoint 24/7 Physical security service provider at **330 Grosvenor street, Hatfield and Johannes Ramokhoase street, Arcadia in Pretoria**, on contract for period of 3 years (36 months) .

3. OBJECTIVES AND SCOPE OF SERVICES

- 3.1. To safeguard the premises 24/7 including public holidays and weekends.
- 3.2. Patrol the premises using a track stick as a monitoring device.
- 3.3. Guarding of the premises.
- 3.4. Emergency armed response.
- 3.5. Protection of Information, assets and personnel.
- 3.6. Provide escort services.
- 3.7. Ensure that all departmental assets movements are checked and recorded.
- 3.8. Monitor perimeter fence, main entrance and parking.
- 3.9. Conduct vehicle and personnel searches.
- 3.10. Ensure that firearms are kept in the safe and do not enter the building.

4. DELIVERABLES AND TIME FRAMES

| Description | Expected date | % of project (Payment) |
|--|---------------|------------------------|
| Provisioning of Physical Security Services for the Department of Planning, Monitoring and Evaluation for a period of three years: 330 Grosvenor and 535 Johannes Ramokhoase building in Pretoria. | 36 Months | |
| Provide monthly performance reports. | Monthly | |
| Provide a security contingency plan. | As required | |
| Recording of all incidents/ events in the Occurrence Book (OB). | Daily | |
| Provide all security registers. | Monthly | |

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