



SCM /Tender Ref #:	DPME 22-2022\23
--------------------	-----------------

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)
----------------------------	--

**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 September 2023	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 term of reference. The following must be attached to the proposal as annexures:

- **Annexure B:** Summary of past experience (Must use attached template).
- **Annexure B4:** 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).
- Bidders must ensure that the Total Bid Price (Including VAT) must be the same on Part B: Invitation to BID (SBD1) and on the Annexure B4: Costing/Price Schedule. Failure to comply with this requirement will lead to disqualification.
- Bidders must ensure that they indicate the Bid Prices (Including VAT) for each year on the Annexure B4: Costing/Price Schedule.
- 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.

<b>SCM contact person</b>	<b>Name:</b> Aubrey Ramalobela <b>Tel:</b> 012 312 0416 <b>e-mail:</b> Aubrey@dpme.gov.za	<b>Security contact person</b>	<b>Name:</b> Nomvula Lekubu <b>Tel:</b> 012 312 0467 <b>e-mail:</b> Nomvulal@dpme.gov.za
---------------------------	---	--------------------------------	--

### 1. BACKGROUND

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

- Background / Context
- Purpose
- Objectives and scope of project
- Deliverables and time frames

### 2. EXPERIENCE / SKILLS / PAST PERFORMANCE / TEAM REQUIRED

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

#### 2.1. Company composition (Company Directors)

##### 2.1.1. Qualifications and Experience required

Bidders will be required to provide relevant qualifications and demonstrate adequate experience through the number of physical security 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.

<b>Roles*</b>	<b>Qualifications</b>	<b>Experience</b>
Director/s	Minimum: Valid PSIRA Grade A Certificate  National Senior Certificate / Grade 12 will be an added advantage	Minimum: 3 years' experience in managing physical (guarding) security services (Attach resume as proof)
Company	Minimum: Valid PSIRA Certificate (Good standing)	Minimum of 3-years' experience (Provide or attach reference letter/s)  <b>* 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 the client) as proof that they have successfully performed/ executed, or that they have been providing similar</b>

		<p>guarding services. Reference letter/s should include <u>contactable details</u> for verification purposes and a duration of contract specified in terms of start and end dates (DD/MM/YYYY)</p> <p>*(In case the bidders have multiple running tenders, experience will be calculated on a calendar years)</p>
--	--	---

### 2.1.2 TEAM REQUIRED

<b>Building Physical Address: 90 Florence Ribeiro Avenue, New Muckleneuk, PRETORIA. Security Officers will work as follows during the day and nightshift including the weekends and Public Holidays</b>			
GRADE	DESCRIPTION	DAY	NIGHT
Grade B Supervisor	Unarmed (24 hours; Sat-Sun including public holidays)	1	1
Grade B Supervisor	Unarmed (24 hours; Mon-Fri)	1	1
Grade C Security Officer	Unarmed (24 hours; Mon-Fri)	16	3
Grade C Security Officer	Unarmed (24 hours; Sat-Sun including public holidays)	3	3

### 2.2. COMPANY REQUIREMENTS

The following **must be** submitted (**MANDATORY**):

- 2.2.1 The company directors must submit certified South African Identity Documents (IDs). The security service provider must attach, certified valid proof of **COIDA** compliance Certificate
- 2.2.2 Company vehicle **registration roadworthy certificates, vehicles must be registered under company name.**
- 2.2.3 The company must have public liability Insurance (**attach valid certificate**).

### 2.3. Qualifications

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

#### Supervisor

- 2.3.1 Senior Certificate/Grade 12
- 2.3.2 Valid Grade B PSIRA Security Certificate
- 2.3.3 Firearm competency Certificate
- 2.3.4 Basic safety training certificate

## Security Officers

Security Officers must have the following minimum qualifications:

2.3.5 Senior Certificate/Grade 12

2.3.6 Grade C 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.**

### **3. INFRASTRUCTURE**

The security service provider must have the following:

3.1. An operating control room **MUST BE WITHIN GAUTENG** – which must be an immovable structure, **attach proof of company physical address** (signed lease/municipal bill).

3.2. Control room must be operational 24-hours. Must have an e-mail as well as operating telephone line.

3.3. Demonstrate armed response procedure.

3.4. Base and two- way radios must be in good working condition.

3.5. Licenced and roadworthy company vehicles.

**3.6. The department reserves the right to conduct unannounced 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 radio/s

4.5. Occurrence Book

4.6. All Security registers and visitor's receipt book

4.7. Hand held metal detectors

4.8. Pocket Books

4.9. Pens

4.10. Handcuffs

4.11. Batons

4.12. Electronic patrol track stick/s

### **5. COSTING METHODOLOGY**

5.1 Provide fully inclusive quotation for the duration of the contract (Split pricing yearly)

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 (e.g. armed response, radio licenses, infrastructure costs, clothing and equipment, guards of the grades mentioned and all PSIRA subscription and any other expenses).

5.5 The service provider will be required to disclose the actual amounts paid to security officers and supervisor, including proof of contributions made to UIF and COIDA

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 B must be used to summarise costing.

**6. EVALUATION OF BIDS**

**a. Administrative requirements**

Annexures B **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.

**b. Scoring of bids (functional criteria)**

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

<b>Weight allocation</b>	<b>Scoring system</b>
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:

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

**c. Functional evaluation Part 1 – Quantitative criteria**

**Part 1: Minimum functional requirements:** Only bids that scored at least the minimum score for each criteria will proceed to functional evaluation part 2A. 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.

<b>Mandatory /Functional Criteria</b>		<b>Yes=3</b>	<b>No=1</b>
1.1	The security service provider must attach valid <b>PSIRA</b> certificate (Good standing)		
1.2	The security service provider must attach a proof of <b>COIDA</b> compliance Certificate.		
1.3	Attach proof of Valid <b>PSIRA Grade A</b> certificate/s for Director/s, as per <b>2.1.2</b> .		
1.4	All company directors must be South African Citizens. <b>(Copy of ID's to be attached)</b>		
1.5	An operating control room <b>MUST BE WITHIN GAUTENG</b> – which must be an immovable structure, <b>attach proof of company physical address</b> (signed lease/municipal bill).		
1.6	Attach valid proof of Company vehicle <b>registration (Roadworthy certificates)</b> . <b>As per 2.2.2</b>		
1.7	Public liability Insurance <b>(attach valid certificate)</b> .		

**d. Functional evaluation Part 2A – 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:

- a. Evaluate and score bids based on the bid documents and proposals submitted; or
- b. 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.

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 2A: Minimum functional requirements:**

Functional Evaluation Criteria		Weight	Min. Score
2.1	<p><b>The Company Director/s must have Minimum: 3 years' experience in managing physical (guarding) security services (Attach resume as proof)</b></p> <p>1= Company director does not meet the criteria. 3= Company director meets the criteria.</p>	3	9
2.2	<p><b>The security company must have a minimum of three (3) years operational experience as a Physical security services provider as paragraph (Attach reference letter/s) as per 2.1.1</b></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

**Only bidders passing the minimum score for part 2A will proceed to 2B**

**Part 2B Continue: DUE DILIGENCE**

DUE DILIGENCE (paragraph 3.1-3.6)		Weight	Min. score
1	An operating control room <b>MUST BE WITHIN GAUTENG</b> – which must be an immovable structure.	3	9
2	Control room must be operational 24-hours. Must have e-mail and operating telephone line.	3	9
3	<b>Demonstrate</b> armed response procedure.	3	9
4	Base and Two- way radios must be in working condition.	3	9
5	Verification of company vehicle/s suitable for this purpose.	3	9

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 A & B, will proceed to Price/PPPFA evaluation.

**e. PPPFA: Price/ Specific Goals**

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 point allocation method applicable is indicate in the table below and on the attached SBD 6.1.

The specific goals allocated points in terms of this tender  (MEANS OF VERIFICATION WILL BE: CSD, BBBEE certificate/ Affidavit/ ID copy & Share Certificate/ CIPC (CoR13)/ ID Copy/ Confirmation letter/ CSD report-preferred address to be used for the award of points.)	Number of points allocated  (80/20 system)  (To be completed by the organ of state)	POINTS TO 80/20AWARD  Applicable to  >= More than < = Less Than
Black ownership with at least 51%	5	>51% = 5 points <51% = 1 point
Black ownership with disabilities as defined by Employment Equity Act of 1998 (Attach certificate)	3	Yes = 3 points No = 0 point
Black women ownership with at least 30%	2	>30% = 2 points <30% = 0 point
Black youth ownership by at least 30% (at the date of closing of RFQ/RFP/Tender)	3	Yes = 3 points No = 0 point
Black Military veteran ownership	2	Yes = 2 points No = 0 point
Suppliers situated in the local Municipality of the project/event. (Local supplier from where the event is taking place-rural and semi-urban areas)	3	Yes = 3 points No = 0 point
Small, Medium & Micro Enterprises, makes a profit of less than R10 million a year	2	Yes = 2 points No = 0 point
<b>TOTAL</b>	<b>20</b>	

## 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.

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-hours 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, Hatfield, PRETORIA.**
- b. **bidders failing to attend the compulsory briefing will be disqualified.**
- c. DPME will furnish the Service Provider with all relevant and available data and information, which is necessary to perform the services under the agreement.
- d. 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.
- e. 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.
- f. 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.
- g. Appointment is subject to both parties being in agreement with the Service Level Agreement; both parties must sign the agreement.
- h. 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.
- i. Conditions stipulated in the general conditions of contract will be applicable should any of the parties fail to deliver (read together with the Service Level Agreement signed by both parties).
- j. On termination of the agreement, for whatever reason (s), all documents, programmes, reports, must be handed to DPME. The Service Provider relinquishes the right of retention thereof.
- k. The Department reserves the right to terminate the contract if the State Security Agency screening is negative for company, directors and employees.
- l. **The Service Provider will be liable for any loss/damage of assets during the contract period.**
- m. **The security 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.**
- n. **Bidders must ensure that the Total Bid Price (Including VAT) must be the same on Part B: Invitation to BID (SBD1) and on the Annexure B4: Costing/Price Schedule. Failure to comply with this requirement will lead to disqualification.**
- o. **Bidders must ensure that they indicate the Bid Prices (Including VAT) for each year on the Annexure B4: Costing/Price Schedule.**