

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES AT THE DEPARTMENT OF ENERGY (DOE)

1. PURPOSE OF THE ASSIGNMENT

1.1 The purpose of the assignment is to appoint a Service Provider to supply Security staff to render physical security services at DoE's 192 Visagie Street building in Pretoria on contract basis for a period of twenty four (24) months.

2. BACKGROUND

2.1 The Department of Energy is committed to ensure a safe and secure working environment by implementing adequate security measures in the premises.

2.2 It is crucial for DoE to ensure that the building is secured in accordance with the Access Control to Premises and Vehicle Act, 53 of 1985 and Minimum Physical Security Standards (MPSS) which are applicable in the Public Service.

3. SCOPE OF WORK AND DELIVERABLES

3.1 Service providers are invited to supply and install the following security staff:

POSITION	QUANTITY	PERIOD	POSTING	UNIT PRICE	TOTAL
Site Supervisor: Grade B	1	12 hour shift Monday to Friday (06:00 to 18:00)	Supervision (1)		
Security Officer: Grade C	3	12 hour shift Monday to Friday (06:00 to 18:00)	Main Entrance Gate (Visagie Street) (2) Exit Gate (Paul Kruger Street) (1)		
Security Officer: Grade C	2	12 hour shift Monday to Friday (06:00 to 18:00)	Parking monitoring (2)		

Security Officer Grade C	1	Escort duties (06:00 to 18:00)	Escorting visitors(1)		
Security Officer: Grade C	5	12 hour shift (Day) including Saturdays, Sundays and Public Holidays (06:00 to 18:00)	Ground Floor Entrance(2) Basement Scanner Entrance(1) Security Control Room(1) Basement Vehicle Exit(1)		
Security Officer: Grade C	5	12 hour shift (Night) including Saturdays, Sundays and Public Holidays (18:00 to 06:00)	Ground Floor Entrance(2) Basement Scanner Entrance(1) Security Control Room(1) Basement Vehicle Exit(1)		
		Subtotal			
		Vat at 14%			
		TOTAL			

3.2 Security officers will be posted as above indicated.

3.3 Security equipment and documents required

3.3.1 2 x Baton Sticks

3.3.2 Two way Radios

- 3.3.3 2 x Hand Cuffs sets
- 3.3.4 Occurrence book
- 3.3.5 Pocket books
- 3.3.6 Register Book for visitors and cars
- 3.3.7 2 x Torches
- 3.3.8 1 x Private Asset Declaration Register

3.4 Dress code

3.4.1 The following standard uniform will be required from the service provider:

Male Security: full corporate uniform trousers, Shirts; pull over, blazers and black shoes

Female Security: Full corporate uniform, Skirts, Shirts, Pull Over, blazers and black shoes

4. DELIVERABLES

- 4.1 The successful bidder will be required to render physical security services as outlined on paragraph 3.1 above

5. SECURITY BACKGROUND CHECKS

- 5.1 The Department reserves the right to conduct Security background checks in respect of the selected bidders, their Directors and staff. Appointment of the successful bidder will be done subject to positive background checks.

6 SERVICE LEVEL AGREEMENT

- 6.1 Service Level Agreement will be signed between the Department of Energy and the successful bidder.

7. TERMINATION OF THE CONTRACT

- 7.1 The contract will be terminated immediately should the successful bidder no longer qualify as service provider in terms of the Private Security Industry Regulation Act, 2001 (Act 56 of 2001) or CIPC.
- 7.2 Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent between the Department of Energy and the successful bidder.

8. COMPULSORY INFORMATION SESSION

- 8.1 A compulsory information session will be held on **14 October 2015** at the Department of Energy, Corner Visagie and Paul Kruger Streets; Matimba Building, Pretoria at **10H00**.

9. EVALUATION METHODOLOGY

9.1 Cost

- 9.1.1 The service provider will be requested to provide a quote regarding the work to be undertaken for this project. The total cost must be VAT inclusive and should be quoted in South African currency (i.e.rands).Detailed breakdown of the total bid must be attached.

9.1.2 Broad-Based Black Economic Empowerment (B-BBEE)

- 9.1.3 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.

- 9.1.4 Bidders are required to submit original and valid B-BBEE status level Verification to substantiate their B-BBEE rating claims.

- 9.1.5 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

- 9.1.6 In a case of Exempted Micro Enterprise (EMEs), AO/AA must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

- Verification agencies accredited by SANAS; or
- Registered auditors approved by IRBA

9.1.7 The table below depicts the B-BBEE status level of contribution:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

9.1.8 Company Experience

Service providers should have at least four (4) years' experience in providing physical security services and should provide a minimum of four (4) letters from their referees indicating that such services were rendered and their contact details. The aforementioned letters should be on the company's letter head or stamped and signed. Failure to provide proof, bidders will forfeit points on this category

10 MANDATORY REQUIREMENTS

10.1 The service provider, their Directors and their 17 staff members who will be deployed must be registered with the Regulatory Authority and certified copies of their PSIRA Certificates should be attached. Failure to attach the required copies will disqualify the bid. Joint operations/ Ventures must provide valid proof. Proof of registration must be submitted and **failure to submit bidders will be disqualified**

10.2 Registration with the Compensation for Occupational Injuries and Diseases Act (COIDA) and Unemployment Insurance Fund (UIF) Certified copies must be attached to the proposal and **failure to submit bidders will be disqualified.**

11 PROJECT EXECUTION PLAN

11.1 The service provider should attach a detail Project Plan outlining how the 17 staff members will be posted and managed in the premises services. The project plan should include the information on provision of resources and uniform of staff Failure to attached a copy, bidder will forfeit points on this category

12 DELIVERY PERIOD OF THE REQUIRED SECURITY SERVICES

The successful bidder must be able to provide the required security services within two) (2) weeks from the date of awarding of the contract.

13 EVALUATION CRITERIA

13.1 Bids will be evaluated on 90/10 point system as outlined in the PPPFA of 2011.

13.2 The proposals will be evaluated in two phases:

Phase 1:Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points.

No.	Criteria	Weights
1	<p>Company Experience :</p> <ul style="list-style-type: none"> ❖ Bidders should have a minimum of four (4) years' experience in providing physical security services ❖ Bidders should provide a minimum of four (4) letters from their referees indicating that such services were rendered and their contact details. The aforementioned letters should be on the company's letter head or stamped and signed. ❖ Failure to attach copies, bidders will forfeit points in this category 	<p>15</p> <p>10</p> <p>5</p>

2	<p>Site supervisor and security staff experience:</p> <ul style="list-style-type: none"> ❖ Site supervisor must have a minimum of four (4) years' experience in supervising security staff and four (4) control room operation experiences. Copies of the CV, Grade B PSIRA Certificate and Control Room Operation Certificate must be attached and ❖ Security staff that will be deployed at access points must have a minimum of two (2) experiences in providing access control and patrolling services. Copies of the CV, Grade C PSIRA Certificates must be attached ❖ Security staff that will be posted in the Control Room must have a minimum of four years (4) in Control Room Operation. Copies of the CV, Grade C PSIRA Certificate and Control Room Operation Certificate must be attached ❖ Failure to attach copies, bidders will forfeit points in this category 	<p>30</p> <p>10</p> <p>10</p> <p>10</p>
3	<p>Detailed Project/ Execution Plan</p> <ul style="list-style-type: none"> ❖ Bidders must attach a detailed Project/ Execution Plan outlining the delivery period and how the 17 staff members will be posted and managed in the premises including provision of resources and uniform. Failure to attach a detailed copy of the Project Plan, bidders will forfeit points on this category. ❖ List of number of the Security staff to be provided and their posting schedule including Site Supervisors. ❖ Failure to attach copies, bidders will forfeit points in this category 	<p>15</p> <p>10</p> <p>5</p>
4	<p>Detailed Contingency Plan</p> <ul style="list-style-type: none"> ❖ Bidders must attach a copy of the detailed Contingency Plan on how services will be continued during emergency and strike situation during the contract period. ❖ Failure to attach copies, bidders will forfeit points in this category 	<p>5</p> <p>5</p>

5	<p>Quality of proposal received from the bidder</p> <ul style="list-style-type: none"> ❖ Bidder's proposal in terms of quality and orderly arrangements of scope of work information as specified in the Terms of Reference ❖ Attachment of list of costs implications of all items specified in the scope of work. ❖ Attach a list of monthly payment schedule which is fixed for a period of 24 months, inclusive of Vat and anticipated annual increase in terms of labour prescripts ❖ Failure to attached the above-mentioned correspondence, bidders will forfeit points in this category 	<p>15</p> <p>5</p> <p>5</p> <p>5</p>
6	<p>Mandatory requirements</p> <ul style="list-style-type: none"> ❖ Bidders' company, their Directors and their 17 staff members who will be deployed must be registered with the Regulatory Authority and certified copies of their PSIRA Certificates should be attached. ❖ Registration with the Compensation for Occupational Injuries and Diseases Act (COIDA) and Unemployment Insurance Fund (UIF) Certified copies must be attached to the proposal ❖ Failure to attach valid copies of PSIRA Certificates, COIDA and UIF letters will disqualify the bid 	<p>20</p> <p>10</p> <p>10</p>
7	TOTAL	100

For purpose of evaluating functionality, the following values will be applicable:

0=	Very Poor	Will not be able to fulfil the requirements
1=	Poor	Will not be able to fulfil the requirements
2=	Average	Will partially fulfil the requirements
3=	Good	The bidder will be able to fulfil the requirements
4=	Very Good	The bidder will be able to fulfil better in terms of the requirements
5=	Excellent	Fully fulfil in terms of the requirements

Phase 2:

Price	90
B-BBEE compliance	10

14 FORMAT AND SUBMISSION OF THE PROPOSAL

- 14.1 All the official forms (SBD) that are included in the bid document must be completed in all respects by bidders. Failure to comply will invalidate a bid.
- 14.2 Bidders are requested to submit two (2) copies plus 1 original of the **proposal and bid documents**.

15 CLOSING DATE

Proposals must be submitted on or before **23 October 2015 at 11H00** at 192 Visagie Street building **No late bids will be accepted**.

16 ENQUIRIES

All general enquiries relating to bid documents should be directed to

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