

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES AT THE DEPARTMENT OF ENERGY: POLOKWANE (LIMPOPO) REGIONAL OFFICE FOR A PERIOD OF THIRTY SIX (36) MONTHS.

1. PURPOSE OF THE ASSIGNMENT

1.1 The purpose of the assignment is to appoint a service provider to supply security guards to render physical security services at DoE’s Regional Office, 18A Landros Mare Street, Polokwane for a period of thirty six (36) months.

2. BACKGROUND

2.2 The Department of Energy is committed to ensure a safe and secure working environment by providing security services in the building.

2.3 It is crucial for DoE to ensure that the building is secured in accordance with the provisions of Access Control to Premises and Vehicle Act, 53 of 1985, 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 the department with following security guards:

DESCRIPTION	QUANTITY	PERIOD	UNIT PRICE	TOTAL
Security guards: Grade D	2	Nightshift – Monday to Friday, weekends and Public Holidays (18h00 to 06h00)		
Security guards: Grade D	1	Dayshift – Monday to Friday (06:00 to 18h00)		
Security guards: Grade D	2	Dayshift – Weekends and Public Holidays (06h00 to 18h00)		
		Subtotal		
		Vat		
		TOTAL		

3.2 Security equipment and documents required

- 3.2.1 2 x Baton sticks
- 3.2.2 2 x two ways radio
- 3.2.3 2 x Hand cuffs
- 3.2.4 1 x Occurrence book
- 3.2.5 5 x Pocket books
- 3.2.6 2 x Register book for visitors and cars
- 3.2.7 2 x Torches
- 3.2.8. 2 x Paper sprays

3.3 Dress code

- 3.3.1 The service provider must provide adequate uniform for the guards.

4. DELIVERABLES

- 4.1 The successful bidder will be required to render physical security services as outlined on paragraph 3.1 & 3.2 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. MANDATORY REQUIREMENTS

- 6.1 The following must be submitted:
 - 6.1.1 PSIRA Certificate. Bidders must attach valid PSIRA Certificate for the company and Directors. Failure to attach certified copies on the above will disqualify the proposal.
 - 6.1.2 **Compulsory briefing session** will be held on **12 APRIL 2017** at **10H00**, at 18 Landross Mare Street in Polokwane (**Failure to attend the briefing session will disqualify the proposal**).

7. OTHER REQUIREMENTS

- 7.1 The following must be submitted:
 - 7.1.1 Compensation for Occupational Injuries and Diseases Act (COIDA). The successful bidder will be required to comply with the requirements of Occupational Health and Safety Act, 85 of 1993.

7.1.2 Unemployment Insurance Fund (UIF). The successful bidder will be required to comply with the requirements of the Unemployment Act.

8. SERVICE LEVEL AGREEMENT

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

9. TERMINATION OF THE CONTRACT

9.1 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 CIPRO.

9.2 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.

10. REPORTING REQUIREMENT

10.1 The service provider shall report to the Regional Head.

10.2 The service provider shall every month supply a summarized written report to the Regional Head on specific problems, suggestions, improved methods and work programmes, personnel turnover, tenant's complaints and remedial action and all other matters connected with this agreement.

10.3 Meetings will be held monthly between the Regional Head and the Service Provider.

11. EVALUATION METHODOLOGY

11.1 Cost

11.1.1 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.

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

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

11.2.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.

11.2.3 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.

11.2.4 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

11.2.5 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

11.3 Company Experience

11.3.1 Service providers should have at least three (3) years experience in providing physical security services and should provide proof accompanied by three (3) correspondences from referees indicating that such project was executed as well

as their contactable references. Failure to submit the above correspondence, ***bidders will forfeit points in this category.***

11.4 Registration with Private Security Industry Regulatory Authority (PSIRA)

11.4.1 The service provider must be registered with the Regulatory Authority.

11.4.2 Sole / Single providers of the product must attach valid proof.

11.4.3 Proof of registration must be submitted

11.5 Project Execution Plan

11.5.1 Project plan with intermediate and final outputs and identified timeframes /milestones.

11.5.2 A list of the required equipment as outlined on paragraph above must be attached

11.6 Delivery period of the required security officers

11.6.1 The successful bidder must be able to supply the required security officers within an agreed period from the date of awarding of the contract.

11.7 Contingency plan

11.7.1 Service providers should include contingency plan in their proposal.

12. EVALUATION CRITERIA

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

12.2 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 for BBEE.

No	Criteria	Weights
1.	<p>Company Experience</p> <ul style="list-style-type: none"> • Company Experience at least three (3) years experience in providing physical security services. • Provide proof accompanied by 3 correspondences from referees. (Failure to submit the required documents the bidder will forfeit points on this category) 	<p>30</p> <p>15</p> <p>15</p>
2.	<p>Registration with Private Security Industry Regulating Authority</p> <ul style="list-style-type: none"> • Registration with Private Security Industry Regulating Authority (Provide proof of registration). (Failure to attach valid copies will disqualify the bid) • Registration with COIDA • Registration with UIF <p>(Failure to submit the required documents, the bidder will forfeit points on this category)</p>	<p>30</p> <p>10</p> <p>10</p> <p>10</p>
3.	<p>Submission of Project plan & List of Equipment</p> <ul style="list-style-type: none"> • Detailed Project/ Execution Plan and Management should be attached. • List of security equipment required should be attached (Failure to submit the required documents, the bidder will forfeit points on this category) 	<p>20</p> <p>10</p> <p>10</p>
4.	<p>Detailed Contingency Plan</p> <ul style="list-style-type: none"> • Detailed Contingency Plan (Failure to submit the required documents, the bidder will forfeit points on this category) 	<p>20</p> <p>20</p>
	Total	100

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

1=	Very Poor	Will not be able to fulfil the requirements
2=	Poor	Will partially fulfil the requirements
3=	Average	Will be able to fulfil the requirements
4=	Good	Will be able to fulfil better in terms of the requirements adequately
5=	Excellent	Will fulfil the requirements exceptionally

Phase 2:

Price	90
B-BBEE compliance	10

13. FORMAT AND SUBMISSION OF THE PROPOSAL

- 13.1 All the official forms (SBD) must be completed and signed in all respects by bidders. Failure to comply will invalidate a bid.
- 13.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

14. CLOSING DATE

- 14.1 Proposals must be submitted on or before **21 APRIL 2017 at 11H00**; to the Department of Energy Regional Head, 18A Landros Mare, Polokwane 0700.
No late bids will be accepted.

