

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES AT THE DEPARTMENT OF ENERGY HEAD OFFICE – PRETORIA 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 officers and guards to render physical security services at Department of Energy Head Office, Matimba House, 192 Visagie Street, Pretoria for a period of thirty six (36) months.

2. BACKGROUND

2.1 The Department of Energy is committed to ensure a safe working environment by providing security services to the building.

2.2 It is crucial for Department of Energy to ensure that the building is secured in accordance with the provisions of Control of Access 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 security officers as tabled below:

DESCRIPTION	QUANTITY	PERIOD	UNIT PRICE	TOTAL
Security Supervisor (Grade B)	1	Dayshift: Monday to Friday (06H00 – 18H00)		
Security officers (Grade C)	6	Dayshift: Monday to Friday (06H00 to 18H00)		
Security officers (Grade C)	5	Nightshift: Monday to Friday (18H00 to 06H00)		
Security officers	5	Dayshift: Weekends		

(Grade C)		and Public Holiday (06H00 – 18H00)		
Security officers: (Grade C)	5	Nightshift: Weekends and Public Holidays (18H00 – 06H00)		
		Subtotal		
		Vat		
		TOTAL		

3.2 Security equipment and documents required

- 3.2.1 2 x Baton Sticks
- 3.2.2 2 x Two way Radio
- 3.2.3 2 x Hand Cuffs
- 3.2.4 1 x Occurrence book
- 3.2.5 11 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 Pepper Sprays

3.3 Dress code

- 3.3.1 The service provider must provide adequate uniform for the security officers and guards which is sufficient for the shifts that they perform for the duration of the contract. The uniform provided should cater for all weather conditions and seasons.

3.4. Control Room

- 3.4.1 The service provider must have a twenty four (24) hours Control Room for emergency situation.

4. DELIVERABLES

- 4.1 The successful bidder will be required to render physical security services as outlined on paragraph 3.1 – 3.4 above.

5. REQUIREMENTS

5.1 Mandatory Requirements

- 5.1.1 PSIRA Certificate: Bidders are required to attach certified copies of their valid PSIRA Certificate for the company and Directors as well as certified copies of their Identity Documents/Passports as well as the list of registered staff at PSIRA.
- 5.1.2 Compensation for Occupational Injuries and Diseases Act (COIDA). Bidders are required to submit valid letter of registration with the Compensation for Occupational Injuries and Diseases Act
- 5.1.3 Unemployment Insurance Fund (UIF). Bidders are required to submit proof of registration with the UIF.
- 5.1.4 Attach valid certified copy PSIRA Certificates for the company Directors and ID's/Passports as well as a list of registered staff.

(Failure to attach certified copies for the above will disqualify the proposal).

5.2. Special Conditions

- 5.2.1 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.
- 5.2.2 The Department reserves the right to conduct site visit for the selected bidders.

6. MAINTENANCE SERVICE LEVEL AGREEMENT

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

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).

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.

7.3. COMPULSORY BRIEFING SESSION

7.3.1. Compulsory Briefing Session will be held on **15 May 2017 at 10H00**, Department of Energy – Head Office, Matimba Building, 192 Cnr Visagie & Paul Kruger Streets, Pretoria.

8. REPORTING REQUIREMENT

8.1 The service provider shall report to the Head Office Director: Auxiliary Support Services.

8.2 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.

8.3 Meetings will be held monthly between the Director: Auxiliary Support Services and the Service Provider.

9. EVALUATION METHODOLOGY

9.1 Cost

9.1.1 The service provider is 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 price must be attached.

9.1.2 Tax clearance certificate

9.1.2.1 The potential service provider/s must ensure compliance with their tax obligations.

9.1.2.2 The potential service provider/s is/are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.

9.1.2.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.

9.1.2.4 The potential service provider may also submit a printed TCS together with the proposal.

9.1.2.5 For proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.

9.1.2.6 Where no TCS is available but the potential service provider/s is/are registered on the central supplier database (CSD), a CSD number must be provided.

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

9.2.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulations (as amended in April 2017) will apply in terms of awarding points.

9.2.2 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.

9.2.3 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.

9.2.4 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
- Sworn affidavit signed by EME representative and attested by a Commissioner of oaths

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

9.3 Company Experience

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. Referees correspondences should be on company letter head or company stamp should reflect in case of plain page and signed.

(Failure to submit the above correspondence, bidders will forfeit points in this category).

9.4 Registration with Private Security Industry Regulatory Authority (PSIRA)

9.4.1 The service provider must be registered with the PSIRA.

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

9.5 Project Execution Plan

9.5.1 Detailed Project/ Execution Plan which detail deployment strategy, management and supervision of staff, number of staff to be deployed and their position etc. should be attached.

9.5.2 A list of the required equipment as outlined on paragraph 3.2 above must be attached.

9.5.3 Allocation of uniform to staff and the establishment of Control Room.

9.6 Delivery period of the required security services

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

9.7 Contingency plan

Service providers should include contingency plan in their proposal.

(Failure to attach the copy of the contingency plan, bidders will forfeit points in this category).

10. EVALUATION CRITERIA

10.1 Bids will be evaluated on 80/20 point system as outlined in the PPR of 2017.

10.2 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> <p>i) Company Experience a minimum of three (3) years experience in providing physical security services</p> <p>ii) Provide proof of 3 correspondences from referees which are on company letter head or company stamp must be used in case of plain sheet and signed and should have contactable details.</p> <p>iii) Staff experience: minimum of 3 years including copies of CV, Certified copies of valid PSIRA Certificates, Security training certificates, Senior Certificate or any highest qualification.</p> <p>(Failure to submit the required documents the bidder will forfeit points on this category)</p>	<p>35</p> <p>15</p> <p>10</p> <p>10</p>
2.	<p>Submission of Project plan & List of Equipment</p> <p>i) Detailed Project/ Execution Plan which detail deployment strategy, management and supervision of staff, number of staff to be deployed and their position etc. should be attached.</p> <p>ii) List of security equipment and uniform to be provided per quantity per guard or security official required should be attached</p> <p>iii) Availability of twenty four (24) hours control room for emergency situation.</p> <p>(Failure to submit the required documents, the bidder will forfeit points on this category)</p>	<p>45</p> <p>25</p> <p>10</p> <p>10</p>
3.	<p>Detailed Contingency Plan</p> <ul style="list-style-type: none"> • Detailed Contingency Plan which covers risk management, absenteeism and continuation of service 	<p>20</p> <p>20</p>

	during strike actions, etc. (Failure to submit the required documents, the bidder will forfeit points on this category)	
	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	80
B-BBEE compliance	20

11. FORMAT AND SUBMISSION OF THE PROPOSAL

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

12. CLOSING DATE

- 12.1 Proposals must be submitted on or before **25 May 2018 at 11H00**, to Department of Energy Head Office, Matimba House, 192 Visagie Street, Pretoria. **No late bids will be accepted.**

13. ENQUIRIES

All general enquiries relating to bid documents should be directed to

Ms Keitumetse Pitse

or Ms Daisy Maraba

Tel no: (012) 406 7742

E-mail: keitumetse.pitse@energy.gov.za

Tel no: (012) 406 7748

daisy.maraba@energy.gov.za

Technical enquiries can be directed to:

Mr Moloko Mashala

or Mr Mpoti Lethole

Tel no: (012) 406 7595/ 7398

e-mail: moloko.mashala@energy.gov.za

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