

TERMS OF REFERENCE FOR SUPPLY, INSTALLATION AND MAINTENANCE OF SECURITY X-RAY SCANNERS AND WALK THROUGH METAL DETECTORS SYSTEMS FOR THE DEPARTMENT OF ENERGY HEAD OFFICE FOR A PERIOD OF TWENTY FOUR (24) MONTHS

1. PURPOSE OF THE ASSIGNMENT

The purpose of the assignment is to appoint a Service Provider to supply, install and maintain X-Ray Machine and Walkthrough Metal Detector at all strategic duty points as Access and egress to the DOE as regulated by the Control of Access to the Public Premises and Vehicles Act, 53 of 1985 i.e. searching of luggage's and people when entering and leaving the DOE premises for a period of twenty four (24) months subject to renewal to the Department of Energy Head Office.

2. INTRODUCTION AND BACKGROUND

2.1 The Department of Energy is committed to provide a safe and secure working environment for employees within the DOE and also include the following:

2.1.1 Suppliers, visitors, contractors, consultants/interns and learners;

2.1.2 Information and documents of the DOE; and

2.1.3 All moveable property that is owned or leased by the DOE.

2.2 DoE Head Office is situated in Pretoria, Cnr Visagie and Paul Kruger Streets. It is paramount important for the DoE to ensure that the building is secured in accordance to Control of Access to Public 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 and install the following new security systems:

3.1.1 Five (5) x X-RAY INSPECTION SYSTEM MEDIUM OR similar products.

3.1.2 Two (2) x X-RAY INSPECTION SYSTEM LARGE OR similar products

3.1.3 Seven (7) x MULTI-ZONE HIGH PERFORMANCE WALK-THROUGH METAL DETECTOR or similar product.

3.1.4 The required systems will be delivered and installed as follows;

3.1.4.1 Physical address: Department of Energy: Head Office: Corner Visagie and Paul Kruger Streets; Pretoria

3.1.4.2 Installation of the required systems will be installed from Basement, Ground, 2nd, 5th, 7th, inside the lift and 8th floors, respectively. Detailed floor plans will be provided to the successful bidder.

4. DELIVERABLES

4.1 The successful service provider will be required to supply and install new security X – Ray Machines and Metal Detectors system on lease basis for a period of twenty four (24) months.

5. SECURITY BACKGROUND CHECKS

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

6. MAINTENANCE SERVICE LEVEL AGREEMENT

6.1 Service Level Agreement will be signed between the Department of Energy and the successful service provider soon after the successful installation of the machines.

7. TRAINING OF USERS

7.1 The successful bidder will be required to provide training and support to seven (7) users after the installation of the security X-ray & metal detectors systems for a minimum period of 5 working days in order for them to be competent to use the machinery.

8. CONTRACT PERIOD

- 8.1 The contract will be entered into between the Department of Energy and the successful service provider for a period of twenty four (24) months.

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. COMPULSORY BRIEFING SESSION

- 10.1 A compulsory briefing session will be held on **24 June 2019** at Matimba House Building; 192 Cnr Visagie and Paul Kruger Street, Pretoria Office.

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 Tax clearance certificate

- 11.2.1 The potential service provider must ensure compliance with their tax obligations.
- 11.2.2 The potential service provider 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.
- 11.2.3 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.

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

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

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

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

11.3.1 Provisions of the Preferential Procurement Regulations (PPR) of 2017 will apply in terms of awarding points.

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

11.3.3 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.

11.3.4 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

11.3.5 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

11.4 Company Experience

11.4.1 Service providers should have at least three (3) years experience in providing similar services of supply, install and maintain X-ray machine and metal detector systems; and should provide proof accompanied by correspondence from referees indicating that such project was executed as well as their contactable references.

11.4.2 Site visit will be conducted by departmental staff.

11.5 Mandatory Requirement

11.1.1 The service provider must be registered with the Regulatory Authority (PSIRA).

11.5.2. Proof of registration certificate must be submitted.

Failure to attach copy, of PSIRA Certificate bidders will be disqualified.

11.6 Project Plan

11.6.1 A copy of the Project plan should be attached and cover the information on the detailed specifications and the number of new machines to be deployed as well as the timeframes/milestones.

11.6.2 The Project Plan should indicate the ability to deliver within the proposed period on the Terms of Reference

11.6.3 Management of maintenance services to be rendered.

11.7 Warranty

11.7.1 Service provider is required to submit a copy of the information on the warranty of the new equipment to be supplied and the maintenance plan.

11.8 Delivery period of the required security system

11.8.1 The successful bidder must be able to supply, install and maintain the required X-ray machine and metal detector system within two (2) weeks from the date of awarding of the contract.

11.8.2 Ability to provide seven (7) X-ray Machines and seven (7) Metal Detectors temporarily for a period not longer than six months while waiting for the delivery of new machines

11.8.3 Service provider's contingency plan during procurement processes and mechanical breakdown (ability to ensure continuation services in the Department during emergency situations)

12. EVALUATION CRITERIA

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

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.

Criteria	Weights
<ul style="list-style-type: none"> i. Company Experience: at least three (3) years' experience in supply, installation and maintenance of security X-ray scanners and metal detectors services. ii. Proof of three (3) copies of letters from references for similar services rendered. (Copies attached must have clear starting and ending dates of the contract, must be on letter head or have company stamp, signed and have clear contact details). <p>Failure to attach copies, bidders will forfeit points on this criteria.</p>	<p>10</p> <p>10</p>
<p>Detailed Project/ Execution Plan</p> <ul style="list-style-type: none"> i. A copy of the Project plan should be attached and cover the information on the detailed specifications and the number of new machines to be deployed as well as the timeframes/milestones. ii. The Project Plan should indicate the ability to deliver within the proposed period on the Terms of Reference. iii. Ability provide training and support to seven (7) users after the installation of the security X-ray & metal detectors systems for a minimum period of 5 working days in order for them to be competent to use the machinery. <p>Failure to attach copies, bidders will forfeit points on this criteria.</p>	<p>10</p> <p>10</p> <p>10</p>
<ul style="list-style-type: none"> i. Attached copy of Warranty information <p>Failure to attach copies, bidders will forfeit points on this criteria.</p>	<p>10</p>

<p>ii. Attach detailed maintenance plan of the machines to be supplied and installed.</p> <p>Failure to attach copies, bidders will forfeit points on this criteria.</p>	10
<p>i. Ability to deliver new seven (7) X-ray machines and seven (7) Metal Detectors machine within two (2) weeks from the issuing of the order.</p> <p>Failure to indicate ability to provide new X-ray Machines seven (7) and Metal Detectors, bidders will forfeit points on this criteria.</p>	10
<p>i. Ability to provide seven (7) functional X-ray Machines and seven (7) Metal Detectors temporarily for a period not longer than six months while waiting for the delivery of new machines</p> <p>ii. Service provider's contingency plan during procurement processes and mechanical breakdown (ability to ensure continuation services in the Department during emergency situations).</p> <p>Failure to indicate ability to provide temporary X-ray Machines and seven Metal Detectors, bidders will forfeit points on this criteria.</p>	10 10
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 not be able to fulfil the requirements
3=	Average	Will partially fulfil the requirements
4=	Good	Will be able to fulfil the requirements
5=	Excellent	Will fully fulfil the requirements

Phase 2:

Price	80
B-BBEE compliance	20

13. FORMAT AND SUBMISSION OF THE PROPOSAL

- 13.1 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.
- 13.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

14. CLOSING DATE

Proposals must be submitted on or before **9 July 2019** at Matimba Building House; 192 Cnr Visagie and Paul Kruger Street, Pretoria Office. **No late bids will be accepted.**

15. ENQUIRIES

All general enquiries relating to bid documents should be directed to:

Ms. Keitumetse Pitse/ Mr. Samuel Msiza

Tel No: (012) 406 7742/406 7910

E-mail:Keitumetse.pitse@energy.gov.za /Samuel.Msiza@energy.gov.za

Technical enquiries can be directed to:

Mr. Nicholas Seokolowa/ Mr. Freddy Thabetha

Tel No: (012) 406 7783/012 406 7460

E-mail: nicholas.seokolowa@energy.gov.za/freddy.thabetha@energy.gov.za