

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES AT THE DEPARTMENT OF ENERGY: MAHIKENG (NORTH WEST) REGIONAL OFFICE FOR A PERIOD OF SIX (6) 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, 21 Connaught Street, Mahikeng for a period of six (6) 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	QTY	PERIOD
Security Guards: Grade C = 1 Grade D = 1	2	Nightshift – Monday to Friday, weekends and Public Holidays (18h00 to 06h00)
Security Guards: Grade D=1	1	Dayshift – Monday to Friday (06:00 to 18h00)
Security Guards: Grade C = 1 Grade D = 1	2	Dayshift – Weekends and Public Holidays (06h00 to 18h00)

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 Pepper Sprays
- 3.2.9 Patrolling clocking system

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.

- 3.4.2. Equipment required in the Control room are as follows:

Base radios, Telephone, CCTV cameras, Loudhailer, Baton sticks, Torches, pepper spray, Hand Cuffs, Registers, Occurrence book, Firearm safe.

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. **(Failure to attach certified copies on 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.
- 5.2.3 Successful bidder will be required to submit proof of registration with COIDA and UIF within 30 days of appointment

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 a 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.

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).

9.1.1.1 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 In 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 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 Regulation Act (PPPFA) 2011 and its regulation 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:

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

9.2.5 Bidders who qualify as EMS's

- i. 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 two (2) years experience in providing physical security services and should provide proof accompanied by two (2) correspondence letters from referees indicating that such project was executed as well as their contactable references number. Referees correspondences should be on company letterhead signed or company stamp should reflect in case of plain page and signed. Letter should show starting date and end date or period contracted.

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

9.4 Registration with COIDA & UIF

9.4.1 The service provider must be registered with COIDA & UIF; and both letters should reflect that the company have staff registered at COIDA and UIF.

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

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 as indicated on paragraph 3.1 of these Terms of reference 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 should be provided in accordance with the information supplied on paragraph 3.3.1 of the dress code.

9.5.4 Availability of twenty four (24) hour control room in accordance to paragraph 3.4

(Failure to attach the above correspondence (9.5.1 to 9.5.3), bidders will forfeit points in this category).

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.

The contingency plan should cover absenteeism and continuation of service during strike actions, etc. **(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 on 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 BBBEE.

No	Criteria	Score	Weights
1	Company Experience <ul style="list-style-type: none">Company Experience a minimum of two (2) years' experience in providing physical security services.Provide proof of two (2) correspondences from referees, which are on company letterhead or company stamp must be used in case of plain sheet, signed, and should have contactable details. (Failure to attach the required documents/ information the bidder will forfeit points on this categories)	5 years or more = 5 3 - 4 years = 4 2 years = 3 1 year = 1 5 letters and more = 5 3-4 letters = 4 2 letters = 3 1 letter = 1	25 15 10

2	<p>Submission of Project plan & List of Equipment</p> <ul style="list-style-type: none"> • 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. • Detailed break down of cost price of the bid • List/letter of security officers registered at PSIRA • A list of the required equipment as outlined on paragraph 3.2 above must be attached. • Copy of letter of Registration with COIDA which reflect staff registered. • Copy of letter of Registration with UIF which reflect staff registered. • Availability of twenty four (24) hour control room in accordance to paragraph 3.4 • Allocation of uniform to staff should be provided in accordance with the information supplied on paragraph 3.3.1 of the dress code. <p>(Failure to attach the required documents/ information, the bidder will forfeit points on this categories)</p>	<p>Copy attached = 5 No copy = 1</p> <p>Copy attached = 5 No copy attached = 1</p> <p>Copy attached = 5 No copy= 1</p> <p>Copy attached = 5 No copy = 1</p> <p>Copy attached = 5 No copy =1</p> <p>Copy attached = 5 No copy =1</p> <p>Copy attached = 5 No copy =1</p> <p>Copy attached = 5 No copy = 1</p>	<p>60</p> <p>10</p> <p>5</p> <p>10</p> <p>10</p> <p>5</p> <p>5</p> <p>10</p> <p>5</p>
3	<p>Detailed Contingency Plan</p> <ul style="list-style-type: none"> • Contingency Plan, which covers absenteeism and continuation of service during strike actions, etc. 	<p>Copy attached = 5 No copy = 1</p>	<p>15</p> <p>15</p>

	(Failure to attach the required documents/ information, 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. COMPULSORY INFORMATION SESSION

A compulsory information session will be held on **12 September 2019 at 10H00** to DoE Regional Head, 21 Connaught Street, Mahikeng Regional office.

13. CLOSING DATE

Proposals must be submitted on or before **17 September 2019 at 11H00** to DoE Regional Head, 21 Connaught Street, Mahikeng Regional office. **No late bids will be accepted.**

14. ENQUIRIES

All general enquiries relating to bid documents should be directed to

Ms. Rachel Moerane

or

Mr. Samuel Msiza

Tel no: (012) 406 7742

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

Tel no: (012) 406 7747

samuel.msiza@energy.gov.za

Technical enquiries can be directed to:

Mr. Freddy Thabetha

or

Mr. Moloko Mashala

Tel no: (012) 406 7460

e-mail: freddy.thabetha@energy.gov.za

Tel no: (012) 406 7595

moloko.mashala@energy.gov.za