

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 TWENTY FOUR (24) 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 twenty four (24) 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
Security guards: Grade C	2	Nightshift – Monday to Friday, weekends and Public Holidays (18h00 to 06h00)	
Security guards: Grade C	1	Dayshift – Monday to Friday (06:00 to 18h00)	
Security guards: Grade C	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

3.3 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 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.

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.

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 must ensure compliance with their tax obligations.

9.1.2.2 The potential service provider is 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 Act (PPPFA) of 2017 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 verification agencies accredited by SANAS.

9.2.5 Bidders who qualify as EMS's must submit 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. Referees correspondences should be on company letterhead or company stamp and should be 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.

9.5 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 ensuring that there is operational 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 PPPFA 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.	<p>Company Experience</p> <p>(i) Company Experience a minimum of two (2) years' experience in providing physical security services.</p> <p>(ii) Provide proof of two (2) correspondences from referees which are on company letterhead or company stamp must be used in case of plain sheet and signed and should have contactable details.</p> <p>(Failure to submit the required documents/ information the bidder will forfeit points on this categories)</p>	<p>5 years or more = 5 points 3-4 years = 4 points 2 years = 3 points 1 year = 2 points Less than a year = 1 point</p> <p>2 letters or more =5 points 1 letter = 3 points No letter = 1 point</p>	<p>25</p> <p>15</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/letter of security officers registered at PSIRA</p> <p>(iii) List of security equipment's including uniform to be provided</p>	<p>Copy of detailed project plan which covers deployment strategy, management and supervision of staff and their position as per paragraph 3.1 = 5 points.</p> <p>If project plan exclude supervision of staff = 4 points</p> <p>If project plan covers deployment of staff only as per paragraph 3.1 = 3 points.</p> <p>No deployment of staff = 2 points</p> <p>No attachment = 1 point</p> <p>Copy lists of staff registered at PSIRA attached = 5 points</p> <p>No lists attached = 1 point</p> <p>Copy of lists attached as per paragraph 3.2 & 3.3 including additional information like pictures</p>	<p>55</p> <p>30</p> <p>10</p> <p>10</p>

	<p>per quantity per security official required should be attached.</p> <p>(iv) Availability of twenty four (24) hours control room for emergency situation (Bidders to provide information regarding this matter).</p> <p>(Failure to submit the required documents/ information, the bidder will forfeit points on this categories)</p>	<p>= 5 points</p> <p>The lists attached but no additional information = 4 points.</p> <p>If the lists attached exclude one or two items from 3.2 & 3.3 = 3 points</p> <p>If more than two items excluded from 3.2. & 3.3 = 2 points</p> <p>If no attachment list from 3.2 & 3.3 = 1 point</p> <p>Narrative information and pictures of equipment in their control room which operate 24 hours = 5 points</p> <p>Narrative information and 24 hours control room operation = 4 points</p> <p>Pictures of control room equipment are attached = 3 points</p> <p>No control room information provided = 1 point</p>	5
3.	<p>Detailed Contingency Plan</p> <p>(i) Contingency Plan which covers absenteeism and continuation of service during strike actions, etc.</p> <p>(Failure to submit the required documents/ information, the bidder will forfeit points on this category)</p>	<p>A detailed copy of the contingency plan which includes absenteeism, strike actions and risk management = 5 points</p> <p>Excluding risk management or strike actions = 4 points.</p> <p>If it covers absenteeism/ risk management /strike action only is =3 points.</p> <p>If no copy of contingency plan attached = 1 point</p>	20 20
	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 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 **30 January 2020 at 10H00** to DoE Regional Head, 21 Connaught Street, Mahikeng Regional office.

13. CLOSING DATE

Proposals must be submitted on or before **17 February 2020 at 11h00** to DoE Head Office, 192 Cnr Visagie and Paul Kruger Street, Pretoria. **No late bids will be accepted.**

14. ENQUIRIES

All general enquiries relating to bid documents should be directed to

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or Mr Samuel Msiza

Tel no: (012) 406 7742

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

Tel no: (012) 406 7910

Samuel.msiza@energy.gov.za

Technical enquiries can be directed to:

Mr Freddy Thabetha

or Mr Moloko Mashala

Tel no: (012) 406 7460

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