

NORTH WEST DEVELOPMENT CORPORATION

(NWDC)



REQUEST FOR PROPOSAL (RFP)

NWDC/PRO035/2018

TERMS OF REFERENCE (TOR)

**THE APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO
ESTABLISH AND DEVELOP SECURITY CO-OPERATIVES IN THE NORTH WEST
PROVINCE**

Closing Date: 17 May 2018

Time: 12:00 pm

Delivery address:

MMABATHO BRANCH OFFICE:

NWDC (SOC) LTD
30 JAMES WATT CRESCENT MAHIKENG
2745
Work: 018 381 3665
Fax: 086 530 3265

TENDERER: _____

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PURPOSE

The purpose of this bid document is **to appoint a suitable qualified service provider to establish and develop 50 security co-operatives in the North West Province.**

BACKGROUND

The North West Development Corporation (NWDC) (SOC) Ltd in partnership with the Office of the Premier (OOP) seeks to appoint a suitable service provider to establish and develop fifty (50) security cooperatives in the North West Province. NWDC is State Owned entity, a scheduled 3D company in terms of the Public Financial Management Act (PFMA) No.1 of 1999. The North West Provincial Government (NWPG) holds 100% of the ordinary shares of NWDC. In terms of its mandate, the NWDC is established to assist in driving the economy of the provincial government of Bokone Bophirima by delivering developmental projects efficiently and effectively, development of small businesses and promotion by identifying entrepreneurs and opportunities, providing financial services, business premises, and business support thereby influencing the small business environment positively.

In the 2017 State of the Province Address, the Honourable Premier pronounced, among other, the need to focus on growing the economies of Villages, Townships and Small Dorpies (VTSD) and in particular increasing the number of productive co-operatives.

Co-operatives are formed by ordinary members of society who jointly own the company and elect a board of directors to collectively decide how the business is run. Whilst cooperatives are formed by members and decide on the running of the business, they still require support.

The establishment and development of youth co-operatives in the security sector would not only be a positive contributor to the economy of the province but most importantly would impact positively on the creation of sustainable and decent jobs, as well as poverty alleviation.

PROJECT OBJECTIVES

This project / assignment is intended to achieve the following primary outcomes:

- I. Successfully established, developed and registered security cooperatives in the province;
- II. Coordinate together with the Office of the Premier (OOP) the recruitment of about 1000 members of society from the following designated groups; security guards, unemployed graduates, military veterans, youth and women.
- III. Well trained members of cooperatives in the disciplines stated in the Scope of Work;
- IV. To ensure provision of both technical and business to established cooperatives to strengthen sustainability of cooperatives and
- V. At least three (3) unemployed graduates must be employed by the service provider to address socio economic imperatives for the duration of the contract. This would be done in liaison with the client.

SCOPE OF WORK

Specifically, the service provider would be expected to deliver on the following within the stated timeframes:

Deliverable	Quantity	Timeframes	Responsibility of service provider	Responsibility of client	Penalties for non-implementation
1. Establishment and setting up of 50 security cooperatives	50 co-operatives	6 months	All	None	As stated in SLA
2. Training of 1000 members in SASSETA Security Practice/Training, Customer Care, Financial Management, Occupational Health and Safety, Firefighting,	50 co-operatives & 1000 members	6 months	All	Monitor process	As stated in SLA
3. Registration of 50 security cooperatives with the relevant authorities and bodies in ensuring they are legal entities	1000 members	6 months	All	Monitor process	As stated in the SLA
4. Technical, business and financial support to the 50 cooperatives	1000 members	2 years	All	Monitor process	As stated in the SLA

5.	Management and operational supervision of 50 security cooperatives	1000 members	2 years	All	Monitor process	As stated in the SLA
6.	Skills transfer and quality assurance	1000 members 50 co-operatives	2 years	All	Monitor process	As stated in the SLA

CONDITION

NB!! The Areas targeted must be in line with the provincial focus on VTSD within the cooperatives within 18 municipalities in the Province.

EXPERTISE REQUIRED FROM SERVICE PROVIDER

Service providers must meet the following minimum requirements:

- I. A minimum of 5 years' experience providing security training (PSIRA and SASSETA);
- II. Accreditation with SASSETA (Safety and Security, Education & Training Authority); (certified accreditation letter to be attached)
- III. Previous experience in establishment and training of security and/or security cooperatives would be an added advantage;
- IV. Minimum bank rating of C (certified confirmation or proof from the bank);
- V. Service provider must have an understanding of the North West environment and culture. Its employees/staff must at least be familiar with the Setswana language so as to prevent any language barriers.

TIME SCHEDULE AND REPORTING REQUIREMENTS

The appointed Service Provider would be required to complete the assignment within 2 years from the date of appointment. A project manager designated by the NWDC shall receive monthly reports from the Service Provider against an approved implementation report and project plan within 7 working days after the end of each month. The designated NWDC Project Manager shall also sign-off the final close-out report on behalf of the corporation.

PAYMENT

The appointed Service Provider is expected to price in line with the below deliverables.

Deliverable	Quantity	Total Cost
1. Setting up of Cooperatives	50 cooperatives	
2. Training	50 cooperatives & 1000 members	
3. Registration of cooperatives	1000 members	
4. Technical, business and financial support to cooperatives	1000 members	
5. Management and operational supervision of security cooperatives	50 Cooperatives	
6. Project management fee	Establishment of 50 cooperatives	
Total		R

SUBMISSION OF PROPOSALS

Bidders must submit a comprehensive written proposal detailing:

- I. A clear plan on how the company would source funds for training as the NWDC do not have sufficient budget for training.
- II. Proposed implementation strategy and methodology.
- III. Proposed action plan, deliverables and costs/ fee structure.
- IV. Relevant references and
- V. Company profile.

NB!! Failure to submit the above mentioned documents with the bid, will eliminate the bid for further consideration.

EVALUATION AND ADJUDICATION CRITERIA

Proposals will be evaluated in three (3) stages

Stage 1: Evaluation for compliance to bid and conditions

Stage 2: Evaluation on Functionality

Stage 3: Bidders passing the above will be evaluated on PPPFA

EVALUATION ON COMPLIANCE, RESPONSIVENESS TO THE BID RULES AND CONDITIONS

The purpose of this pre-qualification evaluation is to determine which bid responses are compliant and non-compliant with the bid specifications issued by the NWDC as part of the bid process.

PHASE TWO EVALUATION ON FUNCTIONALITY

A. Functionality Criteria: Minimum Threshold 70 out of 100 points

The following functionality criteria will be used for evaluating all tenders/ bid proposals, where proposals must score a **minimum of 70 points** to qualify for further evaluation.

FUNCTIONALITY

Criteria	Description	Scores	Functionality Assessment
Track record Experience	Proof of relevant experience in conducting security training (PSIRA and/or SASSETA):	10	PSIRA accreditation
		10	SASSETA accreditation
Financial Capacity	Clear plan on how funds for training will be sourced for the 1000 recruits.	30	Clear plan for sourcing funds in line with the project deliverables = 30
	Implementation strategy and methodology	20	Implementation strategy with methodology = 20
Locality	Appointment of locals during the delivery of the work.	20	1 local resource = 5 points 3 - 4 local resources = 10 points 5 or more local resources = 20 points
Reference of relevant experience	Provide up to 3 contactable references where/when similar training has been	10	3 References = 10 2 References = 5 1 Reference = 3

	provided to include client name, contract value, contract term, contact person, contact details.		
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NB!! For further evaluation, the minimum points to be scored for Functionality are **70 points.**

Only those bidders who achieved at least the minimum number of functionality evaluation points will be eligible to have their tenders further evaluated.

**2nd STAGE: PREFERENTIAL SCORING
PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000:
PREFERENTIAL PROCUREMENT REGULATIONS, 2017**

CRITERIA	DESCRIPTION	SCORE (%) - Price	B- BBEE
Price and B-BBEE	The 80/20 preference point system is applicable to bids* with a Rand value equal to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes Included).	80	20

SPECIAL CONDITIONS

- i. The successful bidder shall upon receipt of written notification of award of the bid, be required to conclude a Service Level Agreement (SLA) with NWDC.
- ii. The SLA will serve as a tool to measure, monitor and assess the suppliers' performance level and ensure effective delivery of service, quality and value add.
- iii. The bidder shall render all or any of the services described in the tender document in line with the terms and conditions and in accordance with the specifications stipulated in this tender document (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).

- iv. The bidder hereby agrees that the offer (unit price x quantity) herein shall remain binding upon him/her and receptive for acceptance by the Corporation during the validity period indicated and calculated from the closing hour and date of the Tender;
- v. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her Tender response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her own risk.
- vi. The service Providers might be required to do a formal presentation whereby they will receive three (3) days notification from NWDC as such.

OTHER CONDITIONS OF BID

The bidder must be registered on the Central Supplier Database (CSD) prior the award.

A valid original or certified copy of BBBEE certificate must be submitted with the bid OR "Sworn Affidavit in terms of the amended BBBEE codes must be submitted in order to qualify for preference points for BBBEE. Failure to do so will result in zero points score for B-BBEE status level."

The NWDC will contract the successful bidder with an official order, appointment letter and a Service Level Agreement

TENDER COLLECTION

Tender document is collectable on e-portal and NWDC website
www.nwdc.co.za.

BRIEFING SESSION

There will be a compulsory briefing session on **02nd May 2018 @ 10h00 at NWDC Regional Office, 30 James Watt Crescent Industrial Site, Mahikeng.**

CLOSING DATE AND SUBMISSIONS

- a. Two document packs of proposals i.e. One (1) Original and One (1) Copy must be sealed together marked Tender Number **(NWDC/PRO035/2018) APPOINTMENT OF CORPORATIVE SECURITY SERVICES** must be hand delivered or couriered and dropped in the tender box at the **NWDC Regional Office, 30 James Watt Crescent, Industrial Site, Mahikeng.**
- b. Proposals must reach the above address on or before **17th of May 2018 @ 12h00. No late submissions shall be accepted.**
- c. Bid Documents are late if they are received at the address given in the document; after closing date and time.
- d. Bidders are urged to provide the address at the back of your sealed proposal envelope.
- e. If a courier service company is to be used for delivery of the tender document, the bid document description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed or dropped into the tender box. **The NWDC will not be held responsible for incorrect delivery or delivery delays or loss of a tender document.**
- f. Proposals that are not received by the deadline will not be considered and will be returned to the proposer unopened.
- g. No Electronic, Email or Faxed Proposals shall be accepted.
- h. All costs related to this tender shall be carried by the proposer.

OPENING OF BID DOCUMENTS

Kindly note that bid documents will be opened on **17th of May 2018 @ 12h00** and applicants are invited to attend.

Venue : NWDC Regional Office
 30 James Watt Crescent
 Industrial Site
 Mahikeng
 2745

ENQUIRIES

Enquiries may be directed to the following person:

Scope/Terms of Reference	Tender/Bid Document
Tshepo Shai – (018) 381 3663 Email: tshepos@nwdc.co.za	Mmapula Pholoana – (018) 381 3663 Email: mmapulap@nwdc.co.za

The North West Development Corporation is not compelled to accept the lowest or any other tender. Tenders should remain valid for a period of 90 days after the closing date. Tenders not meeting specifications, evaluations criteria and requirements as specified in this invitation, will be automatically disqualified.

Annexure 1

FICA REQUIREMENTS AND ADDITIONAL INFORMATION REQUIRED

Authenticated copies are permissible		
No	Document	Checked (√/X) (Yes/No)
1	Company profile	
2	B-BBEE certificate (Only SANAS and Sworn Affidavits Certificates shall be accepted)	
3	Valid PSIRA certificate grade	
4	Company registration (CIPC) and Company Documents	
5	Confirmation of Residential Address or Business Address	
6	SARS Valid Tax Clearance Certificate	
7	VAT Registration Certificate (if VAT registered)	
8	CV, ID Copies and Profile of Directors, Team Members and Supporting Staff Members	
9	Signed Joint Venture/Consortium Agreement (where applicable)	
10	Proposal/Methodology/ Approach	
11	SBD 1 - Invitation to Bids	
12	SBD 2 – Tax Clearance Certificate Requirement	
13	SBD 3.1 - Firm Prices	
14	SBD 4 – Declaration of Interest	
15	SBD 6.1 - Preference points claim form in terms of the Preferential Procurement Regulations	
16	SBD 8 – Declaration of Bidders Supply Chain Practices	
17	SBD9 - Certificate of Independence	

Clearance Certificate must be valid at time of tender.

- Please Tick (√) if available and (X) if not available.
- Tax Clearance Certificate must be valid at time of submitting this bid document.
- In case of a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/JV member or subcontractor as well as certified copy of a relevant agreement.
- It must be noted that the evaluation of the proposal will be conducted in line with the scope of work indicated in this document.
- Only SANAS or SWORN AFFIDAVIT B-BBEE certificates shall be accepted.
- Non-submission of the above documents will render this tender invalid.

REASONS FOR DISQUALIFICATION

The NWDC reserves the right to disqualify any bidder, who does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:

- Bidders who submitted incomplete information and documentation according to the requirements of this bid document;
- Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- Bidders who received information not available to other vendors through fraudulent means; and/or
- Bidders who do not comply with mandatory requirements as stipulated in this bid document.