

# NORTH WEST DEVELOPMENT CORPORATION (SOC) LTD



## REQUEST FOR PROPOSALS (RFP)

NWDC/MOR001/2020

### TERMS OF REFERENCE (TOR)

## PROVISION OF SECURITY SERVICES AT THE NWDC BUILDINGS HAMMANSKRAAL, KUDUBE & THEMBA FOR THE PERIOD OF TWENTY SIX (26) MONTHS

**COMPULSORY BRIEFING:** 12<sup>th</sup> MARCH 2020 @09H00

**VENUE:** BABELEGI BRANCH BOARDROOM; STAND 14, 1<sup>ST</sup> STREET,  
BABELEGI INDUSTRIAL SITE, THEMBA

**CLOSING DATE:** 27<sup>th</sup> MARCH 2020

**TIME:** 14:00 PM

**DELIVERY ADDRESS:**

MMABATHO BRANCH OFFICE

NWDC (SOC) LTD

30 JAMES WATT CRESCENT MAHIKENG

2745

**CONTACT NUMBERS:**

Work: 018 381 3663

**TENDERER:**

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## **1. PURPOSE OF THE BID/TERMS OF REFERENCE**

The purpose of this bid document is to **invite suitably Qualified PSIRA** (Private Security Industry Regulatory Authority) **registered security companies to offer security services to the North West Development Corporation Properties located in Hammanskraal, Kudube and Temba located in the City of Tshwane, Gauteng Province.**

## **2. BACKGROUND**

The North West Development Corporation (NWDC) (SOC) Ltd is an established State Owned entity scheduled 3D 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 North West Province 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.

Tenants of the NWDC are responsible for all security measures within the bounds of their leased premises especially in connection with the delivery and receipt of goods and the storage thereof, safekeeping and the transport of monies and valuables. However, the security service provider(s) will be expected to co-operate with, advice and assist tenants in matters of safety and security where possible, without dereliction of their overall responsibility to the management of the NWDC.

Security is a major and visible factor of the public image of the NWDC at these sites and it is imperative that the security service provider(s) and all their employees are, at all times, professional, competent and civil but firm in the performance of their laid down duties as defined in the Service Level Agreement to the benefit of the NWDC and Tenants alike.

## **3. PROJECT OBJECTIVES**

This project is intended to achieve the following primary outcomes:

- a) Appoint a suitable security service provider to offer services to the NWDC properties mentioned in section 7.5 (locations and areas).

#### **4. MINIMUM REQUIREMENTS AND/OR CONDITIONS**

- a) Bidders are invited only from security service providers currently registered with PSIRA (Private Security Industry Regulatory Authority).
- b) To provide security services at the sites listed in section 7.6 table A below. Bidders must have an operating office and control room located at or close to the site/s.
- c) Bidders must have vehicles and/or quads patrolling the sites on a 24/7 hour basis and response vehicles within the 15km radius from the sites also available on a 24/7 hour basis.
- d) Bidders must take into consideration the risk profile of the site/s and the surrounding areas.
- e) Tender documents are accessible from the National Treasury website on e-Tender. For those who cannot download will be charged a non-refundable fee of R1000.00 for printing.
- f) The North West Development Corporation is not compelled to accept the lowest or any other tender.
- g) The bid will be awarded to the highest scoring bidder.
- h) Management of NWDC may enter into price negotiation with any preferred/ successful bidder.
- i) Site Inspection/visit will be done after evaluation by Evaluation committee and bids will be re-evaluated to verify the following security equipment:
  - 1. Ownership or lease agreement for premises;
  - 2. Operating Base station;
  - 3. Ownership of patrolling vehicles;
  - 4. Software development; and
  - 5. Radios and technology links to control rooms on site
- j) The decision on the award or awards of the contract or contracts by the adjudicating panel and Management of the NWDC will be final and no correspondence will be entered into.
- k) After the awarding of the tender to the successful bidder, the NWDC reserves the right to reduce and/or remove properties as listed in the document.

#### **5. BID VALIDITY PERIOD**

The validity period of this bid is 120 days counted from the bid closing date.

## 6. SUPPLIER PERFORMANCE MANAGEMENT

Supplier Performance Management is viewed by the NWDC as a critical component in ensuring value for money and good relationship between the NWDC and all its suppliers / service providers.

The successful bidder shall, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the NWDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to NWDC's business.

## 7. REQUEST FOR BIDS

### 7.1 Scope Of Work

The appointed security service provider shall provide well-resourced services inclusive of appropriately trained and sufficiently equipped guards to employ every lawful means to prevent loss of life, property and equipment, etc. through damage, theft, explosion, fire, sabotage and other security occurrences.

**7.1.1 Access Control:** Operate an effective access control system for users and parties entering and exiting the buildings. Perform duties in line with the Control of Access to Public Premises and Vehicles Act 53 of 1985 and any other relevant legislation. All entrance points must be manned or guarded at all times or as agreed.

**7.1.2 Patrolling duties:** Do regular inspections in and around the buildings including designated areas to prevent unauthorized entry/exit and ensures safety of tenants, staff, customers, visitors and vehicles.

✓ Conduct patrols regularly. Intervals between the patrols should not be longer than 2 hours.

✓ The time and route of the patrol must be rotated.

**7.1.3** To ensure that all points of entry are closed or locked after hours or when not in use, including gates, building windows and doors.

**7.1.4 Guarding Duties:** Ensure that no weapons are brought into the premises. Any weapon discovered must be locked in the gun safe and a firearm's register should be completed.

**7.1.5 Control rooms:** Ensure proper management and manning of the control rooms located in the NWDC Branch office linked to the patrol vehicles and guards on duty.

- 7.1.6 Protection:** Deal with any unruly or threatening behavior towards tenants, staff, customers and members of the public (visitors) on the premises.
- 7.1.7 Courteous:** At all times be courteous and friendly to tenants, staff, customers and members of the public visiting the building.
- 7.1.8 Emergency Assistance:** The service provider should provide additional security guards during emergency situations.
- 7.1.9 Incidents Management:** Report any problem with tenants, staff, customers or visitors to Management immediately. Conduct investigations within One (1) day and submit the report within Three (3) days. This includes theft, loss and/or damages. Report all serious incidents to the control room and operating office.
- 7.1.10 Occurrence books:** Security personnel on site must ensure that all incidents are recorded in the occurrence book and reported to the site supervisor and relevant official at the NWDC. The book must be made available to NWDC as and when required.
- 7.1.11 Compliance:** Security personnel must perform their duties in line with the Control of Access to Public Premises and Vehicles Act 53 of 1985 and any other relevant legislation. PSIRA identification cards must be carried whilst on duty.
- 7.1.12 Firearm competency:** Firearm competency certificates (where applicable) and firearm permits (where applicable) must be provided to the NWDC. All approved security related legislation, codes of conduct and procedures must be complied with.
- 7.1.13 Equipment:** As a minimum requirement, each security guard on duty must be provided with handcuffs, 2-way radio, baton and torch to be supplied by the Bidder and to be carried by the guards at all times. At least two handheld metal scanners per Main Entrance, 1 x occurrence book, pen and visitors register, must also be supplied and used per building. Any other additional items/aids required by statutory legislation must be provided in addition to those mentioned above.
- 7.1.14 Panic buttons:** All guards must be provided with panic buttons or similar devices which will alert the Command Centre and/or operating office of any present or imminent danger.

## **7.2 Management**

- 7.2.1** The service provider must ensure that security personnel have relevant training and qualifications as per PSIRA grading requirements
- 7.2.2** The service provider must be available to attend monthly meetings with the NWDC personnel and all reports to be submitted timeously;
- 7.2.3** Complaints raised by the NWDC and tenants to be addressed as agreed;

- 7.2.4 The management of the security service provider must ensure that all security personnel comply with the Fire Arm Control Act of 2000;
- 7.2.5 The security personnel must wear full company uniform (company name and name tag to be visible);
- 7.2.6 The security personnel must be sober at all times when on duty; and

**7.3 Security Guards/Personnel: Minimum Qualifications**

- 7.3.1 All security guards must at least have as a minimum of a Grade C PSIRA certificate;
- 7.3.2 All Supervisors must have a minimum of Grade C PSIRA certificate and supervisory experience;
- 7.3.3 Security guards must be able to converse, read and write in English; and
- 7.3.4 Security guards must at all times be capable of attending to their administrative duties.

**7.4 Security Clearances**

The successful bidder shall supply and maintain a list of personnel involved on the project indicating their clearance status.

The appointed security service provider shall employ every lawful means to prevent loss of life, property and equipment, etc. through damage, theft, explosion, fire, sabotage and other security occurrences.

**7.5 Locations and Areas**

The appointed security service providers will be expected to provide services for NWDC properties at the below stated locations or areas listed in Table A below.

**Table A: Guards/resources per area and building: Gauteng Province**

Area	Building Name/ Stand Number	Number of guards & grades	Shifts
Babelegi	Stand 14 Babelegi and the whole of Babelegi Industrial Park	2 Vehicles plus Armed Guard 24/7	1 Vehicles plus Armed Guard 24/7 day & 1 Vehicles plus Armed Guard 24/7 night shift
Babelegi	Stand 14 Babelegi and the whole of Babelegi Industrial Park (2 Control room & 7 Access control boom gates)	18 C	9 Day & 9 Night shift
Temba	Stand 4387 Temba small industries	2 C	1 day & 1 night
Marapyane	Marapyane Shopping Complex	1 C	1 night

## **8 DURATION**

8.1 The duration of the SLA shall be for a period of twenty six (26) months.

## **9 SPECIAL CONDITIONS**

9.1 Bidders should be in possession of a Professional Indemnity Insurance cover of a minimum of R 2,500,000.

9.2 The successful bidder shall upon receipt of written notification of the award, be required to conclude a Service Level Agreement (SLA) with NWDC.

9.3 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.

9.4 The bidder shall render all or any of the services described in the tender document and in accordance with the corporation's terms and conditions and specifications stipulated in this tender document (which shall be taken as part of, and incorporated into the Proposal at the prices inserted therein).

9.5 The bidder hereby agrees that the offer (unit price x quantity) herein shall remain binding upon him/her and open for acceptance by the Corporation during the validity period indicated and calculated from the closing hour and date of the Tender. The Proposal and its acceptance shall be subject to the terms and conditions contained in this tender document and subsequent Service Level Agreement.

9.6 The bidder furthermore confirm 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.

9.7 The bidder hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfillment of this contract.

9.8 The successful service provider is required to source security personnel within the jurisdiction of area of operation.

## **10 NWDC RIGHTS**

- 10.1 The NWDC is entitled to amend any Terms of Reference conditions, validity period, specifications, or extend the closing date of the tender before the closing date. All Tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments in good time.
- 10.2 The NWDC reserves the right not to accept the lowest Proposal or any Proposal in part or in whole. It normally awards the contract to the Tenderer who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to the NWDC.
- 10.3 The NWDC reserves the right to award this Tender to a purely empowerment company or may award this Tender on condition that a joint venture with an empowerment company is formed. This will be added to the criteria when evaluating the Tenders.
- 10.4 The NWDC reserves the right to award this Tender as a whole or in part without furnishing reasons.
- 10.5 NWDC reserves the right at all material times to extend the scope of work relating to this Tender to include all or some of the NWDC's Subsidiaries. Should this be the case, as a result thereof all the relevant implications will be negotiated between the NWDC and the successful service provider?

## **11 EVALUATION PROCESSES AND ADJUDICATION PROCESSES**

### **1<sup>st</sup> STAGE- MANDATORY DOCUMENTS**

Company PSIRA Certificate and CSD report.

### **2<sup>nd</sup> STAGE: FUNCTIONALITY**

Tenders will be evaluated firstly on Functionality, those that have scored the minimum points required of the functionality will then be evaluated further in terms of the Preferential Procurement Policy and the preferential Procurement Policy Framework Act of 2017 as amended and the subsequent regulation's point system. The functionality criteria here-below will be used to evaluate proposals:



CRITERIA	DESCRIPTION	SCORES	FUNCTIONALITY ASSESSMENT	PORTFOLIO OF EVIDENCE (POE)
Resources, vehicle, equipment and building	Capacity in terms of tools, security equipment, vehicles, radios, uniforms necessary to provide security services.	20	20 points: Resource schedule showing: <ul style="list-style-type: none"> <li>▪ Security equipment</li> <li>▪ Vehicles</li> <li>▪ Radios</li> <li>▪ uniforms</li> </ul> including proof of ownership	Resource schedule showing: <ul style="list-style-type: none"> <li>▪ Security equipment</li> <li>▪ Vehicles</li> <li>▪ Radios</li> <li>▪ uniforms</li> </ul> including proof of ownership
	Number of competent staff available to perform the services according to specification.	10	10 points: Certificate accredited by PSIRA	Accredited PSIRA certificates
	A clear detailed organogram outlining grading levels	15	15 points: Managers Grade A 10 points: Managers Grade B 05 points: Managers Grade C	Company organogram  Managers PSIRA certificates
Operational requirement	An operating base station within a radius of 100km from the site	05	05 points: Proof of address where base station is based	Municipality account showing business address/Lease agreement of business
Experience	Bidders must indicate work done including number in years of experience in similar projects.	20	5 points: 1-4 years 10 points: 4-6 years 20 points: 6-10 more years	Testimonial letter on the clients letterhead in similar projects
	Number of testimonials of service from clients	10	3 points: 1 - 3 testimonials 5 points: 4 - 5 testimonials 10 points: 6 testimonials and more.	Testimonial letter on the clients letterhead in similar projects
Financial Capacity	Indication of Financial Stability of the organization (Audited Financial Statements and Bank Statements as well as the bank rating letter with a bank stamp)	20	Bank ratings: Grade A: 20 points Grade B: 15 points Grade C: 10 points Grade D: 5 points	Bank Rating letter not more than (3) three month old

**Minimum qualifying points for Functionality to advance to the next stage of evaluation, which is the Preferential Point System is to 70 points provided that all prescribed FICA documents below are submitted.**

**3<sup>rd</sup> STAGE: PREFERENTIAL POINT SYSTEM - PRICE AND B- BBEE - 80/20 Preferential**  
 Preferential Procurement Framework of 2017:

<b>CRITERIA</b>	<b>DESCRIPTION</b>	<b>PRICE (Points)-</b>	<b>B-BBEE (Points)</b>
<b>Fee to be charged (Price) and B-BBEE Level</b>	80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million.	80	20

**Price Quotation Response Requirements:** Bidders are required to quote in line with the schedule of sites as indicated above

**12 REPORTING**

**12.1** Upon appointment, the service provider will be required to produce weekly and monthly progress report including challenges, immerging risks and the reports shall be submitted to the Property Manager;

**12.2** Payments shall be made as per approved payment schedule.

**13 COMPULSORY BRIEFING SESSION**

A compulsory site briefing is scheduled as follows:

**Date: 12 March 2020**

**Venue: Babelegi Branch Boardroom**

**Stand 14, 1<sup>st</sup> Street, Babelegi Industrial Site, Themba**

**Time: 09h00**

**14 COLLECTION OF BID DOCUMENTS**

Bid documents are available on the National Treasury website, under e-tenders, tender opportunities.

**15 CLOSING DATE OF SUBMISSIONS**

Completed Tenders one (1) Original and (1) copy must be sealed together marked Tender Number must be hand delivered or couriered and dropped in the tender box at the NWDC Regional Office, 30 James Watt Crescent, Industrial Site, Mahikeng.

Tenders must reach the above address **on or before the 27<sup>th</sup> March 2020 @14h00**. No Electronic, Email or Faxed proposals will be accepted. All costs related to the preparation of the tender shall be carried by the proposer.

## 16. OPENING OF BID DOCUMENTS

Kindly note that bid documents will be opened on **27<sup>th</sup> March 2020 @14h00** and applicants are invited to attend.

**Venue:** North West Development Corporation  
Mmabatho Board Room  
30 James Watt Crescent  
Industrial Site  
Mafikeng  
2745

## 17. REASONS FOR DISQUALIFICATION

The NWDC reserves the right to disqualify any bid document which does any of the following, and such disqualification may take place without prior notice to the bidder.

- 17.1 bids which failed to comply with the specifications of this document as outlined on this bid document;
- 17.2 submission of the required FICA and additional documentation as outlined in annexure A below;
- 17.3 bid which submitted incomplete information and documentation according to the requirements of this bid document;
- 17.4 bid which submitted information that is fraudulent, factually untrue or inaccurate information;
- 17.5 bid which received information not available to other vendors through fraudulent means; and/or
- 17.6 Bids which do not comply with mandatory requirements as stipulated in this bid document.

## 18. MANDATORY DOCUMENTS TO BE INCLUDED IN THE TENDER SUBMISSION

Authenticated copies are permissible		
No	Document	Checked
1	Company profile which details experience and capability of company	
2	Company registration (CIPC)	
3	Original valid SARS Tax Clearance Certificate	
4	VAT Registration(if applicable)	
5	Labour Relations Compliance (UIF,PAYE & WCA)	
6	Valid B-BBEE certificate or Sworn Affidavit	
7	ID Documents certified	
8	Original Banking letter with bank rating (not more than three months old)	
9	Proof of professional indemnity cover of a minimum of R2 500,000	
10	Current contracts and references (Testimonial letters)	
11	PSIRA Certificate of the Company tendering- Compulsory	
12	SBD 1 – Declaration to tender	
13	SBD 2 – Tax Clearance Certificate	
14	SBD 3.1 – Price Schedule (Firm prices)	
15	SBD 4 – Declaration of Interest	
16	SBD 6.1 - Preference Points Claim Form	
17	SBD 8 – Declaration of Bidders Supply Chain Practices	
18	SBD 9 - Certificate of Independence	

- Please Tick (v) 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.
- Verification of the following documentation of respective bidders will be done: CIPC,CSD and PSIRA certificates

***Failure to complete and certify applicable forms will automatically disqualify a tender***

The North West Development Corporation is not compelled to accept the lowest or any other tender. **Tenders should remain valid** for a period of 120 days after the closing date. Tenders not meeting specifications, evaluations criteria and requirements as specified in this invitation, will be automatically disqualified.

## 19. ENQUIRIES

Enquiries may be directed to the following persons:

Scope/Terms of Reference	Tender/Bid Document
Lucas Mafora Tel: (014) 555-7890 Email: <a href="mailto:lucasm@nwdc.co.za">lucasm@nwdc.co.za</a>	Neo Mogashane Tel: (014) 594-2570 Email: <a href="mailto:neom@nwdc.co.za">neom@nwdc.co.za</a>