

Block A, Riviera  
Office Park  
6-10 Riviera Road  
Killarney,  
Johannesburg  
South,Africa  
2041



---

REQUEST FOR PROPOSALS

---

PROVISION OF SECURITY PHYSICAL SURVEILLANCE IN MALMESBURY  
WESTERN CAPE  
RFP/CPT/2018/012

---

PROPOSAL TO BE SUBMITTED BY  
NOT LATER THAN  
12H00 PM ON 15 MARCH 2019

**TERMS OF REFERENCE**  
Provision of security physical surveillance in Malmesbury  
Western Cape  
RFP/CPT/2018/012

**1. INTRODUCTION**

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlement. As its primary activity, the HDA identify, acquire, hold, develop and release state, private and communal land and releases it for development. As part of its processes, the HDA conducts property holding plans in order to identify and implement services and maintenance requirements to ensure the sustainability and security of the properties in position.

**2. BACKGROUND**

The HDA owns (2)two properties in Malmesbury (Erf 8093 Malmesbury & Ptn 2 of Re of Michiel Heyns Kraal 755) and the properties are vacant with no developments on it. The properties have been invaded by approximately 150 small scale farmers. The total extent of both properties is 700.781 hectares and are undeveloped with natural vegetation such as trees, shrubs and grass.

The properties are located between developed sections of Riverlands and Greater Chatsworth townships. There is an informal settlement across the property thereby exposing the property to high risk of invasion of the property due its location. Part of the Erf 8093 property (3 hectares) has been released to the Department of Public Works for construction of the academic school.

There is a need for security measures to be implemented to physically survey the properties by means of driving around the area for at least an hour on daily basis to check, and also to prevent any further unauthorised occupation or usage of the properties.

**2.1. Physical Location**

The properties are located on in Greater Chatsworth and close to Riverlands township, in the Malmesbury area and within the Swartland Municipality Jurisdiction.

<b>Erf Number</b>	<b>Size Hectares</b>	<b>Land Occupancy Status</b>
Rem of Farm 755/2 Michiel Heyns	678.5333	+150 Informal dwellers
Erf 8093 Malmesbury	22.0336	Vacant

***Aerial view of all above portions is indicated on locality map attached to Annexure 1.***

### **3. SCOPE OF SERVICES**

The HDA requires from appropriately qualified, competent, experienced and professionally registered security services providers to:

- Undertake the status analyses of the property, and
- Provide a detailed quotation to provide security services for the property.

#### **3.1. General requirements**

- 3.1.1.** The contract duration will be for 1(one) year period.
- 3.1.2.** All quotations/price proposals must be valid for the duration of the service. No price escalations will be effected during the service period.
- 3.1.3.** The security services shall be executed by a company properly registered and compliant to PSIRA and be able to provide proof registration to the HDA.
- 3.1.4.** The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference.
- 3.1.5.** The service provider must have an operation office within 70 kilometres of the service sites, and demonstrate that they are able to attend to the emergencies at the service site in less than 60 minutes response time.
- 3.1.6.** The service provider shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work such as, two way radios, branded vehicle, vehicle monitoring systems, stationary and any security related working tools, qualified, competent and well trained officers and supervision thereof.
- 3.1.7.** The service guards requires to be fully uniformed and have a branded security company vehicle/s when performing these services and ownership proof of these should be provided on tender proposal documents.

### **4. DURATION OF AGREEMENT**

- 4.1.** The services shall be executed daily for approximately an hour on 7 days per week, or when required including Sundays and public holidays on a 12 months contract term.
- 4.2.** The commencement of this service shall be on the 1<sup>st</sup> April 2019 and terminate on the 31<sup>st</sup> March 2020.

### **5. CODES AND STANDARDS**

- 5.1.** Be fully responsible for all work and services performed by its officers.
- 5.2.** Ensure that it and its staff are registered as Security Officers, as prescribed by the Private Security Industry Regulation Act, as amended and remain registered for the duration of this contract. HDA reserves the right to ascertain from PSIRA whether the security personnel in service of the company, are registered with PSIRA.
- 5.3.** Shall act as an authorise officer in terms of the Criminal Procedure Act, Act 51 of 1977, Section 23 (b) (as amended in the Criminal Procedure Amendment Act, Act 33 of 1986) Section 24, 29 and 42 (as amended in the Amendment of the Criminal Law Amendment Act, Act 59 of 1983) as well as Section 46, 49, 50 and 51.

- 5.4. Provide and execute everything necessary for the services in accordance with industry standards and norms in terms of the prevailing sectorial determination, and industry acceptable training levels in respect of PSIRA, and any other relevant regulations.

## 6. EXPECTED DELIVERABLES

- 6.1. Physical surveillance of the property by the fully uniformed and Psira registered **Grade C** officer/s daily for approximately an hour on 7 days per week, or when required, by driving around and monitor the areas for any invasions or construction of unauthorised structures and dumping.
- 6.2. Prevent or halt any unauthorised erection of structures, and thereafter facilitation of deconstruction of such structures by the owner of same or by the security company.
- 6.3. The provision of all service providers' equipment such as vehicles, qualified, competent and well-trained officers and supervision thereof, required for this service.
- 6.4. Preparation and submission of detailed site report to HDA monthly or as directed by the HDA.
- 6.5. Preparation and submission of detailed invoices for verification and approval by the HDA.
- 6.6. The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.
- 6.7. Ensuring response times/submission times in respect of services and/or invoices will at all times be in accordance with the requirements of the HDA.

## 7. RETURNABLES

- 7.1 Submit the proposal documents in the following sequence;
  - 7.1.1 Annexure 1: Company profile with all certified copies of relevant certifications, accreditations and licences (CV's, awards, etc).
  - 7.1.2 Annexure 2: Valid original Tax clearance certificate, PSIRA registration certificate and any other security related certificates (certified copies).
  - 7.1.3 Annexure 3: Letter of good standing from workman's compensation commissioner, valid Unemployment Insurance Fund (UIF) proof of registration, public liability insurance and other relevant insurances.
  - 7.1.4 Annexure 4: Signed letters of appointment (contactable). .
  - 7.1.5 Annexure 6: Company's list of security equipment and infrastructure.
  - 7.1.6 Annexure 7: This RFP document and your company proposal with the approach, methodology and project plan.
  - 7.1.7 Annexure 8: Price Breakdown quotation.

## 8. EVALUATION PROCESS

The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than **70 points** on functionality will be set aside.

8.1. Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<b>Company profile (Attach Organogram)</b>	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company <ul style="list-style-type: none"> <li>• Submission – 5 points</li> <li>• Relevance of the profile – 5 points</li> </ul>	<b>10</b>
<b>Related experience</b>	Related work and experience in fields related to the security services. Attach letters of appointment (signed on appointing company letterheads) <ul style="list-style-type: none"> <li>• 0-projects = 0 points</li> <li>• 1-project = 5 points</li> <li>• 2-projects = 10 points</li> <li>• 3-projects = 20 points</li> <li>• 4-projects = 30 points</li> <li>• 5 or more projects = 40 points</li> </ul>	<b>40</b>
<b>Capacity (Relevant resources)</b>	Capacity (demonstrate by supplying list of company equipment). <ul style="list-style-type: none"> <li>• Branded Vehicle/s )</li> <li>• Personal Protective Equipment (PPE)</li> <li>• Batons</li> <li>• 2-way Radios/Base Radios</li> <li>• Flash Lights</li> </ul>	<b>20</b>
<b>Work Plan</b>	Detailed approach, methodology and process to be adopted in the project. Project plan to be linked to deliverables and outputs. <ul style="list-style-type: none"> <li>• Approach – 10 points.</li> <li>• Methodology – 10 points.</li> <li>• Project Plan – 10 points.</li> </ul>	<b>30</b>
<b>TOTAL</b>		<b>100</b>

The following criteria will be used for points allocation for price and B-BBEE compliance on a 80/20 point system:-

8.2. Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<b>Price</b>	Detailed budget breakdown	80
<b>BBBEE (Status Level Verification Certificate)</b>	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

- The HDA proposal will be evaluated as per PPPFA regulations.

## 9. GENERAL

### 9.1. Below are compulsory requirements for this service:

- 9.1.1** There will be no site visit and briefing meeting for this service. There will be no site visit and briefing meeting for this service. In order for the service provider to properly perform and complete his work, he/she shall ensure that he/she familiar with the properties and how the existing conditions will affect his work during services. The service provider shall visit and examine the sites to become acquainted with the adjacent areas, means and approach to the sites and conditions of the actual sites. Failure to visit the sites or failure to examine any and all contract documents will in no way relieve the service provider from necessity of developing any proposal, or performing any services that may be required to execute the work in accordance with the Terms of Reference. Neglect of above requirements will not be accepted as reason for delay in the services or additional compensation. See **annexure A** for sites aerial picture.
- 9.1.2** It is important to note that the successful person will work under the supervision of the HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.
- 9.1.3** Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:
- Registration with the National Treasury **Central Supplier Database(CSD Report)**, if not yet registered use the following link to register : <https://secure.csd.gov.za/>
  - **SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.**
  - **PSIRA registration certificate (Company's).**
  - **Valid and Original or Certified B-BBEE Status Level Verification Certificates issue by the following agencies SANAS, IRBA or CCA.**
  - **Proof of operational office location in or within 70 kilometres of the subject properties is required.**

## 10. TERMS AND CONDITIONS

- 10.1.** HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- 10.2.** No payment will be made where there is an outstanding information/work by the service provider/s.

## **11. SUBMISSION OF PROPOSAL**

**Proposals should be submitted on or before the 15 March 2019 by no later than 12h00 to the following address:**

**The Procurement Officer  
The Housing Development Agency  
6th Floor, Pier Place  
31 Heerengracht Street  
Cape Town  
8001**

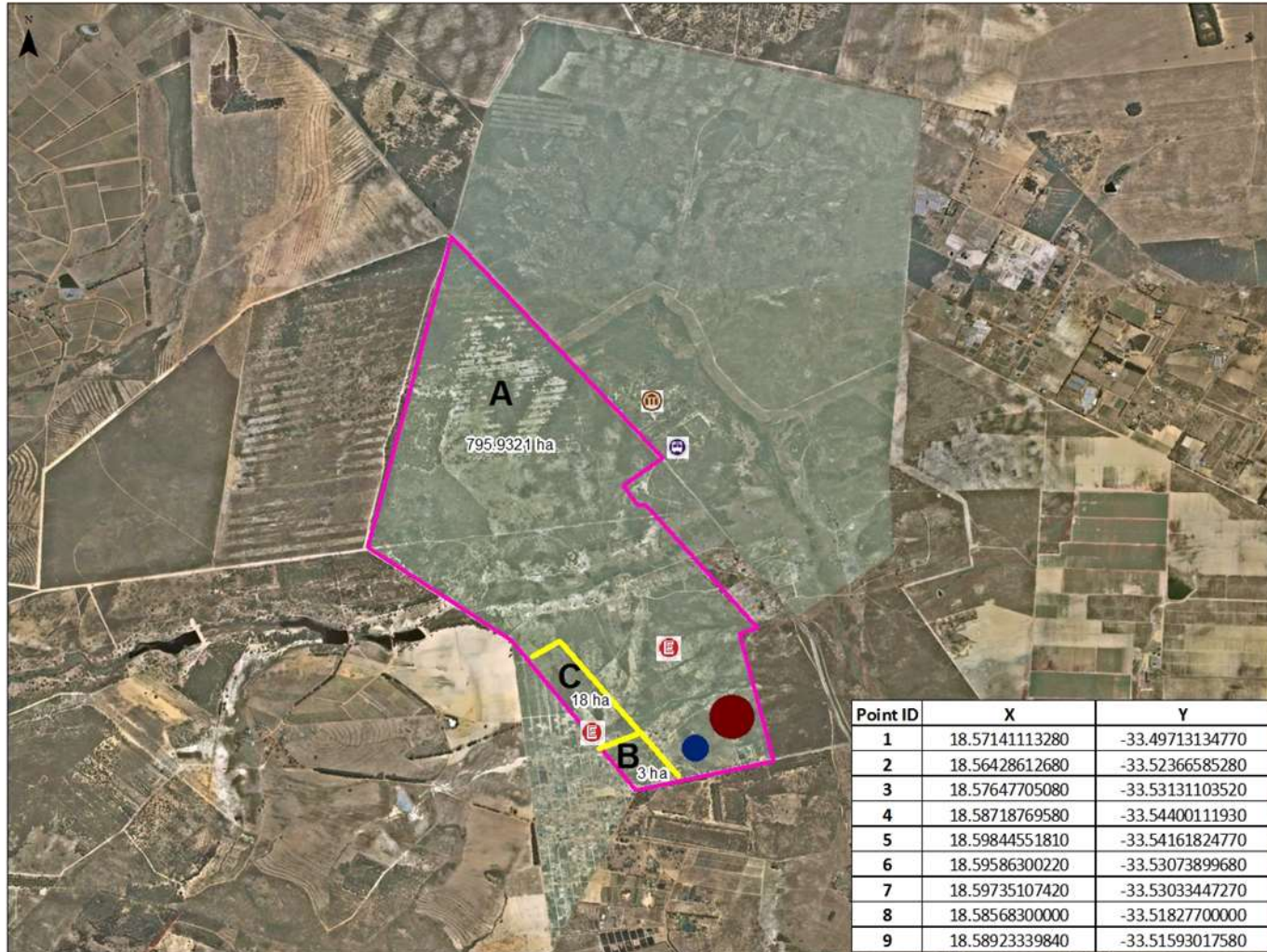
**Tel: 021 481 2900**

- 11.1.** Further information regarding technical matters can be sent an email to: [thabiso.limpe@thehda.co.za](mailto:thabiso.limpe@thehda.co.za) or at tel: 011 544 1000, and
- 11.2.** Further information regarding supply chain matter and queries can be sent via email to: [nqobile.mkhwanazi@thehda.co.za](mailto:nqobile.mkhwanazi@thehda.co.za) or at tel: 011 544 1000
- 11.3.** The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.



**ANNEXURE 1**

Western Cape, Malmesbury, Farm Michiel Heyns: Rem of 755/2



land@theda.co.za

**Legend**

- ◇ Towns
- Cities /Major Towns
- Informal Settlements 2011
- 🏫 Educational Institutions
- 🏥 Medical Facilities
- 🕌 Places of Worship
- 🛒 Shopping Facilities
- 🚌 Transportation
- Municipality Infrastructure
- Municipality Infrastructure
- 📐 Proposed Dev. Area
- 🌾 Agriculture
- 🛣 Highways
- 🛣 Main Roads
- 🚊 Railway
- 🏘 Suburbs
- 🏘 Local Municipality
- 🏘 District Municipality
- 🏘 Provincial Boundary

