

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



REQUEST FOR PROPOSALS

PROVISION OF SECURITY GUARDING SERVICES AT HOUT BAY
CITY OF CAPE TOWN METROPOLITAN MUNICIPALITY, WESTERN CAPE
RFP/CPT/2019/002

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

24 JULY 2019 AT 12H00

TERMS OF REFERENCE

Security Guarding Services at Erf 4062 Hout Bay
City of Cape Town Metropolitan Municipality, Western Cape
RFP/CPT/2019/002

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 the state, private and communal land, and releases it for human settlements development.

As part of its processes, the HDA conducts property holding assessments to identify services and maintenance requirements and develop plans thereof to ensure the sustainability and security of the properties in position.

2. BACKGROUND

- 2.1. The Western Cape Province and the HDA have concluded a memorandum of agreement which appoints the latter to amongst others, acquire land for human settlement development. In line with the provisions of the memorandum of agreement, the Agency has acquired Erf 4062 in Hout Bay to provide housing solution for Imizamo Yethu informal settlement.

Table 1: Property Information

Erf Number	Size Hectares	Property Address	Development Status	Occupancy Status
Erf 4062 Hout Bay	3.1148	No. 89 Main Road, Hout Bay	Small Holdings (1 Farm house and 2 cottages)	Vacant

An aerial view of above property and its location is indicated on attached map, Annexure 1.

- 2.2. The property is vulnerable to invasion and unauthorised use. The HDA is hereby seeking to appoint the appropriately qualified, competent, experienced and professionally registered security services providers to provide security guarding services on the property. The service provider must ensure a safe and secured environment of the property including managing the access control and monitoring the perimeter fence for any forced entries.

3. SCOPE OF SERVICES

3.1. General requirements

- 3.1.1. All quotations/price proposals must be valid for the duration of the service. No price escalations will be effected during the service period. The prices to be in Rands (including VAT if charged) and to be structured per month and total cost per contract term of service of your company.
- 3.1.2. 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 and be the active member for the duration of the contract.
- 3.1.3. The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference.
- 3.1.4. The service provider must have an operational office within **30 kilometres** of the property, and demonstrate that are able to provide a back-up response or attend to the emergencies at the property within 30 minutes response time. The existence of the office and its operations will be verified prior appointment.
- 3.1.5. The service provider shall ensure that its team has the relevant expertise, the necessary equipment and the support to undertake the work such as two-way radios, branded vehicle, stationary and any security related working tools, qualified, competent and well-trained officers and supervision thereof.
- 3.1.6. The guards are required to be **fully uniformed** with Security Company logos clearly displayed and must always carry their valid PSIRA registration cards with them when performing these services.
- 3.1.7. The service provider must have a contingency plan in place for business services continuity if there is any interruption due to disasters, labour unrest or any other cause.
- 3.1.8. The service provider and the HDA shall enter into a Service Level Agreement (SLA) which will regulate the performance for the entire contract period.

4. DURATION OF AGREEMENT

- 4.1. The services shall be executed daily on 24 hours/7 days a week including Sundays and holidays for a period of one (1) year.
- 4.2. The commencement of this service shall be on the 1st August 2019 and terminate on the 31st July 2020.

- 4.3. The service provider must conduct background checks to their security personnel prior deploying to the property, and the personal report with supporting documents (certified) of each to be submitted to the HDA before the commencement of the contract.

5. CODES AND STANDARDS

The service provider shall;

- 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 (PSIRA), 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. INSURANCE

- 6.1. Throughout the term of this contract, the service provider shall maintain at his sole expense effective insurance covering his activities at the premises such as, Worker's Compensation Insurance and general liability insurance, Unemployed Insurance Fund, and the service provider shall furnish HDA with documentation of this insurance coverage within 48 hours upon request.
- 6.2. The insurance required shall provide adequate protection for the service provider against damage claims that may arise from operations under this Contract, whether such operation be by the insured and also against any of the special hazards that may be encountered in the performance of this Contract.

7. EXPECTED DELIVERABLES

- 7.1. Provision of full time grade-C (**1 guard-dayshift and 1 guard-nightshift**) and relief security guards who are South African citizens, qualified and competent for the service on a 24hours/7 day a week shift including Sundays and Holidays.
- 7.2. Guarding, monitoring and controlling the property including managing any unauthorised occupation, access and usage of the premises.
- 7.3. Preventing, reporting and managing any service defaults, damages, non-conformance in the property.
- 7.4. The provision of all service providers' equipment such as vehicles, qualified, competent and well-trained officers and supervision thereof, required for this service.
- 7.5. Supplying, installation, management and services of electronic guard monitoring system.
- 7.6. Preparation, submission and presenting detailed monthly and adhoc incidents or site reports to HDA or as directed by the HDA. This will involve attending a monthly or adhoc performance meeting with the HDA and other stakeholders.
- 7.7. Preparation and submission of detailed invoices with statements for verification and approval by the HDA. All invoices will be paid subject to the receipt of the detailed monthly report by the HDA.
- 7.8. The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.
- 7.9. 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.
- 7.10. Maintain a register for incidents, near misses risks and other incidents that may be of nuisance to the HDA.

8. DOCUMENTS SUBMISSION

- 8.1. Submit the proposal documents in the following sequence;

Table 2: Returnable Sequence

Item	Required documents
Annexure 1	Company profile with certified copies (not more than 3 months) of relevant certifications, accreditations and licences (CV's of project staff, awards, etc).
Annexure 2	Valid original Tax clearance certificate, PSIRA registration certificate and any other security related certificates (certified copies).
Annexure 3	Letter of good standing from workman's compensation commissioner, valid

Item	Required documents
	Unemployment Insurance Fund (UIF) proof of registration, public liability insurance and other relevant insurances.
Annexure 4	Signed letters of appointment with company letterhead/Purchase orders/Reference Letters (contactable).
Annexure 5	Company's list of security infrastructure and active employees with 3 certified copies of payslips of the project staff.
Annexure 6	Company's proof of operational office within 30 km of the service site.
Annexure 7	This RFP document and your company proposal with comprehensive methodology and project scope statement in line with the site conditions.
Annexure 8	Central Supplier Database (CSD) report, SDB forms
Annexure 9	Price Breakdown quotation on annexure 1 and in security service provider's letter head document.
Annexure 10	Central Supplier Database (CSD) report, SDB forms

9. 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.

9.1. Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company profile (Attach Organogram)	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"> • Submission and related to security services – 5 points • Submission and relevance to the scope – 5 points 	10
Company Experience	Related work and experience in fields related to the security services. Attach letter of appointment/purchase order/reference letter with letterhead and signature. <ul style="list-style-type: none"> • 0 Projects =0 points. • 1 Projects =5 points • 2 Projects =10 points • 3 Projects =15 points 	30

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
	<ul style="list-style-type: none"> • 4 or more projects =20 points • 5 Or more Projects =30 points 	
Capacity	Demonstrate by supplying list of company Equipment. (office to be visited by HDA officials before appointment of the service provider). <ul style="list-style-type: none"> • Operational local office existence (10) • Project staff and their CV's and current payslips (5) • Patrolling equipment and Branded Vehicle/s (5) • Personal Protective Equipment (PPE) and Uniform (5) • Communication and operating tools, Batons, 2-way Radios/Base Radios, flash lights (5) 	30
Work Plan	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"> • Approach – 10 points • Methodology – 10 points • Project Plan – 10 points. 	30
TOTAL		100

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

9.2. Table 2 – Price and B-BBEE

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

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

10. GENERAL

10.1. Below are compulsory requirements for this service:

- 10.1.1** There will be no site visit and briefing meeting for this service. Service providers are advised to visit the site in order to familiarise themselves with the area and conditions prior submitting their quotation proposals. (See item 2.1 for site information and Annexure “2” for aerial picture).
- 10.1.2** It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA’s Code of Conduct, and other organizational guidelines.
- 10.1.3** 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. 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.**

11. TERMS AND CONDITIONS

- 11.1.** 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.
- 11.2.** No payment will be made where there is an outstanding information/work or compulsory monthly report by the service provider/s.

12. SUBMISSION OF PROPOSAL

- 12.1.** Proposals should be submitted on or before the 24 July 2019 by no later than 12h00 to the following address:

The Procurement Officer
The Housing Development Agency
Block A, Riviera Office Park
6-10 Riviera Road, Killarney, Johannesburg 2193
Tel: 011 544 1000

- 12.2.** Further information regarding technical matters can be sent an email to: thabiso.limpe@thehda.co.za or at tel: 011 544 1000, and
- 12.3.** Further information regarding supply chain matter and queries can be sent via email to: nqobile.mkhwanazi@thehda.co.za or at tel: 011 544 1000
- 12.4.** 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:

Bill of Quantities – Guarding Services (Erf 4062 Hout Bay)

Note:

- **The rates shall include full compensation for providing all labour, material, equipment, overheads, relief and supervision required to carry out the services.**

Item	Description of work	Unit	Qty	Rate/month	Total/annum
1.	Grade-C security guard (Day Shift)	Each	1		
2.	Grade-C security guard (Night Shift)	Each	1		
	Total inclusive cost (excl VAT)				
	Vat				
	Total cost (incl VAT)				

ANNEXURE 2

