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6-10 Riviera Road,  
Riviera



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**REQUEST FOR PROPOSALS**

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**SECURITY PHYSICAL SURVEILLANCE SERVICES IN KNYSNA  
WESTERN CAPE**

**RFP/CPT/2018/010**

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**PROPOSALS TO BE SUBMITTED BY**

**NOT LATER THAN**

**12H00 ON 05 FEBRUARY 2019**

**TERMS OF REFERENCE**  
**PHYSICAL SURVEILLANCE SERVICES IN KNYSNA**  
**WESTERN CAPE**  
**RFP/CPT/2018/010**

## **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 5 (five) properties in Knysna located on Rem of Erf 17845 (A Ptn of Erf 243), Rem of Erf 18093 (A Pt of Erf 1533), Erf 20523 (A Ptn of Erf 243), Erf 20524 (A Ptn of Erf 243) and Erf 17847 (A Ptn of Erf 1533) in Knysna, Western Cape.

The subject properties are situated in the Northern Areas of the Knysna Town Development Area, along the urban boundary and adjacent to the growing, partially formalised residential areas.

The properties are adjacent to low-income residential settlements; Flenters, Phelandaba, Rhobololo, Ethembeni, Concordia Dam and Umsobomvu.

Within the properties there are informal settlements namely; Endlovini, Rhobololo (1 & 2), Phelandaba and Flenters. Basic services and gravel roads have been provided by the municipality.

There is huge demand for housing in this area, which presents high risk of land invasion/illegal human settlements. There is an existing security services deployed to mitigate any risk of invasion or unauthorised occupation. The services contract is however expiring at the end of February 2019.

The HDA therefore seeks to make a new appointment of a security company to execute physical surveillance of the properties, for at least an hour a day, seven days a week. The scope might also include, subject to issuing of instruction to perform work (IPW) by the HDA, demolishing of any new structure that may be erected on the properties and removal thereof of any new unauthorised occupants.

## 2.1 PROPERTY PROFILE

Property Description	Hectares
Rem of Erf 17845 (ptn of 243) Knysna	27.3
Erf 20523 (ptn of Erf 243) Knysna	0.4384
Erf 17847 (ptn of Erf 1533) Knysna	2.3466
Rem of Erf 18093 (ptn of Erf 1533) Knysna	1.8349
Erf 20524 (ptn of Erf 243) Knysna	24.4241
<b>Approximate Total Area: COMBINED</b>	<b>56.344</b>

Refer to annexure A for Locality Map

## 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 properties, and
- Provide a proposal with price quotation to provide security services on the properties.

### 3.1. General requirements

- 3.1.1. The contract duration will be for 1 (one) year only.
- 3.1.2. All quotations/price proposals must be valid for the duration of the service. No escalations will be effected during the duration of service.
- 3.1.3. The security services shall be executed by a company properly registered and compliant to PSIRA and be able to provide proof of registration to the HDA.
- 3.1.4. The security company shall currently have an operational office in or within 60km radius of Knysna municipal area.
- 3.1.5. The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference
- 3.1.6. The service provider shall ensure that its team has relevant expertise and have necessary equipment, infrastructure and support to undertake the work.

## 4. EXPECTED DELIVERABLES

- 4.1. Surveillance (physical) of the properties by the fully uniformed and PSIRA registered **grade C** security officer/s, daily for approximately an hour on 7 days per week, or when required, by driving around and monitor the areas for any new invasions or construction of unauthorised structures and dumping.
- 4.2. If possible, halt any unauthorised erection of structures; facilitate deconstruction of such by the owner of same or by the security company and reporting to the HDA.

- 4.3. The provision of all service providers' equipment such as vehicles, qualified, competent and well-trained officers and supervision thereof, required for this service.
- 4.4. Preparation and submission of detailed site report to HDA monthly or as directed by the HDA.
- 4.5. Preparation and submission of detailed invoices for verification and approval by the HDA.
- 4.6. The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.
- 4.7. 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.

## 5. 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:-

### 5.1 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>Organisational Capacity and Experience</b>	Related work and experience in fields related to the similar security services. Attach formal 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>
	Capacity (demonstrate by supplying list of the following company equipment). <ul style="list-style-type: none"> <li>• Branded Vehicle/s (4x4) = 4 Points</li> <li>• Personal Protective Equipment (PPE) = 4 Points</li> <li>• Batons =4 Points</li> <li>• 2-way Radios/Base Radios =4 Points</li> <li>• Flash Lights = 4 Points</li> </ul>	<b>20</b>
<b>Approach, Methodology,</b>	Detailed project specific approach, methodology and process to be adopted in the project. Project	<b>30</b>

<b>Work Plan and Process</b>	plan to be linked to deliverables and outputs. <ul style="list-style-type: none"> <li>• Approach &amp; Methodology– 20 points.</li> <li>• Project Plan – 10 points.</li> </ul>	
<b>TOTAL</b>		<b>100</b>

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

## 5.2 Table 2 – Price and B-BBEE

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

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

## 6. GENERAL

### 6.1. Below are compulsory requirements for this service:-

**6.1.1** There will not be a site briefing for this service. In order for the service provider to properly perform and complete his work, he/she shall ensure he/she is 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 of approach to the sites and conditions of actual service 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.

**6.1.2** 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.

**6.1.3** Kindly complete and submit the following **Compulsory documents** with your proposal:

- 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/>
- **PSIRA registration certificate (Company's)**.
- 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
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**

- Proof of operational office location in or within 60km of Knysna local municipality.

## **7. TERMS AND CONDITIONS**

- 7.1.** 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 coupled with a monthly report.
- 7.2.** No payment will be made where there is an outstanding information/work by the service provider/s.

## **8. SUBMISSION OF PROPOSAL**

- 8.1.** Proposals should be submitted on or before the 05<sup>th</sup> February 2019 by no later than 12h00 to the following address:

**The Procurement Specialist  
The Housing Development Agency  
6<sup>th</sup> Floor, Pier Place  
31 Heerengracht Street  
Cape Town  
8001  
Tel: 021 481 2900**

- 8.2.** 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
- 8.3.** further information regarding supply chain matter and queries can be sent via email to: [jennifer.monareng@thehda.co.za](mailto:jennifer.monareng@thehda.co.za) or at tel: 011 544 1000
- 8.4.** 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 A

## Knysna Properties, Knysna LM WC: WC



land@thehda.co.za

### Legend

- Cities /Major Towns
- 🏫 Educational Inst
- ⛑ Medical Facilities
- ✝ Places of Worship
- 🛒 Shopping Facilities
- 🚗 Transportation
- Transport Infrastructure**
- 🛣 Highways
- 🛤 Main Roads
- 🛤 Streets
- 🚊 Railways
- Boundaries**
- 🟩 Property
- 🟪 Suburbs
- 🟨 Local Municipality
- 🟫 District Municipality

