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REQUEST FOR PROPOSALS

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SECURITY SERVICES AT GUGULETHU,  
CITY OF CAPE TOWN METROPOLITAN MUNICIPALITY,  
WESTERN CAPE PROVINCE  
RFP/CPT/2018/008

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QUOTATIONS TO BE SUBMITTED BY

NOT LATER THAN

21 SEPTEMBER 2018 AT 12H00

## TERMS OF REFERENCE

Security services at Erven 921-925, 927-938, 940 and 941 Gugulethu, City of Cape Town Metropolitan Municipality, Western Cape  
RFP/CPT/2018/008

### 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 have acquired multiple properties in Luyolo Centre, Gugulethu on behalf department of human settlement in Western Cape Province. They have entered into service level agreement to facilitate acquisition and management of these properties.

The total extents of the properties are 0.8717 hectares in size and were divided into 19 portions of individual stands. Erven 922, 923, and 924 are currently invaded, with two shacks erected across the land parcels.

There is high potential risk of further invasions due to their location and housing shortages in the surrounding area. The HDA therefore requires service of the security service provider to guard the properties against any further invasion, illegal dumping and unauthorized use.

#### 2.1. Physical Location

- 2.1.1. The properties are located at corner Johnston Qona and Makhosi Magadlela Streets, Gugulethu , CoCT MM, Western cape province

Description of the Property	Size(Ha)	Land Status
Erven 921, 925, 927-938, 940 and 941	0.7745	Vacant stands
Erven 922, 923 and 924	0.0972	2 Unauthorized shacks

### **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 guarding services for the property.

#### **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 breakdown 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.
- 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 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, stationary and any security related working tools, qualified, competent and well trained officers and supervision thereof.
- 3.1.5.** The guards require to be fully uniformed with Security Company logos clearly displayed and should always carry their PSIRA registration cards with them when performing these services.

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

- 4.1.** The services shall be executed daily on 24 hours/7 days a week including Sundays and holidays on a 6 months contract term.

### **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. 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.
- 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 Grade-C security guards (**1 guard-dayshift and 1 guard-nightshift**) on a 24hours/7 day a week including Sundays and Holidays.
- 7.2. Prevention of unauthorised occupation and usage of the HDA property and reporting of any illegal dumping or municipal service faults in the property.
- 7.3. The provision of all service providers' equipment such as vehicles, qualified, competent and well-trained officers and supervision thereof, required for this service.
- 7.4. Preparation and submission of detailed site report to HDA monthly or as directed by the HDA.
- 7.5. Preparation and submission of detailed invoices for verification and approval by the HDA.
- 7.6. The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.

**7.7.** 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.

## **8. DOCUMENTS SUBMISSION**

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

**8.1.1** Annexure 1: Company profile with all certified copies of relevant certifications, accreditations and licences (CV's of project staff, PSIRA accreditation, awards, etc).

**8.1.2** Annexure 2: Company's valid original Tax clearance certificate, Company's PSIRA registration certificate and any other security related certificates (certified copies).

**8.1.3** 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.

**8.1.4** Annexure 4: List of contactable references and 3 testimony letters not older than 3 years.

**8.1.5** Annexure 6: Company's list of security infrastructure and active employees with 3 certified copies of payslips of the project staff.

**8.1.6** Annexure 7: This RFP document and your company proposal with comprehensive methodology as per the site conditions.

**8.1.7** Annexure 8: Price Breakdown quotation on annexure 1 and in security service provider's letter head document.

## 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
<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>• Submission and Relevance of the profile – 5 points</li> </ul>	<b>10</b>
<b>Experience</b>	Related work and experience in fields related to the security services. Attach signed letter of appointment. <ul style="list-style-type: none"> <li>• 0 Projects =0 points.</li> <li>• 1 Projects =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</b>	Demonstrate by supplying list of company Equipment.	<b>20</b>
<b>Work Plan</b>	Detailed project specific approach, methodology and process to be adopted. 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:-

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
<b>TOTAL</b>		<b>100</b>

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](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.**

## **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 by the service provider/s.

## **12. SUBMISSION OF PROPOSAL**

- 12.1.** Proposals should be submitted on or before the 21 September 2018 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](mailto: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: [jerry.mafokane@thehda.co.za](mailto:jerry.mafokane@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 on Erf 921-925, 927-938, 940 and 941

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**Note:**

- **The rates shall include full compensation for providing all labour, material, equipment and supervision thereof 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**

