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South,Africa  
2041



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REQUEST FOR PROPOSALS

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PROVISION OF SECURITY GUARDING SERVICES AT HOUT BAY  
CITY OF CAPE TOWN METROPOLITAN MUNICIPALITY, WESTERN CAPE  
RFP/CPT/2021/002

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PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

FRIDAY AT 12H00

23 April 2021

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## **TERMS OF REFERENCE**

Security Guarding Services at Erf 4062 Hout Bay  
City of Cape Town Metropolitan Municipality, Western Cape  
RFP/CPT/2021/002

### **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 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 to ensure the sustainability and security of its properties and of various stakeholders.

### **2. BACKGROUND**

The HDA and the Western Cape Department of Human Settlements (WCDHS) have entered into the Service Level Agreement to facilitate acquisition and management of Western Cape Provincial Human Settlements Department property portfolio and further this agreement incorporated on the Medium-Term Operational Plan (MTOP) signed between the two parties. Subsequent to this, the Housing Development Agency has, within the framework of the MTOP, acquired a property located on Erf 4062 Hout Bay within the jurisdiction of City of Cape Town (COCT) Metropolitan Municipality on behalf of the Western Cape Department of Human Settlements (WCHS) for the purpose of human settlements developments. The property was directly transferred into the names of the HDA. The property is developed as an agricultural small holding comprising of a farmhouse, including two cottages and a large vacant portion of land.

The COCT Metropolitan area has a number of informal settlements and recently been exposed to sprawling land invasions. Immediate to the property is Imizamo Yethu informal settlements thus subjecting the property to an imminent threat of unauthorised occupation and usage. As a mitigation measure, the HDA is planning to procure the appropriately qualified, competent, experienced and professionally registered security company, to provide the guarding services on the property to ensure a safe and secured environment including managing unauthorised use, entry, illegal dumping, vandalism of infrastructure & structures and invasions.

- 2.1.** The property is located along the Main Road in the formally developed middle to high income area of Hout Bay within the jurisdiction of City of Cape Town Metropolitan municipality, and approximately one (1) kilometre from the Imizamo Yethu informal settlements. The Table 1 below and the map on **Annexure 2** provides details on the properties and their current status.

Table 1: Property Profile

<b>Erf Number</b>	<b>Size Hectares</b>	<b>Property Address</b>	<b>Development Status</b>	<b>Occupancy Status</b>
Erf 4062 Hout Bay	3.1148	No. 95 Main Road Hout Bay	Farmhouse, 2x Cottages,	Vacant

### **3. GENERAL REQUIREMENTS**

#### **3.1. Pre-requisite requirements**

- 3.1.1.** All quotations/price proposals must be valid for the duration of the service. No price escalations will be affected 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 operation office within 50 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.
- 3.1.5.** 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.
- 3.1.6.** The guards are required to be fully uniformed and use a branded security company vehicle/s with security company logos clearly displayed and must always carry their valid PSIRA registration cards with them when performing services. The full uniform and branded security company vehicle/s ownership proof to be provided on tender proposal documents.

- 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 date of receipt and acceptance of appointment letter and terminate on the last day of the month of contract cancellation.

#### **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 authorised 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. SCOPE OF SERVICES**

**7.1.** Provision of trained **Grade-C** security guards (**1x guard-dayshift and 1x guard-nightshift**), relief security guards, including supervisors thereof, who are South African citizens, qualified and competent for the service, on a 24 hours/7 day a week shift including Sundays and Holidays.

**7.2.** Guarding, monitoring, and controlling the properties 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 properties.

**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 always be in accordance with the requirements of the HDA.

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 sequence provided on the below **Table 2**;

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 Unemployment Insurance Fund (UIF) proof of registration, public liability insurance and other relevant insurances.
Annexure 4	Signed letters of appointment on previous similar projects with the awarding company letterhead (contactable).
Annexure 5	Company's list of security infrastructure and active employees with 3 certified copies of payslips of the project staff. Vehicles list to be accompanied with the copies of registration documentation or vehicle lease agreement/s on the bidding company's or director's names.
Annexure 6	Company's proof of operational office within 50 km of the service site. Attach proof of ownership, or a signed lease agreement, or statement of account from the municipality reflecting the company's names.
Annexure 7	This RFP document and your company proposal with the comprehensive operational, invasion and emergency contingency plan in line with the site conditions.
Annexure 8	Central Supplier Database (CSD) report, SDB forms
Annexure 9	Price Breakdown quotation on <b>Annexure 1</b> and on security service provider's letterhead document.

## 9. EVALUATION PROCESS

The following **Table 3** 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 3 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<b>Company profile (Attach Organogram)</b>	<p>Security company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company.</p> <ul style="list-style-type: none"> <li>• No company profile – <b>0 points</b></li> <li>• Profile not related to vehicle monitoring services– <b>5 points</b></li> <li>• Profile related to vehicle monitoring services – <b>8 points</b></li> <li>• Profile related to vehicle monitoring services with company’s organogram – <b>10 points</b></li> </ul>	<b>10</b>
<b>Company Experience</b>	<p>Scope related work and experience. Attach signed letters of appointment or purchase order.</p> <ul style="list-style-type: none"> <li>• 0-projects = <b>0 points</b></li> <li>• 1-project = <b>5 points</b></li> <li>• 2-projects = <b>10 points</b></li> <li>• 3-projects = <b>15 points</b></li> <li>• 4-projects = <b>20 points</b></li> <li>• 5 or more projects = <b>25 points</b></li> </ul>	<b>25</b>
<b>Capacity (Relevant resources)</b>	<ul style="list-style-type: none"> <li>• Proof of local operation office. Attach a copy of municipal account/signed lease agreement (in the bidding company or director’s names). The winning bidder’s office will be verified before appointment is made. – <b>15 Points</b></li> <li>• Three (3) project staff CV’s including their payslips (not older than 3 months). – <b>5 Points</b></li> <li>• Security patrolling equipment, branded vehicle/s. (attach proof of vehicle/s registration document/s in company or directors’ names and pictures reflecting company logos) – <b>15 Points</b></li> <li>• A collage of company uniform, security batons, 2-way radios, OB book, flash lights) – <b>5 points</b></li> </ul>	<b>40</b>
<b>Work Plan</b>	<ul style="list-style-type: none"> <li>• Scope related operational Plan – <b>5 points</b></li> <li>• Invasion and emergency plan – <b>15 points</b></li> <li>• Project Plan (detailed) – <b>5 points</b></li> </ul>	<b>25</b>



CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<b>TOTAL</b>		<b>100</b>

9.2. Table 4 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	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.

## 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 pictures).

**10.1.2** 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.

**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.**

**10.1.4** Proof of operational office location in or within **50 kilometres** of the subject property is required. The points will be allocated for this during the evaluation process in line with the criteria set. The allocation of points will not necessarily translate to an automatic acknowledgement of the office existence. The HDA will visit the office site of the successful bidder to verify before appointing and

should it be found that the office is not existing, the service provider will be disqualified, and the second qualifying bidder will be considered.

## **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 23 April 2021 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  
2041  
Tel: 011 544 1000**

- 12.2.** Further information regarding technical matters can be sent an email to: [dale.daniels@thehda.co.za](mailto:dale.daniels@thehda.co.za) or at tel: 021 481 2900, and
- 12.3.** 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
- 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)

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**Note:**

- The rates shall include full compensation for providing all labour, material, equipment, overheads, relief and supervision required to carry out the services.
- The price quotation shall be valid for the duration of the service and to be Rands (including VAT if charged) and to be structured per month per item and total cost per contract term of service per item of the bidding company.
- **In addition to below, the bidders are required to also provide the detailed price breakdown quotations in their company’s letterheads**

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

