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2041



REQUEST FOR PROPOSALS

SECURITY SERVICES AT GOODWOOD
CITY OF CAPE TOWN METROPOLITAN MUNICIPALITY, WESTERN CAPE
RFP/CPT/2020/002

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

WEDNESDAY AT 12H00

11 NOVEMBER 2020

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TERMS OF REFERENCE

Security services at Erven 40076 and 40077 Goodwood,
City of Cape Town Metropolitan Municipality, Western Cape
RFP/CPT/2020/002

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 requirements to ensure the sustainability and security of the properties in position.

2. BACKGROUND

The Housing Development Agency have entered into an agreement with Social Housing Regulatory Authority (SHRA) to hold the two properties on the behalf, the properties are exposed to high risk of invasion, unauthorized use an occupation. As a mitigation measure, the HDA is intending to procure the appropriately qualified, competent, experienced and professional registered company to provide the guarding services on the properties to ensure a safe and secured environment including managing unauthorized use, entry, and invasions.

2.1. Physical Location

The sites are located on Erven 40076and 40077 Goodwood, corner 23rd and 2nd Avenue City of Cape Town Metropolitan municipality. The properties measures 0,5938 and 0,2951 hectares in size respectively.

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. Pre-requisite requirements

- 3.1.1.** The contract duration will only 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. 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.
- 3.1.3.** 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 operational office within 30 kilometres of the service site, and demonstrate that they are able to attend to the emergencies at the service site in less than 30 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, stationary and any security related working tools, qualified, competent and well trained officers and supervision thereof.
- 3.1.7.** 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 for period of twelve months.
- 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

- 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 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.
- 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 shift including Sundays and Holidays.
- 7.2. Monitor and control any unauthorised occupation and usage of the property.
- 7.3. Prevent, report and manage 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. Preparation and submission of detailed site report to HDA monthly or as directed by the HDA.
- 7.6. Preparation and submission of detailed invoices for verification and approval by the HDA.
- 7.7. The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.
- 7.8. 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, awards, etc).
- 8.1.2 Annexure 2: Valid original Tax clearance certificate, 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: Signed letters of appointment (contactable).
- 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
Company profile (Attach Organogram)	Security 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">• No company profile – 0 points• Profile not related to physical guarding services– 5 points• Profile related to physical guarding services – 8 points• Profile related to physical guarding services with company's organogram – 10 points	10

Experience	<p>Scope related work and experience. Attach signed letters of appointment or purchase order.</p> <ul style="list-style-type: none"> • 0-projects = 0 points • 1-project = 5 points • 2-projects = 10 points • 3-projects = 15 points • 4-projects = 20 points • 5 or more projects = 25 points 	25
Capacity	<ul style="list-style-type: none"> • 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. – 15 Points • Three (3) project staff CV's including their payslips (not older than 3 months). – 5 Points • Security patrolling equipment, branded vehicle/s. (attach proof of vehicle/s registration document/s in company or directors' names and pictures reflecting company logos) – 15 Points <p>A collage of company uniform, security batons, 2-way radios, OB book, flash lights) – 5 points</p>	40
Work Plan	<ul style="list-style-type: none"> • Scope related operational Plan – 5 points • Invasion and emergency plan – 15 points • Project Plan (detailed) – 5 points 	25
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.**
- **Proof of operational office location in or within 30 kilometres of the project site is required.**

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 11th November 2020 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: sepono.maesela@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: 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 (Erven 40077 and 40076 Goodwood)

Note:

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

