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REQUEST FOR PROPOSAL

**PROVISION OF SECURITY SERVICES AND PROTECTION OF STAFF AT THE HOUSING
DEVELOPMENT AGENCY, CAPE TOWN**

RFP/CPT/2020/003

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

MONDAY 12 NOON

ON 25 JANUARY 2021

TERMS OF REFERENCE

PROVISION OF SECURITY SERVICES AND PROTECTION OF PREMISES AND PROTECTION OF STAFF AT THE HDA CAPE TOWN OFFICE

RFP/CPT/2020/003

1. BACKGROUND AND DISCUSSIONS

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.

The HDA is required by Clause 1 of Annexure "C" of the lease agreement to employ its own security guards to assist at the reception downstairs.

Due to inherent security risks, the HDA is seeking a security service provider that will provide two security grade C personnel to:

- Monitor visitors on the ground floor and direct and them to the 6th floor.
- Safeguard the sixth (6th) floor of the building in terms of access control, possible invasion by the communities for a period of 1 year.

1.1. Physical Location

The premises are located at 6th Floor, Pier Place, 31 Heerengracht Road, Cape Town, 8000.

2. SCOPE AND SPECIFICATIONS REQUIREMENTS

The Housing Development Agency (HDA) requires from appropriately qualified, competent, experienced and professionally registered security services providers to provide two security guards (one Grade B and one Grade C) at the HDA Cape Town to:

- 2.1 Monitor visitors upon entering the building, recording visitors' details, issue an access card and direct them to the 6th floor.
- 2.2 Controlling of access at the entrance of the HDA offices on the 6th Floor, search bags, monitor the visitor's behaviours to assist HDA staff when necessary. Accompany unruly visitors out of the building.

3. GENERAL REQUIREMENTS

- 3.1 The contract will be from 01 February 2021 for the remainder of the HDA lease at Pier Place which ends on 31 October 2022.
- 3.2 All quotations/price proposals must be valid for the duration of the service.

- 3.3 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.
- 3.4 The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference.
- 3.5 The service provider shall ensure that its team has relevant expertise and have necessary equipment such as two way radios, surge ways, stationary and any security related working tools, qualified, competent and well trained officers and supervision thereof, required to undertake the work on the premises.
- 3.6 The security guards are required to be fully uniformed and have a clear identification card of the company with the officer's photo, identification and file numbers on it, as well as the PSIRA card must always be worn conspicuously.

4. CODES AND STANDARDS

The Service provider shall,

- 4.1. Be fully responsible for all work and services performed by its security officers.
- 4.2. 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 the Private Security Industry Regulatory Authority (PSIRA) whether the security personnel in service of the company, are registered with PSIRA.
- 4.3. 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.
- 4.4. 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.

5. EXPECTED DELIVERABLES

- 5.1 Security services shall be performed by **two (2) security officers** during the day between **07:30 AM to 16:30 PM** from Monday to Friday. After hours might be required from time to time, but this will be communicated timeously in advance.
- 5.2 Security guards shall be **Grade B and Grade C (Male)** and be able to conduct physical security (access and egress control).
- 5.3 Control and prevent any unauthorised people from entering the 6th Floor of the building in order to safeguard the employees and property of the HDA.
NB: Both services will be for 21 months.
- 5.4 Preparation and submission of detailed site and incidents reports to HDA monthly or as directed by the HDA.
- 5.5 Preparation and submission of detailed invoices for verification and approval by the HDA.
- 5.6 Attend monthly or ad-hoc meetings when required to do so by HDA.
- 5.7 The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.
- 5.8 Record all events and incidents in an occurrence book.
- 5.9 Perform other access control duties as may be instructed from time to time.
- 5.10 Ensuring response times/submission times in respect of services and/or invoices will always be in accordance with the requirements of the HDA.

6. RETURNABLES

6.1 Submit the proposal documents in the following sequence:

- I. Annexure 1: Company profile with all certified copies of relevant certifications, accreditations and licences (CV's, awards etc).
- II. Annexure 2: Valid original tax clearance certificate, PSIRA registration certificate and any other security related certificates (certified copies).
- III. 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.
- IV. Annexure 4: Signed letters of appointment (contactable).
- V. Annexure 5: Company's list of security equipment and infrastructure.
- VI. Annexure 6: This RFP document and your company proposal with the approach, methodology and project plan.
- VII. Annexure 7: Price breakdown quotation.

7. EVALUATION PROCESS

In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the HDA will adhere to its policy on the appointment of services providers.

7.1 Table 1 – Functionality

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.

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company Profile (Attach Organogram)	Company comprehensive profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company. * Submission - 5 points * Relevance of the profile - 5 points	10
Company Profile (Attach Organogram)	Related work and experience in fields related to the security services. Attach letters of appointment (signed on appointing company letterheads) * 0 - projects - 0 points * 1 - projects - 10 points * 2 - projects - 15 points * 3 - projects - 20 points * 4 - projects - 30 points * 5 or more projects - 40 points	40
Capability	Company security equipment - 10 points infrastructure Proven financial capability - 10 points	20

Methodology	Proposed methodology - 10 points Reaction units and contingency plans for emergency situations i.e. riots, strikes, etc. - 10 points Training plan for Security Officers - 10 points	30
TOTAL		100

7.2 Table 2 – Price and BBBEE

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

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown (Hourly Rates per security guard)	80
BBBEE		20

The HDA proposal will be evaluated as per PPPFA regulations.

8. GENERAL

8.1 Below are compulsory requirements for this service and bidders shall be obliged to comply and adhere to the following additional information. Failure to comply or adhere will result in the disqualification of a bidder.

8.1.1 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.

8.1.2 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, please 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 and any other security related certificates (certified copies).**
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**

9. TERMS AND CONDITIONS

9.1 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.

9.2 No payment will be made where there is outstanding information / work or a compulsory monthly report by the service provider.

10. SUBMISSION OF QUOTATIONS

10.1 Proposals should be submitted on or before **Monday, 25 January 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 2193
Tel: 011 544 1000**

10.2 Further information regarding technical matters can be sent to Tersia Müller,
tel : 021 481 2900 or via email to

Tersia.Muller@thehda.co.za/beverley.pieterse@thehda.co.za

10.3 Further information regarding supply chain matter and queries can be send via email to:
Jennifer Monareng or Jennifer.monareng@thehda.co.za at tel: 011 544 1000.

10.4 The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid/proposal, and the HDA reserves the right not to appoint the service provider.

