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REQUEST FOR PROPOSALS

PROVISION OF SECURITY SURVEILLANCE SERVICES AT STRAND
CITY OF CAPE TOWN METROPOLITAN MUNICIPALITY, WESTERN CAPE
RFP/CPT/2020/003

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

TUESDAY AT 12H00

16 MARCH 2021

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TERMS OF REFERENCE

ERF 14443 STRAND

CITY OF CAPE TOWN METROPOLITAN MUNICIPALITY, WESTERN CAPE

RFP/CPT/2020/003

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

2.1. The Western Cape Province and the Housing Development Agency have concluded a memorandum to acquire land for human settlement development. In line with the provisions of the memorandum of agreement, the Agency has acquired Erf 14443 Strand to provide housing solution for informal settlements in the area.

2.2. The property is vulnerable to invasion and unauthorised use. The HDA is hereby seeking to appoint the appropriately qualified, competent, experienced and professionally registered security services providers to provide security surveillance services on the properties. The service provider must ensure a safe and secured environment of the property including managing unauthorised use, illegal dumping and invasions

2.3. Table 1: Property Information

Farm description (Cape rd.)	Size Ha	Property Address	Development Status	Occupancy status
Erf 14443 Strand	2.5974	Cnr of Broadway St & Sercor Dr	Vacant	Vacant

An aerial view of above property and its location is indicated on attached map, Annexure 2.

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 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.
- 3.1.2. 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 operational office within **50 kilometres** of the properties, and demonstrate that are able to provide a back-up response or attend to the emergencies at the property within 30 minutes' response time. The existence of the office and its operations will be verified prior appointment.
- 3.1.5. The service provider shall ensure that its team has the relevant expertise, the necessary equipment and the 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.
- 3.1.6. The guards are required to be **fully uniformed** with Security Company logos clearly displayed and must always carry their valid PSIRA registration cards with them when performing these services.
- 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 for a minimum of 3(three) hours daily (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

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 **Grade-C** security officer and relief security officer who are South African citizens, qualified and competent for the service for a minimum of three (3) hours daily (7 days a week) including Sundays and Holidays.
- 7.2. Physical surveillance, monitoring and controlling the property including managing any unauthorised occupation, illegal dumping, invasions and usage of the premises.
- 7.3. Preventing, reporting and managing any service defaults, damages, non-conformance on 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, 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.
- 7.6. 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.
- 7.7. 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.
- 7.9. 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 following sequence;

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).

Item	Required documents
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 with company letterhead (contactable).
Annexure 5	Company's list of security infrastructure and active employees with 3 certified copies of payslips of the project staff.
Annexure 6	Company's proof of operational office within 30 km of the service site. Preferably signed lease agreement (signed by both parties) or statement of account from the municipality
Annexure 7	This RFP document and your company proposal with comprehensive methodology and project scope statement in line with the site conditions.
Annexure 8	Central Supplier Database (CSD) report, SDB forms
Annexure 9	Price Breakdown quotation on annexure 1 and in security service provider's letter head document.
Annexure 10	Central Supplier Database (CSD) report, SDB forms

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
Company Experience	Scope related work and experience. Attach signed letters of appointment or purchase order.	25

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
	<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 	
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 • A collage of company uniform, security batons, 2-way radios, OB book, flashlights) – 5 points 	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.**
- 10.1.4** Proof of operational office location in or within **50 kilometres** of the subject properties 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 does not exist, 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/ compulsory monthly report by the service provider/s.

12. SUBMISSION OF PROPOSAL

- 12.1.** Proposals should be submitted on or before Tuesday the 16 March 2021 by no later than 12h00 to the following address:

**The Procurement Officer
The Housing Development Agency
6th Floor, Pier Place
Hereengracht Street, Cape Town
Tel: 011 544 1000**

- 12.2.** Further information regarding technical matters can be sent an email to: 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: 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 – Security Surveillance (Erf 1443 Strand)

Note:

- The rates shall include full compensation for providing all labour, material, equipment, overheads, relief and supervision required to carry out the services.

Item	Description of work		Qty	Rate/month	Total/annum
1.	Grade-C security Officer (and reliever)	Each	1		
2.	Vehicle Patrol	Each	1		
	Total inclusive cost (excl VAT)				
	Vat				
	Total cost (incl VAT)				

ANNEXURE 2

Erf 14443 Strand, City of Cape Town



Contact us at
land@hda.co.za



Legend

- Search Results
- CAD Selections
- CAD Selected Order



<https://www.lapsis.co.za>