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Killarney,  
Johannesburg  
South,Africa  
2041



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REQUEST FOR PROPOSALS

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APPOINTMENT OF SECURITY SERVICE PROVIDER  
FOR THE MARAPONG CRU PROJECT SITE AT LEPHALALE LOCAL MUNICIPALITY  
IN LIMPOPO PROVINCE  
FOR A PERIOD OF 6 MONTHS

RFP/LIM/2021/006

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QUOTATIONS TO BE SUBMITTED BY

NOT LATER THAN

12H00 PM ON 19 AUGUST 2021

## TERMS OF REFERENCE

### 1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008) which promotes sustainable communities by making well-located land and appropriately planned land and buildings available for the development of housing and human settlement. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements. As its primary activity, the HDA identify, acquire, hold, develop and release state, private and communal land and releases it for development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national level. Visit [www.thehda.co.za](http://www.thehda.co.za) for more information.

### 2. BACKGROUND

In Limpopo, the HDA has signed an Implementation Protocol (IP) with the department of Cooperative Governance, Human Settlements and Traditional Affairs (CoGHSTA). One of the objectives in the IP is to support the department with the implementation of housing projects. Within this context, the HDA seeks to engage the services of a fully capacitated security company to security services to protect the project site at Marapong CRU in Lephalale Municipality.

The Lephalale CRU project is developed at the former Marapong Hostel (which has since been demolished) in Lephalale Municipality, Waterberg District. The project will deliver 514 Community residential Units (CRU), which include 8 disabled units, 6 live work units and a community Centre as well as engineering services. The contractor took side on 07 December 2016. The contractor's site security has left the site on mid July 2021, since then the site is not protected against invasion, theft and vandalism.

As a mitigation measure the HDA is to **urgently** procure the appropriately qualified, competent, experienced and professionally registered security company, to provide the counter theft and vandalism services on Marapong CRU project site and ensure a safe and secured environment of the project site including managing unauthorised use, illegal dumping, theft, Vandalism and invasions. The service provider must have tactical reaction unit in its services.

## **2.1. Site Location and Locality**

The CRU site is located in the township of Marapong Ext. 6 in a peri-urban area of the Lephalale Municipal Area of the Waterberg District in Limpopo Province and is defined as a roughly rectangular parcel of land located on Portion 1 of the Farm Grootestryd No. 465-LQ.

The project is located at Marapong Township adjacent to Eskom's Matimba Power Station in the Lephalale Municipality. (GPS Coordinates: Latitude: 23°39'40.69"S Longitude: 27°37'47.18"E).

Follow Nelson Mandela Drive from Lephalale in a western direction, which become road D1675 and which become road D2001. After passing Matimba Power Station on the right, turn right to Marapong. Follow this road for 3,8km and turn right into Marapong. Follow this road for 800m and turn right at crossing. Follow this road for 580m and arrive at the site on the right.

## **2.2. Site description**

The site is situated on the Southern part of the township of Marapong and its main entrance is on Relebogile Street. The total area of the land on which the above site is situated is 6.35 ha (refer to attached site plan – Appendix B and C).

### **The particulars of the development are as follows:**

Site Area: 79 048 m<sup>2</sup>

Proposed Building Area: 31000 m<sup>2</sup>

Number of Proposed CRU: 514 No of Live Units: 1 Security gate house

Total Coverage: 24% (19 035 m<sup>2</sup>).

## **3. SCOPE OF SERVICES**

### **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 to be in Rands (including VAT if charged) and to be structured per month and per 6 months.
- 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 **100 kilometres** of the Lephalale area 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 proof in a collage form to be provided with when submitting 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.

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

- 4.1. The services shall be executed daily, seven (7) days a week, including at night, Sundays and public holidays for a period of 6 months.
- 4.2. The commencement of this service shall be on the date of receipt and acceptance of appointment letter, and terminate after 6 months after commencement.
- 4.3. The service provider must conduct background checks to their security personnel prior deploying to the project site.

#### **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 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 service, 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 service, whether such operation be by the insured and also against any of the special hazards that may be encountered in the performance of this service.

## 7. EXPECTED DELIVERABLES

- 7.1 Provision of competent and well-trained **4 x Grade-C** security officers and their reliefs, including supervisors thereof, who are South African citizens, qualified and competent for the service, on seven (7) days a week, or as and when required including at night, Sundays and public holidays for a period of 15 days.
- 7.2 Availability of **8x Grade B Tactical Reaction Team (TRT)** that will be called as and when required through instruction to perform work (IPW) arrangement as and when there is a mass invasion. The TRT team to be deployed on site within 1(one) hour of receipt of IPW.
- 7.3 Surveillance, monitoring and controlling the Project Site including managing any unauthorised occupation, illegal dumping, Looting, theft, vandalism, invasions and usage of the properties.
- 7.4 Assisting the Law Enforcement units and SAPS to enforce the court order on the Land.
- 7.5 The provision of all service providers' equipment such as vehicles, personal protective clothing, riot control weapons, buttons, radios, required for this service.
- 7.6 Be able to respond to any riot situation should the need arise or ability to combat unlawful occupations.
- 7.7 Preparation, submission and presenting detailed weekly and adhoc incidents or site reports to HDA or as directed by the HDA. This will involve attending a weekly or adhoc performance meeting with the HDA and other stakeholders.
- 7.8 Preparation and submission of detailed invoices with statements for verification and approval by the HDA. All invoices will be paid subject to receipt of the detailed monthly report by the HDA and their compliance to the requirements of the HDA.
- 7.9 The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.
- 7.10 Maintain incidents register, near misses and other incidents that may be of nuisance to the HDA.

## 8. DOCUMENTS SUBMISSION

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 copies relevant certifications, accreditations and licences.
Annexure 2	Valid original Tax clearance certificate, PSIRA registration certificates of the project team and any other security related certificates.
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	Company's list of security infrastructure and active employees. Vehicles list.
Annexure 5	Company's proof of operational office within 100 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 6	Comprehensive operational, invasion and emergency contingency plan in line with the site conditions.
Annexure 7	Central Supplier Database (CSD) report, SDB forms
Annexure 8	Price Breakdown quotation on <b>Annexure 1</b> and on security service provider's letterhead document.

## 9. EVALUATION PROCESS

The **Table 3** below 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>	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"> <li>Profile not related to vehicle monitoring services– <b>5 points</b></li> </ul>	<b>10</b>

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
	<ul style="list-style-type: none"> <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>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>10 Points</b></li> <li>• Security patrolling equipment, branded vehicle/s. (attach list of vehicle/s and pictures reflecting company logos on vehicles) – <b>20 Points</b></li> <li>• A collage of company uniform, riot control weapons, security batons, 2-way radios, OB book, flash lights) – <b>10 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>• Site specific invasion and emergency plan – <b>15 points</b></li> <li>• Site specific project plan (detailed) – <b>5 points</b></li> </ul>	<b>25</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 4 – 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 of this document for site information and **Appendix B and C** for aerial pictures).

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.**

10.1.4. Proof of operational office location in or within 100 kilometres of the subject Land 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**

Proposals should be submitted on or before the **19 August 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**

- 12.1. Further information regarding this tender can be sent via email to: [nqobile.mkhwanazi@thehda.co.za](mailto:nqobile.mkhwanazi@thehda.co.za) or at tel: 011 544 1000
- 12.2. 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.

**APPENDIX A:**

Service Item Quantities – Security Services (Marapong CRU Project Site)

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**Notes:**

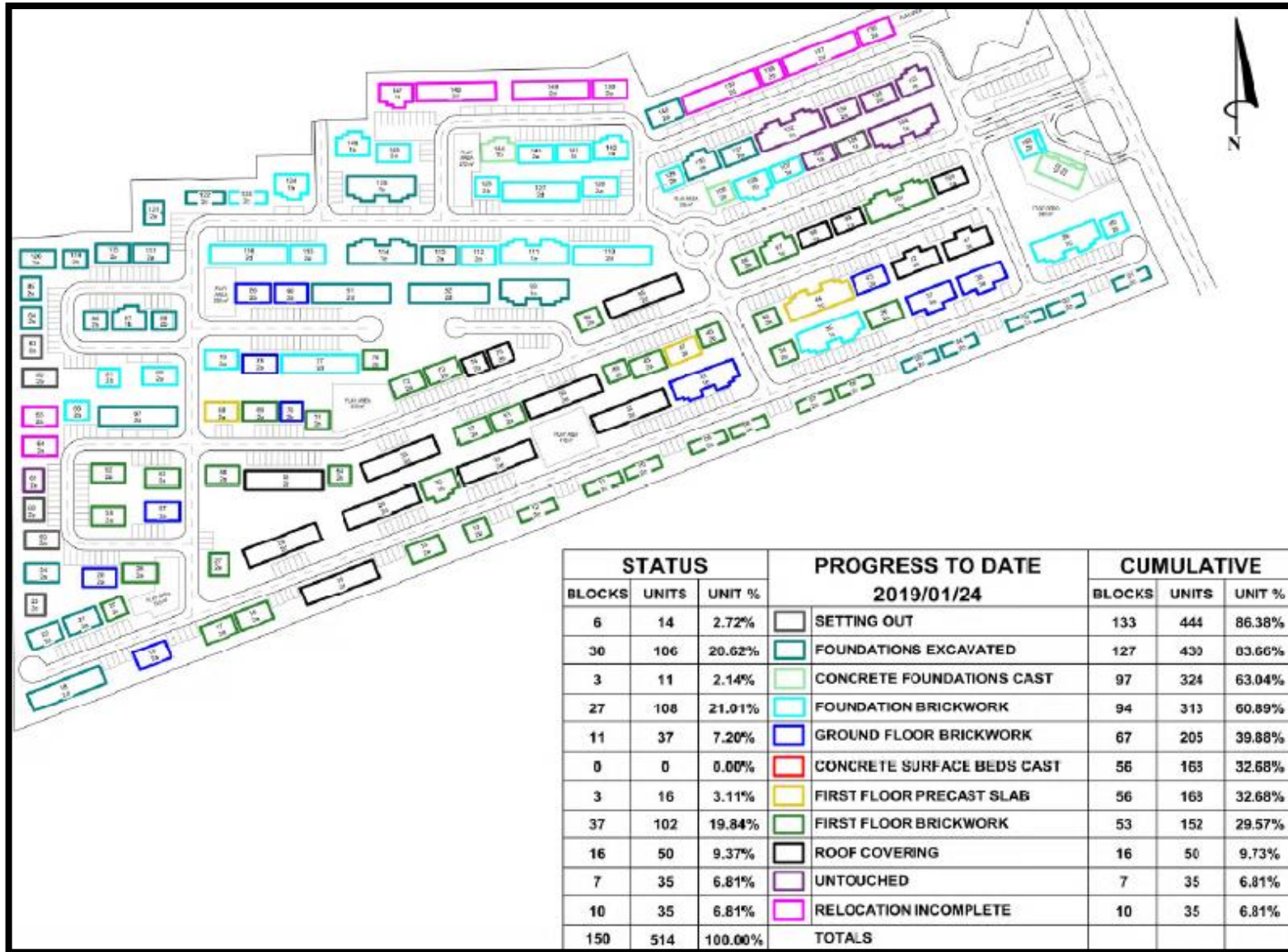
- The rates shall include full compensation for providing all labour, material, equipment, overheads, transportation, relief and supervision required to carry out the services.
- The price quotation shall be valid for the duration of the service and to be Rands (including VAT if charged) and to be structured per day and total cost per month 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	Month/day	Total/6Months
1.	Grade-C security Officer	Each	4		
3.	Vehicle Patrol	Each	1		
4.	Tactical Reaction Team.	Each	8		
5.	Tactical rection vehicles	Each	1		
	Total inclusive cost (excl VAT)				
	Vat				
	Total cost (incl VAT)				

**APPENDIX B: SITE LOCALITY**



**APPENDIX C: SITE DEVELOPMENT PLANS**



STATUS			PROGRESS TO DATE		CUMULATIVE		
BLOCKS	UNITS	UNIT %	2019/01/24		BLOCKS	UNITS	UNIT %
6	14	2.72%		SETTING OUT	133	444	86.38%
30	106	20.62%		FOUNDATIONS EXCAVATED	127	430	83.66%
3	11	2.14%		CONCRETE FOUNDATIONS CAST	97	324	63.04%
27	108	21.01%		FOUNDATION BRICKWORK	94	313	60.89%
11	37	7.20%		GROUND FLOOR BRICKWORK	67	205	39.88%
0	0	0.00%		CONCRETE SURFACE BEDS CAST	56	168	32.68%
3	16	3.11%		FIRST FLOOR PRECAST SLAB	56	168	32.68%
37	102	19.84%		FIRST FLOOR BRICKWORK	53	152	29.57%
16	50	9.37%		ROOF COVERING	16	50	9.73%
7	35	6.81%		UNTOUCHED	7	35	6.81%
10	35	6.81%		RELOCATION INCOMPLETE	10	35	6.81%
150	514	100.00%	TOTALS				