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REQUEST FOR PROPOSALS

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PROVISION OF SECURITY PHYSICAL SURVEILLANCE IN MALMESBURY  
SWARTLAND MUNICIPALITY, WESTERN CAPE  
RFP/CPT/2016/015

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QUOTATIONS TO BE SUBMITTED BY

NOT LATER THAN

12H00 PM ON 22 FEBRUARY 2017

## TERMS OF REFERENCE

Provision of security physical surveillance at Rem of Farm 755/2 Michiel Heyns,  
Swartland Municipality, Western Cape  
RFP/CPT/2016/015

### 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 HDA owns a property in Malmesbury and the property is vacant with no developments on it. The property has been invaded by approximately 100 small scale farmers and there is a need for security measures to be implemented to physically survey the property by means of driving around the area for at least an hour on daily basis to check and also to prevent any further unauthorised occupation of the property.

The extent of the property is 700.781 hectares and is undeveloped with natural vegetation such as trees, shrubs and grass. The property has approximately 150 informal structures.

The property is located between developed sections of Malmesbury and Greater Chatsworth townships. There is an informal settlement across the property thereby exposing the property to high risk of invasion of the property due its location. Part of the property, 3 hectares has been released to the Department of Public Works for construction of an academic school. There is a need for security measures to be implemented to physically survey the property by means of driving around the area for at least an hour on daily basis and prevent any unauthorised occupation of the property.

#### 2.1. Physical Location

The property is located on Rem of Farm 755/2 Michiel Heyns. The size of the property is 700.781 hectares and is a vacant land with approximately 100 illegal structures.

Erf Number	Size Hectares	Land Occupancy Status
Rem of Farm 755/2 Michiel Heyns	700.781	150 informal structures

An aerial view of all above portions is indicated on locality map attached to Annexure 1.

### **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 services for the property.

#### **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 breakdown 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.
- 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 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.
- 3.1.5.** The service guards requires to be fully uniformed and have a branded security company vehicle/s when performing these services and ownership proof of these should be provided on tender proposal documents.

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

- 4.1.** The services shall be executed daily for approximately an hour on 7 days per week, or when required including Sundays and public holidays on a 12 months contract term.
- 4.2.** The commencement of this service shall be on the 1<sup>st</sup> April 2017 and terminate on the 31<sup>st</sup> March 2018.

### **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 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. EXPECTED DELIVERABLES

- 6.1. Inspections of the land portions daily for approximately an hour on 7 days per week, or when required, by driving around and monitor the areas for any invasions or construction of unauthorised structures and dumping, and thereafter facilitation of deconstruction of such structures by the owner of same or by the security company.
- 6.2. The provision of all service providers' equipment such as vehicles, qualified, competent and well-trained officers and supervision thereof, required for this service.
- 6.3. Preparation and submission of detailed site report to HDA monthly or as directed by the HDA.
- 6.4. Preparation and submission of detailed invoices for verification and approval by the HDA.
- 6.5. The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.
- 6.6. 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. EXPECTED DELIVERABLES

- 7.1 Submit the proposal documents in the following sequence;
  - 7.1.1 Annexure 1: Company profile with all certified copies of relevant certifications, accreditations and licences (CV's, awards, etc).
  - 7.1.2 Annexure 2: Valid original Tax clearance certificate, PSIRA registration certificate and any other security related certificates (certified copies).
  - 7.1.3 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.
  - 7.1.4 Annexure 4: List of References and 3 testimony letters (contactable) not older than 3 years.
  - 7.1.5 Annexure 6: Company's list of security infrastructure.
  - 7.1.6 Annexure 7: This RFP document and your company proposal with implementable security operational plan as per the site conditions.
  - 7.1.7 Annexure 8: Price Breakdown quotation.

## 8. 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.

### 8.1. Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<b>Compliance to ToR</b>	Compliance to section 7 of this document.	<b>10</b>
<b>Company profile (Attach Organogram)</b>	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>• Submission – 5 points</li> <li>• Relevance of the profile – 15 points</li> </ul>	<b>20</b>

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<b>Organisational Capacity and Experience</b>	Related work and experience in fields related to the security services. <ul style="list-style-type: none"> <li>• 1 to 2 years – 5 points.</li> <li>• 3 years and above - 20 points</li> </ul>	<b>20</b>
	Proof of related and contactable references (attach copies of reference letters). Minimum of 3 references. <ul style="list-style-type: none"> <li>• 1 reference – 10 points.</li> <li>• 2 references – 15 points.</li> <li>• 3 and above – 20 points.</li> </ul>	<b>20</b>
<b>Work Plan</b>	Detailed security operational plan.	<b>30</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:-

## 8.2. Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<b>Price</b>	Detailed budget breakdown	80
<b>BBBEE (Status Level Verification Certificate)</b>	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

- The HDI proposal will be evaluated as per PPPFA regulations.

## 9. GENERAL

### 9.1. Below are compulsory requirements for this service:

**9.1.1 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 “1” for aerial picture).**

**9.1.2 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.**

**9.1.3 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. TERMS AND CONDITIONS**

- 10.1.** 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.
- 10.2.** No payment will be made where there is an outstanding information/work by the service provider/s.

## **11. SUBMISSION OF PROPOSAL**

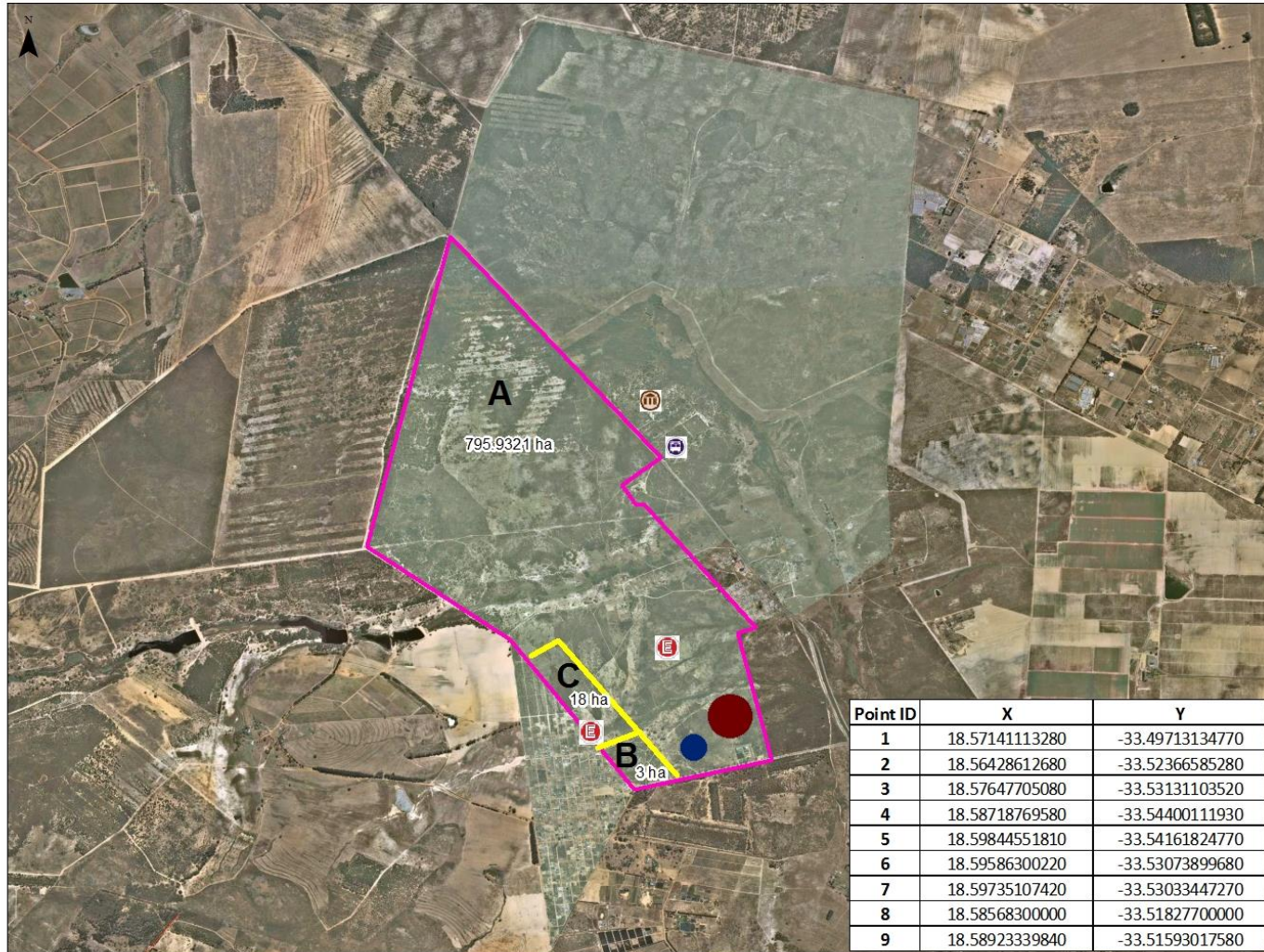
- 11.1.** **Proposals should be submitted on or before the 22<sup>nd</sup> February 2017 by no later than 12h00 to the following address:**

**The Procurement Officer  
The Housing Development Agency  
Block A, Riviera Office Park  
6-10 Riviera Road, Killarney, Johannesburg 2193  
Tel: 011 544 1000**

- 11.2.** Further information regarding technical matters can be sent an email to: [thabiso.limpe@thehda.co.za](mailto:thabiso.limpe@thehda.co.za) or at tel: 011 544 1000, and
- 11.3.** Further information regarding supply chain matter and queries can be sent via email to: [sindisiwe.mweli@thehda.co.za](mailto:sindisiwe.mweli@thehda.co.za) or at tel: 011 544 1000
- 11.4.** 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**

Western Cape, Malmesbury, Farm Michiel Heyns: Rem of 755/2




land@thehda.co.za

### Legend

- Towns
- Cities /Major Towns
- Informal Settlements 2011
- 🏫 Educational Institutions
- 🏥 Medical Facilities
- Ⓜ Places of Worship
- 🛒 Shopping Facilities
- 🚗 Transportation
- Municipality Infrastructure
- Municipality Infrastructure
- 📐 Proposed Dev. Area
- 🌾 Agriculture
- 🛣 Highways
- 🛣 Main Roads
- 🚊 Railway
- 🏘 Suburbs
- 📐 Local Municipality
- 📐 District Municipality
- 📐 Provincial Boundary

