

Block A, Riviera
Office Park
6-10 Riviera Road
Killarney,
Johannesburg
South,Africa
2041



REQUEST FOR PROPOSALS

SECURITY SERVICES AT ERF 4049, BETHLEHEM
DIHLABENG MUNICIPALITY, FREE STATE
RFP/FS/2016/006

QUOTATIONS TO BE SUBMITTED BY
NOT LATER THAN
12H00 PM ON 22 FEBRUARY 2017

TERMS OF REFERENCE

Security services at Erf.4049 Bethlehem, Dihlabeng Municipality, Free State
RFP/FS/2016/006

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 and the Free State Department of Human Settlements (FSHS) have entered into the Service Level Agreement to facilitate acquisition and management of Free State Provincial Human Settlements Department (PHSD) property portfolio and further this agreement incorporated on the Implementation Protocol signed between the two parties.

HDA purchased properties on behalf of FSHS and part of these properties is Sub 20 (of Portion 7) of Erf 4049 in Bethlehem. This property is currently occupied by 4(four) families without the consent of the HDA.

The property is located within a developed section of Morelig Township in Bethlehem. There is a potential risk of further invasion of this property due to its location. The HDA therefore requires a service of the security service provider to guard the property against any further invasion, damages and unauthorised use.

2.1. Physical Location

2.1.1. The site is located on Erf 4049, no.13 Mc Nicol street, in Morelig township, Bethlehem.

Erf Number	Size Hectares	Land Occupancy Status
Sub 20 (of Portion 7) of Erf 4049	0.3898	Unauthorised occupancy (4 families)

An aerial view of above property is indicated on locality map attached to Annexure 2.

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. 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, stationary and any security related working tools, qualified, competent and well trained officers and supervision thereof.
- 3.1.5.** 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 a 24 hours/7 days a week including Sundays and holidays on a 12 months contract term.
- 4.2.** The commencement of this service shall be on the 1st April 2017 and terminate on the 31st 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. 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 security guards (**1 guard-dayshift and 1 guard-nightshift**) on a 24hours/7 days a week including Sundays and Holidays.
- 7.2.** The provision of all service providers' equipment such as vehicles, qualified, competent and well-trained officers and supervision thereof, required for this service.
- 7.3.** Preparation and submission of detailed site report to HDA monthly or as directed by the HDA.
- 7.4.** Preparation and submission of detailed invoices for verification and approval by the HDA.
- 7.5.** The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.
- 7.6.** 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.

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: List of References and 3 testimony letters (contactable) not older than 3 years.
 - 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
Compliance to ToR	Compliance to section 8 of this document.	10
Company profile (Attach Organogram)	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"> • Submission – 5 points • Submission and Relevance of the profile – 20 points 	20
Organisational Capacity and Experience	Related work and experience in fields related to the security services. <ul style="list-style-type: none"> • 1 to 2 years – 5 points. • 3 years and above - 20 points 	20
	Proof of related and contactable references (attach copies of reference letters). Minimum of 3 references. <ul style="list-style-type: none"> • 1 reference – 10 points. • 2 references – 15 points. • 3 and above – 20 points. 	20
Approach, Methodology, Work Plan and Process	Detailed approach, methodology and process to be adopted in the project. Project plan to be linked to deliverables and outputs <ul style="list-style-type: none"> • Approach – 5 points • Methodology – 20 points • Project Plan – 5 points. 	30
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 HDI 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.**

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 22nd 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**

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: sindisiwe.mweli@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 (Sub 20 (of Portion 7) of Erf 4049)

Note:

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

Item	Description of work	Unit	Qty	Rate/month	Total/annum
1.	Grade D security guard (Day Shift)	Each	1		
2.	Grade D security guard (Night Shift)	Each	1		
	Total inclusive cost (excl VAT)				
	Vat				
	Total cost (incl VAT)				

ANNEXURE 2

Sub 20 (of Portion 7) of Erf 4049, Restrooms, Bethlehem, Dhlabeng LM: FS



land@thehda.co.za



Legend

- Cities /Major Towns
- Housing Projects 2011
- Informal Settlements 2011
- Highways
- Main Roads
- Streets
- Railway
- Perennial Rivers
- Dams
- Property
- Suburbs
- Local Municipality
- District Municipality
- Provincial Boundary

