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REQUEST FOR PROPOSALS

**APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SECURITY SERVICES
AND PROTECTION OF STAFF AT THE HDA LIMPOPO (POLOKWANE) OFFICES**

RFP/LIM/2021/007

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 15 DECEMBER 2021

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SECURITY SERVICES AND PROTECTION OF PREMISES AND PROTECTION OF STAFF AT THE HDA LIMPOPO (POLOKWANE) OFFICES

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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.

Due to inherent security risks, the HDA is seeking a security service provider that will provide two armed security personnel to safeguard the fifth floor of the building in terms of access control, possible invasion by the communities as well serve as bodyguards for staff as and when required for a period of six months.

1.1. Physical Location

The premises is located at 89 Biccard Street, Block B ,Millenium Building, Polokwane, 0699

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-armed security guards (Grade B) at the HDA Polokwane on:

- 2.1 Protection of facilities, assets and staff on the Ground Floor offices at 89 Biccard Street.
- 2.2 Controlling of access of entrance of the HDA offices on the Ground Floor and egress of persons, including recording visitors' particulars and booking them out on departure.
- 2.3 Provision of two (2) bodyguards as and when required by the staff.
- 2.4 The bodyguard will be required to accompany staff members to other areas within the Polokwane Town.

3. GENERAL REQUIREMENTS

- 3.1 The contract duration will be **Eight (8) months only**.
- 3.2 All quotations/price proposals must be valid for the duration of the service.
- 3.3 Security services shall be executed by a company properly registered and compliant to PSIRA
- 3.4 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 be worn conspicuously at all times.

- 3.5 The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference.
- 3.6 The service provider shall ensure that its team has relevant expertise and have necessary equipment such as two way radios, surgeways, stationary and any security related working tools, qualified, competent and well trained officers and supervision thereof, required to undertake the work on the premises.
- 3.7 Information on your company, date of operation, licenses, list of at least 2-5 main clients, company central office and total number of staff including operational teams.

4. EXPECTED DELIVERABLES

The Service provider shall,

- Be fully responsible for all work and services performed by its security officers.
- 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.
- 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.
- 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, including, but not necessarily limited to the following applications:-

5. Number of guards required

- 5.1 Security services shall be performed by **two (2) armed security officers** during the day between 7AM to 7 PM from Monday to Friday
- 5.2 Security guards shall be **Grade B (Male or Female)** and be able to conduct physical security (access and egress control)
- 5.3 Control and prevent any unauthorised people from entering the Ground Floor of the 89 Biccard Street office complex in order to safeguard the employees and property of the HDA.
- 5.4 Provide (2) **two armed bodyguards** on an as and when required basis

NB: Both services will be for Eight (8) months linked to the current MTOP duration.

6. Other security related services

- 5.5.1 Preparation and submission of detailed site and incidents reports to HDA weekly, at ad-hoc and a detailed one monthly or as directed by the HDA.
- 5.5.2 Preparation and submission of detailed invoices for verification and approval by the HDA.
- 5.5.3 Attend monthly or ad-hoc meetings when required to do so by HDA.
- 5.5.4 The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.

5.5.5 Record all events and incidents in an occurrence book.

5.5.6 Perform other access control duties as may be instructed from time to time.

5.5.7 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. 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. Proposals will be evaluated in terms of the following criteria:

7.1 Pre-qualification (Stage 1)

The compulsory documents to be submitted with the tender are as listed below. Failure to submit any of the documents will result in the tenderer being disqualified and not considered for the next stage, i.e., Functionality.

- Valid and Original or Certified B-BBEE Status level 1-4 verification Certificate.
- In a case of Joint Ventures or Consortium, submit consolidated Valid and Original or Certified B-BBEE Status Level Verification Certificate
- Valid PSIRA registration certificate.

Failure to submit the above-mentioned document will lead to automatic disqualification

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.

7.2 Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company Profile	<ul style="list-style-type: none">• Not related to security guarding and patrol services. – 0 points• Related to security guarding and patrol services. – 5 points• Related to security guarding and patrol services with tactical reaction services. - 10 points.	10
Company Experience	Attach signed letters of appointment with awarding company logo or purchase orders: a) 0-projects = 0 points b) 1-project = 5 points c) 2-projects = 10 points d) 3-projects = 15 points e) 4 projects = 20 points f) 5 projects = 30 points	30
Capacity	A list of active employees and security infrastructure (batons, radios, shields and armaments etc.) (10) points	20

	A collage of company uniform, riot control weapons, security batons, 2-way radios, OB book, flashlights, etc (10) points	
Company Work Plan	Security Operational, Safety and Training Plan for security officers (20) points	20
Methodology	<ul style="list-style-type: none"> • Proposed methodology (10) points • Reaction units and contingency plans for emergency situations i.e. riots, strikes, etc. (10) points 	20
TOTAL		100

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

7.3 Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE	B-BBEE Level Contributor	20

The HDI proposal will be evaluated as per PPPFA regulations.

8. GENERAL

8.1 Below are requirements for this service.

8.2 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.

8.3 Kindly submit the following together with your proposal:

- Company profile document
- 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).
- Letter of good standing from workman's compensation commissioner.
- Valid Unemployment Insurance Fund (UIF) proof of registration.
- Proposal with quotation

8.4 Further information regarding technical matters can be sent to Leago Mokwana
Tel: 015 283 8161 or an email to: Leago.Mokwana@thehda.co.za

8.5 Further information regarding supply chain matter and queries can be send via email to: Jerry Makofane or jerry.makofane@thehda.co.za

9. SUBMISSION OF PROPOSAL

9.1. Proposals should be submitted on or before the **15th of December 2021** by no later than 12h00 to the following address:

**The Procurement Officer
The Housing Development Agency, 2nd Floor,
Block B, 1 Maxwell Drive,
Megawatt Park,
Sunninghill,
2157**

9.2. 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.