



REQUEST FOR QUOTATION

**APPOINTMENT OF THE SERVICE PROVIDER FOR THE PROVISION OF MONITORING
AND ARMED RESPONSE SECURITY SERVICES FOR A PERIOD OF 8 MONTHS**

RFQ/NW/2023/002

**QUOTATIONS TO BE SUBMITTED BY
NOT LATER THAN 23 JUNE 2023 AT 11H00**

Terms of Reference

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.

2. BACKGROUND

- 2.1. The HDA requires a service of the monitoring and armed response security services of their office building located **at 34 Andesiet drive, Rivera Park, MAFIKENG, North West.**
- 2.2. The HDA is therefore hereby seeking to appoint the appropriately qualified, competent, experienced, and professionally registered security services providers to provide Monitoring and patrolling services on their leased premise. The service provider must ensure a safe and secured environment of the property including managing access and egress after hours.

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 operation office in (Mafikeng) and within **30 kilometres** of the service sites and demonstrate that they are able to attend to the emergencies at the service site in less than 30 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 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.
- 3.1.7. 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 daily for a minimum of twenty-four (24) hours daily (7 days a week) including Sundays and holidays for a period of eight (08) 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. Scope of Work

The HDA requires the service to be rendered as follows:

Monitoring and armed response including patrolling around the vicinity of the HDA building,
34 Andesiet Street
Rivera Park
Mafikeng

Panic System activate	Daily
Patrol Services	Daily
Electric fence monitoring	Daily
Open and close monitoring	Daily
Access coded for 8x HDA staff	Daily
Monthly Printed Report	Monthly
Fixed monthly Invoicing	Monthly

NB: The service will be rendered for 08 Months and fixed monthly Invoicing inclusive of report

6. General

6.1 Below are compulsory requirements for this service.

- Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SAIDSA, PSIRA, COIDA