

RFP 02/2022

**PROVISION OF PHYSICAL SECURITY SERVICES FOR STATE DIAMOND TRADER FOR
A PERIOD OF 36 MONTHS**

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**Jewellery Manufacturing Precinct, Superblock Building, OR Tambo International Airport Special
Economic Zone (ORTIA SEZ PRECINCT 1), Bonaero Drive, ACSA Precinct, Bonaero Park, 1619**

Board members

**Ms M Ledingwane (Chairperson), Ms T Mokwena, Mr L Rapoo, Major General N Mokoena, Ms M Mosing,
Mr C Khosa, Mr W Mabapa, Mr G Du Plessis, Mr B Deka, Ms D Nyakale, Mr K Menoe, Mr J Hugo,
Mr SM Mnguni (Chief Executive Officer), Mr Sihle Mhlangu (Company Secretary)**

1. Introduction to State Diamond Trader

The State Diamond Trader is a state-owned entity established in terms of section 14 of the diamonds Act, 56 of 1986 as amended ("the act"). It is classified as a schedule 3B entity of the Public Finance Management Act. The vision of the state diamond trader is to be the catalyst for the transformation and growth of the local diamond beneficiation industry. Aligned with this vision, the entity has as one of its strategic objectives is to ensure acquisition of and equitable access to rough diamonds, with a focus on historically disadvantaged groups.

The State Diamond Trader invites certain qualified bidders to submit tenders and proposals in accordance with the rules set out in this RFP for the provision of the:

- physical security services for a period of three (3) years

A submission of a tender by you in response to this Invitation will be deemed as your acceptance of the State Diamond Trader terms and conditions of this tender.

2. Structure of the RFP

No	Description of the document content	Document Name
1.	Documents outlining the RFP background, conditions and instructions.	Main RFP
2.	Document outlines the business requirements, technical competency requirements and any other information related to the tender requirement.	Technical specification
3.	Documents required (Standard Bidding Documents) as per National Treasury for all competitive bidding process and must be returned with bid submission.	SBD Documents
4.	The proposed agreement under which SDT wishes to contract the services.	Draft service level agreement
5.	Response templates. Templates that are required to form part of the Bidder's Tender response.	Pricing Schedule

3. Key Timelines & Activities

The table below highlights all the important dates and times for this bid from the time of bid publication until closing date for submission.

No	Activity	Date & Time
1	Bid Publication on National Treasury's eTender website, SDT website and other applicable media	1 st July 2022 at 11h00
2	Compulsory/ Non-compulsory Bidders briefing session	No briefing session will be conducted. Bidders are to send any queries to archellisr@statediamondtrader.gov.za
3	Bidders to submit written questions	1 st July until 28 July 2022 close of business (16h00).
4	SDT to respond to written questions posed by bidders	4 th July until 28 July 2022 close of business (16h00).
5	Tenders due ("Closing Date and time")	29 July 2022 at 11h00

4. Instructions to Bidders

4.1 General Instructions

This document constitutes a Request for Proposal (RFP) which details State Diamond Trader's requirements for service provider for the provision of physical; security for a period of three (3) years. All bidders must comply with the requirements and instructions as set out in the RFP.

Bidders must ensure that information and documentation supplied can be easily understood and thus, evaluated in a fair and consistent manner. All pricing information must be fully disclosed with all charges clearly defined.

5. Scope of Service

The appointed service provider will be expected to provide security service as follows:

- Day shift 07H00–17H00
- 2 X Armed guards with handguns and all with minimum Grade C security Training during day shift.
- Armed Security Guards with minimum Grade C Training during day shift, must have a firearm competency certificate.
- Monitor security systems at State Diamond Trader office;
- Perform On-site patrolling of State Diamond Traders buildings and premises.

Additional Requirements

- Provision of security service five (5) days a week day shift, however in case of emergencies the service provider will be required to have someone on standby to attend such situations.
- The service provider must provide and OHS plan.
- The security officer that will be deployed on site should be trained on factors of emergency evacuations.
- Security Officers (including supervisor) must always be in uniform.
- Security Officers (including supervisor) must be physically and mentally fit for proper execution of their duties. No security guard should report for work under the influence of any intoxicating substance(s) [i.e. alcohol, etc].
- Security Officers (including supervisor) must be presentable at all times, dedicated and display professionalism in their conduct which shall imply inter-alia that there shall be no unnecessary arguments with visitors, staff or discourteous behaviour towards them.
- Declaration that the security officers (including supervisor) shall refrain from any action which might be to the detriment of the SDT or its employees.
- Security Officers and/or their supervisor are prohibited from reading and handling documents or records, (save for the purposes of distribution as necessary), therefore no information concerning the SDT or third party must be furnished to the public or any media by the Security Company and/or its employees.
- Recording of all security related incidents in relevant Registers.
- Security Officers must be inspected twice per week by the Security Company or its representative, while records of such visits must be kept.
- Company shall provide PSIRA records to re-affirm that the security officers are properly registered. The Security Company will be subjected to security screening including their directors. This will be in compliance with the Protection of Personal Information Act (POPIA) requirements.
- The service provider must furnish information of security screening records of their security officers.

- The service provider shall take all possible steps to ensure that the execution of its duties is as intended in the agreement.
- Adaptability of the security officers to the nature of the environment and appropriate response to same as necessary from time to time.
- The service provider will be required to do inspection during shutdown period such as Festive season and Easter holidays.
- The security officers will be required to perform duties in compliance with Occupational Health and Safety regulations.
- The service provider must submit the individual CV's of Supervisor and security officers on appointment.

6. Project Outcome

Employees and Assets of the SDT Office are protected, 5 days a week. Additionally, the service provider is expected to provide service as and when required on weekends and public holidays.

7. Reporting Requirements

- The Supervisor must call and report immediately any security breaches to the relevant SDT official and provide written report thereafter.
- Provide monthly reports and the meeting will be held between Service provider and SDT representative when need arise.

8. Contract Duration

The appointed service provider shall provide security services for a period of thirty six (36) months.

9. Evaluation Process

After the closing date of the bid invitation, all received bid proposals will be evaluated for compliance and selection. The following evaluation method will be used to evaluate bids.

9.1 Gate 0 - Administration Evaluation

Bidders must submit the following administrative standard bidding documents (SBDs) fully completed and signed.

- SBD 1 Invitation to Bid
- SBD 4 - Declaration of Interest
- SBD 6.1 - Preferential Point Claim Form – **Non-submission will result into a zero score on B-BBEE points.**
- Certified BBBEE certificate /sworn affidavit

a. Gate 1 – Mandatory Evaluation

Failure to meet the requirements stated on the table below will result into instant disqualification.

No.	Mandatory Requirement	Document to be submitted as proof of evidence
1.	The service provider must be registered with Private Security Industry Regulatory Authority (PSIRA).	A valid certified copy of PSIRA registration certificate
2.	The service provider must have registered firearms in their possession	a valid certified firearm (hand guns) competency certificate
3.	The service provider must have a security training plan in place	Detailed security training plan

b. Gate 2 – Functionality Evaluation

Only bidders that have met mandatory requirements in Gate 1 will be evaluated in Gate 2 for Functionality. In the technical analysis criteria, bidders will need to attain a minimum 60 of out of 100 points to proceed to the next stage, i.e., Price and B-BBEE evaluation.

No.	Criteria	Measure of Criteria	Weight
1.	Company Experience - Reference Letters	<p>The Company should have a minimum of five (5) years' experience in working with businesses that deal with high value goods in the mining and manufacturing sector. The Company should submit a minimum of three reference letters (on the letterhead of the company providing such reference) with verifiable contact details, where the bidder has provided protection and business operations, the reference letter should:</p> <ul style="list-style-type: none">• The letter should include the scope of work conducted	45

		Point Allocation: Less than 5 years = 0 5 years and above = 45 15 points per letter.	
2	Infrastructure	An office that is equipped as per PSIRA requirement and be recognized by PSIRA as the registered office in terms of accreditation, that include at least a telephone line, e-mail address or fax number and is accessible 24 hrs, 7 days a week. Proof to be submitted: The bidder must submit a Municipality Letter not older than 3 months or a lease agreement showing the period and be certified.	10
3	Site Manager Experience	The Site Manager should have a minimum of five years 'experience within the security industry, attach CV. Firearm hand-guns competency certificate, attach valid and certified hand-gun competency certificate. Site Manager Experience (30) Firearm competency (15)	45
Total			100

c. Gate 3 – Price and B-BBEE Evaluation

- In the third stage of the evaluation, Tenders that passed the prescribed technical threshold will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2017.
- Provide fixed price quotation for a thirty six months (36).
- Only one price adjustment per annum will be accommodated based on the statutory/or sector agreements increases as per PSIRA tariffs.
- Cost must be VAT inclusive and quoted in South African Rand.

Criterion	Points
Price	80
B-BBEE	20
Total	100

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

10. Special Conditions of Contract

Security Officer's to be deployed (Experience and Training)

- The officer should have a minimum of five years 'experience within the security industry, attach CV.
- Security Officers should have a Grade C PSIRA certificate.
- Security Officers should have a Firearm competency certificate Hand Gun.

11. Other Conditions

- Individuals and company registration with PSIRA will be verified for the appointed service provider.
- The SDT reserves the right to end the contract at any stage in accordance with the General Conditions of Contract.
- SDT reserves the right not to appoint any bidder.
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12. Bid Validity

Bid must be valid for a minimum period of 180 days from the closing date of the tender.

13 .Submission of Proposal

Bid documents will only be considered if received on or before the Closing Date and Time, regardless of the method used to send or deliver such documents to State Diamond Trader. Bids can be hand delivered to the second floor or posted using the addresses below.

No Emailed bids will be accepted

Late tenders will not be accepted

Physical and Postal Address:

Jewellery Manufacturing Precinct, Superblock Building
OR Tambo International Airport Special Economic Zone (ORTIA SEZ PRECINCT 1)
Bonaero Drive, ACSA Precinct
Bonaero Park
1619

14.Special Conditions

14.1 The Bidder must be fully tax compliant. As an organ of state, State Diamond Trader cannot conduct business with a company whose tax matters are not in order as declared by SARS.

14.2 Bidders who wish to render services to State Diamond Trader must be on or will register on the National Treasury Central Supplier Database (CSD) as per National Treasury Circular No.3 of 2015/6- Central Supplier Database.

14.3 State Diamond Trader will disqualify a bidder/s who engages in the following:

14.3.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder in respect of the subject matter of this RFP;

14.3.2 Seeks any assistance, other than assistance officially provided by a government entity, from any employee, advisor or other representative of a government entity in order to obtain any unlawful advantage in relation to procurement or services to be provided to a government entity;

14.3.3 Makes or offers any gift, gratuity, anything of value other inducement, whether lawful or unlawful, to any of SDT official or other representatives;

14.3.4 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to the procurement or service to be provided to the entity;

14.3.5 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or result from the award of any tender, contract, right or entitlement which is in any way related to services to be rendered to the entity;

14.3.6 whose Tender contains a negligent misrepresentation which is materially incorrect or misleading

14.3.7 who materially fails to comply with any conditions or requirements of this RFP.

15. Enquires

SCM Enquires: Supply Chain Management Officer

Email: archellisr@statedimaondtrader.gov.za

Contact Number: 010 003 0310