



REQUEST FOR TENDER

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY SERVICES AT ALL KEY POINTS IN MASILONYANA LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

TENDER NO: 2023/02/001

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1. BACKGROUND

Masilonyana Local Municipality (MLM hence forth) comprises of four towns which are Theunissen (the administrative head office), Brandfort, Winburg and Verkeerdevlei it also consists of ten wards. Masilonyana Local Municipality is situated in the middle of Free State Province, with 2 national roads passing through (ZR Mahabane & N1 roads) all 4 towns. This centrality places the Municipality on an advantageous role in terms of Marketing and Tourism.

According to CS 2016, there were 62770 persons living in the MLM area of jurisdiction translating into 21558 households; 89.1% of the population belongs to the Black African population group, 9.8% to the White population group, 0.9% to the Coloured population group and 0.2% to the Asian/Indian population.

MLM has a three (3) year security contract, which has been extended on a month basis until a new service provider has been appointed. It is thus required to invite bidders of registered security companies to submit their bids for the forth coming three (3) year period to provide the required security services as specified to protect the Infrastructure, Water purification plants, assets and property of MLM.

The main security risks/threats are the follow but not limited to:

- Armed robbery, theft, fraud, and malicious damage to MLM property, equipment, materials, assets, and Electrical cables.
- Armed robbery, theft of public and malicious damage of public property while within the Centre be they day or Night.
- Unauthorized access to the infrastructure and water purification plant and sewer stations.
- Fire hazards relating to infrastructure and the sites where equipment is stored.
- Vandalism of MLM assets and infrastructure including all treatment plants, pump stations and resevoirs
- Uncontrolled access to the area by non-MLM employees via other entrances other than the main gates of all sites.

2. INVITATION TO TENDER

Bidders are hereby invited to submit bids to provide security services to Masilonyana local municipality: MLM for a period of three (3) years. The tender process will be co-ordinated by Masilonyana Local Municipality Supply Chain Management (SCM) section at the following address:

47 Le Roux Street
Theunissen
Masilo
9410

3. TENDER SPECIFICATION

Detailed specification is included as **Annexure A**.

4. COMPULSORY BRIEFING SESSION

The briefing session is compulsory and will be conducted at the time and date given below

Date: 14 March 2023
Time: 12:00
Venue: 47 Le Roux Street
Theunissen
Masilo
9410

5. SUBMISSION OF TENDER

As described in the National Treasury Instruction note on the amended guidelines in respect of Bids that includes Functionality as a criterion for evaluation (Issued 3 September 2010), the two-stage system will be used for this bid.

Service Providers are to submit one (1) pack of original proposals, marked "ORIGINAL" with pricing included in a separate envelope and one (1) pack of copies, marked "COPY" with pricing excluded in a second envelope.

NB: Financial or pricing details (Annexure B) should ONLY be included in the pack marked "ORIGINAL". Financial information included in the "copies" will lead to your bid being disqualified.

NB: Failure to submit 1 pack of original and 1 pack of copy, will lead to your bid being disqualified.

NB: All documents must be clearly labelled.

Closing date for submissions is **Thursday 30th March 2023 at 12:00**

TENDERS MUST BE SUBMITTED IN THE TENDER BOX LOCATED AT:
47 Le Roux Street
Theunissen
Masilo
9410

The Bid box is open during office hours (07:30 – 16:00), Monday to Friday.

NB: BIDDERS ARE REQUIRED TO DELIVER THEIR BID TO THE CORRECT ADDRESS TIMEOUSLY IN ORDER FOR THEM TO BE CONSIDERED. BIDS RECEIVED LATER THAN THE CLOSING DATE AND TIME, E-MAILED AND FAXED WILL NOT BE ACCEPTED AND WILL BE DISQUALIFIED.

6. GENERAL TERMS

All documents submitted in the response to this request for tender (RFT) must be written in English.

Bidders shall not assume that information and/or documents supplied to the MASILONYANA LOCAL MUNICIPALITY, nor at any time prior to this RFT are still available or that they will be considered, and shall not make any reference to such information and/or documentation in their response to the RFT.

Each tender shall be valid for a period of Three (3) months (90 days) calculated from the closing date of this tender. Any enquiries relating to Supply Chain Management and technical specification queries must be submitted in writing to **Ms. Keabetsoe Kotsamere** at the following e-mail address: Kea@masilonyana.co.za. Tender number and name must be quoted in all e-mail enquiries. Deadline for submission of enquiries is **30th of March 2023**. No feedback will be provided after the deadline.

The appointment of a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, the MLM reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tender not be acceptable.

Tenders must include the following documentation (**Failure to submit any of the required documents will lead to disqualification and the bidder will not be considered for technical evaluation on paragraph 13**):

- a) **A copy of the company central supplier database (CSD) registration report. The tax status of the company must be tax compliant.**
- b) Valid and certified copy of the **company's Private Security Industry Regulatory Authority (PSIRA)** registration certificate as Security Service Provider.
- c) Valid and certified copy of **company owner(s) or management team's Private Security Industry Regulatory Authority (PSIRA)** registration certificate(s).
- d) A copy of **Liability Insurance Cover** for the company and the amount available per claim to be not less than R3 Million. A Letter of Intent from a registered financial services provider or an insurance company will be accepted. Application for public liability insurance alone will not be accepted.
- e) A valid and certified copy of the **Unemployment Insurance Fund (UIF) letter of compliance** issued by the Department of Labour.
- f) **A valid and certified copy of letter of good standing** from the office of the **Compensation Commissioner** as required by the Compensation for Occupational Injuries and Diseases Act (COIDA).
- g) **Fee/cost structure as for Annexure B** (NB: This information must only be included in the pack marked "original").
- h) The Company's health and safety policy and health and safety training plan.
- i) The service provider be willing to go through the vetting process with the relevant stake holders
- j) **The bidder must have an established operational control room in boundaries of Masilonyana or willing to setup one in Masilonyana with 14 days after appointment.**
Proof of address must be submitted in the form of a Masilonyana municipal account or validation of company street address provided by the Account from service providers offices municipality, with a municipal account not owing more than (90) days of municipal services.

Each tender document must also include the following documentation, although failure to submit these documents will not result in disqualification.

- a) **Company information and profile:** mission statement and policies with an indication of the management, communication and supervision structures and including a section on how staff will be managed onsite.
- b) **The details of the services that will be provided:** The availability of control room to monitor alarm activations and dispatch the armed response vehicle and staff stationed in the required sites, vehicles and other equipment to fulfil duties as per the specification.
- c) **Track record/traceable references for verification purposes:** Provide the names and contact details of at least four (4) current or previous clients that have been provided with security services and details of similar projects completed in the past and those still running.
- d) Proof of its **B-BBEE Status Level of certification.** A bidder failing to submit proof of B-BBEE status level of certification or non-compliant contributor to B-BBEE will not be disqualified, however will be awarded 0 points for B-BBEE. A valid original or original certified Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificate or original sworn affidavit or original certified sworn affidavit must be submitted.

7. CONFIDENTIALITY

Any or all information made available to the Service Provider by MLM shall be regarded as confidential and shall not be made available to third parties without the prior written consent of MLM.

8. PREPARATION OF PROPOSAL

MLM shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

9. TENDER DOCUMENTATION AVAILABILITY

The tender documents are available from MLM Offices for R585.00 OR downloaded on e-tenders website www.etenders.gov.za for free.

10. CONTRACT PERIOD

A three (3) years contract will be entered into with the Service Provider and will be reviewed based on performance monthly from the date of commencement.

11. PRICING

Based on the specifications outlined in Annexure A, give a **specific pricing breakdown** for the three (3) year contract (please include the pricing for two-way radios, and all the other items charged for in the breakdown). Salaries include wage increments for the duration of the contract;

only wage increment adjustments will be accepted based on the sectorial wage determination by the Department of Labour in accordance with the grading level. Salaries must meet the minimum Private Security Sector minimum wage. Bids indicating salary levels below the minimum Private Security Sector minimum wage levels will be disqualified.

Pricing is to be fully inclusive of all required services, with associated items, equipment, vehicles, and functions required to provide an effective security service to MLM. The omission of pricing related to providing an effective security service by the bidder of will not be accepted once the RFT has closed.

The provided pricing schedule, (Annexure B) is to be used by the bidder and returned only within a separate envelope with in the submission pack marked "Original".

12. COMPLIANCE REPORTS AND MEETINGS

The Service Provider and MLM will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes, which will be signed by both parties during contracting. The SLA and Annexure D will be monitored through compliance meetings which will be held monthly.

Minutes of the meeting WILL BE kept by the MLM with a copy for the Service Provider. The Service Provider shall furnish a monthly report of the security service incidents, etc. which transpired in the previous month.

13. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (Issued 3 September 2010), this bid will be evaluated in two stages:

1. The first stage will evaluate past experience and functionality according to the criteria listed in the table below.
2. The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for past experience and functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.
3. Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.
4. Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all these criteria.

| CRITERIA FOR EVALUATING FUNCTIONALITY | WEIGHT |
|--|-----------|
| <p>1. Past Experience:</p> <p>This refers to the experience of the tenderer to undertake the scope of work involved in this tender. The tenderer is required to provide Four (4) reference letters from the companies where the bidder has provided guarding, alarming, armed response, tracking, and technical services.</p> <p>The reference letters must be for a minimum contract amount of R200 000 per letter.</p> <p>Matrix for evaluation: Scope and scale of current and past projects undertaken as indicated on each of the 4 reference letters:</p> <p>4 letters = 50 points 3 letters = 40 points 2 letters = 30 points 1 letter = 10 points</p> | 50 |
| 1.1 Type of service provided: | (45) |
| <p>1.1.1. Guarding services, 3 points per letter, if not 0 points per letter.</p> | (9) |
| <p>1.1.2. Alarm monitoring with 24-hour response, (3 points for 1 letter) (6 points for 2 letters) (9 points for 3 letters)</p> | (9) |
| <p>1.1.3. Services provided in the veld/outskirt's environment (not city/town), (3 points for 1 letter) (6 points for 2 letters) (9 points for 3 letters)</p> | (9) |
| <p>1.1.4. Services involved tracking through the fields/remote areas environment in the apprehension of perpetrators, (3 points for 1 letter) (6 points for 2 letters) (9 points for 3 letters)</p> | (9) |
| <p>1.1.5. Maintenance and installation of alarms systems, (3 points for 1 letter) (6 points for 2 letters) (9 points for 3 letters)</p> | (9) |

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| 1.2 Value of service provided | (5) |
| 1.2.1 All provided references have a value of R 200 000 or greater per contract, 5 points, if not 0 points. | (5) |
| The bidder must score a minimum of 35 points out of a potential 50 points for “Past Experience” evaluation to be able to proceed to the evaluation for “Operational Functionality” | |
| 2. Operational Functionality – Site Inspection Matrix for evaluation: The MLM By-Laws will be the basis of evaluation regarding Operational Functionality pertaining to the relevant operations (Alarm control room, Armed response) and identified criteria below: | 50 |

| CRITERIA FOR EVALUATING FUNCTIONALITY | WEIGHT |
|---|--------|
| 2.1. Equipment for Security Guards: | (4) |
| 2.1.1. Standard issue to security guards for night shift by company. This must include: Uniform, Torch (50m classification), Pepper spray / Taser / batten, hand cuffs, hand radio, Name tags (minimum requirement). 2 Points, if not 0 points. | (2) |
| 2.1.2. Readily available spare batteries, to address a poor light or flat battery on a torch at any time during any shift. 2 points, if not 0 points. | (2) |
| 2.2. Operational / Control room | (14) |
| 2.2.1. Control room construction and backup systems: electricity and alternative <ul style="list-style-type: none"> Physical building, brick and mortar not a temporary structure. 2 points, if not 0 points. Power supply: two sources of power supply, preferred supply (e.g. electricity) and an alternative ready for use. 2 points, if not 0 points. | (4) |
| 2.2.2. Personnel, the Control Room is manned 24 hours a day. 4 points, if not 0 points. | (4) |
| 2.2.3. Communication, i.e. Telephones, with alternative backup communication system dedicated as alternative and independent from the initial service. 4 points, if not 0 points | (4) |
| 2.2.4. Records: maintaining and capturing events/activities relating to: Alarms, checking on deployed staff, events relating to armed response deployment. (excluding the two-way radio system). 2 points, if not 0 points. | (2) |
| 2.3. Armed Response | (14) |
| 2.3.1. Number of response vehicles (marked security vehicles). <ul style="list-style-type: none"> Number of vehicles: three or more. 3 points, if not 0 points. | (3) |
| 2.3.2. A vehicle suitable for boundary patrols (dirt roads, high ground clearance) (e.g. bakkie, Kombi for Staff or 4x4 vehicle), small passenger vehicle / low ground clearance. <ul style="list-style-type: none"> A suitable vehicle, 3 points, if not 0 points. | (3) |
| 2.3.3. Armed response Personal: valid Fire Arms certificates for business purposes and SAPS Competency. <ul style="list-style-type: none"> All personnel in the Response Unit. 4 point, if not 0 points. | (4) |
| 2.3.4. Tested response time: Response time from the time of the call to the arrival of Armed response unit at the entrance gate to MLM SITES: <ul style="list-style-type: none"> Five (15) minutes or less = 4 points, More than 15 minutes but less than 20 minutes = 2 points, More than 20 minutes = 0 points. | (4) |

| CRITERIA FOR EVALUATING FUNCTIONALITY | WEIGHT |
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| 2.4. Radio communication Effective communication across the MLM will be tested between the Bidders control room and the: <ul style="list-style-type: none"> Armed response vehicle of the service provider at four (4) defined points: namely the (a) Purification sites, (b) Sewer sites (c) Storage sites for all equipment (d) All other sites that need to be guarded Hand held radio or (PTT system) at the (e) main entrance gate and (f) . Effective communication is determined by the auditable quality heard by each party at each point as defined. | 18 |
| 2.4.1. Control room and point (a) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points. | (3) |
| 2.4.2. Control room and point (b) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points. | (3) |
| 2.4.3. Control room and point (c) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points. | (3) |
| 2.4.4. Control room and point (d) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points. | (3) |
| 2.4.5. Control room and point (e) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points. | (3) |
| 2.4.6. Control room and point (f) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points. | (3) |
| TOTAL | / 100 |

Bidder must score a minimum total of 70 combined points for (Past Experience and Operational Functionality – Site Inspection criteria) in order to be considered further for price and B-BBEE evaluation.

14. GENERAL HEALTH AND SAFETY REQUIREMENTS

All Contractors entering into a Contract with Masilyana Local Municipality shall, as a minimum, comply with the requirements of:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations. **A current, up-to-date copy of the Occupational Health and Safety Act as well as Health and Safety file for the company shall be available on site at all times.** The Health and Safety file will become Masilonyana Local Municipality property at the end of the contract.
- Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996). The principal Contractor will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act as part of the submission (disqualified is not). being awarded the Contract. The letter should be issued by the Department of Labour. **A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (Coida) shall be available on site at all times.**

The Contractor shall:

- a. Create and maintain a safe and healthy work environment;
- b. Execute the works in a manner that complies with all the requirements of the OHSA and all its associated Regulations, and in so doing, minimize the risk of incidents occurring;
- c. Respond to the notices issued by MLM's Health and Safety Agent as follows:
 - i. Improvement Notice: improve health and safety performance over time so that repeat notices are not issued;
 - ii. Contravention Notice: rectify contravention as soon as possible;
 - iii. Prohibition Notice: terminate affected activities with immediate effect and only resume activities when it is safe to do so.

ANNEXURE A. TENDER SPECIFICATION

1. TENDER SPECIFICATION

The **Masilonyana** Local Municipality requires a security company to provide security services through guards, access control, the securing of buildings and the premises, and armed response. The main scope of the provision of security services to MLM focused on the Water purification sites/Sewer system sites Infrastructure entrances area, and boundaries of the water & sewer sites, assets and other buildings. However, the required services shall also pertain to the less frequently visited areas of the Municipality where monitoring and patrolling is essential.

The Service Provider will be responsible for the security of the entire property of the MLM, to address the threats with focus on the main entrance area, main store, and illegal access to the property, across any boundary of the MLM.

MLM covers an area, divided into 5 operational areas:

- The “main entrance” (Section A) which covers an area
- The front section (Sections B) which is
- The reserve (Section D) of
- The eastern sites
- The main area and critical site located at the water treatment plants, pump station, reservoirs, municipal stores and Main buildings as well as political offices

Security Services required:

- a) Night Security Guard at main entrance gate, with three (3) nightly visits by supervisor.
- b) Offsite monitoring of current Alarms, 24 hours a day.
- c) A 24 hour armed response and officials with tracking skills to track people on foot through the sites.
- d) Bi-monthly boundary patrol of the sites on foot (5km) and by vehicle (22km),
- e) Once off purchase and installation of panic buttons at office,
- f) In addition, from time to time additional guards may be required for special functions, exhibitions, or meetings to be held in the municipality and private security for the Mayor. This will be arranged separately to the standard contract, but an indication must be given to the availability of such *ad hoc* guards and the notice period for obtaining this additional service. This excludes point (h) under the section “Twenty-four (24) hour armed response in the table below.

This section must be read in combination with additional information that will be provided at the scheduled site meeting as stipulated in Section 4 above.

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| Guarding Service | <ul style="list-style-type: none"> a) Two Security Guard based at the main entrance area every night working from 17:00 to 08:00 the following morning 365 days a year. <ul style="list-style-type: none"> a. NB: The Guard may only work the legislated sectorial working hours and not exceed normal or over time hours. The Service provider is to establish a work roster to ensure compliance. b) Minimum skill requirement of the security guard: <ul style="list-style-type: none"> a. Grade D security guard, b. Must be able to communicate well in English and Sesotho for effective communication with clients and visitors, c. Must have at least three (3) years' experience. d. Must have acceptable literacy skills (reading and writing) to assist clients and to complete required forms and make the required written recordings in registers and on forms. c) Minimum Security equipment that the security guard is required to have <ul style="list-style-type: none"> a. To be unarmed (No firearm), b. An effective beam torch (50m viewing distance at night). c. Name Tag d. A Two-way radio for effective communication with the control room of the service provider. e. Roaming panic button. f. Taser and/or pepper spray, with the knowledge how to effectively use them. g. Handcuffs. h. Pen and pocket book. |
| Night shift functions | <ul style="list-style-type: none"> a) Secure the main entrance area, <ul style="list-style-type: none"> i. Control access into and out of the MLM. ii. Have visitors completed the entry and exit registers. iii. Have clients complete the arrival forms relating to overnightwork or maintenance. iv. No security guard is to accept cash or payments from visitors or employees. v. Information provided by the client must be verified as being correct vi. Accompany clients to the MLM site and provide the keys and inform clients of emergency procedures. vii. Assist contract with minor requests and problems only if it does not compromise the guards' security functions. b) Patrol the entire "main sites of the municipality: <ul style="list-style-type: none"> All gates are locked and secured each night, and opened in the morning at 07:30. All enclosures gates are locked and secured. The boundary fence is intact without holes which could result in the illegal access or exist of persons and free movement of thieves. c) That there is no forceful entry into any buildings and enclosures during the shift. d) Inspect all vehicles and assets that are located outside buildings that they are secure, locked where possible, intact and present and remain so. |

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| | <ul style="list-style-type: none"> e) Ensure that all day visitors have vacated the premises. f) Search all departing vehicles and bags of persons (visitors and employees) departing from the plants/storage to ensure that MLM assets (including pumps/equipment) is not being removed without the required valid letter of authority to do so. g) Any abnormality observed or incident or potential threat or identified risks are to be reported immediately to the control room who will contact the MLM Management. Any such incident is to be recorded in the occurrence book. h) A handing over procedure is to be done between the security guard and reception staff daily in the afternoon (15 minutes before the start of shift) and morning (15 minutes before the end of shift) pertaining to and recording: <ul style="list-style-type: none"> i. Handing over of access keys to gates and storage sites according to stipulated protocol. ii. Completed arrivals and departures forms. iii. Verification that all gates are locked and secured. iv. Passing on of information (e.g. problems, occurrences, late arrivals /early departures to/from the contractors). v. Any potential occurrence relating to or impacting upon the security and safety of the Municipality. vi. Maintain an up-to-date "Occurrence Book" continuously during the shift. |
| Offsite monitoring of alarms | <ul style="list-style-type: none"> a) The Security Provider must have an established and operational control room for monitoring and recording of alarms, and available for inspection by MLM Officials. b) The Service Provider must establish communication between the current three (3) installed Alarm systems that are on sites and the control room. c) The Service Provider must provide armed security guards to respond 24 hours per day to attend to activated alarms or suspicious activity, d) All alarms, panic buttons and sensors must be checked and serviced on a monthly basis to ensure that all units are fully functional. Such services and checks are to be recorded accordingly, clearly identifying the date of inspection, inspecting technician and recording if all is well or faulty and what was corrected, records are to remain at the Municipality. e) All faulty equipment is to be reported to the MLM management immediately with a quotation supplied for repairs and after approval has been given, the faulty unit(s) is to be repaired or replaced immediately and MLM invoiced. f) Batteries: <ul style="list-style-type: none"> i. The replacements of batteries within the sensors are for the cost of MU=municipality. Municipality must be informed so that such batteries can be purchased and given to the security company to install. ii. The replacement of the alarm battery, if found to be faulty, is to be quoted upon, and only after approval by MLM may such battery be |

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| | <p>replaced and invoiced by the service provider.</p> <p>g) Inspection records are to be submitted monthly for signature by the MLM management at monthly security meetings.</p> |
| Twenty-four (24) hour armed response. | <p>a) The Service Provider must have qualified, weapons accredited, armed response security officers to respond to any and all security risks and all alarms at MLM.</p> <p>b) They are to have a vehicle available to enable the required armed response to be on site, at MLM, within five (5) minutes of the alarms or request for assistance (panic alarm).</p> <p>c) The Response unit is required to secure the scene, apprehend/track down any suspects associated with the security threat, on or off site,</p> <p>d) The response unit is to establish communication with the MLM management.</p> <p>e) If required, call for assistance from own Security Company, SAPS and/or other security structures that may assist without charges to the MLM.</p> <p>f) Follow-up on any leads to aid in or securing an arrest of a suspect.</p> <p>g) Be able to track any suspect fleeing the scene.</p> <p>h) Provide a security guard at the scene when structural damage has occurred until the MLM is able to repair the structural damage, e.g. open gates/windows/fences and doors due to been broken open, etc.</p> <ul style="list-style-type: none"> ○ The additional cost of this security guard is to be charged at the same rates as the provided security guard already on site. The total value of this service must not exceed 15% of the value of the contract. This function is part of the contract but invoiced separately for the contract. <p>i) Call-out costs are to be included in contact fee, with no limitation and no additional fee may be charged outside the quoted price of the contract.</p> <p>j) Additional requirements - Emergency response</p> <ul style="list-style-type: none"> ○ All employees shall be fully conversant with emergency plans and procedures on site and shall give their full support in the event of an emergency, ○ The Service Provider shall be responsible for the following functions in the case of an emergency: <ul style="list-style-type: none"> ▪ Access control at all sites entrance. ▪ Processing (searching) of vehicles, vehicle occupants and visitors and staff personal possession (e.g. carry bags). ▪ Searching of designated areas. ▪ Assist with handling of all emergencies. ▪ Securing of crime scene. |
| Bi-Monthly boundary patrols | <p>a) The minimum requirement to perform this task would be two (2) security officials and a vehicle.</p> <p>b) The Service Provider is to do bi-monthly boundary patrols of the MLM sites.</p> <p>c) The boundary fence covers a distance of 27km.</p> <ul style="list-style-type: none"> ○ Such patrols are by foot, a distance of 5km (over and along the base) or |

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| | <ul style="list-style-type: none"> ○ by vehicle, a distance of 22km along all boundary fences. d) The patrol is to identify observed threats, cut / damaged fence lines, problem areas, snares in fence lines, illegal access into the property. e) The purpose of such patrols is to maintain a visual presence on the boundary. f) Such patrols are not to be done at the same times or on the same days or dates of previous months, they must be <i>ad hoc</i> and irregular. g) When such patrols are done members are to report back immediately after the completion of the patrol to the Manager of the MLM. h) Reports are to be kept in written format for record purposes. i) Where problems are identified, the security company is to propose possible action, solution to reduce the risk or lead to the apprehension of the suspects / perpetrators. |
| Purchase and installation of panic buttons: | <ul style="list-style-type: none"> a) Required zero (0) panic buttons. (Detail to be provided at the site meeting.) b) Installation: All panic buttons are to be mounted strategically for easy access to use in an emergency. (Detail to be provided at the site meeting.) <p>All panic button are to be monitored on a 24 hour basis and responded to.</p> |
| Registers | <ul style="list-style-type: none"> a) Occurrence Book <ul style="list-style-type: none"> • Must be provided by the security company and remain at the MLMat all times. • The purpose of the occurrence book is to give an overall picture of activities, inspections by supervisors, and all other relevant occurrences and threats at the Municipality. b) Admission Control Registers (entrance and exit registers) <ul style="list-style-type: none"> • Must be provided by MBCC. • The purpose of the admission control registers is to have information available at all times regarding persons and vehicles admitted to the site within a specific period, in case an occurrence, or occurrences, should take place which might lead to a judicial enquiry or other investigation. • Fire Arms Register: Municipality has a policy of “No Firearms”, but if clients arrive with the Firearm, the register is to be used to capture the required information. c) Security Guard & Supervisor Notebooks <ul style="list-style-type: none"> • To be provided by the security company. c) The purpose of the notebook is to note down all incidents occurring or observations made by a security person during a turn of duty, for |

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| | later reference. During their shift all security staff shall carry a notebook on their persons. |
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2. INDUCTION AND PLACEMENT OF GUARDS

The Service Provider's staff members will have to undergo induction training regarding the site and the emergency plan for the sites. This induction is compulsory and must be attended by the security company's supervisors, guards, and management. Any new employee must first be inducted before placement on this site.

The inheritance of existing security guards and/or use of equipment from previous Service Provider must be discussed with and approved by Municipality before commencement or use thereof.

3. SECURITY OPERATION MANAGEMENT EXCELLENCE

The following are the expected outcomes and deliverables under this contract:

- a) Protection of the MLM personnel, public, property.
- b) Response to any security related risk and emergency.
- c) Form part of the Municipality emergency response team (ERT) responding to any emergency.
- d) Ensure security of property and valuables of the Municipality.
- e) Access control at main entrance of all sites:
 - i. Arrivals and departures of clients to/from the guesthouse after hours.
 - ii. Arrival and departure of day contractors after hours and at closing times.
- f) Verification of incoming and outgoing people other than Municipality staff.
- g) Patrolling:
 - i. The entrance area buildings, enclosures and boundary at night to ensure safety and security using a security guard at night.
 - ii. The boundary fences bi-monthly to identify potential risks and security threats.
- h) Provide 24 hour armed response to alarms, security risks and emergency situations.
- i) Providing 24 hour monitoring, and monthly inspections of alarms to ensure functionality.
- j) Provide written records of alarms, incidents, security threats/risks (Occurrence Book) and security reports.

4. SPECIAL CONDITIONS OF CONTRACT

a) Masilonyana reserves the right:

- i. To verify any information supplied in the tender documents.
- ii. Not to appoint any Service Provider.
- iii. To cancel or withdraw this RFT at any time without attracting any penalties or liabilities.
- iv. To appoint one or more service providers, depending on the outcome, to separately or jointly be responsible for the provision of security services on the sites.
- v. To have the final say in the appointment and that this will be binding.
- vi. To disqualify a tender or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.
- vii. To know the minimum wages paid to security personnel by the Service Provider, including breakdowns and availability of additional staff/services on short notice.
- viii. Exchange of any security personnel may only be executed with prior consent of the Municipality management.
- ix. To require the removal or substitution of specific security personnel from its premises upon giving valid reasons to the Services Provider.
- x. To screen (and interview) the security officers supplied to render the service after commencement of the service and verbally request an immediate replacement should the security officer not meet the criteria or perform up to the accepted standards.
- xi. To ascertain from the Security Officers' Board as to whether the security officers are in good standing with the Security Officers Board.

b) Required Proof of Team Capability:

- i. The Service Provider is required to provide the CV's of the personnel that will be allocated to provide the required security service, prior to the appointment and Service Level Agreement is signed between Municipality and the selected Service Provider.
- ii. The lack of providing the required CV's would prevent the appointment of the selected Service Provider, thus leading to their own disqualification.
- iii. Municipality reserve the right to verify the provided CV's of personnel.
- iv. The Tenderer should demonstrate the capacity of his/her team to carry out the work required in this tender by providing the CV of allocated personnel, for the following positions:
 - a. Security Guard
- v. Each CV submitted should not be longer than three (3) pages in total and should be structured as follows:
 - a. Name and Identity number of person
 - b. Years of experience in the defined function (a minimum of 2 years working experience within the defined function)
 - c. Educational and professional qualifications in the security industry in relation

- to the role to be played in this tender
- d. Name of previous employer/s and position in enterprise/s and role they played with previous employer/s
 - e. An outline of the function / role that the person will perform in this contract
- vi. MLM retains the right to request evidence of stated qualification.
 - vii. MLM retains the right to request an alternative person than the one provided by the company who would be allocated to provide a service pertaining to this contract. This would have direct bearing on the following positions:
 - a. Security Guards
 - viii. Any staff member replaced during the contract term period, the replacement person first needs to be accepted by Municipality, upon review of their CV, as stipulated above. The personnel's replacements CV's must be submitted within the first month that the new person is allocated to work at the Centre.

c) Restrictions and Limitation

- i. Under no circumstances will any security personnel be allowed to trade on the site or within the Masilonyana local municipality premises.
- ii. The Service Provider shall not erect or display any sign, printed matter, painting, name plates, advertisement, articles or objects of any nature whatsoever, in, or against the Municipality building or site or any part thereof without consent. The Service Provider shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.
- iii. Any sign, printed matter, painting, name plates, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable will be immediately be removed. The Service Provider shall be held responsible for the costs of such removal.
- iv. The Service Provider may not, unless otherwise agreed to in writing by the Municipality, make use of any of the Municipality's equipment, aids and/or property for purpose of compliance with these terms and conditions, which equipment, aids and/or property include, inter alia, vehicles, stationery, firearms, room and furniture.
- v. Guards will be required to control the Municipality's internal rules.

d) Public access rules to be enforced by security service at the Centre:

- i. No weapons permitted.
 - A. Any type of Firearm must be declared with the management.
- ii. The speed limit inside the sites is 30 km/hour.
- iii. No person is permitted to cross barriers to / or enter any sites without any authorization letter.
- iv. No person is permitted to make a fire on the guarded sites
- v. Drones' or similar flying equipment/devices onto the site for aerial view can be used if the service provider has them.

e) Requirements of the Service Provider for this contract

- i. The Service Provider is responsible to provide the staff allocated to the Municipal sites, with all required equipment, tools (not self-provided by staff) to ensure effective performance of duties by the allocated staff.

- ii. The Service Provider must have the armed supervisor/inspector immediately available on a 24-hour basis to react and assist in the event of emergencies (Armed Response Service, By-Law 3).
- iii. The Service Provider must undertake to provide a certain and reasonable number of staff as required for the rendering of services at the site during crisis situation.
- iv. The Service Provider is solely responsible for the safety and well-being of its employees when working at the Municipality sites.

f) Labour unrest incidents

- i. In the event of any industrial action by employees or former employees of the Municipality at the site, the Municipality personnel on site shall immediately notify management of the serviceprovider who shall interact with management of the Municipality on how to respond to the industrial action.
- ii. The security personnel on site shall do everything in his/her power to secure the site and protect the Municipality property.
- iii. The Service Provider must provide a contingency plan in case the Service Provider has industrial action issues. The Service Provider must provide proof that the Municipal contracted security service will not in any way be affected by industrial action.
- iv. If the services are interrupted or temporary deferred because of any labour unrest, labour disputes, civilian disorder, a local or national disaster or any other cause beyond the control of the service provider, the parties must come to an agreement on methodsto ensure continuation of the service.

g) Liability

- i. The Service Provider will be held responsible for any damages or loss suffered by the Municipal as a result of Service Provider own employees' negligence or willful default or criminal conduct.
- ii. The Municipality will be not liable for any loss or damage of any nature to any Service Provider's properties or any item kept at the Municipality site.
- iii. The MLM is indemnified against any liability, compensation or legal expenses in respect of the following:
 - a) Loss of life or injuries which might be sustained by the security personnel during the execution of the duties.
 - b) Damage to or destruction to any equipment or property of the service provider during the execution of the duties.
 - c) Any claims and legal costs which might ensue from acts or omissions committed by the security personnel against a third party, which acts include illicit frisking, illicit arrest and other wrongful deeds.
 - d) The Service Provider must at its own expense, take out sufficient insurance against any claims, costs, loss and/or damages ensuing from his/her obligations and shall ensure that such insurance remains operative and valid for the duration of this agreement.

h) Code of Conduct

- i. At all times the security officer/guard must present an acceptable image and appearance which includes, inter alia, that they may not sit, lounge about, smoke, eat or drink while attending to people or sleep on duty.
- ii. The Service Provider's personnel must all times refrain from littering and keep the site/ground/building/work area occupied by them clean, hygienic and neat.
- iii. Supervisors and security officers/guards must at all times present a dedicated attitude/approach to security, which attitude/approach shall imply inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behavior towards them.
- iv. Lost articles found must immediately be handed over to the reception staff at MLM for safekeeping and recorded in the occurrence register.

Public relations

- i.
- ii. Public relations is very important to SANBI and therefore the Security officers/guard must always try and assist visitors, staff members and the Municipality, and must always be:-
 - a. Friendly, professional, helpful, knowledgeable, and respectful.
- iii. Telephone etiquette: The security officers/guard on site are required to:-
 - a. Speak clearly, friendly, answer the phone as quick as possible,
 - b. Never put the phone down when there is still a person on the line.
 - c. Record messages accurately, especially the time of the call, the name of person calling and the contact telephone number and as to what the call was pertaining to. These messages must be passed onto the MLM Officials with hand over or to the related person for whom the message is for when seen for the first time after receiving the message.

Audio / Visual devices

- i. Except for communication equipment (e.g. two-way radio, telephone and or mobile phone), no other kind of audio or video devices, are allowed on site, inside guard room, control room or while on patrol.
- ii. No attachments use for listening to music within the ear of the security office/guard at any time during shift /on duty.

Dress code (Uniform and identification)

- i. The service provider undertakes to ensure that each and every member of the security personnel will at all times when on duty be fully equipped in respect of:-
- ii. A full uniform: neat and clearly identifiable uniform of the service provider which will include matching raincoats and jackets for personnel performing duties at the MBCC.
- iii. A clear identification card of the company with the staff members' photo, name of member, and must be worn conspicuously on his/her person at all times.

i) Language Proficiency

All guards must be proficient in Sepedi and English.

Due to the nature of our business, communication is essential and it is therefore required that guards must be able to read, write and communicate effectively in English.

j) Supervision of work

The Service Provider will supervise and exercise proper control over its personnel and shall not hold SANBI liable for any loss or injury caused to the said personnel. The Service Provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws).

- i. All areas of concern noted by the shift commander will be reported to the General Curator at Centre by the security company's manager.
- ii. During parades the following must be checked.
 - o Correct turn out according to dress code as set by Service Provider.
 - o All special orders must be issued at the parade.
 - o Must inspect all officers' pocket books.
- iii. Security officers must visit the security guard no less than four (4) times per night shift (weekend and public holidays included) by the Service Provider or his representative.

5. RESPONSIBILITIES

a) The Service Provider will provide and take responsibility for:

- Providing security guards as per Annexure A (Section 2) above and in the case where additional guards are required.
- Protection services.
- Ensure enough guards are trained for the site in instances where the usual guards are not available due to sickness, injury, leave or death.
- Ensure that the required equipment and tools are provided by the company to the allocated staff to perform the required duties.
- Provide OB books (Occurrence Books).
- Provide rechargeable torches.
- Provide two-way radios and register on frequency.
- Professional looking Personal Protective Equipment (PPEs) and/or security uniforms for guards that is weather appropriate.
- Ongoing training and certification where relevant.
- Provide a marked vehicle for: transporting guards to site to ensure guards arrive timeously, site inspections and patrols.
- For the purpose of this contract, use will be made of the relevant category security officers as defined in the Sectorial Determination: Private Security Sector made in terms of section 51 of the Basic Conditions of Employment Act (Act 75 of 1997), such determination being published in Government Gazette No.20933 dated 25 February 2000.
- The service provider shall, in order to ensure the continuity of the security services to be rendered, allocate specific personnel to the site.

- Providing assistance to MLM management officer on site as it may pertain to enforcement of Security regulations, security or emergency procedures.

b)

- Provision, upkeep and maintenance of the guard house and toilet facility.
- Provision, upkeep and maintenance of remotes for gates and the access gates.
- Provision, upkeep and maintenance of necessary keys & padlocks.
- Provision of weekend instructions including Municipality weekend duty and standby staff.
- Provision of operational procedures & requirements.
- Regular communication and/or induction on sites operations where necessary.
- All keys required to obtain access to those parts of the site where service is to be rendered according to the condition, will be provided.

ANNEXURE B. PRICING SCHEDULE

| Security Guard, grade C – Salary | Year 1 Monthly Expenses | Year 2 Monthly Expenses | Year 3 Monthly Expenses |
|--|------------------------------------|------------------------------------|------------------------------------|
| Basic salary | R | R | R |
| UIF | R | R | R |
| Workman compensation | R | R | R |
| Over time | R | R | R |
| Other: Specify: (Include factors like bonus, etc.) | R R | R R | R R |
| Monthly Total, Salary: | R | R | R |
| | | | |
| Overheads costs (Specify if cost time frame) Uniform, torch, radio, pepper spray/taser, notebooks, cuffs, transport, etc. | R <u>Monthly</u> | R <u>Monthly</u> | R <u>Monthly</u> |
| | | | |
| | x 12 months | x 12 months | x 12 months |
| (A) Total Annual Cost for Security Guard | R | R | R |

| Monthly Services | Year 1 Monthly Expenses | Year 2 Monthly Expenses | Year 3 Monthly Expenses |
|---|------------------------------------|------------------------------------|------------------------------------|
| 4 Nightly Security Guard visits: | R | R | R |
| Boundary Patrols (Bi-monthly): | R | R | R |
| 24 Hour Alarm monitoring: | R | R | R |
| 24 hour Armed Response: | R | R | R |
| Monthly Alarm inspection: | R | R | R |
| Monthly Total, Services: | R | R | R |
| | x 12 months | x 12 months | x 12 months |
| (B) Total Annual Cost for Monthly Services | R | R | R |

ONCE OFF PURCHASE

| Panic buttons (purchase & installation) | Unit Price | Installation cost per unit | Total Price <u>per unit</u> with installation |
|--|-------------------|-----------------------------------|--|
| Cost breakdown | R | R | R |
| (1) Total Cost for all 9 units | R | | |
| Wendy House | R | R | R |

| ANNUAL SUMMARY | Year 1 Annual Costs | Year 2 Annual Costs | Year 3 Annual Costs |
|--|--------------------------------|---|--------------------------------|
| (A) Total Annual Cost of Security Guard | R | R | R |
| (B) Total Annual Cost of Monthly Services | R | R | R |
| TOTAL ANNUAL COSTS (A plus B) | R | R | R |
| COST OF CONTRACT OVER THE 3 YEAR PERIOD | R | (Sum total of: year 1, year 2 & year 3) | |
| (1) Panic buttons & Installation (units) | R | | |
| GRAND TOTAL COST OF CONTRACT | R | Sum total of: Cost of contract plus panic buttons | |

Bidders Declaration:

I, _____ in the capacity of _____

representing the bidder (company name) _____ is hereby dually authorized to declare that:

1. The payment of security guards will take place on the following (date or day) _____ (monthly / weekly) and is not dependent on the payment of services by Municipality.

2. Pricing is fully inclusive of all required services, with associated salaries, items, equipment, vehicles, and functions required to provide an effective security service to MLM.
3. Accept that any omission of any pricing related to providing an effective security service by the bidder of will not be accepted once the RFT has closed.

Name: (printed): _____

Capacity: _____

Signature: _____

Date: _____

Bidders: Witness

Name: (printed): _____

Signature: _____

Date: _____

ANNEXURE C. NON COMPLIANCE AND MITIGATION MEASURES

| Item | Non- compliance | 1 st Offence | 2 nd Offence | 3 rd Offence | Outcomes |
|------|--|---|---|--|--|
| 1. | Guards not posted on duty as agreed (incomplete number of security guards per shift) | <p>A. Replacement made within one (1) hour</p> <p>B. If replacement is not done within one (1) hour – the Service Provider would not be paid for the whole shift</p> <p>C. Verbal notice (confirmed in writing)</p> | <p>A. Replacement made within one (1) hour</p> <p>B. If replacement is not done within one (1) hour – the Service Provider would not be paid for the whole shift</p> <p>C. Meeting with the Management</p> <p>D. Written notice of non-compliance</p> | <p>A. A final written notice of non-compliance</p> <p>B. If replacement is not done within one (1) hour – the Service Provider would not be paid for the whole shift</p> <p>C. Meeting with the Management</p> | Depending on the severity of the case, a contract may be terminated even if it is the first offence. Apart of warning and penalties, the Service Provider must rectify the deficiency within a day of notification |
| 2. | Guards intoxicated or under the influence of alcohol/drugs | <p>A. Service Provider must replace the security guard within an hour</p> <p>B. If not able to replace within one hour – no payment for the whole shift</p> | <p>A. Service Provider must replace the security guard within an hour</p> <p>B. If not able to replace within one hour – no payment for the whole shift</p> | <p>A. Service Provider must replace the security guard within an hour</p> <p>B. If not able to replace within one hour – no payment for the whole shift</p> | If this practice continues, the Curator will call a meeting with the Security Service Provider and final written notice of failure to manage own employees will be issued |
| 3. | Refusal to comply with lawful instructions | A. A written notice for non-compliance and rectification within agreed timeframe | <p>A. Service Provider must remove the guard immediately, and replace him/her within one hour</p> <p>B. If not able to replace will constitute no payment for the entire shift</p> | <p>A. Service Provider must remove the guard immediately, and replace him/her within one hour</p> <p>B. If not able to replace will constitute no payment for the entire shift</p> | If this practice continues, the Curator must call for a meeting with the Security Service Provider owners. |

| Item | Non- compliance | 1 st Offence | 2 nd Offence | 3 rd Offence | Outcomes |
|------|--|--|--|--|---|
| 4. | Negligence in the performance of security duties or breach of security | A. Service Provider must replace the guard immediately | A. A written notice for non-compliance and rectification within agreed timeframe | A. Remove the guard from the site and final written notice | If this practice continues, the Curator will call for a meeting with the Security Service Provider. |
| 5. | Guard(s) unable to carry out duties effectively | A. A joint investigation will be conducted. B. Decision on liability will be determined by such an investigation. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs | A. Non-compliance letter will be issued to the Service Provider | A. Curator must call for a meeting with the security Service Provider to address non-compliance | The Security Service Provider must rectify the deficiency within a day of notification. |
| 6. | Guard(s) not equipped with required specified equipment or non-functioning equipment | A. A joint verification of related equipment and confirmation of non-compliance. B. Relate item is to be replaced or provided immediately to ensure effective security service is provided. C. Notation in OB book. | A. Flow process of 1 st Offence. B. Non-compliance letter will be issued to the Service Provider | A. Curator must call for a meeting with the security Service Provider to address non-compliance. B. Non-compliance letter will be issued to the Service Provider. | The Security Service Provider must rectify the deficiency within a day of notification. |

| Item | Non- compliance | 1 st Offence | 2 nd Offence | 3 rd Offence | Outcomes |
|------|--|---|---|--|--|
| 7. | Damage to the SANBI property or staff or guest's property | <p>A. A joint investigation will be conducted.</p> <p>B. Decision on liability will be determined by such an investigation.</p> <p>A. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs</p> | <p>A. A joint investigation will be conducted.</p> <p>B. Decision on liability will be determined by such an investigation.</p> <p>C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs</p> | <p>A. A joint investigation will be conducted.</p> <p>B. Decision on liability will be determined by such an investigation.</p> <p>C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs and the contract may be terminated</p> | The liability will be determined by the outcome of the internal investigation. |
| 8. | Loss of Municipal property or theft of Municipal or Staff or guests property | <p>A. Failure to clock must be recorded in the pocket book and in the OB and giving reasons</p> | <p>A. A joint investigation will be conducted.</p> <p>B. Decision on liability will be determined by such an investigation.</p> <p>C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs</p> | <p>A. A joint investigation will be conducted.</p> <p>B. Decision on liability will be determined by such an investigation.</p> <p>C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs</p> | The liability will be determined by the outcome of the internal investigation. |
| 9. | Non-compliance with regards to patrol clocking. | <p>A. The Service Provider will be liable for replacement within two days.</p> | <p>A. Missing more than 5 clocking times per night shift will lead to non-payment of that security guard shift</p> | <p>A. Should there be a breakage or burglary and there was no clocking or clocking discrepancies; the Service Provider will be liable for repairs and the replacement of lost items</p> | The Service Provider will be liable for repairs and replacement |

| Item | Non- compliance | 1 st Offence | 2 nd Offence | 3 rd Offence | Outcomes |
|------|---|---|--|--|--|
| 10. | Vandalism of patrolling clocking points | A. A written notice of non-compliance | B. The Service Provider will be liable for replacement within two days | A. The Service Provider will be liable for replacement within two days | The Security Service Provider will be liable for replacement within two days |
| 11. | Staff not being paid by service provider, which compromises the quality and effectiveness of the provided service to MLM. | A. If a company is found not to have paid staff accordingly and not notified MLM in advance. B. This is considered unfair labour practice and First notice of non-compliance will be issued. | A. Second written notice of non-compliance | A. A final written notice of non-compliance if no change after the Final written warning a contract will be terminated in line with the termination clause of the contract | The Contract of the Security Service Provider will be terminated |
| 12. | Breach of contract | A. A first written notice of non-compliance | A. Second written notice of non-compliance | A. A final written notice of non-compliance if no change after the Final written warning a contract will be terminated in line with the termination clause of the contract | The Contract of the Security Service Provider will be terminated |

ANNEXURE D. CHECK LIST FOR DOCUMENTS

| Submission | Included | Not included |
|---|----------|--------------|
| 1. One (1) pack of original proposal including pricing schedule, in an enveloped marked "ORIGINAL" and | | |
| 2. Three (1) pack of copies, excluding the pricing schedule, in an envelope marked "COPY". | | |
| 3. A copy of the company Central Supplier Database (CSD) registration report | | |
| 4. SDB 4 – Declaration of interest | | |
| 5. SDB 6.1 – Preference Points Claim Form in terms of the preferential Procurement Regulations 2023 | | |
| 6. SDB 8 – Declaration of Bidder Supply Chain Management Practices | | |
| 7. SDB 9 – Certificate of Independent Bid Determination | | |
| Technical Documents (if not provided will be disqualified) | | |
| 8. Company's Private Security Industry Regulatory Authority (PSIRA) registration certificate as Security Service Provider | | |
| 9. The company owner(s) or management team's Private Security Industry Regulatory Authority (PSIRA) registration certificate(s) | | |
| 10. Liability Insurance Cover or validation of intent by Insurance Company to provide Liability Insurance to the value of R2 Million per claim. | | |
| 11. A valid copy of the Unemployment Insurance Fund (UIF) letter of compliance issued by the Department of labour | | |
| 12. A valid letter of good standing from the office of the Compensation Commissioner or Licensed Compensation Insurance as required by the Compensation for Occupational Injuries and diseases Act (COIDA). | | |
| 13. The Company's health and safety policy and health and safety training plan. | | |
| 14. Proof of address of company control room within the boundaries of the town of Masilonyana or nearest town | | |
| 15. Annexure B – Pricing Schedule (only within the "ORIGINAL" pack). | | |

| Additional Documents Required (but not valid for disqualification) | | |
|---|--|--|
| 16. Company information and profile: mission statement and policies with an indication of the management, communication and supervision structures and include a section on how staff will be managed on campus | | |
| 17. The details of the services that will be provided: The availability of control room to monitor alarm activations and dispatch the armed response vehicle and staff stationed in the Centre, vehicles and other equipment to fulfil duties as per the specification. | | |
| 18. Track record/traceable references for verification purposes: Provide the names and contact details of at least three (3) current or previous clients that have been provided with Security Services and details of similar projects completed in the past and those still running | | |
| 19. Bidders must submit proof of its B-BBEE Status Level of Certification . A bidder failing to submit proof of B-BBEE Status Level of Certification or non-compliant contributor to B-BBEE will not be disqualified, but however will be awarded 0 points for B-BBEE. A valid original or original certified Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificate or original sworn affidavit or original certified sworn affidavit must be submitted | | |
| Documents required by the selected service provider prior to awarding the contract and signing of Service level agreements. Failure to provide the required document, the service provider would disqualify themselves. Documents are required to be received by the MLM within two weeks after been notified that they are the successful service provider, dependent on the submission of: | | |
| 20. Required staff structure: the CV's of persons that is to be allocated to providing the required services of this Tender as per function. a. Security Guard | | |
| 21. Contingency Plan in case of labour unrest which is to ensure continuation of security services at the MLM | | |