



**Request for Bids**

**Appointment of a Service Provider to Provide Security Services for a  
Period of Two (2) Years.**

**25 August 2023**

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## **1. Purpose and Background**

RTIA is currently situated at Midrand, Waterfall office park. It is anticipating a possible relocation of offices within Midrand/ Centurion vicinity with a building of 6,400m<sup>2</sup>. The purpose of this document is to provide a scope of work for prospective service providers to offer effective and efficient security services to the Agency for a period of 24 Months.

The Road Traffic Infringement Agency (RTIA) is listed as a Schedule 3A Public Entity under the Public Finance Management Act, 1999 (Act No. 1 of 1999). The RTIA, through its founding legislation, the Administrative Adjudication of Road Traffic Offences Act, 1998 (Act No. 46 of 1998), (AARTO Act), was established to facilitate the adjudication processes in relation to the infringements notices dispensed by the various Issuing Authorities to alleged infringers on the South African roads.

The AARTO Act depicts the RTIA as an independent adjudicator designed to balance the rights of the alleged infringer vis-à-vis the application of the road traffic laws by the Issuing Authorities. The impact bestowed upon the RTIA includes community educational and awareness programmes that will translate into a new habit of voluntary compliance amongst the road user community. In this regard, the RTIA is mandated to ensure the implementation of an objective, transparent and fair administrative adjudication process.

## **2. Objectives**

- a) Provide armed security officers to render guarding security services at the Road Traffic Infringement Agency.
- b) To provide and render armed response security services to the RTIA; and
- c) Supply appropriate security equipment that will be used to activate the armed response, such as panic buttons and two-way radios.

## **3. Requirements**

The service provider shall supply security officers that will render guarding security services on a 24/7 basis at the RTIA Building for a fixed term of Twenty-Four (24) months (Name of Building to be confirmed).

- a) Eight (8) security officers and one (1) armed security officer with Grade C, and it is compulsory that they must be registered with PSIRA on a 24/7 basis.
- b) PSIRA requirements for both Members and Company and Grades must be highlighted and attached.
- c) The company must have been registered with COIDA and UIF also comply with their requirements. (Proof must be attached), Failure to do so leads to disqualification.
- d) Armed response service in case of emergencies (Certificate of Firearm must be attached for both company and security officer) or duress situations.
- e) Two way radios or cell phones linked to the security companies control centre, and hand-held security equipment (scanners) to be used by security officers mentioned in 3(a) above; (handheld scanners to be kept at a minimum)

- e) In addition, the service provider should comply with the security services minimum requirements;
- f) To provide two security guards and a walkthrough scanner to scan visitors for guns and metal objects that pose a threat to the security of employees;(remove from security and add to Office Building)
- g) To provide the above service for a period of Twenty-Four (24) months;
- h) To provide security guards to maintain an orderly atmosphere and perform related duties in and around the building;
- i) Check ID's and clear individuals prior to allowing access to the building;
- j) Act in a courteous and professional manner at all times;
- k) Maintain records of security matters, registers, and checklists;
- l) Investigate unusual and or unauthorised activities and complete required logs;
- m) Expel unruly persons and restrict access to the building; and
- n) Report to the designated location on time and remain on duty until the end of the shift and ensure proper handover.
- o) The company must remunerate security Officers according to PSIRA rates (Please attach proof of updated PSIRA rates payments)

<b>DAYSHIFT</b>				
<b>(Seven Days a Week – including Public Holidays and Weekends)</b>				
Quantity			PSIRA Grade	Number of days
Male	Female	Total		
Yes	Yes	4	C	Seven (Monday to Sunday)
<b>Total</b>				<b>4</b>

**Table 2**

<b>NIGHT SHIFT</b>				
<b>(Seven Days a Week – including Public Holidays and Weekends)</b>				
Quantity			PSIRA Grade	Number of days
Male	Female	Total		
Yes	Yes	4	C	Seven (Monday to Sunday)
<b>Total</b>				<b>4</b>

**The service provider must supply the following security aid**

**Table 3**

<b>Item</b>	<b>Quantity</b>
Base station radio	1
Hand Gun (Night Shift)	1
Hand-held two-way radios and chargers	7
Occurrence Book	1 (replenish once written in full)
Pocketbooks	All security officers (replenish once written in full)
Set of handcuffs	1 per security officer
Baton stick	1 per security officer
Portable hand-held metal detectors with chargers	4
Torches	2
Electronic guard monitoring system	Clocking points
Uniform	Formal

#### **4. Deliverables**

- 4.1 The service provider should have a good track record and proven experience of at least 5 years in the supply and rendering of armed security services as specified. For a proven and traceable track record, the service provider must indicate the expertise of his/her team as well as entities/ organizations and contact persons in which similar services were/ are successfully undertaken.
- 4.2 In addition to the legal registration requirements such as registration with CIPRO, SARS, etc. the service provider must be registered with the Private Security Industry Regulation Authority (PSIRA) and provide certified copies of the registration certificates as well as of the owners/ directors. The owners/directors and any person deployed on-site by the service provider will be subjected to a security screening process as determined by the Road Traffic Infringement Agency.

- 4.3 All firearms supplied to the security officers shall be certified and licensed. The security officers possessing the same shall also be trained, competent, and licensed to carry and utilize the same.
- 4.4 The RTIA shall not be held responsible or liable for the usage or discharge of ammunition by the security officers whether lawful or unlawful while on its premises. The successful service provider shall take the appropriate liability insurance cover for all reasonably foreseeable incidents that may emanate from the rendering of the security services. A copy of the liability insurance cover must be included in the bid documents.
- 4.5 The RTIA reserves the right to conduct an inspection at the premises or offices of the prospective service provider to validate claims made in the bid documents.
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## **5. Commitment Period**

- The contract shall be for a period of Twenty-Four (24) months.

## **6. Required expertise and skills**

Prospective service provider:

- To deliver a consistently high level of security services to meet the expectations of the Agency.
- At least 5-10 years of experience in providing security services.
- Being able to operate safely, meet compliance requirements and identify hazards that may negatively impact employees of the Agency.
- The prospective service provider must submit a comprehensive CV indicating appropriate qualifications and experience.
- Demonstrate a track record of delivering previous similar assignments.

## **7 MANDATORY REQUIREMENTS**

**Bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of the bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.**

- 7.1 Bidders are required to be registered on the Central Supplier Database and the Department of Transport shall verify the bidder's tax compliance status through the Central Supplier Database. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database. It is therefore a condition of this bid that the tax matters of the bidder be in order at any point in time from the closing date of the bid. This bid will only be awarded to a bidder(s) whose tax status on Central Supplier Database is compliant. Compliance should remain valid for the duration of the contract
- 7.2 Bidders are required to attend compulsory briefing sessions.
- 7.3 Valid **Letter for tender purposes** or **letter of good standing for** Compensation for Occupational Injuries Disease Act. 1993 [COIDA] obtainable from the Department of Labour).
- 7.4 Valid **letter for tender purposes** or **certificate of compliance** for Unemployment Insurance Fund obtainable from the Department of Labour
- 7.5 The Service Provider must submit the existing cover for the Public Liability insurance policy from a reputable insurance company **or** submit documentary proof/ letter of intent/Quotation from registered insurers. The cover should be of the minimum value of ten million rands (R10 m). for the duration of the contract.
- 7.6 Bidders must indicate Security wages in the pricing schedule (SBD 3.3). The wages of the guard should not be less than the minimum wage rates as prescribed by the Department of Labour Sectoral determination 6: Security Services, South Africa. Only the wage increment adjustments will be accepted based on a sectoral wage determination formula
- 7.7 Valid PSIRA Letter of Good Standing.
- 7.8 Valid PSIRA registration certificate of the company and of individual directors, copy of ID books, and a brief resume of the individual members/ owners /directors of the business as they appear on the **Companies and Intellectual Property Commission "CIPC"** registration documents;
- 7.9 A clear indication that the bidder has a security control room that operates 24 hours a day, seven days a week, and 365 days a year; that the control room is located within an 80km radius from the RTIA premises; and further provide a fixed address of the physical location of such control room. RTIA reserves the right to conduct a physical inspection prior to awarding the bid and during the course of the contract to ascertain (i) the physical location of the offices, (ii) the existence of the control room, and if it operates on 24/7 basis; (iii) and whether the control room is equipped with the minimum equipment, such as telephones, two-way radios, Occurrence Book, etc.

## 8. EVALUATION CRITERIA

- 8.1 Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- 8.2 The value scored for each criterion will be multiplied by the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- 8.3 Functionality will be evaluated on the basis of the supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.
- 8.4 The evaluation of functionality will be evaluated individually by Members of the Bid Evaluation Committee in accordance with the below functionality criteria and values.
- 8.5 The applicable values that will be utilized when scoring each criterion ranges from **1 being Poor, 2 = Average 3 = Good, 4 = Very Good & 5 = Excellent**

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
ABILITY AND CAPABILITY	<b>Company experience:</b> Minimum of 5 years Experience of the firm in security guarding services (Reference letter under the client-company letterhead, (e.g. Department of Labour) with contactable details that confirm that the firm is successfully managing, or has previously managed projects of a similar nature must be attached). The reference letter must indicate the client's number of security officers supplied on a 24-hour basis, the estimated value, and the duration of the contract.	30
	<b>Project Manager</b> to be utilized in the execution of the contract—please attach personnel CVs with skill(s)/ experience/ qualifications relating to guarding security services of the proposed Manager	20
	<b>Uniform, Training, and Equipment to be provided-</b> The service must provide details of how the proposed staff will be trained, pictures of how they will be dressed, and equipment that will be allocated to each resource	20
METHODOLOGY	<b>Detailed proposed methodology of how the project will be executed</b> that covers the proposed scope of work, proposed work schedule, proposed systems to be used, proposed resources, and proposed time frames. A Comprehensive operational plan that addresses item No: 4 Project Plan above  Provide a clear organogram indicating the management structure of the service provider, with full names and surnames of the job incumbents. The minimum management positions on the organogram should indicate the Chief Executive Officer, Human	30



	Resource Manager; Finance Manager, Operations Manager, and Operations Supervisors / Inspectors	
<b>TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100</b>		<b>100</b>

Scoring Criterion	1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
<b>Company experience:</b> Minimum of 5 years Experience of the firm in security guarding services (Reference letter under the client-company letterhead, (e.g. Department of Labour) with contactable details that confirm that the firm is successfully managing or has previously managed projects of a similar nature must be attached). The reference letter must indicate the client's number of security officers supplied on a 24-hour basis, the estimated value, and the duration of the contract.	0 to 2 years of similar knowledge and experience	2 to 4 years of similar knowledge and experience	5 to 6 years of similar knowledge and experience .	Over 7 to 9 years of similar knowledge and experience	Over 10 years of similar knowledge and experience.
<b>Project Manager</b> to be utilized in the execution of the contract– please attach personnel CVs with skill(s)/ experience/ qualification(s relating to security services	0 to 2 years of similar knowledge and experience	3 to 4 years of similar knowledge and experience	5 to 6 years of similar knowledge and experience .	Over 7 to 9 years of similar knowledge and experience	Over 10 years of similar knowledge and experience.
<b>Uniform, and Equipment</b>	No plan or irrelevant plan	A plan addressing some requirements as listed on the scope	A plan addressing basic requirements as listed on the scope	A plan addressing basic requirements as listed on the scope with the additional enhancement of two items	A plan addressing basic requirements as listed on the scope with an enhancement of over two items.

<p><b>Detailed proposed methodology of how the project will be executed</b> that covers the proposed scope of work, proposed work schedule, proposed systems to be used, proposed resources, and proposed time frames. A Comprehensive operational plan that addresses item No: 4 Project Plan above</p> <p>Provide a clear organogram indicating the management structure of the service provider, with full names and surnames of the job incumbents. The minimum management positions on the organogram should indicate the Chief Executive Officer, Human Resource Manager; Finance Manager, Operations Manager, and Operations Supervisors / Inspectors</p>	No plan or irrelevant plan	Plan not addressing requirements	Plan indicating time frames Realistic Training and skills development plan, the organogram including a comprehensive operational plan	Plan indicating resources allocations Training and skills plan covering all areas under rate-3 and beyond	Plan indicating timeframes and resources allocations beyond expectation Training and skills programme covering all items on rating 4 and beyond,
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8.6 The Bids that fail to achieve a minimum of **70** points out of **100** points for functionality will be disqualified. This means that such bids will not be evaluated on the Preference Points System stage.

## 8.7 Second Stage – Evaluation in terms of 80/20 Preference Points System

Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points system.

## 8.8 Calculating of preference points:

Points will be awarded to a bidder for attaining the Preference points in accordance with the table below:

The following table will be used to calculate the points out of 20 for the preference points for this project.

Description	Points
Who had no franchise in national elections before the 1983 and 1993 Constitution	8
Women	5
People with Disabilities	2
Youth	2
Locality	3
Total Points	20

**NB:** Source documents for claiming points: Proof of company registration, ID copies of women in the company and their positions, Medical report as well as proof of residence.

- 8.9 Bidders are required to complete the preference claim form (SBD 6.1) and submit source documents at the closing date and time of the bid in order to claim the preference points. The points scored by a bidder in respect of the preference points will be added to the points scored for price.
- 8.10 Failure on the part of the bidder to comply with paragraphs 8.9. above will be deemed that preference points are not claimed and will therefore be allocated a zero (0).
- 8.11 The points scored will be rounded off to the nearest 2 decimals.
- 8.12 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points.
- 8.13 However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for special goals, the contract will be awarded to the bidder scoring the highest for functionality.
- 8.14 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.
- 8.15 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

## **9. COMPULSORY INFORMATION SESSION**

- 9.1. A compulsory Briefing and Site Inspection sessions will be held at RTIA as detailed in the Advert. The compulsory Briefing and Site Inspection session provides bidders with an opportunity to clarify aspects of the process as set out in this document and to address any

substantive issues that bidders may wish to raise. Any Briefing Notes which may be issued by the RTIA to the Service Providers should be considered as part of this project.

- 9.2.** Firms may ask for clarification on this ToR or any of its Annexures up to close of business forty-eight (48) hours before the deadline for the submission of bids. Any request for clarification must be submitted by email to the Bid Office. Copies of questions and answers will be emailed to all firms that register at the briefing session.

## **10. SUB-CONTRACTING, PARTNERSHIP/CONSORTIUM/JOINT VENTURE AND COMPANY REQUIREMENTS**

- 10.1 The successful bidder must obtain prior RTIA approval to sub-contract, and/or amend the sub-contracting arrangements.
- 10.2 A proposal submitted by a company, close corporation, or another legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorised person.
- 10.3 A proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 10.4 A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
- 10.4.1 the conditions under which the consortium will function;
  - 10.4.2 its period of duration;
  - 10.4.3 the persons authorised to represent it;
  - 10.4.4 the participation of the several parties forming the consortium;
  - 10.4.5 the benefits that will accrue to each party; and
  - 10.4.6 any other information necessary to permit a full appraisal of its functioning.

## **11 SECURITY AND CONFIDENTIALITY OF INFORMATION**

No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of RTIA, except where authorised in writing to do so. All information will be held strictly confidential. The successful Service Provider may be required to sign a Confidentiality Agreement with RTIA.

## **12 TERMS AND CONDITIONS**

- 12.1 This Bid is subject to the Government Procurement General Conditions of Contract that may not be amended. Bids should not be qualified by their own conditions;

12.2 All prices (s) must be inclusive of all costs plus VAT and must be firm for the duration of the contract period. VAT must be shown separately. Price (s) quoted must be valid for at least (120) days from the closing date of the quotation and a firm delivery period must be indicated; and

12.3 The bidder may be expected to sign the SLA upon successful completion of the process.

**Please note that failure to complete and sign all bid documentation and or to submit all of the above-mentioned documentation as requested will result in bids by bidders being automatically disqualified.**

### 13. CONTACT DETAILS

<b>Administrative Contact</b>	<b>Technical Contact</b>
<b>Supply Chain Management</b>	<b>Project Manager</b>
Name: Ms Kelebogile Thipe	Name: Mr Mankga Mamabolo
Tel: 087 287 7995	Tel: 087 285 8914
E-mail: <a href="mailto:bids@rtia.co.za">bids@rtia.co.za</a> or <a href="mailto:Kelebogile.thipe@rtia.co.za">Kelebogile.thipe@rtia.co.za</a>	E-mail: <a href="mailto:Mankga.Mamabolo@rtia.co.za">Mankga.Mamabolo@rtia.co.za</a>