

## **ANNEXURE A**

### **TERMS OF REFERENCE FOR PHYSICAL GUARDING SERVICES IN LIMPOPO REGIONAL OFFICE FOR THE PERIOD OF TWELVE (12) MONTHS.**

#### **1. Guard monitoring system**

- 1.1.** A monitoring system must be installed by the service provider for patrolling purposes
- 1.2.** The system must allow for immediate intervention if out of sequence events occur. ICASA security personnel will be provided with access to the system via a web portal for reporting purposes.

#### **1.3 Security staff complementary and hours of service**

Description	Grade	Quantity	Notes	
Security guard (Day Shift): Mon - Sun (06h00-18h00) including Public Holidays.	C	1	<b>Number of guards</b>	<b>Posting</b>
			1	Main entrance door access control
Security guard (Night Shift): Mon - Sun (18h00-06h00) including Public Holidays.	C	1	<b>Number of guards</b>	<b>Posting</b>
			1	Main gate & general patrols

#### **1.4 Minimum security aid requirements**

- 1 x base station radio and must be ICASA approved
- 1 x two-way radio
- 1 x Rechargeable Torch
- 1 x Handcuff
- 1 x baton
- 1 x firearm both day and night shift
- 1 x guard hut
- 1 x site cellphone
- Occurrence books, pocket books and pens
- Rain coats, baseball caps, reflector jackets and Umbrellas
- Corporate uniform for dayshift and field dress for nightshift
- Any other additional items /aids required by statutory legislation must be provided in

addition to those mentioned above

## 1.5 Briefing Session

No briefing session

## 1.6 Evaluation Criteria

No	Category (Cut-off 60)	Points																		
A.	Functionality: Pre-qualification criteria (cut-off 60%)																			
	<b>Mandatory requirements</b>																			
	<b>Functional Proposal</b>																			
1.	<ul style="list-style-type: none"> <li>Ability to conduct physical security assessment on the building and or premises (attach Five (5) declassified reports)</li> </ul> <table border="1"> <thead> <tr> <th>No</th><th>Functionality</th><th>Score</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Attached five (5) physical security assessment reports</td><td>5</td></tr> <tr> <td>2.</td><td>Attached four (4) physical security assessment reports</td><td>4</td></tr> <tr> <td>3.</td><td>Attached three (3) physical security assessment reports</td><td>3</td></tr> <tr> <td>4.</td><td>Attached two (2) physical security assessment reports</td><td>2</td></tr> <tr> <td>5.</td><td>Attached one (1) physical security assessment reports</td><td>1</td></tr> </tbody> </table>	No	Functionality	Score	1.	Attached five (5) physical security assessment reports	5	2.	Attached four (4) physical security assessment reports	4	3.	Attached three (3) physical security assessment reports	3	4.	Attached two (2) physical security assessment reports	2	5.	Attached one (1) physical security assessment reports	1	20
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2.	<ul style="list-style-type: none"> <li>The bidder must attach CV's of security personnel involved in guarding services project. The attached CV's must show:</li> <li>Security officers, supervisors, and senior management indicating their experience in performing a similar work, <b>at least 2-5 years of experience in guarding services.</b></li> </ul> <table border="1"> <thead> <tr> <th>No</th><th>Functionality</th><th>Score</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Attached all CVs for five (5) security officers, one Supervisor, and one Senior management with 2-5 years of experience on guarding services Total CVs = 7</td><td>5</td></tr> <tr> <td>2.</td><td>Attached all CVs for four (4) security officers, one Supervisor with at least 2-4 years of experience in guarding services Total CVs = 5</td><td>4</td></tr> <tr> <td>3.</td><td>Attached all CVs for three (3) security officers and one Supervisor with at least 2-3 years of experience in guarding services Total CVs = 4</td><td>3</td></tr> <tr> <td>4.</td><td>Attached all CVs for two (2) security officers, with at least 1-2 years of experience in guarding services</td><td>2</td></tr> </tbody> </table>	No	Functionality	Score	1.	Attached all CVs for five (5) security officers, one Supervisor, and one Senior management with 2-5 years of experience on guarding services Total CVs = 7	5	2.	Attached all CVs for four (4) security officers, one Supervisor with at least 2-4 years of experience in guarding services Total CVs = 5	4	3.	Attached all CVs for three (3) security officers and one Supervisor with at least 2-3 years of experience in guarding services Total CVs = 4	3	4.	Attached all CVs for two (2) security officers, with at least 1-2 years of experience in guarding services	2	20			
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	5.	Attached a CV for one (1) security officer, with at least 0-1 year of experience in guarding services Total CV = 1	1																			
3.	<ul style="list-style-type: none"><li>Demonstrate the ability to investigate security incidents or breaches by attaching five (5) declassified security investigation reports.</li></ul> <p><b>Evaluation Criteria</b></p> <table><tr><th>No</th><th>Functionality</th><th>Score</th></tr><tr><td>1.</td><td>Attached five (5) security investigation reports</td><td>5</td></tr><tr><td>2.</td><td>Attached four (4) security investigation reports</td><td>4</td></tr><tr><td>3.</td><td>Attached three (3) security investigation report</td><td>3</td></tr><tr><td>4.</td><td>Attached two (2) security investigation reports</td><td>2</td></tr><tr><td>5.</td><td>Attached one (1) security investigation report</td><td>1</td></tr></table>			No	Functionality	Score	1.	Attached five (5) security investigation reports	5	2.	Attached four (4) security investigation reports	4	3.	Attached three (3) security investigation report	3	4.	Attached two (2) security investigation reports	2	5.	Attached one (1) security investigation report	1	20
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4.	<ul style="list-style-type: none"><li>The bidder should submit proof of capacity (PSIRA report) to replace security officers in the event of absenteeism, off sick, and any unforeseen circumstances, etc.</li></ul> <p><b>Evaluation Criteria</b></p> <table><tr><th>No</th><th>Functionality</th><th>Score</th></tr><tr><td>1.</td><td>Attached proof of PSIRA report to replace guards, maximum of five (5) guards</td><td>5</td></tr><tr><td>2.</td><td>Attached proof of PSIRA report to replace guards, with at least four (04) guards</td><td>4</td></tr><tr><td>3.</td><td>Attached PSIRA report with indicate the total number of guards employed by the service provider, maximum of three (03) guards</td><td>3</td></tr><tr><td>4.</td><td>Attached PSIRA report that indicate the total number of guards by the service provider, with at least two (02) guards</td><td>2</td></tr><tr><td>5.</td><td>Not attached any PSIRA report</td><td>1</td></tr></table>			No	Functionality	Score	1.	Attached proof of PSIRA report to replace guards, maximum of five (5) guards	5	2.	Attached proof of PSIRA report to replace guards, with at least four (04) guards	4	3.	Attached PSIRA report with indicate the total number of guards employed by the service provider, maximum of three (03) guards	3	4.	Attached PSIRA report that indicate the total number of guards by the service provider, with at least two (02) guards	2	5.	Not attached any PSIRA report	1	10
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5. • Attach proof of past four (4) references where similar work was performed, with starts & end dates of contracts, names and contactable telephone numbers.		20
No	Functionality	Score
1.	Attached proof of past four (4) references for similar work	5
2.	Attached proof of past three (3) references for similar work	4

3.	Attached proof of past two (2) references for similar work	3	
4.	Attached proof of past one (1) references for similar work	2	
5.	No attachment	1	
<b>6. • Attach proof of PSIRA registration report for the company, Directors , security supervisors and security officers.</b>			10
1.	Attached proof of PSIRA registration for the company, one director, one supervisor and five security officers.	5	
2.	Attached proof of PSIRA registration for the company, one supervisors and four security officers.	4	
3.	Attached proof of PSIRA registration for the company, one security supervisor and three security officers.	3	
4.	Attached proof of PSIRA registration for the company and two security officers.	2	
5.	Attached proof of PSIRA registration for the company and one security officer	1	
			100

**Please note that the pre-qualifying score is 60%.**

<b>EVALUATION CRITERIA PHASE 3: PRICE &amp; PREFERENCES</b>	
<b>A: Pricing proposal</b>	<b>80 points</b>
<b>B: BBBEE Certificate:</b> Compliance with Preferential Procurement Policy Framework Act	<b>20 points</b>

## **2. SPECIAL CONDITION**

- 2.1 ICASA may relocate to another building within the contract period, as such, a security service provider should be willing to relocate its guards to the new premises without any additional costs.

## **ANNEXURE B: PRICING**

**NAME OF BIDDER: .....**

**TOTAL PRICE QUOTE: .....**

[illegible]

