

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	Number of guards	Posting
			1	Main entrance door access control
Security guard (Night Shift): Mon - Sun (18h00-06h00) including Public Holidays.	C	1	Number of guards	Posting
			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%)																			
	Mandatory requirements																			
	Functional Proposal																			
1.	<ul style="list-style-type: none"> Ability to conduct physical security assessment on the building and or premises (attach Five (5) declassified reports) <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"> The bidder must attach CV's of security personnel involved in guarding services project. The attached CV's must show: Security officers, supervisors, and senior management indicating their experience in performing a similar work, at least 2-5 years of experience in guarding services. <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"> Demonstrate the ability to investigate security incidents or breaches by attaching five (5) declassified security investigation reports. <p>Evaluation Criteria</p> <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) 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> </tbody> </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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5.	<ul style="list-style-type: none"> Attach proof of past four (4) references where similar work was performed, with starts & end dates of contracts, names and contactable telephone numbers. <p>Evaluation Criteria</p> <table border="1"> <thead> <tr> <th>No</th> <th>Functionality</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Attached proof of past four (4) references for similar work</td> <td>5</td> </tr> <tr> <td>2.</td> <td>Attached proof of past three (3) references for similar work</td> <td>4</td> </tr> </tbody> </table>	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	20	
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4.	Attached proof of past one (1) references for similar work	2	
5.	No attachment	1	
6. • Attach proof of PSIRA registration report for the company, Directors , security supervisors and security officers.			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%.

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

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.

