

KHULA BUSINESS PREMISES (PTY) LTD

Wholly owned subsidiary of Small Enterprise Finance Agency (SOC) Limited
Company Registration Number 2003/002883/07
VAT Registration Number 4270218482

Bylsbridge Office Park
Building 14| Block D | 11 Bylsbridge Boulevard
Cnr Jean Ave and Olievenhoutbosch Road | Centurion | 0157

PO Box 11011 | Zwartkop | 0051
T +27 12 748 9600
F +27 12 748 9791
E helpline@sefa.org.za
www.sefa.org.za

FINANCE AND PROCUREMENT DEPARTMENT SUPPLY CHAIN MANAGEMENT REQUEST FOR BID (RFB)

APPOINTMENT OF A SECURITY SERVICE PROVIDER TO PROVIDE GUARDING SERVICES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS AT KHAYELITSHA CENTRE & BEACON VALLEY SHOPPING CENTRE, WESTERN CAPE

Bid Information

Bid Number	03/KBP/2023/24
Estimated Bid Proposal Submission Date	01 March 2024 at 11:00 am
Bid Validity Period from Date of Publication	120 days
Briefing Session	19 February 2024 at 13:00 At Beacon Valley Shopping Centre
Bid Contact Persons	Tebogo Seima tebogos@sefa.org.za
Complaints	procurement_complaints@sefa.org.za
Evaluation Method: Points System	80/20
Fraud Hotline <i>to report any wrongful or criminal deception or coercion intended to result in financial or personal gain by any sefa employee or person involved in this bidding process</i>	0800 000 663 (For anonymous reporting)
Internal Use Only: File Ref No	7/2/2/1

APPOINTMENT OF A SECURITY SERVICE PROVIDER TO PROVIDE GUARDING SERVICES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS AT KHAYELITSHA CENTRE & BEACON VALLEY SHOPPING CENTRE, WESTERN CAPE

1. Introduction and Background

- 1.1 Following a Cabinet decision and the State of the Nation address of 2011, the Small Enterprise Finance Agency (SOC) Limited (**sefa**), was established on 01 April 2012 in terms of section 3 (d) of the Industrial Development Corporation Act, No. 22 of 1940 (IDC Act). **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and brings together the activities of the three previous structures (Khula, **samaf** and the IDC small business activities).
- 1.2 **sefa** operates as a Development Finance Institution (DFI) to foster the establishment, development and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes towards poverty alleviation, job creation and economic growth. **sefa** provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.

2. Purpose

- 2.1 Khula Business Premises (Pty) Ltd (KBP) a wholly owned subsidiary of the Small Enterprise Finance Agency (**sefa**) seeks to appoint a service provider who are registered with relevant authorities to provide guarding services at its properties.
- 2.2 The service providers shall comply with all relevant government legislation as well as comply with **sefa**'s terms and conditions.
- 2.3 Khula Business Premises (Pty) Ltd (KBP) requests proposals from reputable, competent, and experienced companies in **the Security Sector**.
- 2.4 **sefa** will only consider bids documents/tenders from entities or companies who are based in the city listed above.
- 2.5 Bids must be submitted in a **sealed envelope and marked** as follows:

ATTENTION: sefa SUPPLY CHAIN MANAGEMENT

DESCRIPTION OF THE BID: APPOINTMENT OF A SECURITY SERVICE PROVIDER TO RENDER GUARDING SERVICES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS AT BEACON VALLEY SHOPPING CENTRE & KHAYELITSHA SHOPPING CENTRE, WESTERN CAPE

BID NUMBER: **03/KBP/2023/24**

NAME OF THE BIDDER:

2.6 **General RFB requirements**

- a. Bid documents **must** be initialled on every page.
- b. Number of sealed envelopes/files must compose of one (1) **ORIGINAL** and one (1) electronic PDF **copy** of the original bid proposal document on a USB.
- c. Submissions of the Bid responses **MUST** be made by depositing the Bid proposal into the Tender Box situated at **sefa** Head Office at the physical address below on or before the closing date as stated on page 1 of this Request for Information document under Bid Information.
- d. The bidder will bear all expenses associated with the preparation and submission of this Bid.

2.7 **sefa Physical Address**

11 Byls Bridge Boulevard, Doringkloof, Centurion, 0157

For more information, please visit the **sefa** website: www.sefa.org.za

3. RFB RESPONSES

3.1. **RFB Format**

3.2. Bidders shall submit their bid response in accordance with the requirements as outlined in the Bid Response Template provided in Appendix 1.

3.3. Each section must be clearly marked and the documents must be bound.

3.4. **General Conditions of Contract**

3.5. Completion of all Standard Bidding Documents (SBD by hand, attached in Annexures A, and adhering to all other requirements as outlined on each form. The following SBD and other forms must be duly completed and signed, and returned as part of the Bid Proposal:

- a. **SBD 1:** Invitation to Bid.
- b. **SBD 4:** Bidders Disclosure.
- c. **SBD 6.1:** Preference Points Claim Form.
- d. **Valid Tax Compliant Status (TCS PIN issued by SARS).**

- e. In bids where Consortium; Joint Ventures and Sub-Contractors are involved, it is required that each party must submit separate proof of Tax Clearance Certificate(s) or *PIN* issued by SARS
 - f. Submission of a certified copy of a **valid B-BBEE certificate** issued through a SANAS Accredited Agency, with the exception of Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs). These enterprises need to submit B-BBEE **sworn affidavits** as per the requirements of the Department of Trade and Industry (DTI) for qualifying enterprises except those who fall under the Construction Sector Charter Council (CSCC). Other sworn affidavits will not be accepted. The DTI and CSCC affidavit templates are available under Annexure C.
 - g. National Treasury **Central Supplier Database (CSD) registration** (attached proof of registration).
- 3.6. Submission of bidder's **Companies & Intellectual Property Commission (CIPC) registration documents** and certified ID copies for shareholders/directors / members / partners.
- 3.7. The successful bidder and its staff shall comply with all the laws of the Republic of South Africa and as it relates to this bid.
- 3.8. The bidder's staff must be South African citizens and **sefa** reserves the right to validate citizenship.
- 3.9. **Price Proposal**
- a. Bidders are required to complete and sign their pricing proposals.
 - b. **NB:** Failure to complete and submit a pricing proposal, will lead to disqualification of the bid.
- 3.10. **Late Bids**
- Bids submitted at the stated bid address, after the closing date & time, shall not be considered under any circumstances. Please note that **sefa** is situated inside a secure office park complex and entrance requires registration at the gate before access will be granted.

3.11. **Counter Conditions**

Bidder's attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by the bidder shall render the bid invalid.

3.12. **Bid Distribution**

3.13. The distribution of this RFB outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFB are advised to familiarise themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither **sefa**, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person or company for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.

3.14. Recipients of this RFB document may only distribute it to other parties whom they wish to involve as part of their bidder consortium in submitting a bid.

4. **PRESENTATIONS**

sefa reserves the right to require that any bidder provides a formal presentation of its bid proposal, at a date and time to be determined by **sefa**. All instructions and clarification regarding the purpose and scope of the presentation/demonstration shall be provided by **sefa**. The bidder shall bear all expenses associated with the preparation of such presentations/demonstrations.

5. **EVALUATION PROCESS**

This bid will be evaluated in five (5) stages as follows:

- Stage 1 - Administrative Compliance Requirements (Initial Screening Process)
- Stage 2 - Mandatory Requirements
- Stage 3 - Functionality Criteria
- Stage 4 – Site visit
- Stage 5 - Price and Preference (Specific Goals).

5.1 **Stage 1: Initial Screening Process**

During this stage, bid responses will be reviewed for purposes of assessing compliance with the RFB requirements including the General Conditions of Contract as outlined in this RFB outlined in Annexure A.

5.2 **Stage 2: Mandatory Requirements**

All bids will be evaluated by the evaluation panel independently in terms of the set evaluation criteria for mandatory as outlined in Annexure C.

5.3 **Stage 3: Functionality Requirements**

All bids that comply with mandatory requirements will be evaluated by the evaluation panel independently in terms of the set evaluation criteria for functionality as outlined in Annexure D

5.4 **Stage 4: Site Visit**

All bids that comply with Functionality requirements will be visited for verification

5.5 **Stage 5: Evaluation of Price and Preference (Specific Goals).**

5.5.1 Only bidders who scored 60 points or more out of 100 on the functional evaluation will be evaluated on price and preference.

5.5.2 In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.

5.5.3 This tender's applicable preference point system is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

Specific Goals for this tender and points that may be claimed are indicated in table below:

Criteria	POINTS (80/20 system)
Size of enterprise: Micro, Small, Medium and Large enterprises <ul style="list-style-type: none"> • Micro enterprises: maximum 8 points • Small enterprises: 5.6 points • Medium enterprises: 3.2 Points • Large enterprises: 0.8 Points 	8
Ownership Women/Youth & Persons with Disabilities	2
Youth Ownership	6
Spatial: Rural and Township and City-based enterprises	4
Total Points	20

Supporting Document for Claiming of Specific Goals:

The bidder must submit proof of either a BBBEE Certificate accredited by SANAS or a BBBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit. The bidder is also required to submit a PSIRA document showing the number of employees and or Statement of Financial Position of the bidder: Latest Audited Financial Statement of the bidder (Where applicable in terms of Company's Act) and/or independently reviewed financial statements and/or cashflow budget for the new entities with no financial records. The bidder must also indicate point claims on SBD 6.1.

Preference Points: 80/20

For procurement above R 2 000.00 (petty cash) threshold up to R50 million proposed 20 points.

Size of enterprise: Micro, Small, Medium enterprises: 8/20- leave as is split is as follows:

- Micro enterprises: maximum 8 points or 100% for micro-enterprises
- Small enterprises: 5.6 points or 70% of the 8 points
- Medium enterprises: 3.2 Points or 40%
- Large enterprises: 0.8 Points or 10%

Verification method: PSIRA document showing the number of employees and or Statement of Financial Position of the bidder: Latest Audited Financial Statement of the bidder (Where applicable in terms of Company's Act) and/or independently reviewed financial statements and/or cashflow budget for the new entities with no financial records.

Enterprises are divided into the following categories:

Sectors	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Finance and Business Services	Medium	51-250	<85.0 million
	Small	11-50	<35.0 million
	Micro	0-10	<7.5 million

Ownership: Maximum 2/20 points. (align to BBEE points allocation)

- Broad-based black economic empowerment means viable economic empowerment of all black people [including], in particular women, workers, youth, people with disabilities, and people living in rural areas.

L1	L2	L3	L4	L5	L6	L7	L8	L0
2	1,75	1,5	1,25	1	0,75	0,50	0.25	0

Verification method: BBEE certificate and or Sworn Affidavit:

- To accommodate women; youth and persons with disabilities= 2 points for level 1
- Targeted group: Youth and Non-Youth: 6/20 points or 100% with a bias towards women-owned businesses.

Youth = 6/20 points which will be allocated follows:

Youth Less than 30% Youth Owned = Zero Point

30% to 49% Youth Owned = 1.8 Points

50% to 100% Youth Owned = 6 Points

Spatial: Rural and Township and City-based enterprises: 4/20 points

- Rural = maximum 4 points or 100%
- Township= 1.2 points or 60% is 2.4 and not 1.2
- City= 0.8 or 20%
- Verification method:** Copy of Utility Bill, Lease Agreement, Title Deed, outlining the physical address of the company and official letter with stamp from the local councilor.

5.5.4 A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

- 5.5.4.1** The points scored by a bidder in respect of Specific Goals will be added to the points scored for price.
- 5.5.4.2** Only bidders who have completed and signed the declaration part of the Specific Goal form and who have submitted the relevant supporting documents will be allocated points.
- 5.5.4.3** The points scored will be rounded off to the nearest 2 decimals.
- 5.5.4.4** Criteria for breaking deadlock in scoring
- a. If two or more tenderers score an equal total number of points, the contract will be awarded to the tenderer that scored the highest points for Specific Goals.
 - b. If two or more tenderers score equal total points in all respects, the award will be decided by the drawing of lots.
- 5.5.4.5** A contract may, on reasonable and justifiable grounds, be awarded to a tender that did not score the highest number of points.
- 5.5.4.6** **sefa** reserves the right to enter into negotiations with the preferred bidder.
- 5.5.4.7** **sefa** reserves the right to provide policy relating to the handling of information (Protection of Personal Information Act).

6. FRAUD ALERT

6.1 **sefa** takes a zero-tolerance approach to fraud, corruption and bribery.

sefa is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

6.2 Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFP or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding bidders and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

6.3 Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on **0800 000 663**.

7. POST AWARD CONDITIONS

7.1 The Service Provider must make sure that they comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, COIDA, PAYE, PSIRA etc.; and a

Certificate of compliance with the applicable Labour laws must be submitted together with the proposal

- 7.2 **sefa** reserves the right to request the successful bidder and its employees to undergo a security vetting process
- 7.3 Security services will be rendered during working hours from Mondays to Fridays, Weekends and public holidays unless otherwise specified
- 7.4 The security services must always be executed under full time supervision by the successful bidder's supervisor(s) on continuous basis. **sefa** reserves the right to deploy its official to do supervision and routine inspections.
- 7.5 The successful bidder must provide monthly reports to the Building manager/or Properties' Facilitator when submitting an invoice for processing.
- 7.6 The successful bidder must ensure that their security staff is always dressed in a distinctive acceptable uniform when on duty.
- 7.7 A lock-up facility will be made available by **sefa** for the safekeeping of stock and equipment where possible.
- 7.8 The service provider must be liable for insuring his/her personnel against any injury or death.
- 7.9 The successful bidder's supervisor must report daily to **sefa's** (Building Manager/or Properties Facilitator) of any security incidents that occurred in the building.
- 7.10 The successful bidder shall supply the following monthly:
 - (a) A summarized written report on specific problems or occurrences.
 - (b) Suggestions on improved work methods and programmes if any.
 - (c) tenants' complaints and remedial action.
 - (d) All other matters related to this service.
- 7.11 It is the responsibility of the successful bidder and its personnel to comply with PSIRA, Health and Safety Act and any other applicable regulations
- 7.12 **sefa** reserves the right to conduct due diligence prior to final award or any time during the contract period, this may include site visits.
- 7.13 **sefa** will not be held responsible in any way for any damages, losses, theft of equipment or any valuable of the successful bidder or injury of his/her employees while on site or in the execution of their duties.
- 7.14 Equipment brought onto or used on site must comply with the Occupational Health & Safety Act and any regulations promulgated in terms of this Act; Classification: NONE Licensed Credit Provider NCRCP 160 Page 9 of 29

7.15 sefa shall not be held responsible in any way for any damages, losses, theft of equipment or any valuables of the successful bidder or injury of his/her employees whilst on site or in the execution of their duties.

8. STAFF REQUIREMENTS

8.1 Where applicable for this specific contract, the successful bidder must ensure that:

- a. Staff are adequately trained prior to commencement of the contract.
- b. Replacement staff is available should the need arise. The bidder is obligated to inform **sefa** of any removal and replacement of staff, which can only be done with the formal approval of **sefa**.
- c. Staff members are dressed appropriately and where required, staff uniforms must be in good condition.
- d. Staff members are South African citizens and **sefa** reserves the right to validate citizenship.

9. RESOURCE REQUIREMENTS

- i. Ensure that personnel working under this contract are in good health;
- ii. That they are adequately trained prior to commencement of the contract;
- iii. Ensure that replacement staff is available should the need arise and inform **sefa** of any removal and replacement;
- iv. Comprehensive CV of proposed professional staff;
- v. Personnel must be SA citizens and **sefa** reserves the right to validate citizenship.

10. SERVICE LEVEL AGREEMENT

10.1 The successful bidder will be required to enter into a Service Level Agreement with **sefa**.

10.2 A performance measurement processes will form an integral part of the Service Level Agreement, to be signed after the successful bidder has been appointed.

11. SUPPLIER SITE VISIT

11.1 **sefa** shall be entitled at all times to conduct bidder site visit for short listed bidders who met the functionality evaluation threshold, or at any time during the contract period. This may include site visits if applicable.

11.2 **sefa** reserves the right to request the successful bidder and its staff to undergo a security vetting and/or credit vetting processes via external services providers such as Credit Bureaus and the South African Police Services. By submitting a bid proposal, the bidder gives explicit approval for **sefa** to conduct such vetting requirements, if and when required.

12. Bid Cancellation

In the case of the cancellation of this RFB, **sefa** shall endeavour to inform all bidders, through the same medium used for the communication of the RFB.

13. Material Changes

- 13.1 Any material change in the control and/or composition of any bidder or any core member of a bidder after submission of a Bid, shall require the prior written approval of **sefa**, and any failure to seek such approval from **sefa** shall result in **sefa** being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bid process or to cancel the engagement. This shall be interpreted to include post appointment and subcontracting of work arising out of this bid to complete certain work.
- 13.2 **sefa** shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any bidder”, and as to what constitutes a “core member of a bidder” for purposes of such approval. Any request for such approval shall be made to **sefa’s** Supply Chain Management in writing and shall provide sufficient reasons and information to allow **sefa** to make such a decision. **sefa** reserves the right to accept or reject any such request for approval.

14. COMMUNICATION

- 14.1 **sefa** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary. Such communications will be done via the Supply Chain officials listed as the contact persons for this bid process.
- 14.2 All communication (enquiries/clarifications) relating to this bid shall take place between the bidder and the Supply Chain Management officials listed as the contact persons for this bid process. Such communication shall be done in writing only.
- 14.3 Communication between the closing date and the award of the bid, between the bidder and other **sefa** officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited.

15. CONTACT DETAILS

15.1 Main Contact

Name :Tebogo Seima

Email : Tebogos@sefa.org.za / procurement@sefa.org.za

15.2 Alternative Contact

Name :Lindiwe Duma

Email :Lindiwes@sefa.org.za / procurement@sefa.org.za

NB: Communication outside this platform is **strictly prohibited** and should bidders be found to be in contact with any of **sefa's** staff members on matters relating to this bid, such bidders shall automatically be disqualified from this bid process.

Scope of Work / Terms of Reference

The Scope of Work / Term of Reference is attached as Annexure F.

16. Annexures

Annexure A : Stage 1 - Administrative Compliance Requirements

Annexure B : Stage 2 - Mandatory Requirements

Annexure C : Stage 3 - Functionality Criteria

Annexure D : Stage 4 – Site Visit

Annexure E : Stage 5 - Price and Preference

Annexure F : Scope of Work / Terms of Reference

Appendix 1 : Bid Proposal Template

Annexure A

Stage 1 - Administrative Compliance Requirements (Initial Screening Process)

- (i) The bidder must submit a fully completed and signed Standard Bid Document (SBD 1, 4 & 6.1).
- (ii) The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of the CSD Report and / or MAAA Number.
- (iii) The bidder must submit a valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services must be submitted at the closing date and time of bid/RFQ.
- (iv) The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the ownership percentages and or specific goals of the Bidding entity;
- (v) The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.
- (vi) GCC: General Conditions of Contract (Initial each page).

Note:

- If the bidder is listed on the National Treasury List of Restricted Suppliers shall result in disqualification of the bid
- If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- If the status of the bidder is reflecting as deregistered on CIPC result in disqualification of the bid.

Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.

Annexure B

Mandatory Evaluation Criteria

NO	MANDATORY REQUIREMENTS	COMPLY/NOT COMPLY
1)	<p>The bidders must have an operation site office be within 25 KM radius from either Khayelitsha or Beacon Valley: Please attach one or more of the below listed documents and the document(s) should be valid at the time of submission</p> <ul style="list-style-type: none"> • Copy of Utility Bill or • Lease agreement or • Title Deed or <p>Company Registration documentation outlining the physical address of the company.</p>	
2)	<p>The bidder to provide copy of Company registration with PSIRA. (Please attach a valid certified copy of the certificate) on the closing date and time of the RFB.</p>	
3)	<p>The bidder must propose five (05) security officers with Grade C to be deployed at sefa. The security Officers must have valid PSIRA certificates on the closing date of the RFB. (Please attach valid certified copies of the certificates).</p>	
4)	<p>The bidder must be registered in terms of Section 28 of the Unemployment Insurance Act (UIF) 1996. (Attach proof of registration confirmation or certified copies of certificates), on the closing time and date of the RFB)</p>	
5)	<p>The bidder must provide a valid COIDA letter and/or Tender letter of good standing. The bidder must be registered in terms of Compensation for Occupational Injuries and Diseases Act (COIDA) 1993 with the Department of Labour. (Attach copy of certificates), on the closing time and date of the RFB.</p>	
6)	<p>State proposed salaries for each Grade as per National Bargaining Council for Private Security Sector Minimum Wage Determination. This must be based on the current rates (Attach a proof of current compliance to wage determination i.e. dummy salary advice for security officers).</p>	

NO	MANDATORY REQUIREMENTS	COMPLY/NOT COMPLY
7)	The Directors must be registered with PSIRA (Grade A): (The Bidder must submit a valid certified copy of the PSIRA certificate for the Directors as proof)	
8)	Monitoring and Armed response capabilities or proof of MOU with a company contracted to do armed response on behalf of the bidder (Proof that Bidder can provide armed response. Provide proof of firearm ownership and firearm competency certificate or submit proof of MOU)	

Bidder (s) who failed to comply with above Mandatory requirements will not be considered for further evaluation.

Annexure C

The below scoring scale shall be used to evaluate bids on functionality:

SCALE	DEFINITION
0	No information provided
1	Does not meet the requirements
2	Partially meet the requirements
3	Fully meets the requirements
4	Exceeds the requirements
5	Significantly exceeds the requirements

Stage 3 Functionality Requirements

NO	REQUIREMENTS	Weighting
Company Experience	<p>The service provider must have a minimum of three (03) years' experience in the provision of security services. The bidder must submit a company registration document and or company profile substantiating years of service.</p> <ul style="list-style-type: none"> • Less than 1 year relevant experience = 0 Point • 1 year relevant experience = 1 Point • 2 years relevant experience = 2 Points • 3 years relevant experience = 3 Points • 4 years relevant experience = 4 Points • 5 years and above relevant experience = 5 Points 	20

NO	REQUIREMENTS	Weighting
Reference Letters	<p>The bidder must provide at least three (3) contactable reference letters indicating that the bidder has rendered security services previously in the past five years. No reference letters/unrelated letters = 0 Point</p> <ul style="list-style-type: none"> • 1 reference letter = 1 Point • 2 reference letters = 2 Points • 3 reference letters = 3 Points • 4 reference letters = 4 Points • 5 and above reference letters = 5 Points <p>NB: Reference letters must be on company letterhead, signed and dated. The reference letters must indicate the following information i.e., description, contract value, duration, and contact details. <i>Purchase orders and appointment letters will not be accepted as evidence.</i></p>	30
Vehicles	<p>The bidder must provide proof of vehicle ownership as follows:</p> <ul style="list-style-type: none"> • Being in possession of a reliable fleet of a minimum of three (3) vehicles (Proof of Fleet/Vehicle registration (to be in the name of the bidding company or the company director)- submit proof of ownership). • No proof of vehicle = 0 Point • 1 proof of vehicle = 1 Point • 2 proof of vehicles = 2 Points • 3 proof of vehicles = 3 Points • 4 proof of vehicles = 4 Points • 5 proofs of vehicles and above = 5 Points 	30

NO	REQUIREMENTS	Weighting
Experience of Security Officers	<p>The proposed Five (05) security officers must have a minimum of three (3) years of Security services experience. As proof thereof, the bidder must provide CV's of security officers.</p> <ul style="list-style-type: none"> • Less than 1 year relevant experience = 0 Point • 1 year relevant experience = 1 Point • 2 years relevant experience = 2 Points • 3 years relevant experience = 3 Points • 4 years relevant experience = 4 Points • 5 years and above relevant experience = 5 Points <p>N.B: the overall average score will be applied</p>	20
TOTAL		100

Bidders are required to obtain a minimum of 60 out of 100 points on functionality to be evaluated further. Any bidder who scored less than 60 Points will be eliminated and not be evaluated further.

Annexure D

Stage 4: Supplier site visit

- Only bidders who scored 60 points or more out of a 100 on the functional evaluation will be evaluated on site inspection.

NO	DESCRIPTION	COMPLY/NOT COMPLY
1)	Fully functional control room	
2)	Uniform	
3)	Vehicles	
4)	ICASA License	
5)	Operational Equipments	
6)	Monitoring system	
7	Overall results	

N.B: Bidders who fail to meet the above requirements will be eliminated and not be evaluated further

Annexure E

Stag 5: Evaluation of Price and Preference (Specific Goals).

- Only bidders who met the supplier site inspection will be evaluated on price and preference.
- In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.
- This tender's applicable preference point system is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	
TOTAL	100 points

Specific Goals for this tender and points that may be claimed are indicated in table below:

Criteria	POINTS(80/20 system)
Size of enterprise: Micro, Small, Medium and Large enterprises <ul style="list-style-type: none"> • Micro enterprises: maximum 8 points • Small enterprises: 5.6 points • Medium enterprises: 3.2 Points 	8
Ownership Women/Youth & Persons with Disabilities	2
Youth Ownership	6
Spatial: Rural and Township and City-based	4
Total Points	20

Supporting Document for Claiming of Specific Goals:

The bidder must submit proof of either a BBBEE Certificate accredited by SANAS or a BBBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit. The bidder is also required to submit a PSIRA document showing the number of employees and or Statement of Financial Position of the bidder: Latest Audited Financial Statement of the bidder (Where applicable in terms of Company's Act) and/or independently reviewed financial statements and/or cashflow budget for the new entities with no financial records. The bidder must also indicate point claims on SBD 6.1.

Preference Points: 80/20

For procurement above R 2 000.00 (petty cash) threshold up to R50 million proposed 20 points.

Size of enterprise: Micro, Small, Medium enterprises: 8/20- leave as is split is as follows:

- Micro enterprises: maximum 8 points or 100% for micro enterprises
- Small enterprises: 5.6 points or 70% of the 8 points
- Medium enterprises: 3.2 Points or 40%
- Large enterprises: 0.8 Points or 10%

Verification method: The bidder is also required to submit a PSIRA document showing the number of employees and or Statement of Financial Position of the bidder: Latest Audited Financial Statement of the bidder (Where applicable in terms of Company’s Act) and/or independently reviewed financial statements and/or cashflow budget for the new entities with no financial records.

Enterprises are divided into the following categories:

Sectors	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Finance and Business Services	Medium	51-250	<85.0 million
	Small	11-50	<35.0 million
	Micro	0-10	<7.5 million

Ownership: Maximum 2/20 points. (align to BBBEE points allocation)

- Broad-based black economic empowerment means viable economic empowerment of all black people [including], in particular women, workers, youth, people with disabilities and people living in rural areas.

L1	L2	L3	L4	L5	L6	L7	L8	L0
2	1,75	1,5	1,25	1	0,75	0,50	0.25	0

Verification method: BBBEE certificate and or Sworn Affidavit:

- To accommodate women; youth and persons with disabilities= 2 points for level 1
- Targeted group: Youth and Non-Youth: 6/20 points or 100% with a bias towards women owned businesses.

Youth = 6/20 points which will be allocated follows:

Youth Less than 30% Youth Owned = Zero Point

30% to 49% Youth Owned = 1.8 Points

50% to 100% Youth Owned = 6 Points

Spatial: Rural and Township and City based enterprises: 4/20 points

- Rural = maximum 4 points or 100%
- Township= 1.2 points or 60% is 2.4 and not 1.2
- City= 0.8 or 20%

Verification method: Copy of Utility Bill, Lease Agreement, Title Deed, outlining the physical address of the company and official letter with stamp from the local councilor

Annexure F

Scope of Work / Terms of Reference

1. Introduction and Background

1.1 sefa owns two (02) properties in the Western Cape areas that require guarding services.

2. Purpose

- sefa owns two (02) properties in the Western Cape areas that requires guarding services.

Premises	Address
Khayelitsha Centre	Corner of Monza & Makabeni Roads, Khayelitsha, Western Cape
Beacon Valley Centre	Corner of Trampoline of Metropolitan Roads, Beacon Valley, Mitchells Plain ,Western Cape

- The security service provider must comply with all relevant government legislation as well as comply with sefa's terms and conditions.
- The contract period is for twenty-four (24) months

3. Scope of Works

3.1. The Security Service Provider will be required to provide guarding and petrol services on site as follows:

Mondays to Fridays = 24/7 hours.	
Saturdays = 24/7 hours.	
Sundays and Public holidays = 24/7 hours.	
Shifts:	
Day: 6am – 6pm	Night: 6pm – 6am

3.2. The resource allocation and job requirements includes the following:

Duty point	Position	Quantity	Job Purpose	Job Requirements
Khayelitsha Centre	Security Guards	1x Day Shift 1x Night Shift	Secure access and exit control and ensure entrances are free from any obstructions	South African with no criminal record.

<p>Beacon Valley Centre</p>	<p>Security Guards</p>	<p>1 x Day Shift 2x Night Shift</p>	<p>including informal traders.</p> <p>Secure premises by patrolling the periphery of the building.</p> <p>Report and supplying relevant information of major incidents to their control room.</p> <p>Inspecting and ensuring shops and offices are locked and secured after business hours.</p> <p>Access to armed response if assistance required.</p> <p>Weekly guard monitoring report submitted to client.</p> <p>Monthly site report submitted to client.</p>	<p>Positive security clearance.</p> <p>PSIRA Grade C and must be proficient in English and any other South African language.</p>
-----------------------------	------------------------	---	--	--

NB: Detailed duties of Security Guards at each duty point will be discussed with the successful bidder.

3.3. The Security Service Provider must provide for the following fully operational equipment:

Item Description	Khayelitsha Centre	Beacon Centre	Valley
Flashlights rechargeable/ with batteries per security guard	1	2	
Smart Phone per site	1	1	
Batons per security guard	1	2	
Pepper sprays per security guard	1	2	
Handcuffs and keys per security	1	2	
Guard monitoring system per site	1	1	
2-way radios per security guard	0	2	

4. Time Scale

The duration of the contract is twenty-four (24) months.

Cover Page

Bid Proposal

APPOINTMENT OF A SECURITY SERVICE PROVIDER TO RENDER GUARDING SERVICES FOR A PERIOD OF TWENTY- FOUR (24) KHAYELITSHA SHOPPING CENTRE & BEACON VALLEY SHOPPING CENTRE, WESTERN CAPE

Bid Number	
Company name	
MAAA Number (CSD Number)	
Contact Person	
Telephone Number	
e-mail address	

Section 1: Legislative Requirements

Attach all documentation relating to the general conditions of contract behind this section.

Section 2: Company Profile, References, CVs & Proof of Qualifications

Attach company profile, reference letters, CVs & proof of qualifications behind this section.

Section 4: Pricing Proposals

1. Please indicate your total bid price here: R.....(VAT Incl.)
2. NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)
3. Are the rates quoted firm for the full period of the contract?.....

IMPORTANT:

- If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g., CPI etc
4. All additional costs associated with the bidder's offer must be clearly specified and included in the Total Bid Price.

TABLE A: LABOUR

Day shift Weekdays

Duty Point / Post	Quantity (Qty)	Grading	Total Monthly Service Fee	Total fee for 24 Months
Khayelitsha Centre	1	C		
Beacon Valley Centre	1	C		
Total Number of Security	2			

Night Shift Weekdays

Duty Point / Post	Quantity (Qty)	Grading	Total Monthly Service Fee	Total fee for 24 Months
Khayelitsha Centre	1	C		
Beacon Valley Centre	2	C		
Total Number of Security	3			

Day Shifts Weekends/Public Holidays (included in above rates (7 Days 24/7))

Duty Point / Post	Quantity	Grading	Total Monthly Service Fee	Total fee for 24 Months
Khayelitsha Centre	1	C		
Beacon Valley Centre	1	C		
Total Number of Security	2			

Night Shift Weekends/Public Holidays (included in above rates 7 Days 24/7)

Duty Point / Post	Quantity (Qty)	Grading	Total Monthly Service Fee	Total fee for 24 Months
Khayelitsha Centre	1	C		
Beacon Valley Centre	2	C		
Total Number of Security	3			
Sub- Total (A) (VAT incl.)	R			

TABLE B: EQUIPMENT

Description	Quantity	Total Fee
Flashlights rechargeable/ with batteries per security guard	3	R
Smart Phone	2	R
Batons per security guard	3	R
Pepper sprays per security guard	3	R
Handcuffs and keys	3	R
Guard monitoring system	2	R
2-way radios per security guard	2	R
Sub-Total (B) (VAT incl.)	R	

Total Bid Price	
Total A + B (VAT incl.)	R

Section 5: Additional Information

Any additional information that is considered pertinent to the proposal can be attached under this section.]

REQUESTED BY:

Name	Designation	Signature	Date
Ghaulied van Schalkwyk	Regional Facilities Manager		

REVIEWED BY:

Name	Designation	Signature	Date
Wendy Rakitla	Head: SCM		

RECOMMENDED BY:

Name	Designation	Signature	Date
Matshidiso Pilane	Property Manager		

APPROVED BY:

Name	Designation	Signature	Date
Sikhumbuzo Ndlovu	Head: Properties		