

REQUEST FOR QUOTATION

APPOINTMENT OF ARMED RESPONSE SECURITY SERVICE PROVIDERS FOR QUALITY COUNCIL FOR TRADES AND OCCUPATIONS (QCTO) FOR A PERIOD OF SEVENTY-TWO (72) MONTHS

| Closing Date | Address |
|-----------------------------------|--|
| Date: 27 July 2023 Time: 11:00 | Quality Council for Trade and Occupations Tender Box @ Reception 256 Glyn Street Hatfield Pretoria 0083 |

NB: Late Submissions will not be considered

| Briefing Session Information |
|---|
| Compulsory briefing session Date: 20 July 2023 Time: 11:00 Location: Microsoft teams Link: To receive the link, kindly send an email to tenders@qcto.org.za before 18 July 2023. |

QUOTE VALIDITY PERIOD

The validity period for this quote: **30 days**.

ENQUIRIES

Any technical enquiries regarding the terms of reference shall be directed in writing to:

Ms. Itumeleng Mpe:

Email: Mpe.I@qcto.org.za

Any SCM related enquiries shall be directed in writing to:

Ms. Nkele Chauke

Email: tenders@qcto.org.za

Stage 1: Mandatory Evaluation

During this stage, proposals will be reviewed to determine compliance with all mandatory requirements and such documents must be signed by a duly authorized representative.

Stage 1: Pre-Qualification (Mandatory Evaluation)

| I/We have attached to this document: | Tick submitted if | | Office use |
|---|-------------------|----|------------|
| • Three hard copies of the technical bid document | Yes | No | |
| • Two hard copies of the Pricing document in a separate envelop | Yes | No | |
| • Completion of SBD 3.3; 4; 6.1. | Yes | No | |
| • CSD Registration (National Treasury) | Yes | No | |
| • BBBEE/ Sworn Affidavit | Yes | No | |

Note: Failure to meet any or all of the above mandatory requirements will lead to bidder being disqualified.

NB: Please paginate your proposal submission by using numbered file dividers or similar system and create an index page for ease of reference.

1. AIM OF PROPOSAL

- 1.1. The purpose of this project is to appoint Armed Response service provider to supply security within the QCTO building.

2. QCTO BUILDINGS SIZE (BUILDING A & BUILDING B)

- 2.1. The QCTO has one site situated in Hatfield, Pretoria which consists of two buildings (Building A and building B)
- 2.2. The size for building A is 3950.07 m² and for building B is 1528.92 m² and total for the two buildings is (5,478 m²)

3. SCOPE OF WORK AND DELIVERABLES

- 3.1. The service provider shall allocate personnel resources in line with technical and other skills and knowledge to perform the service
- 3.2. The service provider shall provide Armed response service 24/7 every day, weekends and during holidays
- 3.3. The service provider shall send Armed response on site as and when the alarm triggered
- 3.4. The service provider shall provide high alert security service when required
- 3.5. The service provider shall ensure its organisation and all its Personnel allocated to perform the services are registered with Private Security Industry Regulation.
- 3.6. The service provider shall monitor the armed security of QCTO and send a report
- 3.7. The service provider shall provide Armed response technical assistance as and when it is needed.

4. MAINTENANCE AND SUPPORT

The QCTO intends to enter into seventy-two (72) months with Armed response Supplier to maintain and support QCTO security.

5. PROJECT TIMELINE

The successful bidder must be able to supply the required services within (01) month from the date of receiving the purchase order.

6. PRICING:

- The Bidder's proposed cost for the project should be an all-inclusive maximum fixed price fee.
- This amount must be inclusive of VAT.

7. ACCEPTANCE OF QUOTATIONS

The QCTO does not bind itself to accept either the lowest or any other quote and reserves the right to accept the quote which it deems to be in the best interests of the organization. QCTO reserves the right to accept the offer in full or in part or not at all.

8. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in a tenderer's proposal. This information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the bidder may be disqualified.

QCTO may conduct due diligence on any bidder, which may include interviewing customer references or other activities to verify a bidder's or related information and capabilities and, in these instances, the bidders will be obliged to provide QCTO with all necessary assistance and/or information which QCTO may reasonably request and to respond within the given time frame set by QCTO;

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework Act.

8.1. Stage 2: Functionality

| No. | Evaluation Criteria | Guideline | Scoring | Points |
|-----|---------------------|--|--|--------|
| 1 | Company Experience | <p>Demonstrates company experience to perform Armed response services.</p> <p>Supporting documents should be</p> <ul style="list-style-type: none"> • Service certificates • Purchase orders • Reference Letter | <ul style="list-style-type: none"> • 0 projects = 0 points • 1 project = 5 Points • 2 projects = 10 points • 3 projects = 15 points • 4 projects = 20 points • 5 and more projects = 25 points | 25 |

| No. | Evaluation Criteria | Guideline | Scoring | Points |
|-----|--|---|--|--------|
| 2 | Board Directors with certificates from Private Security Industry Regulator (PSIRA) | Proposal clearly indicates Board of Directors with certificates from Private Security Industry Regulator (PSIRA). | <ul style="list-style-type: none"> Board of directors' certificates from Private Security Industry Regulator (PSIRA) submitted = 0 points Did not provide some or all Board of directors with certificates from Private Security Industry Regulator = 10 points | 10 |
| 3 | List of graded individuals that are registered with PSIRA and their Duty Roster | Duty roster with security graded individuals that are registered with PSIRA | <ul style="list-style-type: none"> Duty roster with security graded individuals that are registered with PSIRA = 25 Limited or no capacity (no duty roster with security graded individuals that are registered with PSIRA = 0 | 25 |
| 4 | Letter of good standing and compliance with COIDA. | <p>Compliance requirements:</p> <p>Letter of good standing and compliance with the Compensation of Occupational Injuries and Diseases Act (COIDA) certificates from Department of Labour.</p> | <ul style="list-style-type: none"> Valid COIDA certificate = 10 Not Valid COIDA certificate = 0 | 10 |
| 5 | Evidence of Security Operation Centre. | <p>Provide details and images of the location of existing Security Operation Centre with equipped security control room in Gauteng</p> <ol style="list-style-type: none"> Two-way radio base set with back-up service. (Attach Proof of ownership of radio and proof of installation of back-up service by ICASA) Landline telephone Minimum of three (03) roadworthy Patrol cars. | <ol style="list-style-type: none"> Two-way radio base Landline telephone Minimum of three (03) roadworthy Patrol cars Control room operators. Firearm strong room. <ul style="list-style-type: none"> Met all the requirements listed= 30 points Did not provide some or all requirements listed = 0 points | 30 |

| No. | Evaluation Criteria | Guideline | Scoring | Points |
|--------------|---------------------|--|---------|--------|
| | | 4. Control room operators. 5. Firearm strong room approved in terms of SAPS firearms control act (Attach certified copy of certificate) | | |
| Total points | | | | 100 |

Each of the criteria is to be assessed and scored on the evaluation sheet using the above points.

Threshold: Bidders who score less than **70** out of 100 points on functionality will not be considered for Price and B-BBEE and will be disqualified for this project.

Shortlisted bidders may be required to host QCTO for site visit.

8.2. Stage 2: Price and Specific Goals

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 preference point system**.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document.

Step 1 will be the calculation of points for price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of tenders with a Rand value below R50 000 000 (all applicable taxes included):

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

Where:

P_s = Points scored for comparative price of proposal or offer under consideration;

P_t = Comparative price of proposal or offer under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or offer.

Step 2 will be the calculation of points for the Specific goals contribution where 20 points will be awarded to a Bidder as per table below:

| Specific goals | Definitions | Number of Points |
|--|--|------------------|
| Women | 5 points can be claimed by bidders who have owners/directors who are Black women regardless of percentage of ownership | 5 |
| Youth | 5 points can be claimed by bidders who have owners/directors who are Black persons from the age of 16 to 35 regardless of percentage of ownership | 5 |
| Historically Disadvantaged Individuals (HDI) | 5 points can be claimed by bidders who have owners/directors that are Historically Disadvantaged Individuals, any black or female or disabled South African person regardless of percentage of ownership | 5 |
| Locality / | 5 points can be claimed by bidders who have operating premises in the Gauteng, | 5 |

Note: Non-compliant contributors or failure to provide certification or affidavit substantiating the attainment of any of the Specific goals criteria will result in the Bidder being awarded zero (0) points for the Specific goal. In the case of B-BBEE certificates, the bidder must also submit the full verification report, which shows the percentage of Women, Youth and HDI ownership.

8.3. CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the Specific goals (step 2) to obtain the bidder's total points scored out of 100.

| AREAS OF EVALUATION | POINTS |
|---------------------|------------|
| Price | 80 |
| Specific Goals | 20 |
| Total | 100 |

9. TENDER VALIDITY PERIOD

The validity period for this tender is 180 days.

10. SPECIAL CONDITIONS

- QCTO may request additional information, clarification or verification in respect of any information contained in or omitted from a Service provider's proposal. This information will be requested in writing;
- QCTO may conduct a due diligence on any service provider, which may include interviewing customer references.
- QCTO may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the proposal;
- QCTO will evaluate the Proposals with reference to QCTO set and approved evaluation criteria guided by the SCM policy as indicated. All prices quoted must be VAT inclusive.
- QCTO will not provide upfront payments.
- The successful bidder shall provide the service required based on the set timelines agreed with QCTO.
- Service Providers will not be remunerated for submitting proposals.
- QCTO reserves the right to not proceed with the project or to not appoint any of the Service Providers invited to submit proposals.
- The successful Service Provider should be able to work with other Service Providers.