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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES AT THE POLOKWANE REGIONAL OFFICE (18A LANDROS MARE STREET) OF THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.**

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**1. BACKGROUND**

- 1.1. The Department of Mineral Resources and Energy – through the Minimum Information Security Standards (MISS) approved by the Parliament in 1996 and the Minimum Physical Security Standards - is required to implement security measures to protect personnel, information, and other assets of the Department.
- 1.2. To implement the above standards, the Directorate intends to appoint a security service provider to provide physical security services for twenty-four (24) hours a day, seven days a week including public holidays (24/7).
- 1.3. Polokwane Regional Office is a standalone building that is occupied solely by the Department. Total security of the building (including perimeter security) is the sole responsibility of the Department. The Department has in-house security personnel who are only responsible for security inside the building, and only work on weekdays, excluding weekends, public holidays, as well as night shifts. Therefore, the Department must provide security outside the scope of the in-house security. It is for this reason that the Department intends to appoint a service provider to provide additional security twenty-four (24) hours a day, seven days a week including public holidays (24/7).

**2. CONTRACT PERIOD**

- 2.1. The duration of the contract shall be twenty-four (24) months.

### **3. OBJECTIVE**

- 3.1. The objective of this project is to provide security services twenty-four (24) hours, seven (7) days a week including public holidays (24/7) at Polokwane Regional Office for the protection of personnel (including visitors, contractors, and consultants), information and other assets of the Department.

### **4. SCOPE OF WORK**

- 4.1 Provision of security service 24 hours a day, seven (7) days a week, including public holidays (24/7) as follows:
- 4.1.1 **Day shift 06h00-18h00 – Monday to Sunday & Public holidays**
- 01 x armed Security Guard with Grade C.
  - 01 x un-armed Security Guard with Grade C
- 4.1.2 **Night shift between 18h00-06h00 – Monday to Sunday & Public Holidays**
- 01 x armed Security Guard with Grade C
  - 01 x un-armed Security Guard with Grade C
- 4.1.3 Perform access control duties in line with the Control of Access to Public Premises and Vehicles Act 53 of 1985.
- 4.1.4 Perform regular patrol duties during each shift and keep records accordingly.
- 4.1.5 Perform site visits by a mobile supervisor at least once per shift and make relevant entries for each visit.
- 4.1.6 Report, record, and investigate each security breach/incident.
- 4.1.7 Investigate each security breach/incident and provide the department with a formal report.
- 4.1.8 Assist the Department in conducting Departmental investigation of security breaches/incidents.
- 4.2 Conduct a comprehensive Threat and Risk Assessment (TRA) of the building/site and provide a report within the first month of appointment.

### **5. DELIVERABLES OR PROJECT OUTPUT AND OUTCOMES**

- 5.1. The effective and efficient provision of twenty-four hours (24) a day, seven days a week including public holidays (24/7) security services to the Department of Mineral Resources and Energy for the protection of employees, information and other physical assets as follows:

- 5.1.1 Effective access control in compliance with the Control of Access to Public Premises and Vehicles Act 53 of 1985.
- 5.1.2 Effective patrol duties to ensure security within DMRE premises including parking areas.
- 5.1.3 Effective reporting, recording, and investigating security breaches/incidents.
- 5.1.4 Effective site visits by a mobile supervisor at least once per shift.
- 5.1.5 Effective cooperation during security breach investigation.
- 5.1.6 The service provider must provide the required number of personnel (security officers) as per the scope of work who are properly uniformed and compensated or remunerated timeously in line with the relevant PSIRA Sectoral Determination.

**6. EVALUATION CRITERIA**

**This bid will be evaluated in four stages, i.e., functionality, mandatory requirements, administrative compliance, and point scoring system.**

**6.1 Gate 01 – Functionality**

Bidders will be scored in terms of the functional requirements indicated in the table below. The corresponding points and weightings will be used to calculate the overall score a bidder has achieved. The minimum threshold for this bid is **70%**. Bidders who score less than **70%** will be disqualified. Only bidders that score **70%** or more will be considered further.

No.	Evaluation criteria	Points	Weight
1	<p><b>Company experience</b></p> <p>Bidders should have experience in providing security guarding services.</p> <p>(Attach contract/s, SLA, Orders, or completion letters, supported by testimonial/s on a company (client) letterhead, signed and dated, and describing the nature of services successfully completed.)</p>	<p>8 years or more = 5 points</p> <p>6 to 7 years = 4 points</p> <p>5 years = 3 points</p> <p>3 – 4 years = 2 points</p> <p>2 years or below = 1 point</p>	25

<p><b>2</b></p>	<p><b>Experience of Security Officers</b>                  Security officers must have relevant security guarding experience.                  (Attach a recent comprehensive CV with <b>copies of IDs - certified within the past 6 months</b>).   <b>(Experience of security officers = average of the number of security officers)</b></p>	<p>3 or more years = 5 points                  2 years = 4 points                  1 years = 3 points                  6 months – 11 months = 2 points                  0 – 5 months = 1 point</p>	<p><b>25</b></p>
<p><b>No.</b></p>	<p><b>Evaluation criteria</b></p>	<p><b>Points</b></p>	<p><b>Weight</b></p>
<p><b>3.</b></p>	<p><b>Tools of trade</b></p> <p>3.1 Bidders should indicate that they have the following five (5) aspects their proposal (supported by photographs where possible):</p> <p>3.1.1 Two-way radios that are based on cellular network (GSM, 2G, 3G, 4G, LTE etc.),</p> <p>3.1.2. Security Registers (Occurrence Book, Pocketbook, Visitors register, Firearm Register, etc.)</p> <p>3.1.3. Company uniform for the Security Officers.</p> <p>3.1.4. Torches, batons, handcuffs and firearms.</p> <p>3.1.5. Company vehicle/s to transport Security Officers and patrols.  <b>(Attach proof of ownership or valid lease agreement).</b></p>	<ul style="list-style-type: none"> <li>• Aspects listed not part of those from 3.1.1 – 3.1.5 = 5 points</li> <li>• Aspects listed from 3.1.1 – 3.1.5 = 3 points</li> <li>• Failure to indicate the required aspects listed on item 3.1.1 – 3.1.5 = 1 point</li> </ul>	<p><b>20</b></p>
<p><b>4</b></p>	<p><b>Project Plan</b></p> <p>4.1. Detailed project/Execution and Management Plan should include the aspects below:</p> <p>4.1.1. Project deliverables</p> <p>4.1.2. Logistical plan</p> <p>4.1.3. Milestones</p> <p>4.1.4. Scope</p>	<ul style="list-style-type: none"> <li>• 10 or more aspects = 5 points</li> <li>• 9 aspects = 3 points</li> <li>• Failure to indicate the</li> </ul>	<p><b>10</b></p>

	4.1.5. Schedule 4.1.6. Resources 4.1.7. Occupational Health and Safety Plan 4.1.8. Training Plan 4.1.9. Quality Management Plan	required aspects listed on item 4.1.1 – 4.1.9 <b>= 0 point</b>	
<b>No.</b>	<b>Evaluation criteria</b>	<b>Points</b>	<b>Weight</b>
	4.2. Proposed Methodology outlining Management of the project reflecting at least the following three (3) aspects (Attach methodology proposal)  4.2.1. Threat and Risk Assessment, 4.2.2. Risk management and mitigation process, 4.2.3. Overall management of the project	<ul style="list-style-type: none"> <li>• More than 3 aspects = <b>5 points</b></li> <li>• 3 aspects = <b>3 points</b></li> <li>• Methodology not provided = <b>0 point</b></li> </ul>	<b>20</b>

**Formula;  $A \times 100 = C\%$**

**B**

Where: A = Total score for the bid under consideration

B = Maximum possible score

C = Percentage score for the bid under consideration

**6.2. Gate 02 – Mandatory requirements**

- i) Bidders must have a functional, adequately equipped operating office or Control Room which is telephonically contactable twenty-four (24) hours a day, seven days a week (24/7) located within 60km radius to Polokwane Regional Office. (Attach proof of address in the form of municipal account or leases / rental agreement or deeds document or permission to occupy)

**NB:** Functional, adequately equipped operating office or Control Room refers to,

- Base radio
- Telephone
- Close Circuit Television
- Firearm Safe

- ii) Copies of valid PSIRA registration certificates of the Directors/members (Grade A or B), and security officers (4 x Grade C) as proof (digitally verifiable and/or certified within the past 6 months).
- iii) Copies of valid firearm competency certificates and licence for the company, supervisor and for security officers in compliance to Firearms Control Act in terms of which a service company must possess a firearm license issued in terms of Section 20(2)(a) of the Act and may provide firearms licensed to it only to a security officer in its service who is in possession of a firearm competency certificate (Section 20(5)(b)).
- iv) The bidding company must attach a valid copy of electronically verifiable PSIRA registration certificate.
- v) Copy of valid PSIRA certificate of Good Standing of the company, certified within the past six (6) months.
- vi) Valid COIDA letter of good standing of the company.

**6.3. Gate 03 - Administrative compliance**

- (i) Compliance with the specification / Terms of Reference.
- (ii) Fully completed SBDs (Duly signed and dated) listed hereunder.
  - SBD 1
  - SBD 4
  - SBD 6.1
- (iii) The following will be regarded as non-compliance.
  - Price amendments / other amendments without signature/initials.
  - Use of correctional fluid
  - Completion of the bid document in coloured ink other than black ink.

**6.4. Gate 04 – Point Scoring System**

Bids will be evaluated on the 80/20 preference point system as outlined in the Preferential Procurement Regulation of 2022.

- Price points = 80



## **7 REPORTING REQUIREMENTS**

- 7.1 This project will be implemented in line with the Departmental Security Structure in that:
  - 7.1.1. The service provider must report immediately any security breaches/incidents to the Director: Security Risk Management or his/her delegate, in writing.
  - 7.1.2 The service provider is required to provide a written monthly report to the Director: Security Risk Management or his/her delegate.
  - 7.1.3 The service provider will be required to conduct quarterly meetings with the Director, Security Risk Management, or his/her delegate for the duration of the contract period. In case of emergency, either party may propose a meeting and both parties must reasonably avail themselves for such meetings.

## **8. ROLES AND RESPONSIBILITIES.**

### **8.1. The Department of Mineral Resources and Energy shall provide the following.**

- 8.1.1 Functional Perimeter Security Lighting.
- 8.1.2 Facilitate access control by ensuring that officials have identification cards.
- 8.1.3 Provide gate keys, remote control and/or any other locking mechanism or infrastructure that is used to lock the main gate and
- 8.1.4. Provide access to ablution facilities.

### **8.2 Service Provider**

- 8.2.1 Execute the contract in line with the scope of work and other requirements contained in these terms of reference.

## **9. CONFIDENTIALITY OF INFORMATION**

- 9.1. A Party shall treat information furnished by the other Party or another person for purposes of execution of the project, as confidential. Subject to this clause, the Party so furnished with information shall not disclose such information to another person without the prior written consent of the other

Party and shall take reasonable steps to ensure that such information is not disclosed to another person.

## **10. PAYMENTS**

- 10.1 The Department will not make an upfront payment to a successful service provider. Payments will only be made in accordance with the delivery of services that will be agreed upon by both parties and receipt of an original invoice.

## **11 TAX CLEARANCE CERTIFICATE**

- 11.1 Bidders must ensure compliance with their tax obligations.
- 11.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of the state to view the taxpayer's profile and tax status.
- 11.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za).
- 11.4 A bidder may also submit a printed TCS together with the proposal.
- 11.5 In proposals where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- 11.6 Where no TCS is available, but the potential service provider/s is registered on the central supplier database (CSD), a CSD number must be provided.

## **12 COST/PRICING**

- 12.1 The bidders are requested to provide a quoted proposal regarding the work to be undertaken.
- 12.2 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. The total cost must be VAT inclusive and should be quoted in South African Rands (i.e. ZAR).
- 12.3 Bidders should provide hourly rates as prescribed by the Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.
- 12.4 Bidders should provide (Subsistence & Travel (S&T)) rates that are in aligned to the National Treasury instruction note as follows:
- i) Hotel Accommodation – R1550 per night per person, including breakfast, dinner, and parking.

- ii) Air travel must be restricted to economy class.
- iii) Claims for kilometers may not exceed the rates approved by the Automobile Association of South Africa.

**13. CONDITIONS OF THE CONTRACT**

- 13.1 The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.
- 13.2 The service provider will sign a confidentiality agreement regarding the protection of DMRE information that is not in the public domain.
- 13.3 Security officers are prohibited from unauthorized handling, reading or removal of documents in the departmental records.
- 13.4 No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.
- 13.5 The Department reserves the right to screen/vet security personnel in the employ of the security provider to the relevant level, and to verify their registration status with Private Security Industry Regulatory Authority (PSIRA) before they are employed in the Department.
- 13.6 Security officers must be inspected at least once per shift; day and night (weekends and public holidays included) by the security service provider representative and keep records of such visits.
- 13.7 The service provider must ensure that there is no interruption of services due to manpower shortage because of the security guard being on leave (Annual, sick, etc).
- 13.8 The service provider shall ensure that the contract is executed in line with the scope of work.
- 13.9. The service provider will be subjected to security screening by the State Security Agency
- 13.10 The DMRE reserves the right to verify the authenticity of the information submitted, any falsified information may result in the disqualification or cancellation of the contract.

**NB:** This bid is advertised under the Department of Mineral Resources and Energy, however as from the 01<sup>st</sup> of April 2025 the contract will be under the Department of Mineral and Petroleum Resources or Department of Electricity and Energy.

#### 14 FORMAT OF SUBMISSION OF PROPOSAL

- 14.1. Service providers are requested to **submit four (4) copies** of technical proposals **plus the original**.
- 14.2. Service providers are requested to index their proposals for easy reference.

#### 15. PRE-BID MEETING DETAILS/BRIEFING SESSION DETAILS

- 15.1 A compulsory briefing session will be held on **18 November 2024** at **10h00** at the Department of Mineral Resources and Energy at the following address: **18A Landros Mare Street, Polokwane 0700**

An attendance register will be signed at the briefing session to confirm attendance. The companies that are not appearing on the attendance register their bids are not going to be considered.

#### 16. CLOSING DATE

- 16.1 Proposals must be submitted on or before **04 December 2024** at **11:00** at the Department of Mineral Resources and Energy, at 192 Matimba House Building, Corner Visagie and Paul Kruger Street, Pretoria in the box marked Department of Mineral Resources and Energy. **No late bids will be accepted.**

#### 17. ENQUIRIES

- 17.1. **All general enquiries relating to bid documents should be directed to:**

Ms. Lucia Nkhethoa  
Tel: 012 406 7702  
E-mail: [Lucia.Nkhethoa@dmre.gov.za](mailto:Lucia.Nkhethoa@dmre.gov.za)

- 17.2. **Technical enquiries can be directed to:**

- 1. Mr. Nhlanhlehle Chonco  
Tel: 012 444 3039  
E-mail: [Nhlanhlehle.chonco@dmre.gov.za](mailto:Nhlanhlehle.chonco@dmre.gov.za)
- 2. Mr. Moloko Mashala  
Tel: 012 406 7595  
E-mail: [Moloko.mashala@dmre.gov.za](mailto:Moloko.mashala@dmre.gov.za)