

REQUEST FOR BIDS
TERMS OF REFERENCE: PROVISION OF SECURITY SERVICES FOR 21
MONTHS AT THE THEATRE AND 68 CAPE ROAD BUILDINGS
REF NO. TENDER NO 15/2023



TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE SECURITY SERVICES AT THE MANDELA BAY THEATRE COMPLEX

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YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENT OF MANDELA BAY THEATRE COMPLEX

RFP NUMBER:	TENDER NO 15/2023
DESCRIPTION:	THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE SECURITY SERVICES FOR 21 MONTHS AT THE THEATRE AND 68 CAPE ROAD BUILDINGS
PUBLISH DATE:	10 November 2023
CLOSING DATE:	12 December 2023 @ 10h00
BID VALIDITY PERIOD:	120 Days from the closing date
BRIEFING SESSION DATE & TIME	Date: 20 November 2023 @ 11h00
DELIVERY ADDRESS	BID DOCUMENTS MAY BE HANDED IN AT: Mandela Bay Theatre Complex (PE Opera House) Cnr John Kani Road & Winston Ntshona Street Central Gqeberha
ENQUIRIES:	SCM Enquiries Ms Cingiwe Skosana Email : suppliers@mandelabaytheatre.co.za Technical Enquiries Mr Siyanda Mapinda Email: siya@mandelabaytheatre.co.za
NB: Bidders must ensure that they sign the register when delivering their bids	

BIDDER NAME:

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THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITION OF CONTRACT

ABBREVIATIONS, ACRONYMS AND DEFINITIONS

TOR	TERMS OF REFERRENCE
MBTC	MANDELA BAY THEATRE COMPLEX
PFMA	PUBLIC FINANCE MANAGEMENT ACT, 1999
TR	TREASURY REGULATIONS
DSAC	DEPARTMENT OF SPORT, ARTS AND CULTURE
CEO	CHIEF EXECUTIVE OFFICER
EC	EASTERN CAPE

1. BACKGROUND OF MBTC

The MBTC is a schedule 3A public entity accountable to the Executive Authority, the Minister of DSAC with a vision of becoming the leading producer of excellence and job creation for performing arts in the Eastern Cape. The MBTC is mandated to serve the performing arts sector of the Eastern Cape. This mandate positions the MBTC as a key enabler in advancing the production of historical play, cutting edge socio-political story – telling and innovative dance promised on and influenced by traditional Xhosa and Khoi heritage, repurposing and reversion the musical treasure that the Eastern Cape houses.

Since its declaration as a cultural institution on 4 June 2021, MBTC is required to introduce new and innovative strategies, and a new way of envisioning the future of the sector, new internal business systems and fostered new partnerships and alliances with key provincial and national and international institutions alike. This paradigm shift has channelled a new way of thinking and repositioning of MBTC into a properly re-engineered, well governed, and financially viable schedule 3A public entity that is resilient and capable of executing its mandate.

2. TERM OF CONTRACT

Proven relevant experience and success, as well as the ability to deliver a reliable, efficient and effective service will be important considerations. By the submission of a proposal, each bidder warrants that he/she/it is highly skilled, professional, competent

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and experienced in the area for which he/she/it has tendered. Any work performed by a successful bidder will be evaluated against these criteria. The bidder also warrants that the service provided will be of a superior standard, and is unlikely to cause undue difficulties. The bid may be awarded, in part or in full, at the sole discretion of MBTC, to one or more concerns on a non-exclusive basis.

Proposals / bids that are qualified by a bidder's own conditions may be rejected as being invalid, and failure of the bidder to renounce such conditions when called upon to do so may invalidate the proposal. MBTC may request clarification or additional information regarding any aspect of the proposal. The bidder must supply the requested information within 24 hours after the request has been made, otherwise the bidder may be disqualified.

3. ASSIGNMENT OBJECTIVE

The objective of the assignment is to obtain security services for the two main MBTC facilities i.e. The Opera House, Cnr John Kani Road and Winston Ntshona Street, Central, Gqeberha and 68 Cape Road, Mill Park, Gqeberha.

Request for Proposals for the appointment of a professional service provider to provide Security Services for Mandela Bay Theatre Complex.

4. SUPPLY CHAIN MANAGEMENT CHECK LIST (MANDATORY)

Item	Document Reference	Description	Action to be taken	Checked, Verified & Submitted
1.	SBD 1	Invitation to tender	To be completed in full	
2.	SBD 2	Tax clearance requirements	Submission of a valid original tax clearance certificate Provide SARS Status PIN in order for MBTC to Verify	
3.	SBD 4	Declaration of Interest	To be completed in full	
4.	SBD 6.1	Preference point claim form	To be completed in full - You may submit a Sworn affidavit.	

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5.	TOR	Terms of reference	To be read and applied	
6.		Company Profile and CK documents	To be submitted	
7.		Registered on the National Treasury Central Suppliers Database (CSD)	Provide the CSD Supplier Number (MAAA)	
8.	GCC	General conditions of Contract	Initial each page	
9.		B-BBEE status level verification certificate	Submit a valid or a certified copy of a B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS	
10.		Proposal NB. Technical Threshold – 70%	To be compiled and submitted in line with requirements of the Terms of Reference	
11.		Bid Invitation	1 Original and a copy on Memory Stick	

Additional Notes:

1. Broad Based Black Economic Empowerment (B-BBEE) rating 3 or better to be submitted.
 - a) A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
 - b) Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.
2. Check list to be completed and attached to the proposal.
3. Incomplete documents will be regarded as non-responsive.
4. All forms to be completed in black ink.
5. No correction fluid to be used in the document, changes should be made by drawing a line through the incorrect information, and initialling the change.
6. No late quotations / bids will be accepted.
7. MBTC reserves the right to award or withdraw the bid.

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5. SCOPE OF WORK

<u>OFFICE</u>	<u>SERVICES REQUIRED</u>
Cnr John Kani Rd & Winston Ntshona Street – Mandela Bay Theatre Complex Gqeberha (CKN)	Guarding Services
68 Cape Road (CR68)	Guarding Services

Special bid conditions

- The service provider must have capacity to provide ad-hoc security at MBTC events as and when required by the MBTC
- The service provider must install guard monitoring system.
- Provide standard security aids like two way radio, handcuffs, batons and registers.
- The service provider will be required to provide armed response, proof of firm arm licenses as and when required.
- The appointed service provider will be subjected to security screening.
- Security officers must be vetted, MBTC will require a clearance certificate.
- The appointed service provider must provide security officers with uniform with their company logo, bi-annually.

Bidder must act as authorized officer in terms of the Control of Access to public Premises and Vehicles Act 53 of 1985 as amended, which entail requesting a person who require entry to premises to:

- Furnish his/her name, address and any related information required by the authorized officer
- Produce proof of his/her identity to the satisfaction of the authorized officer
- Declare whether he/she has a dangerous object and/or weapon in his/her possession
- Declare whether he/she has a fire arm in his/her possession
- Subject him/herself and anything which he/she has in possession or custody or under his/her control to an examination by electronic or other apparatus in order to determine the presence of any dangerous object
- Hand over to an authorized officer the fire arm, dangerous weapon and object which he/she has in his/her possession or custody or under his/her control for examination or custody until he/she leaves the premises.

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Perform access control duties which entails:

- Recording visitors particulars in a visitors register and booking them out on departure
- Recording details of MBTC staff members visiting the premises after normal working hours in an after-hours register
- Recording all events/incidents in the prescribed occurrence book
- Advising the MBTC security managers or any nominated personnel of all access control implications, deficiencies or imminent or perceived security crime risks occurring at the entrance gate or its vicinity
- Perform other duties as may be instructed from time to time

Patrol duties shall entail

- Patrolling the MBTC premises according to schedule day and night
- Provision of a patrol monitoring equipment which shall be used as patrol for security officers.
- Protection of MBTC staff members and customers against injuries, death or any other offence including schedule 1 offence of the criminal Procedure ACT 51 of 1977 amended
- Protect the property of MBTC against theft, vandalism or any other criminal activity
- Ensure that all strategic installations, vulnerable points or key areas are frequently checked to maintain their safety and security against intrusion for any unauthorized purpose

Events Security

- Assist MBTC to coordinate and render event security as may be required from time to time
- The service provider must have Public liability Insurance
- The service provider must make provision of events security on an AD-HOC basis.

GENERAL REQUIREMENTS FOR SECURITY PERSONNEL

Security officers must always present an acceptable image and appearance which implies that, they may not smoke, eat, drink or be under the influence of drugs, substances or alcohol while attending to clients:

- They may at all times present a professional and dedicated attitude/approach, which shall imply amongst other things that there shall be no unnecessary argument with visitors/staff or bad behavior towards them.
- They must be physically and mentally fit and capable to execute their security duties

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- Security officers must not be under the age of 18 years old
- The service provider or its security officers shall under NO circumstances divulge, furnish or disclose any sensitive information concerning the MBTC or any other stakeholder's activities to the public, media or any other third party.
- Service provider must adhere to a penalty clause, list of transgressions, i.e. measures if security guard is found sleeping on duty

INSPECTION BY SUPERVISORS/MANAGEMENT STAFF

Supervisors or managerial staff of the service provider must inspect the security officers at least once a day i.e. inspection during day and night shifts.

NUMBER OF SECURITY GUARDS

Office/Site	ADDRESS	Quantity		Grade	Days
Gqeberha Central	Cnr John Kani Rd and Winston Ntshona Street, Gqeberha Mandela Bay Theatre Complex	7 DAYS 2 Unarmed	7 NIGHTS 2 Unarmed	C	Monday-Sunday
Mill Park Gqeberha	68 Cape Road Mill Park	7 DAYS 2 Unarmed	7 NIGHTS 2 Unarmed	C	Monday-Sunday

SHIFTS

- Day shift-06:00 to 18:00 Monday to Sunday including Public Holidays)
- Night Shift 18:00 to 06:00 (Monday to Sunday including Public holidays)

SECURITY EQUIPMENT, AIDS AND FACILITIES

- Two way radio per guard
- Connection to MBTC control room
- Patrol control points (clocking points) for Mandela Bay Theatre Complex (PE Opera House) and 68 Cape Road. The patrol clocking points are installed by the service provider.
- Batons per guard
- Pocket book and occurrence book
- Access control book, visitor registers, after hours register
- Flash Lights per night guard
- Stationery-pocket books, pens, pencil
- Handcuffs

STANDARD SPECIFICATION

General standard specifications, Codes of Practice, Acts, Regulations and by-laws. Although not bound in or issued with this document, the latest editions of the following form part of this contract:

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- Basic conditions of employment Act of 1997
- Occupational Health and Safety Act No 85 of 1993
- Private Security Industry Regulatory Authority (PSIRA Act of 2001)
- Firearm Control Act 60 Of 2000 (fire arm license for business use)

1.1 PRICING SCHEDULE

	PRODUCT	QUANTITY	AMOUNT
1	Grade C-Guards	2-Main Buildings • Opera House (CKN) • 68 Cape Road (CR68) 2 Guards per building per shift • Opera House (CKN) 68 Cape Road (CR68)	
2	Uniform	BI-ANNUALLY PER SECURITY GUARD	
3	Stationery	a) Occurrence books (replace when full) b) Visitors Registers (with the tear off slip) c) After hours Registers d) Pocket books, pens, pencils for each security officer	
4	Fire Arm (Required on Ad-Hoc basis)	01	
5	Handcuffs	Opera House (CKN) x 2 per shift 68 Cape Road (CR68) x 2 per shift	
6	Two way Radio per guard	Opera House (CKN) x 2 per shift 68 Cape Road (CR68) x 2 per shift	
7	Patrol control points (clocking points for Opera House and 68 Cape Road	Opera House (CKN) x 8 68 Cape Road (CR68) x 6	
8	Batons	Opera House (CKN) x 2 per shift 68 Cape Road (CR68) x 2 per shift	
9	Flashlights per night guard	Opera House (CKN) x 2 per shift 68 Cape Road (CR68) x 2 per shift	
10	Any other disbursements (please specify):		
<u>Sub Total</u>			

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VAT (Only if VAT registered)	
TOTAL AMOUNT (Vat inclusive)	

NB: Bidders can also attach their own detailed quotation, based on the above items

6. ACCOUNTABILITY

The service provider will be accountable to and under the direction of the CEO and appointed MBTC team in the performance of the assigned duties.

7. ELIGIBILITY CRITERIA

7.1 Technical Requirements (Stage 1)

The functional / technical criterion to be utilized to test the capability of service providers is set out as follows:

Sub-Criteria	Weight	Value										
Track Record of the Company in carrying out similar security duties in the past 3 years. History/Background of the company (Years established) <table border="1" style="margin-left: 20px;"> <tr> <th>2 Point s</th> <th>4 Point s</th> <th>6 Point s</th> <th>8 Point s</th> <th>10 Point s</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	2 Point s	4 Point s	6 Point s	8 Point s	10 Point s	1	2	3	4	5	30	Matrix 5 = 10 Years 4 = 8 Years 3 = 5 Years 2 = 3 Years 1 = 2 Years
2 Point s	4 Point s	6 Point s	8 Point s	10 Point s								
1	2	3	4	5								
CVs of Key Personnel and proof of registration with PSIRA <table border="1" style="margin-left: 20px;"> <tr> <th>2 Point s</th> <th>4 Point s</th> <th>6 Point s</th> <th>8 Point s</th> <th>10 Point s</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	2 Point s	4 Point s	6 Point s	8 Point s	10 Point s	1	2	3	4	5		5 = CV & PSIRA & Fire Arm Competence with 8 years' experience in security industry, including proposed support staff 4 = CV & PSIRA with 8 years' experience in security industry
2 Point s	4 Point s	6 Point s	8 Point s	10 Point s								
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<p>Financial stability/sustainability (include audited Financial statements signed by an accountant for the previous three financial years and bank rating)</p> <table border="1" data-bbox="241 876 812 946"> <thead> <tr> <th>5 Points</th><th>10 Points</th></tr> </thead> <tbody> <tr> <td>1</td><td>2</td></tr> </tbody> </table>	5 Points	10 Points	1	2	<p>3 = CV & PSIRA with 5 years' experience in security industry 2 = CV & PSIRA with 3 years' experience in security industry 1= Staff without proof of accreditation but with experience in security industry</p> <p>2- Audited/Independently Reviewed Financial statements and bank rating provided = 10 1 - Audited/Independently Reviewed Financial statements without bank rating = 5</p>																
5 Points	10 Points																				
1	2																				
<p>Technical Competency Compliance with the scope of work Please indicate and provide proof of the following: Security action plan of how the area and occupants will be kept safe for 24/7. Patrolling, managing of key areas and monitoring of CCTV's</p> <table border="1" data-bbox="241 1305 833 1444"> <thead> <tr> <th>4 Point s</th><th>8 Point s</th><th>16 Point s</th><th>24 Point s</th><th>30 Point s</th></tr> </thead> <tbody> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </tbody> </table> <p>Training Program for the year for all personnel on the premises to ensure effective ongoing training.</p> <table border="1" data-bbox="241 1586 833 1712"> <thead> <tr> <th>4 Point s</th><th>8 Point s</th><th>12 Point s</th><th>16 Point s</th><th>20 Point s</th></tr> </thead> <tbody> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </tbody> </table>	4 Point s	8 Point s	16 Point s	24 Point s	30 Point s	1	2	3	4	5	4 Point s	8 Point s	12 Point s	16 Point s	20 Point s	1	2	3	4	5	<p>Matrix</p> <p>50</p> <p>5 = Fully complied 4 = Satisfactory complied 3 = Fairly satisfactory 2 = Below average 1 = Did not comply</p> <p>5 = Fully complied 4 = Satisfactory complied 3 = Fairly satisfactory 2 = Below average 1 = Did not comply</p>
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<p>Verifiable References Submit at least three (3) written reference letters on a company letter head from contactable references of similar contracts in the past six years.</p>	<p>Matrix</p> <p>5 reference letters 4 reference letters 3 reference letters 2 reference letters</p>																				

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<p>Letters of suppliers of Uniform and radio communication The reference letters need to reflect numbers and grade of guards and the annual contract value and period.</p> <table border="1" data-bbox="241 475 835 601"> <thead> <tr> <th>2 Point s</th><th>4 Point s</th><th>6 Point s</th><th>8 Point s</th><th>10 Point s</th></tr> </thead> <tbody> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </tbody> </table>	2 Point s	4 Point s	6 Point s	8 Point s	10 Point s	1	2	3	4	5	10	1 reference letter
2 Point s	4 Point s	6 Point s	8 Point s	10 Point s								
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<p>NB: List of references will not be considered</p> <p>Locality/ Proximity Local Supplier (Proof of address)</p> <table border="1" data-bbox="241 939 802 1045"> <thead> <tr> <th>2 Points</th> <th>4 Points</th> <th>6 Points</th> <th>8 Points</th> <th>10 Points</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table>	2 Points	4 Points	6 Points	8 Points	10 Points	1	2	3	4	5	10	<p>5 = Based in Nelson Mandela Bay Metro</p> <p>4 = Based in the Eastern Cape</p> <p>3 = Based in neighbouring provinces</p> <p>2 = Based in other provinces</p> <p>1 = Outside RSA</p>
2 Points	4 Points	6 Points	8 Points	10 Points								
1	2	3	4	5								

NB: Bidders who fail to meet a minimum score of 70 out of 100 points in Stage 1 will be eliminated and not proceed for evaluation in Stage 2 (Price and specific goals) of the assessment.

7.2 Preferential Points System (Stage 2)

A preferential point system will be applied in the procurement of goods and services as prescribed in the PPPF Act, Section 2(a).

An 80/20 procurement point system will be applied on procurement of goods and services equal to or below R50 million where a maximum of 80 points are awarded for price and a maximum of 20 points are awarded for specific goals. The preferential points awarded under the 80/20 threshold are awarded using the framework detailed below:

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CRITERIA		POINTS
BID PRICE		80
B-BBEE CONTRIBUTION LEVEL		10
1	10	
2	9	
3	7	
4	6	
5	4	
6	3	
7	2	
8	1	
Non-compliant contributor	0	
Ownership		10
Women	3	
Youth	3	
People living with disabilities	4	
TOTAL		100