



**sport, arts & culture**

Department:  
Sport, Arts and Culture  
REPUBLIC OF SOUTH AFRICA



**PACOFS**

PERFORMING ARTS CENTRE  
OF THE FREE STATE  
An agency of the Department  
of Sport, Arts and Culture

**Bid Number: TENDER NO 1/SECURITY SERVICES/2024**

**PROVISION OF PHYSICAL SECURITY SERVICES FOR VARIOUS AREAS WITHIN  
PACOFS FOR A PERIOD OF 3 YEARS (36 MONTHS)**

**TERMS OF REFERENCE**

## **PROVISION OF SECURITY SERVICES TO PERFORMING ARTS CENTRE OF THE FREE STATE FOR A PERIOD OF THREE (3) YEARS**

### **1. PURPOSE:**

The purpose of the bid is to invite potential, qualified and experienced Physical Security Service providers to provide Physical Security Service for the premises of PACOFS for a period of three (3) years i.e. **36 months**.

### **2. OBJECTIVES:**

To ensure that the assets, employees and visitors of PACOFS are safe and secured at all the times.

### **3. BACKGROUND:**

The Performing Arts Centre of the Free State (PACOFS) is a schedule 3A public entity of the Department of Sport, Arts and Culture. It is a playhouse (theatre) based in Bloemfontein in the Free State province, established in terms of the Cultural Institutions Act, Act No 119 of 1998.

### **4. INVITATION:**

PACOFS invite proposals/bids from well experienced and registered service providers to provide a Physical Security Service to the entire premises of PACOFS that includes the following:

- First Avenue Main entrance and Control room.
- Sand Du Plessis entrance.
- Service Road/Parking.
- PACOFS Flats Elizabeth Street.
- Inside and outside the Buildings of PACOFS - Ground floor (Stores and Maintenance), 1st Floor (Theatres) Sand and Andre Huguenet, 2nd Floor (Offices), 3rd Floor (Wardrobe), 4th Floor (Rooms) and Free State Room.

### **DURATION OF THE CONTRACT**

A service level agreement (SLA), based on this bid requirements will be entered into with the successful bidder. The service Level agreement (contract) will be for a period of three years (03) from the date which will be mutually agreed by both parties.

## 5. SCOPE OF WORK

- 5.1 The trained physical security personnel are required by Performing Arts Centre of the Free State to perform duties at the premises occupied by Performing Arts Centre of the Free State at **12 First Avenue, Westdene, Bloemfontein, Free State Province**. The Physical Security Services shall be provided on the property of Performing Arts Centre of the Free State and shall in general entail the **patrolling of premises, access control, control of assets, personnel and/ or members of the public escorting where required and protection from and/ or to building and general crime prevention measures** as agreed upon.
- 5.2 The specific duties of securities personnel in respect of the premises shall be as described in the specific duties of security personnel and Standing Operating procedure (SOP's). These SOP's setting specific duties as preferred by bidder's security personnel shall be compiled by the preferred bidder at least 1 week before the security services commence.
- 5.3 This SOP's may be amended from time to time, with the agreement of both parties. The purpose of access control is to prevent the unauthorized access of persons and vehicles and the bringing in of any dangerous objects on to Performing Arts Centre of the Free State property in order to safeguard the people, the property and the premises. In Order to safeguard the premises and or vehicle and thereof as well as the people therein or thereon, the bidder must do this in terms of the following Arts: i.e. The application of the Control of Access to the public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as C5. ii. The Application Of Criminal Procedure Act, Act 51 of 1977, section 20, 23 (b) ( as amended in the Criminal Procedure Amendment Act, 33 of 1986 ) Section 24, 29, and 42 ( as amended in the Criminal Procedure Amendment Act, 59 of 1983 ) as well as Section 46, 49, 50 and 51 iii. Section 13 of the Constitution regarding violation must be avoided. Iv. the Firearms Control Act 60 of 2000, section 10, 34, 90 and 106. V. Private Securities Industry Regulation Act 56 of 2001 a) Protection of Information Act 84 of 1982 b) National Key Points Act e) other services may include but not limited to:
- Video monitoring.
  - Patrol Security Personnel.
  - Armed response team offside.

## 6. DEPLOYMENT OF SECURITY OFFICERS AROUND PERFORMING ARTS CENTRE OF THE FREE STATE FACILITIES

Service Description		Total	PSIRA Grading Required
Day Shift	Day	Night	

Site Manager/Supervisor (Mon – Friday)	1		Grade A
Booking Office			
Armed response Security Personnel and patrol perimeter	1	1	Grade B (will serve as supervisor night shift and weekends, including holidays).
Main Entrance			
	3	3	Grade C
Main Entrance Gate, Basement Parking			
Armed response Security Personnel and patrol perimeter	1	1	Grade C
TOTAL	6	5	11

Service Description		Total	
Site Patrol			
Dedicated motor scooter around PACOFS perimeter.	2	2	
TOTAL	2	2	

## 7. PROJECT DELIVERABLES

- 7.1 The effective and efficient provision of twenty four (24) hours, seven (7) days a week security services to Performing Arts Centre of the Free State for protection of organisational employees, information and other physical assets.
- 7.2 Patrolling the premises, recording and report security breaches /incidents in all building include flats at Elizabeth Street.
- 7.3 The service provider is required to provide a report monthly or as and when required to the internal Occupational Health & Safety and Security Manager(OHSS Manager) office in writing.
- 7.4 The service provider will be required to conduct monthly meetings with the Physical Security Personnel in conjunction with OHSS Manager.

## 8. BID REQUIREMENT

### 8.1 Written Proposal

It is a requirement of this tender that a written proposal / submission be made by the service provider covering the following aspects:

- Provide company profile and Organogram. CV's of Senior Management (i.e. HR, COO, GM etc.) To be attached, details should include copies of qualifications and ID's also attach Site Manager's CV and qualification.
- Detailed list of existing and previous clients details in previous six (6) years of operating a Physical Security company.
- Service provider must provide the names, identity numbers and street addresses of all partners, shareholders of their companies and/ or members of their partnership, companies, and close corporations respectively and as applicable provide proof of **school/tertiary, firearm training** and **PSIRA qualifications** of site manager and security personnel.
- Certificates and registration will be verified and examined by Performing Arts Centre of the Free State Officials.
- **The Service Provider shall only deploy South African citizens in the execution of Security Services and in accordance with PSIRA requirements.**

## 9. PROJECT PLAN

Provide a detailed proposal or project plan on how the service provider will provide the capacity, equipment and security services for the duration of the contract. The Project Plan should include but not limited to:

- How the service provider will protect and safeguard assets, visitors and employees.
- The provision or deployment of security officers on site.
- How will emergency situations be planned and dealt with / executed?
- Patrol mechanism(**Technology Innovations**) for Performing Arts Centre of the Free State building.
- Any other areas/issues which may improve the services at Performing Arts Centre of the Free State.

## 10. PSIRA REQUIREMENTS

- The Company or close corporation and every director of the company or member must be registered in terms of section 20 of the PSIRA Act 56 2001.
- All security officers in the employment of the company or close corporation must be registered as security officer in terms of the PSIRA Act
- Service Provider must provide an original or certified copy of the written letter of good standing from PSIRA
- Service provider to submit certified PSIRA registration certificate
- Submitted tender rates must be in line with the minimum PSIRA requirements

## 11. RESPONSIBILITY OF THE PHYSICAL SECURITY SERVICE PROVIDER

- Physical Security Service Provider shall provide, operate, and maintain a protection and security personnel to perform all necessary guard function and such other related functions as specified. The Facility has over 110 employees during single established work period.
- Physical Security Service Provider shall perform all necessary services to assure the safety and protection of company property against loss or damage from preventable causes including, but not limited to fire, theft; trespass, espionage or sabotage.
- Physical Security Service Provider shall identify, remove and/or report persons gaining unauthorized access to the property.
- Physical Security Service Provider shall prepare required orders, instructions, and reports, including reports of accidents and fires; conducting preliminary inquiries and maintain and make available all records in connection with the duties and responsibilities of the assignment. Investigation reports will be submitted to the OHSS Manager within twenty-four hours of occurrence.
- Physical Security Service Provider shall, compile as agreed with the client written procedure, policies and guidelines to be implemented by Physical Security Service Provider in day-to-day operations
- The potential service provider shall install the **electronic and patrol system** at the facilities to ensure that the patrols are conducted or undertaken and monitored. Regularly inspect the site on an hourly basis by the security officers of all guarding posts.
- In the event of emergency or unusual occurrence adversely affecting the interest of Performing Arts Centre of the Free State, Physical Security Service Provider shall summon appropriate assistance and immediately notify the OHSS Manager.
- Physical Security Service Provider shall observe and enforce all instructions pertinent to the physical security in assigned areas of responsibility, including general orders, special orders, special instructions, and work procedures both inside and outside Performing Arts Centre of the Free State.
- Physical Security Service Provider shall check for proper admittance, making certain to the best of his/her ability and knowledge, that the individual requesting admittance is an employee of the Performing Arts Centre of the Free State and/or a client or permitted contractor. Site access procedure to be strictly implemented.
- Physical Security Service Provider shall be solely responsible for compliance to provisions of various labour and industrial and any other law applicable and all statutory obligations, such as wages, allowance, compensation, bonuses and gratuity relating to security personnel deployed in Performing Arts Centre of the Free State. **Performing Arts Centre of the Free State shall have no liability in this regard.**
- The bidder shall submit a **valid ICASA licence** for the base station radio.
- Oversee all security activities performed by personnel on Performing Arts Centre of the Free State site.
- Render Security Guard services 24 hours per day, 7 days per week. **Minimum Grade C**, twelve hours shift 05:00- 17:00 and 17:00- 05:00 (Operating times)
- Ensure that the required number of Security Officers is placed on site as per contract.

- Security Site Manger – Grade A; 5 days per week. **The Client reserves the right to interview and approve the site Manager prior to his/her appointment.**
- Shift Supervisors for on-site supervision of the security Guard (s) during contracted hours.
- **Handle all problems and challenges experienced by security officers on site, which includes salaries, all kinds of leaves, benefits and queries.**
- Record all incidents on site in the occurrence book and inform Performing Arts Centre of the Free State OHSS Manager.
- Perform external, unannounced/surprise, Site Manager's inspections of guard performance every guard shift.
- Physical Security Service Provider shall provide relief for Security Personnel.
- Provide armed response services where required.
- The Client may request Physical Security Service Provider to remove any Security Personnel from performing services under this contract at any time for any valid reasons.
- Physical Security Service Provider shall remove and replace personnel within 24 hours when requested by the client.
- Ensure all Security Personnel are thoroughly familiar with the site perimeter, orders and procedures and understand responsibilities and duties
- Ensure that security personnel are familiar and knowledgeable regarding the handling of emergency situations.
- Ensure that security registers are **legible, neat and updated at all times.**
- Ensure that officers log correct entries in the register, by perusing registers daily
- Ensure that security officers shall not erect or display any sign, print matter, painting name plates and advertisements article against Performing Arts Centre of the Free State's building premises.
- Security Personnel shall not work more than **12 Consecutive hours** in one shift.
- All personnel are properly equipped (**batons, hand cuffs, torches, active guard monitoring systems & sufficient two way portable radios**)
- The service provider shall be responsible for opening/closing of the premise and rooms as necessitated / directed by Performing Arts Centre of the Free State OHSS Manager.
- The service provider shall provide security services by deploying adequately trained and well discipline security personnel who shall safeguard the Performing Arts Centre of the Free State buildings, movable and immovable assets, equipment and other items on site from any thefts, pilferage or damage and also ensure safety of all employees, visitors, guests or any other persons working in Performing Arts Centre of the Free State building.
- The security personnel shall be duly trained in fire safety operations, customer relation and events security management and must assist during mock fire drills of the Performing Arts Centre of the Free State.
- Performing Arts Centre of the Free State shall keep the service provider informed of all the matters of security, high profile visits and co-operate in the investigation of anything relating to security breach.
- Make himself/ herself available during emergencies and telephonically contactable.

- Ensure that officers are not involved in any illegal acts at Performing Arts Centre of the Free State site.
- Senior management of the service provider to conduct ghost/unannounced visit at least once per month and record such visits in the occurrence book.
- Ensure that security practices professionalism when on duty at Performing Arts Centre of the Free State and adhered to Performing Arts Centre of the Free State security policy, systems and procedures. Security officers must always treat Performing Arts Centre of the Free State staff, partners, visitors and every person on the Performing Arts Centre of the Free State premises with respect.
- The Company and security officers must during the duration of the contract always respect rules, law regulations, and Constitution of South Africa. Owners and / Director must be in good standing to operate in the private security industry.
- The company must ensure that it has taken out sufficient **public liability insurance** to cover its employees whilst on Performing Arts Centre of the Free State premises. **Service provider to provide a copy of public liability.**
- Bidders are required to have or be able to establish offices in Bloemfontein for management purposes.

## 12. CONTRACTOR FURNISHED PROPERTY EQUIPMENT

Physical Security Service Provider shall furnish, install, operate, and maintain in acceptable condition all equipment, materials, and supplies necessary for performance under this contract, including but not limited to the following.

- Security communication equipment and base radios and 5 (Five) handheld radio devices.
- Approved Company uniform and name tags with the names for the Security Officers **(Day shift - Corporate uniform and night- combat uniform, Armed response – combat and bullet proof vest).**
- 3 Flashlights (torches), batteries, and replacement parts
- Inclement weather gear (rain suits, Umbrellas etc.)
- Fire Arm (pistol) and ammunition for patrol scooter or armed response guard.
- Panic button at Booking Office and Main Entrance Gate guardhouse.
- Baton
- 2no. x Pair of hand cuff
- Reflector jacket for all officers
- 2no. x Pepper spray per shift

**All specified equipment (as described above) that is not readily available or dysfunctional will not be paid for that particular period.**

## 13. UNIFORM AND IDENTIFICATION SECURITY OFFICER ONSITE

The service provider shall ensure that each security officer will at all time, when on duty, be fully dressed with:



- A neat and clearly identifiable corporate uniform provided by the service provider annually, which will include matching rain-coats for personnel performing security duties.
- A clear security or appointment and PSIRA cards with a photo must be worn conspicuously on him/her at all times while on site.
- The service provider will provide combat uniform for night shift officers.
- Personnel must appear decent and professional.
- Required items of safety shall be worn by all personnel but need not be identical in style but shall in each case satisfy the safety standards involved.

#### **14. QUALIFICATION AND TRAINING OF SECURITY SECURITY PERSONNEL**

- All Security Personnel under this contract shall be physically able to perform their assigned duties. All guard to have **annual occupational health medical examinations and be declared fit for work.**
- Physical Security Service Provider shall be responsible for maintaining satisfactory standards of employee competency conduct appearance and integrity and shall be responsible for taking such disciplinary action with respect to his employees as maybe necessary.
- Ensure that security officer on site are suitably trained and competent to render security services
- Except as authorised in writing in advance, each members of the Security Personnel shall meet the following additional minimum qualification :
  - I. Be a citizen of the Republic of South Africa.
  - II. Be literate in English to the extent of reading and understanding printed regulations, detailed written orders, training instruction and materials.
  - III. Possess a matric/ grade 12 certificate and a qualification certificate as required by PSIRA.
- Within thirty (30) Days of the Effective Date of the Agreement, Physical Security Service Provider must provide proof of having completed required training of each and every Security Personnel assigned to this Contract.
- Security Personnel must have at least three years of working experience
- Trained in firefighting, first aid, customer relations and event security

#### **15. REPORTS AND MEETINGS**

- Security Manager shall attend monthly status meetings with the Client's staff on issues related to the agreement including, but not limited to, performance, invoice payment, Agreement status, personnel issues, etc.
- At least one (1) week prior to the monthly status meeting, the Security Manager shall provide a monthly status report that summarizes the status of performance of the agreement with respect to the subject matters listed above and any others that either party requested be included in the agenda for monthly status meeting.
- Both service provider and Performing Arts Centre of the Free State will enter into a service level agreement (SLA) for monitoring and compliance purpose.

## **16. SECURITY INSPECTIONS**

- Performing Arts Centre of the Free State OHSS Manager reserve the right to conduct security inspections/ audits on any of the Performing Arts Centre of the Free State facilities where the security officers are placed or posted to execute their security duties and to conduct inspection on the security personnel, security registers, records and equipment/aid as it may deemed required.

## **17. LABOUR UNREST AND STRIKES ON SITE**

- When the security is interrupted or temporarily deferred because of any labour unrest, labour disputes, civilian disorder, a local or national disaster or any other cause, the service provider must ensure that the activation and implementation of contingency plans until full and normal service is restored.
- The service provider must ensure that the company responds to emergency situation within an hour.
- The Security Services Provider is required to provide the contingency plan to illustrate the safe guarding of Performing Arts Centre of the Free State facilities and employees to counter any labour unrest and strike situation.

## **18. RESOURCES AND FACILITIES PROVIDED BY PERFORMING ARTS CENTRE OF THE FREE STATE**

Performing Arts Centre of the Free State will make the following facilities available to service provider:

- Ablution facilities
- Performing Arts Centre of the Free State security instruction or any security related manual or document.
- Induction of Performing Arts Centre of the Free State site in respect of fire detection and visitors flow system where is necessary.
- Electricity
- Water
- Change room / Shelter

## **19. SOCIAL RESPONSIBILITY**

The successful service provider is encouraged to bring a minimum of 250 learners, from a school of their choice at a rate to be discussed with PACOFS annually for the duration of the contract.

## **20. SECURITY CLEARANCE FOR BIDDERS**

The prospective service provider shall be obliged to adhere to the terms and conditions of the tender as follows:

- Service provider must provide the names, physical and postal address, telephone, and fax numbers of their regional and head offices.
- All relevant security clearance will be conducted prior to the appointment of the service provider.

- State Security Agency (SSA) will conduct a security vetting of the Security companies.
- The company that fails the screening will be automatically disqualified.
- The service provider to attach **Police clearance** of all directors of the company.
- The service provider within three months of employ, furnish Performing Arts Centre of the Free State with the criminal record (**Police clearance**) of **all security officers** deployed at Performing Arts Centre of the Free State site.

## 21. JOINT VENTURES, CONSORTIUMS AND TRUSTS

A trust, consortium or joint venture, will qualify for points for their BBBEE status level as a legal entity, provided that the entity submits their **consolidated** BBBEE status level certificate.

Bidders must submit proof of existence of joint venture and or consortium arrangements. PACOFS will accept signed agreements as acceptable proof of existence of joint venture and or consortium arrangement.

The joint venture and or consortium agreements must clearly set out the roles and responsibilities of members of the joint venture and or consortium party. **The agreement must clearly provide for resolution process in case of dispute between members of joint venture and/or consortium.**

## 22. ADMINISTRATIVE DOCUMENTS

- |  |          |
|--|----------|
| 22.1 Invitation to bid (Please fill in supplier number - i.e. MAAA number) | SBD 1;   |
| 22.2 Pricing schedule  | SBD 3.1; |
| 22.3 Bidders Declaration   | SBD 4;   |
| 22.4 Preference points claim form  | SBD 6.1; |

***All SBD forms must be in their original form and not re-typed, completed in full and be signed by an authorised person.***

- 22.5 Central Supplier Database (CSD) report or MAAA number should be provided;

## 23. MANDATORY DOCUMENTS

Failure to comply with any of the requirement listed below will automatically disqualify the bidder for the next stage.

1. Copy of RSA ID document (s) for the company owner (s) or (Directors) – certified.
2. Technical response to the bid.
3. Copy of Valid PSIRA registration certificate for the company - certified
4. Valid copy of PSIRA letter of good standing for the company (not older than 3 months) - certified.

5. Valid PSIRA registration certificate(s) for the company owner(s) (minimum Grade B) – Certified.
6. UIF letter of good standing (compliance certificate).
7. COIDA letter of good standing (valid for 12 months).
8. Proof of ICASA radio frequency licenses or agreement with ICASA accredited service provider.
9. Proof of provident fund (Recommended by PSIRA NPSPF- National Private Security Provident Fund letter of good standing. (Less than 12 months).
10. Public liability cover (minimum of R5 million).
11. Latest financial statements for the past 2 Years.
12. Proof of company firearm permits from SAPS.
13. Police clearance of directors.
14. Firearm register for the Bidder in terms of Firearm Control Act indicating all firearms serial numbers and firearms licence numbers.

## **RETURNABLE DOCUMENTS**

### **Bidders are required to submit the following returnable documents:**

- Certified copies of registration certification with the Private Security Industry Regulatory Authority (PSIRA) in respect of the company and directors/members.
- Certified copies of registration certification with the Private Security Industry Regulatory Authority (PSIRA) in respect of all registered security officers employed by the bidder.
- Valid PSIRA letter of good standing not older than 3 months.
- Certified copy of a valid Certificate of Compensation for Occupational Injuries and Diseases Act (COIDA).
- Certified letter of good standing in respect of Unemployment Insurance Fund (UIF).
- Certified copy of a valid registration certificate with a Provident Fund.
- Valid Firearm License for the Bidder in terms of Firearm Control Act.
- Certificate of registration on the Central Firearm Register.
- A list of security officers and firearm competency certificates for each listed security officer in terms of Firearm Control Act.
- Certified copy of the firearm Competency Certificate.
- Proof of comprehensive insurance coverage of R5 million per incident related to the duties and functions of the Security Officers.
- Valid B-BBEE accreditation certificate or certified copy issued by verification agencies accredited by SANAS; sworn affidavit issued by SAPS or Commissioner of Oath.  
Consolidated B-BBEE certificate in case of a Joint Venture
- ID copy of Owner/s of the business.
- Shareholder's certificate/s
- Valid one-time pin (OTP) issued by South African Revenue Services (SARS)
- Completed and signed SBD forms 1,3.1, 4, & 6.1.
- Total cost breakdown on the City's pricing schedule provided herein.
- Proof of registration on the National Treasury Central Supplier Database or copy of CSD report or M-AAA number.
- Proof of company registration (CK).
- Company profile including organogram.
- Bidders must submit the past two years' Audited Financial Statements. Where audited financials are not available or not required by law, then Independently Reviewed Financial

Statements for the past (2) two years, or since the bidder's establishment if established in the past (2) two years.

- Appointment and completion/ reference letters for similar projects currently engaged in or completed (Not less than R3 million contract value per project).

<b>DISQUALIFYING CRITERIA</b>	
1.	Failure to attend compulsory briefing session
2.	Failure to complete and sign the proposal/bid.
3.	Failure to complete PACOFS pricing schedule in full.
4.	Failure to submit Certified copies of registration certification with the Private Security Industry Regulatory Authority (PSIRA) in respect of the company, directors/members.
5.	Failure to submit Valid PSIRA letter of good standing not older than 3 months.
6.	Failure to submit firearm competency certificate.
7.	Failure to attach a letter on a company letterhead confirming errors or alterations in the pricing schedule.
8.	Failure to submit an ICASA License for Radios.  Where Bidders are renting a frequency from a third party an agreement between the Bidder and the third party must be submitted with the Bidding documents.
9.	Failure to submit firearm register for the bidder in terms of Firearm Control Act indicating all firearms serial numbers and firearms license numbers.

## **24. EVALUATION CRITERIA**

The bid will be evaluated into three phases as below:

### **24.1 Phase 1: Mandatory Requirements**

The bidders are required to provide the following mandatory information. All the forms must be completed in full and signed off.

24.1.1 Valid B-BBEE certificate that is SANAS accredited or Sworn Affidavit for B-BBEE Exempted Micro Enterprises.

Failure to comply with any of the requirement listed below will automatically disqualify the bidder for the next stage.

24.1.2 Copy of RSA ID document (s) for the company owner (s) or (Directors) – certified.

24.1.3 Technical response to the bid.

24.1.4 Copy of Valid PSIRA registration certificate for the company - certified

24.1.5 Valid copy of PSIRA letter of good standing for the company (not older than 3 months) - certified.

24.1.6 Valid PSIRA registration certificate(s) for the company owner(s) (minimum Grade B) – Certified.

- 24.1.7 UIF letter of good standing (compliance certificate).
- 24.1.8 COIDA letter of good standing (valid for 12 months).
- 24.1.9 Proof of ICASA radio frequency licenses or agreement with ICASA accredited service provider.
- 24.1.10 Proof of provident fund (Recommended by PSIRA NPSPF- National Private Security Provident Fund letter of good standing. (Less than 12 months).
- 24.1.11 Public liability cover (minimum of R5 million).
- 24.1.12 Latest financial statements for the past 2 Years.
- 24.1.13 Proof of company firearm permits from SAPS.
- 24.1.14 Police clearance of directors.
- 24.1.15 Firearm register for the Bidder in terms of Firearm Control Act indicating all firearms serial numbers and firearms licence numbers.
- 24.1.16 A signed Joint venture agreement (If applicable).
  - The agreement must clearly indicate the following in order to be accepted;
  - Responsibilities and contributions to the project by both parties to the agreement.
  - Percentage share of each party to the agreement.
  - The authority to sign documents on behalf of the joint venture.
  - Proof capacity of each party to execute the responsibilities per the JV agreement should provide. **Failing which will result in disqualification of the bid.**

***All SBD forms must be in their original form and not re-typed, completed in full and be signed by an authorised person.***

## **24. 2 Phase 2 : Functionality**

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder.  
The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- Bidders will not rate themselves but need to ensure that all information is supplied as required. The entity will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- The panel members will individually evaluate the responses received against the following criteria as set out below:

Bids will be evaluated on compliance and functionality. Bidders that score a minimum total of 70 points for functionality evaluation will be evaluated using the 80/20 system in terms of Regulation 4 (1) of Preferential Procurement Regulations (PPR) 2022, where a maximum of 80 points will be allocated for price and a maximum of 20 points will be allocated for PACOFS' specific goals. A bidder that scores less than 70 points out of 100 as per categories in respect of functionality will be regarded as submitting a non-responsive proposal and will be disqualified.

## 24.2.1 Evaluation and Weighting

Each bidder's technical proposal will be evaluated as follows:

CRITERIA	SUBCRITERIA	Guidelines	Total Points
<b>EXPERIENCE</b>  <b>No. of Similar Projects</b> Bidder to provide details of similar projects currently engaged in or completed. (Not less than R3 million contract value per project)	Display appropriate, applicable and relevant experience on previous assignments .  <ul style="list-style-type: none"> <li>- Six (6) points per appointment letter and reference letter/completion certificate</li> </ul>	Appointment letters and reference letters (signed and stamped by the client). No score will be awarded if reference letter/completion certificate and appointment letter are not attached or if appointment letter is provided without a reference letter/completion certificate or vice versa.  The appointment and reference/completion letter(s) should be on the letterhead of the serviced client and should reflect at least name of the client, full description of the service rendered, contact person, and contact details. The letters must be authorized.	30
<b>METHODOLOGY</b> Provide details of your company structure as well as profile of key personnel (organogram) including detailed plan on how the service/ task/ scope will be executed and organizational capacity.	<ul style="list-style-type: none"> <li>- Detailed Organogram (5 points)</li> <li>- No organogram (0 points)</li> <li>- Detailed Comprehensive Methodology that demonstrate Project Understanding (15 points)</li> <li>- No detailed Comprehensive Methodology that demonstrate Project</li> </ul>	Bidders must demonstrate how the task/scope/service will be executed. E.g Patrolling Monitoring Systems and communication tools to be used and organizational capacity	20

	Understanding (0 points)		
<b>PERSONEL EPERIENCE</b>  Supervisor's experience in providing supervision in Security services.	<ul style="list-style-type: none"> <li>- More than 10 years Security Supervisory Experience (20 points).</li> <li>- Minimum 6-9 years Security Supervisory Experience (15 points).</li> <li>- Minimum 3-5 years Security Supervisory Experience (10 points).</li> <li>- Less than 3 years Security Supervisory Experience (0 points).</li> </ul>	CV indicating years of experience.  Certified copies of certificates in security related industry.  Certified ID copy.  Certified copy of a valid PSIRA certificate.	20
<b>PERSONEL EXPERIENCE</b>  Security Personnel experience in providing security services.	<ul style="list-style-type: none"> <li>- More than 10 years combined Security Services Experience of all security personnel (20 points).</li> <li>- Minimum 6-9 years combined Security Services Experience of all security personnel (15 points).</li> <li>- Minimum 3-5 years combined Security Services Experience of all security personnel (10 points).</li> <li>- Less than 3 years Security Services Experience of all security personnel (0 points).</li> </ul>	CVs of security personnel indicating years of experience.  Certified copies of certificates in security related industry.  Certified ID copy.  Certified copy of a valid PSIRA certificate.	20
<b>CONTINGENCY PLAN</b>  A contingency plan must, as a minimum, cover the following: -Demonstration of capacity to temporarily replace sick or	<ul style="list-style-type: none"> <li>- Contingency plan specific to the scope of work (5 points)</li> <li>- Generic but addressing contingency plan n in</li> </ul>	Compliant contingency plan addressing the scope of work	5



unavailable security personnel, without subjecting other security personnel to a double shift or recalling a security personnel while on off day;  -Demonstration of ability to continue providing Physical Security Service during strike by appointed security personnel.  -Strategy to handle protests at and/or invasion of client's premises.  -Other unplanned security issues.	general/ no plan (0 points)		
<b>OCCUPATIONAL HEALTH AND SAFETY PLAN</b>	<ul style="list-style-type: none"> <li>- OHS Plan specific to the scope of work (5 points)</li> <li>- Generic but addressing OHS plan in general/ no plan (0 points)</li> </ul>	Compliant health and safety plan addressing COVID 19	5

**N.B:** Performing Arts Centre of the Free State reserve the right to conduct site visits to the shortlisted service providers who comply with the terms and conditions of the bid.

**NOTE: The submitted Contingency Plan will constitute part of the Service Contract with PACOFS and will therefore be binding to the appointed bidder.**

### 24.3 Phase 3: Price And Specific Goals

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

## 25. PRICING SCHEDULE

- The total, all-inclusive bidding price over a three (3) year period must be indicated (Year 1; Year 2; Year 3; Total bid price).
- Prices must be fixed and all escalations must be included.
- Prices must be inclusive of value added tax (VAT).

### PRICING SCHEDULE

#### Year 1

Item	Description	Quantity	Rate Including VAT	Total Including VAT	Price
<b>CATEGORY A: SITE MANAGER/SUPERVISOR</b>					
1	Grade A: Day Shift	1			
<b>CATEGORY B: BOOKING OFFICE (ARMED RESPONSE SECURITY PERSONNEL AND PATROL PERIMETER)</b>					
2	Grade B: Day shift	1			
3	Grade B: Night shift	1			
<b>CATEGORY C: MAIN ENTRANCE</b>					
4	Grade C: Day Shift	3			
5	Grade C: Night Shift	3			
<b>CATEGORY D: MAIN ENTRANCE GATE, BASEMENT PARKING</b>					
6	Grade C: Day Shift	1			
7	Grade C: Night Shift	1			
<b>CATEGORY E: SITE PATROL</b>					
8	Dedicated motor scooter around	2			

	PACOFS perimeter Grade B			
<b>Total Bidding price for Year 1 including 15% VAT</b>				<b>R</b>
Company authorized official to certify pricing:		<hr/> Signature: Date:		

## Year 2

Item	Description	Quantity	Rate VAT	Including	Total Including VAT	Price
<b>CATEGORY A: SITE MANAGER/SUPERVISOR</b>						
1	Grade A: Day Shift	1				
<b>CATEGORY B: BOOKING OFFICE (ARMED RESPONSE SECURITY PERSONNEL AND PATROL PERIMETER)</b>						
2	Grade B: Day shift	1				
3	Grade B: Night shift	1				
<b>CATEGORY C: MAIN ENTRANCE</b>						
4	Grade C: Day Shift	3				
5	Grade C: Night Shift	3				
<b>CATEGORY D: MAIN ENTRANCE GATE, BASEMENT PARKING</b>						
6	Grade C: Day Shift	1				
7	Grade C: Night Shift	1				

<b>CATEGORY E: SITE PATROL</b>				
8	Dedicated motor scooter around PACOFS perimeter Grade B	2		
<b>Total Bidding price for Year 1 including 15% VAT</b>				<b>R</b>
Company authorized official to certify pricing:		<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> Signature: Date:		

### Year 3

Item	Description	Quantity	Rate Including VAT	Total Price Including VAT
<b>CATEGORY A: SITE MANAGER/SUPERVISOR</b>				
1	Grade A: Day Shift	1		
<b>CATEGORY B: BOOKING OFFICE (ARMED RESPONSE SECURITY PERSONNEL AND PATROL PERIMETER</b>				
2	Grade B: Day shift	1		
3	Grade B: Night shift	1		
<b>CATEGORY C: MAIN ENTRANCE</b>				
4	Grade C: Day Shift	3		
5	Grade C: Night Shift	3		
<b>CATEGORY D: MAIN ENTRANCE GATE, BASEMENT PARKING</b>				

6	Grade C: Day Shift	1		
7	Grade C: Night Shift	1		
<b>CATEGORY E: SITE PATROL</b>				
8	Dedicated motor scooter around PACOFS perimeter Grade B	2		
<b>Total Bidding price for Year 1 including 15% VAT</b>				<b>R</b>
Company authorized official to certify pricing:		<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Signature: Date:		

## 26. TERMS AND CONDITIONS

Prices must be inclusive of value added tax (VAT).

The 80/20 preference point system will be applicable in this tender. The 20 points will be awarded to a bidder in accordance with the table below:

- The specific goals will be applied for this tender and service provider will be required to complete SBD 6.1 and provide the supporting documents to claim allocated points.
- PACOFS reserves the right to screen and vet shortlisted service providers before appointment.
- PACOFS reserves the right to terminate the contract in the event that there is clear evidence of a breach of the agreed specifications.

## 27. CONDITIONS OF AWARD

Notwithstanding the bidder's' proposal being recommended for award, an award shall not be made to a bidder whose:

- Tax matters are not in order, as confirmed in terms of the National Treasury's Centralized Supplier Database (CSD) and/or SARS.
- Directors and Principal members are in the Service of the State.
- Name or that of its directors appear on the National Treasury's database of Restricted Suppliers.

- Failure to submit certified Certificate of Compensation for Occupational Injuries and Diseases Act (COIDA).
- Failure to submit a certified copy of a valid registration certificate with a Provident Fund.
- Failure to submit certified copies of registration certification with the Private Security Industry Regulatory Authority (PSIRA) in respect of all security officers employed by the bidder.
- Financial statements does not prove liquidity.

## **28. TAX COMPLIANCE**

**Where the recommended bidder is non-tax compliant, the bidder will be given seven (7) working days to rectify their Tax Status of which failure will result to a disqualification of the bid.**

In terms of National Treasury Instruction No. 4A of 2016/2017 regarding the National Central Supplier Database (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:

- Business registration, including details of directorship and membership.
- Bank Account holder information.
- In the service of the State status.
- Tax compliance status.
- Identity number.
- Tender default and restriction status;

**PACOFs reserves the right to cancel a contract with a successful bidder in the event that the bidder does not remain tax compliant for the full term of the contract.**

## **29. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

No bid shall be awarded to a bidder whose name (or any of its members, directors, partners, or trustees) appear on the register of Tender Defaulters kept at the National Treasury or who have been place on National Treasury's list of Restricted Suppliers. The entity reserves the right to withdraw an award, or cancel a contract concluded with a bidder should it be established, at any time, that the bidder has been blacklisted with National Treasury or any government institution.

## **30. COMPULSORY SITE MEETING**

Before submitting bids, the bidder(s) shall visit the site and satisfy themselves as to the nature and extent of the work to be done. No claims for variations of the contract sum in respect of the nature and extent of the work or of inferior material will be entertained.

***NB: Please note that proposals will only be accepted from only service provider(s) that have attended the site compulsory briefing.***

**Date: Thursday, 10 October 2024 – Time: 10h00 .**

**Venue: PACOFS**

### **31. OUT CLAUSE**

PACOFS reserves the right not to appoint any service provider.

### **32. VALIDITY PERIOD**

Bids must be valid for a period of 120 days. PACOFS reserves the right to extend the validity period should need arise.

### **33. SUBMISSION**

Bids must be submitted at PACOFS, 12<sup>th</sup> First Avenue, Bloemfontein not later than Friday 31 October 2024 @ 11:00.

Proposals should be sealed and marked: **TENDER NO 1/SECURITY SERVICES/ 2024: PROVISION OF PHYSICAL SECURITY SERVICES FOR VARIOUS AREAS WITHIN PACOFS FOR A PERIOD OF 3 YERS (36 MONTHS)**. Prospective bidders must take note that the tender box size opening through which bids will be deposited is **540mm L and 105mm B**.

Prospective bidders are required to sign and date the bid register available at PACOFS Main Entrance when submitting the bids. No emailed proposals will be accepted.

### **34. ENQUIRIES**

For more technical information please contact, Senior Manager Facilities, 051 447 7771 or e-mail: [smfacilities@pacofs.co.za](mailto:smfacilities@pacofs.co.za)

For more SCM related information please contact, Acting SCM Manager, 051 447 7771 or e-mail: [scm@pacofs.co.za](mailto:scm@pacofs.co.za)

**CLOSING DATE FOR THE SUBMISSION OF THE BID**

**THURSDAY 31 OCTOBER 2024**

**11:00**

**No late submissions will be accepted**

**COMPULSORY SITE MEETING**

**THURSDAY 10 OCTOBER 2024**

**10:00**