



**acsr**

Department:  
**Arts, Culture, Sports and Recreation**  
North West Provincial Government  
Republic of South Africa



760 Dr. James Moroka Drive

1st Floor Gaabomotho Building

Private Bag X90, Mmabatho 2735

## SUPPLY CHAIN MANAGEMENT

+27 18 388 2968/2471

ksmokaila@nwpg.gov.za

BID NUMBER: ACSR 114/2021/4

VALIDITY PERIOD: 60 DAYS

CLOSING TIME: 11:00

CLOSING DATE: 03 MARCH 2022

### **SUBJECT: PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF PRIVATE SECURITY SERVICES FOR DR RUTH SEGOMOTSI MOMPATI DISTRICT**

- 1 You are invited to submit documents to be included in the Panel of Service Providers for the provision of Private Security Services for Dr Ruth Segomotsi Mompoti District for a period of three (3) years.
- 2 The conditions contained in the attached Terms of Reference, any other conditions accompanying the bid document and the conditions in the advertisement of this bid are applicable.
- 3 Bid validity period is a period of 60 days.
- 4 No late, faxed and emailed submissions/bids will be considered. Submissions and/or bids received after the closing date and time is **not** acceptable for consideration.
- 6 It is imperative that the bid document be read carefully, completed in full and be signed. Queries can be directed to **Mr Tshepang Motlhabane: 018 388 2759 / Mr Itumeleng Mafata: 018 388 2750** (for specifications)
- 7 The Department reserves the right to call for presentations from shortlisted service providers and/or bidders before final selection.



8. A non –refundable fee of R150.00 (cash) is payable for this document at office No. 30, contact details: 018 388 2663- Gaabomotho Building. The non-refundable fee for documents does not apply to service providers who can download tender documents and can be found on the e-tender publication portal website [www.etenders.gov.za/content/advertised-tenders](http://www.etenders.gov.za/content/advertised-tenders)
- 9 All the documents accompanying this invitation to bid must be completed in detail and signed where applicable, be sealed in an envelope **marked ACSR 114/2021/1: PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF PRIVATE SECURITY SERVICES FOR DR RUTH SEGOMOTSI MOMPATI DISTRICT** and be deposited in the bid box before the closing date and time.
- 10 The bid box is situated at **760 DR JAMES MOROKA DRIVE, GAABOMOTHO BUILDING, DEPARTMENT OF ARTS, CULTURE, SPORT & RECREATION, MMABATHO. 2735.**
- 11 Public opening of bids might not be permitted should COVID -19 regulations be still in force by the closing date.
- 12 All prospective bidders (s) shall have to treat all available data provided by the department in the process as strictly confidential and not for any form of distribution or use unless an express written approval is obtained in advance from the Head of the Department.
- 13 Should the Department of Arts, Culture, Sport & Recreation find out that the company/entity has misled it with regard to information submitted, that may unfairly advantage the company/entity or any individual including officials with regard to the evaluation of the company/entity, the Department reserves the right to take whatever action it may deems fit that is within the law.



# **INVITATION TO SUBMIT DOCUMENTS TO BE INCLUDED IN PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF SECURITY SERVICES FOR DR RUTH SEGOMOTSI MOMPATI DISTRICT FOR A PERIOD OF THREE YEARS**

**REF NUMBER: ACSR 114/2021/4**

## **ADDRESS ENQUIRIES**

Head of Department  
Department of Arts, Culture, Sport & Recreation  
Gaabomotho Building  
760 Dr. James Moroka Drive  
Private Bag X90  
Mmabatho 2735



## EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows

Phase 1	Phase 2
<b>Mandatory and other bid requirements</b>	<b>Functionality</b>
Compliance with mandatory and other bid requirements	Bids will be assessed to verify bidders capability and ability to execute the contract Testing minimum of 60 points

### Phase 1: Mandatory Requirements

- Cover page
- SBD 1: Invitation to bid
- SBD 4: Declaration of interest
- SBD 8: Declaration of bidders past Supply Chain Management Practices
- SBD 9: Certificate of Independent Bid determination
- General Conditions of Contract
- CSD report reflecting compliant tax status, successful bank verification and ownership information
- Valid Tax Clearance Certificate / Unique Pin issued by SARS
- CIPC Certificate
- ID Copies of the shareholders
- In case of a joint venture the following documents to be submitted
  - ✓ Valid Tax Clearance Certificate of all parties
  - ✓ Company profile of all parties
- Company profile
- Letter of good standing in respect of Compensation for Occupational Injuries and Diseases (COIDA)
- Proof of Public liability Insurance
- Proof of registration with Unemployment Insurance Fund (UIF)
- General Conditions of Contract (Initial each page)
- Valid letter of good standing from PSIRA
- Valid PSIRA Certificates of both the company and company owner(s)
- SAPS clearance not older than six months
- Proof of ICASA complaint communication equipment.
- And any other document mention on page 5 and 6 of the Terms of Reference



## Phase 2: Functionality

Testing minimum criteria: 60 points for technical criteria

<b>Criteria</b>	<b>Weight %</b>	<b>Scoring Guidelines</b>	<b>Value</b>
1 Proven track record on security services rendered  <i>(Authentic appointment and reference on clients letterhead for each project to be attached)</i>	30	<ul style="list-style-type: none"> <li>- 5 or more security service contracts rendered, not older than five years old</li> <li>- 4 security service contracts rendered, not older than five years</li> <li>- 3 security service contracts rendered, not older than five years</li> <li>- 2 security service contracts rendered, not older than five years</li> <li>- 1 security service contracts rendered, not older than five years</li> </ul>	5  4  3  2  1
2. Relevant qualifications of all company owners / partners/members and shareholders involved in rendering security services  <i>(Certified copies of relevant certificates and CV's to be attached)</i>	10	<ul style="list-style-type: none"> <li>- All owners, partners, members and shareholders with Grade A Psira certificate</li> <li>- All owners, partners, members and shareholders with Grade B Psira certificate</li> <li>- All owners, partners, members and shareholders with Grade C Psira certificate</li> <li>- All owners, partners, members and shareholders with Grade D Psira certificate</li> <li>- All owners, partners, members and shareholders with Grade E Psira certificate</li> </ul>	5  4  3  2  1
3. Relevant experience in rendering security services  <i>(Certified copies of certificates and CV's reflecting number of years of relevant experience to be attached)</i>	10	<ul style="list-style-type: none"> <li>- 10 or more years' experience in security services</li> <li>- 8-9 years' experience in security services</li> <li>- 6-7 or more years' experience in security services</li> <li>- 4-5 more years' experience in security services</li> <li>- 3 or less years' experience in security services</li> </ul>	5  4  3  2  1
4. Response vehicles  <i>(Vehicle registration certificates in the company or Directors name to be attached) Vehicles to be branded)</i>	20	<ul style="list-style-type: none"> <li>- Three or more vehicles</li> <li>- One vehicle</li> <li>- No vehicles</li> </ul>	2  1  0

5. Operational Office with control room in Dr Kenneth Kaunda District  (Proof of ownership / lease agreement and latest municipality account statement)	30	<ul style="list-style-type: none"> <li>- Operational Office within Ngaka Modiri Molema District</li> <li>- Operational Office outside Ngaka Modiri Molema District but within North West Province</li> <li>- Operational Office outside North West Province</li> </ul>	5  3  2
TOTAL	100		

Only qualifying bids scoring a minimum of 60 points in functionality will be registered in the database of security service providers.

## RETURNABLE DOCUMENTS

**SHOULD ANY OF THE RETURNABLE DOCUMENTS NOT BE COMPLETED AND ATTACHED, YOUR BID WILL BE DISQUALIFIED (where documents submitted please indicate with yes)**

RETURNABLE DOCUMENT	Attached (to be completed by the bidder)	Checked by ACSR official	Verified by BEC MEMBERS
1. Cover page			
2. Annexure A: Terms of reference			
3. SBD 4: Declaration of interest form			
4. SBD 8: Declaration of bidders past Supply			
5. SBD 9: Certificate of Independent Bid Determination			
6. Valid Full CSD Report			
7. Company profile reflecting the previous work done relevant to the project			

Regards

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**MS T.F. NAPHAKADE:**  
**DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
**DATE: .....**

