

## REQUEST FOR PROPOSAL

### RE-TENDER INVITATION

**CONTRACT NUMBER: CDC/230/23**

### **PROVISION OF A PHYSICAL SECURITY MANNED GUARDING SERVICES FOR COEGA DEVELOPMENT CORPORATION**

*The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and the rest of African Continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialization and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, technology integration while realising related socio-economic impact areas such as skills and SMME development. The CDC's high-performance ethos is grounded in its commitment to sustainable development, the protection of its people and the planet, and the delivery of infrastructure solutions that support a just social and economic transition to a low-carbon, resource efficient, and climate resilient future. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.*

### **INVITATION AND SCOPE OF WORK**

CDC seeks to appoint the preferred security service provider for provisioning of a 24-hour physical security manned guarding service for a period of two (2) years, with the option to extend a further one (1) year, of which would be dependent on satisfactory performance by the appointed service provider, for its facilities within the Nelson Mandela Municipality, CDC satellite offices including all CDC sites that CDC has been appointed as the implementing agent.

The scope of work entails the following:

CDC requires a 24-hour physical security manned guarding service for a total period of three years, for its facilities within the Nelson Mandela Municipality, CDC satellite offices including all CDC sites that CDC has been appointed as the implementing agent. These services will also include all new and existing CDC

programmes whereby physical security manned guarding services are required, permanently or on ad-hoc basis. Where the CDC includes scope changes, such changes will factor in the tendered rates submitted by the appointed service provider, for any adjustments, based on business needs. CDC would require the successful respondent to have an existing operational office within the Nelson Mandela Bay Municipality (NMBM), as much of the project is focused largely within NMB Metro. The preferred service provider will provide physical security services, within the areas where CDC operates nationally and including work or services for clients where CDC is as the Implementing Agent.

The quantities on the Pricing Schedule (BoQ) are indicative price and may vary depending on the demand of the physical security manned guarding service by CDC and its client over the period of the term. The rates are fixed and firm but the overall contract value may vary based on the demand on quantities used.

The scope of work entails the following sites:

**Table 1: Facilities Within SEZ and non SEZ**

DESCRIPTION OF SITES	Risk Level
SEZ Zones (Zone 1-14)	Medium - High
Business Process Outsourcing (BPO)	Medium
Human Capital Solutions (HCS)	Medium
CDC Business Center (HQ)	Medium
Vulindlela Accommodation and Conference Center (VACC)	High
Nelson Mandela Bay Logistic Park (MNBPLP)	Medium -High
Bluewater Bay Sunrise Hotel (BWBSH)	Medium
Coega Satellite offices (Pretoria, Durban, Mthatha, East London)	Medium
Pretoria (Nellmapius Center)	Medium - High
Wild Coast SEZ	Medium - High
All CDC Programmes and Projects	Medium - High

Further details are covered in the Request for Proposal Document.

## CONDITIONS OF TENDER

- (a) The CDC's Procurement Policy and Procedures shall apply amongst others.
- (b) The following shall apply but not limited to :
  - (i) Public Finance Management Act (PFMA);

- (ii) National Treasury Regulations;
  - (iii) Preferential Procurement Policy Framework Act, 2000; and
  - (iv) Preferential Procurement Regulations, 2022.
  - (v) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
  - (vi) Compensation for Occupational injuries and disease Act (130 of 1993);
  - (vii) B-BBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013);
  - (viii) Customs and Excise Act of 1964 and;
  - (ix) Any other applicable legislation.
- (c) Bidders must be VAT registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (d) Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 will apply.
- (e) The 90/10 preference point system will be used where points allocation will be as follows:
- (i) Price = 90.00,
  - (ii) Specific goal = 10.00
- (f) The quantities on the Pricing Schedule (BoQ) are indicative price and may vary depending on the demand of the physical security manned guarding service by CDC and its client over the period of the term. The rates are fixed and firm but the overall contract value may vary based on the demand on quantities used.
- (g) Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.
- (h) Bidders and all its Consortium/JV members if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
- (i) Bidders must complete and sign the POPI Act consent form. In case of Joint Venture/Consortium, a separate form in respect of each party to the JV must be completed.
- (j) Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA0.

- (k) CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders (and all the members in the Bidding Team in the case of Consortia or Joint Ventures) will be verified through CSD and South African Revenue Services (SARS) website.
- (l) Bidders will be evaluated on functionality and are expected to meet the minimum of 70 % threshold in order to be evaluated further. The evaluation criteria for measuring functionality and weight of each criterion are provided under Table A1 & A2 of the RFP document.
- (m) The exchange of security officers should be done in consultation with the CDC Security Manager;
- (n) Respondents must be PSIRA registered and must provide proof of compliance with the Private Security Industry Regulation Act of 2001;
- (o) Respondents must possess a valid Letter of Good standing for PSIRA subscription fees;
- (p) Security Officers will be required to always wear their PSIRA identification cards when on duty
- (q) Respondents must prove that they comply with the following requirements:-
  - (i) The appointed service provider will be subjected to security screening;
  - (ii) The service provider must submit a criminal record clearance of all security officers to be posted on identified sites within 21 days of appointment thereafter periodically every 12 months;
  - (iii) A Service Provider must have a Contingency Plan and Crisis Management plan for security manpower deployment.
- (r) Respondents must prove that they comply with relevant labour Legislation:-
  - (i) Compensation fund letter of good standing;
  - (ii) Letter of Good Standing from Private Security Industry Provident Fund;
- (s) The appointed Service Provider will be required to conduct verification of all staff and directors' criminal records annually;
- (t) Respondents must prove ownership or lease of the needed vehicles, not older than five years and have off-road capability, certified copies of vehicle or proof of the ability to procure such vehicles on or by appointment of respondent;
- (u) Respondents must have a fully functional office in the Nelson Mandela Bay (Gqeberha) or must be in a position to open an office in the Nelson Mandela Bay (Gqeberha) following the appointment of a successful respondent;
- (v) Respondents must have security operational experience within the Eastern Cape Province more in particular Gqeberha.
- (w) Respondents must price for the annual tender offer, within the stipulated PSIRA rates considering their overheads and factor such for year 2 and year 3. CDC will adjust the annual percentage change as per annual PSIRA increase following the negotiations with the appointed Respondents;
- (x) Respondents must provide proof of liability insurance, or a letter of intent of taking out insurance from an Insurance Company or Broker to the value of R5 million Rands and above;
- (y) Respondents must submit, from the Department of Labour, a valid COIDA (Compensation of Injury on Duty) Letter of Good Standing;

- (z) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993), Compensation for Occupational Injuries and Disease Act, Act (130 of 1993), Disaster Management Act, Act (57 of 2002) and, all relevant and applicable legislations throughout the duration of the contract. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems in compliance to the CDC Norms and Standards.
- (aa) Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations.
- (bb) In case of JVs/Consortia the Bidder must include an intent to enter into a JV/Consortium Agreement.
- (cc) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the RFP Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- (dd) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this RFP and signs the submission as a correct and sound documentation that the CDC could put its reliance on.
- (ee) The tender validity for this project is twenty-four (24) weeks from the closing date.
- (ff) Key personnel provided as per bidder's submission must be available within the stipulated local office for immediate commencement of contract should the respondent be successful this may be verified at any stage prior to appointment.

The RFP documents will be available for download from the CDC website ([www.coega.co.za](http://www.coega.co.za)) from **Friday, 23 June 2023 at 10h00** at no cost.

Potential bidders will be required to provide their email addresses on the CDC website before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

A **Mandatory Briefing Meeting** that will include a site visit will be conducted at the Vulindlela Accommodation and Conference Center at the Mthawelanga meeting venue on **Monday, 03 July 2023 at 10h00**.

Queries relating to this RFP may be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management strictly via e-mail: [tenderscdc23023@coega.co.za](mailto:tenderscdc23023@coega.co.za) between the period of **23 June 2023 to 17 July 2023**. No new queries received **after 17 July 2023** will be considered.

The closing date and time for the receipt of complete bid documents is on **Monday 24 July 2023 at 12h00**.

**One original completed bid document** shall be placed in a sealed envelope clearly marked with **CONTRACT NUMBER: CDC/230/23, CONTRACT DESCRIPTION: PROVISION OF A PHYSICAL SECURITY MANNED GUARDING SERVICES FOR COEGA DEVELOPMENT CORPORATION**

Bids are to be placed in the tender box at the CDC's Main Office located at the **Coega Business Centre, Cnr Alcyon Rd and Zibuko Street, Zone 1, Coega SEZ, Gqeberha (Port Elizabeth)**. RFP documents will not be opened in public. No late submissions will be considered.

Incomplete RFP Document and failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive.

Telegraphic, telexed, tippexed, facsimiled submissions will not be accepted.

*The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.*