

Northern Cape - Provision of Security Services in National Transmission Company South Africa (NTCSA), Telecommunications. Static Guarding Security Services in Upington Office (only); Reaction Unit in Upington, Kimberley & De Aar and Ad hoc Static Guard in Upington, Kimberley & De Aar.

PART 3: SCOPE OF WORK

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C3.1: EMPLOYER’S SERVICE INFORMATION

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1 Description of the service

1.1 Executive overview

The services shall comprise of the supply of the following: Static guarding at Upington Office on the 24/7, armed response for three areas (Upington, Kimberley and De Aar) and ad hoc static guarding when required to the same areas (Upington, Kimberley and De Aar).

The fully trained PSIRA accredited Security Officers and Armed Tactical Security officers (TSOs) to be deployed per identified NTCSA site. The procured services shall be rendered from the following Sub Station or nearest town closest to the NTCSA, Telecommunications radio sites in Upington, Kimberley and De Aar.

1.2 Employer's requirements for the service

The service provider is expected to quote on the services required as per the following documents:

Scope of Work document identifier: **559-1972122576** Provision of Proactive Monitoring and Prevention of Theft / Damage to Telecommunication's Infrastructure, Armed Response & Escorting.

Northern Cape, NTCSA has one service office in Upington (cnr Swakarra and Southpan Streets, Updustria Nywerheidspark Laboia, Upington) that requires static guarding services 24/7 to protect the officials during working hours and further protect the office's assets at night and weekends (non-official working hours).

NTCSA in the Northern Cape has the total of 78 radio sites within the three areas (Upington, Kimberley and De Aar).

The Telecommunications radio sites have become an easy target for Criminal Matters offences thereby breaking-in and steal Telecommunication equipment such as batteries and cables on the regular basis. Statics have imposed an urgent need to restrict the increase of vandalism by proactively have the guarding services for escort, static and ad-hoc services.

NTCSA officials / technicians are contacted by National Management Centre (NMC) to attend at radio site enquiry / fault and these officials / technicians requires escort by armed competent guards to attend the enquiries.

In some cases, the Radio Sites are found in a bad state in terms of damages and other range of criminal activities, and it will require an Ad hoc Static Guard to safeguard the affected radio site in the meantime the Business will be busy with the process of repairing structure and connecting the lines.

2 Supporting Clauses

2.1 Scope

The scope of work details the terms, services, and expectations between the Employer (NTCSA Holding SOC LTD) the Contractor.

- Static security guarding 24/7 in Upington Office (only) and with estimated quantity required:
 - Day shift: 1 x security official
 - Night shift: 2 x security officials
- Armed Response for Upington, Kimberley and De Aar areas. Available 24 hours and to cover 1500 km per month to each area; conduct site inspection and escort NTCSA Officials / Technicians to radio sites and attend to NTCSA radio site incidents. Estimated quantity required:
 - 2 x Armed Response Guards Grade B with tools of trade (4 x 4 vehicle, issued with 9 mm piston firearm, wear bullet proof vest, issued a torch).

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- Ad hoc Static security guarding for Upington, Kimberley and De Aar radio sites: In case of incident that had occurred in Northern Cape radio sites and require immediate guarding of the assets at the damaged radio sites. Estimated quantity required:
 - 2 x static guards,
 - Proper facilities (guard house, temporal ablution facility & 5l bottled water).

The procured services shall be rendered from the following sub station or nearest town closest to the Telecommunications radio stations, listed below:

2.1.1 Upington (29 sites)

Item No	Radio Site	Closest town to site	Nearest Town Distance(km)
1	Attie se Plaas_Telkom RS	Groot Mier	1.5
2	Garingberg RS	Kakamas	25
3	Kakamas RS	Kakamas	1.5
4	Karos_Vodacom RS	Upington	43
5	Kleinbegin RS	Grobbershoop	34
6	Kleinsee RS	Kleinsee	8
7	Komsberg RS	Keimoes	22
8	Koppe RS	Brandvlei	29
9	Korridor_Debeers RS	Alexanderbay	27
10	Kunumaas RS	Aggenies	46
11	Lieliefontein RS	Lelliefontein	1.5
12	Loeriesfontein RS	Loeriesfontein	55
13	Marydale_MTN RS	Marydale	1.5
14	Nababeep RS	Nababeep	8
15	Pietersfontein RS	Loeriesfontein	53
16	Pofadder_Vodacom	Pofadder	6.3
17	Port Nolloth_Telkom RS	Port Nolloth	1
18	Regen8 RS	Kakamas	59
19	Repeater E1_Transtel	Grobbershoop	53
20	Roggeveldberg RS	Sutherland	45
21	Rooiberg NC RS	Upington	25
22	Skuitklipkop RS	Pofadder	66
23	Struis se Dam_Telkom RS	Askham	35
24	Sutherland RS (ATNS)	Sutherland	12
25	Tampansrus	Grobbershoop	30
26	Vioolsdrift RS	Vioolsdrift	37
27	Williston RS	Williston	30
28	Williston Town RS	Williston	2.7
29	Zeekoei RS	Augrabies	44

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2.1.2 Kimberley (34 sites)

Item No	Radio Site	Closest town to site	Nearest Distance(km)	Town
1	Bendel RS	Kurumam	69	
2	Bergdam RS	Kimberley	66	
3	Black Rock_Mine Rs	Olifantshoek	34	
4	Boshoff RS	Boshoff	7	
5	De Put RS	Kimberley	26	
6	Diamond RS	Prieska	48	
7	Eensaamskasteel_Telkom	Askham	62	
8	Gakarosa_Telkoms RS	Danielskuil	44	
9	Gelukspoort RS	Hopetown	42	
10	Heuninsberg RS	Petrusburg	30	
11	Hountnek RS	Christiana	21	
12	Jan Kempdorp SABC RS	Jan Kempdorp	12	
13	Kapstevl RS	Postmasburg	24	
14	Klipfontein_Telkom RS	Hopetown	29	
15	Koopmansfontein RS	Delpportshoop	38	
16	Lockshoek RS	Griekwastad	22	
17	Majeng RS	Warrenton	14	
18	Mataleng RS	Barkley West	2	
19	Newton_Telkom RS	Van Zylsrus	45	
20	Padkloof RS	Grobbershoop	74	
21	Petrusburg RS	Petrusburg	39	
22	Prieska RS	Prieska	22	
23	Rustfontein RS	Hotazel	45	
24	Skietpan RS	Hotazel	106	
25	Sondtraal_Telkom RS	Hotazel	58	
26	Toto RS	Olifantshoek	17	
27	Tsilwana RS	Hotazel	108	
28	Uitkyk RS	Douglas	47	
29	Ulco RS	Delpportshoop	21	
30	Van Zyl's Vodacom RS	Van Zylsrus	1	
31	Warrendale RS	Lime Acres	5	
32	Whitebank RS	Kuruman	28	
33	Witberg NC RS	Douglas	25	
34	Wolwedam RS	Kimberley	27	

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2.1.3 De Aar (15 sites)

Item No	Radio Site	Closest town to site	Nearest Distance(km)	Town
1	Baskop RS	Victoria West	44	
2	Britstown RS	Britstown	21	
3	Colesberg RS	Colesberg	6,5	
4	Fransmanskop Rs	Hanover	28	
5	Horseshoe RS	Victoria	39	
6	Kareekloof RS	Carnavon	34	
7	Middleburg RS	Middleburg	26	
8	Northbank RS	Gariepdam	4,8	
9	Noupoort RS	Noupoort	29	
10	Renosterberg RS	De Aar	27	
11	Rooikop RS	Middleburg	62	
12	Rooipan_Transtel RS	Hopetown	51	
13	Skietnek_Vodacomm RS	Steynsburg	32	
14	Theronsberg RS	Hopetown	32	
15	Victoria West RS	Victoria West	25	

2.2 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
TSP	The Service Provider
PSIRA	Private Security Industry Regulator Authority
OPS Manager	Operational Manager
OSO	Officer Security Operations
SNR INSP	Senior Inspector
S/O	Security Officer
RM	Risk Manager
CSM	Contract Security Manager
NTCSA	National Transmission Company of South Africa
K9	Canine response unit
OB	Occurrence Book
RS	Radio site

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3 Management strategy and start up.

3.1 The *Contractor's* plan for the *service*

Not applicable.

3.2 Management meetings

Meetings will be scheduled as and when required. All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

3.3 *Contractor's* management, supervision and key people

Refer to C1.2 Data by contractor.

3.4 Provision of bonds and guarantees

Not applicable

3.5 Documentation control

Refer to scope of work, document Identifier 559-1972122576.

All contractual communications will be in the form of properly complied letters or forms attached to emails and not as a message in the email itself. Any required reports and documents needed by the Service Manager from the contractor will be sent through to the Service Manager who will be identified and agreed upon on the first contract commencement meeting with the Contractor. The same will apply with regards to a Contractor representative that the employer will share contract related communication with.

3.6 Invoicing and payment

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

The *Contractor* shall address the tax invoice to

_____ and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager*;
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;

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- (add other as required)

Invoices to be submitted electronically to invoiceseskomlocal@eskom.co.za

Electronically submitted must be sent in PDF format ONLY. Each PDF file should contain only one invoice, however the email may contain more than one PDF file.

Please ensure that the NTCSA Order number is clearly indicated on your invoice together with the line number on the order you are billing for.

All queries and follow ups on invoice payments should be made by contacting the Finance Shared Services (FSS) contact Centre on 011 800 5060 or email fss@eskom.co.za

3.7 Contract change management

Changes to the contract shall be approved by the relevant authority of the Employer.

3.8 Records of Defined Cost to be kept by the Contractor

Not applicable, option A will apply.

3.9 Insurance provided by the Employer

Refer to C1 2a TSC3 Data by Employer clause 86.1

3.10 Training workshops and technology transfer

Note: Training shall be SASSETA accredited.

- 3.10.1 Basic Firefighting training (valid for the period of the contract)
- 3.10.2 Regulation 21 on firearm shooting conducted every 12 months of the contract.
- 3.10.3 First aid training level 1 & 2 (valid for the period of the contract).

Note: NTCSA Officer Security Operations and or their representative shall be allowed unrestricted access to the training facility and training classes.

3.11 Design and supply of Equipment

Not applicable.

3.12 Things provided at the end of the service period for the Employer's use

3.12.1 Equipment

Not applicable.

3.12.2 Information and other things

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Not applicable.

3.13 Management of work done by Task Order

Work is only to commence upon receipt of a task order or purchase order.

4 Health and safety, the environment and quality assurance

4.1 Health and safety risk management

The successful supplier shall comply with the health and safety requirements as indicated below.

- Life-saving Rules _ Document number 240-62196227
- Fire Fighting Organisation_ Document number 32-108
- Emergency Planning_ Document number 32-123
- Contract and Contractor OHS Management (Old name: SHE Requirements for the Eskom Commercial Process)_ Document number 32-726
- Employees' Right of Refusal to Work in Unsafe Situations_ Document number 240-43848327
- Vehicle and Driver Safety Management Procedure_ Document Number 240-62946386
- Occupational Health and Safety Management Procedure _ Document number 32-95
- Occupational Health & Safety Risk Assessment Procedure_ Document number 32-520

4.2 Environmental constraints and management

The successful supplier shall comply with the environmental as indicated below.

- 240-180100134_Transmission Environmental Requirements for Contractors and or Suppliers Standard

4.3 Quality assurance requirements

The successful supplier shall comply with the quality as indicated below.

- 240-105658000 Supplier Quality Management Specification (3)

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5 Procurement

5.1 People

5.1.1 Minimum requirements of people employed

Job Opportunities

Suppliers should propose the number of jobs to be created as a direct result of this contract. This proposal must be done in the table below:

Proposed number of Jobs	Number of Jobs to be Retain

Procurement spend on entities with a minimum 51% black ownership

The winning tenderer is encouraged to procure/spend on designated groups on the following paid invoices for both:

- The indirect expenses (e.g., overheads) on goods and services supplied to the contractor/supplier by designated groups; and direct spend on goods and services supplied by the subcontractors for the execution of the scope of work.

Activities, as a proportion of the local procurement content, which may be subcontracted to designated black owned enterprises must be submitted in a table below.

Procurement Designated Group	from	NTCSA Target	Tenderer Proposal
Black Owned		4.0%	
Black Women Owned		3.0%	
Black Youth Owned		2.0%	
Black Persons with Disability		1.0%	

Skills Development

Tenderers are required to submit proposals in a table below for developing the skills of unemployed candidates in the country. Skills development is intended to address NTCSA's core, scarce and critical skills and the scarce and critical skills. These skills are also included in a 2020 list of occupations in high demand as stipulated in the Government Gazette 43937. Candidates shall be from all provinces in the country, and their composition shall be representative of the population demographics of South Africa.

Skill type / Occupation	Qualifications	NTCSA's target	Proposed Number
Site Supervisor's	Matric	2 (one for each site)	

***For every R2M spend skills must be developed**

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Preference for skills development candidates shall be sourced from previously disadvantaged with preference given to local to site communities.

SDL&I Penalty and Performance Security

NTCSA will apply a penalty of 2.5% of the contract value for failure to meet SDL&I obligations. For the duration of the contract, NTCSA will retain 2.5% of every invoice (excluding VAT) as security for the fulfilment of all SDL&I Obligations. The retained amounts shall only be released to the Contractor upon:

- NTCSA receives the SDL&I progress report/s from the contractor.
- Fulfilment of all SDL&I obligations by the contractor.
- Submission of an approved compliance report by SDL&I Department

Reporting and monitoring

- The suppliers shall on a quarterly basis submit a report to NTCSA in accordance with Data Collection Template on their compliance with the SDL&I obligations described above.
- NTCSA shall review the SDL&I reports submitted by the suppliers within 30 (thirty) days of receipt of the reports and notify the suppliers in writing if their SDL&I obligations have not been met.
- Upon notification by NTCSA that the suppliers have not met their SDL&I obligations, the suppliers shall be required to implement corrective measures to meet those SDL&I obligations before the commencement of the following report, failing which Retention clauses shall be invoked.

Every contract shall be accompanied by the SDL&I Implementation Schedule, which must be completed by the suppliers and returned to SDL&I representative for acceptance 28 days after contract award. This will be used as a reference document for monitoring, measuring and reporting on the supplier's progress in delivering on their stated SDL&I commitments.

5.1.2 BBEE and preferencing scheme

Transformation – BBEE Improvement or Retention Plan

Transformation remains an area of focus, where NTCSA continuously strives to align itself with national transformation imperatives to unlock growth, drive industrialization, create employment and contribute to skills development.

NTCSA encourages its suppliers to constantly strive to improve their B-BBEE rating. Whereas Tenderer/s will be allocated points in terms of a preference point system based on specific goals, NTCSA also requests that tenderer/s submits their B-BBEE improvement or retention plan within 30 days of signing the contract.

Tenderer/s are therefore requested to indicate the extent to which they will maintain (only if the respondent is a Level 1) or may improve/maintain their B-BBEE status over the contract period if their B-BBEE status is level 2 or 3. Tenderer/s with a B-BBEE status level 4 at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of B-BBEE Level 3 by the end of the first year of the contract and thereafter improve their B-BBEE status level or migrate by one level higher.

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Tenderer/s with a B-BBEE recognition status of Level 5 to Level 8 or non-compliant at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of Level 4 by the end of the first year of the contract and thereafter improve at least one B-BBEE Level higher of each year from the second year of the contract.

Tenderer/s are requested to submit their B-BBEE Improvement Plan as an essential document within 30 days of signing the contract.

NB: A valid B-BBEE certificate or Sworn Affidavit is a condition for contract award, if your company’s annual Total Revenue is R10 Million or less you qualify as an Exempted Micro Enterprise therefore you can submit Sworn Affidavit. If your annual Total Revenue is R50 Million or less, you qualify as Qualifying Small Enterprise and must comply with all of the elements of QSE score card relevant to your sector unless an entity is at least 51% Black owned you are required to obtain a Sworn affidavit. If your Annual Total Revenue is above R50m you need to submit a Valid B-BBEE certificate.

In terms of the Preferential Procurement Policy Framework Act (PPPFA), the 80/20 scoring system will be applicable to this tender”.

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

80% Price, 20% BBBEE

B-BBEE	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.1.3 Accelerated Shared Growth Initiative – South Africa (ASGI-SA)

Not applicable

5.2 Subcontracting

5.2.1 Preferred subcontractors

Not applicable

5.2.2 Subcontract documentation, and assessment of subcontract tenders

Not applicable

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5.2.3 Limitations on subcontracting

Not applicable

5.2.4 Attendance on subcontractors

Not applicable

5.3 Plant and Materials

5.3.1 Specifications

Not applicable

5.3.2 Correction of defects

Not applicable

5.3.3 *Contractor's* procurement of Plant and Materials

Not applicable

5.3.4 Tests and inspections before delivery

Not applicable

5.3.5 Plant & Materials provided "free issue" by the *Employer*

Not applicable

5.3.6 Cataloguing requirements by the Contractor

Not applicable, each line item shall be catalogued on the SAP system

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6 Working on the Affected Property

Refer to scope of work Document Identifier: **559-828948717**

6.1 Employer's site entry and security control, permits, and site regulations

Refer to scope of work Document Identifier: 559-1972122576

6.2 People restrictions, hours of work, conduct and records

Refer to scope of work Document Identifier: 559-1972122576

6.3 Health and safety facilities on the Affected Property

Refer to scope of work Document Identifier: 559-1972122576 (**Northern Cape**)

6.4 Environmental controls, fauna & flora

Successful supplier to comply with National Environmental Management Act 107 of 1998.

6.5 Cooperating with and obtaining acceptance of Others

Refer to scope of work Document Identifier: 559-1972122576

6.6 Records of Contractor's Equipment

Not applicable

6.7 Equipment provided by the Employer

Not applicable

6.8 Site services and facilities

6.8.1 Provided by the Employer

Not applicable.

6.8.2 Provided by the Contractor

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Refer to scope of work Document Identifier: 559-1972122576

6.9 Control of waste

Refer to National Environmental Management: Waste Act 59 of 2008

6.10 Hook ups to existing works

Not applicable

6.11 Tests and inspections

6.11.1 Description of tests and inspections

Not applicable.

6.11.2 Materials facilities and samples for tests and inspections

Not applicable.

7 List of Drawings

Not applicable.