



# Road Traffic Management Corporation

**APPOINTMENT OF A SERVICE PROVIDER  
TO PROVIDE PHYSICAL SECURITY  
GUARDING AND ARMED RESPONSE  
SERVICES FOR THE FOUR OFFICES OF  
THE CORPORATION**

**RTMC BID NO: 04/2023/24**

## **CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID**

### **1. Proprietary Information**

---

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the bidder, to be proprietary of RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

### **2. Enquiries**

---

- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channelled to the email below, however the cut-off date will be on the **13 July 2023**.

Name	RTMC
Email Address	<a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a>

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

### **3. Validity Period**

---

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

### **4. Supplier Performance Management**

---

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude SBD 7.2 and Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the Bidder 's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

4.3 Should the successful bidder fail to sign the SBD 7.2 and the SLA when called upon to do so, the RTMC may without prejudice to any other rights it may have -

4.3.1 cancel the contract that may have been entered into between the successful bidder and the RTMC and the successful bidder shall pay to the RTMC any additional expenses incurred by the RTMC having either:

4.3.1.1 to accept any less favourable Bid or,

4.3.1.2 if new Bids have to be invited, the additional expenditure incurred by the invitation of fresh Bids and/ or by the subsequent acceptance of any less favourable Bidder.

## 5. **Instructions on submission of Bids**

---

5.1 Bids should be submitted as follows:

5.1.1 Technical envelopes

- Two (2) copies for technical responses/functional evaluation (1 Original and 1 copy)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope which contains the original document)

5.1.2 Financial envelopes

- Pricing schedule should be submitted separately Two (2) copies (1 Original and 1 copy)
- PDF soft copy in a memory stick of the pricing schedule (to be enclosed in the envelope which contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC BID 04/2023/24: Appointment of a service provider to provide physical security guarding and armed response services for the four offices of the Corporation for a period of three (03) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157** by no later than 11:00am on 20 July 2023.

#### 5.4 Compulsory Briefing session: Online/Virtual

5.4.1 The online/Virtual compulsory briefing session will be held on **06 July 2023 at 10:00am**.

5.4.2 Bidders are required to register for a compulsory briefing session by submitting necessary information to [bidadmin@rtmc.co.za](mailto:bidadmin@rtmc.co.za) by not later than **04 July 2023 at 14:00pm** in order to be eligible to participate in the compulsory briefing and the bid process.

The following information is required to register for a briefing session:

- Company Name
- CSD Registration number
- Name and Surname of the Representative

**Bidder/s who fail to comply with the above requirement will not be considered the compulsory briefing session.**

5.4.3 Upon registration a link will be shared with the bidders to enable them to participate on the stated virtual meeting.

5.4.4 Bidders will be required to login using their company name, thirty (30) minutes before the starting time of the briefing session to allow for a virtual registration. Example, if the session starts at 10:00am bidders will be allowed to login at 09:30am and session will start promptly at 10:00am. No bidder/s will be allowed in the briefing session past the starting time.

5.4.5 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

**NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)**

5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.

5.6 All bids submitted must be signed by a person or persons duly authorised thereto.

5.7 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.

5.8 Bid received by email, facsimile or similar medium will not be considered.

5.9 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**

5.10 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.

5.11 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

## **6. Undertakings by the Bidder**

---

6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.

6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).

6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.

6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

6.5 Bidders should note that should its Bid be accepted, and should the Bidder be unwilling or unable to commence the Services on the commencement date due to circumstances that are within its control, the RTMC shall be entitled, without prejudice to any other rights it may have

—

6.5.1 to terminate the contract; or

6.5.2 claim specific performance from the successful bidder;

and claim damages from the successful bidder.

6.6 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

## **7. RTMC's Rights and Obligations**

---

7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.

7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.

7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.

7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.

7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

7.6 The RTMC acknowledge and agree that all data and Personal Information provided by the bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.

7.7 The RTMC hereby undertakes–

7.7.1 in favour of the bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information;

7.7.2 to use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid; and

7.7.3 not process Personal Information for any purpose other than to perform its obligations under this bid.

## **8. SPECIAL INSTRUCTIONS TO BIDDERS**

---

**8.1** Bidders shall provide full and accurate answers to the questions posed in this document.

**8.2** Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.

**8.3** The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.

**8.4** RTMC reserves the right to include any additional related items on the contract that are currently not part of the bid document.

**8.5** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents.

**8.6** RTMC reserves the right to verify information provided by bidders and any misrepresentation will lead to disqualification of the bidder.

**8.7** The bidder must ensure that the National Key Point (NKP) accreditation remains valid for the duration of the contract.

## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**



## SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATIONS

### 1. PURPOSE

The purpose of this bid is to invite suitable service providers to provide physical security guarding and armed response services for the four offices of the Corporation, Waterfall, Eco Park, Boekenhoutkloof Traffic College and Denel, the required period for the four facilities will be as follows:

Office	Period
Waterfall (NKP)	03 years
Eco Park (NKP)	03 years
Boekenhoutkloof Traffic College	03 years
Denel	To be determined

### 2. BACKGROUND

2.1 These services are needed to ensure that the Corporation does subscribe to the requirements of both the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985) and the National Key Point Act 102 of 1980, which is being repealed by the Critical Infrastructure Protection Act 8 of 2019 and other relevant legislative prescripts.

2.2 The total number of outsourced guards required on the four facilities, Boekenhoutkloof, Denel, Waterfall and Eco Park is fifty-seven [57] for day and night shifts, broken down as indicated underneath, viz.

- Waterfall twelve [12] day and nine [9] night,
- Eco Park eight [8] day and five [5] night,
- Boekenhoutkloof ten [10] day and five [5] night
- Denel four [4] day and four [4] night,

2.3 It is against this background that the RTMC would like to hereby appoint suitably qualified service provider to provide physical security guarding and armed response services for the four offices of the Corporation for a period of three (03) years.

### **3. DETAILED SPECIFICATION AND SCOPE OF WORK**

#### **3.1 Scope of Work**

- a) The contract is for the supply of guarding services and armed response in the four identified immovable properties of the Corporation.
- b) This contract for Waterfall, Eco Park and Boekenhoutkloof Traffic College is required for a period of thirty-six 36 months and for Denel facility the period will be determined, from the day of the award and deployment, including the signing of a contract. This is subject to variation in the number of the security compliment, to be informed by continuous Threat Risk Assessments conducted from time to time.
- c) In terms of Control of Access Control to the Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985), Critical Infrastructure Protection Act, 2019 (Act No. 8 of 2019), the Minimum Physical Security Standards [MPSS] and as well as Minimum Information Security Standard [MISS]. Note that all the Government Institution and its Entities be protected on 24 hours, 7 days a week basis (24/7).

#### **General Duties and Responsibilities of the Bidder(s)**

- a) To guard and protect buildings, equipment and assets against damage, theft and vandalism.
- b) To perform access control duties and patrol the premises to prevent unauthorized persons from entering and removing equipment or assets from the premises concerned.
- c) To protect employees, visitors and customers by preventing or minimizing the risk of injury including death
- d) To apprehend any suspicious person on the premises and to take action as mandated and required by the laws of the Republic of South Africa
- e) To report any suspicious action or unusual occurrence to security management of the Corporation.
- f) Security Officers must be supervised on a daily basis and be equipped to perform their duties as agreed upon.
- g) To report any security incident to the RTMC and the South African Police Services (SAPS).
- h) To patrol the area of responsibility in order to prevent criminal activity.

- i) To monitor security threats and risks within the RTMC's area of responsibility and provide an early warning to facilitate proactive interventions.
- j) The bidder(s) shall provide service in a courteous and professional manner.
- k) The bidder(s) to provide necessary documentation as requested prior to the awarding of the contract.
- l) The bidder(s) must undertake to provide a certain and reasonable number of additional staff as required for the rendering of services at the sites during crisis situations.
- m) The bidder(s) must maintain a 24/7 permanently manned control room for the duration of the contract to enable continuous communication with RTMC and the bidder(s)'s field staff. The said control room must have all the necessary equipment commensurate with an adequately equipped control room.

## **SITE INSPECTION EVALUATION CRITERION**

### **Management and Supervision**

- a) The bidder(s) must provide a contract manager who shall exercise supervision of security officers and/or activities on behalf of the bidder(s). The contract manager shall be a competent and responsible individual who has experience in carrying out security functions. RTMC shall be notified in writing of the appointment of the contract manager.
- b) RTMC may delegate to any person of its powers or functions in terms of this agreement and on receiving notice in writing of such delegation the bidder(s) shall recognize and obey the delegated person to whom any such powers or functions have been delegated.
- c) The bidder(s) shall exercise adequate supervision over the services at the RTMC facility and shall be represented by a representative having full power and authority on behalf of the contract manager. Such representative shall be competent and responsible and shall have adequate experience in carrying out the security functions provided in terms of this agreement.
- d) The bidder(s) shall be required to carry out proper supervision of his own personnel by means of at least two visits by an off-site supervisor per shift. The contract manager should visit each site at least twice per week, one of which should be after hours. These visits must be recorded in the weekly report. Details of such visits shall be recorded in the occurrence book provided by the bidder(s) and the pocketbooks of security personnel visited.

- e) The bidder(s) shall at all times be responsible for the acts and omissions of his employees providing services to RTMC in terms of this agreement while they are acting within the course and scope of their duties and employment.

### **Administrative Capabilities and Infrastructure**

- a) The bidder(s) must demonstrate the capacity to have the administrative and management capabilities, and availability of infrastructure to manage the contract at the time of commencing the contract.
- b) The bidder(s) must give access to its premises by RTMC at any time for compliance inspections. These facilities must be acceptable for the running of a security business and be equipped with fully functioning control room manned by skilled staff.

### **Legal Requirements**

- a) The contract shall in all respects be construed in accordance with the laws of the Republic of South Africa and any disputes that may arise between the bidder(s) and RTMC in regard to the contract shall be settled within the courts of the Republic of South Africa.
- b) All bidders that are not registered with PSIRA, CIPC, CSD, Compensation for Occupational Injuries and Diseases Act (COIDA), and SAPS National Key Point Secretariat.
- c) Labour disputes are the sole responsibility of the service provider. In the event of a labour dispute the bidder(s) will continue to deploy alternative security Officers.

### **Security Personnel**

It is the responsibility of the bidder(s) to ensure that security personnel in his Employment always meet the following requirements:

- a) All Security Officers must be trained in National Key Point Operations [**for NKP declared sites**] and have valid certificates.
- b) All Security Officers must be trained to operate Handguns, Shotguns and Rifles for Business Purposes
- c) All security officers must have at least Grade 10 and minimum Grade D PSIRA registration.
- d) Supervisors must have Grade 12 and a minimum of Grade B PSIRA Certificate.

- e) Security officers must be able to communicate (read and write) at least English.
- f) Security officers must not be younger than 18 years of age.
- g) Security officers must be prepared to work 12-hour shift.
- h) Security officers must at all times present an acceptable image/appearance which implies inter alia that they may not sit, lounge about, smoke, eat or drink whilst attending to people.
- i) Security officers must be issued with uniform on appropriate intervals in order for them to look professionally presentable and easily identified.
- j) All personnel [security operatives] shall be SAPS cleared and possess the necessary competency –

### **Working Hours and Rates**

- a) Security services shall be provided twenty-four hours seven days a week.
- b) Remuneration of security officers MUST be done on a timely basis as agreed between the employer and employee, the Corporation shall not accept any kind of departure from this commitment.

### **Training of Security Personnel**

- a) The bidder(s) shall before the effective date of the contract provide proof of certification of all security personnel that will be utilized on this contract, as Grade B, C and D respectively as per position held in the implementation of this contract.
- b) Personnel issued with firearms shall receive accredited training with such firearm every six months (twice annually). The results of such training shall be made available to RTMC on request. Personnel shall be professionally and formally trained and be able to use and handle a firearm when required.
- c) RTMC shall conduct random competency tests/inspections of the bidder(s)'s security personnel.
- d) The bidder(s)'s personnel shall after completion of their training have expertise to execute their functions properly, regarding but not limited to the execution of their functions, including the legal aspect thereof.

- e) Training shall be provided to the bidder(s)'s personnel before the commencement date, to ensure that the personnel will immediately be qualified to perform their services to the level of professional efficiency required by RTMC.
- f) The bidder(s) shall be responsible for all costs incurred in the training of security personnel.
- g) All security officers provided for NKP facilities shall be expected to undergo NKP refresher training annually. RTMC will request proof thereof.

### **Bidder(s) Obligations**

- a) To ensure that all staff working under this contract are in good health and pose no risk to any RTMC employee and clients/contractors.
- b) To comply with RTMC security and emergency policies.
- c) To ensure that security officers employed by the bidder(s) are familiar with the RTMC environment.
- d) Ensure that all security officers under this contract are provided with uniforms which state the name of the company, and which can be clearly distinguished from other companies. RTMC reserves the right to order immediate removal of a security officer who does not adhere to this arrangement.
- e) To ensure that RTMC is informed of any removal and replacement of security officers.
- f) The company or close corporation must provide a contingency plan in case of the. Strike/unrest or any unplanned eventuality that can disrupt services to the RTMC.
- g) To provide all equipment but not limited to the following:
  - Occurrence Book
  - Fully operational radios
  - Fully operational torches
  - Pocket Book
  - Identification Cards
  - Pens
  - Handcuffs
  - Handheld metal detectors

- h) The bidder(s) shall acquaint himself/herself with any relevant wage regulating measures or Statutory enactment which may be in force, or which may be contemplated, affecting conditions of employment during the term of agreement.
- i) The bidder(s) shall remain solely responsible for the payment of all costs pertaining to personnel, including but not limited to salaries, bonuses, provident fund contributions, medical fund and insurance premiums.
- j) The bidder(s) must IF intending to transport security personnel (its employees) comply with the National Road Traffic Regulations at all times.

Bidder(s) to provide the following:

- Certified copies of registration certification with the Private Security Industry Regulatory Authority (PSIRA) in respect of the company, directors/members, and database of all their security officers
- PSIRA letter of good standing which must be valid at the time the bid closes.
- Certified copies of identification documents in respect of company directors/members
- SAPS-issued letter confirming the NKP status of the enterprise [**for NKP declared sites**]
- Compensation for Occupational Injuries and Diseases Act Certificate, letter of good standing
- Unemployment Insurance Fund Certificate or any Provident Fund [compliance letter and proof of 3 months payment. Not letter of registration]
- Company profile attached to the bid document.
- Physical and postal addresses, contact details in terms of offices which will be providing services to RTMC.
- Proof of valid firearms licenses required.

### **3.2 STANDARDS AND QUALITY ASSURANCE**

- The services required must be provided in terms of the requirements of PSIRA, NKP/CIPA. Furthermore, ISO 9001 certificate or QMS policy may be provided.

# **SECTION: 3**

## **EVALUATION CRITERIA**



## 1. EVALUATION CRITERIA

---

The bid will be evaluated in the following stages:

### (a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements, will lead to bidders being disqualified from evaluation. Below are Standard Mandatory requirements.

- Bidders are required to submit bid document as follows:
  - one original,
  - one hard copy
- PDF soft copy in a clearly marked/ labelled memory stick. Documents submitted on soft copy must be the same documents as the hard copy (original).
- All standard bidding documents must be duly completed and signed by authorised person. In case of a JV, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.
- Compulsory Briefing Session Certificate

### (b) Stage 2- Mandatory Requirements

Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

### (c) Stage 3 – Functionality Evaluation

This process comprises two steps:

- Step 1 will be on written responses/ proposals which consists of **80 points**.

**NB:** Bidders will be required to score a minimum of **60 points** in order to qualify for step 2.

- Step 2 will be on site inspection which consist of **20 points**.

**NB:** Bidders will be required to score a minimum of **10 points**.

Bidders will be required to score a minimum of **70 points** in order to qualify for a stage 4

- (d) **Stage 4 – Price and Specific Goal Evaluation** Bidders will be evaluated on either 90/10 or 80/20 Preference Point System (i.e. 90/80 points on Price and 10/20 points on specific goal evaluation).

#### 1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

STANDARD COMPLIANCE REQUIREMENTS	Comply (Yes / No)	Reference Page
<b>ENVELOPE ONE (1)</b>		
Total Number of copies submitted – Two (2) (1 original and 1 copy) PDF soft copy in a memory stick		
Proof of CSD Registration. (CSD number or report) Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a> )		
Compulsory Briefing Session Certificate		
SBD1: Invitation to bid and company information		
SBD4: Declaration of interest		
SBD6.1: Preference points claim form		
<b>ENVELOPE TWO (2) – PRICING SCHEDULE</b>		
Total Number of copies submitted – Two (2) (1 original and 1 copy) PDF soft copy in a memory stick		
SBD 3.3: Pricing Schedule		
SBD6.1: Preference points claim form		

**NB: Failure to comply with the above requirements will lead to a disqualification of the bid.**

## 1.2 STAGE 2 – MANDATORY REQUIREMENTS

**NOTE: A BIDDER WHO FAILS TO MEET THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION**

Item	Description	Comply Yes/No
1.	<p><b>Organisational Registration:</b> Provide the following:</p> <p><b>a.</b> Valid <b>Company</b> Private Security Industry Regulatory Authority (PSIRA) registration AND valid Letter of Good Standing.</p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>✓ PSIRA letter of good standing in the name of the company which must be valid at the time the bid closes.</li> <li>✓ PSIRA company registration certificate</li> </ul> <p><b>b.</b> Valid <b>Director's</b> PSIRA registration</p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>✓ Attach valid directors' certificates issued by PSIRA in the name of the Director.</li> </ul> <p><b>c.</b> Valid Letter of Good Standing Compensation for Occupational Injuries and Diseases Act (COIDA) in the name of the Company.</p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>✓ Attach valid letter of good standing issued by Dept of Labour in the name of the Company.</li> </ul> <p><b>d.</b> South African Polices Services (SAPS) National Key Points (NKP) registration issued in the name of the Company.</p> <p><b>Compliance requirement</b></p> <ul style="list-style-type: none"> <li>✓ Proof of a valid application letter for National Key Point (NKP) facility</li> </ul>	

	issued by SAPS	
2.	<p><b>Third Party Liability Insurance</b></p> <p>The bidder will be required to provide liability insurance agreement of a minimum of five (5) million rands.</p> <p><b>Compliance requirement:</b></p> <p>Letter of intent or quotation to be attached on submission of the bid.</p> <p>The letter must be on the letterhead of the underwriter or the insurer, must be signed and with most recent date.</p>	

**NB: Only bidders who qualifies for stage 4 (Price and B-BBEE); their certificates of registrations will be verified by the Bid Evaluation Committee.**

**Failure to comply with the above requirements will lead to disqualification of the bid.**

### 1.3 STAGE 3 – FUNCTIONALITY CRITERIA

**NB: FUNCTIONAL EVALUATION WILL BE SPLIT INTO TWO (2) STEPS. i.e. - STEP 1 – WRITTEN RESPONSE AND STEP 2 – SITE INSPECTION**

#### STEP 1

Step 1 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

DESCRIPTION	POINTS
<b>A. Bidders Relevant Experience, Similar Work, Capacity to execute.</b>	<b>50</b>
<b>A1 Bidders to demonstrate experience in similar work done within NKP environment</b>  The bidder must demonstrate their experience in similar work done. For each reference letter submitted, the bidder will score 5 points. The maximum of reference letters to be submitted is four.  <b>Compliance requirement:</b>  The bidder <b>must</b> submit clearly visible reference letters in clients' <b>letterhead</b> indicating all the below-mentioned details, viz. <ul style="list-style-type: none"><li>• Name, address, and (where possible) <b>registration number of the National Key Point facility</b> where NKP services were rendered,</li><li>• Duration/Period, and</li><li>• Contact details,</li><li>• Reference letters must be signed by the authorized person/s with dates.</li></ul> <b>NB: Bidders are required to ensure that information provided is accurate and correct as the Corporation reserves the right to conduct reference checks.</b>	<b>20</b>

<p><b>A2 Staff experience</b></p> <p>Staff experience: Service providers must provide CVs of personnel who will be involved in the project:</p> <p>➤ <b>Security Supervisory Experience with a minimum of Grade B = 12 Points</b></p> <p><b><u>Eco-Park:</u></b></p> <ul style="list-style-type: none"> <li>▪ 0 supervisor: 4 years and more experience = 0</li> <li>▪ 1 supervisor: 4 years and more experience = 2</li> <li>▪ 2 supervisors: 4 years and more experience = 3</li> </ul> <p><b><u>Waterfall:</u></b></p> <ul style="list-style-type: none"> <li>▪ 0 supervisor: 4 years and more experience = 0</li> <li>▪ 1 supervisor: 4 years and more experience = 2</li> <li>▪ 2 supervisors: 4 years and more experience = 3</li> </ul> <p><b><u>DENEL:</u></b></p> <ul style="list-style-type: none"> <li>▪ 0 supervisor: 4 years and more experience = 0</li> <li>▪ 1 supervisor: 4 years and more experience = 2</li> <li>▪ 2 supervisors: 4 years and more experience = 3</li> </ul> <p><b><u>Boekenhoutkloof:</u></b></p> <ul style="list-style-type: none"> <li>▪ 0 supervisor: 4 years and more experience = 0</li> <li>▪ 1 supervisor: 4 years and more experience = 2</li> <li>▪ 2 supervisors: 4 years and more experience = 3</li> </ul> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>• Supervisor's CVs indicating supervisory experience,</li> <li>• <b>Certified</b> copy of Grade 12 certificate (not more than 6 months old)</li> <li>• PSIRA with a minimum of Grade B and</li> <li>• <b>Valid</b> Firearm Competency</li> </ul> <p><b>NB: All the above must be attached in order to obtain points.</b></p>	<p><b>3</b></p> <p><b>3</b></p> <p><b>3</b></p> <p><b>3</b></p>
--	---

<p>➤ <b>Minimum of 5 x Security Officers with a minimum of Grade C = 8 Points</b></p> <ul style="list-style-type: none"> <li>▪ 3 to 5 years' experience = <b>5 points</b></li> <li>▪ 6 years and above = <b>8 points</b></li> </ul> <p><b>Compliance requirement:</b></p> <p>Security Officers CVs with the following additional information attached / included:</p> <ul style="list-style-type: none"> <li>• CV indicating a minimum of Grade 10 level of education,</li> <li>• PSIRA with a minimum of Grade C and</li> <li>• Valid Firearm Competency certificate or card.</li> </ul> <p><b>NB:</b> The bidder must attach a database (list) of Security Officers in their employment and the above attached 5 Security Officers <b><u>must reflect</u></b> in the database in order to obtain points.</p>	<p><b>8</b></p>
<p><b>A3 Capacity to deliver the service = 10 Points</b></p> <p>Bidder must have the capacity in terms of tools of trade required to deliver on the security contract. Availability of resources indicating the below and their quantities:</p> <p>➤ Dedicated vehicle/s for patrolling, site visits and other security related functions</p> <ul style="list-style-type: none"> <li>▪ Vehicles X 3 or more = <b>5 Points</b></li> </ul> <p><b>Compliance requirement:</b></p> <p>Proof of Vehicle Registration must be in company's name.</p> <p>➤ Availability of firearms</p> <ul style="list-style-type: none"> <li>▪ 15 or more unallocated firearms = <b>5 Points</b></li> </ul> <p><b>Compliance requirement:</b></p> <p>Inventory/list of Firearms Licenses as per SAPS Printout of unallocated firearms (<b>printout should not be older by six months</b>).</p>	<p><b>5</b></p> <p><b>5</b></p>

<b>B. FINANCIAL DUE DILIGENCE</b>	<b>10</b>
<p>Bidders must provide proof of financial capacity with a minimum of R500 000 through a single or various sources, from the following:</p> <ul style="list-style-type: none"> <li>• Bank confirmation letter (signed or bank stamped) or access to facilities from the bank confirming the positive cash balance in the account for the past three months before the tender closing date.</li> </ul> <p style="text-align: center;"><b>AND / OR</b></p> <ul style="list-style-type: none"> <li>• A signed letter of commitment from a registered financial service provider (e.g., FSCA, NCR or similar) indicating a commitment to fund the bidder should they be successful.</li> </ul> <p style="text-align: center;"><b>AND / OR</b></p> <ul style="list-style-type: none"> <li>• Signed letter of commitment from any third-party indicating commitment to fund the bidder in relation to this bid should they be successful. Submitted together with the letter of commitment, the third party is required to provide a signed (or stamped) confirmation from their bank indicating a required positive cash balance in their bank account for the past three months before the tender closing date.</li> </ul>	
<b>C. PROJECT TRANSITION/ IMPLEMENTATION PLAN</b>	<b>20</b>
<p>The prospective service provider must have a comprehensive Transition/Implementation Plan. It should have a detailed step by step approach from initiation to close-out of project.</p> <p>The Plan must address the following minimum requirements:</p> <ul style="list-style-type: none"> <li>• Takeover plan must highlight the listed variables and must reflect/address the following:- <b>what, when, who, why and how:</b> <ul style="list-style-type: none"> <li>➤ Facilitate handover step by step process = <b>5 points</b></li> <li>➤ Rostering and rotation plan to be implemented = <b>5 points</b></li> <li>➤ Approach to be followed when conducting Security Threat and Risk Assessment = <b>5 points</b></li> <li>➤ Approach to developing site specific standard operating procedures = <b>5 points</b></li> </ul> </li> </ul> <p>The following measurers to be used:</p> <p>5 – Excellent: Meets and exceeds the functionality requirements</p> <p>4 - Very Good: Above average compliance to the requirements</p>	



3 – Good: Satisfactory and should be adequate for stated element	
2 – Average: Compliance to the requirements	
1 – Below Average: Does not comply to the requirements	
0 - Non-Compliant: Does not comply to the requirements	
<b>STEP ONE SUB TOTAL</b>	<b>80</b>

**NB: BIDDERS WILL BE REQUIRED TO SCORE A MINIMUM OF 60 POINTS IN ORDER TO QUALIFY FOR STEP 2**

## **STEP 2: SITE INSPECTION**

<b>DUE DILIGENCE/ TECHNICAL ASSESSMENT</b>	<b>20</b>
<p><b>Company capabilities:</b> Minimum company's existing capabilities and infrastructure.</p> <p>A scoresheet will be used during the site inspections to assess the following areas and bidders must be prepared to demonstrate and make a presentation of the functioning of all items listed below:</p> <ul style="list-style-type: none"> <li><b>a.</b> An immovable structure that is manned with 24/7 resource(s) / operator = <b>2 Points</b></li> <li><b>b.</b> Guard patrol monitoring system = <b>2 points</b></li> <li><b>c.</b> Access control into the control room (e.g., interlock door) = <b>2 points</b></li> <li><b>d.</b> Communication relay system with field staff (base station) = <b>2 points</b></li> <li><b>e.</b> Demonstrate panic button integration capability = <b>2 points</b></li> </ul> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>○ Provide pictures and any form of description of items / equipment in the Control Room. It is recommended that the control room standard be aligned to South African Intruder Detection Services Association (SAIDSA).</li> </ul>	

<p>Management and monitoring of firearms (e.g., Rifles, Shotgun and Pistols) = <b>5 Points</b></p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>○ Outline the methodology and process for issuing and receiving firearms between shifts.</li> <li>○ Outline the methodology on safekeeping of unallocated firearms.</li> </ul> <p>Availability of uniform (e.g., combat or corporate) = <b>5 Points</b></p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>○ Allocation register(s) of uniform to security personnel (on appropriate intervals)</li> </ul> <p><b>NB: During the site visit the team will assess the functioning, fit for purpose of all items listed above.</b></p> <p><b>NB: This area must be incorporated in the bid response as part of functionality.</b></p>	
<p><b><u>EVALUATION CRITERIA</u></b></p> <p>The following measurers to be used:</p> <ul style="list-style-type: none"> <li>5 – Excellent: Meets and exceeds the functionality requirements</li> <li>4 - Very Good: Above average compliance to the requirements</li> <li>3 – Good: Satisfactory and should be adequate for stated element</li> <li>2 – Average: Compliance to the requirements</li> <li>1 – Below Average: Does not comply to the requirements</li> <li>0 - Non-Compliant: Does not comply to the requirements</li> </ul>	
<b>STEP TWO SUB TOTAL</b>	<b>20</b>
<b>OVERALL TOTAL FOR FUNCTIONALITY</b>	<b>100</b>

Bidders will be required to make a presentation before the evaluation committee, however at least a minimum of **10 points** must be scored during the presentation.

**NB: BIDDERS ARE EXPECTED TO SCORE MINIMUM OF SEVENTY (70) POINTS IN ORDER TO QUALIFY FOR STAGE 4.**

#### 1.5 STAGE 4 – PRICE AND SPECIFIC GOAL EVALUATION

Bidder/s who qualify for this stage will be evaluated using the PPPFA and the one scoring highest points will be awarded bid.

CRITERIA	MAXIMUM POINTS	MAXIMUM POINTS
Price	90	80
SMMEs (EME and QSE)	2	4
Black Owned Company	5	10
Women Owned Company	2	4
Youth Owned Company	1	2
<b>Grand Total</b>	<b>100</b>	<b>100</b>

**SECTION: 4**

**ANNEXURE AND**

**STANDARD BIDDING**

**DOCUMENTS**

**See the attached SBD forms**

**(All SBD forms must be**

**signed)**

## **BIDDING DOCUMENTS: GENERAL INFORMATION**

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.