

**TENDER BRIEF FOR THE APPOINTMENT OF A PSIRA REGISTERED SECURITY COMPANY TO PROVIDE SECURITY SERVICES AND 24/7 REMOTE ALARM MONITORING AND ARMED RESPONSE AT IZIKO MUSEUMS OF SOUTH AFRICA FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

<b>Reference Number</b>	<b>IZIKO- Security-SS-02/2024</b>
<b>Description</b>	TENDER BRIEF FOR THE APPOINTMENT OF A PSIRA REGISTERED SECURITY COMPANY TO PROVIDE SECURITY SERVICES AND 24/7 REMOTE ALARM MONITORING AND ARMED RESPONSE AT IZIKO MUSEUMS OF SOUTH AFRICA FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<b>Name of the responsible unit/department</b>	Support Services
<b>Address</b>	25 Queen Victoria Street Cape Town 8001
<b>Attention</b>	R Pedro (CFO)
<b>Closing date and time for submission</b>	<b>29 February 2024 at 11:00</b>
<b>Method of delivery</b>	Bids together with all accompanying documentation to be submitted into the tender box at Iziko South African Museum, 25 Queen Victoria Street Cape Town 8001  <b>Bidders to submit an original document plus two (2) copies of the original document of which one must be in soft copy format (USB Memory Stick / Disc)</b>
<b>Tender Box Dimensions</b>	(H) 90mm x (L) 400mm x (W) 900mm
<b>Contact Details: Supply Chain Management Department</b>	Siphamandla Oupa (SCM) 021 481 3889 <a href="mailto:soupa@iziko.org.za">soupa@iziko.org.za</a> or Noleen Donson <a href="mailto:ndonson@iziko.org.za">ndonson@iziko.org.za</a>
<b>Compulsory Site Briefing</b>	Compulsory site briefing to be held on 13 February 2024 at 11:00 AM
<b>TO BE COMPLETED BY THE TENDERER:</b>	
<b>Name of Company</b>	
<b>Trading as (if different from above)</b>	
<b>CSD Supplier Number (MAAA....)</b>	
<b>B-BBEE Status Level of Contribution</b>	
<b>Quote Price (Incl VAT)</b>	
<b>Signature</b>	

## BIDDER'S DISCLOSURE (SBD 4)

### 1. PURPOSE OF THE FORM (SBD 4)

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder (Company Name)

(SBD 6.1)

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \mathbf{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Evidence	Number of points allocated (80/20 system)  (To be completed by the organ of state)	Number of points claimed (80/20 system)  (To be completed by the tenderer)
Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of	<ul style="list-style-type: none"> <li>Proof of B-BBEE certificate;</li> <li>Company Registration Certification</li> <li>Identification Documentation.</li> <li>CSD report</li> </ul>		
<b>Race: Black persons (ownership)*</b> 50% or more black ownership = 20 points  Less than 50% black ownership = 10 points  0% black ownership = 0 points			

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Y Partnership/Joint Venture / Consortium
- Y One-person business/sole propriety
- Y Close corporation
- Y Public Company
- Y Personal Liability Company
- Y (Pty) Limited
- Y Non-Profit Company
- Y State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person’s conduct.
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary

	..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....

## 1. BACKGROUND

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 12 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) as amended and its concomitant Regulations.

## 2. OVERVIEW

The Iziko Museums of South Africa (Iziko) invites interested bidders registered with the Private Security Industry Regulatory Authority (PSIRA) to submit a bid for provision of 24/7 security services and remote alarm monitoring for a period of 36 months at the following Iziko sites: Table 1 and Table 2: Site and location where services will be required.

## 3. PROJECT BRIEF

The work to be undertaken includes provision of security personnel to provide security services as well as remote alarm monitoring at all Iziko Sites listed below (in Table 1) as well as Ad hoc Security Services at other Iziko sites listed (in Table 2) below.

## 4. SCOPE OF WORK:

### Iziko Sites

The security guarding services will be required at the sites listed in the table below for the purposes of this contract.

**Table 1: Sites and Location Guarding**

No	Iziko Site	Address
1	Iziko SA Museum and Planetarium	25, Queen Victoria Street, Cape Town
2	Iziko SA National Gallery and Annexe	80, St Johns Road, Cape Town
3	Iziko Rust & Vreugd	78 Buitenkant Street Cape Town
4	Iziko Mandela House	R 301, Klein Drakenstein, Paarl
5	Iziko Social History Centre	11, Church Square, Cape Town
6	Iziko Slave Lodge	Cnr Adderley & Spin Street, Cape Town

Security services may also be required on an ad hoc basis at these sites, as well as any of the following sites at the tariffs quoted:

**Table 2: Ad hoc Security guarding Services at Other Sites**

No	Iziko Site	Address
1	Iziko Bo-Kaap	71, Wale Street, Cape Town
2	Iziko Old Townhouse	Cnr Long market & Burg Street, Cape Town
3	Iziko Koopmans De Wet House	35, Strand Street, Cape Town
4	Iziko Bertram House	41, Orange Street, Cape Town
5	Iziko William Fehr Collection	Castle of Good Hope, Darling Street, Cape Town
6	Iziko Groot Constantia Museum Precinct	Groot Constantia Estate, Constantia
7	Wingfield Hangar used by Iziko	Wingfield Naval Base, Goodwood
8	SAS Somerset	Berthed in the Victoria & Alfred Marina Basin

#### 4.1 SECURITY REQUIREMENTS AT IZIKO SA MUSEUM AND PLANETARIUM

The following services are required at the Iziko SA Museum:

**Central control room:**

- a) 24-hour monitoring of the central Control Room.
- b) Control Room to be situated within 60km of all sites.
- c) Monitoring of all on-site surveillance cameras as listed at sites in table 1 and 2 except Mandela Prison House, SAS Somerset, Wingfield Hanger, and Groot Constantia Estate
- d) Follow all procedures regarding the monitoring and operation of the control room.
- e) Security Officer on duty in the control room may not perform any other duties during their shifts.
- f) Checking that the surveillance cameras and monitors are functioning, and that footage of the sites are always displayed on the monitors.
- g) Monitor any after-hours activity on the forecourt and surrounding areas of the SA Museum and ensure that the necessary action is taken as per the procedures.
- h) During the day check via radio that sites 1 to 6 in Table 1 and sites 1 to 5 in Table 2 are safe, secure and an Occurrence Book (OB) entry made to this effect.
- i) Report any safety and security related incidents to the relevant Site Manager without delay.
- j) Notify the relevant emergency services in the event of an emergency and ensure that the emergency services are given access to the premises.
- k) Control access to the premises after hours via the roller gate.
- l) Ensure that the roller gate and the shutter gate is closed at night.
- m) At the end of each shift provide a status report to the Site Manager by making a detailed OB entry.

##### 4.1.1 Staffing requirement for central control room (public holidays included)

1 x Uniformed, Grade C Security Officer trained in monitoring and operating CCTV (day shift) Documentation to be if S/O is competent in CCTV monitoring and operating of IVMS-4200 system or similar	Monday to Sunday	06h00– 18h00
2 x Uniformed, Grade C Security Officers trained in monitoring and operating CCTV (night shift) Documentation to be provided that the S/O is competent in CCTV monitoring and operating of IVMS-4200 system or similar	Monday to Sunday	18h00– 06h00

##### 4.1.2 Access control at roller gate and security management of fore court:

- a) Maintain a visible security presence on the forecourt.
- b) Control access to the forecourt via the entrance gate and boom gate.
- c) Control access through the roller shutter gate by ensuring that no unauthorized vehicles or people gain entry to the building via this point.
- d) Report any safety and security related incidents to the Site Manager without delay.
- e) Remove vagrants and trespassers from the parking area, amphitheatre, and forecourt and grassed area adjacent to Museum Road in conjunction with the Central City Improvement District (CCID), Law enforcement and South African Police Services (SAPS).
- f) Prevent informal parking attendants from operating in the parking area and amphitheatre.
- g) Report any parking transgressions to the Site Manager.
- h) Report any irregularities to the Security Officer on duty in the Control Room.
- i) Assist in the event of emergencies.

- j) At the end of each shift provide a status report to the Site Manager, by making a detailed OB entry.

#### 4.1.3 Staffing requirement at roller gate and reception

2 x Uniformed, Grade C Male Security Officer with access control experience (day shift)	Monday to Sunday	06h00– 18h00
1 x Uniformed, Grade C Security Officer with access control experience (day shift) to be posted in the reception area.	Monday to Sunday	08h00-17h00

Public Holidays included except 1 May and 25 December when this service may not be required.

#### 4.1.4 Equipment & maintenance:

New equipment including stationery such as the Occurrence Book and register must be provided on commencement of the contract. The equipment and the maintenance thereof are the sole responsibility of the service provider, and includes the replacement of faulty equipment (two-way radios; torches; batons, cell phone with airtime, guard monitoring system

#### 4.2. NOCTURNAL CANINE PATROL SERVICE FOR THE PRECINCTS OF THE IZIKO SA MUSEUM, IZIKO SA NATIONAL GALLERY AND IZIKO SA NATIONAL GALLERY ANNEXE

The following services but not limited to:

- a) Provide a security presence.
- b) Safeguard Iziko premises.
- c) Conduct regular canine patrols of the external perimeters of the following Iziko premises: SA Museum, SA Museum parking area & Amphitheatre; SA National Gallery; SA National Gallery Annexe and parking area. A guard monitoring system must be used to monitor the patrols.
- d) Provide the Central Control Room with hourly feedback using the radios.
- e) Report any irregularities to the Security Officer on duty in the Central Control Room.
- f) Remove vagrants and trespassers from the premises in conjunction with the CCID, SAPS and Law Enforcement.
- g) Report any threatening, hostile or anti-social behaviour to the Central Control Room and request assistance as the need arises.
- h) Provide hourly feedback to the Central Control Room via radio.
- i) Provide assistance to the Central Control Room in the event of emergencies.
- j) Ensure the guard dog has enough food and water for the shift ahead.
- k) At the end of each shift ensure the area is clean of any dog faeces.

#### 4.2.1 Staffing Requirement: (Public holidays included)

1 x Uniformed; Security Dog Handler grade "C" (DH3) Trained 1 x DH3 Trained Security Dog Performing Animals Protection Act of 2016 together with its regulations is requirement for dogs and dog handlers. Must have proof of PSIRA patrol dog (K9) certificate(s) or letter of intent to lease the security patrol dog in line with the required number for the selected site(s)	Monday to Sunday	18h00 – 06h00
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#### 4.2.2 Equipment & Maintenance:

New equipment including stationery such as the Occurrence Book and register must be provided on commencement of the contract. The equipment and the maintenance thereof are the sole responsibility of the service provider and includes the replacement of faulty equipment (two-way radios; and any guard monitoring system available to the service provider; cell phone with airtime; torches; batons).

The shelter and water must be provided for the dog. The dog must be taken care of according to SPCA standards. The dog must be brought to site at the start of the shift and taken off site at the end of the shift daily. The Dog Handler is responsible for ensuring that any mess made by the dog is cleaned up at the end of each shift.

#### 4.3 IZIKO SA NATIONAL GALLERY (ISANG) ANNEXE PARKING AREA

**The following services but not limited to:**

- a) Control access to the Iziko SA National Gallery Annex parking area.
- b) Always maintain a security presence in the Iziko SA National Gallery Annex parking area.
- c) Unlock and lock gates facing St John's Road and Government Avenue at start and end of shift.
- d) Monitor monthly and daily staff parkers and report any transgressions immediately to the Site Manager.
- e) Prohibit daily parking for unauthorized parkers.
- f) Assist bona fide Iziko SA National Gallery visitors with parking bays.
- g) Prevent vagrancy, loitering and dumping in the Annex parking area at all times and contact the CCID, Law Enforcement and SAPS to have them removed.
- h) Report any threatening, hostile, or anti-social behaviour to the Central Control Room and request assistance as the need arises.
- i) Assist in the event of emergencies.
- j) Provide hourly feedback to the Central Control Room via radio.
- k) A guard monitoring system must be used to monitor the patrols.

##### 4.3.1 Staffing Requirement – (Public holidays included)

2 x Uniformed, male Grade C Security Officer (day shift)	Monday to Sunday	06h00– 18h00
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#### 4.4 IZIKO RUST & VREUGD

**The following services but not limited to:**

- a) Maintain a security presence at all times.
- b) Patrol grounds for duration of shift (12 hours)
- c) Make hourly OB entries.
- d) Access control at the gate
- e) Conduct hourly check on the fleet vehicles if they are parked at Iziko Rust & Vreugd
- f) as well as the boat.
- g) At the end of each shift provide a status report on the safety of the Iziko fleet and boat on site to the Site Manager, by making a detailed OB entry in terms of theft or vandalism.

##### 4.4.1 Staffing Requirement – (Public Holidays included)

1 x Uniformed Grade C Security Officer (day shift)	Monday to Sunday	06h00-18h00
1 x Uniformed; Grade C Security Officer trained in perimeter guarding (night shift)	Monday to Sunday	18h00-06h00

#### 4.5 IZIKO SOCIAL HISTORY CENTRE

**The following services but not limited to:**

- a) Maintain a security presence at all times.
- b) Access control at reception and gate.
- c) Make hourly OB entries.
- d) Monitor CCTV camera in building.
- e) Random security checks on visitors, contractors & staffs.
- f) At the end of each shift provide daily summary status by making a detailed OB entry in terms of theft or vandalism or incidents

##### 4.5.1 Staffing Requirement – (Excluding Public Holidays)

1 x Uniformed Grade C Male Security Officer (day shift)	Monday to Friday	08h00-17h00
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#### 4.6 IZIKO SLAVE LODGE MUSEUM

**The following services but not limited to:**

- a) Maintain a security presence at all times.
- b) Access control at reception
- c) Make hourly OB entries.
- d) Monitor CCTV camera in building.
- e) Random security checks on visitors, contractors & staffs.
- f) At the end of each shift provide daily summary status by making a detailed OB entry in terms of theft or vandalism or incidents

##### 4.6.1 Staffing Requirement – (Excluding 1<sup>st</sup> May and Christmas Day)

1 x Uniformed Grade C Male Security Officer (day shift)	Monday to Saturday	08h00-17h00
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#### 4.7 IZIKO NELSON MANDELA PRISON HOUSE MUSEUM

The following services but not limited to:

- a) 24-hour physical security at the site described above.
- b) 24-hour physical security includes weekends and public holidays.
- c) The security personnel on shift cannot leave the site until they have been replaced by the next shift.
- d) The security personnel are required to act as authorized officers in terms of the Control of Access to Public Premises and Vehicles Act no. 53 of 1985 (Act 53 of 1985).
- e) **Firearm:** There must be at least one security personnel during the day shift, and one during the night shift who carries a licensed firearm.
- f) The security personnel must have the appropriate competency, must be trained, and must be legally allowed to carry a firearm.
- g) Proof of firearm competency to be provided.
- h) Please note that there is no gun safe or discharge bin on site.
- i) Proof that the operator of the Quadbike is competent to operate it.
- j)

##### 4.7.1 Security Equipment required are as follows:

- a) 1 x Quadbike / Motorcycle for patrolling– Not less than 150 cc.
- b) 1 x Portable hand radio and charger that is able to communicate with your company ops room.

- c) Pocketbooks and black pen per security officer.
- d) 2 x Rechargeable torches.
- e) 1 x Occurrence Register (replaced when needed)
- f) 2 x Batons
- g) 2 x Handcuffs per shift
- h) 1 x Firearm per shift
- i) Gun safe and discharge bin
- j) All security equipment must be serviceable.
- k) Security personnel must have adequate protection against weather conditions.

The service provider must have a fully operational Control Room within Cape Town Metropole and satellite office around Drakenstein and/or Stellenbosch to be able to respond to the site within 20 minutes.

**To substantiate the above:**

- I. 24 hr Control Room-proof to be provided.
- II. Registers, Posting sheet, Training schedule.
- III. Uniform pictures to be provided.
- IV. Vehicles (minimum of Three (3) for CBD & Southern Suburbs) and two for Paarl area proof of registration to be provided.
- V. Equipment (Baton, Firearm, 2-way radios, staff in uniform, etc)-pictures to be provided.
- VI. Communication-cell number of Area Manager.
- VII. Proof of company armed response experience.
- VIII. Proven plan to safeguard personnel in terms of the Occupational Health and Safety Act, Act no 85 of 1993.

**4.7.2 Staffing Requirement**

1x Uniformed Grade Supervisor Male 1x Uniformed Grade C Male	Monday to Sunday	06h00-18h00
1x Uniformed Grade C Supervisor Male 1x Uniformed Grade C Male	Monday to Sunday	18h00- 06h00

**4.7.3 Equipment and Maintenance**

New equipment including stationery such as the Occurrence Book and register must be provided on commencement of the contract. The equipment and the maintenance thereof are the sole responsibility of the service provider and include the replacement of faulty equipment (two-way radios; torches; batons, cell phone with airtime) guard monitoring system.

**5. ARMED RESPONSE, ALARM MONITORING & MAINTENANCE, MANAGEMENT, AND INSPECTIONS OF SITES**

**5.1 MANAGEMENT AND INSPECTION OF SITES**

- Supervisors to conduct regular daily inspections of staff on duty at the Iziko sites (2visits for sites in CBD and 2 visits for Mandela Prison House in Paarl daily). One during day and one for night shift
- Weekly site visits by Area Manager.

- Weekly reports, including a monitoring system report to be emailed to the Health, Safety & Security Officer.

## 5.2 ALARM MONITORING OF SITES

**#Table 3: Sites and Location for 24 Hour alarm monitoring and armed response**

Iziko Site	Address
Iziko SA Museum and Planetarium and EPP at SA Museum	25, Queen Victoria Street, Cape Town
Iziko SA National Gallery and Annexe	80, St Johns Rd, Cape Town
Iziko Old Town House housing the Michaelis Collection	Cnr of Long market and Burg street, Greenmarket Square, Cape Town
Iziko Koopmans de Wet House	35, Strand Street, Cape Town
Iziko Rust en Vreugd	78, Buitenkant Street, Cape Town
Iziko Slave Lodge	49, c/o Adderley and Whale Street, Cape Town
Iziko Bo-Kaap Museum	71, Whale Street, Cape Town
Iziko Bertram House	39, Orange Street , Cape Town (Access from UCT Hidding Campus, Orange Street), Cape Town
Iziko Social History Centre	17, Church Square, Cape Town
Iziko Castle of Good Hope housing the William Fehr Collection	Castle of Good Hope, Darling Street, Cape Town
Wingfield Hangar, a storage space allocated to Iziko	Naval Base SAS Wingfield situated at Vanguard Drive, Goodwood
Iziko Nelson Mandela Prison House	Drakenstein Prison. R301, Paarl Western Cape
Iziko Groot Constantia	Groot Constantia Wine Estate, Groot Constantia Road, Constantia Main Rd, Constantia

- Alarm systems to be monitored 24 hours a day, armed response must be provided at the following Iziko Museums of South Africa (Iziko) sites:
- All alarm systems including radio transmitters and alarm panels are the property of Iziko Museums of South Africa.
- There are 15 radio transmitters.
- Alarm monitoring must be done off site.
- The alarm panels are a mixture of Cadex and Paradox systems.
- There are 40 alarm panels throughout the Iziko sites.
- A weekly alarm report must be sent to the Health Safety and Security Officer of Iziko.

### 5.2.1 Alarm maintenance

- The maintenance of the alarm systems must be done quarterly.
- Faulty alarm systems must be repaired during the servicing and maintenance period in consultation with the Iziko project manager.

### 5.2.3. Armed response for Iziko Sites

**All sites will be monitored 24 hours of the day, and an armed response must be sent out to Iziko sites without delay in the event of the following:**

- a) Panic alarm activation
- b) Intruder alarm activation
- c) If the Iziko central control room at the Iziko SA Museum, requests after hours armed response.

- d) In the event of any emergency, including a disaster, assist on site until emergency services arrive.

#### 5.2.4 Contact Lists

A contact list for each site will be provided to the service provider. The contact person must be contacted in the following instances and the Iziko central control room must also be contacted in the event of the panic or intruder alarm are activated:

- Intruder alarms must be monitored 24 hours of the day. When an intruder alarm is activated the contact person on the list must be contacted immediately.
- Opening and closing signals must be monitored at all sites and if an opening or closing signal is not received during the period that the museum should be opened or closed, then the contact person must be contacted immediately. When a closing signal is not received, then the site must also be contacted to check whether there is someone at the site.
- In the event that a panic button is activated at any time of the day, your armed response team must investigate without delay and the SA Police Services must also be called out as a matter of urgency.

## 6. PRICING SCHEDULE

Prices quoted must be valid for at least 90 (ninety) days from the closing of the bid. Furthermore, bidders must also submit a quotation in their company's letterhead indicating the total cost including VAT in rands.

## 7. REQUIREMENTS

Bidding requirements and stages that are summarised in the table below:

**#Table 4: Bidding stages**

Stage 1 - Compliance Documents requirements	Stage 2 - Functionality Criteria	Stage 3 - Price and Specific Goals
Bidders must submit all documents as outlined in Table 5 Compliance Documents below.  Note: Failure to supply any of the compliance documents stipulated below may lead to disqualification	Bidders are required to achieve a minimum of 70% on functionality criteria to proceed to stage 3 (price and specific goals)  Refer Table 7 – Required documents to enable functionality scoring.  Specifications will be posted on the Iziko website - <a href="http://www.iziko.org.za/static/page/tenders">http://www.iziko.org.za/static/page/tenders</a>	Bidders that meet the minimum threshold for functionality will be evaluated for preference point scoring as follows, refer to Table 09:  Price – 80 points Specific Goals– 20 points  Note: Price and quality of work/product are important factors as it ensures optimum value for money and total cost to Iziko and should cover all goods and services to be delivered to the best standard possible for specified products and assembly methods.

**Note: Failure to supply any of the compliance documents stipulated below may lead to disqualification**

## 8. COMPLAINEE DOCUMENTS

**#Table 5: Compliance Documents**

Order	Compliance Documents
1.	A Valid B-BBEE Certificate or Sworn Affidavit to determine the bidder's status level, as prescribed by the B-BBEE Act, 2003 (Act No. 53 of 2003) as amended and Code of Good Practice Where there will be sub-contracting, the rules must be applied.
2.	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za) and Tax Status Verification Pin together with tax registration number.
3.	All Health and Safety Policies and Procedures of the Bidding company in compliance with the safety specification as prepped by client's OHASA Consultant.
4.	Public Liability Insurance Minimum R 1 million.
5.	Private Security Industry Regulatory Authority (PSIRA) Certificate
6.	Completed Occupational Health and Safety Agreement (Annexure B)
7.	Completed Confidentiality and Non-Disclosure Agreement (Annexure C)
8.	Completed SBD 1 - Invitation to Bid
9.	Completed SBD 3.3 - Pricing Schedule - Professional Services (Security)
10.	Completed SBD 4 – Bidder's Disclosure
11.	Completed SBD 6.1 - Preference Points Claim Form (Preferential Procurement Regulations 2022)

**Note: Failure to supply any of the compliance documents stipulated may lead to the quote not being considered.**

## 9. ELIGIBILITY CRITERIA

To be eligible for functionality evaluation, the bidder must submit the following as per Table 6 below. If there is "No" on the Table 6 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

**#Table 6: Eligibility Criteria**

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
PSIRA Registration		
Locality: - Proof of residence within the City of Cape Town Metropole		

## 10. STAGE 1 - REQUIRED DOCUMENTS FOR FUNCTIONALITY

The documents required below in Table 7 will be used for functionality evaluation, bidders are requested to furnish the detailed information to substantiate compliance to each of the evaluation criteria.

Failure to provide these documents will lead to service providers losing functionality points.

**#Table 7: Required documents for Functionality.**

Required Documents for Functionality	
1.	Index confirming contents of all documents.
2.	Cover letter, with signed acceptance of Iziko's invitation and acknowledgement of Iziko's terms and stated requirements attached.
3.	A company profile highlighting the following: Team structure assigned to work on this project. Provide five (5) reference letters from five (5) clients on similar work done per discipline.
4.	<b>Certified copies of:</b> Company Registration (CIPC) Tax Status Verification Pin PSIRA Registration and/or Certification IDs of key personnel Proof of bank account details of company
5.	CVs of the different key staff members who will work on the project on site and in office.
6.	Proof of ownership and roadworthy certificate for a minimum of 5 vehicles or signed lease agreement
7.	Proof of residence within the Cape Town Metropolitan area on which work is to be performed
8.	Detailed pricing structure: A pricing schedule detailing a full pricing breakdown, inclusive of VAT

## 11. EVALUATION OF PROPOSALS

Proposals will be evaluated on price and functionality in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 11.1 Stage 2 - Functionality Criteria

A proposal which scores lower than the minimum overall percentage of 70% (70 points) will be eliminated from further evaluation; will be regarded as non-responsive and will not be evaluated further. All proposals which score 70% (70 points) and more for functionality will be eligible for further evaluation.

**#Table 8: Evaluation Criteria**

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Company Experience in provision of Security Services	<p>Provide a company profile listing previous similar work done and completed.</p> <p>Poor (Score= 5) Bidder provided less than 3 similar projects including access to portfolio of evidence</p> <p>Satisfactory (Score= 10) Bidder provided 3 similar projects including access to portfolio of evidence.</p> <p>Good (score = 20) Bidder provided more than 3 similar projects including access to portfolio of evidence</p>	<b>10</b>	<b>20</b>
Reference Letters	<p>Provide signed reference letters that are not older than 5 years (on the client's letterhead with contact details) indicating at least five years' experience in guarding, alarm monitoring and armed response services which are covered in the scope of work in paragraph 8 above.</p> <p>The reference letter(s) must cover the following:</p> <p>i) The start and end of the contract</p> <p>ii) The nature of service rendered (relevant to this project)</p> <p>iii) The rand value of the contract.</p> <p>a) 5 or more reference letters (50)</p> <p>b) 3 to 4 reference letters (30)</p> <p>c) 1 to 2 reference letters (10)</p> <p>No reference letter (0)</p>		<b>30</b>
Locality	<p>Provide proof of residence within the Cape Town Metropolitan area on which work is to be performed. Must have a physical office and off-site control room within the Cape Town Metropolitan area:</p> <p>a) Company based within the Cape Town Metropolitan Area = (20 Points)</p> <p>b) Company based outside the Cape Town Metropolitan area but within the Western Cape Province = (10 Points)</p> <p>c) Company based outside the Cape Town Metropolitan and Western Cape Province = (0 points)</p>	<b>10</b>	<b>20</b>
Vehicles for site monitoring	<p>Submit proof of ownership and roadworthy certificates for 5 vehicles (minimum of three (3) for sites in the Cape Town CBD &amp; Groot Constantia and two 2 for Paarl area / Nelson Mandela Prison Museum) for site monitoring.</p> <p>The following documents must be submitted for each vehicle:</p> <p>i. proof of ownership</p> <p>ii. valid roadworthy certificate</p> <p>iii. In case of lease, a signed lease agreement or letter of intent to lease vehicles.</p>	<b>15</b>	<b>30</b>

	a) 5 and more vehicles = 30 points b) 2 – 4 vehicles = 15 points c) Less than 2 vehicles = 0 points		
<b>Total</b>			<b>100</b>

## 12. STAGE 3 – PRICE AND SPECIFIC GOALS ALLOCATED POINTS

### Awarding of Preference Points

Proposals that meet the minimum stipulated threshold for functionality criteria will be evaluated based on preference points as described in the Preference Point System stipulated in the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). The criteria for apportioned and weighted preference points for this tender are as follows:

**#Table 9: Preference Point Criteria**

Preference Point Criteria		Points Allocation
1.	Price	80
2.	Specific Goals allocated Points	20
<b>Total Points</b>		<b>100</b>

## 13. PRICE

Price schedule must include a breakdown of the different disciplines and any other services and components as listed in scope of work. **Refer to Appendix B.**

## 14. SPECIFIC GOALS

As indicated in Table 4, Specific Goals Preference Claim Form (SBD 6.1) must form part of all bids submitted. This form serves as a claim form for preference points for Specific Goals contribution.

## 15. SUMMARY OF GENERAL PRINCIPLES

Iziko will apply the 80/20 preferential points system.

Iziko applies the provisions of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and the Public Finance Management Act, 1999 (Act No. 1 of 1999).

The lowest or only proposal received will not necessarily be accepted.

Iziko reserves the right to withdraw its decision to seek the provision of these services at any time.

There will be no discussions with any bidder until a final decision has been taken by the Bid Adjudication Committee. Any subsequent discussions shall be at the discretion of Iziko.

## 16. REASONS FOR DISQUALIFICATION

Iziko may disqualify any proposal for any one or more of the following reasons:

- a bidder submits a proposal late.
- a bidder submits a proposal via facsimile or e-mail.
- a bidder does not submit required documents.

- a bidder submits incomplete documentation and/or information as per the requirements; and
- a bidder submits information which is fraudulent, factually untrue, or inaccurate.
- “Confirmation of the required level of insurance or access thereto.

[If confirmation/proof of insurance is not duly confirmed, the risk to Employer will be regarded as unacceptable and render the tender unacceptable on grounds of not being to specification. The Employer retains the right to request documentary proof of such insurance or access thereto as part of the tender evaluation process. Unconfirmed insurance will render the tenders unacceptable i.t.o. risk and excluded from further consideration.

Any such disqualification may take place without prior notice to the applicable bidder.

## 17. FORMAL CONTRACT

The proposal and appended documentation, all completed and read together, form the basis for a formal agreement to be negotiated and concluded in a formal contract between Iziko and the preferred bidder. A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred bidder.

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**Mrs. Fahrnaaz Johadien**  
**DIRECTOR SUPPORT SERVICES**

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**DATE**

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**Ms Ronell Pedro**  
**CHIEF FINANCIAL OFFICER**

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**DATE**

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**Dr Bongani Ndhlovu**  
**ACTING CHIEF EXECUTIVE OFFICER**

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**DATE**

## Appendix A

### CHECKLIST

Please ensure that the following forms have been duly completed and signed and that all documents as requested, are attached to the tender document. Failure to do so, may lead to the bid not being considered.

No	Description	Yes	No
1.	Index Confirming Content		
2.	Cover letter with signed acceptance of Iziko's invitation and acknowledgment of Iziko's terms and stated requirements attached		
3.	Company profile with contactable references for previous work done		
4.	Company Registration CIPC Documentation		
5.	Id copies of key personnel		
6.	CV's of the different key staff members who will work on the project on site and in office.		
7.	Proof of bank account details of company		
8.	PSIRA Registration		
9.	In Case of Joint Venture, Consortium or Partnership, a Signed Teaming Agreement is Required, and the Lead Company and its Owner(S) must be PSIRA Registered.		
10.	Private Security Industry Regulatory Authority (PSIRA) Certificate		
11.	Valid B-BBEE Certificate or Sworn Affidavit		
12.	Completed Occupational Health and Safety Agreement (Annexure B)		
13.	Completed Confidentiality and Non-Disclosure Agreement (Annexure C)		
14.	Central Supplier Data Base Report		
15.	Completed and Signed SB 1		
16.	Completed and Signed SB 3.3		
17.	Completed and Signed SB 4		
18.	Completed and Signed SBD 6.1		
19.	All Health and Safety Policies and Procedures of the bidding company in compliance with the safety specification as prepped by clients OHASA Consultants		

<b>20.</b>	Proof of Public Liability Insurance Minimum R1 Million		
<b>21.</b>	Proof of patrol vehicles / in case of lease, a signed lease agreement or letter of intent to lease vehicles.		
<b>22.</b>	Proof Of PSIRA Patrol Dog (K9) certificates or letter of intent to lease the security patrol dog in line with the required number for the selected site(s)		
<b>23.</b>	Reference letters that are not older than 5 years (on the client's letterhead with contact details) indicating at least five years' experience in guarding, alarm monitoring and armed response services which related to this project		
<b>24.</b>	Proof indicating that the operator of the quadbike is competent to operate it.		
<b>25.</b>	Proof of firearm competency to be provided		
<b>26.</b>	Proof of residence within the Cape Town Metropolitan area on which work is to be performed		