

# KHULA BUSINESS PREMISES (PTY) LTD

Wholly owned subsidiary of Small Enterprise Development and Finance Agency (SOC) Limited  
Company Registration Number 1987/001736/06  
VAT Registration Number 4700172036

Bylsbridge Office Park  
Building 14| Block D | 11 Bylsbridge Boulevard  
Cnr Jean Ave and Olievenhoutbosch Road | Centurion | 0157

PO Box 11011 | Zwartkop | 0051  
T +27 12 748 9600  
F +27 12 748 9791  
E [helpline@sefa.org.za](mailto:helpline@sefa.org.za)

[www.sefa.org.za](http://www.sefa.org.za)

## FINANCE AND PROCUREMENT DEPARTMENT SUPPLY CHAIN MANAGEMENT REQUEST FOR BID (RFB)

### APPOINTMENT OF A SECURITY SERVICE PROVIDER TO RENDER GUARDING SERVICES AT WESFLEUR SHOPPING CENTRE & NEIL HARE FACTURAMA, ATLANTIS, WESTERN CAPE FOR TWENTY-FOUR (24) MONTHS

#### Bid Information

<b>Bid Number</b>	<b>02/KBP/2024/2025</b>
<b>Advert Date</b>	<b>10 December 2024</b>
<b>Bid Validity Period from Date of Publication</b>	120 days
<b>Compulsory Briefing Session</b>	17 January 2025 @ 11h00 AM Wesfleur Shopping Centre, Wesfleur Circle, Atlantis, Western Cape <b>Note:</b> <b>The bidder who fails to attend the compulsory briefing session will be automatically disqualified.</b>
<b>Closing Date</b>	29 January 2025 @ 11h00 AM
<b>Bid Contact Persons</b>	Lindiwe Duma <a href="mailto:lindiwed@sefa.org.za">lindiwed@sefa.org.za</a> Fowzia Leeuw <a href="mailto:fleeuw@seda.org.za">fleeuw@seda.org.za</a>
<b>Evaluation Method: Points System</b>	80/20
<b>Fraud Hotline</b> <i>to report any wrongful or criminal deception or coercion intended to result in financial or personal gain by any <b>sedfa</b> employee or person involved in this bidding process</i>	0800 000 663 (For <b>anonymous</b> reporting)
<b>Internal Use Only: File Ref No</b>	7/2/2/1

SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (SOC) LTD REGISTRATION NUMBER 2024/614733/30

**Board Members:** Ms N Makanda (Chairperson) • Mr KT Bonakele • Mr W Carrim • Ms X Daku • Ms NP Lubisi • Mr PL Makape • Ms K Mogorosi • Ms C Motale • Mr S Mpakama • Ms DM Ntsika • Mr L Ntuane • Ms H Tsoadi • Mr A Xabadiya • Mr N Mbatha (ACEO)

# APPOINTMENT OF A SECURITY SERVICE PROVIDER TO RENDER GUARDING SERVICES AT WESFLEUR SHOPPING CENTRE & NEIL HARE FACTURAMA, ATLANTIS, WESTERN CAPE FOR TWENTY-FOUR (24) MONTHS

## 1. Introduction and Background

- 1.1. As of 01 October 2024, the Small Enterprise Finance Agency (**sefa**), the Small Enterprise Development Agency (**SEDA**), and the Cooperative Banks Development Agency (**CBDA**) have officially merged to form the Small Enterprise Development Agency (**Sedfa**). The incorporation of **Sedfa** stems from the signing of the National Small Enterprise Amendment Act 2024 (No. 21 of 2024) by President Cyril Ramaphosa on 23 July 2024, and its subsequent gazetting on 30 September 2024. **Sedfa** is a development finance institution, listed as a Schedule 3B National Government Business Enterprise, with the State as the sole shareholder and the Department of Small Business Development as the Executive Authority. **Sedfa** complies with the Public Finance Management Act 1 of 1999 and the Companies Act 71 of 2008.
- 1.2. As a development finance institution, **Sedfa** provides both financial and non-financial support to Micro-Small Medium Enterprises (MSMEs) to:
  - 1.2.1 Design and implement development support programs for small enterprises,
  - 1.2.2. Promote a service delivery network that enhances the contribution of small enterprises to the South African economy.
  - 1.2.3. Foster economic growth, job creation, and equity in historically disadvantaged communities.
  - 1.2.4. Support, promote, and develop cooperative banks and cooperative financial institutions.
  - 1.2.5. Strengthen the capacity of service providers to support and enable small enterprises to compete successfully both domestically and internationally.
- 1.3. Khula Business Premises (Pty) Ltd, a wholly owned subsidiary of the Small Enterprise Development and Finance Agency (**Sedfa**).

## 2. Purpose

- 2.1 **KBP (a subsidiary of Sedfa)** wishes to appoint a security service provider who is registered with relevant authorities to provide protective and guarding security services at the below-mentioned properties. The security services are required to safeguard our properties from potential damage and/or burglaries as well as act as first responders in the event of an emergency.
- 2.2 **KBP (a subsidiary of Sedfa)** requests proposals from reputable, competent, and experienced companies within Cape Town (Western Cape).

2.3 **KBP (a subsidiary of Sedfa)** will only consider bid documents/tenders from entities or companies who are based in the province listed above.

2.4 Bids must be submitted in a sealed envelope and marked as follows:

**ATTENTION: Sedfa SUPPLY CHAIN MANAGEMENT**

DESCRIPTION OF THE BID: APPOINTMENT OF A SECURITY SERVICE PROVIDER TO RENDER GUARDING SERVICES AT WESFLEUR SHOPPING CENTRE & NEIL HARE FACTURAMA, ATLANTIS, WESTERN CAPE FOR TWENTY-FOUR (24) MONTHS

BID NUMBER: **02/KBP/2024/2025**

NAME OF THE BIDDER:

**2.5. General RFB requirements**

- a. Bid documents **must** be initialed on every page.
- b. Number of sealed envelopes/files must comprise one (1) **ORIGINAL** and one (1) electronic PDF **copy** of the original bid proposal document on a USB.
- c. Submissions of the Bid responses **MUST** be made by depositing the Bid proposal into the Tender Box situated at **Sedfa** Head Office at the physical address below on or before the closing date as stated on page 1 of this Request for Information document under Bid Information.
- d. The bidder will bear all expenses associated with the preparation and submission of this Bid.

**2.6. SEDFA (Formerly known as sefa) Physical Address**

11 Byls Bridge Boulevard, Doringkloof, Centurion, 0157

For more information, please visit the **Sefa** website: [www.sefa.org.za](http://www.sefa.org.za)

**3. RFB RESPONSES**

**3.1. RFB Format**

3.2. Bidders shall submit their bid response by the requirements as outlined in the Bid Response Template provided in Annexures A to E and also Sections 1 to 4

3.3. Each section must be marked, and the documents must be bound.

3.4. **General Conditions of Contract**

3.5. Completion of all Standard Bidding Documents (SBD by hand, attached in Annexures A, and adhering to all other requirements as outlined on each form. The following SBD and other forms must be duly completed and signed, and returned as part of the Bid Proposal:

- a. **SBD 1:** Invitation to Bid.
- b. **SBD 4:** Bidders Disclosure.
- c. **SBD 6.1:** Preference Points Claim Form.
- d. **Valid Tax Compliant Status (TCS PIN issued by SARS).**
- e. In bids where Consortium; Joint Ventures and Sub-Contractors are involved, it is required that each party must submit separate proof of Tax Clearance Certificate(s) or *PIN* issued by SARS
- f. Submission of a certified copy of a **valid B-BBEE certificate** issued through a SANAS Accredited Agency, with the exception of Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs). These enterprises need to submit B-BBEE **sworn affidavits** as per the requirements of the Department of Trade and Industry (DTI) for qualifying enterprises except those who fall under the Construction Sector Charter Council (CSCC). Other sworn affidavits will not be accepted.
- g. National Treasury **Central Supplier Database (CSD) registration** (must be attached proof of registration).

3.6. Submission of bidder's **Companies & Intellectual Property Commission (CIPC) registration documents** and certified ID copies for shareholders/directors / members / partners.

3.7. The successful bidder and its staff shall comply with all the laws of the Republic of South Africa and as it relates to this bid.

3.8. The bidder's staff must be South African citizens and **KBP (a subsidiary of Sedfa)** reserves the right to validate citizenship.

3.9. **Price Proposal – Section 4**

- a. Bidders are required to complete and sign their pricing proposals.

- b. **NB:** Failure to complete and submit a pricing proposal, will lead to disqualification of the bid.

3.10. **Late Bids**

Bids submitted at the stated bid address, after the closing date & time, shall not be considered under any circumstances. Please note that **KBP (a subsidiary of Sedfa)** is situated inside a secure office park complex and entrance requires registration at the gate before access will be granted.

3.11. **Counter Conditions**

Bidder's attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by the bidder shall render the bid invalid.

3.12. **Bid Distribution**

- 3.13. The distribution of this RFB outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFB are advised to familiarise themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither **KBP (a subsidiary of Sedfa)**, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person or company for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.

- 3.14. Recipients of this RFB document may only distribute it to other parties whom they wish to involve as part of their bidder consortium in submitting a bid.

4. **PRESENTATIONS**

**Sedfa** reserves the right to require that any bidder provides a formal presentation of its bid proposal, at a date and time to be determined by **KBP (a subsidiary of Sedfa)**. All instructions and clarification regarding the purpose and scope of the presentation/demonstration shall be provided by **KBP (a subsidiary of Sedfa)**. The bidder shall bear all expenses associated with the preparation of such presentations/demonstrations.

## 5. EVALUATION PROCESS

This bid will be evaluated in four (4) stages as follows:

- Stage 1 - Administrative Compliance Requirements (Initial Screening Process)
- Stage 2 - Mandatory Requirements
- Stage 3.- Functionality Criteria
- Stage 4 - Price and Preference (Specific Goals).

### 5.1. **Stage 1: Initial Screening Process**

During this stage, bid responses will be reviewed for purposes of assessing compliance with the RFB requirements including the General Conditions of Contract as outlined in this RFB outlined in Annexure A.

### 5.2. **Stage 2: Mandatory Requirements**

All bids will be evaluated by the evaluation panel independently in terms of the set evaluation criteria for mandatory as outlined in Annexure B.

### 5.3. **Stage 3: Functionality Requirements**

All bids will be evaluated by the evaluation panel independently in terms of the set evaluation criteria for functionality as outlined in Annexure C.

### 5.4. **Stage 4: Evaluation of Price and Preference (Specific Goals).**

- 5.4.1. Only bidders who met the supplier site inspection will be evaluated on price and preference.
- 5.4.2. In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.
- 5.4.3. This tender's applicable preference point system is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

<b>CRITERIA</b>	<b>POINTS</b>
Price	80
Specific Goals	20

<b>TOTAL</b>	<b>100 points</b>
--------------	-------------------

Specific Goals for this tender and points that may be claimed are indicated in table below:

<b>CRITERIA</b>	<b>POINTS</b>
	<b>(80/20 System)</b>
Size of enterprise: Micro, Small, Medium enterprises and Large enterprises <ul style="list-style-type: none"> <li>• Micro enterprises: maximum 8 points</li> <li>• Small enterprises: 5.6 points</li> <li>• Medium enterprises: 3.2 points</li> <li>• Large enterprises: 0.8 points</li> </ul>	8
B-BBEE (Black Ownership)	2
Youth Ownership	6
Spatial: Rural and Township and City- based enterprises	4
<b>TOTAL POINTS</b>	<b>20</b>

**Supporting Document for Claiming of Specific Goals:**

The bidder must submit proof of either a BBEE Certificate accredited by SANAS or a BBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit. The bidder is also required to submit a PSIRA document showing the number of employees and or Statement of Financial Position of the bidder: Latest Audited Financial Statement of the bidder (Where applicable in terms of Company's Act) and/or independently reviewed financial statements and/or cashflow budget for the new entities with no financial records. The bidder must also indicate point claims on SBD 6.1.

**Preference Points: 80/20**

For procurement above R 2 000.00 (petty cash) threshold up to R50 million proposed 20 points.

**Size of enterprise: Micro, Small, Medium enterprises: 8/20- leave as is split is as follows:**

- Micro enterprises: maximum 8 points
- Small enterprises: 5.6 points
- Medium enterprises: 3.2 Points

- Large enterprises: 0.8 Points

Verification method: PSIRA document showing the number of employees and or Statement of Financial Position of the bidder: Latest Audited Financial Statement of the bidder (Where applicable in terms of Company's Act) and/or independently reviewed financial statements and/or cashflow budget for the new entities with no financial records.

**Ownership: Maximum 2/20 points**

- Broad-based black economic empowerment means viable economic empowerment of all black people [including], in particular women, workers, youth, people with disabilities, and people living in rural areas.

L1	L2	L3	L4	L5	L6	L7	L8	L0
2	1,75	1,5	1,25	1	0,75	0,50	0.25	0

**Verification method: *BBBEE certificate and or Sworn Affidavit.***

Youth = 6/20 points which will be allocated follows:

- Youth Less than 30% Youth Owned = Zero Point
- 30% to 49% Youth Owned = 1.8 Points
- 50% to 100% Youth Owned = 6 Points

**Spatial: Rural and Township and City-based enterprises: 4/20 points**

- Rural = maximum 4 points
- Township= 1.2 points
- City= 0.8

*Verification method: Copy of Utility Bill, Lease Agreement, Title Deed, outlining the physical address of the company.*

The National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies as gazette 15 March 2019:

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial Classification	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 – 10	≤ 7,0 million
Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 – 10	≤ 5,0 million

## 6. FRAUD ALERT

6.1 **KBP (a subsidiary of Sedfa)** takes a zero-tolerance approach to fraud, corruption and bribery. **KBP (a subsidiary of Sedfa)** is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

6.2 Please note that under no circumstances will **KBP (a subsidiary of Sedfa)** ever require any payment to secure an award of an RFP or a tender. Individuals that claim that an upfront payment to an individual, third party or a **KBP (a subsidiary of Sedfa)** official, is a blatant attempt at defrauding bidders and such a scam must immediately be reported to the **KBP (a subsidiary of SEDFA)** anti-Corruption line. **KBP (a subsidiary of Sedfa)** follows a fair, competitive, and transparent procurement process in evaluating and awarding bids.

6.3 Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on **0800 000 663**.

## 7. POST AWARD CONDITIONS

7.1. The Service Provider must make sure that they comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, COIDA, etc.;

and Certificate of compliance with the applicable Labour laws must be submitted together with the proposal

- 7.2. **KBP (a subsidiary of Sedfa)** reserves the right to request the successful bidder and its employees to undergo a security vetting process
- 7.3. Security services will be rendered during working hours from Mondays to Fridays, Weekends and public holidays unless otherwise specified
- 7.4. The security services must always be executed under full time supervision by the successful bidder's supervisor(s) on continuous basis. Sedfa reserves the right to deploy its official to do supervision and routine inspections.
- 7.5. The successful bidder must provide monthly reports to the Building manager/or Properties' Facilitator when submitting an invoice for processing.
- 7.6. The successful bidder must ensure that their security staff is always dressed in a distinctive acceptable uniform when on duty.
- 7.7. A lock-up facility will be made available by Sedfa for the safekeeping of stock and equipment where possible.
- 7.8. The service provider must be liable for insuring his/her personnel against any injury or death.
- 7.9. The successful bidder's supervisor must report daily to Sedfa's (Building Manager/or Properties Facilitator) of any security incidents that occurred in the building.
- 7.10. The successful bidder shall supply the following monthly:
  - A summarized written report on specific problems or occurrences.
  - (a) Suggestions on improved work methods and programmes if any.
  - (b) tenants' complaints and remedial action.
  - (c) All other matters related to this service.
- 7.11. It is the responsibility of the successful bidder and its personnel to comply with PSIRA, Health and Safety Act and any other applicable regulations
- 7.12. **Sedfa** reserves the right to conduct due diligence prior to final award or any time during the contract period, this may include site visits.
- 7.13. Sedfa will not be held responsible in any way for any damages, losses, theft of equipment or any valuable of the successful bidder or injury of his/her employees while on site or in the execution of their duties.
- 7.14. Equipment brought onto or used on site must comply with the Occupational Health & Safety Act and any regulations promulgated in terms of this Act; Classification: NONE

7.15. **Sedfa** shall not be held responsible in any way for any damages, losses, theft of equipment or any valuables of the successful bidder or injury of his/her employees whilst on site or in the execution of their duties.

## **8. STAFF REQUIREMENTS**

- 8.1. Where applicable for this specific contract, the successful bidder must ensure that:
- a. Staff are adequately trained prior to commencement of the contract.
  - b. Replacement staff is available should the need arise. The bidder is obligated to inform **KBP (a subsidiary of Sedfa)** of any removal and replacement of staff, which can only be done with the formal approval of **KBP (a subsidiary of Sedfa)**.
  - c. Staff members are dressed appropriately and where required, staff uniforms must be in good condition.
  - d. Staff members are South African citizens and **KBP (a subsidiary of Sedfa)** reserves the right to validate citizenship.

## **9. RESOURCE REQUIREMENTS**

- i. Ensure that personnel working under this contract are in good health.
- ii. That they are adequately trained before the commencement of the contract.
- iii. Ensure that replacement staff is available should the need arise and inform **KBP (a subsidiary of Sedfa)** of any removal and replacement.
- v. Personnel must be SA citizens and **KBP (a subsidiary of Sedfa)** reserves the right to validate citizenship.

## **10. Service Level Agreement**

10.1. The successful bidder will be required to enter into a Service Level Agreement with **KBP (a subsidiary of Sedfa)**.

10.2. A performance measurement processes will form an integral part of the Service Level Agreement, to be signed after the successful bidder has been appointed.

## **11. Supplier Due Diligence**

11.1. **KBP (a subsidiary of Sedfa)** shall be entitled at all times to conduct bidder due diligence for short listed bidders prior to final award or at any time during the contract period. This may include site visits if applicable.

- 11.2. **KBP (a subsidiary of Sedfa)** reserves the right to request the successful bidder and its staff to undergo a security vetting and/or credit vetting processes via external services providers such as Credit Bureaus and the South African Police Services. By submitting a bid proposal, the bidder gives explicit approval for **KBP (a subsidiary of Sedfa)** to conduct such vetting requirements, if and when required.

## 12. **Bid Cancellation**

In the case of the cancellation of this RFB, **KBP (a subsidiary of Sedfa)** shall endeavour to inform all bidders, through the same medium used for the communication of the RFB

## 13. **Material Changes**

- 13.1. Any material change in the control and/or composition of any bidder or any core member of a bidder after submission of a Bid, shall require the prior written approval of **KBP (a subsidiary of Sedfa)**, and any failure to seek such approval from **KBP (a subsidiary of Sedfa)** shall result in **KBP (a subsidiary of Sedfa)** being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bid process or to cancel the engagement. This shall be interpreted to include post appointment and subcontracting of work arising out of this bid to complete certain work.
- 13.2. **KBP (a subsidiary of Sedfa)** shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any bidder”, and as to what constitutes a “core member of a bidder” for purposes of such approval. Any request for such approval shall be made to **KBP (a subsidiary of Sedfa)** Supply Chain Management in writing and shall provide sufficient reasons and information to allow **KBP (a subsidiary of Sedfa)** to make such a decision. **KBP (a subsidiary of Sedfa)** reserves the right to accept or reject any such request for approval.

## 14. **COMMUNICATION**

- 14.1. **KBP (a subsidiary of Sedfa)** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary. Such communications will be done via the Supply Chain officials listed as the contact persons for this bid process.

**14.2.** All communication (enquiries/clarifications) relating to this bid shall take place between the bidder and the Supply Chain Management officials listed as the contact persons for this bid process. Such communication shall be done in writing only.

**14.3.** Communication between the closing date and the award of the bid, between the bidder and other **KBP (a subsidiary of Sedfa)** officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited.

## **15. Contact Details**

### 15.1. Main Contact

**Name** : Lindiwe Duma

**Email** : [Lindiwed@sefa.org.za](mailto:Lindiwed@sefa.org.za)

### 15.2. Alternative Contact

**Name** : Fowzia Leeuw

**Email** : [fleeuw@seda.org.za](mailto:fleeuw@seda.org.za)

**NB:** Communication outside this platform is **strictly prohibited** and should bidders be found to be in contact with any of **KBP (a subsidiary of Sedfa)**'s staff members on matters relating to this bid, such bidders shall automatically be disqualified from this bid process.

## **16. Scope of Work / Terms of Reference**

The Scope of Work / Term of Reference is attached as Annexure E.

**17. Annexures**

Annexure A: Stage 1 - Administrative Compliance Requirements

Annexure B: Stage 2 - Mandatory Requirements

Annexure C: Stage 3 - Functionality Criteria

Annexure D: Stage 4 - Price and Preference

Annexure E: Scope of Work / Terms of Reference

Appendix 1: Bid Proposal Template

## ANNEXURE A

### Stage 1 - Administrative Compliance Requirements (Initial Screening Process)

- (i) The bidder must submit a fully completed and signed Standard Bid Document (SBD 1, 4 & 6.1).
- (ii) The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of the CSD Report and/or MAAA Number.
- (iii) The bidder must submit a valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services must be submitted at the closing date and time of bid/RFQ.
- (iv) The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the ownership percentages and or specific goals of the Bidding entity;
- (v) The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.
- (vi) GCC: General Conditions of Contract (Initial each page).

**Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.**

**Note:**

- If the bidder is listed on the National Treasury List of Restricted Suppliers shall result in disqualification of the bid
- If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- If the status of the bidder is reflecting as deregistered on CIPC result in disqualification of the bid.

## Mandatory Evaluation Criteria

No	Mandatory Requirements	Comply/Not Comply
1)	<p>The bidders must have an operation site office within 80km from Atlantis (Western Cape): Please attach one or more of the below-listed documents and the document(s) should be valid at the time of submission:</p> <ul style="list-style-type: none"> <li>• Copy of Utility Bill or</li> <li>• Lease agreement or</li> <li>• Title Deed</li> <li>• Official letter with a stamp from the local councilor confirming the address of the company</li> </ul>	
2)	<p>The bidder is to provide a copy of the Letter of Good Standing with PSIRA. (Please attach a valid certified copy of the certificate) on the closing date and time of the RFB.</p>	
3)	<p>The bidder must propose eight (08) security officers with a minimum of Grade C to be deployed at <b>Wesfleur Shopping Centre (20 Wesfleur Circle Atlantis, Western Cape) and Neil Hare Facturama (Neil Hare Road, Neil Hare Industria, Atlantis, Western Cape.)</b> The security Officers must have valid PSIRA certificates on the closing date of the RFB. <b>(Please attach valid certified copies of the certificates).</b></p>	
4)	<p>The bidder must provide a valid COIDA letter of good standing and/or Tender letter. The bidder must be registered in terms of the Compensation for Occupational Injuries and Diseases Act <b>(COIDA)</b> 1993 with the Department of Labour. <b>(Attach copy of certificates), on the closing time and date of the RFB.</b></p>	
5)	<p>State-proposed salaries for each Grade as per National Bargaining Council for Private Security Sector Minimum Wage Determination. This must be based on the current rates <b>(Attach proof of current compliance to wage determination in the form of dummy salary advice for security officer).</b></p>	
6)	<p>The Directors must be registered with PSIRA <b>(Minimum of Grade B): (The Bidder must submit a valid certified copy of the PSIRA certificate for the Directors as proof)</b></p>	

No	Mandatory Requirements	Comply/Not Comply
7)	<p>Monitoring and Armed Response:</p> <p>The bidder must submit a copy of the contract or letter of intent with a company contracted to do armed response on behalf of the bidder.</p> <p><b>OR</b></p> <p>The bidder must submit copies of firearm ownership and firearm competency certificate.</p> <p><b>Note</b> In case the bidder does not have their own monitoring and armed response: The bidder must submit the actual contract or letter of intent with a company contracted to perform armed response on their behalf within five working days of receiving the appointment letter.</p>	

**Bidder (s) who failed to comply with the above Mandatory requirements will not be considered for further evaluation.**

NB: Upon award, **KBP (a subsidiary of SEDFA)** must be provided with proof of public liability insurance of R 3 000 000 or more cover within (7) days from the date of receiving the appointment Letter. Failure to provide public liability insurance of R 3 000 000 or more cover within (7) days will lead to considering the second bidder in line for the award.

## ANNEXURE C

### Functionality Requirements

The below scoring scale shall be used to evaluate bids on functionality:

SCALE	DEFINITION
0	No information provided
1	Does not meet the requirements
2	Partially meet the requirements
<b>3</b>	<b>Fully meets the requirements</b>
4	Exceeds the requirements
5	Significantly exceeds the requirements

#### Stage 3 - Functionality Requirements

NO	REQUIREMENTS	Weighting
<b>Reference Letters</b>	<p>The bidder must provide contactable reference letters indicating that the bidder has rendered security services previously in the past five years.</p> <ul style="list-style-type: none"> <li>• No reference letters/unrelated letters = 0 Point</li> <li>• 1 reference letter = 1 Point</li> <li>• 2 reference letters = 2 Points</li> <li>• 3 reference letters = 3 Points</li> <li>• 4 reference letters = 4 Points</li> <li>• 5 and above reference letters = 5 Points</li> </ul> <p>NB: Reference letters must be on company letterhead, signed and dated. The reference letters must indicate the following information i.e., description, contract value, duration, and contact details. <b><i>Purchase orders and appointment letters will not be accepted as evidence.</i></b></p>	<b>40</b>

NO	REQUIREMENTS	Weighting
<b>Vehicles</b>	<p>The bidder must provide proof of vehicle ownership/rental as follows:</p> <ul style="list-style-type: none"> <li>• Owning a fleet of vehicles (<b>Proof of Fleet/Vehicle registration (to be in the name of the bidding company or the company director)- submit proof of ownership</b>).</li> <li>• Leased vehicle from rental companies – (<b>to be in the name of the bidding company or the company director)- submit proof of ownership</b>) <ul style="list-style-type: none"> <li>• No proof of vehicle = 0 Point</li> <li>• 1 proof of vehicle = 1 Point</li> <li>• 2 proof of vehicles = 2 Points</li> <li>• 3 proof of vehicles = 3 Points</li> <li>• 4 proof of vehicles = 4 Points</li> <li>• 5 proofs of vehicles and above = 5 Points</li> </ul> </li> </ul>	<b>40</b>
<b>Experience of Security Officers</b>	<p>Experience of the proposed eight (08) security officers. <b>As proof thereof, the bidder must provide CV's of security officers.</b></p> <ul style="list-style-type: none"> <li>• Less than 1 year relevant experience = 0 Point</li> <li>• 1 year relevant experience = 1 Point</li> <li>• 2 years relevant experience = 2 Points</li> <li>• 3 years relevant experience = 3 Points</li> <li>• 4 years relevant experience = 4 Points</li> <li>• 5 years and above relevant experience = 5 Points</li> </ul> <p><b>N.B: the overall average score will be applied</b></p>	<b>20</b>
<b>TOTAL</b>		<b>100</b>

**Bidders are required to obtain a minimum threshold of 60 out of 100 points on functionality in order to be evaluated further. Any bidder who scored less than 60 Points will be eliminated and not be evaluated further.**

## ANNEXURE D

### Stage 4: Evaluation of Price and Preference (Specific Goals).

- Only bidders who met the Mandatory and Functionality requirements will be evaluated on price and preference.
- In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.
- This tender's applicable preference point system is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100 points</b>

Specific Goals for this tender and points that may be claimed are indicated in table below:

CRITERIA	POINTS
	(80/20 System)
Size of enterprise: Micro, Small, Medium enterprises and Large enterprises <ul style="list-style-type: none"> <li>• Micro enterprises: maximum 8 points</li> <li>• Small enterprises: 5.6 points</li> <li>• Medium enterprises: 3.2 points</li> <li>• Large enterprises: 0.8 points</li> </ul>	8
B-BBBEE (Black Ownership)	2
Youth Ownership	6
Spatial: Rural and Township and City-based enterprises	4
<b>TOTAL POINTS</b>	<b>20</b>

**Supporting Document for Claiming of Specific Goals:**

The bidder must submit proof of either a BBEE Certificate accredited by SANAS or a BBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit. The bidder is also required to submit a PSIRA document showing the number of employees and or Statement of Financial Position of the bidder: Latest Audited Financial Statement of the bidder (Where applicable in terms of Company's Act) and/or independently reviewed financial statements and/or cashflow budget for the new entities with no financial records. The bidder must also indicate point claims on SBD 6.1.

**Preference Points: 80/20**

For procurement above R 2 000.00 (petty cash) threshold up to R50 million proposed 20 points.

**Size of enterprise: Micro, Small, Medium enterprises: 8/20- leave as is split is as follows:**

- Micro enterprises: maximum 8 points
- Small enterprises: 5.6 points
- Medium enterprises: 3.2 Points
- Large enterprises: 0.8 Points

Verification method: PSIRA document showing the number of employees and or Statement of Financial Position of the bidder: Latest Audited Financial Statement of the bidder (Where applicable in terms of Company's Act) and/or independently reviewed financial statements and/or cashflow budget for the new entities with no financial records.

**Ownership: Maximum 2/20 points**

- Broad-based black economic empowerment means viable economic empowerment of all black people [including], in particular women, workers, youth, people with disabilities, and people living in rural areas.

L1	L2	L3	L4	L5	L6	L7	L8	L0
2	1,75	1,5	1,25	1	0,75	0,50	0.25	0

**Verification method: BBEE certificate and or Sworn Affidavit.**

**Youth = 6/20 points which will be allocated follows:**

- Youth Less than 30% Youth Owned = Zero Point
- 30% to 49% Youth Owned = 1.8 Points
- 50% to 100% Youth Owned = 6 Points

**Spatial: Rural and Township and City-based enterprises: 4/20 points**

- Rural = maximum 4 points
- Township= 1.2 points
- City= 0.8

*Verification method: Copy of Utility Bill, Lease Agreement, Title Deed, outlining the physical address of the company.*

The National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies as gazette 15 March 2019

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial Classification	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 – 10	≤ 7,0 million
Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 – 10	≤ 5,0 million

**Post-Award Requirement:**

NB: Upon award, **KBP (a subsidiary of SEDFA)** must be provided with UIF proof of registration.

## ANNEXURE E

### Scope of Work / Terms of Reference

#### 1. Introduction and Background

1.1 **Sedfa** owns two (02) properties in the Western Cape areas that require guarding services.

#### 2. Purpose

- **Sedfa** owns two (02) properties in the Western Cape areas that requires guarding services.

Premises	Address
Wesfleur Shopping Centre	Wesfleur Circle, Atlantis, Western Cape
Neil Hare Facturama	Neil Hare Road, Neil Hare Industria, Atlantis , Western Cape

- The security service provider must comply with all relevant government legislation as well as comply with Sedfa's terms and conditions.
- The contract period is for twenty-four (24) months

#### 3. Scope of Works

3.1. The Security Service Provider will be required to provide guarding and patrol services on site as follows:

Mondays to Fridays = 24/7 hours.	
Saturdays = 24/7 hours.	
Sundays and Public holidays = 24/7 hours.	
Shifts:	
Day: 6am – 6pm	Night: 6pm – 6am

3.2. The resource allocation and job requirements includes the following:

Duty point	Position	Quantity	Job Purpose	Job requirements
Neil Hare	Security Guards  Unarmed Security Guard with Grade C	1 x Day Shift  1 x Night Shift	Secure access and exit control and ensure entrances are free from any obstructions including informal traders.  Secure premises by patrolling the periphery of the building.	South African with no criminal record.  Positive security clearance.  Grade 10 and must be proficient in English and any other South African language.
Wesfleur Shopping Centre	Security Guards  Unarmed Security Guard with Grade C	3 x Day Shift  3 x Night Shift	Report and supply relevant information of major incidents to their control room.  Inspecting and ensuring shops and offices are locked and secured after business hours.  Access to armed response if assistance required.  Weekly guard monitoring report submitted to client.  Monthly site report submitted to client.	PSIRA Grade C

NB: Detailed duties of Security Guards at each duty point will be discussed with the successful bidder.

3.3. The Security Service Provider must provide for the following fully operational equipment:

Item Description	Neil Hare	Wesfleur Shopping Centre
Flashlights rechargeable/ with batteries	1	3
Smart Phone	1	1
Batons	1	3
Pepper sprays	1	3
Handcuffs and keys	1	3

<b>Item Description</b>	<b>Neil Hare</b>	<b>Wesfleur Shopping Centre</b>
Guard monitoring system	1	1
2-way radios	0	3

**Section 4: Pricing Proposal**

The bidder must submit a pricing proposal as outlined in the Bid Proposal Template.

Cover Page

Bid Proposal

**APPOINTMENT OF A SECURITY SERVICE PROVIDER TO RENDER GUARDING SERVICES AT NEIL HARE FACTURAMA & WESFLEUR SHOPPING CENTRE, ATLANTIS, WESTERN CAPE FOR TWENTY- FOUR (24) MONTHS**

Bid Number	
Company name	
MAAA Number (CSD Number)	
Contact Person	
Telephone Number	
e-mail address	

**Section 1: Legislative Requirements**

Attach all documentation relating to the general conditions of contract behind this section.

**Section 2: Company Profile, References, CVs & Proof of PSIRA Registration**

Attach company profile, reference letters, CVs & proof of PSIRA Registration behind this section.



**Section 4: Pricing Proposals**

1. Please indicate your total bid price here: R.....(VAT Incl.)
2. NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)
3. Are the rates quoted firm for the full period of the contract?.....

**IMPORTANT:**

- If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g., CPI etc
4. All additional costs associated with the bidder’s offer must be clearly specified and included in the Total Bid Price.

**TABLE A: LABOUR**

**Day shift Weekdays**

Duty Point / Post	Quantity (Qty)	Grading	Total Monthly Service Fee	Total fee for 24 Months
Neil Hare	1	C		
Wesfleur Shopping Centre	3	C		
<b>Total Number of Security</b>	<b>4</b>			

**Night Shift Weekdays**

Duty Point / Post	Quantity (Qty)	Grading	Total Monthly Service Fee	Total fee for 24 Months
Neil Hare	1	C		
Wesfleur Shopping Centre	3	C		
<b>Total Number of Security</b>	<b>4</b>			

**Day Shifts Weekends/Public Holidays (included in above rates (7 Days 24/7))**

<b>Duty Point / Post</b>	<b>Quantity (Qty)</b>	<b>Grading</b>	<b>Total Monthly Service Fee</b>	<b>Total fee for 24 Months</b>
Neil Hare	1	C		
Wesfleur Shopping Centre	3	C		
<b>Total Number of Security</b>	<b>4</b>			

**Night Shift Weekends/Public Holidays (included in above rates 7 Days 24/7)**

<b>Duty Point / Post</b>	<b>Quantity (Qty)</b>	<b>Grading</b>	<b>Total Monthly Service Fee</b>	<b>Total fee for 24 Months</b>
Neil Hare	1	C		
Wesfleur Shopping Centre	3	C		
<b>Total Number of Security</b>	<b>4</b>			
<b>Sub- Total (A) (VAT incl.)</b>	<b>R</b>			

**TABLE B: EQUIPMENT**

Description	Quantity	Total Fee
Flashlights rechargeable/ with batteries	4	R
Smart Phone	2	R
Batons	4	R
Pepper sprays	4	R
Handcuffs and keys	4	R
Guard monitoring system	2	R
2-way radios	3	R
<b>Sub-Total (B) (VAT incl.)</b>	R	

<b>Total Bid Price</b>	
<b>Total A + B (VAT incl.)</b>	R

**Section 5: Additional Information**

Any additional information that is considered pertinent to the proposal can be attached under this section.]