

REQUEST FOR PROPOSAL/TENDER (RFP/T)

TENDER NUMBER	RFP/T 07-2022/23
TENDER CLOSING DATE AND TIME	16 MARCH 2023 at 12h:00 NOON
TENDER DESCRIPTION	REQUEST FOR PROPOSALS FOR THE PROVISION OF SECURITY GUARD SERVICES FOR SEDA NATIONAL OFFICE FOR A PERIOD OF SEVENTEEN (17) MONTHS.

TABLE OF CONTENTS

Paragraph No.	Description	Page Number
SECTION A	TENDER INSTRUCTIONS & REQUIREMENTS	3
1	Invitation to Tender	3-5
2	General Conditions of Tender	6-7
3	Tax Compliance Requirements	8
SECTION B	COMPULSORY TENDER FORMS FOR COMPLETION BY THE BIDDER	9
4	SCM/PD001: Price Declaration by the Bidder	10-11
5	SCM/DOI003: Declaration of Interest (SBD4)	12-14
6	SCM/PCF004: Preference Points Claim Form (SBD6.1)	15-19
7	SCM/SPBD007: Banking Details	20
SECTION C	TERMS OF REFERENCE	21
8	Purpose	22
9	Background	22
10	Scope of the Work/Requirements	22 - 25
11	Contract Duration/Time Frame	25
12	Evaluation of the Tender Proposal	26-28
12.1	Phase 1: Assessment of compliance documents	26
12.2	Phase 2: Pre-Qualification Criteria	26
12.3	Phase 3: Functional Evaluation Criteria	27
12.4	Phase 4: Preference Point System	29
SECTION D	SUBMISSION QUALITY CHECK	30
13	Checklist of Documents to be Submitted with Bid	31
SECTION E	ANNEXURES	32
Annexure A	National Treasury General Conditions of Contract (GCC)	32

SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS

1. INVITATION TO TENDER

**YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE
SMALL ENTERPRISE DEVELOPMENT AGENCY (Seda)**

TENDER NUMBER : RFP/T 07-2022/23

TENDER CLOSING DATE & TIME : 16 MARCH 2023 at 12h00 NOON

**TENDER DESCRIPTION : REQUEST FOR PROPOSALS FOR THE PROVISION
OF SECURITY GUARD SERVICES FOR SEDA
NATIONAL OFFICE FOR A PERIOD OF SEVENTEEN
(17) MONTHS.**

TENDER VALIDITY: 90 Days from date of closure of this tender.

BID DOCUMENTS MUST BE PLACED IN THE TENDER BOX AT THE ADDRESS INDICATED BELOW:

**Small Enterprise Development Agency
The Fields, Office Block A
Ground Floor
1066 Burnett Street
Hatfield, Pretoria, 0083**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid submission is late, it will not be accepted for consideration.

The Request for Proposal/Tender, including the returnable address, must be submitted in a sealed envelope, marked with the Tender Number, Closing Date and Time of the Tender, and the Name and Address of the Tenderer/ Bidder.

ANY ENQUIRIES RELATING TO THE PROJECT AND/ OR BIDDING PROCEDURES, MAY BE DIRECTED TO:

**Department : Supply Chain Management Unit
Contact Person : Patrick Makgata**

Tel : 012 441 1218
Fax : 012 441 2333
E-mail address : pmakgata@seda.org.za

BIDDER INFORMATION REQUIRED TO BE COMPLETED

The following particulars must be furnished. Failure to do so may result in the bid being disqualified

Name of Bidder		Tax Clearance Status Pin	National Treasury Central Supplier Database (CSD) Registration Number
Name of Contact Person:		Fax Number:	
Cell Number:		E-mail Address:	
Telephone Number:		Web Address:	
VAT Registration Number:			
Physical Address:		Postal Address:	
.....			
.....			
.....			
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	☐	A REGISTERED AUDITOR	
	☐	NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER THE QUESTIONNAIRE BELOW]		

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	
DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE QUESTIONS OF THE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER PARAGRAPH 3.3 BELOW.		
SIGNATURE OF BIDDER	DATE	

2. GENERAL CONDITIONS OF TENDER

- 2.1 Bids must be submitted with all official Bid Forms duly completed which are contained within this tender document.
- 2.2 All current and prospective suppliers/ service providers are required to register on the National Treasury CSD prior to submitting bids. - Self-registration: www.csd.gov.za. Enquiries may be directed to csd@treasury.gov.za. Foreign suppliers who do not have local foreign representation in RSA are not required to register on CSD. Suppliers registered on the CSD must submit proof of registration to Seda.
- 2.3 Bids received after the closing date and time will not be considered. Bidders are therefore strongly advised to ensure that their bids be dispatched timeously allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 2.4 This Bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2022, the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 2.5 The Standard Bidding Documents (SBD) contained in this RFP/T are compulsory documents and must be completed, signed and returned with this bid proposal. Failure to submit completed and signed SBD documents may invalidate the tender proposal.
- 2.6 Should the bidder desire to make any departures from, or modifications to this tender/ bid or to qualify its bid in any way, it shall clearly set out its tender departure/ modification as an Annexure, or alternatively state the content in a covering letter attached to the tender proposal referred to herein. Unless otherwise specified and stipulated in writing, any part of the Bidder's bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.
- 2.7 This tender document, together with associated compulsory forms and annexures, may NOT be retyped or re-drafted, but photocopies or reprints may be prepared and used.
- 2.8 This tender document, together with compulsory forms should be filled in with black ink.
- 2.9 Bidders should check the numbers of the pages of the tender document 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.
- 2.10 The tender price must be valid for acceptance for a period of 90 calendar days after the closing date of the tender.
- 2.11 During the validity period of the bid, the team members proposed (if applicable), must be confirmed as being available.
- 2.12 Only firm prices will be accepted for the full duration of the contract.
- 2.13 Failure to have the Price Declaration of this tender document completed and signed, or signed by a duly authorized person, will constitute non-commitment by the Bidder, and the bid may be invalidated.

- 2.14 A detailed price break-down of the Total Cost of Ownership (TCO) must be provided to support the Price Declaration of this tender.
- 2.15 All prices must be quoted in South African Rands and be inclusive of all costs and applicable taxes (inclusive of Value Added Tax (VAT) etc.).
- 2.16 Seda reserves the right to only accept part of the submitted bid by a Bidder.
- 2.17 Seda reserves the right to withdraw this tender.
- 2.18 Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by facsimile, e-mail or similar apparatus.
- 2.19 Seda reserves the right to accept or reject any tender proposal.
- 2.20 The Bidder's company letterhead must be used for the proposal's cover letter and reflect the company name, address, contact details and company registration number.
- 2.21 The correct Tender Reference Number (See the front page of this RFP/T for the Tender Number) and the bidding company's name must appear on all pages of the proposal.
- 2.22 All pages of the proposal must be initialed by an authorized person.
- 2.23 These General Conditions of Tender (GCT) form part of, and must be read in conjunction with, the attached National Treasury General Conditions of Contract (GCC), and failure to comply therewith may invalidate the tender. The GCC must be returned with the RFP/T initialed on each page.
- 2.24 Seda is committed to a fraud-free environment. One call can keep Seda Fraud & Corruption Free. Individuals may report any suspicious activity by calling the Seda Fraud Hotline: 0800 701 701; or e-mail: FraudPrevention@seda.org.za; or sms: 39772.
- 2.25 Bids must be delivered to the correct address/ location which is indicated on the tender document, and must be delivered timeously, as late bid submissions will NOT be accepted for consideration.
- 2.26 The award of the bid may be subjected to price negotiations with the preferred Bidder(s).
- 2.27 The successful bidder will be required to sign a written contract.

3. TAX COMPLIANCE REQUIREMENTS

- 3.1 Bidders must ensure compliance with their tax obligations.
- 3.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable Seda to view the taxpayer's profile and tax status.
- 3.3 Application for Tax Compliance Status (TCS) or pin may also be made via e-filing in order to use this provision, taxpayers will need to register with SARS as e-fillers through the website www.sars.gov.za
- 3.4 Bidders may also submit a printed TCS together with the bid.
- 3.5 In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate proof of TCS/pin/CSD number.
- 3.6 When no TCS is available, but the bidder is registered on CSD, a CSD number must be provided.

SECTION B COMPULSORY TENDER FORMS FOR COMPLETION BY THE BIDDER

4 SCM/PD001: PRICE DECLARATION BY THE BIDDER

I/ We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted in this tender is valid for the stipulated period of 90 days from date of closure of this bid. I/We confirm that this tender will remain binding upon me/ us and may be accepted by Seda at any time before the expiry date.

Name and Surname : _____
 Signature : _____
 Date : _____

Are you duly authorized to commit this tender :

Yes	No
-----	----

Capacity under which this tender is signed : _____
 (Attach proof of authority to sign this bid e.g. resolution of directors, etc.)

TOTAL TENDER PRICE IN SA RANDS

Total Cost of Ownership (TCO) to Seda
 (Inclusive of VAT, Discounts, etc.)

R _____

Descriptions	Grade	Quantity	Rate		Total Cost Per Annum (Vat Incl.)
			Per Guard	Per Month	
1 x Grade B Security Officer (Day Shift)- Monday to Friday 07h00 to 19h00	B	1	R	R	R
2 x Grade C Security Officers (Day Shift) - Monday to Friday 06h00 to 18h00	C	2	R	R	R
2 x Grade C Security Officers (Night Shift) - Monday to Friday 18h00 to 06h00	C	2	R	R	R
2 x Grade C Security Officer (Day Shift) - Saturday to Sunday 06h00 to 18h00	C	2	R	R	R
2 x Grade C Security Officer (Night Shift) - Saturday to Sunday 18h00 to 06h00	C	2	R	R	R
Security Aids/Equipment & Other Overhead Costs (please specify all items to be provided & quantity and inclusive of VAT)				R	R
Extras: Specify/list them (if any) + quantity				R	R
				R	
				R	
				R	
				R	
Total Cost: Year 1 (VAT inclusive)				R	R
Total Cost: Year 2, including escalation and VAT inclusive.	Escalation Percentage ____%				R

A further detailed price breakdown of the TCO as declared, must be provided.

5 SCM/DOI003: DECLARATION OF INTEREST (SBD4)

1. PURPOSE OF THE FORM

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 interest¹ 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

- 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:

¹ 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.

.....

- 2.3 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 consortium² 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.
 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.

² 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.

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

6 SCM/PCF004: PREFERENCE POINTS CLAIM FORM (SBD6.1)

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

SBD6.1

- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be sub-contracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2022:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK WHERE APPLICABLE]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

[TICK WHERE APPLICABLE]

SBD6.1

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
 SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

7 SCM/SPBD007: BANKING DETAILS

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by **Seda** in the normal way, and that it will indicate the date on which funds will be available in my/our account.

Bank Account Name : _____

Name of Bank : _____

Branch Code & Name : _____

Account Number : _____

Type of Account: Cheque ☐ Savings ☐ Transmission ☐

Bank details to be certified as correct by DATE STAMP of BANK OR BANK LETTER (NOT OLDER THAN SIX (6) MONTHS:

DATE STAMP OF BANK

Name and Surname : _____

Signature : _____

Designation : _____

Tel number : (_____) _____

Fax number : (_____) _____

NAME AND SURNAME :
 (Bank Official)

SIGNATURE :
 (Duly Authorised to Sign)

ON BEHALF OF :
 (Name of Organization)

DATE :

SECTION C: TERMS OF REFERENCE

8 PURPOSE

Seda National Office seeks to appoint a service provider for the provisioning of Security Guarding Services for a period of seventeen (17) months starting from **1 June 2023 to 31 October 2024**.

9 BACKGROUND

The Small Enterprise Development Agency (Seda) is an agency of the South African Department of Small Business Development (dsbd). Seda was established in December 2004, through the National Small Business Amendment Act, Act 29 of 2004. The National Small Business Act of 2004 gave to the Small Enterprise Development Agency (Seda) the mandate to coordinate and provide non-financial support services to Small Enterprises through a network of Branches and Service Provider.

10 SCOPE OF WORK/REQUIREMENTS

Services of trained security personnel are required by Seda to perform duties at the premises occupied by Seda National Office at The Fields, Office Block A, 1066 Burnett Street, Hatfield, Pretoria.

The security guard services shall be provided on the property of Seda and shall in general entail the patrolling of premises, parking areas, access control, control of assets, personnel and/ or members of the public escorting where required and protection from and/ or to buildings and general crime prevention measures as agreed upon.

The specific duties of security personnel in respect of the premises shall be as described in the specific scope of service that includes the following:

- 12 Hours Grade B: Security Personnel Day Shift x 1 = Mon - Fri Inc. Public holiday
- 12 Hours Grade C: Security Personnel Day Shift x 2 = Mon - Fri Inc. Public holiday
- 12 Hours Grade C: Security Personnel Night Shift x 2 = Mon - Fri Inc. Public holiday
- 12 Hours Grade C: Security Personnel Day Shift x 2 = Week-end Inc. Public holiday
- 12 Hours Grade C: Security Personnel Night Shift x 2 = Week-end Inc. Public holiday

Guard Services:

- 1 x Grade B Security Officer (**Day Shift**)- Monday to Friday 07h00 to 19h00
 - Reception area
 - Duties - All access Control, X ray scanning, walk through, monitoring & firearm regulating.
- 2 x Grade C Security Officers (**Day Shift**) - Monday to Friday 06h00 to 18h00
 - Basement & Garden area
 - Duties - Access control, Fleet Vehicle control & Delivery Vehicle control, monitoring
- 2 x Grade C Security Officers (**Night Shift**) - Monday to Friday 18h00 to 06h00
 - Reception, Basement & Garden area.

Duties - Access control, Fleet Vehicle control & Delivery Vehicle control

- 2 x Grade C Security Officer (**Day Shift**) - Saturday to Sunday 06h00 to 18h00
 - Reception, Basement & Garden area.
 - Duties - All access Control, X ray scanning, Firearm regulating, Fleet Vehicle control, monitoring of stock.
- 2 x Grade C Security Officer (**Night Shift**) - Saturday to Sunday 18h00 to 06h00
 - Reception, Basement & Garden area.
 - Duties - All access Control, X ray scanning, Firearm regulating, Fleet Vehicle control, monitoring of stock.

Service Requirements:

- **Access Control:** shall include and not limited to monitoring entering and exiting of vehicles, employees/pedestrians into Seda premises including the removal of Seda assets and property. Always explain to visitors that firearms are not permitted and that they must be declared when entering Seda premises.
- **Patrolling duties:** shall include and not limited to the physical patrolling of Seda's premises, report any incidents and/or deviations and ensure they are recorded in the Occurrence Book. (Every hour).

- **Guarding duties:** shall include and not limited to physical guarding of Seda premises, assets, and properties.
- **Protection duties:** shall include and not limited to escorting of all service providers/personnel and Seda staff as and when required.
- **Assistance with labour unrest:** shall include and not limited to provision of additional security officers during labour unrest, or as and when required.
- **Key Control:** shall include and not limited to safekeeping of keys, opening, and locking of entrances/doors in line with Seda's requirements and/or policy. Seda shall hold the service provider responsible for losses that occur because of lack of key control by the security guards.
- **Alarm system & response:** shall include and not limited to arming and disarming the building on agreed timeframes of 10 minutes, responding to raised alarms and immediately notify Site Supervisor, who must immediately notify the Security Unit at Seda. The Control room should be around Gauteng.
- **Communication System:** provision of radio link of existing alarm system to the contracted service provider control Room.
- **Registers & documents management:** Develop and update registers, in consultation with Seda, and handle any unauthorised items as per security procedures and issue necessary documentation and asset verification register must be in place.
- **Incidents Management:** Conduct investigations within seven (7) days and submit a report(s) within thirty (30) days.
- **Monitoring system:** Shall be installed and linked to the service provider control room.
- **Occurrence Books:** Complete OB every hour and OB to remain within Seda's property.
- **Daily visits and roster:** to enable supervisor to monitor daily operations.
- **Monthly meetings:** Shall be held between Seda and Service Provider (Senior Level Representative(s)).
- **Monthly reports:** Shall be provided which includes but not limited to Monitor Tracking Report, Incident Report and register, Duty Rosters & all additional approved expenses.
- **Shift changes:** Security personnel shall be punctual and ensure proper handover of security working equipment and daily incident report before leaving Seda premises.
- **Dress code:** All security Officers must be professional, presentable, dedicated, wear company uniform with pride and well maintained.

- **Recruitment and termination:** Service provider shall not replace security officers without Seda being informed with valid reasons.
- **Compliance:** valid PSIRA identification cards, name tags, firearm competency certificates, firearm permits must be carried whilst on duty and comply with all approved security related legislation, code of conduct and procedures.
- Security company to provide security officers with two (2) full sets of corporate uniform.

The successful Bidder must provide the following documents for the security personnel who will be deployed at Seda Premises.

- Residential verification (affidavit/municipal account).
- Valid original PSIRA accreditation certificates.
- Two ID Photos.
- Certified copies of the Guard's highest qualifications
- A complete set of fingerprints background check taken by SAPS.
- Test report of PF16 psychoanalytic
- Minimum requirements, at least 2 years security related experience, must communicate properly and efficiently, and have a fully understanding of his site operation procedures.
- Experienced in security patrolling, access control, monitoring of security systems, Seda vehicles, stock and merchandise.
- Valid original ID Document certified.

11. CONTRACT DURATION/TIME FRAMES

The appointed service provider will enter a seventeen (17) months contract from **1 June 2023** to **31 October 2024**.

12. EVALUATION OF THE TENDER PROPOSAL

The proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the minimum requirements.

12.1 PHASE 1: ASSESMENT OF COMPLIANCE DOCUMENTS

The following criteria will form the basis of assessing all bids received and failure to comply with the following supply chain management documents in the disqualification of the bid:

1.	A fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted as part of the bidder's tender submission including the National Treasury General Conditions of Contract (GCC)
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12.2 PHASE 2: PRE-QUALIFICATION CRITERIA

The following criteria will form the basis of evaluating all bids received and failure to comply with the following pre-qualification will result in the disqualification of the bid:

1.	PSIRA Membership Certificate proving current valid membership for the security company. Tendering.
2.	Valid letter of Compliance from the Private Security Services Provident Fund (PSSPF) for the security company.
3.	Valid letter of Good Standing for Compensation for Occupational injuries and disease Act (COIDA) for the security company.

Only bids meeting the above Pre-Qualification Criteria will qualify to be further evaluated for Phase 3: Functionality Criteria

12.3 PHASE 3: FUNCTIONALITY CRITERIA

The following criteria will be used to evaluate all bids that qualified at Phase 2: Pre-Qualification Criteria. Bidders must score a minimum of seventy percent (70%), seventy points (seventy points) on Phase 3 being the stipulated minimum threshold for Functionality Criteria. Only the qualifying bids/proposals meeting/exceeding the stipulated minimum threshold for Functionality Criteria will be considered for further evaluation in terms of 80/20 preference points system.

	Functionality Criteria	Weighting of Importance	Points Allocation
1.	Experience / Track Record		
1.1	Bidders must have a minimum of three (3) years working experience in the physical security guard, which is comparable / similar to the brief contained within the Terms of Reference by providing the following: • Three (3) years and more working experience = 10 points • Two (2) or less working experience = 0 points	10%	10
1.2	Service providers are required to provide the following proof as verification of experience: • Company Registration Documents and PSIRA Certificate = 5 points • No Company Registration Documents and PSIRA Certificate = 0 points	5%	5
1.3	The service provider must provide five (5) reference letters on a letter head from different clients in the past (5) five years (2018,2019,2020, 2021 & 2022) years where similar services to the scope have been rendered to South African Clients in either, or both the private and/ or public sectors. (Please note that the reference letter must indicate the name of organisation, project completed, contact name and number and date when work was performed). • Five (5) Reference Letters = 25 points • Four (4) Reference Letters = 20 points • Three (3) Reference Letters = 15 points • Two (2) Reference Letters = 10 points • No reference letters = 0 points	25%	25

2.	Capacity to deliver.	20%	20
2.1	The service provider must provide the operational and implementation plan, Monitoring Technology system, Guard training methodology and Staff (Guards) Retention Strategy. - Operational and implementation plan, Monitoring Technology system, Guard training methodology and Staff (Guards) Retention Strategy plans = 20 points - Submission of three (3) plans = 15 points - Submission of two (2) plans = 10 points - No submitted plans = 0 point		
2.2	Provide CVs for the following Staff who will be nominated for this project:		
2.2.1	Operations Manager with four (4) or more years' experience in Security industry - Four (4) or more years' experience = 10 points - Three (3) years' experience = 7 points - Less than three (3) years' experience = 3 points - No experience = 0 points	10%	10
2.2.2	Supervisor with four (4) or more years' experience in Security industry - Four (4) or more years' experience = 10 points - Three (3) years' experience = 7points - Less than three (3) years' experience = 3 points - No experience = 0 points	10%	10
2.2.3	Site Manager with four (4) or more years' experience Security industry - Four (4) or more years' experience = 20 points - Three (3) years' experience = 15 points - Less than three (3) years' experience = 5 points - No experience = 0 points	20%	20
Total Points		100%	100
The <u>Stipulated Minimum Threshold (SMT)</u> to be met for Functionality Criteria		70.00%	70.00

12.4 PHASE 4: PREFERENCE POINTS SYSTEM

Awarding of Preference Points in terms of the Preferential Procurement Regulations of 2022

In respect to the awarding of preference points for Price and B-BBEE, a Bidder who submits the lowest acceptable bid will score 80 points for price. Bidders quoting higher prices will score lower points for price on a pro rata basis. A maximum of 20 points for B-BBEE will be awarded to a bidder for their status level of contributor.

Depicted in the table below, both the points allocated for Price (80) and the B-BBEE points (20) are combined or calculated to a total out of 100, and the tender must be awarded to the Bidder who scores the highest number of total points.

Preference Point Criteria		
Description		Points Allocation
1.	Price	80
2.	Broad-Based Black Economic Empowerment Status Level of Contribution	20
Total Points		100

SECTION D: SUBMISSION QUALITY CHECKLIST

13. CHECKLISTS OF DOCUMENTS/INFORMATION TO BE SUBMITTED WITH BID

A checklist below, which is not mutually exclusive, has been provided in order to highlight some of the important documents, which must be included/ submitted with the Request for Proposal/ Tender (RFP/T 07-2022/2023)

1.	Covering letter from the bidding company. Bidder Information must be provided.
2.	Tax clearance status pin. In case of bids where a Consortia/Joint ventures/Sub contractors are involved each party must submit separate proof of TCC/Pin.
3.	Company registration certificate with director/s name and shareholding %
4.	Company Profile
5.	Valid B-BBEE status level certificate/ affidavit
6.	Proof of registration on NT central supplier database
7.	SBD 4-Declaration of Interest duly completed
8.	SBD 6.1-Preference points claim duly completed
9.	Any disclosure with reference to completed SBD forms, by bidder (If any - if none indicate n/a)
10.	Initialed general conditions of contract (GCC)
11.	The Price declared by the Bidder must be signed by the bidder/authorized person and the total amount must be stated in ZAR, VAT Incl. and must include any discounts offered (i.e. TCO);
12.	Validity period of tender price for 90 days must be signed for as acceptable to the bidder (Price Declaration)
13.	The fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted as part of the bidder's tender submission.

NOTE:

- Ensure that all document attachments are clearly marked, and the tender proposal is submitted in a clear, logical and well-marked sequence together with an index of documents.
- Bidders are required to submit one original bid document and copy of the bid document on USB.

SECTION E: ANNEXURES

ANNEXURE A:

- NATIONAL TREASURY'S GENERAL CONDITIONS OF CONTRACT