

Guidelines on Specification for Procuring Services

Project Name:	PROVISION OF ARMED PHYSICAL SECURITY SERVICES FOR A PERIOD OF THREE YEARS
----------------------	--

Guideline for Terms of reference

This tender is for the Provision of Armed Physical Security for a period of three (3) years.

A. Background

The Municipality depends on its personnel, information, and assets to deliver services that ensure good health, safety, security, and economic wellbeing of all the citizens. It must therefore manage its resources with due diligence and take appropriate measures to protect them.

The Security management Unit submits a request of **ARMED PHYSICAL SECURITY SERVICES FOR A PERIOD OF (3) THREE YEARS** which will be funded from the internal fiscus.

B. Scope of Work / Terms of Reference

Tender prices to be fixed for the first twelve (12) months and escalation will be provided for as per National Bargaining Council for the Private Security Sector and Service Level Agreement (SLA) from the second (2nd) year.

Item Description	Unit of Measure	Quantity
KROONSTAD UNIT Armed security officials	1 x Supervisor (Grade C) per day shift	Seven (7) days a week
	1 x Supervisor (Grade C) per night shift	Seven (7) days a week
	54 x Security Officers (Grade D - E) per day shift	Seven (7) days a week
	58 x Security Officers (Grade D - E) per night shift	Seven (7) days a week
	13 x Security Officers (Grade D - E) per office hours	Five (5) days a week
STEYNSRUS UNIT Armed security officials	1 Supervisor (Grade C) per day shift	Seven (7) days a week
	1 Supervisor (Grade C) per night shift	Seven (7) days a week
	8 x Security Officers (Grade D - E) per day shift	Seven (7) days a week
	10 x Security Officers (Grade D - E) per night shift	Seven (7) days a week
VILJOENSKROON UNIT Armed security officials	1 Supervisor (Grade C) per day shift	Seven (7) days a week
	1 Supervisor (Grade C) per night shift	Seven (7) days a week
	26 x Security Officers (Grade D - E) per day shift per day shift	Seven (7) days a week
	26 x Security Officers (Grade D - E) per night shift	Seven (7) days a week

Moghaka Local Municipality consists out of three (3) administrative Units that are as follows: Kroonstad, Steynsrus and Viljoenskroon.

Kroonstad

One (1) day shift Supervisor x seven (7) days a week.
 One (1) night shift Supervisor x seven (7) nights a week.
 Fifty-four (54) Security Officers x seven (7) days a week on day shift posts.
 Fifty-eight (58) Security Officers x seven (7) nights a week on night shift posts.
 Thirteen Officers (13) working day shift (5) days a week.

Steynsrus

One (1) day shift Supervisor x seven (7) days a week.
 One (1) night shift Supervisor x seven (7) nights a week.
 Eight (8) Security Officers x seven (7) days a week on day shift posts.
 Ten (10) Security Officers x seven (7) nights a week on night shift posts.

Viljoenskroon

One (1) day shift Supervisor x seven (7) days a week.

One (1) night shift Supervisor x seven (7) nights a week.

Twenty-six (26) Security Officers x seven (7) days a week on day shift posts.

Twenty-six (26) Security Officers x seven (7) nights a week on nights shift posts.

The services of professionally trained, qualified and registered security personnel are required by the Client to perform duties at the premises of Moghaka Local Municipality in accordance with the chapter 3 of Minimum Information Security Standards and Private Security Industry Regulation Act, 56 of 2001.

In respect of the Security Services provided on the property of the client, the Contractor shall always comply with the provisions of the Control of Access to Public Premises and Vehicle Act 1985, Act No 52 of 1985.

Subject to the provisions of the Trespass Act 1959, Act No. 6 of 1959, an authorized officer may at any time remove any person from any premises of vehicle.

Minimum Information Security Standards: Chapter 5 instructs the state organs to conduct screening of contractors/ service providers rendering services. The screening process mainly focuses of blacklisting by National and Provincial Treasury, citizenship of Directors, reference checks, and criminal records checks.

POST SECURITY SERVICES KROONSTAD	TOTAL DAY	TOTAL NIGHT	RATE PER UNIT	TOTAL AMOUNT
Supervisor	1	1		
Main Building Back Gate	2	2		
Main Building Reception: Monday to Friday	2	0		
Main Building Ground Floor: Monday to Friday	2	0		
Main Building Escort: Monday to Friday	2	0		
Main Building 1 st Floor: Monday to Friday	2	0		
Main Building 2 nd Floor: Monday to Friday	1	0		
Kroonstad Cash Hall: Monday to Friday	2	0		
Maokeng Office	3	3		
Brentpark Office	1	1		
Electrical Workshop	1	1		
Electrical Office Back gate	1	1		
Power Station	4	4		
N1 Cable – Old Pound	1	1		
Central Switching Station	1	1		
Waterworks – Vorster Street	2	2		
Bloemhoekdam	2	2		
Grobbersdam	1	2		
Kroonheuwel Reservoir	1	1		
Maokeng Reservoir	2	2		
C Pump Station	2	2		
Pitso Pump Station	1	1		
Constantia Pump Station	1	1		
Smit Pump Station	1	1		
Sewerage Plant	2	2		
Mechanical Workshop	2	2		
Excavator	1	2		
Stores	2	2		
Civic Theatre	1	1		
Kroonpark Holiday Resort	3	3		

Disaster Office	1	1		
Park, Sport & Recreation, Security Services & Solid Waste Offices – Symonds Street: Monday to Friday	1	0		
Wespark Cemetery	2	2		
Môrewag Swimming Pool	1	1		
Nursery	1	1		
Brentpark Swimming Pool	1	1		
Brentpark Stadium	2	2		
Nyakallong	2	3		
Seeisoville Stadium	2	2		
New Sport Centre Maokeng	1	1		
Loubserpark	2	2		
Dumping Site	3	3		
Spatial Planning	1	0		
POST – SECURITY SERVICES - STEYNSRUS	TOTAL DAY	TOTAL NIGHT	RATE PER UNIT	TOTAL AMOUNT
Supervisors	1	1		
Steynsrus Sewerage	1	1		
Steynsrus Workshop	1	1		
Steynsrus Waterworks	1	1		
Steynsrus Office	1	1		
Steynsrus Pump Station – Dam	1	2		
Matlwangtlwang Office	1	1		
Booster Pump Station	1	1		
Steynsrus landfill	1	1		
Matlwangtlwang Sports Ground	0	1		
POST: SECURITY SERVICES – VILJOENSKROON	TOTAL DAY	TOTAL NIGHT	RATE PER UNIT	TOTAL AMOUNT
Supervisors	1	1		
Dumping Site	2	0		
Rammulotsi Cemetery	1	2		
Rammulotsi Hall	1	1		
Rammulotsi Office	1	1		
Rammulotsi Stadium	1	2		
Renovaal Pump Station	2	2		
Soul City Pump Station	2	2		
Sport Centre	1	2		
Viljoenskroon Cemetery – Town	1	0		
Viljoenskroon Electrical Workshop	1	1		
Viljoenskroon Offices	1	1		
Viljoenskroon Reservoir	2	2		
Viljoenskroon Sewerage	1	1		
Viljoenskroon Waterworks	1	1		
Viljoenskroon Workshop	1	1		
Cross Road Pump Station	1	1		
Renyakaletse Pump Station	1	1		
Steenberg Pump Station	1	1		
Exec Mayor House	2	2		
Viljoenskroon Landfill site	2	2		

C. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers monthly in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of the appointed service provider will be done monthly.

D. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.

90/10

A maximum of 10 points (90/10 preference points system), will be allocated for specific goals. These goals are:

The promotion of SMMEs located in the local area: 10 Points

Locality of supplier	Points
Within the boundaries of Moqhaka Local Municipality	10
Within the boundaries of Fezile Dabi District	6
Within the boundaries of the Free State	4
Outside of the boundaries of the Free State	0

E. Duration of the Contract

State how long the contract will take

3 Years

F. Applicable Functional or Technical Evaluation Criteria

See examples of Functional Evaluation Criteria below in Annexure A

SECURITY COMPLIANCE DOCUMENTS:

The bidder must submit the following documents, failure to comply, the bidder will not be evaluated further:

- Valid and certified copy of Company Private Security Industry Regulatory Authority Certificate.
- Valid and certified copy of Director/s Private Security Industry Regulatory Authority Certificate.
- Valid and certified copy of the Letter of good standing Private Security Industry Regulatory Authority.
- Valid Independent Communications Authority of South Africa License (Lease Agreement).
- Valid and certified copy of confirmation letter from Private Security Services Provident Fund.
- Valid and certified copy of Director/s Police Clearance Certificate.
- Valid and certified copy of Accreditation Certificate in terms of chapter 4 Sec 8 of the Firearms Control Act of 2000
- Valid and certified copy of ISO 27001 or 9001 certificate for general security practices.
- Valid and certified copy of a Letter of good standing compensation & injury Diseases Act.
- Registration with National Bargaining Council for Private Security Sector.
- Copy of a Bank Credit amount.
- Security Plan, how to safeguard assets, employees and the effective usage of Guard Monitoring System.

ANNEXURE "A"

Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points allocation	Documents to be submitted as proof to score points
Previous experience with organs of the state.		20	<p>For the Bidder(s) to be considered, the bidder(s) must provide written, signed, and contactable references on a letterhead from clients.</p> <p>Reference and appointment letters of similar projects (Physical Security) with contactable details to confirm provided information.</p> <p>The appointment letters must reflect the contract value amount of R 30 000 000.00 and above.</p>
5 or more Reference and Appointment Letters	5		
4 Reference and Appointment Letters	4		
3 Reference and Appointment letters	3		
2 Reference and Appointment Letters	2		
1 Reference and Appointment. Letter	1		
0 Reference and Appointment Letters Attached	0		
Operational Security Personnel		10	Attach valid and certified copy of Police Clearance Certificates.
Police Clearance Certificate	5		
6 x Supervisors			
Less than 6	0		
Vehicles		20	Certified copies of Valid motor vehicle registration licences in the name of the company.
20 and more vehicles	5		
10 -19 vehicles	3		
Less than 10 vehicles	0		
Firearms		40	<p>Valid and certified copy of Accreditation Certificate in terms of sec 6 of the Firearms Control Act Of 2000</p> <p>Attach a copy of authorization/ licence to possess firearms in terms of chapter 6 Sec 20 Firearms Control Act of 2000 which indicates Official code of the company, type of firearm, calibre, serial number and make.</p>
50 and more	5		
Less than 50	0		
Attach Liability Insurance Cover		10	Comprehensive schedule of insurance cover of the company detailing all areas of importance inclusive of negligence to the value of R 30 000 000
R 30 M and more	5		
Less than R 30 M	0		
Total Allocation		100	

