



PROJECT NAME:

PROVISION OF PHYSICAL SECURITY SERVICES AT PHALABORWA SCHEME

USER DEPARTMENT : CORPORATE SERVICES -SECURITY SERVICES

PROJECT NO : RFQ NO 12/08/23- PHALABORWA

NAME OF SERVICE PROVIDER:

CENTRAL SUPPLIER DATABASE (CSD) NO: MAAA.....

TOTAL AMOUNT INCLUDING VAT:

NOTE: >LNW RESERVES THE RIGHT TO INCREASE OR REDUCE THE SCOPE OF WORK.

RFQ ADVERT DATE: 15 August 2023

RFQ CLOSING DATE: 21 August 2023 @10 AM

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1. BACKGROUND INFORMATION

LNW requires the services of a PSIRA accredited Security Service Provider to ensure safety and security at Phalaborwa plant on a 24/7 physical monitoring due to its high risks exposed to daily.

2. SCOPE OF WORK

The security service provider must perform the following duties and responsibilities.

2.1. Duties and Responsibilities

- 2.1.1. To provide physical security services 24/7 through access and exit control including searching.
- 2.1.2. Conduct routine inspection of the boundary fence, security doors, windows and security lights and report to the maintenance team any faults/findings immediately.
- 2.1.3. Provide monthly consolidated incident reports.
- 2.1.4. Provide 24 hours on-line guard services monitoring from a control room to maintain communication with all sites and coordinate the deployed Security Officers. (**Day-hourly and Night-every 30 minutes**)
- 2.1.5. The Bidder must have a fully equipped 24/7 Security Control Room for constant communication with Security Officers on-site i.e., reporting on duty, emergency situations and monitoring of guard patrol system etc.
- 2.1.6. Responsible to handle emergencies and unforeseen circumstances within and around the sites.
- 2.1.7. Ensure that the Occurrence Book and all registers are available.
- 2.1.8. The appointed Service Provider will work closely with SAPS or any law enforcement agencies i.e., liaise and coordinate all security related matters with the designated LNW official and ensure all security related incident are registered.
- 2.1.9. Enforce LNW Security Procedure Manual and Standard Operating Procedures (SOP) for Access Control at all LNW operational sites. The SOP must be discussed prior to commencement of the appointment and be regularly reviewed.

2.2. Legal requirements

The security service provider must familiarise with the following legislative prescripts to ensure smooth implementation of the projects.

- 2.2.1. Compliant and Accredited with Private Security Industry Regulatory Authority (PSIRA)

- 2.2.2. Ensure that all deployed Security Officers are registered with PSIRA and renewed their PSIRA Certificate as a regulatory mandate.
- 2.2.3. Should any services within the scope of the tender be carried out by an unqualified person as required by the specification above it will be considered a breach of contract by LNW and penalties shall be effected.
- 2.2.4. Compliant with Firearm Control Act No. 60 of 2000.
- 2.2.5. Be responsible for access control in terms of Control of Access to Public Premises and Vehicle Act No. 53 of 1985.
- 2.2.6. Compliant with Basic Conditions of Employment-Bargaining Council Main Collective Agreement.
- 2.2.7. Compliant with the requirement of Occupational Health and Safety Act No. 85 of 1993 and Skill Development Act No. 97 of 1998.

2.3. Required Operational Security Officer's Apparatus

No.	Apparatus
1	Uniform: Corporate Uniform at Head Office and Tzaneen office. Combat Uniform including Steel Toe Cap Safety Boots at all other sites
2	Handheld Metal Detectors
3	Battery operated/rechargeable (Energizer) LED Handheld Torches (+1,75m Beam)
4	Batons : each Security Officer to be provided with one
5	Handcuffs two (2) per site
6	Pepper Sprays: each Security Officer to be provided with one.
7	Occurrence Book per site
8	Exit and Entry Register Book
9	Vehicle Register Book per site for all LNW vehicles
10	Asset Register
14	Two-way radios
15	All Security Officers to be provided with security pocketbooks

Table 1

3. PRICE SCHEDULE AS PER NUMBER OF DEPLOYED SECURITY OFFICERS ON-SITE

3.1. (a) Number of Security Officers (SO) required **(GRADE C with Fire-arm Competency where firearm is required)**

Region	Site	No. of SOs 06h00 – 18h00 (A)	No. of SOs 18h00 – 06h00 (B)	Total No. of SOs required per site (A + B) = C	Unit Price per SO (VAT incl.) (D)	Total cost (VAT incl.) (C x D) = €	Firearms required Yes/No (ONE)
Mopani	Phalaborwa Scheme	3	3	6			Yes
Total		3	3	6	(F) VAT incl.		
(3.1(a): TOTAL PRICING - (F)						(G)	

Table 2

3.1. (b) Dog Handlers (GRADE **C**) , Patrol and Track dogs required

Region	Site	No. of Dog Handlers 24- hour shift (H)	Dog Handlers(I) Unit Price per (VAT incl.)	Total cost (VAT incl.) H x I = (J)	No. of Patrol and Track dogs 24-hour shift (K)	Patrol and Track dogs (L) Unit Price per (VAT incl.)	Total cost (VAT incl.) K x L =(O) Estimated kilometers per month = 1 500. (Pricing of kilometers travelled as per AA rates).
Mopani	Phalaborwa Scheme	2	R	R	2	R	R
(3.1(b): TOTAL PRICING =J + O						(P) VAT incl.nc	
Grand Total of 3.1.(a) and 3.1.(b)						(G) + (P) = (R)) VAT incl.	
Total cost for 3 months VAT inclusive						(R) x 3months = (Q)	

Table 3

Note: The Security Officers' Cost must be inclusive of all costs as stipulated within **PSIRA Pricing Structure**.

4. PROCUREMENT PROCESS

The normal LNW process will be followed in line with the company's SCM policy and - procedures with no deviations from the normal anticipated at this stage.

CIDB grading required	: None
Validity of Tender	: 90 days (3 months)
Contract Period	: 3 Months
Date advert published	: 15 August 2023
Tender document available	:N/A
Closing date of Advert	: 21 August 2023
Site Inspection date	: N/A

5. EVALUATION CRITERIA

Preferential Points System will be used to evaluate this bid in line with the Preferential Procurement Policy Framework Act, 2022. Bidders will be evaluated on functionality first, only those qualifying by achieving the minimum cut off point of 70% (21 points) will be evaluated on administrative compliance and then price and Preference Points.

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

- Relevant specifications
- Value for money
- Capability to execute the contract.
- LNW SCM Policy
- PPPFA & associated regulations

6. MANDATORY REQUIREMENTS (Pre-qualification)

8.1. Valid PSIRA Compliance Certificate.

8.2. PSIRA's Letter of Good Standing.

8.3. Valid **ICASA** Accredited Certificate: Attach proof of registration certificate in Control Room's address. **Note:** If the Service Provider has outsourced the service, he/she MUST attach the

Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) with the Accredited ICASA company.

8.8. Attach Proof of registration on the Central Suppliers Database (CSD

8.9. All bid documents must be completed in full (No tampering of bid documents with either correction fluid, sticky papers or any other thing which can indicate that the bid document has been tampered with). Any cancellation on the any page of the bid document must be initialised by the Service Provider.

Note: *Failure to comply with any of the above requirements will lead to disqualification of the tenderer/Bidder.*

7. FUNCTIONAL REQUIREMENTS

BIDS WILL FURTHER BE EVALUATED IN TERMS OF METHOD 4

- **Stage 1:** Evaluation on Functionality (Minimum of 70% (21 points) to be scored to be considered responsive).
- **Stage 2:** Evaluation on 80/20 or 90/10 preferential points system (Price and preference points).

9.1. Stage 1: Evaluation on Functionality

Under functionality, Bidders must achieve a minimum of 70% (21 points) of functionality to be considered for further evaluation in stage 2 (Evaluation on Price and preference points).

Functionality Requirements

	Points
All bids duly lodged will be evaluated on functionality after qualifying Mandatory requirements. The evaluation criteria and weighting for measuring functionality are indicated below.	30
Criterion	
Operational Experience	16
Company Experience (16 points)	
Successfully completed or ongoing safeguarding of sites for a contract period of 2 years and above. (16 points)	

<ul style="list-style-type: none"> ▪ 1 project equals 4 points ▪ 2 projects equal 8 points ▪ 3 projects equal 16 points <p>[Attach a copy of signed reference letter for completed projects/ ongoing projects from the clients with contactable reference indicating the contract period of service. NOTE: Points will be not be awarded for non-submission of signed reference letter indicating the contract period.</p>	
Capacity	8
<p>Adequate resources and capacity (8 points)</p> <p>Required three (2) monitoring and patrol vehicles per region. (8 points)</p> <ul style="list-style-type: none"> ▪ 1 vehicle = 4 ▪ 2 vehicles = 6 ▪ 3 vehicles = 8 <p>Attach proof of vehicles registration certificate registered in company or shareholder's name. These vehicles can be owned or rented and proof to be attached.</p>	
Proposed Key Personnel	6
<p>PSIRA accredited Control Security Officers (CSO). (6)</p> <p>Two (2) Security Supervisors required. Provide summary of CV with minimum 2 years working experience as a Security Supervisor and attach Certified copies of the following.</p> <ol style="list-style-type: none"> 1. Grade A or B PSIRA Certificate, 2. Competency Certificate – <ul style="list-style-type: none"> ▪ Handgun or ▪ Short-gun or and, ▪ Rifle, 3. Valid Driver's licence <ul style="list-style-type: none"> ▪ One (1) SP CV with all required above attachments = 3 ▪ Two (2) SPs CVs with all required above attachments = 6 <p>Note: All (2) SP's CVs must have all the required attachments above. (Item 1, 2, and 3). Failure to attach the required attachments will lead to zero (0) scoring</p>	

Table 4

8. ADMINISTRATIVE COMPLIANCE

10.1. **COIDA's** Letter of Good standing.

10.2. **UIF Certificate** of Compliance.

10.3. Company registration documents (CK).

10.4. Attach proof of Company or Shareholders Municipal Rates or Signed lease agreement or a dated stamped letter from tribal authority. (Proof not more than three months old from advert date).

10.5. Certified ID copies of the company shareholders less than 3 months.

10.6. Completed SBD 4 form.

10.8. Letter of intent from either Professional Indemnity/Public Liability Insurance/ Security Service Liability/ General Liability equal to R2 million rands towards any loss of assets to the client.

10.9. Proof of SARS tax compliance

Note:

- The client reserves the right to verify any information provided by bidder.
- The bidders must comply with all terms and condition including requirements as stipulated in the Tender Documents to be evaluated further.
- LNW is not compelled to accept the lowest or any bid.
- LNW reserves the right to negotiate with top 3 bidders in line with Preferential Procurement Regulations 2017.

Please note that the above required administrative documents will be deemed as mandatory to the preferred bidder if not submitted with the Tender documents. The required administrative documents will be requested for submission within two working days and failure to submit the bidder's proposal will be deemed as non-responsive.

9. Stage 2: EVALUATION PRICE AND PREFERENCE POINTS 80/20 or 90/10

Financial offer and PREFERENCE POINTS

- a) Score Tender Evaluation points for financial offer.
- b) Confirm that tenderers are eligible for preference points claimed, and if so, score tender evaluation points for preference points.

Note: NO BIDDER WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition on SBD 4 attached)

Scoring functionality

- Score functionality in each of the categories stated in the Tender Data and calculate total score for functionality.

Scoring Financial Offers

- Score the financial offers of remaining responsive tender offers using the following formula:

$N_{FO} = W_1 \times A$ where:

N_{FO} = the number of tender evaluation points awarded for the financial offer.

W_1 = the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

A = a number calculated using either formulas 1 or 2 below as stated in the Tender Data.

Formula	Basis for comparison	Option 1	Option 2
1	Highest price or discount	$(1 + \frac{(P - P_m)}{P_m})$	P/P_m
2	Lowest price or percentage commission/fee	$(1 - \frac{(P - P_m)}{P_m})$	P_m/P

Where:

P_m = the comparative offer of the most favourable tender offer.

P = the comparative offer of tender offer under consideration.

The 80/20 or 90/10 Preferential Point System will be used to evaluate the bid.

Preference Points Allocation (As per the Preferential Procurement regulations 2022)

#	Specific goals	Means of verification	80/20	90/10
1	Disability (Minimum of 1 shareholder ownership in the company)	CSD Report	5	2,5
2	Black women (100% Black women ownership in the company)	CSD Report	5	2,5
3	Black ownership (100% Black ownership in the company)	CSD Report	5	2,5
4	Black Youth (Minimum of 1 shareholder Black Youth ownership in the company)	CSD Report	5	2,5
Total points			20	10

Table 5

The points scored by the tenderer in respect of the level of Preference Points Allocation must be added to the points scored for price.

10. CONTRACT CONDITIONS

- 12.1. All deployed Security Officers and Control Security Officers with criminal records, irrespective of its enormity shall not be allowed to provide security services or even enter LNW operational sites for whatever reason.
- 12.2. All recorded information in all registers within LNW shall not be shared with third party unless prior knowledge and approval of LNW.
- 12.3. All deployed Security Officers and Supervisors must be provided with security apparatus and logistics. **(Refer Table 1)**
- 12.4. LNW reserves the right to increase or decrease number of security officers due to its operational requirements and this will not be deemed as a variation but framework increase. The rates submitted will be applied on any increase on the number of security guards and the scope of work must remain the same.
- 12.4. The Bidder must take note that if contravention(s) are compromising the corporate image of LNW either an incident and/or non-compliance/ or and, losses occurred due to negligent actions, LNW reserves the right to recover such losses from Security Service Provider.

- 12.5. The appointment of existing Security Officers from the previous Service Provider must be discussed with LNW Security Unit and approved beforehand.