

KHULA BUSINESS PREMISES (PTY) LTD

Wholly owned subsidiary of Small Enterprise Development and Finance Agency (Sedfa)
Company Registration Number 2003/002883/07
VAT Registration Number 4270218482

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Finance and Procurement Department Supply Chain Management

Request for Bids (RFB)

THE OBJECTIVE OF THIS RFB IS FOR THE APPOINTMENT OF SECURITY SERVICE PROVIDER TO RENDER GUARDING SERVICES AT WESFLEUR SHOPPING CENTRE & NEIL HARE FACTURAMA, ATLANTIS, WESTERN CAPE FOR TWENTY-FOUR (24) MONTHS.

Bid Information

Bid Number	06/KBP/2024/2025
Bid Closing Date	06 OCTOBER 2025
Bid Description	THE OBJECTIVE OF THIS RFB IS FOR THE APPOINTMENT OF SECURITY SERVICE PROVIDER TO RENDER GUARDING SERVICES AT WESFLEUR SHOPPING CENTRE & NEIL HARE FACTURAMA, ATLANTIS, WESTERN CAPE FOR TWENTY-FOUR (24) MONTHS
Bid Validity Period from Date of Publication	120 days
Bid Compulsory Briefing Session	25 SEPTEMBER 2025 at 10:00am to 12h00pm
Address for Compulsory Briefing Session	Wesfleur Shopping Centre, 20 Wesfleur Circle, Atlantis, Western Cape. (Erfs 6301 & 11352) Note: The bidder who fails to attend the compulsory briefing session will be automatically disqualified.
Bid Contact Person	Mr Patrick Makgata Ms Fowzia Leeuw
Evaluation Method: Points System	80/20

Deadline for Responding to Clarifications for this bid	29 SEPTEMBER 2025
Fraud Hotline to report any wrongful or criminal deception or coercion intended to result in financial or personal gain by any SEDFA employee or person involved in this bidding process	0800 000 663 (For anonymous reporting)
For complaints	procurement_complaints@SEDFA.org.za

Special Conditions and Requirement of Contract

THE OBJECTIVE OF THIS RFB IS FOR THE APPOINTMENT OF 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, **sefa**, Seda, and the Cooperative Banks Development Agency (CBDA) have officially merged to form **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 both 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) with the objectives to

- 1.2.1. Design and implement development support programs for small enterprises,
- 1.2.2. Promote 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, and
- 1.2.5. Strengthen the capacity of service providers to support and enable small enterprises to compete successfully both domestically and internationally.

2. BID SUBMISSION REQUIREMENTS

2.1. Bids must be submitted in a **sealed envelope and marked** as follows:

ATTENTION: Sedfa SUPPLY CHAIN MANAGEMENT

Description of the Bid:

Bid Number:

Name of the Bidder:

2.2. GENERAL BID REQUIREMENTS

- a. Bid documents **must** be initialled on every page.

- b. Number of sealed envelopes/files must compose of one (1) **ORIGINAL** and one (1) electronic PDF **copy** of the original bid proposal document on a memory stick or flash drive.
- c. The bid proposal should be written in English including the certificates.
- d. 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 Bid document under Bid Information.
- e. The bidder will bear all expenses associated with the preparation and submission of this Bid.

2.3. **SEDFA PHYSICAL ADDRESS**

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

For more information, please visit the **Seda and sefa** websites:

www.seda.org.za and www.sefa.org.za

2.4. **BID RESPONSES**

2.4.1. **BID FORMAT**

2.4.2. Bidders shall submit their bid response in accordance with the requirements as outlined in the Bid Response Template provided in Appendix 1.

2.4.3. Each section must be clearly marked, and the documents must be bound.

2.4.4. The RFB comprises a number of sections and the bidder's proposal must include all the required information and documentation as outlined in this RFB.

2.4.5. **GENERAL CONDITIONS OF CONTRACT**

2.4.5.1. 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:** Declaration of Interest.
- 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 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, Industry and Competition (the **dtic**) for qualifying enterprises except those who fall under the Construction Sector Charter Council (CSCC). Other sworn affidavits will not be accepted. The **dtic** and CSCC affidavit templates are available under **ANNEXURE B**.
- g. National Treasury **Central Supplier Database (CSD) registration** (The bidder to attach a proof of registration).
- h. Submission of bidder's **Companies & Intellectual Property Commission (CIPC) registration documents**, listing all Directors or Shareholders and certified copies of the Identify Documents (ID) of Directors or Shareholders (not older than three months).

2.4.5.2. 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.

2.4.5.3. The bidder's staff must be South African citizens and **SEDFA** reserves the right to validate citizenship.

2.4.6. **PRICE PROPOSAL**

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

2.5. **LATE BIDS**

Bids submitted at the stated bid address, after the closing date & time, shall not be considered under any circumstances.

2.6. **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.

2.7. **BID DISTRIBUTION**

2.7.1. 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 familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither **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.

- 2.7.2. 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.

2.8. **Site-Inspection**

Sedfa reserves the right to conduct Site Inspection with shortlisted Services provider scored more than 60% in functional evaluation at the date and time to be determined by SEDFA.

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 – Site Inspection

Stage 5 – Price and Preference (Specific Goals).

2.8.1. **STAGE 1: ADMINISTRATIVE SCM COMPLIANCE**

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, stated Special Conditions of Contract – **Annexure A**

2.8.2. **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**.

2.8.3. **STAGE 3: FUNCTIONALITY EVALUATION**

- a. All bids will be evaluated independently by the evaluation panel members in terms of the defined evaluation criteria for functionality evaluation.
- b. Bids that score less than **60 points out of 100** on functionality shall not be considered further.
- c. Bids will be evaluated on Functional requirements as outlined in **ANNEXURE C**.

2.8.4. **STAGE 4: SITE INSPECTION**

- a. All bids will be evaluated independently by the evaluation panel members in terms of the defined evaluation criteria for Site inspection evaluation.
- b. Bids that score less than 70 points out of 100 on Site Inspection shall not be considered further.
- c. Bids will be evaluated on Functional requirements as outlined in **ANNEXURE D**.

2.8.5. **STAGE 5: EVALUATION OF PROPOSAL ON APPLICABLE POINTS SYSTEM**

- 2.8.5.1. Only bidders that have scored a minimum of **70/100** on Site inspection will be evaluated during stage 5 for pricing and specific goals.
- 2.8.5.2. 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.
- 2.8.5.3. The applicable preference point system for this tender is the 80/20 preference point system.
- 2.8.5.4. In terms of 80/20 points system, points are awarded to bidders on the basis of:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 POINTS

3. POST AWARD CONDITIONS

- 3.1. The successful bidder must make sure that they comply with all relevant Employment legislation and applicable bargaining council agreement, including the Unemployment Insurance Fund (UIF), Compensation for Occupational Injuries and Diseases Act (COIDA) and Pay As You Earn (PAYE).
- 3.2. The appointed bidder will be given three months period to submit certified copies of certificates of the Unemployment Insurance Fund (UIF) after commencement of the contract.
- 3.3. The appointed bidder must be in good standing with Private Security Sector Provident Fund (PSSPF) to ensure that the payments for the monthly contributions for the employees currently in their employ are up to date for the contract period.
- 3.4. The wages paid to security officers should NOT be less than the minimum wage rate as prescribed by the Illustrative Pricing Guide from National Bargaining Council in the pricing Schedule: Security Services, South Africa throughout the contract period.
- 3.5. The bidder must pay officers their monthly salaries consistently in line with the National Bargaining Council for the Private Security Sector (NBCPSS) as

evidence of financial compliance of the bid for service rendered, failing which Sedfa will exercise the right to terminate the contract.

- 3.6. The service Provider must be able to remunerate their officers even when the client is late with invoice payments due to technical problems or any other reason whatsoever.
- 3.7. The appointed bidder must ensure that they have valid public liability insurance of R 2 000 000 for the material time of the contract..
- 3.8. Services will be rendered as detailed/ stated in the Scope of Work / Terms of Reference.
- 3.9. The successful bidder shall submit a monthly statement of all outstanding payments, credit notes issued, and payments made. Such statements shall also contain the order number, the details of the date of the transaction, the invoice number, remittance number and credit note details.
- 3.10. **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.
- 3.11. All procurement related to this service, as outlined in this RFB, shall be conducted by **Sedfa's** Supply Chain Management department only.

4. STAFF REQUIREMENTS

- 4.1. The successful bidder must ensure the following:
 - a. That the staff working under this contract are in good health.
 - b. That they are adequately trained prior to commencement of the contract.
 - c. That replacement staff is available should the need arise. The bidder is obliged to inform **Sedfa** of any removal and replacement and the replacement of staff can only be done with the formal approval of **Sedfa**.
 - d. Staff must be dressed appropriately and where required.
 - e. The bidder's staff must be South African citizens and **Sedfa** reserves the right to validate citizenship.

5. RESOURCE REQUIREMENTS

The successful bidder must provide the necessary work tools to the bidder's employees working on the project.

6. SERVICE LEVEL AGREEMENT

- 6.1. The successful bidder will be required to enter into a Service Level Agreement with **Sedfa**.
- 6.2. A performance measurement process will form an integral part of the Service Level Agreement, to be signed after the successful bidder has been appointed.

7. SUPPLIER DUE DILIGENCE

- 7.1. **Sedfa** reserves the right to conduct bidder due diligence to shortlisted bidders prior to final award or at any time during the contract period. This may include site visits if applicable.
- 7.2. **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 **Sedfa** to conduct such vetting requirements, if and when required.

8. BID CANCELLATION

In the case of the cancellation of this RFB, **Sedfa** shall endeavour to inform all bidders, through the same medium used for the communication of the RFB.

9. MATERIAL CHANGES

- 9.1. Any material changes 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 **Sedfa**, and any failure to seek such approval from **Sedfa** shall result in **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-apartments and subcontracting of work arising out of this bid to complete certain work.
- 9.2. **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 **Sedfa’s** Supply Chain Management in writing and shall provide sufficient reasons and information to allow **Sedfa** to make such a decision. **Sedfa** reserves the right to accept or reject any such request for approval.

10. FRAUD ALERT

- 10.1. **SEDFA** takes a zero-tolerance approach to fraud, corruption and bribery.
- 10.2. **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).
- 10.3. Please note that under no circumstances will **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 **Sedfa** official, is a blatant attempt at defrauding bidders and such a scam must immediately be reported to the **Sedfa** Anti-Corruption line. **Sedfa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

- 10.4. Sedfa is committed to a fraud-free environment. One call can keep Sedfa Fraud & Corruption Free. Individuals may report any suspicious activity (Fraud, corruption or bribery) by calling the Sedfa Fraud Hotline: 0800 724 666 or email sedfa@thehotline.co.za or sms: 30916 or go to <https://www.thehotline.co.za/report>.

11. COMMUNICATION

- 11.1. **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.
- 11.2. 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.
- 11.3. Communication between the closing date and the award of the bid, between the bidder and other **Sedfa** officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited.

12. CONTACT DETAILS

- 12.1. Main Contact

Name : Patrick Makgata

Email : pmakagata@sedfa.org.za

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

13. SCOPE OF WORK / TERMS OF REFERENCE

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

14. ANNEXURES

Annexure A: Stage 1 - Administrative Compliance Requirements

Annexure B: Stage 2 - Mandatory Requirements

Annexure C: Stage 3 - Functionality Criteria

Annexure D: Stage 4 – Site Inspection







Annexure E: Stage 5 - Price and Preference

Annexure E: Scope of Work / Terms of Reference

Appendix 1: Bid Proposal Template

ANNEXURE A

Stage 1 - Administrative Compliance Requirements

Document Name	Template
National Treasury. Government Procurement: General Conditions of Contract, July 2010	 NT General Conditions of Contr
SBD 1	 SCM-Bid documents SBD 1 15092025.pdf
SBD 6.1	 SBD 6.1 SPECIFIC GOALS 80_20 PREFEF
SBD 4	 Standard Bidding Document (SDB) 4_A
GCC	 GCC
B-BBEE sworn affidavits	 Affidavit-EME-Gen.pdf

STAGE 1 - ADMINISTRATIVE COMPLIANCE

- a) The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative.
The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of CSD Report.
- b) Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of the RFQ.
- (d) 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.
- (e) 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.

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 reflected deregistered on CIPC and or CSD shall result in disqualification of the bid.

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

ANNEXURE B

STAGE 2 - MANDATORY REQUIREMENTS

No.	Mandatory Requirements	Comply / Not Comply
1.	<p>The bidders must have a functional Control Room within 60km 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"> • Copy of Utility Bill should be valid at the time of submission or not more than 3 months old or • Lease agreement or • Title Deed or <p>Official letter with a stamp from the local councilor confirming the address of the company should be valid at the time of submission or not more than (3) three months old</p>	
2.	PSIRA Requirements.	
2.1	The bidder is to provide a copy of Company registration and Letter of Good Standing with PSIRA. (Please attach a valid certified copy of the certificate) on the closing date and time of the RFB.	
2.2	The Directors must be registered with PSIRA (Minimum of Grade B): (The Bidder must submit a valid certified copy of the PSIRA certificate for the Directors as proof)	
2.3	The bidder must propose eight (08) security officers with a minimum of Grade C to be deployed at Wesfleur Shopping Centre (20 Wesfleur Circle Atlantis, Western Cape) and Neil Hare Facturama (Neil Hare Road, Neil Hare Industria, Atlantis, Western Cape.) The security Officers must have valid PSIRA certificates on the closing date of the RFB. (Please attach valid certified copies of the certificates).	
3	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 (COIDA) with the Department of Labour. (Attach copy of certificates), at the closing time and date of the RFB.	

4	NATIONAL BARGAINING COUNCIL FOR PRIVATE SECURITY SECTOR <ul style="list-style-type: none"> Bidders (company) must be registered with the National Bargaining Council for Private Security Sector (NBCPSS). As proof, bidders must submit the letter of good standing from NBCPSS on the closing date and time of the RFB (certified copies must be within three months). 	
5	<p>Bidders must comply with Illustrative Pricing Guide from National Bargaining Council in the pricing Schedule. The wages and the quotation provided should NOT be less than the minimum wage rate as prescribed by the National Bargaining Council for the Private Security Sector (NBCPSS)</p> <p>Attach dummy pay slip for proposed staff (Grade B and C)</p>	
6	<p>Monitoring and Armed Response:</p> <p>The bidder must submit a copy of the MOU with a company contracted to do armed response on behalf of the bidder.</p> <p>OR</p> <p>The bidder must submit copies of firearm ownership and firearm competency certificate.</p>	
7	The bidder must provide proof that it has taken out sufficient public liability insurance of R 2 000 000 or more to cover any negligence and/or damage on the closing date and time of the RFB	
8	Bidders must attend the compulsory site briefing by registering the companies' details and signing of the Attendance Register	

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

STAGE 3.- FUNCTIONALITY CRITERIA

ANNEXURE C

FUNCTIONAL EVALUATION CRITERIA

NO	REQUIREMENTS	Weighting
1. Reference Letters.	<p>The bidder must provide contactable reference letters. The bidder must have a minimum of 3-5 years' experience in providing physical security guarding services</p> <ul style="list-style-type: none"> • No reference experience = points • One (1) to two (2) years' experience= 15 points • Three (3) to five (5) years' experience = 30 points • Five (5) and more years of experience = 40 points <p>Note: The reference/s letter must be on the company letterhead, have a description, be signed, and have contact details for the referrer and the value of the contract.</p> <p>Purchase orders or appointment/award letters will not be accepted</p>	40
2. Company Vehicles Registration.	<p>The bidder must provide proof of vehicle ownership as follows:</p> <ul style="list-style-type: none"> • Being in possession of a fleet of a minimum of three (3) vehicles (Proof of Fleet/Lease of fleet/Vehicle registration (to be in the name of the bidding company or the company director)- submit proof of ownership). • No proof of vehicle = 0 Point • proof of 1 vehicle = 15 Points • proof of 2 vehicles = 30 Points • proof of 3 or more vehicles = 40 Points 	40

NO	REQUIREMENTS	Weighting
3. Experience of Security Officers.	<p>The bidder must provide the CVs of eight (8) officers with three (3) years' experience in physical security services and these CV's must be that of the proposed Grade C security officers mentioned under mandatory requirements.</p> <ul style="list-style-type: none"> No Cv submitted = 0 Point One(1) Security Officer Cv = 6 Points Two (2) Security Officers Cv's = 8 Points Three (3) Security Officers Cv's = 10 Points Four (4) Security Officers Cv's = 12 Points Five (5) Security Officers Cv's = 14 Points Six (6) Security Officers Cv's = 16 Points Seven (7) Security Officers Cv's = 18 Points Eight (8) Security Officers Cv's = 20 points 	20
TOTAL		100

Bidders are required to obtain a minimum threshold of 60 out of 100 points on functionality to be evaluated further. Any bidder who scored less than 60 Points will be eliminated and disqualified.

STAGE 4 – SITE INSPECTION

Annexure D

Site Inspection

Only qualifying bids meeting/ exceeding the stipulated minimum threshold for the Phase 3: Functionality Criteria will be considered for Phase 4: Site Inspection.

Item	REQUIREMENTS	Weighting
Modern state of the art control room.	<ul style="list-style-type: none"> No functional control room = 0 Points Fully operational control room for effective communication between control room and the guards on site) = 50 Points 	50
Fleets/Vehicles not older than 10 years to be available on-Site	<ul style="list-style-type: none"> No proof of vehicle = 0 Point proof of 1 vehicle = 15 Points proof of 2 vehicles = 30 Points proof of 3 or more vehicles = 50 Points 	50
TOTAL		100

Bidders are required to obtain a minimum threshold of 70 out of 100 points on Site Inspection to be evaluated further. Any bidder who scored less than 70 Points will be eliminated and disqualified.

STAGE 5 - PRICE AND PREFERENCE (SPECIFIC GOALS).

- Bidders are required to complete the Pricing Schedule in full.
- **Note:** Failure to complete the Pricing Schedule may result in disqualification of the bid.
- Bidders must provide a comprehensive pricing and fee structure that clearly outlines all costs associated with the proposed services
- Pricing must include any applicable VAT and specify whether the fees are once-off, monthly, hourly, or based on a retainer model.

ANNEXURE E

STAGE 5: EVALUATION OF PROPOSAL ON APPLICABLE POINTS SYSTEM

1. Only bidders that have scored a minimum of **70 / 100** on site- inspection will be evaluated during stage 5 for pricing and specific goals.
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.
 - a. The applicable preference point system for this tender is the 80/20 preference point system.
 - b. In terms of 80/20 points system, points are awarded to bidders on the basis of:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 POINTS

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

(Note to Tenderers: The tenderer must indicate how they claim points for each preference point system. Failure of the tenderer to submit the fully completed SBD 6.1 with the points claimed and supported by proof/documentation will result in points being forfeited)

Specific Goals Allocated and Points to claimed in terms of this tender								
Indicate the following to support this claim. Failure to provide the required information will result in being forfeited.								
Indicate Number of <u>Full Time Employed Paid Employees:</u>								_____
Total Annual Turnover or Revenue:								R_____
Size of Enterprise						Number of points allocated (80/20 system)		Number of points claimed (80/20 system) (To be completed by the tenderer)
Micro Enterprise						8		
Small Enterprise						5.6		
Medium Enterprise						3.2		
Large Enterprise						0.8		
Sworn Affidavit/ BBBEE Certificate (Ownership aligned to B-BBEE Status Level)						2		
L1	L2	L3	L4	L5	L6	L7	L8	
2	1.75	1.50	1.25	1	0.75	0.25	0	
Black Women Owned (more/≥30% owned)						4		
Target Group: Youth						2		
Spatial: Rural						4		
Spatial: Townships						2.4		
Spatial: City						0.8		

Supporting Document for Claiming of Specific Goals:

The bidder must also indicate point claims on SBD 6.1.

Size of Enterprise: Micro, Small, Medium enterprises: maximum 8/20

Verification Method: National Small Enterprise thresholds for defining enterprise size classes by sector and CSD

B-BBEE (Black Ownership): Maximum 2/20 points.

Verification Method: BBEE certificate and or Sworn Affidavit:

Youth = 2/20 points which will be allocated follows:

Verification Method: CIPC and or CSD

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

- Rural = maximum 4 points
- Township= 2.4
- City= 0.8

Verification method: Copy of Utility Bill, Lease Agreement, Title Deed, letter from Municipality outlining the physical address of the company and official letter with stamp from the local councilor.

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

The points scored by a bidder in respect of Specific Goals will be added to the points scored for price.

Only bidders who have completed and signed the declaration part of the Specific Goal form and who have submitted the relevant supporting documents will be allocated points.

The points scored will be rounded off to the nearest 2 decimals.

Criteria for breaking deadlock in scoring

- a) If two or more tenderers score an equal total number of points, the contract will be awarded to the tenderer that scored the highest points for Specific Goals.

- b) If two or more tenderers score equal total points in all respects, the award will be decided by the drawing of lots.

A contract may, on reasonable and justifiable grounds, be awarded to a tender that did not score the highest number of points.

SEDFA reserves the right to enter into negotiations with the preferred bidder.

SEDFA reserves the right to provide policy relating to the handling of information (Protection of Personal Information Act).

ANNEXURE E

SCOPE OF WORK / TERMS OF REFERENCE

TERMS OF REFERENCE: THE OBJECTIVE OF THIS RFB IS FOR THE APPOINTMENT OF 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 Sedfa owns two (02) properties in the Western Cape areas that require guarding services.

2. PURPOSE

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

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

2.2 The security service provider must comply with all relevant government legislation as well as comply with Seda's terms and conditions

2.3 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 include the following:

Duty point	Position	Quantity	Job Purpose	Job requirements
Neil Hare Facturama	Security Guards	1 x Day Shift	Secure access and exit control and ensure entrances are free from any obstructions including informal traders.	South African with no criminal record.
	Unarmed Security Guard with Grade C	1x Night Shift	Secure premises by patrolling the periphery of the building.	Positive security clearance.
Wesfleur Shopping Centre	Security Guards	3 x Day Shift	Report and supply relevant information of major incidents to their control room.	Grade 10 and must be proficient in English and any other South African language.
	Unarmed Security Guard with Grade C	3 x Night Shift	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 the following fully operational equipment:

Item Description	Neil Hare Facturama	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
Guard monitoring system	1	1
2-way radios	0	3

4. BID PROPOSAL FORMAT

All bidders must return their proposals categorized and indexed under the following sections:

5. SECTION 1: COMPANY PROFILE & REFERENCES

The bidder must attach a copy of the company's profile, clearly outlining the number of years involved in the implementation of a microfinance & entrepreneur franchise management system.

Experience and reference letters as outline in the evaluation criteria must be submitted as part of this section.

6. SECTION 2: TEAM CV'S, SKILLS, AND EXPERIENCE

The bidder must complete the table in Section 3, outlining the experience of the bidders' team/staff that will be assigned to deliver the project. Should any of these team/staff members be replaced, authorization must be requested from **Sedfa**. The proposed replacement must meet the requirements as outlined in this Scope of Work/TOR.

A Curriculum Vitae must be attached for each staff member who will be assigned to the project team.

7. SECTION 3: PROJECT IMPLEMENTATION PLAN

The bidder must submit a detailed project implementation plan that outlines the steps required.

8. SECTION 4: PRICING PROPOSAL

Bidder must submit a pricing proposal as outlined in the Bid Proposal Template (Appendix 1).

9. SECTION 5: ADDITIONAL INFORMATION

Any additional information pertinent to the proposal can be attached under this Section.

An electronic editable copy of the Bid Proposal Template will be available on the **SEDFA** website: www.sefa.org.za / www.seda.org.za / www.etenders.gov.za

APPENDIX 1

BID PROPOSAL COVER PAGE

THE OBJECTIVE OF THIS RFB IS FOR THE APPOINTMENT OF SECURITY SERVICE PROVIDER TO RENDER GUARDING SERVICES AT WESFLEUR SHOPPING CENTRE & NEIL HARE FACTURAMA, ATLANTIS, WESTERN CAPE FOR TWENTY-FOUR (24) MONTHS.

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

SECTION 1: COMPANY PROFILE, EXPRIENCE & REFERENCE LETTERS

Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in the bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format, setting out all the information referred to below and return it with this Returnable Schedule]

The bidder must provide the following information:

Client' Name	Transaction Description	Transaction Value	Project period		Description of service performed and extent of Bidder's responsibilities	Name, title, and telephone contact of client
			Start Date	End Date		

SECTION 2: BIDDER TEAM QUALIFICATIONS AND EXPERIENCE

Complete the table below and attach Curriculum Vitae's as part of this section.

NAME & SURNAME OF TEAM/STAFF MEMBER	ROLE IN THE TEAM	QUALIFICATIONS	YEARS OF EXPERIENCE

SECTION 3: PROJECT IMPLEMENTATION PLAN

Attach required documentation under this section.

SECTION 4: PRICING PROPOSAL

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:

- 2.1. 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		
Total Number of Security	4			

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		
Total Number of Security	4			

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

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

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

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

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
Sub-Total (B) (VAT incl.)	R	
Total Bid Price		
Total A + B (VAT incl.)	R	

SECTION 5: ADDITIONAL INFORMATION

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