**TERMS OF REFERENCE FOR** **THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES IN THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY AT HEAD OFFICE MATIMBA HOUSE BUILDING FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.**

1. **BACKGROUND**
   1. The Department of Mineral Resources and Energy – through the Minimum Information Security Standards (MISS) approved by the Parliament in 1996 and the Minimum Physical Security Standards – is required to implement security measures to protect its information, assets, and personnel.

1.2 To implement the above standards, a security service provider must be appointed to provide physical security services twenty-four hours a day, seven days a week (24/7).

1.3 Head Office (Matimba Building) is a standalone building that is occupied solely by the Department. Outer perimeter security is the sole responsibility of the Department. The Department has in-house security personnel who are only responsible for security inside the building, and work on weekdays, including weekends, public holidays, as well as night shifts. Therefore, the Department must provide security outside the scope of the in-house security. It is for this reason that the Department intends to appoint a service provider to provide for additional security twenty-four hours a day, seven days a week (24/7).

1. **CONTRACT PERIOD**

2.1 The duration of the contract shall be twenty-four (24) months, which will commence after the appointment of a suitable service provider.

1. **OBJECTIVE**

3.1 The objective of this project is to provide security services twenty-four (24) hours seven (7) days a week at Head Office Matimba House Building for the protection of personnel (including visitors, contractors, and consultants), information, and other assets of the Department.

1. **SCOPE OF WORK**
   1. Provision of security service twenty-four hours a day, seven days a week, including public holidays (24/7).
   2. The number of security officers required for the project are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Shift | Description | Equipment | Time |
| Day: Monday - Friday | 07 x Security Guards: Grade C | Un-armed | 06h00 – 18h00 |
| Day: Monday -Friday | 01 x Security Supervisor: Grade B | Un-armed | 06h00 – 18h00 |
| Day: Weekends & Public Holidays | 04 x Security Guards: Grade C | Un-armed | 06h00 – 18h00 |
| Night: Monday - Sunday | 04 x Security Guards: Grade C | Un-armed | 18h00 – 06h00 |

* 1. Perform access control duties in line with the Control of Access to Public Premises and Vehicles Act 53 of 1985.
  2. Perform regular patrol duties during each shift and keep records accordingly.
  3. Install guard monitoring system and provide daily reports.
  4. Perform site visits by the mobile supervisor at least once per shift.
  5. Report and record security breaches/incidents.
  6. Assist during security breach investigations.

1. **DELIVERABLES OR PROJECT OUTPUT AND / OUTCOMES** 
   1. The effective and efficient provision security services twenty-four (24) hours a day, seven days a week (24/7) to the Department of Mineral Resources and Energy (Matimba House Building) for the protection of employees, information and other physical assets as follows:
      1. Effective access control in compliance with the Control of Access to Public Premises and Vehicles Act 53 of 1985.
      2. Effective patrol duties to ensure security within DMRE (Matimba House Building) premises including parking areas.
      3. Effective guard monitoring system and provide daily reports.
      4. Effective site visits by the mobile supervisor at least once per shift.
      5. Effective reporting and record keeping of security breaches/incidents.
      6. Effective cooperation during security breach investigation.
2. **COMPANY EXPERIENCE**
   * 1. The service provider should have a minimum operational experience of three (03) years in providing security guarding services.
     2. To support the above point, service provider is required to provide minimum of three (03) testimonials or reference letters as proof that they have successfully performed/executed, or they have been providing security guarding services.
     3. Testimonials or reference letters must be on letterhead, signed and dated; and must include timeframe/duration of service as well as contact details for verification purpose
3. **QUALIFICATIONS AND EXPERIENCE OF TEAM LEADER AND TEAM MEMBERS**

**7.1 Security Supervisor**

7.1.1 Must have a minimum of three (3) years of experience as a security guarding supervisor.

* + 1. The Supervisor must be registered with Private Security Industry Regulatory Authority (PSIRA) and have a minimum of valid Grade B PSIRA certificate.
    2. A detailed CV of the Security Supervisor with valid certified copies of Identification Document as well as qualifications must be attached to the technical proposal.

**7.2 Security Officers**

7.2.1 Must have a minimum of one (1) year of security guarding experience.

7.2.2 Security Officers must be registered with Private Security Industry Regulatory Authority (PSIRA); and have a minimum of valid Grade C PSIRA certificate.

7.2.3 A detailed CVs of the security officers with valid certified copies of Identification Documents as well as qualifications must be attached to the technical proposal.

1. **REPORTING REQUIREMENTS**

8.1 This project will be provided in line with the Departmental Security Structure in that:

* + 1. The service provider must report to the Director: Security Risk Management or his/her delegate, on any matters relating to this project including the project implementation plan.
    2. The service provider is required to provide a written monthly report in line with the scope of work to the Director: Security Risk Management or his/her delegate.
    3. The service provider will be required to conduct quarterly meetings for the duration of the contract period. In case of emergency, either party may propose a meeting and both parties must reasonably avail themselves for such meetings.

1. **INFRASTRUCTURE**

9.1 The Service provider should have the following infrastructure:

9.1.1 Functional, adequately equipped operating office/control room, which is telephonically contactable twenty-four hours a day, seven days a week (24/7); located within 60km radius to Head Office Pretoria (Matimba House) to enable the service provider to comply with the requirement of the SLA. Service provider must submit documentary proof of address of operating office/control room with their proposal.

9.1.2 Two-way radios.

9.1.3 Security Registers (e.g., Occurrence Book, Pocket Book, Visitors register and Firearm Register).

9.1.4 Company uniform for the Security Officers.

9.1.5 Torches.

9.1.6 Company Vehicle/s with provable ownership or lease agreement to transport Security Officers and patrols. Service provider must submit proof of ownership, lease agreement with their proposal.

9.1.7 Baton sticks and handcuffs.

1. **WORK PLAN AND METHODOLOGY**

10.1 The service provider shall provide a detailed and clear schedule of how the project will be executed in line with the scope of work and must be included in the proposal.

10.2 The project plan must include clear milestones, timelines and resources assigned to execute the project.

1. **ROLES AND RESPONSIBILITIES.** 
   1. **Department of Mineral Resources and Energy.** 
      1. Provide suitable guard house.
      2. Functional perimeter security lighting.
      3. Facilitate access control by ensuring that officials have identification cards.
      4. Provide gate keys, remote control and/or any other locking mechanism or infrastructure that is used to lock the main gate and
      5. Provide access to ablution facilities.
   2. **Service Provider shall:** 
      1. Execute the contract in line with the scope of work and other requirement contained in these terms of reference.
2. **CONFIDENTIALITY OF INFORMATION**

12.1 A Party shall treat information furnished by the other Party or another person for purposes of the execution of the Agreement, as confidential. Subject to this clause, the Party so furnished with information shall not disclose such information to another person without the prior written consent of the other Party and shall take reasonable steps to ensure that such information is not disclosed to another person.

1. **PAYMENT** 
   1. The Department will not make an upfront payment to a successful service provider. Payments will only be made in accordance with the delivery of service that will be agreed upon by both parties and receipt of an original invoice.
2. **TAX CLEARANCE CERTIFICATE** 
   1. The potential service provider/s must ensure compliance with their tax obligations.
   2. The potential service provider/s is/are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer’s profile and tax status.
   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-filers through the website [www.sars.gov.za](http://www.sars.gov.za).
   4. The potential service provider may also submit a printed TCS together with the proposal.
3. In proposals where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
4. Where no TCS is available, but the potential service provider/s is registered on the central supplier database (CSD), a CSD number must be provided.
5. **EVALUATION METHODOLOGY**

**15.1 Phase 1: Compliance and Technical Review:**

**15.1.1** Each submission is checked for compliance. If the submission complies, it will move to the next round in the evaluation process. The following documents are compulsory; failure to submit together with the proposal shall results in a company being disqualified.

|  |  |
| --- | --- |
| A valid Tax Clearance Certificate |  |
| A valid B-BBEE Certificate |  |
| Signed SBD forms |  |
| Proof of CSD registration |  |
| Proof of UIF registration |  |
| Proof of COIDA registration |  |
| Personal Liability Cover |  |
| **Disqualification criteria (if available, e.g., registration with professional body:** |  |
| **Copies** of Identification Documents, and valid PSIRA registration certificates/cards ofthe **Security Supervisor and Security Officers, certified within the past 06 months (or a certified copy of an official letter from PSIRA as proof that a renewal is in process).** |  |
| **A copy of valid PSIRA registration certificate of the company/service provider, certified within the past 06 months (or a certified copy of an official letter from PSIRA as proof that a renewal is in process).** |  |

**15.1.2** Service providers will be evaluated based on functionality. The minimum threshold for functionality is **70%** out of 100 points. Service providers who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and preference points for B-BBEE.

**15.2 Phase 2: Technical Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **CRITERIA** | **SCORING** | **WEIGHTS** |
| 1 | **Company Experience:**   1. Service providers should at least have three (03) years’ experiences in providing security guarding services. | 5 years or more = 5 points  4 years =4 points  3 years =3 points  2 years = 2 points  1 year or below = 1 point | **15**  10 |
|  | 1. Proof from 3 contactable reference letters indicating the provision of security guarding services was executed should be attached. | 5 letters or more = 5 points  4 letters = 4 points  3 letters = 3 points  2 letters = 2 points  1 letter = 1 point | 5 |
| 2 | **Security Supervisor and Security Officers Experience**:   1. Security Supervisor must have at three (03) years security guarding supervision experience. CV must be attached as proof. | 5 years or more = 5 points  4 years = 4 points  3 years = 3 points  2 years = 2 points  1 year or below =1 point | **20**  10 |
|  | 1. Security Officers must have at least 01 (01) year security guarding experience. CV’s must be attached as proof. | 4 years or more= 5 points  3 years = 4 points  1 year = 3 points  01 year or below = 1 | 10 |
| 3 | **Security Supervisor and Security Officers Qualifications**:   1. Security Supervisor must possess Grade B PSIRA certificate. Submitted copies must have been certified within the past 06 months. | Grade A certificate plus Security Training Program Certificate/Security Diploma = 5 points  PSIRA Grade A certificate = 4 points  PSIRA Grade B Certificates = 3 points  PSIRA Grade C certificate = 2 points  PSIRA Grade D certificate or less = 1 point | **10**  **5** |
|  | 1. Security Officers must possess a valid Grade C PSIRA certificates. Submitted copies must have been certified within the past 06 months. | PSIRA Grade A Certificate = 5 points  PSIRA Grade B Certificate = 4 points  PSIRA Grade C Certificate = 3 points  PSIRA Grade D Certificate or less = 1 point | **5** |
| 4 | **Infrastructure** | * Indicate all items of the required infrastructure and any one of the following items:   Two-way radios that are based on cellular network (GSM, 2G, 3G, 4G, LTE etc.) = 5 points   * Indicate all items of the required infrastructure and proof of address (leases or rental agreement) and proof of availability of company vehicle/s (ownership or rented) = 3 points * Failure to indicate the required infrastructure and or indicate some of the required infrastructure (if item 9.1.1 or 9.1.6 is not listed) = 1 point | **15** |
| 5 | **Project Plan**: Detailed Project/ Execution Plan and Management should be attached. | Detailed project plan with project deliverables and detailed logistical plan, milestones, scope, schedule, resources, Occupational Health and Safety Plan, Training Plan and Project Quality Management Plan = 5 points  Detailed project plan with project deliverables and detailed logistical plan, milestones, scope, schedule, resources and Occupational Health and Safety Plan = 4 points  Project plan with project deliverables adequate logistical plan, milestones, scope, schedule, and resources = 3 points  Incoherent Project Plan, Logistical Plan and with project deliverables, milestones, scope, schedule, and resources = 2 points  No Project and logistical plan=1 point | **40**  20 |
|  | Proposed Methodology | Methodology exceptionally outlining all elements of the scope of work, as well as implementation and management of the project = 5 points  Methodology adequately outlining all elements of the scope of work and implementation of the project = 3 points  Incoherently and/or incomplete methodology provided without the required services = 2 points  Methodology not provided = 1 point | 20 |

**For purpose of evaluating functionality, the following values will be applicable:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **1=** | **Very poor** | Does not understand the requirements |
| **2=** | **Poor** | Will not be able to fulfil the requirements |
| **3=** | **Average** | Will partially fulfil the requirements |
| **4=** | **Good** | Will be able to fulfil the requirements |
| **5=** | **Excellent** | Will fully fulfil the requirements |
|  |  |  |

1. **PHASE 2: PRICING AND BBBEE**
   1. Bids will be evaluated on the 80/20 preference point system as outlined in the Procurement Preferential Regulation of 2017. Bidder that scores the highest points in this phase will be awarded the tender.

|  |  |
| --- | --- |
| CRITERIA | WEIGHT |
| Price | 80 |
| B-BBEE Status level contributor | 20 |

## **COST / PRICING**

## The service provider will be requested to provide a quoted proposal regarding the work to be undertaken.

## The total cost must be VAT inclusive and should be quoted in South African Rands (i.e., ZAR).

## The service provider should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.

## The service Provider should provide (Subsistence &Travel (S&T)) rates that are in aligned to the National Treasury instruction note as follows:

1. Hotel Accommodation – R1550 per night per person, including breakfast, dinner, and parking.
2. Air travel must be restricted to economy class.
3. Claims for kilometres may not exceed the rates approved by the Automobile Association of South Africa.
   1. **BROAD-BASED BLACK ECONOMIC EMPOWERMENT**
      1. Provisions of the Preferential Procurement Policy Framework Act (PPPFA) of 2000 and its regulation of 2017 will apply in terms of awarding points.
      2. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
      3. Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.
      4. Accounting Officers must ensure that the B-BBEE Status level Verification Certificates submitted are issued by the following agency:

* Verification agencies accredited by SANAS.
  + 1. Bidders who qualify as EMEs and QSEs must submit:
* Affidavit signed by the EME or QSE representative and attested by a Commissioner of Oath.

16.4. The table below depicts the B-BBEE status level of contribution:

|  |  |
| --- | --- |
| **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 |

1. **CONDITION OF THE CONTRACT**

17.1 The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.

17.2 The service provider will sign a confidentiality agreement regarding the protection of DMRE information that is not in the public domain.

17.3 Security Supervisor and Security officers are prohibited from unauthorized handling reading or removal of documents in the departmental records.

17.4 The entire project team is prohibited from unauthorized handling, reading or removal of documents in the departmental records.

17.5 No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.

17.6 The Department reserves the right to screen/vet security personnel in the employment of the security service provider to the relevant level, and to verify their registration status with Private Security Industry Regulatory Authority (PSIRA) before they are employed in the Department.

17.7 The service provider must ensure that there is no interruption of services due to manpower shortage as a result of the security officers being on leave (annual, sick and etc).

17.8 The service provider shall ensure that the contract is executed in line with the scope of work.

17.9. The service provider will be subjected to security screening by the State Security Agency.

17.10 The DMRE reserves the right to verify the authenticity of the information submitted; any falsified information may result in the disqualification or cancellation of the contract.

1. **FORMAT OF SUBMISSION OF PROPOSAL**
   1. Service providers are requested to submit four (4) copies of technical proposals plus the original.
   2. Service providers are requested to index their proposals for easy reference.
2. **PRE-BID MEETING / BRIEFING SESSION** **DETAILS-** 
   1. A compulsory briefing session will be held on **30 November 2021,11:00** at Department of Mineral Resources and Energy as follow:

192 Matimba Building,

Corner Visagie and Paul Kruger Streets,

Pretoria.

1. **CLOSING DATE**

20.1 Proposals must be submitted on or before **14 December 2021** at Department of Mineral Resources and Energy, at 192 Matimba House Building, Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Minerals Resource and Energy. **No late bids will be accepted.**

**21. ENQUIRIES**

**21.1 All general enquiries relating to bid documents should be directed to:**

Mr Samuel Msiza

Tel No: (012) 406 7910

E-mail: [Samuel.msiza@dmre.gov.za](mailto:Samuel.msiza@dmre.gov.za)

**21.2 Technical enquiries can be directed to:**

Mr.Nhlanhlenhle Chonco **/** Mr. Mbhekeni Mathebula

Tel No: (012) 444 3039/3155

E-mail: [Nhlanhlenhle.Chonco@dmre.gov.za/Mbhekeni.mathebula@dmre.gov.za](mailto:Nhlanhlenhle.Chonco@dmre.gov.za/Mbhekeni.mathebula@dmre.gov.za)