

REQUEST FOR PROPOSAL

CONTRACT NO CDC/560/22

PROVISION FOR PHYSICAL SECURITY MANNED GUARDING SERVICES FOR COEGA DEVELOPMENT CORPORATION

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders in the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), the Vulindlela Accommodation and Conference centre, the Nelson Mandela Bay Logistic Park, as well as the Bluewater Bay Sunrise Hotel. The Coega SEZ is a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialization and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement

INVITATION AND SCOPE OF WORK

CDC requires a 24-hour physical security manned guarding service for a period of three years, for its facilities within the Nelson Mandela Municipality, CDC satellite offices including all CDC sites that CDC has been appointed as the implementing agent. These services will also include all new and existing CDC programmes whereby physical security manned guarding services are required, permanently or on ad-hoc basis. CDC would require the successful respondent to have an office or set up one within the Nelson Mandela Bay Municipality. The preferred service provider will provide physical security services, within the above mention area where CDC operates nationally and including work or services for clients where CDC is the Implementing Agent.

The scope of work entails the following sites:

Table 1: Facilities within SEZ and non SEZ

DESCRIPTION OF SITES	Risk Level
SEZ Zones (Zone 1-14)	Medium - high
Business Process Outsourcing (BPO)	Medium
Human Capital Solutions (HCS)	Medium
CDC Business Center (HQ)	Medium
Vulindlela Accommodation and Conference Center (VACC)	High
Nelson Mandela Bay Logistic Park (MNBLP)	Medium - high
Bluewater Bay Sunrise Hotel (BWBSH)	Medium
Coega Satellite offices (Pretoria, Durban, Mthatha, East London)	Medium
Pretoria (Nellmapius Center)	Medium
Wild Coast SEZ	Medium
All CDC Programmes and Projects	Medium

Further details are covered in the Request for Proposal Document.

CONDITIONS OF TENDER

- (a) The CDC's Procurement Policy and Procedures shall apply.
- (b) The following shall apply:
 - (i) Public Finance Management Act (PFMA);
 - (ii) National Treasury Regulations;
 - (iii) Preferential Procurement Policy Framework Act, 2000; and Preferential Procurement Regulations, 2017.
 - (iv) B-BBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013); and
 - (v) Any other applicable legislation.
- (c) 90/10 preference point system will apply, using the total sum of the items (with quantity 1) listed on the pricing schedule only for the calculation of points for price, however the successful preferred service bidder will be appointed based on rates. Points will be allocated as follows:
 - (i) Points for Price – 90.00
 - (ii) B-BBEE Points – 10.00
- (d) Respond with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Respondents with more that 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed

by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise;

- (e) Respondents must complete and sign the POPI Act Form Q. In the case of a Joint Venture/ Consortium, a separate form in respect of each party to the JV must be completed
- (f) All Bidders must be Value Added Tax (VAT) Vendors and the Form of Offer must include VAT.
- (g) The empowerment and development objectives (33% SMME Involvement) will be controlled by implementing the procedure listed in (h) below, where the bidder in terms of the Amended BBBEE Codes is a Generic Entity (Turnover of over R50mil).
- (h) The Respondents must provide CDC with a plan/proposal on how they intended to meet the requirement stipulated in paragraph (g) above;
- (i) The exchange of security officers should be done in consultation with the CDC Security Manager;
- (j) Respondents must be PSIRA registered and must provide proof of compliance with the Private Security Industry Regulation Act of 2001;
- (k) Respondents must possess a valid Letter of Good standing for PSIRA subscription fees;
- (l) Security Officers will be required to always wear their PSIRA identification cards when on duty;
- (m) Respondents must prove that they comply with the following requirements:-
 - (i) The appointed service provider will be subjected to security screening;
 - (ii) The service provider must submit a criminal record clearance of all security officers to be posted on identified sites within 21 days of appointment thereafter periodically every 12 months;
 - (iii) A Service Provider must have a Contingency Plan and Crisis Management plan for security manpower deployment.
- (n) Respondents must prove that they comply with relevant labour Legislation:-
 - (i) Compensation fund letter of good standing;
 - (ii) Letter of Good Standing from Private Security Industry Provident Fund;
- (o) The appointed Service Provider will be required to conduct verification of all staff and directors' criminal records annually;
- (p) Respondents must prove ownership of the needed vehicles, not older than five years and have off-road capability, certified copies of vehicle or proof of the ability to procure such vehicles on or by appointment of respondent;
- (q) Respondents must have a fully functional office in Nelson Mandela Bay or must be in a position to open an office in Nelson Mandela Bay following the appointment of RFP to successful respondent;
- (r) Respondents must provide proof of liability insurance, or a letter of intent of taking out insurance from an Insurance Company or Broker, to the value of R5 million Rands and above;
- (s) Respondents must submit, from the Department of Labour, a valid COIDA (Compensation of Injury on Duty) Letter of Good Standing;
- (t) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993) and Compensation for Occupational Injuries and Disease Act, Act (130 of

1993) and, all relevant and applicable legislations. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems to comply with the SANS Norms and Standards. CDC SHEQ Unit will monitor compliance and implementation of Occupational Health and Safety, Environmental and Quality requirements for the duration of the contract.

- (u) Respondents are required to meet the minimum stipulated threshold for Local Production and Content as per Appendix A of SBD6.2 in the tender document. Bidders to ensure that they submit a completed and signed SBD 6.2 Form and Annexure C. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:
 - (i) Handheld radio 100%
 - (ii) Access control electronic device system 100%
 - (iii) Uniform 100%
- (v) Respondents and all its Consortium/JV members if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
- (w) Respondents (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA0.
- (x) CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the Respondents (and all the members in the Bidding Team in the case of Consortia or Joint Ventures) will be verified through the CSD and South African Revenue Services (SARS) website.
- (y) Respondents will be evaluated on functionality and are required to meet the minimum of 70% threshold in order to be evaluated further. The evaluation criteria for measuring functionality and weight of each criteria are provided in the RFP document.
- (z) Public Servants are prohibited from conducting any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done and Respondents will be disqualified should they be found to be in contravention with the regulations.
- (aa) In case of JVs/Consortia the bidder must include the JV Agreement to enter into a JV/Consortium Agreement.
- (bb) It is incumbent upon and the responsibility of the prospective Respondents to submit their full and correct contact details when they download the RFP Document to enable any communication that the CDC might need to issue to all the prospective Respondents during the bidding process to be realised. The CDC will not be accountable for any such omission or failure by the prospective Respondents;
- (cc) Any misrepresentation of information will lead to immediate disqualification of the bid. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this RFP and signs the submission as a correct and sound documentation that the CDC could put its reliance on.

- (dd) Incomplete RFP Document will result in the submissions being deemed null and void and shall be considered non-responsive.
- (ee) The tender validity for this project is twelve (12) weeks from closing date.

RFP documents can be downloaded from the CDC website: www.coega.co.za on **21 October 2022 at 10h00**. No RFP documents will be available at the mandatory briefing meeting.

A mandatory briefing meeting that will include a site visit will be conducted at the Vulindlela Accommodation and Conference Center at the Mthawelanga meeting venue, Gqeberha on **Friday, 28 October 2022 at 10h00**.

One original of the completed RFP document shall be placed in a sealed envelope clearly marked:

“CDC/560/22 – “PROVISION FOR PHYSICAL SECURITY MANNED GUARDING SERVICES FOR COEGA DEVELOPMENT CORPORATION”

The closing date and time for the receipt of completed proposals is on **Monday, 21 November 2022 at 12h00**. Documents are to be placed in the tender box at CDC Main Office, Coega Business Center, Cnr Alcyon Road & Zibuko Street, Zone 1, Coega SEZ, Gqeberha, South Africa.

Failure to submit mandatory information required in the RFP will result in the submissions being deemed null and void and shall be considered non-responsive.

Telegraphic, telexed, tippexed, facsimiled or e-mail submissions will not be accepted.

No telephonic or any other form of communication with any other CDC member of staff, other than the named individual below, relating to this request for bid will be permitted. All enquiries regarding this bid must be in writing only, and must be directed to: Zine Mtanda: Unit Head: Supply Chain Management e-mail: tenderscdc56022@coega.co.za from 21 October 2022 to 14 November 2022, queries received after 14 November 2022 will not be considered.

The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal