



**LGSETA**

CREATING GREATER IMPACT

**REQUEST FOR PROPOSAL TO APPOINT A PANEL FIVE OF (5) SUITABLY QUALIFIED  
BIDDERS FOR THE PROVISION OF CLOSE PROTECTION SERVICE FOR EXECUTIVES  
OF LGSETA INCLUDING BOARD MEMBERS ON AN AS AND WHEN BASIS FOR A  
PERIOD OF TWO (02) YEARS.**

**TENDER NO: LGSETA/CLOSEPROTECTION/21/37**

## **TERMS OF REFERENCE**

### **1. INTRODUCTION AND BACKGROUND**

The LGSETA is a schedule 3 public entity established in terms of Section 9(1) of the Skills Development Act (SDA), No 97 of 1998. The mandate of the LGSETA is to facilitate skills development in the local government sector. On 31 March 2020, the Minister of Higher Education and Training appointed the Accounting Authority with effect from 01 April 2020 to 31 March 2025. It is therefore against the above background that, The Accounting Authority (Board) and CEO have a responsibility to ensure in terms of section 56 of the PFMA that,

- the entity has & maintains an effective, efficient & transparent system of risk management - PFMA S51(a)(1);
- effective and appropriate steps are taken to prevent irregular expenditure, fruitless & wasteful expenditure, losses resulting from criminal conduct, and expenditure not complying with the operational policies of the entity; and
- compliance with the provisions of the PFMA and any other legislation applicable to the institution is ensured

### **2. PURPOSE**

The purpose of this tender is to appoint a panel of suitable, qualified, and experienced service providers with the requisite knowledge, capacity, and expertise to provide Close Armed Protection services for LGSETA Executives and board members on an “as-and-when required” for example “as a result of the risks identified emanating from their employment” for a period of two (02) years. Close Protection service must be offered to Executives and Board Members.

### **3. SCOPE OF WORK**

Bidders must demonstrate their capabilities and qualifications in rendering and offering the required services as per the scope of work. The appointed service provider must be responsible to provide up to five (5) Close Armed Protectors as and when required by the LGSETA. Close Armed protection service must be provided to LGSETA Executives and Board members based on the recommendation of a threat and risk assessment report or an interim approval of the board. The service providers must be responsible for the transportation of Close Armed Protector(s) to and from Executive and Board members' specified location/premises. The Close Armed Protector must be responsible to transport the Executive and Board members from home and to the office and perform escort duties.

The project scope is likely to include, inter alia, some or all of the following dependent on the nature of the case required:

- Up to Five (5) x Close Armed Protectors with Grade C to be available for seven days a week (including public holidays);
- Static Guarding at the specified locations/premises if needed;
- The service provider must provide high performing SUV vehicles with 130kw engines and upwards, that are in good working condition to transport the LGSETA Executives and Board members between home and office and as per any other assignment
- The Close Protectors should possess a 9mm pistol at all times to assist in delivering the required services;
- Safety and Protective Clothing, bulletproof vests, and reflector jackets must be provided as and when needed, also for the Executive and Board members and his/her family if required.

#### **4. TERMS OF THE PANEL**

- The LGSETA wishes to appoint a suitably qualified panel of five (5) Service Providers.
- The Panel will be utilised on a rotational basis.

#### **5. THE RESPONSIBILITY OF THE SERVICE PROVIDER**

The close armed protectors will be required to travel and sleepover in the province and ~~de~~ areas, as and when required;

- The service provider will be expected to cater for enough physical close armed protectors and relievers in the plan;
- The service provider will supervise and exercise proper control over its personnel and shall not hold LGSETA liable for any loss or injury caused to the said personnel. The service provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws);
- The service provider must implement health and safety measures as per COVID 19 regulations;
- The service provider must maintain a logbook of kilometers travelled and trips must be approved by the LGSETA. The distance travelled must be recorded from the pickup point of the subject to the drop-off point.

#### **6. THE CLOSE ARMED PROTECTION SERVICES REQUIREMENTS**

- Assess the level of threats and risks to Executive and Board members
- Plan and prepare to minimise threat and risk to Executive and Board members
- Liaise and communicate with Executive and Board members and others
- Establish and maintain secure environments at all times
- Maintain the safety and security of Executive and Board members whilst on foot
- Maintain the safety and security of Executive and Board members whilst in transit
- Maintain the safety and security of Executive and Board members during movement between venues
- Maintaining the security of Executive and Board members and members of immediate family at the home.
- Use control and restraint to support close protection
- Use physical intervention when necessary to support close protection
- Maintain a personal security awareness
- Excellent vision and hearing;
- To respect confidentiality

#### **7. REQUIRED COMPETENCIES OF THE PROTECTORS ARE AS FOLLOWS:**

- Respond to trauma and medical crisis (First Aid Certificate)
- Advanced driving skills with relevant courses to support
- Grade 12 (National senior certificate)
- Grade C (PSRA certificate)
- Proficiency with firearms
- Valid driver's license

## **8. CLOSE ARMED PROTECTOR OPERATION MANAGEMENT EXCELLENCE**

- All shifts are 12-hour shifts interchangeably and start at 05:45 AM in the morning for 06:00 and 17:45 PM in the evening for 18:00.
- The close protector service may on occasion be required to work after hours.
- Depending on the LGSETA needs and threat report some shifts may be less than 12 hours.
- The one shift will take over from the other at any specific station to ensure continued surveillance/control.
- Handing over must be registered in the Occurrence Book (OB).

## **9. LOCATION OF SERVICES**

The close armed protectors will be commuting in between Executive and Board members' premises to LGSETA national office, provincial offices, and anywhere else where the Executive and Board members are required in terms of their work obligations and personal obligations where necessary.

## **10. EXPECTED OUTCOMES AND DELIVERABLES**

- Submit weekly and/ or monthly security reports to the LGSETA project manager detailing threats, challenges, and successes whilst rendering the services for each project.
- The project is on an “**as-and-when required**” and appointment periods may vary depending on the duration of the case.
- The expected outcomes and deliverables will be determined on a project-by-project basis based on the needs.
- Appointments/utilization of the panel will be done on a rotational basis.

## **11. COMPANY LIABILITY INSURANCE**

The service provider(s) must on an appointment, take out sufficient insurance against claims, costs, loss of life, injury to the third party, and/or damage to movable or immovable property ensuring their obligations and shall ensure that such insurance remains operative for the duration of this agreement. The minimum amount of R10m per service provider.

## **12. INDEMNITY INSURANCE**

- The LGSETA does not assume responsibility for those inherent risks which may cause unfortunate accidents or incidents during the normal inherent working conditions to the close armed protectors;
- The LGSETA will not be held responsible for injury, death, damage, loss, delay, cost, expense, or inconvenience arising from incidences associated with the inherent working conditions beyond our control;

Failure by the preferred bidder to supply the required services may result in the contract being nullified;

### 2.3.1 PROPOSED SELECTION CRITERIA/FUNCTIONALITY EVALUATION CRITERIA

The functionality evaluation process will be based on a threshold criterion, where bidders who fail to achieve a minimum of **75 points out of a total of 100 points** on the functional stage will not be considered further in the evaluation.

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION	MAXIMUM POINTS ALLOCATED
<b>Company Bidder's experience</b>  A. The Service Provider must demonstrate relevant experience in Close Armed Protection services rendered by the bidder, by presenting at least three (3) contactable references with clear details of entities to whom they have provided similar service(s) to.  The service provider must attach reference letters.  <b>NB:</b> Should the LGSETA find that the reference to previous work reflects a negative outcome, LGSETA reserves the right not to award the contract.	<b>Evaluation rating 1 equals 5 points</b> (1-3 years experience in close Armed Protection services).	5	30
	<b>Evaluation rating 2 equals 15 points</b> (4-6 years experience in close Armed Protection services).	15	
	<b>Evaluation rating 3 equals 30 points</b> (above 6 years' experience in close Armed Protection services)	30	
	<b>Evaluation rating 0 equals to non-allocation of points, to the bidders who:</b> Failed to submit the required reference letters or detailed list of clients supported by a number of years of experience, irrelevant information, or less than one year experience in Armed Close Protection Services.	0	
<b>Qualifications of Director</b>  The service provider must demonstrate that the Director or member responsible for the project has the relevant qualifications. Attach certified copies of qualifications- not more than six	<b>Evaluation rating 1 equals 05 points</b> Grade A/B PSIRA	5	20
	<b>Evaluation rating 2 equals 10 points</b> Grade B PSIRA and Close Protection Training Certificate	10	
	<b>Evaluation rating 3 equals 20 points</b> Grade A PSIRA and Close Protection Training Certificate	20	

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION	MAXIMUM POINTS ALLOCATED
months old.  <b>NB:</b> Certificate must be accredited by SASSETA and registered with PSIRA with a minimum Grade B.	<b>Evaluation rating 0 equals to non-allocation of points, to the bidders who:</b> No proof of qualifications attached, attached proof is lower than grade B PSIRA)	0	
<b>Qualifications of Close Armed Protector</b>  The service provider must demonstrate that the Close Armed Protector assigned to the project has the relevant qualifications.  Attach certified copies of qualifications.	<b>Evaluation rating 1 equals 05 points</b> Grade A/B/C PSIRA and close protection certificate  <b>Evaluation rating 2 equals 10 points</b> Grade A/B/C PSIRA, Close Protection Certificate- and valid firearm license  <b>Evaluation rating 3 equals 20 points</b> Grade A/B/C PSIRA, Close Protection Certificate- and valid firearm license Including valid first aid certificate  <b>Evaluation rating 0 equals to non-allocation of points, to the bidders who:</b> No proof of qualifications is attached, the attached proof is lower than grade C PSIRA).	5  10  20  0	<b>20</b>
<b>Experience of key personnel (Close Protector)</b>  The service provider must demonstrate that the Close Armed Protector assigned to the project has relevant experience.  Attach a concise CV of Close x 5 armed protectors with at least three (3) contactable references each.	<b>Evaluation rating 1 equals 05 points</b> Each Armed Close Protector with 1– 3 years experience as an Arm Close Protector.  <b>Evaluation rating 2 equals 15 points</b> Each Armed Close Protector with 4-6 years experience as an Arm Close Protector.  <b>Evaluation rating 3 equals 20 points</b> Each Armed Close Protector with more than 6 years experience as an Arm Close Protector.	5  15  20	<b>20</b>



**TABLE 1 RATES SCHEDULE**

Item No	Deliverable/Description of Work/Services/Goods	Quantity (A)	Daily rate VAT Inclusive (12 hours) Year 1	Daily rate VAT Inclusive (12 hours) Year 2
1	Close Protectors (Armed) during daytime -06H00 – 18H00 Monday to Friday	1	R	R
2	Close Protectors (Armed) during daytime -06H00 – 18H00 Saturday	1	R	R
3	Close Protectors (Armed) during daytime -06H00 – 18H00 Sunday/Public Holiday	1	R	R
4	Vehicle	1	R	R
5	Rate per Kilometre	1	R	R
	Total (A)			R

**TABLE 2 OVERTIME RATES**

Item No	Deliverable/Description of Work/Services/Goods	Quantity (A)	Hourly rate VAT Inclusive Year 1	Hourly rate VAT Inclusive Year 2
1	Close Protectors (Armed) during overtime	1	R	R
2	Close Protectors (Armed) during Weekends/Public Holiday	1	R	R



	<b>Total B</b>	<b>R</b>
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**TABLE 3 GRAND TOTAL**

	<b>Total A + Total B</b>	<b>R</b>
	<b>VAT</b>	<b>R</b>
	<b>Grand Total</b>	<b>R</b>

**PLEASE NOTE:**

Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification. All necessary disbursements should be costed and included in the price proposal, no other costs will be incurred by LGSETA over and above the pricing indicated in the pricing sheet. The LGSETA will not pay for any other costs associated with performing the close protection function.

LGSETA will provide for travel and accommodation where necessary.