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

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**1. BACKGROUND**

- 1.1. 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 personnel, information, and other assets of the Department.
- 1.2. To implement the above standards, the Directorate intends to appoint a security service provider to provide physical security services for twenty-four (24) hours a day, seven days a week including public holidays (24/7).
- 1.3. Head Office (Matimba House Building) is a standalone building that is occupied solely by the Department. Total security of the building (including 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 only 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 (24) hours a day, seven days a week including public holidays (24/7).

**2. CONTRACT PERIOD**

- 2.1. The duration of the contract shall be twenty-four (24) months.

**3. OBJECTIVE**

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

MATIMBA

#### **4. SCOPE OF WORK**

- 4.1 Provision of security service 24 hours a day, seven (7) days a week, including public holidays (24/7) as follows:
- 4.1.1 **Day shift 06h00-18h00 – Monday to Sunday & Public holidays**
- 07 x un-armed Security Guard with Grade C.
  - 01 x un-armed Security Supervisor with Grade B
- 4.1.2 **Night shift between 18h00-06h00 – Monday to Sunday & Public Holidays**
- 03 x un-armed Security Guard with Grade C
  - 01 x un-armed Security Supervisor with Grade B
- 4.1.3 Perform access control duties in line with the Control of Access to Public Premises and Vehicles Act 53 of 1985.
- 4.1.3 Perform regular patrol duties during each shift and keep records accordingly.
- 4.1.4 Perform site visits by mobile supervisor at least once per shift and make relevant entry for each visit.
- 4.1.5 Report, record and investigate each security breaches/incidents.
- 4.1.6 Investigate each security breaches/incident and provide the department with formal report.
- 4.1.7 Assist the Department in conducting Departmental investigation of security breaches/incidents.
- 4.2 Conduct a comprehensive Threat and Risk Assessment (TRA) of the building/site and provide a report within the first month of appointment.

#### **5 DELIVERABLES OR PROJECT OUTPUT AND OUTCOMES**

- 5.1. The effective and efficient provision of twenty-four hours (24) a day, seven days a week (24/7) security services to the DMRE for the protection of employees, information and other physical assets as follows:
- 5.1.1 Effective access control in compliance with the Control of Access to Public Premises and Vehicles Act 53 of 1985.
- 5.1.2 Effective patrol duties to ensure security within DMRE premises including parking areas.
- 5.1.3 Effective reporting, recording, and investigating security breaches/incidents.
- 5.1.4 Effective site visits by a mobile supervisor at least once per shift.
- 5.1.5 Effective cooperation during security breach investigation.

**TOR NO.**

- 5.1.6 Service provider must provide the required number of personnel (security officers) as per the scope of work who are properly uniformed and compensated or remunerated timeously in line with the relevant PSIRA sectoral Determination.

**6 EVALUATION CRITERIA**

**This bid will be evaluated in four stages, i.e., functionality, mandatory requirements, administrative compliance and point scoring system.**

**6.1 Gate 01 - Functionality**

Bidders will be scored in terms of the functional requirements indicated in the table below. The corresponding points and weightings will be used to calculate the overall score a bidder has achieved. The minimum threshold for this bid is **70%**. Bidders who score less than **70%** will be disqualified. Only bidders that score **70%** or more will be considered further.

TOR NO.

No.	Evaluation criteria	Points	Weight
1.	<p><b>Company experience</b></p> <p>Bidders should have experience in providing security guarding services.</p> <p>(Attach contract/s, SLA, Orders, or completion letters, supported by testimonial/s on a company (client) letterhead, signed and dated, and describing the nature of services successfully completed.)</p>	<p>8 years or more = 5 points</p> <p>6 to 7 years = 4 points</p> <p>5 years = 3 points</p> <p>3 – 4 years = 2 points</p> <p>2 years or below = 1 point</p>	20
2.	<p><b>2.1 Experience of Security Officers</b></p> <p>Security officers must have relevant security guarding experience.</p> <p>(Attach a recent comprehensive CV with <b>copies of IDs - certified within the past 6 months</b>).</p>	<p>5 or more years = 5 points</p> <p>4 years = 4 points</p> <p>3 years = 3 points</p> <p>2 years = 2 points</p> <p>1 or less = 1 points</p> <p><b>(Experience of security officers = average of the number of security officers)</b></p>	15
	<p><b>2.2 Experience of security supervisors</b></p> <p>The Security Supervisors must have relevant security guarding operation experience.</p> <p>(Attach a recent comprehensive CV with copies of IDs certified within the past 6 months).</p>	<p>7 or more years = 5 points</p> <p>6 years = 4 points</p> <p>5 years = 3 points</p> <p>4 years = 2 points</p> <p>3 years or below = 1 points</p> <p><b>(Experience of security supervisors = average of the number of security supervisors)</b></p>	15
3.	<p><b>Infrastructure</b></p>		20

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No.	Evaluation criteria	Points	Weight
	<p>1.1 Bidders should indicate that they have the following infrastructure in their proposal (supported by photographs where possible):</p> <p>1.1.1 Functional, adequately equipped operating office or Control Room which is telephonically contactable twenty-four (24) hours a day, seven days a week (24/7) located within 60km radius to Head Office (Matimba Building)</p> <p>(Bidders must submit documentary proof of address of operating office / control room with their proposal. Such proof may be in the form of valid Lease Agreements, municipal utilities statements, etc.)</p> <p>1.1.2 Two-way radios that are based on cellular network (GSM, 2G, 3G, 4G, LTE etc.),</p> <p>1.1.3. Security Registers (Occurrence Book, Pocketbook, Visitors register, Firearm Register, etc.)</p> <p>1.1.4. Company uniform for the Security Officers.</p> <p>1.1.5. Torches.</p> <p>1.1.6. Company vehicle/s to transport Security Officers and patrols. (Bidders must submit proof of ownership or valid lease agreement with their proposal).</p> <p>1.1.7 Baton sticks and handcuffs</p>	<ul style="list-style-type: none"> <li>• 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), including relevant infrastructure (e.g., bullet trap/bullet proof vest, electronic guard monitoring systems, etc. = <b>5 points</b></li> <li>• Indicate all items of the required infrastructure and proof of address (leases or rental agreement) and proof of availability of company vehicles (ownership or rented). = <b>3 points</b></li> <li>• Failure to indicate the required infrastructure or indicate some of the required infrastructure listed on item 1.1.1 or 1.1.6 = <b>1 point</b></li> </ul>	
5	<p><b>Project Plan</b></p> <p>5.1 Detailed project/Execution and Management Plan should be included as part of the proposal (Attach</p>	<ul style="list-style-type: none"> <li>• Detailed Project Plan with project deliverables and detailed</li> </ul>	10

TOR NO.

No.	Evaluation criteria	Points	Weight
	Project Plan).	<p>logistical plan, milestones, scope, schedule, resources, Occupational Health and Safety Plan, Training Plan and Project Quality Management Plan = 5 points</p> <ul style="list-style-type: none"> <li>• Detailed project plan with project deliverables and detailed logistical plan, milestones, scope, schedule, resources, and Occupational Health and Safety Plan = 4 points</li> <li>• Project plan with project deliverables adequate logistical plan, milestones, scope, schedule, and resources = 3 points</li> <li>• Incoherent project plan, Logistical Plan and with project deliverables, milestones, scope, schedule, and resources = 2 points</li> <li>• No project plan 1 point</li> </ul>	
5.2	Proposed Methodology outlining Management of the project (Attach methodology proposal)	<p>Methodology comprehensively outlining Threat and Risk Assessment, risk management and mitigation process, overall management of the project. = 5 points</p> <p>Methodology adequately outlining Threat and Risk Assessment, risk management and mitigation process,</p>	10

No.	Evaluation criteria	Points	Weight
		overall management of the project. = <b>3 points</b>  Poorly presented methodology. = 2 <b>points</b>  Methodology not provided = 1 <b>point</b>	

Formula;  $A \times 100 = C\%$

**B**

Where: A = Total score for the bid under consideration

B = Maximum possible score

C = Percentage score for the bid under consideration

#### 6.2. Gate 02 – Mandatory requirements

- i) Copies of valid PSIRA registration certificates of the Directors/members (Grade A or B), supervisors (2 x Grade B), and security officers (10 x Grade C) as proof (digitally verifiable and/or certified within the past 6 months).
- ii) The bidding company must attach a valid copy of electronically verifiable PSIRA registration certificate.
- iii) Copy of valid PSIRA certificate of Good Standing of the company, certified within the past six (6) months.
- iv) Valid COIDA letter of good standing of the company.

#### 6.3 Gate 03 - Administrative compliance

- (i) Compliance to the specification / Terms of Reference.
- (ii) Fully completed SBDs (Duly signed and dated) listed hereunder.
  - SBD 1
  - SBD 4
  - SBD 6.1

- (iii) The following will be regarded as non-compliance.
- Price amendments / other amendments without signature/initials.
  - Use of correctional fluid
  - Completion of the bid document in coloured ink other than black ink

**6.4 Gate 04 – Point Scoring System**

Bids will be evaluated on the 80/20 preference point system as outlined in the Preferential Procurement Regulation of 2022.

- Price points = 80
- Preferential points = 20

- 6.4.1 The bidder that scores the highest points in this phase will be awarded the tender.
- 6.4.2 Should more than one bidder score the same number of points; the award will be made to the bidder who scores more points on specific goals.
- 6.4.3 Should there be more than one bidder who scores the same number of points overall and the same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.
- 6.4.4 Should there be more than one bidder who scores the same number of points in all aspects, the bid will be determined by the drawing of the lot.
- 6.4.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals are tabulated hereunder.
- 6.4.6 Bidders who do not submit proof (means of verification) of specific goals claimed will not qualify for preference points for specific goals.

Specific Goal	Number of points (80/20 Preference System)	Means of Verification
Enterprise owned by Black people	4	Identity documents and CIPC document
Enterprise owned by Women	4	Identity documents and CIPC document
Enterprise owned by Youth	4	Identity documents and CIPC document
Enterprise owned by disabled persons	4	Medical certification
Enterprise owned by SMMEs (QSE or EME)	4	B-BBEE certificate issued by a SANAS accredited Agency or DTIC, or Sworn affidavit

**TOR NO.**

**NB:** "Ownership = 51% of the company share. Designated group/person that is part of the entity directorship but has less than 51% share = points will be calculated on a pro-rata basis in relation to the share/s held by the designated group/persons.

E.g.	Number of women directors	= 01
	Shares owned by women	= 20%
	Specific goal for women	= 4 points
	Points claimable for women ownership	= $\frac{20}{100} \times 4 = 0.8$ points

**7 REPORTING REQUIREMENTS**

- 7.3 This project will be implemented in line with the Departmental Security Structure in that:
  - 7.3.1 The service provider must report immediately any security breaches/incidents to the Director: Security Risk Management or his/her delegate, in writing.
  - 7.3.2 The service provider is required to provide a written monthly report to the Director: Security Risk Management or his/her delegate.
  - 7.3.3 The service provider will be required to conduct quarterly meetings with the Director, Security Risk Management, or his/her delegate 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.

**8. ROLES AND RESPONSIBILITIES.**

**8.1. The Department of Mineral Resources and Energy shall provide the following.**

- 8.1.1 Functional perimeter security lighting.
- 8.1.2 Facilitate access control by ensuring that officials have identification cards.
- 8.1.3 Provide gate keys, remote control and/or any other locking mechanism or infrastructure that is used to lock the main gate and
- 10.1.4. Provide access to ablution facilities.

**8.2 Service Provider**

- 8.2.1 Execute the contract in line with the scope of work and other requirements contained in these terms of reference.

## 9. CONFIDENTIALITY OF INFORMATION

- 9.1. A Party shall treat information furnished by the other Party or another person for purposes of execution of the project, 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.

## 10. PAYMENTS

- 10.1 The Department will not make an upfront payment to a successful service provider. Payments will only be made in accordance with the delivery of services that will be agreed upon by both parties and receipt of an original invoice.

## 11 TAX CLEARANCE CERTIFICATE

- 11.1 Bidders must ensure compliance with their tax obligations.
- 11.2 Bidders 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.
- 11.3 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).
- 11.4. A bidder may also submit a printed TCS together with the proposal.
- 11.5 In proposals where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- 11.6 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.

## 12 COST/PRICING

- 12.1 The bidders are requested to provide a quoted proposal regarding the work to be undertaken.
- 12.2 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. The total cost must be VAT inclusive and should be quoted in South African Rands (i.e. ZAR).

## TOR NO.

- 12.3 Bidders should provide hourly rates as prescribed by the Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.
- 12.4 Bidders should provide (Subsistence & Travel (S&T)) rates that are in aligned to the National Treasury instruction note as follows:
- i) Hotel Accommodation – R1550 per night per person, including breakfast, dinner, and parking.
  - ii) Air travel must be restricted to economy class.
  - iii) Claims for kilometers may not exceed the rates approved by the Automobile Association of South Africa.

## 13 CONDITIONS OF THE CONTRACT

- 13.1 The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.
- 13.2 The service provider will sign a confidentiality agreement regarding the protection of DMRE information that is not in the public domain.
- 13.3 Security officers are prohibited from unauthorized handling, reading or removal of documents in the departmental records.
- 13.4 No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.
- 13.5 The Department reserves the right to screen/vet security personnel in the employ of the security 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.
- 13.6 Security officers must be inspected at least once per shift; day and night (weekends and public holidays included) by the security service provider representative and keep records of such visits.
- 13.7 The service provider must ensure that there is no interruption of services due to manpower shortage because of the security guard being on leave (Annual, sick, etc).
- 13.8 The service provider shall ensure that the contract is executed in line with the scope of work.
- 13.9. The service provider will be subjected to security screening by the State Security Agency
- 13.10 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.

## 14 FORMAT OF SUBMISSION OF PROPOSAL

**14 FORMAT OF SUBMISSION OF PROPOSAL**

- 14.1. Service providers are requested to **submit one (1) original** of technical proposals **plus softcopy in a memory stick (must be named or labeled)**.
- 14.2. Service providers are requested to index their proposals for easy reference.

**15. PRE-BID MEETING DETAILS/BRIEFING SESSION DETAILS**

- 15.1 A compulsory briefing session will be held on **12 August 2024, 10h00** at Department of Mineral Resources and Energy at the following address: **192 Visagie Street Cnr Paul Kruger and Visagie Street Pretoria 0001**

A compulsory briefing session certificate will be issued after the briefing session to confirm attendance. Failure to submit fully completed original compulsory briefing session certificate with your proposal will invalidate your bid.

**16 CLOSING DATE**

- 16.1. Proposals must be submitted on or before **26 August 2024,11h00** at Department of Mineral Resources and Energy, at 192 Matimba House Building, Corner Visagie and Paul Kruger Street, Pretoria in the box marked Department of Mineral Resources and Energy. **No late bids will be accepted.**

**17. ENQUIRIES**

- 17.1. **All general enquiries relating to bid documents should be directed to:**

Mr. Samuel Msiza

Tel: 012 406 7910

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

- 17.2. **Technical enquiries can be directed to:**

1. Mr. Nhlanhlehle Chonco

Tel: 012 444 3039

E-mail: [Nhlanhlehle.chonco@dmre.gov.za](mailto:Nhlanhlehle.chonco@dmre.gov.za)

2 Mr. Moloko Mashala

Tel: 012 406 7595

E-mail: [Moloko.mashala@dmre.gov.za](mailto:Moloko.mashala@dmre.gov.za)