



SCM /Tender Ref #:	DPME 01/2025/26
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Request for proposals for:	Provisioning of Physical Security Services for the Department of Planning, Monitoring and Evaluation for a period of three years (36 Months)
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**Bid closing date and time as well as the date and time of briefing session (if any) are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted. Bidders must provide one original and 5 (five) copies of proposals submitted. Only 1 (one) original price proposal and SBDs are required.**

Estimated project start date:	Expected project duration (Months)
01 August 2025	36 Months

**1. BID INFORMATION**

Information and guidelines on the format and delivery of bids are contained in the attached bid documents.

**2. PROPOSAL FORMAT**

**A detailed proposal in response to this ToR must be submitted.** The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this term of reference.

**The following must be attached to the bid proposal:**

- The published terms of reference (this document, including **Annexure A** to this document).
- Pricing Schedule. Price proposals must **include VAT** and should be fully inclusive to deliver all outputs indicated in the terms of reference. The bidders total price indicated on the Pricing Schedule must be the same as on the Standard Bidding Document (SBD 1). (Bidder **Must use attached pricing Schedule Excel template**). If the total pricing on the Pricing Schedule is not the same as the total pricing on the SBD 1, your bid will be disqualified.
- All other forms and/or certificates required (see bid documents).

**3. CONDITIONS OF BID**

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the **compulsory briefing session** (see SBD1) will be considered. Bids must be valid for a minimum period of 120 days after the closing date.

ENQUIRIES		
	Technical Personnel	SCM General
Name:	Martha Mohlotsane	Muthundinne Nethomboni
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**1. BACKGROUND**

**Annexure A** contains a detailed description of the requirements for this project, including:

- Background / Context
- Purpose
- Objectives and scope of project
- Deliverables and time frames

**NB: Bidders to take note that there is a possibility that the department may relocate to another building that will accommodate all DPME officials during the contract period. Due to the fact that the square meters of the new building are unknown at this stage, DPME has the right to increase or decrease the quantities of security resources (security staff and equipment's).**

**2. EXPERIENCE**

The attached spreadsheet must be used to summarise qualifications, skills and past experience and to cost the proposal.

**2.1. Company composition (Company Directors)**

**2.1.1. Qualifications and Experience required**

Bidders will be required to provide relevant qualifications and demonstrate adequate experience through the number of physical security projects/assignments undertaken. The attached template must be used to summarise experience and the proposal must contain details about projects worked on including roles, cost and duration as well as names and contact persons at contracting party.

<b>Roles*</b>	<b>Qualifications</b>	<b>Experience</b>
Director/s	Minimum: Valid PSIRA Grade A Certificate and grade 12 or equivalent	Minimum: 3 years' experience in managing physical (guarding) security services (Attach resume as proof)
Company	Minimum: Valid PSIRA Certificate (Good standing)	Minimum of 3-years' experience (Provide or attach reference letter/s) <b>* To support this, security service providers are required to submit reference letter/s (on the letter-head of the company, and signed by management of the client) as proof that they have successfully performed/ executed, or that they have been providing similar guarding services. Reference letter/s should include <u>contactable details</u> for verification purposes and a duration of contract specified in terms of start and end dates (DD/MM/YYYY)</b>  <b>*(In case the bidders have multiple running tenders, experience will be calculated on a calendar years)</b>

**2.1.2 TEAM REQUIRED**

<b>Building Physical Address: 330 Grosvenor Office: PRETORIA.</b>			
<b>Security Officers will work as follows during the day and nightshift including the weekends and Public Holidays</b>			
<b>GRADE</b>	<b>DESCRIPTION</b>	<b>DAY</b>	<b>NIGHT</b>
Grade B Supervisor	Unarmed (24 hours; Sat-Sun including public holidays)	1	1

Grade B Supervisor	Unarmed (24 hours; Mon-Fri)	1	1
Grade C Security Officers	Unarmed (24 hours; Mon-Fri)	4	2
	Unarmed (24 hours; Sat-Sun including public holidays)	1	2
<b>Building Physical Address: 535 Office: PRETORIA. Security Officers will work as follows during the day and nightshift including the weekends and Public Holidays</b>			
<b>GRADE</b>	<b>DESCRIPTION</b>	<b>DAY</b>	<b>NIGHT</b>
Grade B Supervisor	Unarmed (24 hours; Sat-Sun including public holidays)	1	1
Grade B Supervisor	Unarmed (24 hours; Mon-Fri)	1	1
Grade C Security Officers	Unarmed (24 hours; Mon-Fri)	3	2
	Unarmed (24 hours; Sat-Sun including public holidays)	1	2
<b>Total number of guards for both buildings</b>		<b>25</b>	

## 2.2. COMPANY REQUIREMENTS

The following **must be** submitted (**MANDATORY**):

- 2.2.1. The company must be registered with **Private Security Industry Regulatory Authority (PSIRA)** and **must** submit certified letter of good standing.
- 2.2.2. The company director/s **must** have **PSIRA Grade A** and **must** submit certified certificate/s.
- 2.2.3. The company director/s **must** submit certified South African Identity Document/s (IDs).
- 2.2.4. The security service provider **must** attach, certified valid proof of **COIDA** compliance Certificate
- 2.2.5. The company **must** submit certified **National Bargaining Council for the Private Security Sector (NBCPSS)** proof of registration).
- 2.2.6. An operating control room **MUST BE WITHIN GAUTENG** – which must be an immovable structure, **submit proof of company physical address** (signed lease/municipal bill).
- 2.2.7. Company vehicle **licenced roadworthy certificates, vehicles must be registered under company name (attach proof).**
- 2.2.8. The company **must** have public liability Insurance (**attach proof of insurance**).

## 2.3. Qualifications

The successful service provider must submit proof of qualifications (certified copies) as follows:

### Supervisor

- 2.3.1 Grade 10 or equivalent
- 2.3.2 Valid Grade B PSIRA Security Certificate
- 2.3.3 Firearm competency Certificate
- 2.3.4 Basic safety training certificate

### Security Officers

Security Officers must have the following minimum qualifications:

- 2.3.5 Grade 10 or equivalent
- 2.3.6 Grade C PSIRA Security Certificate

**DPME reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.**

## 3. INFRASTRUCTURE

The security service provider must have the following:

- 3.1. An operating control room **MUST BE WITHIN GAUTENG** – which must be an immovable structure, **attach proof of company physical address** (signed lease/municipal bill).
  - 3.2. Control room **must** be operational 24-hours with an e-mail as well as operating telephone line.
  - 3.3. Demonstrate armed response procedure.
  - 3.4. Base and two- way radios **must** be in good working condition.
  - 3.5. **The department reserves the right to conduct unannounced site visit prior to appointment.**
4. The security service provider must install patrol tracking system and provide the following to the officers:
- 4.1. Full corporate uniform (trouser, shirts, skirt, pullover, jersey, blazers and black shoes).

- 4.2. Torches
- 4.3. 2-way radios
- 4.4. Base radio/s
- 4.5. Occurrence Book
- 4.6. All Security registers and visitor's receipt book
- 4.7. Hand held metal detectors
- 4.8. Pocket Books
- 4.9. Pens
- 4.10. Handcuffs
- 4.11. Batons
- 4.12. Electronic patrol track stick/s

**5. COSTING METHODOLOGY**

- 5.1 Provide fully inclusive quotation for the duration of the contract (Split pricing yearly).
- 5.2 Cost must be VAT inclusive and quoted in South African Rand.
- 5.3 Costing should be aligned with the project activities/project phases.
- 5.4 Prices must include all services (e.g. armed response, radio licenses, infrastructure costs, clothing and equipment, guards of the grades mentioned and all PSIRA , NBCPSS mandatory subscription and any other expenses).
- 5.5 The service provider will be required to disclose the actual amounts paid to security officers and supervisor, including proof of contributions made to UIF and COIDA.

Prices must be inclusive of VAT (if VAT registered) and **must include all costs to fully execute all deliverables** indicated in this Terms of Reference. No variation in contract price will be permitted for the duration of the contract period. Pricing Schedule must be used to summarise costing.

**6. EVALUATION OF BIDS**

**a. Administrative requirements**

The Pricing Schedule **must** be completed using Microsoft Excel or compatible software. A Pricing Schedule completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.

Price proposals must include VAT and should be fully inclusive to deliver all outputs indicated in the Terms of Reference. The bidders total price indicated on the Pricing Schedule must be the same as on the Standard Bidding Document (SBD 1). **(Bidder Must use attached pricing Schedule Excel template). If the total pricing on the Pricing Schedule is not the same as the total pricing on the SBD 1, your bid will be disqualified.**

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference.

**b. Scoring of bids (functional criteria)**

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6 or 9)	2 – Partial compliance with requirements
5 – Essential requirement / integral part of project (minimum score of 15)	3 – Full compliance with requirements
	4 – Exceeds requirements

**Score per criteria:** The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights X 4}} \times 100$$

**c. Functional evaluation Part 1 – Quantitative criteria**

**Part 1: Minimum functional requirements:** Only bidders that meet all the mandatory requirements stipulated in Part 1 will proceed to the functional evaluation Part 2A. Bidders who fail to submit/attach all the mandatory documents will be disqualified.

		<b>Comply</b>	
		<b>Yes</b>	<b>No</b>
1.1.	The security service provider <b>must</b> attach valid <b>PSIRA</b> certificate (Good standing).		
1.2.	<b>Must</b> attach proof of valid <b>PSIRA Grade A</b> certificate/s for Director/s.		
1.3.	All company directors <b>must</b> be South African Citizens. ( <b>Attach certified ID's copy/s</b> ).		
1.4.	The security service provider <b>must</b> attach a proof of valid <b>COIDA</b> compliance certificate.		
1.5.	The company <b>must</b> submit certified <b>National Bargaining Council for the Private Security Sector (NBCPSS)</b> proof of registration).		
1.6.	An operating control room <b>MUST BE WITHIN GAUTENG</b> – which must be an immovable structure, <b>attach proof of company physical address</b> (signed lease/municipal bill).		
1.7.	Company vehicle <b>licenced roadworthy certificates, vehicles must be registered under company name (attach proof)</b> .		
1.8.	The company <b>must</b> have public liability Insurance ( <b>attach proof of insurance</b> ).		

**d. Functional evaluation Part 2A – Qualitative criteria**

The functional evaluation criteria indicated below will be applied during Part 2 of functional evaluation to all bids that met the minimum requirements stipulated under Functional evaluation Part 1. During part 2A the Bid Evaluation Committee may, evaluate and score bids based on the bid documents and proposals submitted

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

**Part 2A: Minimum functional requirements:** Only bids that obtain a minimum overall score of 65% for functional evaluation Parts 2A will proceed to Part 2B.

Functional Evaluation Criteria		Weight	Minimum overall score of 65%
2.1	<p><b>The security service provider must have a minimum of three (3) years operational experience as a Physical security services provider as per 2.1.1 (Attach reference letter/s)</b></p> <p>1= 1 year of experience  2= 2 years of experience  3= 3 years of experience  4= 4+ years of experience</p>	5	15
2.2	<p><b>Company director/s must have minimum 3 years' experience in managing physical (guarding) security services (Attach resume as proof)</b></p> <p>1= Company director does not meet the criteria.  3= Company director meets the criteria.</p>	3	9

**Only bidders passing the minimum score for part 2A will proceed to 2B**

**Part 2B Continue: DUE DILIGENCE**

Only bidders that meet the all the mandatory requirement for Part 2B will move to Price evaluation/PPPFA.

DUE DILIGENCE (site visits) (paragraph 3.1-3.5)		Comply	
		Yes	No
1	An operating control room <b>MUST BE WITHIN GAUTENG</b> – which must be an immovable structure.		
2	Control room <b>must</b> be operational 24-hours. Must have e-mail and operating telephone line.		
3	<b>Demonstrate</b> armed response procedure.		
4	Base and Two- way radios <b>must</b> be in working condition.		
5	Verification of company vehicle/s suitable for this purpose.		

**NB. THE DEPARTMENT RESERVES THE RIGHT TO CONDUCT UNANNOUNCED DUE DILIGENCE**

Only bidders that meet stipulated requirements for Part 1, 2A,2B will proceed to Price/PPPFA Evaluation.

**e. PPPFA: Price/ Specific Goals**

Only bids that meet the minimum administrative and functional requirements / specifications indicated in the TOR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference point allocation method applicable is indicate in the table below and on the attached SBD 6.1.

<b>The specific goals allocated points in terms of this tender</b> <b>(MEANS OF VERIFICATION WILL BE: CSD, BBBEE certificate/ Affidavit/ ID copy &amp; Share Certificate/ CIPC (CoR13)/ ID Copy/ Confirmation letter/ CSD report-preferred address to be used for the award of points.)</b>	<b>Number of points allocated (80/20 system)</b> <b>(To be completed by the organ of state)</b>	<b>POINTS TO 80/20AWARD</b> <b>Applicable to</b> <b>&gt;= More than</b> <b>&lt; = Less Than</b>
Black ownership with at least 51%	5	>51% = 5 points <51% = 1 point
Black ownership with disabilities as defined by Employment Equity Act of 1998 (Attach certificate)	3	Yes = 3 points No = 0 point
Black women ownership with at least 30%	2	>30% = 2 points <30% = 0 point
Black youth ownership by at least 30% (at the date of closing of RFQ/RFP/Tender)	3	Yes = 3 points No = 0 point
Black Military veteran ownership	2	Yes = 2 points No = 0 point
Suppliers situated in the local Municipality of the project/event. (Local supplier from where the event is taking place-rural and semi-urban areas)	3	Yes = 3 points No = 0 point
Small, Medium & Micro Enterprises, makes a profit of less than R10 million a year	2	Yes = 2 points No = 0 point
<b>TOTAL</b>	<b>20</b>	

**7. CONTRACT MANAGEMENT**

The successful bidder will be required to enter into a Service Level Agreement (SLA) with the Department of Planning, Monitoring and Evaluation. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DPME and the successful bidder.

Bidders should note that:

- a. All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- b. The Departmental security management reserves its right to carry out after-hours inspection to assess compliance with these requirements.

- c. The service provider shall provide a monthly report to the Department on identified challenges, suggestions, improved methods and work programmes, personnel turnover, remedial actions and all other related matters concerning the agreement.
- d. The monthly meetings will be held between Area Supervisor/Manager of the service provider and Security Officers with DPME Security Manager and or his/her representatives to address operational issues.
- e. The quarterly meetings will be held between the Managing Director of the service provider and DPME Security Manager and/or/his/her representative to discuss all SLA related matters.
- f. The service provider should report to the delegated official or official responsible for security services.
- g. Monthly report should be provided to the official responsible for security services.

**8. SPECIAL CONDITIONS APPLICABLE TO THIS BID**

- a. The company, director/s and the resources will be subjected to security screening
- b. DPME will furnish the Service Provider with all relevant and available data and information, which is necessary to perform the services under the agreement.
- c. DPME will become the owner of all information, documents, programmes, advice and reports generated and compiled by the Service Provider in the execution of the services.
- d. The copyright of all documents and reports compiled by the Service Provider will vest in DPME and may not be reproduced or distributed or made available in any other way without the written consent of DPME.
- e. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of DPME.
- f. Appointment is subject to both parties being in agreement with the Service Level Agreement; both parties must sign the agreement.
- g. The Service Provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the DPME.
- h. Conditions stipulated in the general conditions of contract will be applicable should any of the parties fail to deliver (read together with the Service Level Agreement signed by both parties).
- i. On termination of the agreement, for whatever reason (s), all documents, programmes, reports, must be handed to DPME. The Service Provider relinquishes the right of retention thereof.
- j. The Department reserves the right to terminate the contract if the State Security Agency screening is negative for company, directors and employees.
- k. The Service Provider will be liable for any loss/damage of assets during the contract period.
- l. The security service provider must be able to provide reasonable guarantees related to continuity and limitations on staff turnover. The objective would be to use the same security officers for the duration of the contract.
- m. Bidders must ensure that the Total Bid Price (Including VAT) must be the same on Part B: Invitation to BID (SBD1) and on the Annexure B4: Costing/Price Schedule. Failure to comply with this requirement will lead to disqualification.
- n. Bidders must ensure that they indicate the Bid Prices (Including VAT) for each year on the Annexure B4: Costing/Price Schedule.
- o. The service must (within 30 days) of signing the service level agreement (SLA), comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. DPME may monitor compliance for the duration of the contract and implement penalties for non-compliance.

