



**AGRICULTURAL RESEARCH COUNCIL**

**REQUEST TO QUOTATIONS FOR:**

**RFQ NO: 016193**

**To render Physical Security Services at ARC Loskop Farm for a period of Six (06) Months.**

**First Compulsory Briefing Session: 25 July 2023 at 11:00 am**

**ARC Loskop farm- Groblersdal**

**(Limpopo Province)**

**Closing Date: 31 July 2023**

**TIME: 11:00**

**Bidder's Name:.....**

**CSD number: .....**

## 1. BACKGROUND

Agricultural Research Council (ARC) is in the process of appointing the service provider to render physical security services at Loskop Farm to protect employees, assets and the contractors within Farm.

## 2. Purpose

To appoint a service provider to supply security personnel to render physical security services at Agricultural Research Council (ARC) Loskop Farm for the period of Six (06) Months on the date of contract signature.

## 3. SCOPE OF WORK/ DELIVERABLES

The service provider is expected to adequately address all the items referenced in the Scope of Work below:

- Patrolling of premises,
- Access Control
- Screening/Scanning of personnel /vehicles
- Assets monitoring,
- Personnel and members of the public escorted where required and  
Protection from and/ or to the Premises and general crime prevention measures as agreed upon

## 4. MANDATORY REQUIREMENTS

4.1 Contractors shall provide to the ARC (accompanying the bid document on the closing date/time) with the following information as listed in the below format:

- (a) The name, physical and postal address, telephone and fax numbers of their regional offices and headquarters.
- (b) CIPC Documents that detail the names, identity numbers and street addresses of all partners, shareholders of their companies and/or members of their partnerships, companies or close corporations respectively and as applicable.
- (c) **Valid** section 13 A Compliance letter from the Security Provident Fund (month to month validation or compliance letter) issued by the Private Security Industry Provident Fund. The certificate should be **valid** at the time of closure of the tender.

- (d) **Valid** letter of good standing with Compensation Fund.
- (e) **Valid** UIF certificate of compliance.
- (f) Certified copy of a valid PSIRA Company Registration.
- (g) Valid (letter must be valid on or before the closing date of bid) letter of good standing of the service provider from Private Security Industry Regulatory Authority (PSIRA)
- (h) The Service Provider must submit the existing cover for PUBLIC LIABILITY insurance policy from any registered insurance company or submit documentary proof/letter of intent/quotation from registered insurers. The Public Liability cover must be for a minimum value of R 1 000 000 for the duration of the contract.
- (i) A **valid** Tax PIN number from SARS.
- (j) Standard Bidding Documents (SBD forms)
- (k) Central Supplier Database report (CSD report) showing a tax compliant status for the during of the bidding process.
- (l) Proof of firearm registration / or licences issued in terms of the Firearms Control Act, 2000), where applicable. This includes registration documents from South African Police Services Central Firearm Registry, List of all firearms, copies of all firearm licences owned or used by the company as well as competency certificates all the firearms user/handlers.
- (m)** All pricing should be in line with PSIRA Sectorial Determination. Service providers are required to make provision for the statutory increases in the pricing structure for the duration of the contract. Break down of budget according to increase per year to be attached.
- (n)** Blacklisted service provider/s who are on the National Treasury website will be disqualified.

**Note: Failure to submit the above-mentioned required information together with the bid document on the closing date will result in the contractor's bid to be rejected.**

#### **Conditions of the tender**

- A minimum of three (03) signed reference letters indicating the value, type of service rendered and the duration/period of the contracts. All reference letters should be for projects that have been completed. **Letters of Award, Purchase Orders and Extension of services will not be accepted.**

## 5. Services Required

Service description	Quantity
<ul style="list-style-type: none"> <li>Security Officers PSIRA Grade C with Grade 10</li> </ul>	2 Security Officers PSIRA Grade C X 12 hours Dayshift Monday-Friday (06h00-18h00).
<ul style="list-style-type: none"> <li>Security Officers PSIRA Grade C with Grade 10</li> </ul>	2 Security Officers PSIRA Grade C X 12 hours Nightshift Monday-Friday (18h00-06h00).
<ul style="list-style-type: none"> <li>Security Officers PSIRA Grade C with Grade 10</li> </ul>	2 Security Officers PSIRA Grade C X 12 hours Dayshift Saturday & Sunday including public holiday (06h00-18h00).
<ul style="list-style-type: none"> <li>Security Officers PSIRA Grade C with Grade 10</li> </ul>	2 Security Officers PSIRA Grade C X 12 hours Nightshift Saturday & Sunday including Public Holiday (18h00-06h00).
<ul style="list-style-type: none"> <li>Combat Uniform e.g Trouser, Shirt, Boots, Socks Jersey and Jacket.</li> </ul>	All security officers must have
<ul style="list-style-type: none"> <li>clearly identifiable uniform &amp; include matching raincoats for rainy</li> </ul>	All security officers must have raincoats for rainy.
<ul style="list-style-type: none"> <li>4 X 4 LDV/Bakkie</li> </ul>	1
<ul style="list-style-type: none"> <li>9mm Pistol with 15 Ammunitions</li> </ul>	All Security Officers must be armed
<ul style="list-style-type: none"> <li>Clocking System ( able to send reports)</li> </ul>	20 clocking points
<ul style="list-style-type: none"> <li>Baton Stick</li> </ul>	2
<ul style="list-style-type: none"> <li>Hand Radios</li> </ul>	2
<ul style="list-style-type: none"> <li>Hand Cuffs with keys</li> </ul>	4
<ul style="list-style-type: none"> <li>Hand Metal Detector</li> </ul>	2
<ul style="list-style-type: none"> <li>Torches</li> </ul>	2
<ul style="list-style-type: none"> <li>Whistles</li> </ul>	All Security Officers must have whistle
<ul style="list-style-type: none"> <li>Pepper spray</li> </ul>	All Security Officers must have whistle
<ul style="list-style-type: none"> <li>Security Registers: Occurrence Book</li> </ul>	1
<ul style="list-style-type: none"> <li>Pocket Books</li> </ul>	All Security Officers must have pocket book
<ul style="list-style-type: none"> <li>Visitors Register</li> </ul>	Main Entrance must have visitors register.
<ul style="list-style-type: none"> <li>ARC Vehicle Register</li> </ul>	1

## 6. Evaluation Criteria

For procurement equals to R2000 but not above R50million: 80/20 preferential procurement principle is applicable. A maximum of 20 points will be awarded to a tenderer/ service provider for the specific goals as follows:

RDP GOALS	80/20
HDIs (people who had no franchise on national elections prior to 1994)	8
Women	4

Youth	4
People with disabilities	2
Implementation of RDP goals ( <b>The promotion of SMMEs</b> )	2

**N.B:** Quotations should be submitted via email only to: [khosan@arc.agric.za](mailto:khosan@arc.agric.za)