

Physical Address: No. 01 Seller Street | Nqanqarhu | 5480

Postal Address: P.O. Box 1 | Nqanqarhu | 5480

Tel: 045 9328100 | **Fax:** 045 9321094 | **Facebook:** @Elundini Local Municipality | **Twitter:** @ElundiniLM | **YouTube Channel:** @Elundini Local Municipality | **Instagram:** @elundini_lm

**ELUNDINI LOCAL MUNICIPALITY
TENDER NOTICE AND INVITATION TO TENDER**

The Elundini Local Municipality is requesting for proposals on the following services for a period of one (1) year:

Project Name	Bid No	Compulsory Briefing and Inspection on Thursday, 09 December 2021
Provision of Physical Security Services	ELM-4/017/2021-2022	Mount Fletcher Municipal Offices and facilities at 10:00 Ugie Municipal Offices and facilities at 14:00
Provision of Sanitising and Fogging services	ELM-4/018/2021-2022	Mount Fletcher Municipal Offices at 12:00 Nqanqarhu Municipal Offices and facilities at 13:00 Ugie Municipal Offices and facilities at 15:00

The Municipality wishes to invite suitable qualified and experienced service providers for the following services:

1. Provision of 24/7 Physical Security Services by one accredited service provider in each of the municipal offices and other sites that are located within the precinct of Ugie and Mount Fletcher towns for a period of twelve (12) months.
2. Provision of equipment, products and services for sanitizing and fogging of municipal offices and facilities in Nqanqarhu, Mount Fletcher and Ugie, quarterly by one service provider for a period of twelve (12) months.

Contracts will be based on the National Treasury General Condition of Contracts. Bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No. 5, 2000) and the regulations pertaining thereto (2017), as well as the Elundini Local Municipality's Supply Chain Management Policy 80/20 preference point system will be used.

Stage 1 of Evaluation: Eligibility Criteria for all the two projects will be available on Tender Data that will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document. **Bidders with non-compliant with the requirements of the eligibility criteria will be disqualified and not be considered for further evaluation**

Stage 2 of Evaluation – Quality criteria and maximum score in respect of all the projects are as follows:

ELM-4/017/2021-2022		ELM-4/018/2021-2022	
Quality Criteria	Maximum number of points	Quality Criteria	Maximum number of points
A. PSIRA Registration and Letter of Good standing	10	Experience	50
B. Company Vehicle and Equipment	25	Empowerment	25
C. ICASA Certificate	10	Methodology	25
D. Corporate Security Experience and Professional conduct of bidder	25		
E. Proposed Methodology	30		
Total Points	100	Total Points	100

The minimum score of 70% out of 100 points must be score in order to proceed to the Financial Evaluation on both bids.

Stage 3 of Evaluation – Price and Preferential Points system will be 80/20

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to:
Freecall: 0800 117844 | **SMS** 32840 | **Email:** elundini@tip-offs.com | **Freepost:** KZN138 Umhlanga Rocks 4320
All correspondence must be addressed to the Municipal Manager

The terms of reference, detailed breakdown of Eligibility Criteria and functionality criteria, and scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.elundini.gov.za and will be also attached in the tender document.

Queries relating to the issue of these documents may be addressed to Ms H Mdusulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za Technical enquires may be addressed to Ms M. Ramarou, Tel No. 045 932 8185 or email: ramaroum@elundini.gov.za

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The tender document will be available on **Thursday, 02 December 2021**.

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: kwaneles@elundini.gov.za. Upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections

Completed bid document and CD or Memory-Stick of the whole tender submission converted into PDF format and supporting documentation must be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER**: must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Thursday, 06 January 2022** for this bid at which time the tenders will be opened in public. Failure to adhere to the above conditions shall deem a bidder non-responsive.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

TOTAL BIDDING PRICE



KHAYALETU GASHI
MUNICIPAL MANAGER

BID CONDITIONS AND INFORMATION

1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.

2. Agreement

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. Completion of Bid Documents

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. Alteration or Qualification of Bid

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. Submission of Bid

(a) Completed bid document and CD or Memory-Stick of the whole tender submission converted into PDF format and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER as well as closing date and time:** must be delivered to the **Elundini Local Municipality, at No. 1 SellerStreet, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Thursday, 06 January 2022** for this bid at which time the tenders will be opened in public. Failure to adhere to the above conditions shall deem a bidder non-responsive.

- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- (c) Clearly mark the back of the envelope with your bidder's name and address .

7. Opening, Recording and Publications of Bids Received.

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

8. Tax Clearance Certificate , Tax Matters and VAT

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

9. Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

10. Acceptance or Rejection of a Bids

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

11. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

12. BBBEE Certificate

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or original or certified completed AFFIDAVIT downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp

13. Tender offers will only be accepted if:-

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

14. Requirements for the Joint Venture

- a) J V agreement,
- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

15. Site / Information Meetings

None

16. Procurement Policy

- a) Bids will be awarded in accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: www.elundini.gov.za

17. Expenses Incurred in Preparation of Bid

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

18. Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

19. Validity Period

Bids shall remain valid for **90 days** after the bid closure date.

20. General and Special Conditions of Contract

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

21. Municipal Rates, Taxes and Charges

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

22. Contact with Municipality after Bid Closure Date

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

23. Vetting Of The Supplier/Due diligence

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

Terms of Reference:

Provision of 24/7 Physical Security Services by one accredited service provider in each of the municipal offices and other sites that are located within the precinct of Ugie and Mount Fletcher towns for a period of twelve (12) months.

1. Project Description

- 1.1 The Elundini Municipality wishes to invite suitably qualified and experienced suppliers of security services to submit bids for appointment as providers of 24/7 security services (physical guards) within the different municipal sites in and around but NOT limited to Ugie and Mount Fletcher. The intention of the Municipality to appoint TWO accredited service providers for a period of twelve (12) months.
- 1.2 The service providers for the provision of security services within municipal offices will include other sites that are located within the precinct of Ugie and Mount Fletcher towns.
- 1.3 Bidders must also include their Ad-hoc appointment rates as provided for in the bill of quantities.
- 1.4 The scope of work is as provided for in the Proposal and the supplier shall ensure hundred percent [100%] performance of all the obligations imposed in this contract.

2. Project Background

The Municipality has a responsibility to manage, maintain and safeguard its assets. Security guards are therefore needed to prevent theft, vandalism or misuse of the municipal assets and ensure that assets are maintained for their useful lives. Access control to all municipal sites must be maintained at all times. This is in terms of the Control of Access to Public Premises and Vehicles Act 53 of 1985, as amended, the Criminal Procedures Act no 51 of 1977, the Minimum Information Security Standards (MISS), The Minimum Physical Security Standards (MPSS), other various legislation governing security in public sector institutions and the applicable municipal policies,

The scope of work to be undertaken will cover the following key performance areas. The detailed functions and activities of each key performance area will be covered in the Service Level Agreement ("the SLA").

3. Eligibility Criteria

Only those tenderers who satisfy the following eligibility criteria **and who provide the required evidence in their tender submissions** are eligible to submit tenders and have their tenders evaluated Failure to comply with or submit any of the supporting documentation listed below will result in your bid being disqualified.

Item description		Please indicate with an "X" whether the offer complies with the requirements		
		Yes	No	Comment
(a)	Bidder must have a control room which is manned 24/7 from which monitoring will take place.			
(b)	The bidder must be registered with the following bodies and proof of registration must be submitted with the bid: - • The Private Security Industry Regulatory Authority (PSIRA), ICASA .			
(c)	Two-way radio base set with back-up service.			
(d)	Emergency radio's with spare battery.			
(e)	Remote live tracker device.			
(f)	Control Room must comply with PSIRA regulations proof of compliance must be submitted with the tender.			

(g)	All personnel must belong to a provident fund. A compliance letter must be submitted with the tender.			
(h)	Guards must be paid equal to or above the required National Bargaining Council for the Private Security Sector. Salary rates must be provided with tender documents.			
(i)	All employees must be registered with PSIRA and proof of registration must be submitted with the tender.			
(j)	Proof of Public Liability Insurance Policy to the value of at least R5 Million providing cover against all claims (including claims related to the use or misuse of firearms), against the Council, Contractor or its employees.			

4. PROFESSIONAL REGISTRATION

- 4.1 Service Providers and staff members must be registered with the Private Security Industry Regulatory Authority (PSIRA). Certified proof of registration of the company and staff must accompany the tender. Failure to submit these documents with the tender will result in your bid being disqualified;
- 4.2 Proof of PSIRA registration of all new personnel that will be deployed at the municipal sites, appointed during the duration of the contract, must be submitted to the Manager: Auxiliary Services. It will be considered a breach of contract should it be discovered that any services within the scope of this tender is carried out by an unqualified and unregistered person.

5. WORKMEN'S COMPENSATION

The bidder must be COIDA compliant before the execution of any work in terms of the contractual obligations. A letter of good standing in terms of COIDA or latest assessment and proof of payment thereof or proof of registration (only in cases of a new registration) will suffice.

6. FUNCTION OF THE SERVICE PROVIDER

The Service Provider must:

- 6.1 Ensure that personnel are deployed at sites on time, in correct attire and in possession of the necessary equipment;
- 6.2 Ensure that premises and guards be visited and inspected during a shift period excluding shift changes. The visit must be entered into the logbook of the guard;
- 6.3 Report any emergencies and possible illegal activities to the Elundini Municipality immediately;
- 6.4 Control and supervise all personnel on duty;
- 6.5 Ensure that registers are up to date and available for inspection by the municipality's appointed representative;
- 6.6 Submit a monthly report to the Manager Auxiliary Services regarding all incidents within 10 days after the end of the month;
- 6.7 Make recommendations to the Manager with regards to improvement or preventative measures with regard to security issues relating to a site;
- 6.8 Ensure that security guards do get continuous training;
- 6.9 Ensure that security guards are able to communicate, read and write;
- 6.10 Ensure that a supervisor is available at all times.

Kindly note that should the service provider fail to comply with any of its functions, such a failure may result in the contract being cancelled.

7. SPECIAL CONDITIONS

Security Personnel

The following is required from all security personnel when on duty:

- 7.1 Personnel must be dressed in full company security uniform;
- 7.2 Guards must be in possession of a torch and a two-way communication device
[whenever required];
- 7.3 Guards must be in possession of a firearm (as and when required);
- 7.4 Security personnel must wear an ID card whilst on duty in such a manner that it can be clearly seen. The ID card must contain the member's name, surname, PSIRA number, employee number and a photo of the employee;
- 7.5 All personnel must be registered with PSIRA;
- 7.6 Security personnel must be registered as a company employee with PSIRA;
- 7.7 All personnel must have police clearance and may not have a criminal record. A six-monthly report regarding the police clearance of all guards must be submitted with the monthly report;
- 7.8 All guards must at least have a Grade D security grading;

8. GENERAL REQUIREMENTS – SERVICE PROVIDER

- 8.1 The service provider must have a 24-hour dedicated control room when submitting the tender. Proof of address must be submitted with the tender documents. The control rooms will be inspected by designated municipal personnel during the evaluation of the tender;
- 8.2 The business premises must be registered with PSIRA as a security business at that location;
- 8.3 The control room must have an electronic two-way radio base set that is connected to a radio network which enables radio communication through the Elundini municipality;
- 8.4 Emergency Radio's with spare battery in the case of power failure;
- 8.5 Operational computer with email/fax facilities and capable to do live tracker monitoring to ensure that the security guard patrols the designated area regularly;
- 8.6 The control room must have strict access control and it must be according to PSIRA standards. A PSIRA certificate with regards to the control room standard must be submitted with the tender documents;
- 8.7 Guards must be paid equal to or above required National Bargaining Council for the Private Security Sector salary rates. Proof of salary rates of the service provider must be submitted with the tender documents;
- 8.8 All personnel must belong to a provident fund. A compliance letter from the fund must be attached to the tender;
- 8.9 The Service Provider must submit proof of a Public Liability Insurance Policy to the value of at least R5 Million providing cover against all claims (including claims related to the use or misuse of fire-arms), against the Council, Contractor or its employees;
- 8.10 The Service Provider must have at least two vehicles in road worthy condition and must submit a certified copy of the registration certificate and road worthy certificate of the vehicles. Where a Service Provider leases a vehicle a copy of the lease agreement must accompany the tender documents;
- 8.11 An inspection by a dedicated official/s of the municipality will be done after the closing date of the tender;
- 8.12 No information concerning Employees activities may be furnished to the public or news media by the contractor or his employees;
- 8.13 The Employer reserves the right to ascertain from the S.A. Police Services whether security staff in his/ her service possesses clearances, and to ascertain from the Private Security Industry Regulatory Authority (PSIRA) whether the security staffs are registered with PSIRA;
- 8.14 The contractor shall have detailed procedures manuals for all security functions available on the start of the contract. Approval of the manuals will not relieve the contractor from any of his obligations under the contract. Should the employer discover any deficiencies in the

procedures manuals subsequent to the approval of such manuals, the employer may order the Contractor to amend the manuals to its satisfaction at the cost of the contractor;

- 8.15 The Contractor must establish communication linkage with the police;
- 8.16 The Contractor shall check authorization letters for the removal of goods from the institution. Copies of the authorizations should be recorded and kept by the service provider.

9. PRICING AND ESCALATION

- 9.1 Prices tendered will be firm for the duration of the contract.
- 9.2 Prices shall be inclusive of **ALL** overhead costs.
- 9.3 The quoted price shall include for such services and no extra payment will be made to this effect unless specifically allowed for in the Schedule of Quantities.

10. CONTRACTOR EVALUATION / MANAGEMENT

10.1 The Elundini Municipality evaluates Service Providers on a monthly basis. The points allocated monthly for the performance range from 1(poor) to 5(excellent). If service delivery is less than satisfactory (3 points), the service provider will be informed and instructed to rectify the shortcoming within a said period of time. If the situation is not rectified, further steps may be taken and the contract may be cancelled;

10.2 The Service provider will be evaluated on the following Key Performance Indicators (KPI's):

- 10.2.1 Guards on duty at specified time and place, in correct uniform and in possession of correct equipment;
- 10.2.2 Guards' conduct conducive with the image of the Elundini municipality;
- 10.2.3 Registers kept up to date and available for inspection. Monthly reports submitted before 10 days after the end on each month.

11. INFORMATION TO BE PROVIDED BY THE BIDDER

- 11.1 References and their contact details
- 11.2 Proof of vehicle ownership or copy of lease agreement;
- 11.3 Proof of PSIRA registration of the company and staff;
- 11.4 Proof of PSIRA compliance of control room;
- 11.5 Proof of registration with a relevant pension fund / provident fund;
- 11.6 Proof of public liability insurance;
- 11.7 The bidder must be COIDA compliant before the execution of any work in terms of the contractual obligations. A letter of good standing in terms of COIDA or latest assessment and proof of payment thereof or proof of registration (only in cases of a new registration) will suffice.

12. PHYSICAL SCOPE OF THIS SPECIFIC CONTRACT

The following facilities **BUT NOT limited** to, be patrolled and secured:

- 12.1 Mount Fletcher Municipal Offices;
- 12.2 Mount Fletcher Municipal Animal Pound;
- 12.3 Mount Fletcher Craft Centre;
- 12.4 Ugie Municipal Offices;
- 12.5 Ugie Municipal Animal Pound;
- 12.6 Ugie Furniture Manufacturing site.

13. GUARD SERVICES

- 13.1 This service relates to the guarding of assets in accordance with standard practices and procedures in the security industry;
- 13.2 All accommodation, facilities and services supplied to the contractor by the Employer shall be operated and maintained by the Contractor to the satisfaction of the employer;

14. RESTRICTIONS ON THE ERECTING OF STRUCTURES AND EQUIPMENT

- 14.1 The erecting, installation or alteration by the Contractor of any structures including Movable temporary accommodation units which the Contractor may wish to erect for administrative and/or supervisory purposes and equipment in or on the site in terms of this contract, shall be subject to the prior written approval of the Municipality. No domestic housing facilities will be allowed on site;
- 14.2 The Municipality shall not be liable for any loss or damage to equipment supplied by the contractor due to theft, vandalism or whatever reason and any equipment lost or damaged shall be replaced by the Contractor at his/her own cost.

15. SECURITY STAFF EQUIPMENT

The Contractor shall ensure that each member of his/her security staff will at all times when on duty, be fully equipped in respect of:

- 15.1 A neat and clearly identifiable uniform from the contractor, which uniform will include matching raincoats and overcoats for rainy and cold conditions, respectively;
- 15.2 A clear identification card from the contractor, with the members photo, identification and numbers on it, worn conspicuously on his person at all times;
- 15.3 Service aids to be worn on the body at all times:
- a) Baton;
 - b) Handcuffs;
 - c) Whistle;
 - d) Pocket Book;
 - e) Pen;
 - f) Torch (at night);
 - g) Radio- Hand Carried 2 Way;
 - h) Firearm, where applicable.

16 REGISTER

16.1 Occurrence Book

- 16.1.1 The purpose of the occurrence book is to give an overall picture of activities, inspections by supervisors, and all other relevant occurrences at the guarded premises;
- 16.1.2 The Contractor's security staff on duty shall make the following entries in the occurrence book:
- [i] All listed routine procedures such as patrols undertaken,
 - [ii] Handing over of the shifts, etc, mentioning the procedures followed, by whom and the time of commencement;
 - [iii] These entries shall be made clearly legible, in blue/black ink.
- 16.1.3 All occurrences however slight or unusual they may be, shall be recorded with reference made to the correct time and relevant actions taken;
- 16.1.4 All security staff activities, especially deviations in respect of the duty list, specifying particulars of the staff and relevant times;
- 16.1.5 The issue and/ or receipt of keys, specifying the time and by whom they were received or delivered;
- 16.1.6 The unlocking or locking of the doors or gates, specifying the time and by who locked or unlocked;
- 16.1.7 The handing over of shifts, mentioning all names of all shifts staff and accompanying equipment and aids. In case, staff taking over as well as staff handing over shall sign the entry/entries;
- 16.1.8 After the taking over of shifts, the first level supervisor shall make an entry declaring that he has read the Occurrence Book in order to acquaint himself with events that occurred during the previous shift;
- 16.1.9 All visits by the second level supervisors and top management;

16.1.10 These entries shall be done in red ink.

Note:

Under no circumstances may an entry in the occurrence book be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled on the side. The Contractor shall store the completed (full) Occurrence Book until the end of the contract.

16.2 Pedestrian Register / Admission Control Forms (Where Applicable).

This register/ form shall be correctly and legible completed by the security guard/ officer on duty and shall make provision for the following:

- (1) Date and time of visit;
- (2) Admission and exit times of the visitor to and from the site;
- (3) Surnames and initials of the visitor;
- (4) Home or work address of the visitor;
- (5) Official identity/ Passport Number of visitors;
- (6) Name and person to be visited;
- (7) Purpose of visit;
- (8) Brand, centre and number of firearms in visitor's possession (if any);
- (9) Signature of the visitor.

16.3 Vehicle Register/ Forms (Where applicable)

This register/ form shall be correctly and legibly completed by the security guard/ officer on duty and shall make provision for the following:

- (1) Date of visit;
- (2) Admission and exit time of visitor/vehicle to and from the site;
- (3) Surname and initials of driver;
- (4) Registration number of the vehicle;
- (5) Name of person to be visited;
- (6) Purpose of visit;
- (7) Number of passengers;
- (8) Home or work address of the driver;
- (9) Brand, centre and number of firearm(s) in the vehicle (if any)

Security personnel are to check that all relevant details are completed and must also sign each entry

16.4 Prescribed Register/ Forms

The purpose of the prescribed register/forms is to execute effective checking and control at the various sites of the municipality. The completion and keeping of a prescribed register/Form at a site may be required from the contractor by the municipality.

16.5 Additional Prescribed Registers/ Forms to this Contract.

16.5.1 Gate permits

Personnel removing any items from the premises must be in possession of a gate permit from stores or workshop indicating that he/she has permission to remove the items from the premises. Gate permits from the previous day are to be handed in at the office before 06h00 the following day.

16.5.2 Vehicle inspection Form

To be completed by the night shift for all vehicle on the premises. Dayshift to check vehicles when taking over from night shift. Forms from the previous day are to be handed in at the office before 06h00 the following day.

16.5.3 Storage of Pedestrian and Vehicle Register Forms

The contractor shall store the completed full pedestrian and vehicle register forms for a period of twelve months. After twelve months, these documents must be given to the employer for archiving.

16.6 Notebook

- (1) The purpose of the notebook is to note down all incidents occurring or observations made;
- (2) By a security person during a turn of duty, for later reference;
- (3) During their turns of duty all security staff shall wear a notebook on their persons;
- (4) The following information shall be noted down in the notebooks:
 - all occurrences/ events,
- (5) However, slight or unusual, referring to the following:
 - a) Reporting on and off duty;
 - b) Time of occurrence or event;
 - c) Extent of occurrence or event;
 - d) Relevant occurrence book number with due allowance for paragraphs below;
 - e) Follow up actions taken in respect of occurrence or event;
 - f) All relevant information noted down in notebook shall immediately or directly after return from a patrol, be copied into the occurrence book;
 - g) The contractor shall store the completed (full) notebooks for the contract period.

16.7 Duty List

- (1) The purpose of the duty list is to serve as proof, at all reasonable times, that all staff who should be on duty per shift, are indeed on duty;
- (2) Daily, weekly or monthly duty lists of all security staff on duty, as purported in this agreement, shall be drawn up by the contractor and kept in the security control office of each centre where such service is rendered;
- (3) Any change to the duty list shall be crossed out by a single line, installed, dated and noted in the occurrence book

16.8 Duty sheet

The purpose of a duty sheet is to ensure that all security staff on duty are familiar with the duties as required in this agreement.

17 OCCUPATIONAL HEALTH AND SAFETY

In this clause, the term "Act" shall mean the Occupational Health & Safety Act, No. 85 of 1993, as amended from time to time, (including any Act which may take its place should it be replaced during the currency of the agreement between the Parties) as read with all regulations and standards promulgated in terms of the Occupational Health & Safety Act from time to time.

18.1 The Contractor

- 18.1.1 Acknowledges that it is fully aware of the terms and conditions of the Act;
- 18.1.2 Acknowledges that it is an employer in its own right with its duties and responsibilities as prescribed in the Act;
- 18.1.3 Agrees to ensure that all services shall be performed and all equipment shall be used in accordance with the provision of the Act;

- 18.1.3 Accepts accountability for its employees and sub-contractors to the extent that such employees and sub- contractors (including any other personnel) contravene the provision of the act;
- 18.1.4 Agrees to comply with all rules and regulations implemented by or on behalf of the employer relating to health and safety and will inform the employer immediately should contractor for any reason be unable to comply with the provision of the Act and such rules and regulations;
- 18.1.5 The contractor shall appoint a duly authorized representative to ensure the discharge of its duties in terms of section 16(1) and (2) of the Act for the terms of the contract;
- 18.1.6 The parties acknowledge and agree that the contract shall constitute an agreement as contemplated in Section 37(2) of the Act.

19 LOSS AND DAMAGE

Harmless /employer/institution, against any loss or damage which the municipality may suffer, or any claims lodged against the municipality by any third party arising out of or relating to any loss that the municipality or such third party may suffer as a result of, or arising out of act or omission of any personnel of contractor or the failure of contractor to provide the services in accordance with the provision of the contract.

20 TRANSFER MANAGEMENT

Upon termination of contract for whatever reason, the contractor shall assist the employer to transfer the services to the employer, or to another service provider designated by the Employer. Without detracting from the generality of this obligation, the contractor shall, to the extent required by the employer, provide the Employer or the third-party service provider with all information and documentation required to enable the employer or such service provider to provide the services, it being recorded that this obligation shall not oblige the contractor to deliver any documentation which is Proprietary or confidential to contractor.

21 SUB-CONTRACTORS

The Contractor may only sub-contract its obligations under the contract with the prior written **consent** of the employer (or any other authorized authority) and then only a person and to the extent approved by the Employer or such authority and upon such terms and conditions as the Employer or such authority requires. It is recorded that where such consent is given, the contractor shall remain liable to Employer for the performance of the services.

22 STRIKES

The contractor undertakes that strikes by his personnel will not influence the rendering of these services.

23 INSURANCE AND INDEMNITY

The contractor shall be held responsible for any loss of, or damage to, or theft of, or destruction of any property belonging to ELUNDINI LOCAL MUNICIPALITY which he/ she is contracted to secure. The contractor shall immediately inform the MUNICIPALITY of such loss, damage, destruction or theft

- 23.1 At all times during the term of this agreement, the contractor shall carry and maintain in full force and effect the following:
- (1) Public and Product Liability coverage for bodily injury and personal injury (which coverage shall include, false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation of character, violation of right of privacy), and property damage, with a combined coverage of R5 000 000,00 (Five million Rands) property damage;
 - (2) Vehicle Insurance unlimited for bodily injury and property damage coverage of R5 000 000.00 (Five Million Rands) property damage.
- 23.2 The contractor shall furnish to the Employer upon the effective date of this Agreement, Insurance Underwriter's Certificates evidencing that the contractor is in full compliance with all the above described insurance requirements (including the insuring of the Contractor's contractual liability under this Article) and that:
- 23.3
- (1) The Employer, its officers, agents and employees shall be named as additional insurers there under;
 - (2) The Contractors policy requires the insurer(s) to give thirty-30 day's prior written notice of any cancellation or material alteration of the policies of the insurance, or any part thereof in a manner adverse to the Employer.
 - (3) The Contractor's insurers waive rights of subrogation against the Employer, its officers, employees and agents to the extent of the contractor's indemnification obligation set forth herein: and
 - (4) The Contractor's insurance policy is endorsed to include a cross-liability clause.

- 23.4 The Contractor agrees and hereby undertakes to indemnify, defend and save harmless, the Employer, its officers, employees and agents from and against any and all liability, damages, claims, thefts, losses, suits and actions (including but not limited to, any and all costs and expenses related thereto) brought or alleged against the Employer, its officers, employees and agents on account of allegations of or actual false arrest, violation of applicable security regulations, searches, liable, slander, theft or injury to or death or any person or damage to or destruction of any property of any party, directly or indirectly, arising out of or in any way related to or resulting from the negligent act or omission pursuant to this Agreement. However, such liability damages, claims, penalties, thefts, fines, losses suit and actions that are caused by a negligent act or omissions of the Employer, its officers, employees and agents, the Contractor's liability under this indemnity shall be limited to the public and Product Liability insurance coverage;
- 23.5 The Employer agrees that it will give to the Contractor prompt and timely notice of any claim made or suit instituted which in any way, directly or indirectly, contingently or otherwise, effects or might affect the Contractor. The Contractor shall have the right to participate in the defence of the same to the extent of its own interest.

24 SAFE BOX FOR FIRE ARMS

Provision of the safe box will be the responsibility of the bidder. All fire arms must be locked into a safe box.

FUNCTIONALITY CRITERIA

DESCRIPTION	SCORING CRITERIA	POINTS ALLOCATED
A. PSIRA REGISTRATION AND LETTER OF GOOD STANDING		
10 Points		
1. The bidder must be registered with PSIRA.	PSIRA certification	05 Points
The bidder must submit a valid PSIRA certificate and a valid letter of good standing i.e. the submission of a PSIRA certificate for businesses must be on the new certificate template or format in line with the industry circular issued by PSIRA on 10 March 2015	No PSIRA Certificate	0 Points
	Letter of Good Standing	05 Points
	No Letter of Good Standing	0 Points
B. COMPANY VEHICLE AND EQUIPMENT		
25 Points		
The bidder must prove company vehicle registration.	Vehicle registration	10 Points
- TWO (2) patrol vehicles registered in the name of the bidding company - ONE (1) patrol vehicles registered in the name of the bidding company - No patrol vehicles registered in the name of the bidding company		05 Points
		0 Points
The bidder must prove company firearm registration and/or license.	Firearm registration	15 Points
- Six (6) licensed firearms in the name of the bidding company 4-5 licensed firearms in the name of the company 1-3 licensed firearms in the name of the company		10 Points
		0 Points
C. ICASA CERTIFICATION		
10 Points		
1. The bidder must submit a valid ICASA certificate for the base station	Communication system	10 Points
2. In case this service is outsourced, the bidder must attach the Documentation Confirming the JV or Subcontracting arrangement.		05 Points
3. None submission of valid ICASA certificate		0 Points
D. CORPORATE SECURITY EXPERIENCE AND PROFESSIONAL CONDUCT OF BIDDER		
25 Points		
1. The bidder must demonstrate relevant experience in rendering security services at an organization similar to that of the employer within the past five (5) years.	0 reference letter	0 Points
2. The bidder must provide five (5) relevant contactable references for organisations where the bidder has rendered similar security services. Of the five (5) references, at least 1 must be an existing contract. For the necessary template to use in responding hereto, please refer to Table 1 below.	1 reference letter	05 Points
	2 reference letter	10 Points
	3 reference letter	15 Points
	4 reference letter	20 Points
	5 reference letter	25 Points
3. Please Note that the employer reserves the right to consider professional conduct and experiences it had with any bidder which previously rendered similar services in the past 5 years as part of this requirement over and above the references put forward by the bidder in its response to this requirement		
5 Points for each reference letter		
E. PROPOSED METHODOLOGY		
30 Points		
The bidder is expected to submit a detailed approach paper/ methodology in relation to the execution of this bid. The approach paper must contain the following:		
1. Site Take-Over Plan.		
The plan must include, but not limited to, the following:		
➤ Recruitment strategy; The service provider must also provide current wage/salary structure used and indicate benefits and increase provided for its security officers, over and above PSIRA provisions.	Good	10 Points
➤ Readiness (logistics, tools, uniform, etc.) to take over site as soon as possible after appointment;	Fair	05 Points
	Poor	

➤ Site orientation; ➤ Time frame required to take over a site		0 Points
2. Implementation Plan This is to include but not limited to the following: ➤ Guard management The service provider must provide an armed response plan of within 30 minutes of the alarm/notification from its security personnel; ➤ Proposed response/ reaction plan in case of emergencies; ➤ The service provider must provide a Security Operations Procedures	Good Fair Poor	10 Points 05 Points 0 Points
3. Performance and monitoring This will include but not limited to the: ➤ Detailing and keeping of relevant equipment and other facilities or aids to be used (including vehicles); ➤ Control measures in the of implementation of the contract; ➤ Detailing how the guards on duty at specified time and place are in correct uniform and in possession of correct equipment; ➤ Detailing in assuring that guards' conduct is conducive with the image of the employer; ➤ Registers are kept up to date and available for inspection; ➤ That monthly reports are submitted within the 10 days after the end of each month.	Good Fair Poor	10 Points 05 Pons 0 Points
TOTAL POINTS		100 Points

A minimum score of 70 % out of 100 points must be score in order to proceed to the Financial Evaluation.

The minimum threshold/points to qualify for the second stage of evaluation will be 70%, failure of which will result in such a service provider/supplier being automatically disqualified and not proceeding to the second stage of evaluation wherein Price and B-BBEE will be used to determine the successful bidder.

NB:

The bid will be negotiated with the top two preferred bidders, at an average rate wherein the Municipality reserves the right to allocate each bidder to one of the two sites (Ugie and Mount Fletcher).

TABLE 1

SCHEDULE OF EXPERIENCE OF THE BIDDER					
	Employer (Name, Tel, Fax, Email)	Nature of work	Value of work (Incl. VAT)	Date started	Date completed
Name					
Contact Person					
Tel:					
Fax					
Email					

BILL OF QUANTITIES – MOUNT FLETCHER SITE

Item	Location	Qty	Security Services Grade C	Day Shift	Night Shift	Weekdays	Rate per Guard	Total Amount
1.	Mount Fletcher Municipal Office	2	1= Un-armed 1= armed	06:00-18:00	N/A	Daily including weekends and public holidays		
2.	Mount Fletcher Municipal Office	2	Armed	N/A	18:00-06:00	Daily including weekends and public holidays		
3.	Mount Fletcher Animal Pound	2	Armed	N/A	16:30-08:00	Daily including weekends and public holidays		
4.	Mount Fletcher Craft Centre	2	1= Un-armed 1= armed	06:00-18:00	N/A	Daily including weekends and public holidays		
5.	Mount Fletcher Craft Centre	2	Armed	N/A	18:00-06:00	Daily including weekends and public holidays		
SUB-TOTAL MOUNT FLETCHER SITE								

BILL OF QUANTITIES – UGIE SITE

Item	Location	Qty	Security Services Grade C	Day Shift	Night Shift	Weekdays	Rate per Guard	Total Amount
1.	Ugie Municipal office	2	1= Un-armed 1= armed	06:00 -18:00	N/A	Daily including weekends and public holidays		
2.	Ugie Municipal office	2	Armed		18:00– 06:00	Daily including weekends and public holidays		
3.	Ugie Furniture Manufacturing	2	1= Un-armed 1= armed	06:00-18:00	N/A	Daily including weekends and public holidays		
4.	Ugie Furniture Manufacturing	2	Armed	N/A	18:00– 06:00	Daily including weekends and public holidays		
5.	Ugie Animal Pound	2	Armed	N/A	16:30- 08:00	Daily including weekends and public holidays		
SUB-TOTAL UGIE SITE								

VEHICLE AND EQUIPMENT

Item	Need	Qty	Shifts	Comments	Unit Price	Total Amount
1.	Vehicle	1	24hr	Daily including weekends and public holidays		
2.	Firearm safety box to accommodate at least 6 guns	1	24hr	Municipal main office gate		
3.	Patrol mechanism	8	24hr	Around all the sites		
SUB – TOTAL						

SUPERVISOR

Item	Location	Qty	Security Services Grade C	Day Shift	Night Shift	Weekdays	Rate per Guard	Total Amount
SUB-TOTAL SUPERVISOR								
VAT								
TOTAL TENDER PRICE								

AD-HOC SERVICES – BILL OF QUANTITIES

(The total price is required for comparative purposes)

Security Services Grade C	Quantity	Day Shift Price	Night Shift Price	Total
Armed Guards	1			
Un- armed Guards	1			
SUBTOTAL				
VAT				
TOTAL				