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6 February 2025

BID ADDENDUM NOTICE:

BID NUMBER:

FIC/RFB/PHYSICAL SECURITY CPT/11/2024/25

DESCRIPTION FOR THE BID:

THE PROVISION OF PHYSICAL SECURITY SERVICES TO THE FINANCIAL INTELLIGENCE CENTRE CAPE TOWN OFFICE FOR A PERIOD OF FIFTY-FIVE (55) MONTHS

AMENDMENT TO THE BID DOCUMENT: PART F - PRICING SCHEDULE

The pricing schedule in paragraph 11.3 on page 20 of the bid document that was published on 3 February 2025 has been updated to align the quantity of Grade B day shift security officers with the quantity that is specified in the scope of work, paragraph 4.7.1 on page 8 – 9 of the bid document.

Accordingly, the bid document that was published on 3 February 2025 is hereby replaced with the attached updated bid document that contains the updated pricing schedule.

All prospective bidders are requested to utilize the attached updated bid document to respond to the bid invitation.

BID DOCUMENT

BID NUMBER: FIC/RFB/PHYSICAL SECURITY CPT/11/2024/25

DATE OF ISSUE: 03 FEBRUARY 2025

CLOSING DATE FOR THE BID: 25 FEBRUARY 2025

CLOSING TIME FOR THE BID: 11:00

DESCRIPTION FOR THE BID: THE PROVISION OF PHYSICAL SECURITY SERVICES TO THE FINANCIAL INTELLIGENCE CENTRE CAPE TOWN OFFICE FOR A PERIOD OF FIFTY-FIVE (55) MONTHS.

SUBMITTING BIDS: One (1) original and an electronic copy of the RFB document must be handed in / delivered to:

TENDER BOX
FINANCIAL INTELLIGENCE CENTRE
BYLSBRIDGE OFFICE PARK
CNR JEAN AVENUE & OLIEVENHOUTBOSCH
(13 CANDELA STREET, HIGHVELD EXT 73)
HIGHVELD
CENTURION

Bidders are required to request an ACCESS PIN CODE from Kamogelo.Rathebe@fic.gov.za and present their identity documents and/or valid driver's license at the main gate in order to gain entry within the FIC offices.

CSD NUMBER

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PART A: SBD 1 INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL INTELLIGENCE CENTRE					
BID NUMBER:	FIC/RFB/PHYSICAL SECURITY CPT/11/2024/25	CLOSING DATE:	25 February 2025	CLOSING TIME:	11:00
DESCRIPTION	THE PROVISION OF PHYSICAL SECURITY SERVICES TO THE FINANCIAL INTELLIGENCE CENTRE CAPE OFFICE FOR A PERIOD OF FIFTY-FIVE (55) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
RECEPTION, FINANCIAL INTELLIGENCE CENTRE					
BYLS BRIDGE OFFICE PARK, CNR JEAN AVENUE & OLIEVENHOUTBOSCH (13 CANDELA STREET, HIGVELD EXT 73 CENTURION)					
HIGHVELD EXT 73					
CENTURION					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Kamogelo Rathebe		CONTACT PERSON	Kamogelo Rathebe	
TELEPHONE NUMBER	012 641 6018		TELEPHONE NUMBER	012 641 6018	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Kamogelo.rathebe@fic.gov.za		E-MAIL ADDRESS	Tenders@fic.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED - (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD 7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

PART C: SPECIAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract (GCC) will form part of this BID documents and may not be amended.

Special Conditions of Contract (SCC) relevant to this BID, compiled separately for this BID (if applicable) will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

Copies of the GCC are available from the website

<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO TAKE NOTE OF:**1 FRAUD AND CORRUPTION**

- 1.1 All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 NEGOTIATION

- 2.1 The Financial Intelligence Centre has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.
- 2.2 The Financial Intelligence Centre shall not be obliged to accept the lowest of any bid, offer or proposal in part or in whole.
- 2.3 All respondents will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible person of the Financial Intelligence Centre is the Supply Chain Manager or his/her written authorised delegate.

3 REASONS FOR REJECTION

- 3.1 The Financial Intelligence Centre shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.2 The Financial Intelligence Centre may disregard the BID of any bidder if that bidder, or any of its directors:
- 3.2.1 Have abused the SCM system of the Financial Intelligence Centre.
 - 3.2.2 Have committed proven fraud or any other improper conduct in relation to such a contract.
 - 3.2.3 Have failed to perform on any previous contract and the proof exists.
- 3.3 Such actions shall be communicated to the National Treasury.

4 PAYMENTS

- The Financial Intelligence Centre (FIC) will pay the service provider the Fee as set out in the final contract. No additional amounts will be payable by the FIC to the Contractor.
- 4.1 The Contractor shall from time to time during the currency of the contract invoice The Financial Intelligence Centre for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT Act No 89 of 1991 has been submitted to the FIC.
- 4.2 Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this BID is awarded).
- 4.3 The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other amounts of money required to be paid in terms of applicable law.

5 PRESENTATION / DEMONSTRATION

- 5.1 The FIC reserves the right to request site visit/presentations/demonstrations from the short-listed bidder/s if needed.

PART D: TERMS OF REFERENCE/MINIMUM SPECIFICATION FOR THE WORK**1 BACKGROUND TO THE FIC**

- 1.1. The Financial Intelligence Centre (FIC) is South Africa's national centre for the receipt of financial data, analysis and dissemination of financial intelligence to the competent authorities.
- 1.2. The FIC was established by the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) and has the mandate to identify the proceeds of crime, combat money laundering and terror financing. It does this by seeking to:
 - Supervise and enforce compliance with the FIC Act
 - Facilitate effective supervision and enforcement by supervisory bodies
 - Receive financial data from accountable and reporting institutions
 - Share information with law enforcement authorities, intelligence services, the South African Revenue Service, international counterparts and supervisory bodies
 - Formulate policy regarding money laundering and the financing of terrorism
 - Provide policy advice to the Minister of Finance, and
 - Uphold the international obligations and commitments required by the country in respect of anti-money laundering and combating financing of terrorism (AML/CFT).
- 1.3. The FIC Act introduces a regulatory framework of measures requiring certain categories of business to take steps regarding client identification, record-keeping, reporting of information and internal compliance structures. The Act obliges all businesses to report to the FIC various suspicious and certain other transactions. The FIC uses this financial data and available data to develop financial intelligence, which it is able to make available to the competent authorities and supervisory bodies for follow-up investigations or administrative action.
- 1.4. All accountable and reporting institutions are required to register with the FIC. The FIC and supervisory bodies have the authority to inspect and impose administrative penalties on non-compliant businesses. The Act also introduced an appeal process and an appeal board.
- 1.5. South Africa is a member of the Financial Action Task Force, the international body which sets standards and policy on anti-money laundering and for combating the financing of terrorism (AML/CFT). In addition, it is also a member of the Eastern and Southern Africa Anti-Money Laundering Group, a regional body of the FATF which aims to support countries in the region to implement the global AML/CFT standards.
- 1.6. The FIC is a member of the Egmont Group, which is made up of financial intelligence units from 166 countries. The primary aim of the organisation is to facilitate co-operation and sharing of financial intelligence information among its members.

2 BACKGROUND OF THE REQUIREMENT

- 2.1** The Financial Intelligence Centre (FIC) requires a service provider that complies with the Private Security Industry Regulations Act, (Act No. 56 of 2001) as amended who will render physical security services at the Cape Town Office on a 12-hour shift **(06h00 – 18h00)** 5 days a week Monday to Friday for a period of fifty-five(55) months to ensure a safe environment and secure physical site for the FIC and its employees.

3 OBJECTIVES OF THE REQUIRED SERVICE

- 3.1** The FIC, in terms of its mandate, conducts specialised operations. This requires that the building in which the FIC operates as well as the FIC's personnel and assets be protected by security officers on a 12-hour shift (06h00 – 18h00) and 5 days a week (Monday to Friday) basis.

4 SCOPE OF WORK

- 4.1** A service provider is required to provide physical security services per shift. Day shift from 06h00 to 18h00.
- 4.2** The physical security should also cover public holidays and during annual shut down period between December and January every year.
- 4.3** The FIC does not provide transport to and from the premises. The appointed service provider must ensure that the security personnel come to work on time. As and when the service provider replaces his / her resources, the FIC will require to see the same confirmation as above.
- 4.4** The security company must have a well-established and equipped 24-hour security control room within 60km radius from the FIC Cape Town office, which is accessible during emergencies. (Site inspection will be conducted for the shortlisted candidates)
- 4.5** Response time in case of emergency must consist of an armed response team (large enough to adequately deal with an emergency) including, where required, a hostage negotiator which is able to reach the FIC Cape Town office within 10 minutes of call out.
- 4.6** The security company to provide an occurrence book. The security personnel on site must ensure that all incidents are recorded in the Occurrence book and reported to the site supervisor and relevant person at the FIC. The book must be made available to FIC as and when required. The book shall remain the property of the FIC.
- 4.7** **The FIC has thus identified the requirements for this specific type of services as listed below:**
- 4.7.1** **Proposed Requirements:**

- 2 x Grade B security officers during the day on weekdays (Mon – Fri). At least one security officer be a female.
- 2x PTT (Push to Talk solution) at no cost to the FIC.
- A panic button linked to armed response at no cost to the FIC.
- The security company must provide two (2) sets of corporate uniform for security officer which will cover two (2) seasons - winter and summer, and should be pre-approved by the FIC.

4.8 Security Officer assigned at FIC Office:

- a) The security officer should sign a “Standard Operating Procedures” agreement that stipulates their responsibilities and behaviour when on site. A pro-forma agreement relevant to the respective roles above should be provided by the service provider. The FIC reserves the right to amend the agreement to suite the specific needs of the FIC
- b) All relevant security training must be provided to all security officers before they are allowed on site. Regular updated training should be provided to security officers. Details of the training schedules and content should be provided in the tender response.
- c) Minimum training expected is as follows:
 - Standard operating procedures.
 - Close quarter combat
 - Basic Firefighting/ Marshall
 - Basic First Aid
- d) Monthly meetings must be held between the FIC representative and the service provider’s site/operations manager which will be discussed at monthly meetings with FIC management. Minutes to be provided of meetings by the service provider.
- e) Monthly reports must be sent to the FIC by the service provider site manager consisting of all issues, incidents and occurrences with the required remediation responses.
- f) Specific duties must be documented by the service provider for Grade B security officers. A list of standard duties for Grade B should be attached to the tender response.

4.9 The minimum duties for a specified grade security officers are stipulated below:

4.9.1 Grade B Security Officer:

- a) Always wear corporate uniform when on duty.
- b) Proper shift hand over to be followed as per procedure to be drafted by the Centre and service provider.
- c) Ensure all posts are always manned.
- d) Proper and professional communication must be always practiced.

- e) Recording, updating and reporting of incidents and occurrences records book with actions taken
- f) Random visual external observations must be made from time to time to determine external risk
- g) Comply with standard operating procedure.
- h) Must be able to operate the X-Ray scanners for goods and for people at the building entrances.
- i) Must keep record of all electronic devices not belonging to the FIC that are brought into the FIC. A register book will be provided.
- j) Regular patrolling of the building.
- k) Keep record of visitor's firearm. A register will be provided.
- l) Safely store firearms of visitors in firearm safes provided.

5 LOCATION WHERE THE SERVICES WILL BE REQUIRED

- 5.1** The FIC currently operates at 17 Lower Long Street, SARS Building, Cape Town. The FIC occupies 1 wing on the 3rd floor, which is approximately 410 m².

6 DURATION OF THE CONTRACT

- 6.1** FIC wishes to enter a fifty-five (55) months contract from 01 April 2025, which is reviewed annually. The FIC reserves the right to terminate the contract if the service provider does not perform according to the service requirements.

7 FINANCIAL PROPOSAL / PRICING SCHEDULE

- 7.1** The service provider is expected to provide and complete the pricing proposal for the main items as defined in this TOR using the table in Annexure A2.

PART E: EVALUATION PROCESS

8 EVALUATION PROCESS

Compliance with minimum requirements and response requirements:

8.1 Pre-selection:

- 8.1.1** The Supply Chain Management business unit will do **pre-selection** on the following requirements:

NO.	DESCRIPTION	REQUIREMENTS: MANDATORY OR NON-MANDATORY	COMMENTS
1	Central Supplier Database (CSD) Report	MANDATORY	Bidders must be registered on the Central Supplier Database (CSD) on the National Treasury Website – www.csd.gov.za prior to submitting a bid.
2	Valid B-BBEE Certificate OR Sworn Affidavit	NON-MANDATORY	Failure of a bidder to provide a valid B-BBEE certificate/sworn affidavit will forfeit preference points.
3	Completed and duly Signed Invitation to Bid Form- SBD 1	MANDATORY	Non-submission as well as incomplete SBD 1 form will result in disqualification.
4	Completed and duly Signed Bidder's Disclosure Form- SBD 4	MANDATORY	Non-submission as well as incomplete SBD 4 form will result in disqualification.
5	Completed and duly Signed Preference Points Claim Form- SBD 6.1	NON-MANDATORY	Failure of a bidder to provide a completed and duly signed SBD 6.1 form will forfeit preference points.
6	Valid Proof of registration with PSIRA as security service provider.	MANDATORY	Valid proof of registration with PSIRA issued to the bidder. (Attach proof of valid PSIRA certificate)
7	Valid Proof of registration with PSIRA for all Member'(s)/ Director(s)/ Partner(s) and Trustee(s) must be registered as a security service provider with Grade B	MANDATORY	Valid proof of registration with PSIRA issued to the Member's (Director(s), Partner(s) and Trustee(s) must be registered as a security service provider with Grade B (Attach proof of valid PSIRA certificate)
8	COIDA Letter of good standing or letter for tender purposes.	MANDATORY	Valid letter (not expired at date of submission) of Good standing for Compensation for Occupational Injuries and Disease Act (COIDA) relevant to security services. Attach proof of valid COIDA certificate or letter for tender purposes.
9	Valid Letter of compliance from the Private Security Services Provident Fund (PSSPF) or letter for tender purposes.	MANDATORY	Valid Letter (not expired at date of submission) of compliance from the Private Security Services Provident Fund (PSSPF) certificate or letter for tender purposes. Attach proof of valid letter of compliance or certificate or letter for tender purposes.
10	The service provider should provide a valid ICASA license for operating a 2-way radio	MANDATORY	Attach proof of valid ICASA license. NB: If the ICASA license belongs to a third party, please submit the signed service level agreement.

Note:

- a) A bidder who fails to comply with **mandatory** requirements No. **1, 3, 4, 6, 7, 8, 9, and 10** will be disqualified from the evaluation process.
- b) A bidder who fails to comply with mandatory requirement No. **2** and **5** will forfeit preference points for specific goals or B-BBEE points.

8.1.2 All bids duly lodged will be examined to determine compliance with Bid requirements and conditions. Bids with obvious deviations from the requirements/ conditions will be eliminated from further evaluation.

8.2 BIDDER'S UNDERTAKINGS/ COMMITMENTS

8.2.1 Bidders must indicate their compliance to the requirements with **YES/NO** in the table provided below:

		CONFIRM COMPLIANCE (YES / NO)
1.	All security guards provided by the bidder must be registered as security officers in terms of section 20 of the Private Security Industry Regulation Act. The valid certificates must be provided to the FIC on inception of the contract and on an annual basis for the duration of the contract.	
2.	The number of security guards must be representative of both genders, (male and female).	
3.	For emergency services staff should be replaced with backup staff as per FICs requirements.	
4.	The service provider undertakes to comply with the Occupational health and Safety Act 85 of 1993.	
5.	The service provider must provide all staff working under this contract with branded uniforms, which state the name of the service provider and that can be clearly distinguished from other service providers, FIC staff, etc. FIC reserves the right to order the immediate removal of a staff member who does not adhere to this arrangement.	
6.	The service provider must provide all staff working under this contract with name tags.	
7.	The service provider must ensure that all staff working under this contract are adequately trained as per the FIC requirements prior to the commencement of the contract.	

8.	Security officers in the employ of the company or close corporation must be paid the minimum wage according to the National minimum wage Act. The FIC will have no responsibility for wage negotiations of contract security officers.	
9.	The security company must have a well-established and equipped 24-hour security control room within 60km radius from the FIC's Cape Town office. NB: Attach proof of address in the bidder's name not older than three (3) months e.g. copy of water and electricity bill or valid lease agreement	
10.	Security clearance/vetting of the officers who will allocated to the FIC.	
11.	The successful service provider must register the assigned security officer with Unemployment Insurance Fund (UIF) and submit proof of registration withing seven (7) working days from the date of commencement of the contract. The required UIF contributions must also be made for the duration of the contract.	

8.3 FUNCTIONALITY AND PREFERENCE POINTS SYSTEM (PRICE AND SPECIFIC GOALS)

8.4 All remaining bids which have complied with the pre-selection criteria will be evaluated as follows:

8.4.1 Functionality will be done in terms of the evaluation criteria as set out below, whereby respondents who do not achieve the minimum score will be eliminated.

8.4.2 The minimum threshold to qualify for the next phase is 70%. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and specific goals in terms of B-BBEE status level of contribution.

8.4.3 The table below explains the rating guideline for the evaluation of functionality criteria:

No	Criteria	Weights
1.	Company experience as at time of submission in providing physical security services. (Company profile is required to indicate company experience)	10
2.	Contactable references letters Provide letters indicating contactable references where physical security services have been provided. The list must contain the following information: a) Client name and contact details; b) Contract description and services performed; c) Contract period (start and end dates not older than 3 years with all the required information)	20
3.	Recruitment Plan Bidder must provide detailed recruitment plan that include but not limited to the requirements listed below (The policy must address all requirements for security screening and fitness for purpose of compliance with PSIRA Act No. 56 of 2001, Firearms Control Act 60 of 2000, and labour turnover plan • Grade 12 minimum requirements qualifications, • South African Citizen older than 18 years • Interview process Failure to address all above requirements will result to a bidder scoring zero point.	15
4.	Bidders will be required to submit complete sets of audited / reviewed financial statements over the past twelve (12) months in the name of the bidding entity. The financial statement analysis will be conducted on the shortlisted bidders, the annual financial statements must contain: 4.1 Signed Auditors / Accounting Officers Opinions (5) 4.2 Statement of Profit and Loss and Other Comprehensive Income; (favourable net income) (5) 4.3 Statement of Financial Position;	20

	(positive net assets balance) (5) 4.4 Statement of Cash Flows (favourable net Cash Flows); (5)	
5.	Provide risk assessment plan for physical security services: How the company is going to conduct risk assessment and how often	5
6.	Provide a contingency plan in case of labour unrest incidents by own company personnel, national security strike and FIC Staff: • Contingency plan for national security strike (5) • Contingency plan for own company personnel (5) • Contingency plan for FIC personnel (5)	15
7.	Provide details of staff training and development programme to ensure competence and required expertise by accredited service provide.	15
	Total	100

8.4.4 The table below explains the rating guideline for the evaluation of functional criterion:

Functional Criteria	Points = 0	Points = 1	Points = 2	Points = 3	Points = 4	Points = 5
1. Company Experience as a time of submission in providing physical security services- (Company profile is required to indicate company experience)	No proof and indication of company experience	less than 2 years' experience in providing physical security services	2 to less than 3 years' experience in providing physical security services	3 to less than 4 years in providing physical security services	4 to less than 5 years' experience in providing physical security services	5 years and above experience in providing physical security services
2. Contactable reference letters Provide letters indicating contactable references where similar physical security services have been provided (not older than three years at date of submission). The list must contain the following information: a) Client name and contact details; b) Contract description and services performed; c) Contract period (start and end dates); and not older than 3 years with all the required information	No relevant reference letters attached	1 valid reference letter submitted not older than 3 years	2 valid reference letters submitted not older than 3 years	3 valid reference letters submitted not older than 3 years	4 valid reference letters submitted not older than 3 years	5 or more valid reference letters submitted not older than 3 years
3. Recruitment Plan Bidder must provide detailed recruitment plan that include but not limited to the requirements listed below (The policy must address all requirements for security screening and fitness for purpose of compliance with PSIRA Act No. 56 of 2001, Firearms Control Act 60 of 2000, and labour turnover plan • Grade 12 minimum requirements qualifications,	Recruitment Plan not attached	N/A	N/A	N/A	N/A	Recruitment Plan addresses all the requirements

Functional Criteria	Points = 0	Points = 1	Points = 2	Points = 3	Points = 4	Points = 5
- South African Citizen older than 18 years - Interview process, NB: Failure to address all above requirements will result to a bidder scoring zero point.						
4. Bidders will be required to submit complete sets of audited / reviewed financial statements over the past three (3) financial periods in the name of the bidding entity. The financial statement analysis will be conducted on the shortlisted bidders, the annual financial statements must contain: a) Signed Auditors / Accounting Officers Opinions (5)	The annual financial statement does not contain the signed auditors/ accounting officers.	N/A	N/A	N/A	N/A	The annual financial statement contains the signed auditors/ accounting officer's opinions
b) Statement of Profit and Loss and Other Comprehensive Income; (Positive net assets balance)	Statement of Profit and Loss and Other Comprehensive Income not attached	N/A	N/A	N/A	N/A	The annual financial statement contains statement of profit and loss and other comprehensive income and has a positive net assets balance
c) Statement of Financial Position; (positive net assets balance)	The Statement of Financial Position is not attached	N/A	N/A	N/A	N/A	The statement of Financial Position is attached and has positive net assets balance
d) Statement of Cash Flows (Cash Flow Statement)	Statement of cash flows is not attached	N/A	N/A	N/A	N/A	The statement of Cash flows is attached and has a favourable net Cash Flows

Functional Criteria	Points = 0	Points = 1	Points = 2	Points = 3	Points = 4	Points = 5
5. Provide risk assessment plan for physical security services: How is the company going to conduct risk assessment and how often?	Risk assessment plan not provided	N/A	N/A	N/A	Risk assessment to be conducted once a year	Risk assessment to be conducted twice a year
6. a) Contingency plan for national security strike	No contingency plan for national security strike	N/A	N/A	N/A	N/A	The bidder has demonstrated a contingency plan for the national security strike
b) Contingency plan for own company personnel	No contingency plan for own company personnel	N/A	N/A	N/A	N/A	The bidder has demonstrated a contingency plan for own company personnel
c) Contingency plan for FIC personnel	No contingency plan for FIC personnel	N/A	N/A	N/A	N/A	The bidder has demonstrated a contingency plan for FIC personnel
Provide details of staff training and development programme to ensure competence and required expertise by accredited service provider:	Training programme not provided	N/A	N/A	N/A	N/A	The bidder has demonstrated how they will train security personnel on operational standards

8.4.5 The evaluation criteria and weights for functionality as indicated in the table above will apply.

8.4.6 Where the rating guideline above does not provide for the information provided by the bidder, the evaluator reserves the right to allocate closest or any score as he/she sees fit.

8.5 PREFERENTIAL POINT SYSTEM - PRICE AND B-BBEE EVALUATION:

8.5.1 Only qualifying bids will be evaluated further in terms of the 80/20 preference points system, whereby 80 points will be for price only and 20 points for preference points based on specific goals as set out in the preference point claim form.

- a) The percentage scored for price shall be calculated as follows:
- b) A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of quotation under consideration

P_t = Rand value of quotation under consideration

$P_{\min}$ = Rand value of lowest acceptable quotation

8.5.2 Awarding of points for broad-based black economic empowerment (B-BBEE) status level of contribution:

- a) Preference points for B-BBEE status level of contribution will be awarded according to the table indicated in the preference points claim form- SBD 6.1.

8.6 ADJUDICATION

8.6.1 The relevant award structure will consider the recommendations and make the final award. The successful respondent will usually be the service provider scoring the highest number of points or it may be a lower scoring provider on justifiable grounds or no award at all.

9 VALIDITY PERIOD

9.1 Validity period from date of closure is 90 days.

9.2 Bidders must hold their tenders valid for acceptance by the FIC at any time within the requested validity period after the closing date of the tender.

9.3 Bidders may be requested to extend their validity period for a specified additional period. In such instances, bidders will not be allowed to change any aspect of their tender, unless they are able to

demonstrate that the proposed change(s) is as a direct and unavoidable consequence of FIC's extension of the validity period.

10 TECHNICAL QUESTIONS

10.1 Any technical questions regarding the above requirements can be forwarded to Kamogelo.Rathebe@fic.gov.za.

11 PART F: PRICING SCHEDULE

11.1 The financial proposal should include 15% VAT (If applicable) and any other costs involved.

11.2 Bidders should indicate the price per milestone/deliverable to be executed.

11.3 Bidders are also required to complete the below pricing schedule in the with the scope of work.

ITEM DESCRIPTION	QUANTITY	PRICE/RATE YEAR 1	PRICE/RATE YEAR 2	PRICE/RATE YEAR 3	PRICE/RATE YEAR 4	PRICE/RATE YEAR 5 (7 MONTHS)
GRADE B DAY SHIFT	2					
VAT						
TOTAL FOR EACH YEAR						
TOTAL FOR 55 MONTHS						

NOTE: Detailed price breakdown to be provided indicating if price is subject to annual increase. If subject to annual increase, please provide a breakdown of annual and any other potential increases. Increases that have not been identified will not be accepted. Prices must be VAT inclusive.

PART G: STANDARD BIDDING DOCUMENTS (OVERLEAF)

1. Standard Bidding Document (SBD) 4 Form: Bidder's Disclosure
2. Standard Bidding Document (SBD) 6.1 Form: Preference Points Claim Form

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point system is applicable to invitations to this tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The FIC requires of a tenderer to substantiate any claim in regards to preferences, by submitting their current/valid B-BBEE certificate or a sworn affidavit as prescribed by the B-BBEE codes of good practice.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**Rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**The Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80/20 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations 2022, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below that shall be supported by proof / documentation as stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The B-BBEE Certificate is used as a measurement instrument for FIC's specific goals:	20 Maximum	
B-BBEE Status level of contributor: 1	20	
B-BBEE Status level of contributor: 2	18	
B-BBEE Status level of contributor: 3	14	
B-BBEE Status level of contributor: 4	7	
B-BBEE Status level of contributor: 5	4	
B-BBEE Status level of contributor: 6	2	
B-BBEE Status level 7 – 8 and non-compliant contributors	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	