

Block A, Riviera  
Office Park  
6-10 Riviera Road  
Killarney,  
Johannesburg  
South,Africa  
2041



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## REQUEST FOR PROPOSALS

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PROVISION OF SECURITY GUARDING SERVICES  
AT THE HOUSING DEVELOPMENT AGENCY HEAD OFFICE  
WOODMEAD, GAUTENG FOR A PERIOD OF SIX (6) MONTHS  
RFP/JHB/2021/004

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PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

TUESDAY AT 12H00

18 MAY 2021

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## TERMS OF REFERENCE

Security Guarding Services at the HDA Head Office  
Woodmead, City of Johannesburg Metropolitan Municipality, Gauteng  
RFP/JHB/2021/004

### 1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008) which promotes sustainable communities by making well-located land and appropriately planned land and buildings available for the development of housing and human settlement. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements. As its primary activity, the HDA identify, acquire, hold, develop and release state, private and communal land and releases it for development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national level. Visit [www.thehda.co.za](http://www.thehda.co.za) for more information.

### 2. BACKGROUND

The HDA is in the process of moving to its new Head Office space premises located on number 54 Maxwell Drive inside the Woodmead north business park, Woodmead, Gauteng Province.

The HDA is hereby planning to procure the appropriately qualified, competent, experienced and professionally registered security company, to provide the guarding services on the building to ensure a safe and secured environment including managing unauthorised entry, damages, illegal usage and theft.

- 2.1. The building is located in the Woodmead North Office Park, at the no.54 Maxwell Drive in Woodmead, Johannesburg within the jurisdiction of City of Johannesburg metropolitan municipality. The building is known as the Ex General Motors building, see **annexure 2** for locality plan.

### **3. GENERAL REQUIREMENTS**

#### **3.1. Pre-requisite requirements**

- 3.1.1.** All quotations/price proposals must be valid for the duration of the service. No price escalations will be effected during the service period. The prices to be in Rands (including VAT if charged) and to be structured per month and total cost per contract term of service of your company.
- 3.1.2.** The security services shall be executed by a company properly registered and compliant to PSIRA and be able to provide proof registration to the HDA and be the active member for the duration of the contract.
- 3.1.3.** The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference.
- 3.1.4.** The service provider must have an operation office within 100 kilometres of the building and demonstrate that they are able to attend to the emergencies at the building in less than 60 minutes response time.
- 3.1.5.** The service provider shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work such as, two way radios, branded vehicle, vehicle monitoring systems, stationary and any security related working tools, qualified, competent and well trained officers and supervision thereof.
- 3.1.6.** The guards are required to be fully uniformed and use a branded security company vehicle/s with security company logos clearly displayed and must always carry their valid PSIRA registration cards with them when performing services. The full uniform and branded security company vehicle/s ownership proof to be provided on tender proposal documents.
- 3.1.7.** The service provider must have a contingency plan in place for business services continuity if there is any interruption due to disasters, labour unrest or any other cause.
- 3.1.8.** The service provider and the HDA shall enter into a Service Level Agreement (SLA) which will regulate the performance for the entire contract period.

### **4. DURATION OF AGREEMENT**

- 4.1.** The services shall be executed daily on 24 hours/7 days a week including Sundays and holidays for a period of six (6) months.
- 4.2.** The commencement of this service shall be on the date of receipt and acceptance of appointment letter and terminate on the last day of the month of contract cancellation.

## 5. CODES AND STANDARDS

The service provider shall;

- 5.1. Be fully responsible for all work and services performed by its officers.
- 5.2. Ensure that it and its staff are registered as Security Officers, as prescribed by the Private Security Industry Regulation Act (PSIRA), as amended and remain registered for the duration of this contract. HDA reserves the right to ascertain from PSIRA whether the security personnel in service of the company, are registered with PSIRA.
- 5.3. Shall act as an authorised officer in terms of the Criminal Procedure Act, Act 51 of 1977, Section 23 (b) (as amended in the Criminal Procedure Amendment Act, Act 33 of 1986) Section 24, 29 and 42 (as amended in the Amendment of the Criminal Law Amendment Act, Act 59 of 1983) as well as Section 46, 49, 50 and 51.
- 5.4. Provide and execute everything necessary for the services in accordance with industry standards and norms in terms of the prevailing sectorial determination, and industry acceptable training levels in respect of PSIRA, and any other relevant regulations.

## 6. INSURANCE

- 6.1. Throughout the term of this contract, the service provider shall maintain at his sole expense effective insurance covering his activities at the premises such as, Worker's Compensation Insurance and general liability insurance, Unemployed Insurance Fund, and the service provider shall furnish HDA with documentation of this insurance coverage within 48 hours upon request.
- 6.2. The insurance required shall provide adequate protection for the service provider against damage claims that may arise from operations under this Contract, whether such operation be by the insured and also against any of the special hazards that may be encountered in the performance of this Contract.

## 7. SCOPE OF SERVICES

### 7.1. Number of guards required

The service provider shall,

- 7.1.1. Provide (Male/Female), **2x Grade C on a day shift and 2x Grade C on a night shift**. The services to be performed during the day and night on 24 hours a day, 7 days a week including Sundays and public holidays.
- 7.1.2. All guards must be South African citizens, qualified and competent to perform services.

- 7.1.3. Take into consideration that the guards must be able to conduct physical security services (access and egress control and patrols)
- 7.1.4. Ensure that numbers of guards above are exclusive to the supervisor/manager per shift that the service provider will avail on call and per required duties as per security service provider operational duties. The cost of such should be inclusive on the price breakdown of the bidder's submissions.

## **7.2. Protection of facilities and assets**

- 7.2.1. Provision of guarding services daily on 24 hours a day, 7 days a week including Sundays and public holidays.
- 7.2.2. Guarding and patrolling of the facility to ensure proper random coverage of the entire building including basement and sidewalks.
- 7.2.3. Recording of incidents in the occurrence register and inform HDA/Representative as well as the Supervisor/Service Provider of such events.
- 7.2.4. In the event of a problem/crisis occurring at the building, when notified, must deploy his/her reaction unit to assist at own cost.
- 7.2.5. Preventing, reporting and managing any service defaults, damages, non-conformance in the property.

## **7.3. Controlling of access at the entrances of the building and egress of persons**

- 7.3.1. Control and record all incoming and outgoing vehicles.
- 7.3.2. Control and prevent any unauthorised access of vehicles and egress of people from entering the building in order to safeguard the facility and tenants.
- 7.3.3. Operating of all access gates and doors to allow access or exits to the building.

## **7.4. Pro-active patrolling patterns to cover entire area of the building including sidewalks**

- 7.4.1. Patrol the building at least on every 30 (thirty) minutes to check any defects on any area of the building, record and take reasonable action where necessary and report.
- 7.4.2. Take notice of any irregularities in the building, or which may occur, and act accordingly and within the prescribed laws.
- 7.4.3. The deployment of roaming patrols of/in the premises for the purposes as contemplated and the detection of intrusion and general observation on the premises. A unit to react to emergencies, supported by members of roaming patrol is required. Instructions are to be issued from the premises/ control room and members of the unit are to respond in term of the required Act(s).

## **7.5. Other security related services**

- 7.5.1. Preparation and submission of detailed site and incidents reports to HDA weekly, at ad-hoc and a detailed one monthly or as directed by the HDA.
- 7.5.2. Preparation and submission of invoices for verification and approval by the HDA.
- 7.5.3. Attend monthly or ad-hoc meetings when required to do so by HDA.
- 7.5.4. The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.
- 7.5.5. Ensuring response times/submission times in respect of services and/or invoices will at all times be in accordance with the requirements of the HDA.
- 7.5.6. The provision of all service providers' equipment such as vehicles, qualified, competent and well-trained officers and supervision thereof, required for this service.
- 7.5.7. Supplying, installation, management and services of electronic guard monitoring system.
- 7.5.8. Maintain a register for incidents, near misses risks and other incidents that may be of nuisance to the HDA.

## **8. DOCUMENTS SUBMISSION**

- 8.1. Submit the proposal documents in the sequence provided on the below **Table 2;**

Table 2: Returnable Sequence

| Item       | Required documents                                                                                                                                                                                                                                                                |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annexure 1 | Company profile with certified copies (not more than 3 months) of relevant certifications, accreditations and licences (CV's of project staff, awards, etc).                                                                                                                      |
| Annexure 2 | Valid original Tax clearance certificate, PSIRA registration certificate and any other security related certificates (certified copies).                                                                                                                                          |
| Annexure 3 | Letter of good standing from workman's compensation commissioner, valid Unemployment Insurance Fund (UIF) proof of registration, public liability insurance and other relevant insurances.                                                                                        |
| Annexure 4 | Signed letters of appointment on previous similar projects with the awarding company letterhead (contactable).                                                                                                                                                                    |
| Annexure 5 | Company's list of security infrastructure and active employees with 3 certified copies of payslips of the project staff. Vehicles list to be accompanied with the copies of registration documentation or vehicle lease agreement/s on the bidding company's or director's names. |

| Item       | Required documents                                                                                                                                                                                             |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annexure 6 | Company's proof of operational office within 100 km of the service site. Attach proof of ownership, or a signed lease agreement, or statement of account from the municipality reflecting the company's names. |
| Annexure 7 | This RFP document and your company proposal with the comprehensive operational, invasion and emergency contingency plan in line with the site conditions.                                                      |
| Annexure 8 | Central Supplier Database (CSD) report, SDB forms                                                                                                                                                              |
| Annexure 9 | Price Breakdown quotation on <b>Annexure 1</b> and on security service provider's letterhead document.                                                                                                         |

## 9. EVALUATION PROCESS

The following **Table 3** will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than **70 points** on functionality will be set aside.

### 9.1. Table 3 – Functionality

| CRITERIA                                   | SUB-CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | WEIGHTING/<br>POINTS |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Company profile (Attach Organogram)</b> | <p>Security company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company.</p> <ul style="list-style-type: none"> <li>No company profile – <b>0 points</b></li> <li>Profile not related to vehicle monitoring services– <b>5 points</b></li> <li>Profile related to vehicle monitoring services – <b>8 points</b></li> <li>Profile related to vehicle monitoring services with company's organogram – <b>10 points</b></li> </ul> | <b>10</b>            |
| <b>Company Experience</b>                  | <p>Scope related work and experience. Attach signed letters of appointment or purchase order.</p> <ul style="list-style-type: none"> <li>0-projects = <b>0 points</b></li> <li>1-project = <b>5 points</b></li> <li>2-projects = <b>10 points</b></li> <li>3-projects = <b>15 points</b></li> <li>4-projects = <b>20 points</b></li> <li>5 or more projects = <b>25 points</b></li> </ul>                                                                                                                     | <b>25</b>            |

| CRITERIA                                     | SUB-CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | WEIGHTING/<br>POINTS |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Capacity<br/>(Relevant<br/>resources)</b> | <ul style="list-style-type: none"> <li>• Proof of local operation office. Attach a copy of municipal account/signed lease agreement (in the bidding company or director's names). The winning bidder's office will be verified before appointment is made. – <b>15 Points</b></li> <li>• Three (3) project staff CV's including their payslips (not older than 3 months). – <b>5 Points</b></li> <li>• Security patrolling equipment, branded vehicle/s. (attach proof of vehicle/s registration document/s in company or directors' names and pictures reflecting company logos) – <b>15 Points</b></li> <li>• A collage of company uniform, security batons, 2-way radios, OB book, flash lights) – <b>5 points</b></li> </ul> | <b>40</b>            |
| <b>Work Plan</b>                             | <ul style="list-style-type: none"> <li>• Scope related operational Plan – <b>5 points</b></li> <li>• Invasion and emergency plan – <b>15 points</b></li> <li>• Project Plan (detailed) – <b>5 points</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>25</b>            |
| <b>TOTAL</b>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>100</b>           |

9.2. Table 4 – Price and B-BBEE

| CRITERIA                                             | SUB-CRITERIA              | WEIGHTING/<br>POINTS |
|------------------------------------------------------|---------------------------|----------------------|
| <b>Price</b>                                         | Detailed budget breakdown | 80                   |
| <b>BBBEE (Status Level Verification Certificate)</b> | B-BBEE Level Contributor  | 20                   |
| <b>TOTAL</b>                                         |                           | <b>100</b>           |

- The HDA proposal will be evaluated as per PPPFA regulations.

## 10. GENERAL

### 10.1. Below are compulsory requirements for this service:

**10.1.1** There will be no site visit and briefing meeting for this service. Service providers are advised to visit the site in order to familiarise themselves with the area and conditions prior submitting their quotation proposals. (See item 2.1 for site information and **Annexure 2** for aerial pictures).

- 10.1.2** It is important to note that the successful person will work under the supervision of the HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.
- 10.1.3** Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:
- Registration with the National Treasury **Central Supplier Database (CSD Report)**, if not yet registered use the following link to register: <https://secure.csd.gov.za/>
  - **SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.**
  - **PSIRA registration certificate (Company's).**
  - **Valid and Original or Certified B-BBEE Status Level Verification Certificates issue by the following agencies SANAS, IRBA or CCA.**
- 10.1.4** Proof of operational office location in or within **100 kilometres** of the subject property is required. The points will be allocated for this during the evaluation process in line with the criteria set. The allocation of points will not necessarily translate to an automatic acknowledgement of the office existence. The HDA will visit the office site of the successful bidder to verify before appointing and should it be found that the office is not existing, the service provider will be disqualified, and the second qualifying bidder will be considered.

## **11. TERMS AND CONDITIONS**

- 11.1.** HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- 11.2.** No payment will be made where there is an outstanding information/work by the service provider/s.

## **12. SUBMISSION OF PROPOSAL**

- 12.1.** **Proposals should be submitted on or before the 18 May 2021 by no later than 12h00 to the following address:**

**The Procurement Officer  
The Housing Development Agency  
6-10 Riviera Road, Riviera Office Park  
Killarney, Johannesburg  
Tel: 011 544 1000**

- 12.2. Further information regarding technical matters can be sent an email to: [jeanelle.lovedale@thehda.co.za](mailto:jeanelle.lovedale@thehda.co.za) or at tel: 011 544 1000, and
- 12.3. Further information regarding supply chain matter and queries can be sent via email to: [jennifer.monareng@thehda.co.za](mailto:jennifer.monareng@thehda.co.za) or at tel: 011 544 1000
- 12.4. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

## **ANNEXURE 1:**

### Schedule of Quantities – Guarding Services (Woodmead Building)

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**Note:**

- The rates shall include full compensation for providing all labour, material, equipment, overheads, relief and supervision required to carry out the services.
- The price quotation shall be valid for the duration of the service and to be Rands (including VAT if charged) and to be structured per month per item and total cost per contract term of service per item of the bidding company.
- **In addition to below, the bidders are required to also provide the detailed price breakdown quotations in their company's letterheads**

| Item | Description of work                  | Unit | Qty | Rate/month | Total/annum |
|------|--------------------------------------|------|-----|------------|-------------|
|      |                                      |      |     |            |             |
| 1.   | Grade-C security guard (Day Shift)   | Each | 2   |            |             |
| 2.   | Grade-C security guard (Night Shift) | Each | 2   |            |             |
|      |                                      |      |     |            |             |
|      |                                      |      |     |            |             |
|      |                                      |      |     |            |             |
|      | Total inclusive cost (excl VAT)      |      |     |            |             |
|      | Vat                                  |      |     |            |             |
|      | Total cost (incl VAT)                |      |     |            |             |

## ANNEXURE 2



