



**MINUTES & DECISIONS – SUPPLY CHAIN MANAGEMENT: TENDER
ADMINISTRATION**

Tender Number: RFP08/08/2024

**Service: Appointment of Panel of armed and unarmed Security Service
Providers to Safeguard Vacant Properties, Contractual Dispute Sites and DID
Properties on an as-and when required basis for a period of three (3) years**

**Date: 09 September 2024: Time: 10:00AM, Closing date: 20 September 2024 @11H00
AM**

Venue: Corner Tennyson Drive and Elgar Place Tulisa Park.

SECTION A: PROCEDURAL MATTERS

A.1 Attendance and Apologies

Officials	Designation	Apologies
Mr. Frank Moliya	Project Manager	None
Mr. Patrick Mothupi	Chairperson	None
Ms. Puleng Mokitimi	SCM Representative	None
Mr. Wandile Matlala	SCM Representative	None
Mr. Mfundo Sithole	SCM Representative	None
Kate Makhonjwa	Security Management	None
Scribe		
Ms. Puleng Mokitimi	SCM Representative	

A.2 OPENING AND WELCOME

- The Chairperson: Mr. Patrick Mothupi opened the meeting at 10:10am by welcoming all present.
- The briefing session was Non – Compulsory and there were no attendance registers.

A.3 PURPOSE OF THE MEETING

To provide a background and scope of the tender and outline the requirements that bidders must comply with.

A.3.1 SCM COMPLIANCE, MANDATORY, FUNCTIONALITY AND ADMINISTRATIVE REQUIREMENTS

- The project was advertised on the Gauteng e-tenders and Treasury etenders portal on the 30 August 2024.
- The closing date is on the 20 September 2024 @11h00am, late tenders will not be considered and will be returned unopened.
- Tender documents must be downloaded on the <http://etenders.treasury.gov.za> and <http://e-tenders.gauteng.gov.za>

SCM representative:

Mr. Patrick Mothupi indicated all the applicable mandatory, administrative and functionality requirements which bidders must comply with.

MANDATORY/ COMPULSORY ADMINISTRATIVE REQUIREMENTS:

Failure to submit/meet or comply with the following requirements Constitute automatic disqualification of a tender offer.
Submission of fully completed and signed Invitation to Bid (SBD 1).
Submission of fully completed and signed Bidder's Disclosure (SBD 4).
Valid copy of Private Security Industry Regulatory Authority certificate in the name of the Company and/or Close Corporation as per Industry Circular dated 10 March 2015 issued by the Private Security Industry Regulatory Authority effective from 1 December 2014.
Letter of good standing not older than three (3) months from Private Security Industry Regulatory Authority (PSIRA) in the name of the Company and/or Close Corporation.
Valid copy of Private Security Industry Regulatory Authority Certificates for all Members and Directors of the Company and/or Close Corporation registered with PSIRA as Grade A Security service provider(s) (Submit certified copy of the original document) (s) as per the Industry Circular dated 10 March 2015 issued by the Private Security Industry Regulatory Authority effective from 01 December 2014.
Valid letter of good standing from Compensation for Occupational Injuries and Diseases (COIDA) Act from the Department of Labour in the name of the Company and/or Close Corporation.
Valid Unemployment Insurance Fund (U.I.F.) registration Certificate in the name of the Company and/or Close Corporation.
Proof of insurance (Valid Public liability cover) to the minimum amount of 5 (five) million Rand in the name of the Company and/or Close Corporation. A policy document to be provided.
Submit copy of a valid Private Security Sector Provident Fund (PSSPF) registration not older than 3

months.

Joint Venture/Consortia Agreement must be signed by all parties thereto and include the percentage share / revenue split of all the parties involved.

OTHER ADMINISTRATIVE REQUIREMENTS

Valid Tax Compliance Status PIN issued by SARS, to allow 3rd party access should be included with the bidders' proposal / bid submission.

Only suppliers (including all parties to Joint Ventures/Consortiums and sub-contractors) who are registered on the Central Supplier Database (CSD), www.csd.gov.za will be considered for appointment. (CSD Registration Report to be attached).

Copies of the company registration documents (CIPC).

Certified copies of Directors/ Shareholders' IDs.

Detailed company profile.

Submission of fully completed and signed Preference Claim Form (SBD 6.1).

Tenderers shall provide DID with the following information:

- Their regional and headquarters information and details.
- Names, addresses and telephone numbers of their banks or other financial institutions that manage their finances and the contact details of the relevant contact persons at each financial institution.
- Consent that the financial institutions may answer the company financial enquiries and supply statements on request by DID.
- The names, identity numbers and street addresses of all partners, shareholders of their companies.
- All Security Officers registered in terms of the Private Security Industry Regulatory Authority, 2001 (Act 56 of 2001);
- In cases where a person, partnership, closed corporation, company or any other undertaking, enter business for the first time, the following information should be provided to the DID:
 - Names of the persons or institutions that will help in cases of financial crises.
 - Names of the persons or institutions that assisted with calculation of this tender.
 - Consent that all Managing Directors, Shareholders of the company and Site Managers.
- Supervisors and Security assigned to the site will be subjected to a positive pre-screening by the State Security Agency before they can resume duties with DID or prior to appointment by DID.
- A list of contactable references.
- Security clearances of security personnel requested by DID, and consent of their employees that they do not object to signing a Declaration of Secrecy.
- DID shall penalize the appointed bidder on a site where negligence is caused by the contractor.

Functionality Criteria	Sub-Criteria	Sub-Criteria Points Allocation	Total Points Allocation
1. Company Experience: Reference letters submitted should have a letter head of the Organisation in which security services was rendered. Reference letters submitted should be signed by the authorised member of the Entity.	The services provider should attach references of appointment letters and their corresponding referral letters, for the entities in which security services were rendered.		20 Points
	Submission of 10 or more appointment letters and their corresponding referral letters	20 Points	
	Submission of 8 to 9 appointment letters and their corresponding referral letters	16 Points	
	Submission of 6 to 7 appointment letters and their corresponding referral letters	12 Points	
	Submission of 4 to 5 appointment letters and their corresponding referral letters	8 Points	
	Submission of 1 to 3 appointment letters and their corresponding referral letters	4 Points	
	No submission of referral letters	0 Points	
2. Key Staff Requirements and Experience	Operations Manager/Project Manager and Supervisor must have: • A valid PSIRA Grade A/B Certificate, and • A diploma in Security Management (NQF level 6), and • At least three (3) years' experience in the security industry subsequent to date of PSIRA registration, and • A certified copy of a valid Firearm competency certificate from SAPS, and • A detailed Curriculum Vitae (CV)	10 Points	20 Points
	All bidders must have a minimum of 20 (twenty) security officers/guards (a minimum of 20 CVS to be submitted). All security officers/guards must have: • A valid PSIRA Grade C Certificate, and • At least two (2) years' or more experience in the security industry and • Matriculation/ Grade (12) Twelve/ Senior Certificate	10 Points	
	All bidders must have a minimum of 20 (twenty) security officers/guards (a minimum of 20 CVS to be submitted).		

	• A valid PSIRA Grade C Certificate, and • Security guards with less than two (2) years' experience in the security industry • Matriculation/ Grade (12) Twelve/ Senior Certificate	5 Points	
	• No valid PSIRA Grade C Certificates, and/or • No Matriculation/ Grade (12) Twelve/ Senior Certificate • No experience in the security industry	0 Points	
3. Dog Handling	Bidder to provide a certified copy of a valid licence and a valid certificate for all animals in respect of which such licence is held, in terms of the Performing Animals Protection Act, (Act 24 of 1935) NB: For bidders to score points on this criterion they need to submit the following: • For the bidder owning dogs – proof of a valid licence and a valid compliance certificate. • For the bidder who will be leasing dogs - the bidder to provide a copy of contract between the bidder AND the supplier and proof of compliance certificate from supplier; OR letter of intent between the bidder and the supplier accompanied by proof of a valid licence and compliance certificate from the supplier.	10 Points	10 Points
	No submission of the above = 0 Points	0 Points	
4. Project Implementation / Operational Plan	The bid document must outline the proposed methodology that indicates how the bidder will deliver the Scope of Work required. The methodology will be scored in terms of the following 5 criteria: 1) The activities in the methodology are linked to clear outputs. 2) The methodology outlines an allocation of resources (recruitment process, in- service training, screening, development and security equipment for all activities). 3) Timelines for activities and outputs are scheduled appropriately. 4) The methodology is fully aligned to the Scope of Work. 5) Contingency plans in the event of scenarios including but not limited to strikes, emergency lock-down, short posting, emergency or load shedding.		30 Points

	Notes to the bidder: a. The bid proposal must outline clear, easy to understand and detailed information in the methodology. b. This sub-section will focus on how the bidder will approach the Scope of Work that is; who will do what by when? How will the proposed methodology achieve the Scope of Work and the expected deliverables and outputs.		
	c. The bid submission must include a clear and detailed methodology that presents well defined activities that have scheduled completion dates with relevant outputs. d. These activities and related outputs must be fully aligned to the Scope of Work and the expected outputs/deliverables as outlined in the Terms of Reference.		
	An approach and methodology that meets all five (5) criteria outlined above	30 Points	
	An approach and methodology that meets any four (4) of the five (5) criteria outlined above	25 points	
	An approach and methodology that meets any three (3) of the five (5) criteria outlined above	20 points	
	An approach and methodology that meets less than any three (3) of the five (5) criteria outlined above	0 points	
Total Points: Functionality Evaluation Criteria			80 Points
Minimum Threshold: Functionality Evaluation Criteria			52 Points

N.B. A bidder that scores less than the minimum threshold of 52 points out of 80 points for the Functionality Evaluation Criteria will be regarded as non-responsive and be disqualified.

SITE VISIT EVALUATION (DUE DILIGENCE)

Site Visit Criteria	Sites Visits Breakdown	Sub-Criteria Points Allocation	Total Points Allocation
1. Office Space with Control Room	The Security Provider should have an office <i>with</i> a control room where the business is being conducted or administered.	10 Points	10 Points
	The control room must meet the following requirements: • Safe/lockable security door • Monitors/screens to monitor sites • Land line telephone • Computer and printer • Base radio.		
	Bidder to attach a letter of intent to establish an office in Gauteng and confirm that the control room systems that will meet the requirements outlined in 1. above NB: By the time of site inspection during evaluation stage bidder should have a satellite office based in Gauteng with a control room.	7 Points	
	The bidder <i>without an office with a control room.</i>	0 Points	
2. Security Aids	Two-way radio control room to call site chosen by panel using base radio to test functionality of the system. Tools of Trade: • Hand-held radios / cellular phones • Batons • Torches/flashlights • Hand cuffs • Corporate uniform with Company LOGO: - Parabellum Shoes - Socks - Formal Trousers Belts - Blazers Pullover/Full Jersey Wind Breaker - Rain Suites - Combat uniform with Company Logo Military Trousers - Shirts Jerseys Boots Socks - Windbreakers / Full Coats Rain Suites.	5 Points	5 Points
	Where a bidder has attached a letter of intent to		

	establish an office in Gauteng, photos of all Security Aids outlined in 2. above, must be attached as supporting evidence.	3 Points	
	NB: Bidder that does not demonstrate / present the above Tools of Trade or photos attached as supporting evidence	0 Points	
3. Company Branded Cars	Bidder to show compliance with National Road Traffic Act 93 of 1996 e.g. keeps road worthy vehicles. The service provider should have at least two (2) branded vehicles that have the following features: • Two-way radio • Painted/wrapped branding in form of company logo / name • Fitted signalling lights to be fitted on top of vehicles.	5 Points	5 Points
	Where a bidder has attached a letter of intent to establish an office in Gauteng, photos of at least two (2) branded vehicles including all the features outlined in 3. above, must be attached as supporting evidence.	3 Points	
	Less than two (2) branded vehicles with the required features	2 Points	
	No branded vehicles or photos attached as supporting evidence	0 Points	
Total Points: Site Visit Evaluation Criteria			20 Points
Minimum Threshold: Site Visit Evaluation Criteria			13 Points

N.B. A bidder that scores less than the minimum threshold of 13 points out of 20 points for the Site Visit Evaluation Criteria will be regarded as non-responsive and be disqualified.

Evaluation Criteria Stages 1C and 1D	Sub-Total	Minimum Threshold
Stage 1C: Technical/Functional Evaluation Criteria	80 Points	52 Points
Stage 1D: Site Visit Evaluation Criteria (Due Diligence)	20 Points	13 Points
Total	100 Points	65 Points

N.B. A bidder that scores less than the minimum threshold for any one of the Evaluation Criteria Stages (1C or 1D) above will be regarded as non-responsive and be disqualified.

SPECIFIC GOALS

The contract will be awarded in terms of Regulation 4 of the 2022 Preferential Procurement Regulations - 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million, which calculation comprises a maximum of 80 points for price and 20 points for the specific goals specified in the Terms of Reference.

Preference Point System		Points
Price	Pre-qualified panellists to be evaluated on price only at Request for Quotation stage.	0 Points
Specific Goals	Points will be allocated as defined in the table (Specific Goal Evaluation Criteria) below.	20 points

Specific Goal Evaluation Criteria	
HDI Targeted Groups – at least 51% Ownership as Follows:	POINTS ALLOCATION
TOWNSHIPS, RURAL OR UNDERDEVELOPED AREAS: The address on CIPC company registration documents will be utilized to determine the allocation of points, no points will be allocated if the company is not registered under the township, Rural or Underdeveloped area	3 Points
WOMEN: (Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if ID's are not provided)	2 Points
YOUTH: Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if IDs are not provided	5 Points
PEOPLE WITH DISABILITY (PwD): provide a confirmation letter / certificate from medical practitioner, no points will be allocated if no confirmation letter or certificate from medical practitioner stating the permanent disability for the owner/ director / member shareholder of the company	5 Points
MILITARY VETERANS: provide a confirmation letter with a force number from department of military veterans, no points will be allocated if no confirmation letter or certificate from department of military veterans stating the membership of the owner/ director / member shareholder of the company	5 Points
Total Specific Goals Points	20 Points

NB: THE DEPARTMENT RESERVE A RIGHT TO APPOINT A SERVICE PROVIDER FOR SINGLE OR PLURAL SITES AS WHEN THE NEED ARISE

- More detailed scope of work in the tender document.
- No sites linked to these tender and BOQ/Pricing because is a panel.
- The director must be PSIRA registered if you form partnership both directors must be PSIRA registered.
- DID will pay with standard rates as prescribed by the department in the Service Level Agreement (SLA) and profit not discussed in the BSC.
- The allocation of work will be done on rotational basis.

COMMENTS / QUESTIONS / INPUTS

Comment: Bidders were informed that all the questions and answers for clarifications will be issued via Gauteng e-tender portal.

Question: Bidder asked, how many companies you need on a panel?

Answer: There is no limit, all qualified companies.

Question: Bidders asked, in terms of qualifications for their guards, does it have to be grade 12 or Matric because our guards do not have matric or grade 12?

Answer: We need Grade 12 or Matric

Question: Bidders asked, in case of dog handlers, do you want the reflection on PSIRA or the certificate?

Answer: We want it on the certificate.

Question: Bidder asked, on key staff, is it Operation Manager, Project Manager and Supervisor qualification?

Answer: We want operation manager or project manager and supervisor.

Question: Bidder asked, if only Gauteng companies will be considered?

Answer: No, all South African companies can bid.

Question: Bidder asked, on PSIRA rates, will you consider vat and profit?

Answer: We pay on PSIRA rates and what the department can afford. We also avoid issue of profit because it differs per service providers.

Question: Bidder asked on specific goals – if you have a force number, will you consider that?

Answer: Yes

Question: Bidder asked, do your sites have guard rooms?

Answer: We currently don't know.

Comment by the bidder: The department should engage the training institutions that train the security guards to set minimum requirements as matric or grade 12 because currently their requirement don't require matric.

Comment by the department: We advised service providers to empower, skill and encourage security guards to go to school.

SECTION B: CLOSURE

B.1 CLOSURE

- Bidders were urged to read the bid document thoroughly and the advert in detail to comply with all requirements for this service, for any further enquiries that might arise after the site briefing meeting can be directed to the following Department of Infrastructure officials: Technical enquiries Frank Moliya@frank.moliya@gauteng.gov.za and general enquiries can be directed to Millicent Chauke@millicent.chauke@gauteng.gov.za
- Last date for accepting enquiries: 3 days before closing date.

Note to tenderers:

All successful service provider will be subject to signing Service Level Agreement (SLA) and standard Rates as prescribed by the department and the Preferential Procurement Policy Framework Act no 5 of 2000 and its Regulations of 2022

- Chairperson closed the meeting at 10H55 am.

Minutes approved / Approved as amended.

Signature



Compiler: Ms Puleng Mokitimi

Date: 09 September 2024

Supply Chain Management Meeting

Minutes approved / Approved as amended.

Signature



Chairperson: Mr Patrick Mothupi

Date: 09 September 2024

Supply Chain Management Meeting

Tender Number: RFP 08/08/2024

Service: APPOINTMENT OF PANEL OF ARMED AND UNARMED SECURITY SERVICE PROVIDERS TO SAFEGUARD VACANT PROPERTIES, CONTRACTUAL DISPUTE SITES AND DID PROPERTIES ON AN AS-AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS