



BID NO: RFP07/21

**APPOINTMENT OF EXPERIENCED AND REGISTERED SECURITY CONTRACTORS TO RENDER 24 HOUR
SECURITY GUARDING SERVICES AT ITHALA INDUSTRIAL ESTATES IN KWAZULU-NATAL**

CLOSING DATE: 06 October 2021 at 11:00

Issued by:

Ithala Development Finance Corporation Limited
29 Canal Quay Road (for GPS 29 Signal Road),
Point Waterfront
Durban

Procurement Enquires:

Supply Chain Management Unit
Email: tenders@ithala.co.za
Tel: 031 907 8911

Name of Bidder:

In terms of Regulation 4 of the Preferential Procurement Regulations of 2017, Ithala will be applying pre-qualification criteria to advance designated groups

Only security contractors who are level 1 B-BBEE contributors are eligible to submit a bid, provided a minimum of 30% of the contract value is sub-contracted to:

SUB-CONTRACTOR	TICK ONE
an EME /QSE - with 51% or more women ownership or	
an EME / QSE - 51% or more youth ownership or	
An EME - QSE - 51% or more ownership by people with disabilities	

IT IS RECOMMENDED THAT THE SUB-CONTRACTOR IS LOCATED WITHIN THE LOCAL AREA

You are required to furnish the required documents to support the above

For any complaints regarding our supply chain management abuses please contact Larissa Warren at 031 907 8610 or email Complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0048 23

REQUEST FOR PROPOSAL

**ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED, 29 CANAL QUAY ROAD, POINT, DURBAN
(FOR GPRS 29 SIGNAL ROAD)** (Hereinafter referred to as ("Ithala"))

BID NUMBER: **RFP07/21**

CLOSING DATE: **06 October 2021**

TIME: **11:00am**

DESCRIPTION: **APPOINTMENT OF EXPERIENCED AND REGISTERED SECURITY CONTRACTORS TO RENDER 24 HOUR SECURITY GUARDING SERVICES AT ITHALA INDUSTRIAL ESTATES IN KWA-ZULU NATAL**

Bidders are requested to indicate the industrial estate/s that they will be submitting a bid for, however a bidder will not be awarded more than one Industrial Estate

ITHALA INDUSTRIAL ESTATE	TICK WHERE APPLICABLE
Ezakheni Industrial Estate (Ladysmith)	
Madadeni Industrial Estate (Newcastle)	
Isithebe Industrial Estate (Mandeni)	

COMPULSORY BRIEFING:

Yes

☐

No

☒

BID ENQUIRIES

In order to minimise interaction and prevent the further spreading of the COVID - 19 pandemic, there will be no compulsory briefing session held, however bidders are requested to email all queries to tenders@ithala.co.za

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C.1 TENDER NOTICE AND INVITATION TO TENDER

Ithala Development Finance Corporation Limited seeks to appoint experienced and registered security contractors to render 24 Hour security guarding services at Ithala Properties in the KwaZulu Natal

Availability of documents: IDFC website

Submission of Bids:

One original and one soft (USB) copy of the bid document must be submitted,

The proposals shall be submitted in sealed envelopes delivered at Ithala Trade Centre, 29 Canal Quay Road (for GPS use 29 Signal Road), Point, Durban and should be deposited in the box located at the reception. The closing time for receipt of tenders is **on 06 October 2021 @11h00.**

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to tenders@ithala.co.za

Tenders may only be submitted on the original tender documentation that is issued by Ithala written in black ink.

Ithala does not bind itself to accept the lowest or any bid and consider any bid for appointment.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ITHALA DEVELOPMENT FINANCE CORPORATION

BID NUMBER:	RFP07/21	CLOSING DATE:	06 October 2021	CLOSING TIME:	11h00am
DESCRIPTION	APPOINTMENT OF EXPERIENCED AND REGISTERED SECURITY CONTRACTORS TO RENDER 24 HOUR SECURITY GUARDING SERVICES AT ITHALA INDUSTRIAL ESTATES IN THE KWA-ZULU NATAL				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Ithala Trade Centre .

29 Canal Quay Road (for GPS use 29 Signal Road)

Point, Durban

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	SCM OFFICER	CONTACT PERSON	SCM OFFICER
TELEPHONE NUMBER	031 907 8703	TELEPHONE NUMBER	031 907 8703
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	tenders@ithala.co.za	E-MAIL ADDRESS	tenders@ithala.co.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:		OR	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]
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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.

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, 2017, PROFESSIONAL CONSULTANTS SERVICES AGREEMENT COMMITTEE (PROCSA) 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 (SBD7).**

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.”

All bidders must furnish the following particulars and include it in their submission (returnable documents)

Name of bidder: _____

Trading name _____

Company registration number _____

VAT registration number _____

Workman's compensation number _____

Tax Clearance Certificate
/CSD Report submitted _____

Postal address: _____

Street address: _____

Telephone number: Code Number _____

Cellular number: _____

Facsimile number: Code Number _____

e-Mail address: _____

In case of a consortium/joint venture, full details on consortium/joint venture members:

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____

Name of contracting entity in case of a consortium/joint venture

Entity name:

Postal address:

Street address:

Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid

Name and Surname

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available

Name and Surname

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

Confirmation

Are you the accredited representative in South Africa for the services offered by you: YES /NO

Declaration

I/We have examined the information provided in this bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Are you duly authorised to commit the bidder: YES / NO

SIGNATURE:of person authorised to sign the tender)

C.2 INTRODUCTION

Ithala is a Development Finance Corporation operating within the confines of the KZN Ithala Development Finance Corporation Act, No 5 of 2013.

Our VISION is “To be the catalyst for growth, economic development and empowerment” and our MISSION is “To drive economic development and empowerment whilst remaining financially sustainable”.

We enable, develop, promote and implement innovative investment and transformation solutions to advance sustainable Black Economic Empowerment.

The objectives of Ithala are to promote, support and facilitate social and economic development in the Province of Kwa-Zulu Natal (KZN) by:

1. Mobilising financial resources and providing financial and supportive services to persons domiciled, ordinary resident, or carrying on business within the KZN Province
2. Planning, executing, financing and monitoring the implementation of development projects and programmes in the province of KZN
3. Promoting, assisting and encouraging the development of the Province’s human resources and its social, economic, financial and physical infrastructure
4. Promoting, encouraging and facilitating private sector investment in the Province and the participation of the private sector and community organisations in development projects and programmes and in contributing to economic growth and development generally
5. Acting as the Government’s agent for performing any development related tasks and responsibilities that the government considers may be more effectively performed by a corporate entity

Our primary mandate is implemented by our two operating divisions and a subsidiary with an external market focus, namely:

1. Properties
2. Business Finance
3. Ithala SOC Limited

The quality, price and service that we provide our customers can only be as good as what we receive from our service providers.

We strive for continuous improvement in our critical business areas and seek to establish relationships with suppliers that are equally passionate in their quest for better quality, price and service. By exceeding our requirements and expectations, you will not only ensure that you maintain the current business; you will be positioning yourself for future business within Ithala.

PROCUREMENT PHILOSOPHY

It is the policy of Ithala, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being had to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BBBEE Policy.
- b) The promotion of national and regional local suppliers and agents before considering overseas suppliers; and
- c) The development, promotion and support for the moral values that underpin the above, in terms of Ithala’s Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within Ithala.

C3 CONDITIONS OF BID AND CONTRACT

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1.	GUIDELINE ON COMPLETION				
1.1	Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box. The bidder must clearly state if a deviation from these requirements are offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected. Should bidders fail to indicate agreement/compliance or otherwise, Ithala will assume that the bidder is not in compliance or agreement with the statement(s) as specified in this bid.				
2.	CONTRACT AGREEMENT				
2.1	The Ithala Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. Ithala's standard terms and conditions will not be negotiated. Specific site requirements will be captured on the SLA				
3.	ADDITIONAL INFORMATION REQUIREMENTS				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to the bid being disregarded.				
4.	CONFIDENTIALITY				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentially agreement preventing the unauthorised disclosure of any information regarding Ithala or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.				

5.	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT	Yes	No	Noted	If no, indicate deviation
5.1	Copyright of all documentation relating to this assignment belongs to Ithala. The successful bidders may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.				
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in Ithala and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	In the event that the service provider would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from Ithala.				
5.4	Ithala shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP Ithala shall be entitled to freely cede and assign to parties nominated by Ithala.				
6	PAYMENTS				
6.1	Ithala will pay the service provider for the actual services rendered in line with the contract. Ithala reserves the right to revise the number of guards based on monthly site requirements. No additional amounts will be payable by Ithala to the contractor.				
6.2	The service provider shall from time to time during the duration of the contract, invoice Ithala for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to Ithala.				
6.3	Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
7	NON-COMPLIANCE WITH DELIVERY TERMS				
7.1	As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, Ithala must be given immediate written notice to this effect. Ithala reserves the right to implement remedies as provided for in the service level agreement to be entered into with service provider.				

8	WARRANTIES	Yes	No	Noted	If no, indicate deviation
8.1	The service provider warranties that: It is able to conclude this Agreement to the satisfaction of Ithala.				
8.2	Although the service provider will be entitled to provide services to persons other than Ithala, the service provider shall not without the prior written consent of Ithala, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
9.	PARTIES NOT AFFECTED BY WAIVER OR BREACHES				
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
10	SUBMITTING BIDS				
10.1	Supply Chain Management (SCM)				
10.2	An original and soft (USB) copy must be delivered to: ITHALA TRADE CENTRE 29 Canal Quay Road Point Waterfront, Durban At Ground Floor foyer in the Bid box Closing date: 06 October 2021 at 11h00 am				
11	LATE BIDS				
11.1	Late submissions will not be accepted. A submission will be considered late if it arrived one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.				

12.	BID CLARIFICATIONS	Yes	No	Noted	If no, indicate deviation
12.1	Written questions of clarification – closing date 27 September 2021 at 16:00				
12.1.1	Written response to all clarifications 29 September 2021 at 16:00				
13.	BIDS				
13.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.				
14.1	PART 1: INVITATION TO BID (FORM C1)				
14.2	PART 2: RFP SUMMARY AND DETAILS (FORM C5 & C16)				n/a
14.3	PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA (FORM C3)				
	Bidders must complete C3. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
14.4	PART 4: SARS TAX CLEARANCE CERTIFICATE (FORM C10)				
	The bidder must be compliance with SARS and such information will be verified with Central Supplier Database (CSD). In case of a consortium/ joint venture, or where sub-contractors are utilised, each consortium/ joint venture member and/or sub-contractor (individual) must be in compliance with SARS and the information will be verified on Central Supplier Database (CSD).				
14.5	<u>PART 5: (FORM C4, C11, C12 AND C13)</u> Certificate of Authority to Sign a Bid Declaration of Interest Declaration of Bidder's Past SCM Practices & Certificate Of Independent Bid Determination				
14.5.1	Bidders must complete and submit the Declaration forms. A bidder must complete the relevant part of the document and it must indicate who is delegated to communicate or deal with Ithala. Any other irrelevant sections to the tendering entity must be marked 'N/A'.				
14.5.2	Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA)				
14.5.3	For a consortium or joint venture: A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity , provided				

	that the entity submits their B-BBEE status level certificate. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity , provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid				
14.6	PART 6: JOINT VENTURE/CONSORTIUM AGREEMENT (FORM C4)				
14.6.1	A copy of the joint venture/consortium agreement must be included.				
14.7	PART 7: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL (FORM C9)				
14.7.1	Bidders must, at least:				
14.7.1.1	Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems.				
14.7.2	The bidder must confirm, by providing letters of reference including contact details, for the previous, current or ongoing projects of similar nature. This will be verified by Ithala.				
14.7.3	The proposal of the bidders should be detailed to the bidders understanding of the scope of work and outline the proposed methodology approach and plan.				
14.8	PART 8: DEVIATIONS FROM REQUEST FOR BID (FORM C15)				
14.8.1	Please indicate deviations or modifications to this Request for Bid on form C15				
14.8.2	If no deviations are required, please mark the form "Nil" and sign				
14.9	PART 9: PRICING SCHEDULE (FORM C8)				
14.9.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and bidders are expected to submit a costing that is fair and reasonable.				
14.9.2	A proposed pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.				
14.9.3	The bidder is required to structure their tariff on a fixed-cost basis per technology and service type for the contract duration, while allowing flexibility for annual price benchmarking for similar services in the market to enable IDFC to benefit from cost reductions as technologies and services become cheaper				

14.10	PART 10: PROCUREMENT TIMELINES (FORM C6)	Yes	No	Noted	If no, indicate deviation
14.10.1	This part of a bid documents informs bidders when the bid process is expected to be finalised. It may not necessarily be followed.				
14.10.2	Terms of reference (TOR) are the requirements by Ithala. When a proposal is submitted, a bidder must be certain that TOR are understood and has the capacity to offer a specified service.				
14.11	PART 11: ANNEXURES				
14.11.1	Bidder must insert all their additional annexures in part 11. This can include professional registrations, insurances etc.				
14.12	VAT				
14.12.1	Ithala is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.12.2	Ithala reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be more than R1m for 12 consecutive months as the VAT Act requires.				
14.12.3	Only registered Vat Vendors may add Vat to the total bid price at the time of tendering				
15	NEGOTIATION				
15.1	Ithala has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
15.2	Ithala shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, Ithala reserve the right not to award the tender to highest ranking bidder in terms of PPPFA.				
15.3	All bidders 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.				
16	DOMICILIUM				
16.1	The parties hereto choose <i>domicilium citandi et executandi</i> for all purposes of and in connection with the final contract as follows:				
	Ithala Development Finance Corporation Limited Ithala Trade Centre 29 Canal Quay Road (for GPS 29 Signal Road) Point Waterfront Durban				
17	COST OF BID PREPARATION				
17.1	Bidders shall prepare and submit a bid at their own expense.				

18.	SITE INSPECTIONS	Yes	No	Noted	If no, indicate deviation
18.1	Ithala reserves the right to do site inspections of bidders to establish suitability of control room, vehicles, etc. to perform services effectively and efficiently				
19	BID VALIDITY PERIOD				
19.1	Bid will be valid for a period of 90 days				
19.2	Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				
19.3	If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period.				
20	ISSUE ADDENDA				
20.1	If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list				
20.2	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list				
20.3	Acknowledge receipt of addenda to the tender documents, which the employer may issue.				
21	SUBMITTING OF FRAUDULENT DOCUMENTS				
21.1	Ithala will disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
21.2	Ithala will list bidders/ directors in the list of restricted suppliers and they will not conduct any business with an organ of state.				

C.4 CERTIFICATE OF AUTHORITY TO SIGN A BID

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(V) SOLE PROPRIETOR	(VI) JOINT VENTURES

i. CERTIFICATE FOR COMPANY

I, _____, chairperson of the Board of Directors of _____, hereby confirm that by resolution of the Board (copy attached) taken on _____ 20____, Mr/Ms _____, acting in the capacity of _____, was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

Chairman: _____

As Witnesses: _____

Date: _____

ii.CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as.....
..... Hereby authorise Mr/Ms..... acting in the capacity of
....., to sign all documents in connection with the tender for
Contract No: and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

iii. CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as,
..... hereby authorize Mr/Ms.
acting in the capacity of, to sign all documents in
connection with the tender for Contract No and any contract resulting from it on our
behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the
direction of the affairs of the Partnership as a whole.

iv. CERTIFICATE FOR SOLE PROPRIETOR

I,, hereby confirm that I am the sole owner of the business
trading
as.....

Signature of Sole owner:

As Witnesses:

- 1.....
- 2.....

Date:

v. **CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This Returnable Schedule is to be completed by **EACH member** of a joint venture submitting a tender.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms....., authorised signatory of the Company.....acting in the capacity of lead JV partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf as a joint venture.

NAME OF JV ORGANIZATION.....

ADDRESS:

.....

.....

DULY AUTHORISED SIGNATORY NAME

DESIGNATION:

SIGNATURE

DATE:.....

C.5 CERTIFICATE OF ATTENDANCE AT COMPULSORY BRIEFING SESSION

This is to certify that (Company Name)
of (address)
..... was represented by the person(s)
named below at the compulsory meeting held for all bidders at:-

Date	Time	Site
n/a	n/a	n/a

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the requirements and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

Bidder’s representative attending the meeting:

Name: Signature:

Capacity:

Confirmed by the Ithala’s representative:

Name: Signature:

Capacity:

C.6 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	06 September 2021	09h00
Compulsory briefing session	n/a	n/a
Written questions of clarification – closing date	27 September 2021	16h00
Written response to all clarifications	29 September 2021	16h00
Service Provider Proposals Due	06 October 2021	11h00
Completion of Bid Evaluations	19 October 2021	16h00
Anticipated letter of Award	29 October 2021*	16h00
Commencement Date	01 November 2021*	06h00

***Indicative dates**

C.7 TERMS OF REFERENCE

PURPOSE

The purpose of the bid is for the appointment of experienced and registered security contractors to render 24-hour security guarding services at Ithala Industrial Estates in the Kwa-Zulu Natal

BACKGROUND

As one of the largest property portfolio holders in KwaZulu-Natal, Ithala is ideally placed to service the various business sectors, spread through-out the province. Ithala Properties undertakes the development and management of industrial and commercial related projects. These projects relate to the development of new industrial and commercial properties as well as the redevelopment and expansion of existing properties. These activities are geared towards stimulating economic growth.

The portfolio of industrial properties is made up of 1 million square metres spread throughout the province. Ithala is the pioneer into many rural areas, bringing services, shopping and banking facilities closer to local communities. The establishment of Ithala commercial centres in remote regions of the province has served as a stimulus for development. Small business has mushroomed around the centres and in some areas, additional shopping malls and facilities have been built.

OBJECTIVE

The objective of the Service Provider is to render 24 Hour security guarding services at Ithala Industrial Estates in the Kwa-Zulu Natal region

PROJECT SCOPE

IDFC is calling for proposal from experienced security service provider to undertake the following:

1. Provide physical security guards at the Industrial Estates which will include but not limited to ensuring access control, undertaking patrols on foot and vehicular, identifying and reporting suspicious activities, fires, security incidents and any emergency situation including evacuation of personnel to places of safety.
2. Monitoring signals from electronic security equipment (security control room) with 24 hour armed response
3. Providing security advice on the security matters or the use of security equipment/ Security site assessments
4. Ensuring safety and order on premises
5. Opening, closing, locking of properties as well as safekeeping of keys (where applicable)

CONTRACT PERIOD:

1. The service provider will be employed for a period of 3 years

MINIMUM PSIRA GRADING FOR SECURITY OFFICERS:

1. The bidder must have an operations manager registered at PSIRA Grade A, who will oversee the appointment and attend any high level meetings to discuss any security or contract related issues, due to the security related complexities and location of our Property's; this should be an individual with extensive experience in the field. (This is at company level resource)
2. All Security officers are to be registered as a PSIRA Grade C

FUNCTIONS OF THE SERVICE PROVIDER PERTAINING TO 24 HOUR PHYSICAL GUARDING**Service Provider must:**

1. Ensure that premises and guards are visited and inspected at least twice per shift. Each visit must be entered into the Occurrence Book (OB).
2. Report immediately to the nominated Ithala representative any emergencies and possible illegal activities, water flowing on the street or in the vacant sites, grass and / or property fires, damaged fence, security lights not working, overgrown vegetation on sites causing obstruction to visibility when patrolling, suspicious vehicles/persons in the estate.
3. Control and supervise all personnel on duty.
4. Ensure that personnel are deployed at the site on time, in correct attire and in possession of the necessary equipment.
5. Any staff shortage to be immediately reported to the Ithala representative.
6. Ensure that registers are up to date and available for inspection by Ithala representative or PSIRA officials.
7. Submit a monthly report to the Ithala representative within 10 days after month end.
8. Incidents are to be reported immediately.
9. Make recommendations to Ithala representative with regard to improvement or preventative measures with regard to security issues relating to a site.
10. As and when necessary, receive and act upon instructions and requests from the nominated Ithala Representative.
11. Ensure that a supervisor is contactable at all times and be able to contact Ithala Representative.

FUNCTION OF SECURITY GUARDS:

The security guard or service personnel on duty must:

1. In compliance with the COVID 19 Regulations, the security guard must take measures to screen all employees and any other persons entering the property / building for observations with COVID 19. The security guard must ensure that each person entering the property / building is temperature screened and is wearing a mask.
2. Fill in a daily log sheet indicating the following:
 - Shift start time.
 - Shift end time.
 - Visitors to the site – entrance and exit times.
 - Inspections from Managers and Ithala representative and or /Ithala Security department
 - Inspection results and activities on hourly basis.
 - Inspections on vacant sites, Ithala offices, sewer pump station and electrical substations.
3. Report all emergencies and possible illegal activities to the Control Room/or Security Division
4. Ensure that no unauthorised person enters the premises.
5. Do proper assessment and handover of premises. Any defects or damages properties to be reported to the Ithala Representative.
6. Report any defective equipment to the control room who must arrange for replacement.
7. At all times be alert and vigilant against possible criminal activity. Supervisor to report such activities to the South African Police Services (SAPS) for further investigation and report to Ithala Representative.
8. Not allow loitering by the public around any parking areas, and other areas belonging to Ithala.
9. Prevent the consumption of liquor on the property. (Any person under the influence of liquor is not allowed to enter the property).
10. Prevent unauthorised hawkers from entering the premises.
11. Prevent all livestock and/or dogs from entering the sites.
12. Lock all identified doors and entrance gates after hours
13. Ensure that no persons loiter on the property after hours.
14. Immediately report all emergency maintenance issues such as defective security lights, leaking pipes, etc. to the nominated Ithala representative.

15. Report any damage caused to Ithala property to the SAPS, obtain case number and forward to it to the Ithala Representative and Property Management for further action.
16. Attend to emergencies like putting out fires and calling the fire department in the event of fire.
17. Have contact numbers for Emergency Services.
18. A supervisor is required to attend security and police sector meetings.

The following are the minimum requirements for security guards or security personnel:

1. Personnel must be dressed in full company security uniform when on duty and be clearly identified and maintain a neat appearance at all times.
2. Guards must be in possession of a truncheon, torch and two-way communication device when on duty.
3. Security personnel must wear an ID card whilst on duty that is clearly visible. The ID card must contain the members' name, surname, PSIRA number, employee number and a photo of the employee.
4. All personnel must be registered with PSIRA at the required grading.
5. All personnel must have valid police clearance certificates
6. All security supervisors at Grade B and above must be in possession of a valid firearm competency certificate
7. Fire arm safe must be kept locked at all the times as per PSIRA standards.

The following operational requirements is expected from Service Providers:

1. The Service Provider is required to have a 24 hour dedicated control room within the Town (industrial Estate) or Region that you have submitted a bid for (Ithala reserves the right to inspect and test the operations of the control room)
2. The control room must have an electronic two-way radio base set and an emergency back-up service.
3. The service provider is to ensure 24-hour alarm monitoring at all sites where alarms are installed. The response team must be timeously dispatched to the site where there has been a security breach.
4. The control room must have strict access control in accordance with PSIRA standards.
5. Local labour must be considered for recruitment
6. Guards must be remunerated at least at the minimum required PSIRA salary rates.
7. Ensure that on-site security guards have back-up in the form of armed patrol vehicle/s in the area.
8. The service provider must provide the vehicle for 24 hour patrolling of the Industrial estates
9. Service Providers will be held responsible for any damage/theft/vandalism/etc. which takes place on the site being guarded.

PERFORMANCE MANAGEMENT

1. ITHALA shall manage the appointed service provider according to key performance indicators and service providers will be penalized for poor service delivery and non-compliance.

7 TECHNICAL PROPOSALS

The Technical Proposals must include the following information.

7.1 Company Profile and Experience

A full and complete company profile must be provided for the bidder/s and/or joint venture partners inclusive of award letters.

7.2 Company References

This must be in the Ithala reference letter format; the template is provided for the referees to place on their letterhead:

The services are as follows:

- Provide a security guarding service and monitoring signals from electronic security equipment (security control room) with 24-hour armed response

Bidders will only be accredited where they have met the minimum requirement of 3 reference on the Ithala reference letter template, where you have not used the template or have supplied less than 3 reference letters; you will not be accredited

7.3 Equipment, Machinery, Consumables and Uniforms

The Bidder to make a submission inclusive of all ID Cards, Equipment, vehicles, Consumables and Uniforms that will be supplied for the duration of the contract. This submission must include a detailed description as well as actual pictures or images.

7.4 Capacity of Bidder

The Bidder must provide a detailed staff posting plan on deployment, management and monitoring of resources on site. This plan should include details on deployment of resources on site, shift handovers, supervision of resources (both scheduled and ad-hoc). Including a reactional approach in case of a possible unrest or emergency threats to Ithala Properties.

1.5 Active guard monitoring system

The bidder is required to install an active guard tracking/monitoring tool/system, which should have the following basic functions (but not limited to):

- **Patrol start reminders**
- **Pre-defined guard rounds**
- **Reporting capability**

7.6 Standard Operating Procedures

The Bidder must provide a standard operating produce on how to respond to security incidents and threats which must include steps to be followed, contingency planning, responsibilities of personnel, and reporting to the South African Police Service (SAPS).

7.7 Specialised Tactical Unit

The bidder must provide evidence of a specialised tactical unit to be utilised in times of public protests, riots, looting, vandalism etc. The unit must have been highly trained and will be called to respond to high-risk incidents beyond the scope of standard guarding services. The tactical unit will be called out at very short notice and should be equipped with high performance vehicles, riot gear, high calibre weapons and protective equipment. The unit must consist of at least 20 members. The tactical unit will charge out at a rate per day

C-.8 PROPOSED FEES

Pricing Schedule Final Summary

NAME OF BIDDER:

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

Isithebe Industrial Estate – Fixed Guards

Item no	Description	Quantity	Rate	Total
1.	Grade C – day shift (Monday – Sunday)	20		
2.	Grade C – night shift (Monday – Sunday)	20		
3.	Armed Supervisor (Grade C) – day shift (Monday – Sunday)	2		
4.	Armed Supervisor (Grade C) – night shift (Monday – Sunday)	2		
5.	Dedicated 24 hour site patrol vehicle	1		
6.	24 Hour armed response to (55) alarms including sub-stations	55		
7.	Radio Licence for monitoring	1		
Total excl vat				
Vat				
Total incl vat (per month)				
Total inc vat (per annum)				
Total Bid price incl vat (36 months)				

AD-HOC CONTRACT RATES
Isithebe Industrial Estate – Ad-Hoc Guards per month (only when required)

Item no	Description	Quantity	Rate	Total
1.	Grade C – day shift (Monday – Sunday)	12		
2.	Grade C – night shift (Monday – Sunday)	12		
3.	Specialised tactical unit (rate per day)	1		

Ezakheni Industrial Estate – Fixed Guards

Item no	Description	Quantity	Per month	Total
1.	Grade C – day shift (Monday – Sunday)	5		
2.	Grade C – night shift (Monday – Sunday)	5		
3.	Armed Supervisor (Grade C) – day shift (Monday – Sunday)	2		
4.	Armed Supervisor (Grade C) – night shift (Monday – Sunday)	2		
5.	Dedicated 24 hour site patrol vehicle	1		
8.	24 Hour Alarm Monitoring and dispatching via radio linkage including (30 alarms) radio licence	30		
9.	Radio Licence for monitoring	1		
Total excl vat				
Vat				
Total incl vat (per month)				
Total incl vat (per annum)				
Total Bid price incl vat (36 months)				

AD-HOC CONTRACT RATES

Ezakheni Industrial Estate – Ad-Hoc Guards per month (only when required)

Item no	Description	Quantity	Rate	Total
1.	Grade C – day shift (Monday – Sunday)	6		
2.	Grade C – night shift (Monday – Sunday)	6		
3.	Specialised tactical unit (rate per day)	1		

Madadeni Industrial Estate – Fixed Guards

Item no	Description	Quantity	Rate	Total
1.	Grade C – day shift (Monday – Sunday)	4		
2.	Grade C – night shift (Monday – Sunday)	4		
3.	Armed Supervisor (Grade C) – day shift (Monday – Sunday)	2		
4.	Armed Supervisor (Grade C) – night shift (Monday – Sunday)	2		
5.	Dedicated 24 hour site patrol vehicle	1		
6.	24 Hour Alarm Monitoring and dispatching	N/A	NOT REQUIRED	
Total excl vat				
Vat				
Total incl vat (per month)				
Total incl vat (per annum)				
Total Bid price incl vat (36 months)				

AD-HOC CONTRACT RATES

Madadeni Industrial Estate – Ad-Hoc Guards per month (only when required)

Item no	Description	Quantity	Rate	Total
1.	Grade C – day shift (Monday – Sunday)	2		
2.	Grade C – night shift (Monday – Sunday)	2		
3.	Specialised tactical unit (rate per day)	1		

C.9 EVALUATION PROCESS & CRITERIA

		Compliance			
		Yes	No	Noted	If no, indicate deviation
1.	PRE-QUALIFICATION CRITERIA				
1.1	In terms of Regulation 4 of the Preferential Procurement Regulations of 2017, Ithala will be applying pre-qualification criteria to advance designated groups (a) Only security contractors who are level 1 B-BBEE contributors are eligible to submit a bid provided they sub-contract a minimum of 30% of the contract value to: an EME/QSE - with 51% or more women ownership or an EME/QSE - with 51% or more youth ownership or an EME/QSE - with 51% or more ownership by people with disabilities • Mandatory requirements: 1. Bidders are required to submit an original/ certified copy of their B-BBEE certificate or original/ certified copy of a Sworn affidavit (attested by the Commissioner of Oaths). 2. Sub-contractor is required to submit an original/ certified copy of their B-BBEE certificate or original/ certified copy of a Sworn affidavit (attested by the Commissioner of Oaths). 3. A signed sub-contracting agreement with specific reference to the industrial estate and for a value not less than 30% of the total value must be stipulated				
2.	EVALUATION PROCESS				
2.1	<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>				
2.1.1	All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication. Mandatory Bids will be considered compliant if the following documents have been submitted or condition met (whichever is applicable): • The bidder must submit one original document and one electronic (USB) identical copy of the bid document with all supporting documents. • The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017 • The bidder must be in good standing with SARS and such information will be verified through Central Supply				

	Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid; • SBD4 - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non-responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate • SBD8 - A completed and duly signed declaration of bidders past supply chain management practices. Should the bidder be found to have abused the supply chain management system, the bid would be declared non-responsive • The proposing entities are bona fide entities, registered in accordance with the laws of SA • Proof of company registration the Private Security Industry Regulatory Authority (PSIRA) • Valid letter of good standing as issued by the Private Security Industry Regulatory Authority (PSIRA) • Minimum grade A PSIRA certificate for bidders' operations manager (1 Per Estate) • Bidders to comply with Private security minimum wage rates, a detailed breakdown of the bidder's calculation is required indicating all statutory requirements, any rate below the Total Direct costs per grade as indicated by the industry circulars will lead to disqualification • Valid section 13A confirmation letter issued by Private Security Sector Provident Fund (PSSPF) • Proof of valid company firearm licences • Security guard firearm competency certificates ➤ Isithebe Industrial Estate – 6 Guards ➤ Ezakheni Industrial Estate – 6 Guards ➤ Madadeni Industrial Estate – 6 Guards • Valid PSIRA certificates for security guards (please provide PSIRA certificate for each guard) ➤ Isithebe Industrial Estate – 70 grade C ➤ Ezakheni Industrial Estate – 28 grade C ➤ Madadeni Industrial Estate – 18 grade C • PSIRA Listing of employees for service providers (detailed listings of your company employees as issued by PSIRA) • The bidder must have a 24-hour dedicated control room within Kwa-Zulu Natal (Please provide address and contact details of the Control Room, Ithala reserves the right to perform an inspection of the control room) • Proof of Patrol Vehicle (vehicle registration, log book or finance or lease agreement) ➤ Isithebe Industrial Estate – 1 Patrol Vehicle ➤ Ezakheni Industrial Estate – 1 Patrol Vehicle				
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	➤ Madadeni Industrial Estate – 1 Patrol Vehicle • COIDA – Valid letter of good standing (Compensation for Occupational Injuries Disease Act) • Proof of Public Liability Insurance or letter of intent from an insurance company or insurance broker for minimum comprehensive cover of R5 000 000.00 SUB-CONTRACTOR REQUIREMENTS • Proof of company registration with the Private Security Industry Regulatory Authority (PSIRA) (for Sub-Contractor) • COIDA – Valid Letter of good standing (Compensation for Occupational Injuries Disease Act) • The sub-contractor is required to provide proof of registration with Department of Labour for Unemployment Insurance Fund (UIF) or letter for tendering purposes • Proof of Public Liability Insurance Cover or letter of intent from insurer or insurance broker • The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017 • The bidder must be in good standing with SARS and such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid; • SBD4 – A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non-responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate Failure to provide any mandatory requirement as requested above will result in the submission being deemed non-responsive. These documents will be verified with the relevant bodies prior to proceeding with stage 2 of the evaluation process. Any fraudulent/invalid documentation/ certificates submitted will lead to automatic disqualification. PRE - CONTRACTUAL SUB - CONTRACTOR REQUIREMENTS <i>The following requirements is required to finalize the contracting process</i> • The sub-contractor is required to register with the Private Security Sector Provident Fund (PSSPF) or an equivalent Security Industry Provident or Pension Fund administrator (Proof is required)				
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2.2	<u>STAGE TWO: FUNCTIONALITY REQUIREMENTS</u>	Yes	No	Noted	If no, indicate deviation
2.2.1	Documents pertaining to mandatory requirements will be verified with the relevant bodies prior to proceeding with stage 2 of the evaluation process. Any fraudulent/invalid documentation/ certificates submitted will lead to automatic disqualification				
2.2.2	Responsive bids will be evaluated according to the criteria, weightings and threshold scores as indicated below.				
2.3	<u>STAGE THREE : PRICE AND B-BBEE EVALUATION</u>				
2.3.1	Price and B-BBEE evaluation will only be performed on bidders who successfully met all minimum requirements for pre-qualification, Stages 1 and 2 for bidders who submitted proposals for the Industrial Estates. In each case the bidder ranked 1 will be recommended for award, no bidder may be awarded more than one (01) Industrial Estate.				
2.4	ADJUDICATION OF BID				
2.4.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
2.4.2	The bid shall be awarded at the sole and absolute discretion of Ithala. Ithala hereby represents that it is not obliged to award this bid to any bidder. Ithala is entitled to retract this bid at any time as from the date of issue. Ithala is not obliged to award this bid to the bidder that quotes the lowest.				
2.4.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of Ithala regarding this bid from the date the offer is submitted until the date of award of the bid.				
2.5	Awarding of contract				
2.5.1	Ithala reserves the right to award this bid in full or part				
2.5.2	The service provider will be employed for a period 3 years,				
2.5.3	The Industrial Estates will be awarded to the bidder scoring the highest Price and B-BBEE points for each Industrial Estate (No bidder will be awarded for more than one Industrial Estate)				
2.5.4	Both the main contractor and sub-contractor will be party to the service level agreement and the sub-contracting agreement will serve as annexure to the service level agreement. The performance and conduct of the sub-contractor remain the responsibility of the main contractor for the duration for the contract				
2.5.5	Psira gazetted increases will be applied on the labour rate increases as and when gazetted, for all other rates CPI increases will be applied on the contract anniversary date annually				

EVALUATION FUNCTIONALITY-THE QUALITY CRITERIA AND MAXIMUM SCORE IN RESPECT OF EACH OF THE CRITERIA ARE AS FOLLOWS:

All bids will be scored on functionality as below, bids that do not meet the minimum threshold value of 70% will be considered non responsive and will not be further evaluated in terms of the (stage 3) 80/20 preference score system.

TECHNICAL CRITERIA	Description	Weight	Score	Total
Company Profile and Experience	A detailed company profile must be provided for the bidder/s and/or joint venture partners inclusive of award letters for previous or current security contracts. Scoring guide Company profile + 5 award letters = 5 Company profile + 4 award letters = 4 Company profile + 3 award letters = 3 Company profile + 2 award letters = 2 Company profile + 1 award letter = 1 No submission = 0 <i>Ithala reserves the right to authenticate all supporting documents submitted, Failure to submit a company profile will result in a zero score</i>	10		
The bidder is to provide a client reference letters on the template attached stating the project, timeframe/ contract period in the specific Security Guarding services, as well as the satisfaction rating by the client.	This criterion covers feedback from three (3) references for previous or current project in the security guarding, 24-hour monitoring and armed response services and must be in the format provided Scoring guide A rating - Excellent services provided = 5 B rating - Good services provided = 3 C rating - Average services provided = 2 D rating - Poor services provided = 1 E rating reference – No Rating = 0 The scores for the three letters will be added and averaged to attain a median score for this criterion. Where more than three letters are provided, the three with the highest rating will be considered. No points will be allocated to bidders that have not utilised the template provided or if the bidder provided less than the required number of letters. <i>Ithala reserves the right to authenticate all supporting documents submitted</i>	30		
Equipment, Consumables and Uniforms	The Bidder to make a submission inclusive of all ID Cards, Equipment, vehicles, Consumables and Uniforms that will be supplied for the duration of the contract. This submission must include a detailed description as well as actual pictures or images. (as indicated in pages 23 – 26) Scoring Guide: Detailed Submission = 5	15		

	Brief or Partial submission = 2 No submission = 0 <i>Full points will only be allocated for a submission that is specific to the service requirements and includes all items as listed in the description above</i>			
Capacity of the bidder	The Bidder must provide a staff posting plan on deployment, management and monitoring of resources on site. This plan should include details on deployment of resources on site, shift handovers, monitoring of resources (both scheduled and ad-hoc monitoring) and the capabilities of the active guard monitoring system. (as indicated in pages 23 – 26) Scoring Guide: No submission = 0 Partial or incomplete submission = 2 Detailed submission as per above requirements = 5 <i>Full points will only be allocated for a submission that is specific to the service requirements and includes all areas as listed in the description above</i>	10		
Standard Operating Procedures	The Bidder must provide the company standard operating procedures on how to respond to security incidents and threats which must include steps to be followed, contingency planning, responsibilities of personnel, and reporting to SAPS. (as indicated in pages 23 – 26) Scoring Guide: No submission = 0 Partial or incomplete submission = 2 Detailed Submission as per above requirements = 5 <i>Full points will only be allocated for a submission that is specific to the service requirements and includes all areas as listed in the description above</i>	20		
Specialised Tactical Unit	The bidder is to make a submission of their tactical unit in terms of the personnel, equipment, vehicles, weapons and gear as described in 7.7 on page 26. Scoring Guide: No submission = 0 Partial or incomplete submission = 2 Detailed Submission as per above requirements = 5	15		
Total		100		
Minimum requirement		70%		

Failure to obtain the minimum of 70% on functionality will result in disqualification from further evaluation.

C10. TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT

- The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
- In bids where Consortia/Joint Ventures/Sub-contractors/Partners are involved, each party must be in compliance with SARS and such information will be verified through central supplier database (CSD).

C.11 DECLARATION OF INTEREST

SBD4

Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 2.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:

The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- l provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- l Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

- 2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person

connected to the bidder is employed:
Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.7.3 Did you or your spouse, or any of the company's directors / trustees/ shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.7.4 If so, furnish particulars:

.....
.....
.....

2.7.5 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, Aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....
.....
.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax State Employee Number Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH
23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE
FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

C. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- l provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- l Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder
presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees/ shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.8.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9. If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, Aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....
.....
.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH
23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE
FALSE.

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

C.12 **DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
(TO BE COMPLETED BY BIDDER.)**

- 1 This Section must form part of all bids invited.
- 2 It serves as a declaration to be used by Ithala Development Finance and Corporation Limited in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- a. abused Ithala Development Finance and Corporation Limited ’s supply chain management system;
- b. committed fraud or any other improper conduct in relation to such system; or
- c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury/Ithala Development Finance and Corporation Limited’s database as companies or persons prohibited from doing business with the public sector?	Yes ☐	No ☐
4.1.1	If so, furnish particulars:.....		
4.2	Is the bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	Yes ☐	No ☐
4.2.1	If so, furnish particulars:.....		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:.....		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐

C.13 CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. Disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description)

in response to the invitation for the bid made by:

_____ (Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

- 1. I have read and I understand the contents of this Certificate;
- 2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- 5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

¹ Includes quotations, advertised competitive bids, limited bids and proposals
² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete

- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - I provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - I methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - I the submission of a bid which does not meet the specifications and conditions of the bid;
 - or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.
- 11.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

³ 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.

C.14 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- 80/20 system for requirements with a Rand value equal to or above R30 000 and up to R50million (all applicable taxes included); and
 - 90/10 system for requirements with a Rand value above R50m (all applicable taxes included).
- 1.2 The value of this bid is estimated to below R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	
Total points for Price and B-BBEE must not exceed	100

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser

2. DEFINITIONS

- 2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised

competitive bidding processes or proposals;

- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less,
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or Bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:
- 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

- 7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)
- (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)
- 8.1.1 If yes, indicate:
 - (i) what percentage of the contract will be subcontracted?%
 - (ii) the name of the sub-contractor?
 - (iii) the B-BBEE status level of the sub-contractor?
 - (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

- 9.1 Name of company/firm :
- 9.2 VAT registration number :
- 9.3 Company registration number :
- 9.4 TYPE OF COMPANY/ FIRM
 - ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]
- 9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....
.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.

2.

.....
SIGNATURE(S) OF BIDDER(S)

DATE:.....

C.15 DEVIATIONS FROM THE REQUEST FOR PROPOSAL

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked “NIL” and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder’s Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

PAGE NUMBER	CLAUSE NUMBER	DEVIATION

SIGNATURE OF BIDDER

DATE

C.16 BID SUMMARY AND DETAILS

We the undersigned submit this bid in accordance with the conditions contained in the referenced RFP document and attach the documents required:

No.	Description in detail	Documents Attached
A. Commercial Documents		(Yes/ No/ N.A.)
1.	Deviations from Request for Proposal	
2.	Covering letter	
3.	Entire Bid Document	
4.	CC or Company Registration Documents or copy of ID if sole propriety	
5.	In good standing with SARS and such information will be verified through Central Supply Database (CSD);	
6.	Original or certified BBBEE Certificate/Affidavit	
7.	Declaration of Interest and Declaration of past SCM Practices	
8.	Sub-contractor agreement	
9.	Proof of company registration the Private Security Industry Regulatory Authority (PSIRA)	
10.	Valid letter of good standing as issued the Private Security Industry Regulatory Authority (PSIRA)	
11.	Minimum grade A PSIRA certificate for bidders' operations manager	
12.	Valid Letter certificate of compliance with the Department of Labour for Unemployment Insurance Fund (UIF)	
13.	A fully completed Annexure A pricing template	
14.	The bidder must have a Control Room located within the Kwa-Zulu Natal Province (Please provide address and contact details of the Control Room, Ithala reserves the right to perform an inspection of the control room)	
15.	Valid section 13A confirmation letter issued by Private Security Sector Provident Fund (PSSPF)	
16.	Proof of valid company firearm licences	
17.	Valid firearm competency certificate (5 certificates)	
18.	Valid PSIRA certificates for security guards (numbers indicated in document)	
19.	PSIRA Listing of employees for service providers (detailed listings of your company employees as issued by PSIRA)	
20.	Valid certificate of COIDA (Compensation for Occupational Injuries Disease Act)	
21.	Proof of Patrol Vehicle (vehicle registration, logbook or finance or lease agreement)	
22.	Proof of Public Liability Insurance or letter of intent from an insurance company or insurance broker for minimum comprehensive cover of R5 000 000.000	

B. Technical Documents		
23.	Proposal: Detailing Company Profile and award letters	
24.	Contactable references letters where the bidder has rendered similar service	
25.	Equipment, Machinery, Consumables and Uniforms	
26.	Capacity of the bidder	
27.	Company Standard operating procures	
28	Specialised Tactical Unit	
SUB-CONTRACTOR REQUIREMENTS		
29.	Proof of company registration the Private Security Industry Regulatory Authority (PSIRA) for Sub-Contractor	
30.	COIDA – Valid Letter of good standing (Compensation for Occupational Injuries Disease Act)	
31.	Original or certified BBBEE Certificate/ original Affidavit	
32.	The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017	
33.	The sub-contractor is required to provide proof of registration with Department of Labour for Unemployment Insurance Fund (UIF) or letter for tendering purposes	
34.	Proof Public Liability Insurance Cover or letter of intent from insurer or insurance broker	
35.	The bidder must be in good standing with SARS and such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid;	
36.	SBD4 – A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate	

Name

Date

Signature

REFERENCE LETTER 1

As part of the functionality component of the tender process feedback is required from current or previous clients to rate the performance of _____ (tendering organisation)

Services Rendered	Start Date	End Date
24 hour Security Guarding		
24 hour Alarm Monitoring and Response		
Contract Value		R

The referee is further requested to rate the tendering organisation for services rendered as indicators of either excellent or good or average or poor or no ratings.

Services rendered	(A Rating) Excellent	(B Rating) Good	(C Rating) Average	(D Rating) Poor	(E Rating) No Rating
24 hour Security Guarding					
24 hour Alarm Monitoring and response					
Overall Rating					

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Contact details	Email:		
	Telephone:		

REFERENCE LETTER 2

As part of the functionality component of the tender process feedback is required from current or previous clients to rate the performance of _____ (tendering organisation)

Services Rendered	Start Date	End Date
24 hour Security Guarding		
24 hour Alarm Monitoring and Response		
Contract Value		R

The referee is further requested to rate the tendering organisation for services rendered as indicators of either excellent or good or average or poor or no ratings.

Services rendered	(A Rating) Excellent	(B Rating) Good	(C Rating) Average	(D Rating) Poor	(E Rating) No Rating
24 hour Security Guarding					
24 hour Alarm Monitoring and response					
Overall Rating					

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Contact details	Email:		
	Telephone:		

REFERENCE LETTER 3

As part of the functionality component of the tender process feedback is required from current or previous clients to rate the performance of _____ (tendering organisation)

Services Rendered	Start Date	End Date
24 hour Security Guarding		
24 hour Alarm Monitoring and Response		
Contract Value		R

The referee is further requested to rate the tendering organisation for services rendered as indicators of either excellent or good or average or poor or no ratings.

Services rendered	(A Rating) Excellent	(B Rating) Good	(C Rating) Average	(D Rating) Poor	(E Rating) No Rating
24 hour Security Guarding					
24 hour Alarm Monitoring and response					
Overall Rating					

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Contact details	Email:		
	Telephone:		

NAME OF SERVICE PROVIDER _____

NAME OF INDUSTRIAL ESTATE _____

Description	Grade C
Hourly Equivalent Wage	R
Ordinary Time: Primary Sec Officer	R
Ordinary Time: relief Sec Officer	R
Sunday pay premium	R
Public Holiday Premium	R
Security Officer Premium allowance	R
Hospital Cover	R
Leave Provision	R
Sick Pay	R
Study Leave	R
Family Responsibility Leave	R
Night Shift Allowance	R
Provident Fund	R
Statutory annual bonus	R
SUB TOTAL	R
UIF	R
COID/WCA	R
BCL	R
PSIRA per SO fee	R
Uniform	R
Training	R
Cleaning Allowance	R
TOTAL DIRECT COSTS	R
Share of overheads (_____% of directs costs)	R
TOTAL COST (excluding profit)	R
Profit (_____% markup)	R
TOTAL COST PER GUARD excluding VAT	R

