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2041

HDA
HOUSING DEVELOPMENT AGENCY

REQUEST FOR PROPOSALS

PROVISION OF SECURITY PHYSICAL SURVEILLANCE SERVICES IN DE AAR NORTHERN CAPE PROVINCE FOR A PERIOD OF TWELVE (12) MONTHS

RFP/NC/2021/002

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

MONDAY AT 12H00

24 MAY 2021

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TERMS OF REFERENCE

Security Physical Surveillance in Emthanjeni local Municipality, Northern Cape Province

RFP/NC/2021/002

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlement. As its primary activity, the HDA identify, acquire, hold, develop and release state, private and communal land and releases it for development. As part of its processes, the HDA conducts property holding plans in order to identify and implement services and maintenance requirements to ensure the sustainability and security of its properties and those of various stakeholders.

2. BACKGROUND

HDA have acquired 2 (two) properties, Erf 635 and Erf 3726, in De Aar Northern Cape for creation of sustainable human settlement development. The total extent of the properties is 33, 6599 hectares. Erf 635 has a building with complete superstructure and Erf 3726 is vacant with no improvements. Both properties are unoccupied and located adjacent to one another.

There is a potential risk of invasions of these properties due to their location and housing shortages in the surrounding area. There is a need for security measures to be implemented to physically survey the properties by means of driving around the properties area for at least an hour on daily basis to check and to prevent any illegal occupation and usage of the properties

2.1. Physical Location

The properties are situated along Van der Merve Street and adjacent to the R48 main road. The **Table 1** below and locality map on **Annexure 2** provides the details and location on these properties.

Table 1: Properties information

Erf Number	Size Hectares	Land Occupancy Status
Erf 635 De Aar	12.3722	Unutilized vacant land
Erf 3726 De Aar	21,2877	Unutilized vacant land

2.2. The HDA is therefore hereby seeking to appoint the appropriately qualified, competent, experienced and professionally registered security services providers to provide security physical surveillance services on the properties. The service provider must ensure a safe and secured environment of the properties including managing unauthorised use, illegal dumping and invasions.

3. SCOPE OF SERVICES

3.1. Pre-requisite requirements

3.1.1. All quotations/price proposals must be valid for the duration of the service. No price escalations will be affected during the service period. The prices to be in Rands (including VAT if charged) and to be structured per month and total cost per contract term of service of your company.

3.1.2. The security services shall be executed by a company properly registered and compliant to PSIRA and be able to provide proof registration to the HDA and be the active member for the duration of the contract.

3.1.3. The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference.

3.1.4. The service provider must have an operation office within **100 kilometres** of the service sites and demonstrate that they are able to attend to the emergencies at the service site in less than 60 minutes' response time.

3.1.5. The service provider shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work such as, two way radios, branded vehicle, vehicle monitoring systems, stationary and any security related working tools, qualified, competent and well trained officers and supervision thereof.

3.1.6. The guards are required to be fully uniformed and use a branded security company vehicle/s with security company logos clearly displayed and must always carry their valid PSIRA registration cards with them when performing services. The full uniform and branded security company vehicle/s ownership proof to be provided on tender proposal documents.

3.1.7. The service provider must have a contingency plan in place for business services continuity if there is any interruption due to disasters, labour unrest or any other cause.

3.1.8. The service provider and the HDA shall enter into a Service Level Agreement (SLA) which will regulate the performance for the entire contract period.

4. DURATION OF AGREEMENT

4.1. The services shall be executed daily 3 (three) hours/7 days a week including Sundays and holidays for a period of 12 months.

4.2. The service provider must conduct background checks to their security personnel prior deploying to the property and the personal report with supporting documents (certified) of each to be submitted to the HDA before the commencement of the contract.

5. CODES AND STANDARDS

The service provider shall;

5.1. Be fully responsible for all work and services performed by its officers.

5.2. Ensure that it and its staff are registered as Security Officers, as prescribed by the Private Security Industry Regulation Act (PSIRA), as amended and remain registered for the duration of this contract. HDA reserves the right to ascertain from PSIRA whether the security personnel in service of the company, are registered with PSIRA.

5.3. Shall act as an authorise officer in terms of the Criminal Procedure Act, Act 51 of 1977, Section 23 (b) (as amended in the Criminal Procedure Amendment Act, Act 33 of 1986) Section 24, 29 and 42 (as amended in the Amendment of the Criminal Law Amendment Act, Act 59 of 1983) as well as Section 46, 49, 50 and 51.

5.4. Provide and execute everything necessary for the services in accordance with industry standards and norms in terms of the prevailing sectorial determination, and industry acceptable training levels in respect of PSIRA, and any other relevant regulations.

6. INSURANCE

6.1. Throughout the term of this contract, the service provider shall maintain at his sole expense effective insurance covering his activities at the premises such as, Worker's Compensation Insurance and general liability insurance, Unemployed Insurance Fund, and the service provider shall furnish HDA with documentation of this insurance coverage within 48 hours upon request.

6.2. The insurance required shall provide adequate protection for the service provider against damage claims that may arise from operations under this contract, whether such operation be insured and against any of the special hazards that may be encountered in the performance of this contract.

7. EXPECTED DELIVERABLES

7.1. Provision of competent and well-trained **Grade-C** security officer and relief security officer, including supervisors thereof, who are South African citizens, qualified and competent for the service, on 3 (three) hours/7 (seven) days a week shift including Sundays and Holidays.

7.2. Physical surveillance, monitoring and controlling the properties including managing any unauthorised occupation, access and usage of the premises.

7.3. Preventing, reporting and managing any service defaults, damages, non-conformance in the properties.

7.4. The provision of all service providers' equipment such as vehicles, qualified, competent and well-trained officers and supervision thereof, required for this service.

7.5. Preparation, submission and presenting detailed monthly and adhoc incidents or site reports to HDA or as directed by the HDA. This will involve attending a monthly or adhoc performance meeting with the HDA and other stakeholders.

7.6. Preparation and submission of detailed invoices with statements for verification and approval by the HDA. All invoices will be paid subject to the receipt of the detailed monthly report by the HDA.

7.7. The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.

7.8. Ensuring response times/submission times in respect of services and/or invoices will at all times be in accordance with the requirements of the HDA.

7.9. Maintain a register for incidents, near misses risks and other incidents that may be of nuisance to the HDA.

8. DOCUMENTS SUBMISSION

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

Table 2: Returnable Sequence

Item	Required documents
Annexure 1	Company profile with certified copies (not more than 3 months) of relevant certifications, accreditations and licences (CV's of project staff, awards, etc).
Annexure 2	Valid original Tax clearance certificate, PSIRA registration certificate and any other security related certificates (certified copies).
Annexure 3	Letter of good standing from workman's compensation commissioner, valid Unemployment Insurance Fund (UIF) proof of registration, public liability insurance and other relevant insurances.
Annexure 4	Signed letters of appointment on previous similar projects with the awarding company letterhead (contactable).
Annexure 5	Company's list of security infrastructure and active employees with 3 certified copies of payslips of the project staff. Vehicles list to be accompanied with the copies of registration documentation or vehicle lease agreement/s on the bidding company's or director's names.
Annexure 6	Company's proof of operational office within 100 km of the service site. Attach proof of ownership, or a signed lease agreement, or statement of account from the municipality reflecting the company's names.
Annexure 7	This RFP document and your company proposal with the comprehensive operational, invasion and emergency contingency plan in line with the site conditions.
Annexure 8	Central Supplier Database (CSD) report, SDB forms
Annexure 9	Price Breakdown quotation on **Annexure 1** and on security service provider's letterhead document.

9. EVALUATION PROCESS

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

9.1. Table 3 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company profile (Attach Organogram)	Security company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company. • No company profile – **0 points** • Profile not related to vehicle monitoring services**– 5 points** • Profile related to vehicle monitoring services **– 8 points** • Profile related to vehicle monitoring services with company's organogram **– 10 points**	**10**
Company Experience	Scope related work and experience. Attach signed letters of appointment or purchase order. • 0-projects **= 0 points** • 1-project **= 5 points** • 2-projects **= 10 points** • 3-projects **= 15 points** • 4-projects **= 20 points** • 5 or more projects **= 25 points**	**25**
Capacity (Relevant resources)	• Proof of local operation office. Attach a copy of municipal account/signed lease agreement (in the bidding company or director's names). The winning bidder's office will be verified before appointment is made. **– 15 Points** • Three (3) project staff CV's including their payslips (not older than 3 months). **– 5 Points** • Security patrolling equipment, branded vehicle/s. (attach proof of vehicle/s registration document/s in company or directors' names and pictures reflecting company logos) – **15 Points** • A collage of company uniform, security batons, 2-way radios, OB book, flash lights) – **5 points**	**40**
Work Plan	• Scope related operational Plan **– 5 points** • Invasion and emergency plan **– 15 points** • Project Plan (detailed) **– 5 points**	**25**
TOTAL		**100**

The following criteria will be used for points allocation for price and B-BBEE compliance on a 80/20 point system: -

9.2. Table 4 – Price and B-BBEE

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

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

10. GENERAL

10.1. Below are compulsory requirements for this service:

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

10.1.2 It is important to note that the successful person will work under the supervision of the HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

10.1.3 Kindly complete and submit the following:

- Registration with the National Treasury **Central Supplier Database (CSD Report),** if not yet registered use the following link to register: https://secure.csd.gov.za/
- **SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.**
- **PSIRA registration certificate (Company's).**
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issue by the following agencies SANAS, IRBA or CCA.**

10.1.4 Proof of operational office location in or within **100 kilometres** of the subject properties is required. The points will be allocated for this during the evaluation process in line with the criteria set. The allocation of points will not necessarily translate to an automatic acknowledgement of the office existence. The HDA will visit the office site of the successful bidder to verify before appointing and should it be found that the office does not exist, the service provider will be disqualified, and the second qualifying bidder will be considered.

11. TERMS AND CONDITIONS

11.1. HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

11.2. No payment will be made where there is an outstanding information/work by the service provider/s.

12. SUBMISSION OF PROPOSAL

12.1. Proposals should be submitted on or before Monday the 24 May 2021 by no later than 12h00 to the following address:

The Procurement Officer

The Housing Development Agency

Block A, Riviera Office Park

6-10 Riviera Road, Killarney, Johannesburg 2193

12.2. Further information regarding technical matters can be sent an email to: dale.daniels@thehda.co.za or at tel: 021 481 2900, and

12.3. Further information regarding supply chain matter and queries can be sent via email to: jennifer.monareng@thehda.co.za or at tel: 011 544 1000

12.4. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

ANNEXURE 1:

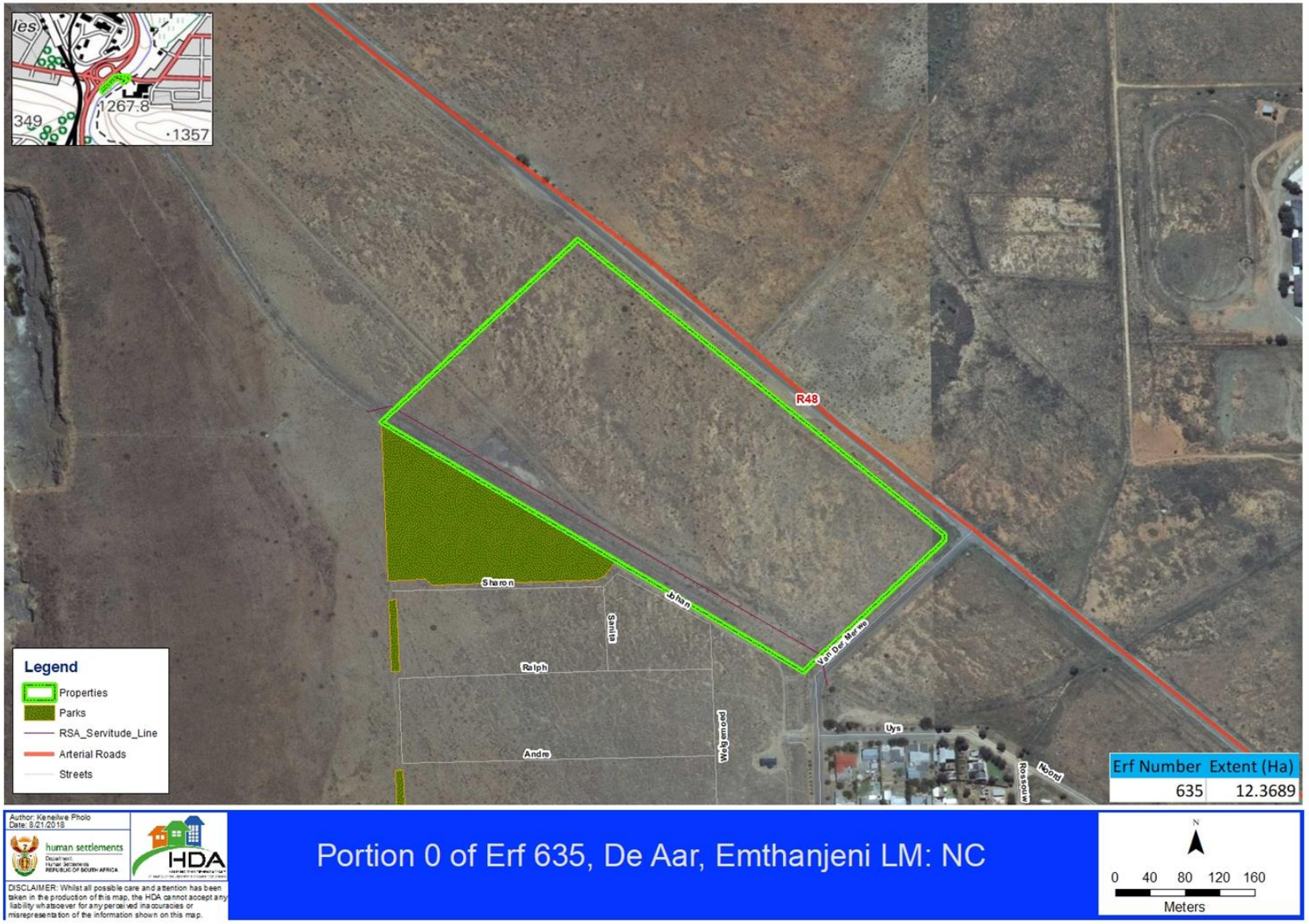
Service Item Quantities – Physical security surveillance services (Erven 645 and 3726 De Aar)

Note:

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

Item	Description of wor k	Un it	Qty	Rate /month	Total/annum
1.	Grade-C security guard (Day Shift)	Each	1		
2.	Vehicle Patrol	Each	1		
	Total inclusive cost (excl VAT)				
	Vat				
	Total cost (incl VAT)				

ANNEXURE 2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Author: Kenelwe Pholo
Date: 8/21/2018
human settlements
HDA
DISCLAIMER: Whilst all possible care and attention has been taken in the production of this map, the HDA cannot accept any liability whatsoever for any perceived inaccuracies or misrepresentation of the information shown on this map.
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