

Finance and Procurement Department

Supply Chain Management

Request for Bids (RFB)

APPOINTMENT OF A SECURITY SERVICE PROVIDER TO PROVIDE GUARDING SERVICES FOR A PERIOD OF TWO (02) YEARS WITH AN OPTION TO RENEW AT KRAAL STREET FACTORIES- 19 CORO STREET, OLD INDUSTRIAL AREA AND OOS EINDE MINI FACTORIES- 28 FRITS STOCKENSTROM STREET, OOSEINDE AND HARVEY KORF- 62 & 64 HARVEY ROAD, ORANJESIG, BLOEMFONTEIN, FREE STATE AND LONG STREET JV- 72 LONG STREET, KIMBERLEY, NORTHERN CAPE

Bid Information

Bid Number	01/KBP/2022/23
Bid Submission Date	07 October 2022 at 11:00am
Bid Duration	Two (02) years
Bid Validity Period from Date of Publication	120 days
Bid Non-Compulsory Briefing Session	Date and Time: 27 September 2022 11:00am to 12:00pm Venue: Microsoft teams Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGYwNzJlMjMtZTQ1Yy00MTMzLTk3YjltMzljNTJmZml4YmU1%40thread.v2/0?context=%7b%22Tid%22%3a%226187a86c-22f3-4f3b-9fd9-6a7438e5f7ce%22%2c%22Oid%22%3a%226ae8eb1d-70f7-4d82-a18b-2db808b85a55%22%7d
Address where services are required	Kraal Street Factories- 19 Coro Street, Old Industrial Area, Bloemfontein Oos Einde Mini Factories- 28 Frits Stockenström Street, Ooseinde, Bloemfontein Harvey Korf – 62 & 64 Harvey Road, Oranjesig, Bloemfontein Long Street JV- 72 Long Street, Kimberley
Bid Contact Person	Tamsanqa Mgudlwa on (012) 747-2540 tamsanqam@sefa.org.za / procurement@sefa.org.za Tebogo Seima (012) 748 2540 tebogoso@sefa.org.za / procurement@sefa.org.za
Evaluation Method: Points System	80/20
Required Bidder B-BBEE Level	Level 1 to Level 4

Deadline for Responding to Clarifications for this bid	30 September 2022
Fraud Hotline <i>to report any wrongful or criminal deception or coercion intended to result in financial or personal gain by any sefa employee or</i>	0800 000 663 (For anonymous reporting)

Special Conditions and Requirement of Contract

Introduction and Background

- 1.1. Following a Cabinet decision and the State of the Nation address of 2011, the Small Enterprise Finance Agency (SOC) Limited (**sefa**), was established on 01 April 2012 in terms of section 3 (d) of the Industrial Development Corporation Act, No. 22 of 1940 (IDC Act). **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and brings together the activities of the three previous structures (Khula, **samaf** and the IDC small business activities).
- 1.2. **sefa** operates as a Development Finance Institution (DFI) to foster the establishment, development and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes towards poverty alleviation, job creation and economic growth. **sefa** provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.
- 1.3. Khula Business Premises (Pty) Ltd (KBP) is a wholly owned subsidiary of the Small Enterprise Finance Agency (**sefa**).

2. Bid Submission Requirements

- 2.1. Bids must be submitted in a **sealed envelope and marked** as follows:

ATTENTION: sefa SUPPLY CHAIN MANAGEMENT

Description of the Bid

Bid Number

Name of the Bidder

2.2. General Bid requirements

- a. Bid documents **must** be initialed on every page.
- b. Number of sealed envelopes/files must compose of one (1) **ORIGINAL** and one (1) electronic PDF **copy** of the original bid proposal document on a CD or flash drive.
- c. Submissions of the Bid responses **MUST** be made by depositing the Bid

proposal into the Tender Box situated at **sefa** Head Office at the physical address below on or before the closing date as stated on page 1 of this Request for Bid document under Bid Information.

- d. The bidder will bear all expenses associated with the preparation and submission of this Bid.

2.3. **sefa Physical Address**

Byls Bridge Building 14, Block D,
11 BylsBridge Boulevard,
Cnr Jean Avenue and Olievenhoutbosch Road
Centurion
0157

For more information, please visit the **sefa** website: www.sefa.org.za

2.4. **Bid Responses**

2.4.1. **Bid Format**

- 2.4.2. Bidders shall submit their bid response in accordance with the requirements as outlined in the Bid Response Template provided in Appendix 1.

- 2.4.3. Each section must be clearly marked and the documents must be bound.

- 2.4.4. The RFB comprises a number of sections and the bidder's proposal must include all the required information and documentation as outlined in this RFB.

2.4.5. **General Conditions of Contract**

- 2.4.5.1. Completion of all Standard Bidding Documents (SBD by hand, attached in Annexures A, and adhering to all other requirements as outlined on each form. The following SBD and other forms must be duly completed and signed, and returned as part of the Bid Proposal:

- a. **SBD 1:** Invitation to Bid
- b. **SBD 4:** Bidders Disclosure
- c. **SBD 6.1:** Preference Points Claim Form.
- d. Original and valid **Tax Clearance Certificate(s)** (TCC) or *PIN* issued by SARS.
- e. In bids where Consortium; Joint Ventures and Sub-Contractors are involved, it is required that each party must submit separate proof of Tax Clearance Certificate(s) or *PIN* issued by SARS
- f. Submission of a certified copy of a **valid B-BBEE certificate** issued through a SANAS Accredited Agency, with the exception of Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs). These enterprises need to

submit B-BBEE **sworn affidavits** as per the requirements of the Department of Trade and Industry (DTI) for qualifying enterprises except those who fall under the Construction Sector Charter Council (CSCC). Other sworn affidavits will not be accepted. The DTI and CSCC affidavit templates are available under Annexure C.

- g. National Treasury **Central Supplier Database (CSD) registration** (attached proof of registration).
- h. Submission of bidder's **Companies & Intellectual Property Commission (CIPC) registration documents**, listing all Directors or Shareholders and certified copies of the Identify Documents (ID) of Directors or Shareholders.

2.4.5.2. The successful bidder and its staff shall comply with all the laws of the Republic of South Africa and as it relates to this bid.

2.4.5.3. The bidder's staff must be South African citizens and **sefa** reserves the right to validate citizenship.

2.4.5.4. **Pre-Target Requirements**

- a. The Pre-Qualification criteria set is according to the Standard for Implementation of Regulation 8(4) of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations 2017 and **sefa's** developmental impact plan to provide support to targeted groups (black owned, youth, women, disability, rural priority province; and township).
- b. In line with the above commitment, preference will be given to bidders complying with the following:
 - i. Bidders having a stipulated minimum B-BBEE status level contribution from level 1 to level 4.
 - ii. Targeted groups that are black owned; women and youth.

2.4.6. **Price Proposal**

- a. Bidders are required to complete and sign their pricing proposals.
- b. **NB:** Failure to complete and submit a pricing proposal, will lead to disqualification of the bid.

2.5. **Late Bids**

Bids submitted at the stated bid address, after the closing date & time, shall not be considered under any circumstances.

2.6. **Counter Conditions**

Bidder's attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by the bidder shall render the bid invalid.

2.7. **Bid Distribution**

2.7.1. The distribution of this RFB outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFB are advised to familiarise themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither **sefa**, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person or company for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.

2.7.2. Recipients of this RFB document may only distributed it to other parties whom they wish to involve as part of their bidder consortium in submitting a bid.

2.8. **Presentations**

sefa reserves the right to require that any bidder provides a formal presentation of its bid proposal, at a date and time to be determined by **sefa**. All instructions and clarification regarding the purpose and scope of the presentation/demonstration shall be provided by **sefa**. The bidder shall bear all expenses associated with the preparation of such presentations/demonstrations.

2.9. **Evaluation Process**

Bids shall be evaluated in terms of the process outlined below.

2.9.1. **Stage 1: Initial Screening Process & Pre-Target Requirements**

During this stage, bid responses will be reviewed for purposes of assessing compliance with the RFB requirements including the General Conditions of Contract as outlined in this RFB, stated Special Conditions of Contract; and pre-target requirements.

2.9.2. Stage 2: Mandatory Evaluation and Scoring

- a. Bids will be evaluated on Mandatory Requirements as outlined in **Annexure C.**

NB: Failure to comply with the requirements in Stage 2 shall lead to disqualification of the bid proposal.

2.9.3. Stage 3: Evaluation of Proposal on Applicable Points System

- a) Bids will be evaluated on Functionality as outlined in **Annexure D.**
- b) All bids will be evaluated independently by the evaluation panel members in terms of the defined evaluation criteria for functionality out of 100 points.
- c) All bids that score less than **60 out of 100 points** on functionality shall not be considered further and shall be regarded as having submitted a non-responsive bid; and shall be disqualified.

2.9.4. Stage 4: Evaluation of Proposal on Price and Preference

- 2.9.4.1. Only bidders who scored 60 points or more out of a 100 on the functional evaluation will be evaluated during stage 4 on price and preference.

- 2.9.4.2. In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.

- 2.9.4.3. In terms of **80/20 points system**, points are awarded to bidders on the basis of:

The bid price (maximum 80 points)

Following formula will be used to calculate the points for price:

$$P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

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

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 2.9.4.4. The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 2.9.4.5. Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by a SANAS accredited verification agency will be considered for preference points. See requirements as outlined under item 2.4.5.4.
- 2.9.4.6. **sefa** may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.
- 2.9.4.7. The points scored will be rounded off to the nearest 2 decimals.
- 2.9.4.8. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.
- 2.9.4.9. However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the bidder scoring the highest for functionality.
- 2.9.4.10. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- 2.9.4.11. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- 2.9.4.12. **sefa** reserves the right to enter into negotiations with the preferred bidder.

3. Post Award Conditions

- 3.1. The Service Provider must make sure that they comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, COIDA, PAYE etc.; and Certificate of compliance with the applicable Labour laws must be submitted together with the proposal.
- 3.2. **sefa** reserves the right to request the successful bidder and its employees to undergo a security vetting process.
- 3.3. Security services will be rendered during working hours from Mondays to Fridays, Weekends and public holidays unless otherwise specified.
- 3.4. The security services must always be executed under full time supervision by the successful bidder's supervisor(s) on continuous basis. **sefa** reserves the right to deploy its official to do supervision and routine inspections.
- 3.5. The successful bidder must provide monthly reports to the Building manager/or Properties' Facilitator when submitting an invoice for processing.
- 3.6. The successful bidder must ensure that their security staff is always dressed in a distinctive acceptable uniform when on duty.
- 3.7. A lock-up facility will be made available by **sefa** for the safekeeping of stock and equipment where possible.
- 3.8. The service provider must be liable for insuring his/her personnel against any injury or death.
- 3.9. The successful bidder's supervisor must report daily to **sefa's** (Building Manager/or Properties Facilitator) of any security incidents that occurred in the building.
- 3.10. The successful bidder shall supply the following monthly:
 - a. A summarized written report on specific problems or occurrences.
 - b. Suggestions on improved work methods and programmes if any.
 - c. tenants' complaints and remedial action.
 - d. All other matters related to this service.
- 3.11. It is the responsibility of the successful bidder and its personnel to comply with PSIRA, Health and Safety Act and any other applicable regulations.
- 3.12. **sefa** reserves the right to conduct due diligence prior to final award or any time during the contract period, this may include site visits.
- 3.13. **sefa** will not be held responsible in any way for any damages, losses, theft of equipment or any valuable of the successful bidder or injury of his/her employees while on site or in the execution of their duties.
- 3.14. Equipment brought onto or used on site must comply with the Occupational Health & Safety Act and any regulations promulgated in terms of this Act;

3.15 **sefa** shall not be held responsible in any way for any damages, losses, theft of equipment or any valuables of the successful bidder or injury of his/her employees whilst on site or in the execution of their duties.

4 Personnel Requirements

4.11 The successful bidder must ensure the following:

- a. That the staff working under this contract are in good health.
- b. That they are adequately trained prior to commencement of the contract.
- c. That replacement staff is available should the need arise. The bidder is obligated to inform **sefa** of any removal and replacement and the replacement of staff can only be done with the formal approval of **sefa**.
- d. Staff must be dressed appropriately and where required, staff uniforms must be in good condition.
- e. The bidder's staff must be South African citizens and **sefa** reserves the right to validate citizenship.

5 Service Level Agreement

5.11 The successful bidder will be required to enter into a Service Level Agreement with **sefa**.

5.12 A performance measurement processes will form an integral part of the Service Level Agreement, to be signed after the successful bidder has been appointed.

6 Supplier Due Diligence

6.11 **sefa** reserves the right to conduct bidder due diligence to short listed bidders prior to final award or at any time during the contract period. This may include site visits if applicable.

6.12 **sefa** reserves the right to request the successful bidder and its staff to undergo a security vetting and/or credit vetting processes via external services providers such as Credit Bureaus and the South African Police Services. By submitting a bid proposal, the bidder gives explicit approval for **sefa** to conduct such vetting requirements, if and when required.

7 Bid Cancellation

In the case of the cancellation of this RFB, **sefa** shall endeavour to inform all bidders, through the same medium used for the communication of the RFB

8 Material Changes

- 8.11 Any material change in the control and/or composition of any bidder or any core member of a bidder after submission of a Bid, shall require the prior written approval of **sefa**, and any failure to seek such approval from **sefa** shall result in **sefa** being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bid process or to cancel the engagement. This shall be interpreted to include post appointment and subcontracting of work arising out of this bid to complete certain work.
- 8.12 **sefa** shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any bidder”, and as to what constitutes a “core member of a bidder” for purposes of such approval. Any request for such approval shall be made to **sefa’s** Supply Chain Management in writing and shall provide sufficient reasons and information to allow **sefa** to make such a decision. **sefa** reserves the right to accept or reject any such request for approval.

9 Communication

- 9.11 **sefa** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary. Such communications will be done via the Supply Chain officials listed as the contact persons for this bid process.
- 9.12 All communication (enquiries/clarifications) relating to this bid shall take place between the bidder and the Supply Chain Management officials listed as the contact persons for this bid process. Such communication shall be done in writing only.
- 9.13 Communication between the closing date and the award of the bid, between the bidder and other **sefa** officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited.

10 Contact Details

10.11 Main Contact

Name : Tamsanqa Mgudlwa

Tel : (012) 747-2540

Email : tamsanqam@sefa.org.za/procurement@sefa.org.za

10.12 Alternative Contact

Name : Tebogo Seima

Tel : (012) 747 9685

Email : tebogoso@sefa.org.za/procurement@sefa.org.za

NB: Communication outside this platform is **strictly prohibited** and should bidders be found to be in contact with any of **sefa's** staff members on matters relating to this bid, such bidders shall automatically be disqualified from this bid process.

11 Scope of Work / Terms of Reference

The Scope of Work / Term of Reference is attached as Annexure E.

12 Annexures

Annexure A	:	Standard Bidding Documents: SBD1 to SBD9 Forms
Annexure B	:	Sworn Affidavit Templates for EMEs and QSEs
Annexure C	:	Mandatory Evaluation Criteria
Annexure D	:	Functionality Evaluation Criteria
Annexure E	:	Scope of Work / Terms of Reference
Appendix 1	:	Bid Proposal Template

Annexure A

Standard Bidding Documents: SBD1 to SBD9 Forms

Document Name	Template
SBD 1	 SBD 1.pdf
SBD 6.1	 SBD 6 1 2017.pdf
SBD 4	 SCM-Bid documents SBD 4.p

Annexure B

Sworn Affidavits for EMEs and QSEs

Department of Trade and Industry (DTI) Templates

Applicable to all sectors except Construction



DTI Sworn Affidavit
EME Gen.pdf



DTI Sworn Affidavit
QSE.pdf

Also available from the DTI:

https://www.thedti.gov.za/economic_empowerment/docs/Affidavit-QSE-Gen.pdf

https://www.thedti.gov.za/economic_empowerment/docs/Affidavit-EME-Gen.pdf

Construction Sector Charter Council (CSCC) Templates

Applicable for EMEs and QSEs in the construction industry, residing under the CSCC.



Final CSC EME
Affidavit - March 20

Also available from the CSCC:

<http://www.cscconline.org.za/documents/Final%20CSC%20EME%20Affidavit%20-%20March%202018.pdf>

Annexure C

Mandatory Evaluation Criteria

Sub-Criteria	Description	COMPLY / NOT COMPLY										
Proposal The service provider must provide sefa with a proposal with / under the following headings:												
Physical Address of site office	Bidder must have site offices that have a control room and be within 70 KM radius from Khula Business Premises (Pty) Ltd Properties in Bloemfontein and Kimberley.											
	<table><tr><th>Premises</th><th>Address</th></tr><tr><td>Kraal Street Factories</td><td>19 Coro Street, Old Industrial Area, Bloemfontein</td></tr><tr><td>Oos Einde Mini Factories</td><td>28 Frits Stockenstrom Street, Ooseinde, Bloemfontein</td></tr><tr><td>Harvey Korf</td><td>62 & 64 Harvey Road, Oranjesig, Bloemfontein</td></tr><tr><td>Long Steet JV</td><td>72 Long Street, Kimberley</td></tr></table>	Premises	Address	Kraal Street Factories	19 Coro Street, Old Industrial Area, Bloemfontein	Oos Einde Mini Factories	28 Frits Stockenstrom Street, Ooseinde, Bloemfontein	Harvey Korf	62 & 64 Harvey Road, Oranjesig, Bloemfontein	Long Steet JV	72 Long Street, Kimberley	
	Premises	Address										
	Kraal Street Factories	19 Coro Street, Old Industrial Area, Bloemfontein										
	Oos Einde Mini Factories	28 Frits Stockenstrom Street, Ooseinde, Bloemfontein										
	Harvey Korf	62 & 64 Harvey Road, Oranjesig, Bloemfontein										
	Long Steet JV	72 Long Street, Kimberley										
Compliance to regulations & Standards.	The service provider must demonstrate how the following applicable legislation and standards is adhered to. a. Commencement of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001). Company registration with PSIRA. (The bidder must attach a PSIRA certificate on the closing date and time of the RFB)											
	b. The bidder must be registered with UIF in terms of Section 28 of the Unemployment Insurance Act (UIF) 1996. (The Bidder must submit a copy of UIF registration issued by the Department of Labour), on the closing time and date of the RFB											
	c. The bidder must be registered in terms of Compensation for Occupational Injuries and Diseases Act (COIDA) 1993 with the Department of Labour. (Attach valid original certified copies of certificates), on the closing time and date of the RFB.											
	d. State proposed salaries for each Grade as per Department of Labour Minimum Wage Determination. This must be based on the current rates (Attach a proof of current compliance to wage determination i.e. salary advice).											
	e. The Directors must be registered with PSIRA: (The Bidder must submit a valid copy of the PSIRA certificate for the Directors as proof)											

NB: Failure to comply with the Mandatory Requirements will lead to disqualification of the proposal.

Annexure D

Functional Evaluation Criteria

No	Technical / Functional Requirements		Weighing
1	Track record and Experience	The service provider must provide at least three (03) contactable reference letters on providing the guarding services projects in the past three years. Reference letters from previous and current clients on the client's letterhead, and the letter should contain the following - Name of department/organization; - Nature of work; - Duration of the contract	40
		No reference letters	No Point
		One reference letter provided	1 Point
		Two reference letters provided	2 points
		Three reference letters provided.	3 points
		Four reference letters provided.	4 points
		Five and more reference letters provided.	5 points
2	Proposed Key Personnel	The proposed Supervisor for security officers to be deployed on site must have at least 3 years' experience including security qualification of PSIRA Grade B. Detailed CV of supervisor and PSIRA Number or PSIRA Certificate must be attached as a proof.	15
		No CV provided	0 Point
		One year of experience	1 Point
		Two years of experience	2 Points
		Three years of experience	3 Points
		Four years of experience	4 Points
		Five and more years of experience	5 Points

No	Technical / Functional Requirements		Weighing												
		The proposed eight (08) security officers to be deployed on site must have a minimum of two (02) years security services experience including security qualification of PSIRA Grade C. Detailed CVs and PSIRA Number or PSIRA Certificate must be attached as a proof. for each security officers must be attached as a proof. <table><tr><td>No CV provided /less than one year experience</td><td>0 Point</td></tr><tr><td>One year of experience</td><td>1 Points</td></tr><tr><td>Two years of experience</td><td>2 Points</td></tr><tr><td>Three years of experience</td><td>3 Points</td></tr><tr><td>Four years of experience</td><td>4 Points</td></tr><tr><td>Five and more years of experience</td><td>5 Point</td></tr></table>	No CV provided /less than one year experience	0 Point	One year of experience	1 Points	Two years of experience	2 Points	Three years of experience	3 Points	Four years of experience	4 Points	Five and more years of experience	5 Point	15
No CV provided /less than one year experience	0 Point														
One year of experience	1 Points														
Two years of experience	2 Points														
Three years of experience	3 Points														
Four years of experience	4 Points														
Five and more years of experience	5 Point														
3	Proposed Methodology (Project Plan / Implementation Plan / Site Takeover Plan / Standard Operating Procedure)	The bidder must provide a detailed proposal of the methodology to be used carry out the scope of work outline i. Readiness (Logistics, Tools, Uniform, etc.); and ii. Time frame required to take over the site. iii. The bidder must submit the health & safety work plan/methodology iv. The bidder must submit contingency plan (e.g. dealing with absenteeism during strikes), v. The bidder must provide a proposed Standard Operating Procedure for the site. <table><tr><td>The proposed methodology covers one of the required tender scope</td><td>1 Point</td></tr><tr><td>The proposed methodology that meet two requirements of the tender scope</td><td>2 Points</td></tr><tr><td>The proposed methodology that meet three requirements of the tender scope</td><td>3 Points</td></tr><tr><td>The proposed methodology that meet four requirements of the tender scope</td><td>4 Points</td></tr><tr><td>The proposed methodology that meet the requirements of the tender scope</td><td>5 Points</td></tr></table>	The proposed methodology covers one of the required tender scope	1 Point	The proposed methodology that meet two requirements of the tender scope	2 Points	The proposed methodology that meet three requirements of the tender scope	3 Points	The proposed methodology that meet four requirements of the tender scope	4 Points	The proposed methodology that meet the requirements of the tender scope	5 Points	30		
The proposed methodology covers one of the required tender scope	1 Point														
The proposed methodology that meet two requirements of the tender scope	2 Points														
The proposed methodology that meet three requirements of the tender scope	3 Points														
The proposed methodology that meet four requirements of the tender scope	4 Points														
The proposed methodology that meet the requirements of the tender scope	5 Points														

All bids that score less than 60 out of 100 points on functionality will not be evaluated further and will

be disqualified

DUE DILIGENCE

Caution: sefa reserves the right to conduct site inspection only to the top 5 bidders which has scored the highest points in line with the PPPFA and the amended regulations. Bidders which do not meet the site inspection requirement will not be considered. COVID 19 regulations will adhered to.

In the event that the site inspection is conducted the below conditions will be applicable:

Technical / Functional Requirements

sefa will conduct site visit to the shortlisted bidder's proposed building. Site visit/inspection will be conducted, and the observation will be used as part of the evaluation process. Prospective bidders must avail themselves or their representatives for inspection on the date and time to be communicated by **sefa**. **Note:** Site Visits will focus on the following:

- a) Sample of uniform of security officers;
- b) The service provider must provide an armed response plan of within 30 km of its control room from **sefa** site;
- c) The bidder must have a fully operational control room/operational center with a base station for effective communication between the control room and **sefa** sites on a 24-hours basis. The control room must be manned 24-hours by well -trained security administrative officer.
- d) Condition of equipment; and vehicles; and
- e) Valid Registration with ICASA for Radio Frequency, proof of such registration must be submitted on the closing date and time of the RFB).

The site visit covers one of the required tender scope.	1 Point
The site visit that meet two requirements of the tender scope.	2 Points
The site visit that meet three requirements of the tender scope.	3 Points
The site visit that meet four requirements of the tender scope.	4 Points
The site visit that meets all the requirements of the tender scope.	5 Points

Annexure E

Scope of Work / Terms of Reference

1. INTRODUCTION AND BACKGROUND

- 1.1. **sefa** owns the properties in **Kraal Street Factories – 19 Coro Street, Old Industrial Area, Bloemfontein**, and **Oos Einde Mini Factories- 28 Frits Stockenström Street, Ooseinde, Bloemfontein**, and **Harvey Korf- 62&64 Harvey Road, Oranjesig, Bloemfontein, Long Street JV- 72 Long Street, Kimberley** that requires guarding services.

2. PURPOSE

- 2.1. The Small Enterprise Finance Agency (**sefa**) wishes to appoint a security service provider who is registered with relevant authorities to provide protective security services at this property:

Premises	Address
Kraal Street Factories	19 Coro Street, Old Industrial Area, Bloemfontein
Oos Einde Mini Factories	28 Frits Stockenström Street, Ooseinde, Bloemfontein
Harvey Korf	62 & 64 Harvey Road, Oranjesig, Bloemfontein
Long Steet JV	72 Long Street, Kimberley

- 2.2. The security service provider must comply with all relevant government legislation as well as comply with **sefa's** terms and conditions.

- 2.3. **The contract is for a period of two (02) years.**

3. SCOPE OF WORK

- 3.1 The Security Service Provider will be required to provide guarding and petrol services on site as follows:

Mondays to Fridays = 24/7 hours.		
Saturdays = 24/7 hours.		
Sundays and Public holidays = 24/7 hours.		
Shifts:		
Day: 6am – 6pm	Night: 6pm – 6am	

3.2 The resource allocation and job requirements includes the following:

Duty point	Position	Quantity	Job Purpose	Job requirements
Kraal Street Factories	Security Guards	1x Day Shift 1x Night Shift	- Secure access and exit control and ensure entrances are free from any obstructions including informal traders. - Secure premises by patrolling the periphery of the building. - Report and supplying relevant information of major incidents to their control room. - Inspecting and ensuring offices are locked and secured after business hours. - Access to armed response if assistance required. - Weekly guard monitoring report submitted to client. - Monthly site report submitted to client.	- South African with no criminal record. - Positive security clearance. - Grade 10 and must be proficient in English and any other South African language. - PSIRA Grade C
Oos Einde Mini Factories	Security Guards	1x Day Shift 1x Night Shift		
Harvey Korf	Security Guards	1x Day Shift 1x Night Shift		
Long Steet JV	Security Guards	1x Day Shift 1x Night Shift		

- 3.3 NB: Detailed duties of Security Guards at each duty point will be discussed with the successful bidder. The Security Service Provider must provide for the following fully operational equipment:

Item Description	Kraal Street Factories	Oos Einde Mini Factories	Long Street JV	Harvey Korf
Flashlights rechargeable/ with batteries per	1	1	1	1
Smart Phone per site	1	1	1	1
Batons per security guard	1	1	1	1
Pepper sprays per security	1	1	1	1
Handcuffs and keys per	1	1	1	1
Guard monitoring system per site	1	1	1	1
2 way radios per security guard	1	1	1	1

1. Bid Proposal Format

All bidders must return their proposals categorised and indexed under the following sections:

Section 1: Legislative Requirements

The bidder must supply the required documentation as outlined in this Request for Bid document as outlined in item 2.4.5.

Section 2: Company Profile & References

The bidder must attach a copy of the company's profile, clearly outlining the number of years with a clear indication of experience in the security industry.

Reference letters, as outline in the evaluation criteria, must be submitted as part of this section.

Section 3: Qualifications, Skills and Experience

- The bidder must complete the table in Section 3, outlining the qualifications of bidders' staff that will be assigned to deliver the service to **sefa**. Should any of these staff members be replace, authorisation must be requested from **sefa**. The proposed replacement must meet the requirements as outlined in this SOW/TOR.
- A Curriculum Vitae must be attached for each staff member who will be assigned.

Section 4: Pricing Proposal

The bidder must submit a pricing proposal as outlined in the Bid Proposal.

Section 5: Additional Information

Any additional information pertinent to the proposal can be attached under this Section.

1.1. Bid Proposal Template

- An electronic editable copy of the Bid Proposal Template will be available on the **sefa** website: <http://www.sefa.org.za/publications/tenders>

APPENDIX 1

Bid Proposal

Cover Page

APPOINTMENT OF A SECURITY SERVICE PROVIDER TO PROVIDE GUARDING SERVICES FOR A PERIOD OF TWO (02) YEARS WITH AN OPTION TO RENEW AT KRAAL STREET FACTORIES, OOS EINDE MINI FACTORIES AND HARVEY KORF, BLOEMFONTIEN, FREE STATE AND LONG STREET JV, KIMBERLEY NORTHERN CAPE

Bid Number	
Company name	
Contact Person	
Telephone Number	
e-mail address	

Section 1: Legislative Requirements

Attach all required documentation behind this section.

Section 2: Company Profile & References

Attached company profile and reference letters behind this section.

Section 3: Qualifications and Experience

Complete the table below and attach Curriculum Vitaes as part of this section.

Name & Surname of Staff Member	Site Location	Qualifications	Years of Experience

Section 4: Pricing Proposals

1. Please indicate your total bid price here: R (VAT Incl.)
2. **NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).**
3. Are the rates quoted firm for the full period of the contract?

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

4. All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

TABLE A: LABOUR

Day Shift Weekdays

Duty Point / Post	Quantity (Qty)	Grading	Total Monthly Service Fee	Total fee for 24 Months
Kraal Street Factories	1	C		
Oos Einde Mini Factories	1	C		
Harvey Korf	1	C		
Long Street JV	1	C		
Total Number of Security	4			

Night Shift Weekdays

Duty Point / Post	Quantity (Qty)	Grading	Total Monthly Service Fee	Total fee for 24 Months
Kraal Street Factories	1	C		
Oos Einde Mini Factories	1	C		
Harvey Korf	1	C		
Long Street JV	1	C		
Total Number of Security	4			

Day Shifts Weekends/Public holidays (Included in above rates (7 Days 24/7))

Duty Point / Post	Quantity (Qty)	Grading	Total Monthly Service Fee	Total fee for 24 Months
Kraal Street Factories	1	C		
Oos Einde Mini Factories	1	C		
Harvey Korf	1	C		
Long Street JV	1	C		
Total Number of Security	4			

Night Shifts Weekends/Public holidays (Included in above rates 7 Days 24/7)

Duty Point / Post	Quantity (Qty)	Grading	Total Monthly Service Fee	Total fee for 24 Months
Kraal Street Factories	1	C		
Oos Einde Mini Factories	1	C		
Harvey Korf	1	C		
Long Street JV	1	C		
Total Number of Security	4			

TABLE B: EQUIPMENT

Description for all mentioned sites	Quantity	Total fee
Flashlights rechargeable/ with batteries per security guard	1	R
Smart Phone per site	1	R
Batons per security guard	1	R
Pepper sprays per security guard	1	R
Handcuffs and keys per security	1	R
Guard monitoring system per site	1	R
2-way radios per security guard	1	R
Sub-Total (B) (VAT incl.)	R	

(Total bid Price)	
Sub-Total (A+B) VAT incl.	R

Section 5: Additional Information

Any additional information that is considered pertinent to the proposal can be attached under this section.