

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 KHAYELITSHA CENTRE & BEACON VALLEY SHOPPING CENTRE, WESTERN CAPE PROVINCE

Bid Information

Bid Number	sefa: 63/FIN/2021
Bid Submission Date	22 October 2021 at 11:00am
Bid Duration	Two (02) years
Bid Validity Period from Date of Publication	120 days
Bid Non-Briefing Session	Not Applicable
Address where services are required	Khayelitsha Centre, Corner of Monza & Makabeni Roads, Khayelitsha, Western Cape Beacon Valley Shopping Centre, Corner of Trampoline & Metropolitan Roads, Becon Valley, Mitchells Plain Western Cape
Bid Contact Person	Tamsanqa Mgudlwa on (012) 747-2540 tamsanqam@sefa.org.za / procurement@sefa.org.za Sebotse Mokgabudi on (012) 748 9715 sebotsem@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	18 October 2021
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 person involved in this bidding process</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.

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 initialled 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:** Declaration of Interest.
- c. **SBD 6.1:** Preference Points Claim Form.
- d. **SBD 8:** Declaration of Bidder's Past Supply Chain Management Practices.
- e. **SBD 7:** Not required. Refer to Item 7: Service Level Agreement.
- f. **SBD 9:** Certificate of Independent Bid Determination.
- g. Original and valid **Tax Clearance Certificate(s)** (TCC) or *PIN* issued by SARS.
- h. 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
- i. 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.

- j. National Treasury **Central Supplier Database (CSD) registration** (attached proof of registration).
- k. 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 2.
 - 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 Applicable Points System**

- 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 3 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 : **Sebotse Mokgabudi**

Tel : (012) 748 9715

Email : sebotsem@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
SBD 8	 SCM-Bid documents SBD 8.p
SBD 7	Not applicable
SBD 9	 SCM-Bid documents SBD 9.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:		
The service provider?	The Bidder's presence in Western Cape Province including support centres in location bidding for: Attach: Copy of Utility Bill, Lease agreement, Title Deed OR Company Registration documentation outlining the physical address of the company	
Compliance to regulations & standards.	The service provider must demonstrate how the following applicable legislation and standards is adhered to. e.g. a. Commencement of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001). Company registration with PSIRA. (Please attached valid original certified copy of the certificate) on the closing date and time of the RFB.	
	b. The service provider must ensure that the proposed five (05) security officers to be deployed at sefa have valid PSIRA certificates on the closing date of the RFB. (Please attach a valid original certified copies of the certificates).	
	c. The bidder must be register in terms of Section 28 of the Unemployment Insurance Act (UIF) 1996. (Attach valid original certified copies of certificates), on the closing time and date of the RFB	
	d. The bidder must be register 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.	
	e. The service provider must ensure that it has taken out sufficient public liability insurance to cover any negligence and or damages on the closing date and time of the RFB. (A proof of public liability cover must be submitted)	
	f. 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).	
	g. 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 may lead to disqualification of the proposal.

Annexure D

Functional Evaluation Criteria

No	Technical / Functional Requirements		Weights / Points										
1	Track record and Experience	a) The service provider must have minimum of two to three years' experience in the provision of security services. <table><tr><td>Less than six (6) months experience</td><td>1 Point</td></tr><tr><td>Above six (6) months, to one 1-year experience</td><td>2 Points</td></tr><tr><td>2-3 years' experience</td><td>3 Points</td></tr><tr><td>Above three (3) years, less than four (4) years' experience</td><td>4 Points</td></tr><tr><td>Above 4 years</td><td>5 Points</td></tr></table> b) Company profile: Company profile detailing experience in security services. c) REFERENCE • The bidder must provide proof, in the form of letters confirming that the bidder has performed security services. • The letter must contain the duration of the contract, contract value and must include a contact person and contact details (telephone number and email). Note: The reference letter(s) must be in the form of individual letter(s) from the respective previous and current clients.	Less than six (6) months experience	1 Point	Above six (6) months, to one 1-year experience	2 Points	2-3 years' experience	3 Points	Above three (3) years, less than four (4) years' experience	4 Points	Above 4 years	5 Points	40
Less than six (6) months experience	1 Point												
Above six (6) months, to one 1-year experience	2 Points												
2-3 years' experience	3 Points												
Above three (3) years, less than four (4) years' experience	4 Points												
Above 4 years	5 Points												
2	Proposed Key Personnel	a. The proposed Supervisor for security officers to be deployed on site must have at least 3 years' experience including security qualification. b. The proposed five (05) security officers to be deployed on site must have a minimum of two (02) years security services experience including security qualification. As proof thereof the bidder must provide CV's of staff who will be deployed on site including the site Supervisor together with their copies of qualifications.	30										

No	Technical / Functional Requirements		Weights / Points										
3	Proposed Methodology (Project Plan / Implementation Plan / Site Takeover Plan / Standard Operating Procedure)	The bidder must provide a detailed proposal of the methodology approach 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												
	TOTAL		100%										

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:

No	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) Operational offices, the service provider must provide and armed response plan of within 70 km of its control room; 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). <table><tr><td>The site visit covers one of the required tender scope.</td><td>1 Point</td></tr><tr><td>The site visit that meet two requirements of the tender scope.</td><td>2 Points</td></tr><tr><td>The site visit that meet three requirements of the tender scope.</td><td>3 Points</td></tr><tr><td>The site visit that meet four requirements of the tender scope.</td><td>4 Points</td></tr><tr><td>The site visit that meets all the requirements of the tender scope.</td><td>5 Points</td></tr></table>	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
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 two (02) properties in the Western Cape areas 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 the following two (2) properties:

Premises	Address
Khayelitsha Centre	Corner of Monza & Makabeni Roads, Khayelitsha, Western Cape
Beacon Valley Centre	Corner of Trampoline of Metropolitan Roads, Beacon Valley, Mitchells Plain, Western Cape

- 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 with an option to extend for a period not exceeding twelve (12) months.**

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
Khayelitsha Centre	Security Guards	1x Day Shift 1x Night Shift	1. Secure access and exit control and ensure entrances are free from any obstructions including informal traders. 2. Secure premises by patrolling the periphery of the building. 3. Report and supplying relevant information of major incidents to their control room. 4. Inspecting and ensuring shops and offices are locked and secured after business hours. 5. Access to armed response if assistance required. 6. Weekly guard monitoring report submitted to client. 7. Monthly site report submitted to client.	1. South African with no criminal record. 2. Positive security clearance. 3. Grade 10 and must be proficient in English and any other South African language. 4. PSIRA Grade C
Beacon Valley Centre	Security Guards	1 x Day Shift 2x Night Shift		

NB: Detailed duties of Security Guards at each duty point will be discussed with the successful bidder.

3.3 The Security Service Provider must provide for the following fully operational equipment:

Item Description	Khayelitsha Centre	Beacon Valley Centre
Flashlights rechargeable/ with batteries per security guard	1	2
Smart Phone per site	1	1
Batons per security guard	1	2
Pepper sprays per security guard	1	2
Handcuffs and keys per security	1	2
Guard monitoring system per site	1	1
2-way radios per security guard	0	2

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>

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 KHAYELITSHA CENTRE & BEACON VALLEY SHOPPING CENTRE, WESTERN CAPE PROVINCE

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
Khayelitsha Centre	1	C		
Beacon Valley Centre	1	C		
Total Number of Security	2			

Night Shift Weekdays

Duty Point / Post	Quantity (Qty)	Grading	Total Monthly Service Fee	Total fee for 24 Months
Khayelitsha Centre	1	C		
Beacon Valley Centre	2	C		
Total Number of Security	3			

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
Khayelitsha Centre	1	C		
Beacon Valley Centre	1	C		
Total Number of Security	2			

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
Khayelitsha Centre	1	C		
Beacon Valley Centre Centre	2	C		
Total Number of Security	3			
Sub-Total (A) (VAT incl.)	R			

TABLE B: EQUIPMENT

Description	Quantity	Total fee
Flashlights rechargeable/ with batteries per security guard	3	R
Smart Phone per site	2	R
Batons per security guard	3	R
Pepper sprays per security guard	3	R
Handcuffs and keys per security	3	R
Guard monitoring system per site	2	R
2-way radios per security guard	2	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.

