



ANNEXURE A: TERMS OF REFERENCE
RFQ H004L2506RFQ00018

**REQUEST FOR QUOTATION: PROVISION OF OFF-SITE STORAGE FACILITIES FOR
THE SAFE KEEPING OF THE BORDER MANAGEMENT AUTHORITY'S UNIFORM
ITEMS FOR A PERIOD OF TWELVE (12) MONTHS.**

1. Objectives

1.1 The objectives (aim) of this Request for Quotation is:

For the Border Management Authority to appoint a service provider for the provision of off-site storage facilities for the safe keeping of official uniform items for a period of twelve (12) months.

2. Background

2.1 In July 2020, the President assented the Border Management Authority (BMA) Act, 2020 into law. Subsequent to the passing of the legislation, border law enforcement functions were transferred to the Minister of Home Affairs through a Presidential Proclamation. To this end, the BMA was formally established as an autonomous National Public Entity in terms of Schedule 3A of the Public Finance Management Act (PFMA), 1999 on 1 April 2023.

2.2 In terms of the BMA Act, 2020, the BMA is mandated to carry out the following functions:

- a) facilitate and manage the legitimate movement of persons within the border law enforcement area (10km radius) and at Ports of Entry;
- b) facilitate and manage the legitimate movement of goods within the border law enforcement area and at Ports of Entry; and
- c) cooperate and coordinate its border law enforcement functions with other Organs of State, border communities or any other persons.

2.3 The Border Management Authority is the third law enforcement entity in South Africa as such BMA officials wear uniform when executing various functions to be easily identifiable by the general public and stakeholders. To ensure that there's adequate uniform in stock to cater for new employees and the immediate replacement of worn-out items, the BMA keeps excess stock. The excess uniform items need to be closely safeguarded to prevent theft by criminal elements for nefarious reasons.

2.4 The BMA's current office space does not contain storage facilities where the uniform items can be stored in a neat and safe manner. To this end, the BMA seeks to outsource off-site storage facilities for the safe keeping of uniform items for a period of twelve (12) months.

2.5 The storage facilities should contain the following minimum requirements:

- restricted access control to the premises;
- functional external cameras to monitor movement in and out of the premises;
- good ventilation to eliminate mold growth on the clothing items;
- shelving and racking to allow the storing of uniform items according to size, items type, gender, etc;
- equipped with sufficient fire protection systems including fire extinguishers and hose reel systems as well as fire doors and fire escape stairways in accordance with the basic requirements of the Occupational Health and Safety Act;
- located within a secure environment, with electrified perimeter fencing around it;
- easily accessible by road, as all deliveries and collections are done by vehicle; and
- the road leading to and from the facility should allow for large vehicles to deliver and dispatch.

3. Scope and Extent of the work

3.1 The successful service providers will provide the following services:

Provision of off-site storage facilities for the safe keeping of official uniform items for a period of twelve (12) months. The estimated breakdown of the quantities to be stored is as follows:

Female blazers: 270

Male blazers: 548

Female formal shirts (long and short sleeve): 2 000

Male formal shirts (long and short sleeve): 1 300

Combat Shirts (long and short sleeve): 855

Skirts: 1500

Formal trousers (male and female): 1 100

Combat Trousers: 737

Waistcoats: 80

Socks: 3 100

Stockings: 5 000

Jerseys: 5 000

Tracksuits: 180

Formal belts: 1 800

Combat belts: 2 000

Formal female hats: 2 000

Male formal hats: 250

Baseball caps: 1 524

Male formal shoes: 339

Female formal shoes: 240

Combat boots: 2 000

Trainers: 470

Winter coats: 1 800

Bunny jackets: 1 800

Bush jackets: 200

Scarfs: 431

Ties: 1 100

Please note that the above items are rounded-off figures based on current stock levels and anticipated deliveries in the near future. Quantities will reduce as items are widely distributed to Ports of Entry.

4. Key Deliverables and time frames

4.1 The following deliverables and milestones are not negotiable. This assumes that the service provider would have been appointed by 25 June 2024.

Deliverable	Output	Timeline
Deliverable 1	Collection of the uniform items from the BMA's regional offices located in Hatfield, Pretoria	01 July 2024
Deliverable 2	Storage and safe-keeping of uniform items in line with the minimum requirements listed above	12 Months

The Border Management Authority reserves the right to conduct a security check or clearance on any or all prospective service providers.

5. Remuneration

- ✓ The service provider will be remunerated in South African Rands, on a fixed price (Inclusive of VAT) for the service rendered.
- ✓ Payment will be made within 30 days of receipt of the approved invoice according to an agreed payment schedule.
- ✓ Payment will be against the key deliverables as set out in section 4 above, provided professional-level quality standards have been met. Disputes as to what constitutes a reasonable standard will be referred to an agreed provider of arbitration services.
- ✓ Disbursements must not exceed 10% of the total amount paid to the service provider and will be paid only if original receipts are provided against a list of expenses that are agreed in advance of the costs being incurred.

6. The Border Management Authority's management of the service provider

The successful service provider will be reporting to the Authority's Facilities Management Division.

The service provider will be required to sign a confidentiality agreement, which remain in force after the end of the contract.

7. Rules of bidding, RFQ submission requirements and evaluation

7.1 Rules of Bidding

The Border Management Authority reserves to itself the right to only appoint one entity or multiple entities for the services required, which entity or entities could be an independent contractor or independent contractors or a company or companies. The appointed entity or entities will be held fully accountable for the delivery against the full terms of the contractual agreement with the Authority.

The Border Management Authority reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, should it deem necessary. Should

the contract between the Authority and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee quoted by the service provider for the appropriate phase of the project during which the appointment was terminated.

The company appointed and the storage facilities cited on the RFQ shall remain for the duration of the contract unless permission is granted by the Border Management Authority to change the storage facilities. Such permission will only be granted in exceptional circumstances.

No data derived from the provision of the services under the contract may be used for any purposes except where authorised in writing to do so.

The costs of preparing proposals and of negotiating the contract shall be borne by the service provider and such costs are not reimbursable. The Border Management Authority is not bound to accept any of the proposals submitted and reserves the right to negotiate price(s) with the preferred service provider. The service provider may request clarification on this Terms of Reference only during the advertised period. The Border Management Authority will not accept any late submissions.

8. The bids will be evaluated as follows:

- a) Administrative Compliance
- b) Mandatory returnable documents
- c) Functional/Technical Evaluation
- d) Price and Preference

8.1 Administrative Compliance

Suppliers must ensure that the following documents are attached, signed, and completed:

- (i) SBD 1: Invitation to quote/bid
- (ii) SBD 3: Pricing Schedule
- (iii) SBD 4 form: Bidders Disclosure

- (iv) SBD 6.1 form: Preference Points claim form in terms of the Preferential Procurement Regulation 2022; (Note to tenderers: the tenderer must indicate how they claim for each preference point system).

8.2 Mandatory Returnable Documents

Suppliers must ensure that the following documents are attached.

- The distance of the storage facility from the BMA Head Quarters (909 Arcadia Street, in Arcadia, Pretoria) must be within 70km radius. **(Bidders must provide physical address).**
- Safety Compliance
 - The storage facility premises including all equipment and installations, must comply with the requirements of the Occupational Health and Safety (OHS) Act, 85 of 1993. **Bidders must submit with the bid a certified copy of a valid Certificate, or a Report of Compliance with the Occupational Health and Safety (OHS) Act, issued by the department of Labour's accredited service provider or Registered Professional.**

8.3 Technical evaluation

- ✓ The technical proposal will be evaluated out of 100 points with threshold of 70 points.
- ✓ The service provider that scores less than the minimum threshold of 70 points will be disqualified.
- ✓ Service provider must score a minimum of 70 points on functionality to qualify for further evaluation on price and preference points.

8.3.1 Technical Evaluation

Functional Factor	Criteria Description	Scoring Methodology	Weighting	Score
Key Team Members	Project Manager With experience in storage Management. (Attach CV with references)	1 - 2 years = 5 point 3 - 4 years = 10 points 5 - 6 years = 20 points 7 - 9 years = 35 points 10 years and above = 40 points	40	
Relevant previous experience	Satisfactory references letters on provision of the storage services. Five (5) similar projects completed in the past five (5) years.	Project Completion Duration in: 5 References = 25 points 4 References = 20 Points 3 References = 15 points 2 References = 10 points 1 Reference = 5 points	25	
Methodology	Proposed methodology must indicate an understanding of uniform storage in line with the scope of work. Attach the methodology and approach	- The methodology is innovative and tailored to BMA needs = 35 points - The methodology is generic and not tailored to fully meet the BMA needs. = 15 points - The methodology does not meet the BMA needs. = 0 points	35	
TOTAL			100	
Technical Qualification Threshold is 70.				