

**GCIS 004 2014/2015
SITE SPECIFICATIONS FOR
THE RENDERING OF SECURITY SERVICES TO GOVERNMENT
COMMUNICATION & INFORMATION SYSTEM 1035 TSHEDIMOSETSO
HOUSE CORNER FRANCES BAARD AND FESTIVAL STREET HATFIELD,
PRETORIA**

1. TASK DIRECTIVE:

Invitation to bid for the 24-hour security services to patrol, guard and provide security access control to the reception areas of Tshedimosetso House, as well as motor gate entrances of DOC, Tshedimosetso House in Hatfield, Pretoria.

2. SPECIFIC REQUIREMENTS:

Submissions should indicate whether the company is able to meet the following requirements.

- 2.1 To provide service for a period of three (3) years **commencing on 01 November 2014 to 31 October 2017.**
- 2.2. To enter into a service level agreement and sign the Declaration of Secrecy, after the bid has been awarded.
- 2.3. The Service Provider must be registered in terms of Section 20 of the Private Security Industry Regulation Act, 2001 (Act 56 of 2001).
- 2.4. The Service Provider must, at its own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from its obligations and shall ensure that such insurance remains operative for the duration of this agreement
- 2.5. All security officers in the employ of the company must be registered as security service providers in terms of Section 20 of the Private Security Industry Regulation Act.
- 2.6. Security officers supplied by the Service Provider must at least be paid the minimum wage according to the Wage Determination Act. GCIS will have no responsibility for wage negotiation of contract security officers. All security officials need to receive a payslip where the following information is clearly identified with regards to his/ her salary.
 - 2.6.1. Grade of security officer
 - 2.6.2. Pay rate
 - 2.6.3. Normal hours worked
 - 2.6.4. Sunday pay
 - 2.6.5. Night shift allowance
 - 2.6.6. Overtime hours
 - 2.6.7. Sunday hours
 - 2.6.8. Holiday hours

2.6.9. Deductions with regards to:

2.6.9.1. UIF

2.6.9.2. SIRA

2.6.9.3. Unions

2.6.9.4. Provident fund

- 2.7. The Service Provider must allocate specific security officers to the department in order to ensure continuity of the security service to be rendered, (allocated officers only to be changed with prior consent of the security manager at GCIS).
- 2.8. Security officers are to be provided with uniforms and name tags by the Service Provider to ensure that they are easily identifiable.
- 2.9. While on site, security officers shall always be in neat uniform and act professionally in executing their tasks.
- 2.10. In instances where the above (2.9) is not complied with, GCIS reserves the right that security officers be replaced immediately.
- 2.11. The Service Provider must have a well-established and equipped 24 hour security control room (control room to be inspected by GCIS before the bid is awarded).
- 2.12. The Service Provider must have an operational / project manager immediately available on a 24 hour basis to react in the event of emergencies.
- 2.13. The service provider must ensure that each security official have job description as well as personal development plan(PDP),this will enable the project manager to identify skills development requirements and agree to steps that should be taken to address those gaps.
- 2.14. The service provider must ensure that security officers receive training on fire fighting and first aid.
- 2.15. Security officers must receive 13th cheque.
- 2.16. A total of 22 security officers that is required for Tshedimoseiso house, this include night and day shifts.

The successful bidder should also be in a position to provide backup staff at the levels indicated below.

The breakdown of the total posting of officers required is indicated below on 2.13.1 and 2.13.2:

2.16.1 **Day Shift**

Twelve (13) Security Officers at Grade C
One (1) Supervisor at Grade A

One (1) Supervisor at Grade B

2.16.2 **Night Shift**

Four (5) Security Officers at Grade C
One (1) Supervisor at Grade A
One (1) Supervisor at Grade B

This includes nightshift and dayshift.

The minimum level of education in the case of Grade C security officers must be Grade 12 (standard 10) with proof of security training.

The minimum level of education in the case of Grade A and B security officers (supervisors) must be Grade 12 (standard 10). Supervisors need to have security training and at least two years relevant work experiences. All security officers must also be registered as security service providers in terms of Section 20 of the Private Security Industry Regulation Act.

- 2.17. The Service Provider should be willing to undergo security clearance by the State Security Agency.
- 2.18 Service Provider should provide a list of all the necessary communication aid available to its disposal.

3. INFORMATION TO BE SUBMITTED BY ALL BIDDERS

- 3.1 The location of the head office of the company.
- 3.2 The location of the regional office, which will service GCIS.
- 3.3 Name, identity number and street address of all partners within the bidding Service Provider.
- 3.5 Service Provider should indicate whether it is a South African company or not.
- 3.6 A list of contactable references where similar service was provided must be submitted. The list should include the type of service rendered, period service was/is rendered and a contact number of the referee from the institution where the service was /is rendered. .
- 3.7 An Operational Manager **must** be assigned to GCIS for the duration of the contract. The operational manager must be available on a 24 hours standby and respond immediately when needed.
- 3.8 An Operational Manager must be available for weekly Security meeting and must provide weekly report.

- 3.9 **Compulsory Site inspection** to be conducted on: 23 August 2014 at 10:00.

Date : 23 August 2014
Time : 10:00
Venue: GCIS offices

GCIS
Tshedimosetso House
Corner Frances Baard and Festival Streets (Hatfield)
Pretoria
Ground Floor

Bidders who fail to attend Compulsory Site Inspection will be disqualified.

The Bid will close on **05 September 2014**

- 3.10 The Service Provider **must**, at its own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from its obligations and shall ensure that such insurance remains operative for the duration of this agreement.

Proof of such an insurance contract **must** be handed in with bid proposal. Proof that the insurance is still active must be provided

- 3.11 An example of a payslip indicating the information as indicated in paragraph 2.6 above must be submitted.

4. THE FOLLOWING DOCUMENTS MUST BE SUBMITTED

- 4.1 Completed and signed bid documents
- 4.2 A detailed company profile. This should include detailed information on the experience of the Service Provider in rendering security service
- 4.3 Detailed information on the representatives of the management structure of the Service Provider.
- 4.4 The following set of documents / certificates(this must be attached together in sequence)
- 4.4.1 Certified copy of a valid registration certification with Private Security Industry Regulatory Authority
 - 4.4.2 Certified copy of Compensation Commissioners
 - 4.4.3 Unemployment Insurance Fund registration (UIF)

- 4.4.4 Copy of proof of insurance contract taken with a reputable company and proof that it is still active
- 4.4.5 Proof of provident fund must be handed in with bid proposal. Proof that the provident fund is still active and paid up to date must be provided. The details of the institution where the money is deposited must be provided.
- 4.4.6 An original TAX clearance certificate.

(All bidders that do not submit the above documents listed on paragraph 4 will be deemed non-compliant).

5. BID PRICE

- 5.1 Bid prices should include VAT, and / or any additional costs that the bidder may have. The price must be fixed for the duration of the contract.
- 5.2 The onus / responsibility lies with the bidder to ensure that they have taken all the costs and escalations into consideration when compiling bid prices.
- 5.3 No price adjustments will be allowed for the second year and third year. Bidders must make provision for all cost escalations to cover inflation. E.g. annual statutory wage increases as stipulated in the sectoral determination of security industry in South Africa, fuel increases, administration cost, etc.

The pricing schedule should be structured as follows:

Financial year	Total cost
2014/15	
2015/16	
2016/17	
Total cost inclusive of Vat	R

- 5.4 A detailed breakdown indicating all different costs to be incurred for each year must also be provided.

6. EVALUATION AND ADJUDICATION PROCEDURES

6.1 PHASE ONE (1)

6.1.1 All the information mentioned above must be supplied in order for the bid to be compliant.

6.1.2 Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Regulation (December 2011) on the basis of functionality.

6.1.3 A bidder that scores **65%** or more for functionality may be invited to do a presentation. The bidders that will be invited for presentation (shortlisted bidders) will be evaluated in terms of functionality and according to the same criteria that was used in the previous round.

6.1.4 EVALUATION CRITERIA

DOC will assess the functionality of each proposal taking into account the following criteria:

ASPECT	DESCRIPTION	Weight
Detailed cost structure	<ul style="list-style-type: none"> Detailed of the bidders cost structure to be provided for year one (1) and year two (2). All escalations should be taken into consideration 	5
Bidders Credentials	<ul style="list-style-type: none"> Detailed bidders profile containing information regarding the experience of the Bidder in rendering security service. Preferably not older than 5 years. 	10
	<ul style="list-style-type: none"> Proximity of the Head office and Regional office centre to Tshedimoseiso House. 	5
Client list and References	<ul style="list-style-type: none"> Which clients does the company have in respect to security services and for how long? 	5
	<ul style="list-style-type: none"> Provide complete references with contactable details for similar services rendered to clients. 	5

Resources	<ul style="list-style-type: none"> • Availability of communication tools/ transports (e.g. two way radio, handcuffs, vehicles, etc.). 	5
	<ul style="list-style-type: none"> • Capacity to provide 24 hours security services. Bidder to indicate the number of security officers on its employ and stand by 	10
	<ul style="list-style-type: none"> • Capacity to provide backup staff at levels indicated in the specification 	5
	<ul style="list-style-type: none"> • Does the company have an equipped security control room that is manned 24 hour per day at their premises? 	5
	<ul style="list-style-type: none"> • Detailed information of the experience of the operational / project manager that will be allocated to the department (GCIS). CV to be attached. 	5
TOTAL POINTS		60

Values: 1 = Poor; 2 = Average; 3 = Acceptable; 4 = Very good; 5 = Excellent

The percentage for functionality will be calculated as follows:

$$\frac{A}{B} \times 100$$

Where:

A = total score of the bidder

B = maximum score, i.e. 300

6.2 PHASE TWO (2)

6.2.1 Bidders that scored **65%** on functionality will be evaluated further in terms of the 90/10 preference points system, where 90 points will be for price only and the 10 points B-BBEE (Broad Based Black Economic Empowerment) Status Level of Contribution.

7. CLOSING DATE: 05 SEPTEMBER 2014

8. PREFERENTIAL PROCUREMENT EVALUATION SCORES

Bidders wishing to claim points in terms of preferential procurement should kindly submit a BBEE certificate issued by an approved verification agency. Bidders are to note the breakdown of the points that will be awarded as indicated below. Bidders can only claim BBEE credential points provided they submitted an original or certified copy of BBEE certificate

AREAS OF EVALUATION	POINTS
Price	90
BBEE	10
TOTAL POINTS	100

9. ENQUIRIES

For information on **Technical Aspects**

Contact : **Xoliswa Job**
Tel : **(012) 473 0334**

For information on **bidding procedures**

Contact : **Leshoka Mahloromela** or **Keneilwe Mafa**
Tel : **012 473 0151** **012 473 0130**

Approved

KEITU SEMAKANE
ACTING DCEO: CS
Date: