



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**TALETSO TVET COLLEGE IN COLLABORATION WITH THE PURCHASING
CONSORTIUM SOUTHERN AFRICA (PURCO SA)**

**INVITES POTENTIAL BIDDERS FOR THE PROVISION OF SECURITY SERVICES
FOR THIRTY-SIX (36) MONTHS**

TENDER NO: PU9212/090

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender **PU9212/090** is at 23h59 on Monday, 09 October 2023.

Tender number	PU9212/090
Date issued	17 September 2023
Tender closing date	Date:09 October 2023 Time: 23:59 Hrs(Mid-Night) Venue: Online
No Compulsory Information Session	Details available for free from our website, to be viewed before purchasing bid document/s: www.purcosa.co.za, go to tenders. Enquiries and Bid Clarification will be done via email:Sipho.ndlovu@purcosa.co.za

1.1 DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

- **Completed documents with all attachments must be signed and submitted on the PURCO SA Website.**

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Submission of a completed and signed Form of Offer and Acceptance. Initial each page of the RFP document
Appendix A1	Payfast Proof of Payment	Attach Payfast Payment Confirmation
Appendix B	Technical Specifications and Pricing	Pricing according to the technical specification
Appendix C	Company Registration Documents	Provide Company registration documents
Appendix D	Tax Pin / clearance certificate	Submit valid Pin Status / clearance
Appendix E	BBBEE Certification	Provide A valid BBBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA/ or Affidavit
Appendix F	SBDs 4,6,2, 8 & 9	Forms to be completed in full
Appendix G	Registration On National Treasury (CSD)	Proof Required CSD registration
Appendix H	PSIRA Registration	Valid Proof Required (company and all guards)
Appendix I	COIDA (security industry)	Valid Proof of Good Standing
Appendix J	Local labour	Guards to be sourced within North West , where the college and campuses are situated
Appendix K	Declaration of Interest	Complete the form in full (point 9, in the tender document)

The response deadline is **09 October 2023 at 23:59 hrs. (Mid-night), Online**. Only responses to this RFP received by due date and time will be considered. No exceptions will be considered.

1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of **70%** and above to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED	
Provide three (3) contactable (Email and tel) references of provision of security services contracts (Reference letter not older than 5 years) 3 References verified 2 References verified 1 Reference verified Less than 3 years	= 15 Points = 10 Points = 05 Points = 00 Points	15
Provide proof of the below (Ad hoc Security Services) 24 Hour Control Room 24 Hour Site Supervisor Sufficient Staff for Crisis Situation None Provided	= 5 Points = 5 Points = 5 Points = 0 Points	15
Company's experience (profile) and PSIRA Certificate for the Company More than 10 years of experience Experience between 5 and 9 years Experience below 5 years No proof provided NB: Points will be awarded based on Evidence of project done not date of company registration	= 10 Points = 05 Points = 2.5 Points = 00 Points	10
Qualification of Management in the Security Services Industry The Supervisor must have at least five (5) years' experience in relevant supervisory experience with Grade A (submit CV) Grade A PSIRA Certificate and other formal qualification No proof provided	= 10 Points = 00 Points	10
Proof of Locality North West Province (submit proof of location, eg municipality statement, lease) Based in North West Based outside of North West	=10 Points = 5 Points	10
Quality Management System (Service Providers must submit a generic quality plan detailing the following) Standard operating procedures, Monitoring and control and legal requirements, KPIs of the management of the contract (response time, number of non-conformance), etc. Management of non-conformance, Management reports Contingency plan in the event of any industrial action by students/ college staff /public and the service provider and its employees, including absenteeism	= 3 Points = 3 Points = 3 Points = 3 Points = 3 Points	15

Radio Frequency (ICASA) Submit ICASA approved Radio Frequency infrastructure (example) No proof provided	= 5 Points = 0 Points	5
Provide list of PSIRA registered guards who have first aid training List provided: List not provided:	= 10 Points = 00 Points	10
Recent fully signed Audited Annual Financial Statements or Annual Financial Statements Provided Not provided	= 10 points = 0 points	10
	Total	100

Specifications Scope and Pricing Schedule

TERMS OF REFERENCE

Bidders must complete the pricing schedule in full, failing which, such bidders will be disqualified. Guards should be paid according to the National Bargaining Council Guidelines.

Background

The TALETSO TVET COLLEGE is an institution governed by the Continuing Education and Training Act 2006. The Minister of Higher Education and Training is the Executive Authority, and the TAL Council is the Accounting Authority of the WTC. The TAL is governed by the Council appointed by the Minister of Higher Education and Training.

1. Current state

TALETSO TVET College currently has four sites which require 24-hour security to ensure that the state resources are protected. The College sites are as follows:

- Lehurutshe Campus
- Mahikeng Campus
- Lichtenburg Campus
- Lichtenburg Farm

2. Scope of Work

TALETSO TVET College requires service providers to supply security services. The following should be taken into consideration:

- I. A twenty-four (24) hour guard and access/exit control services are to be provided for buildings and open spaces as well as control of movement of College assets within the premises.
- II. Control the entry and departure of motor vehicles to and from the premises and maintain records at the premises to be made available for inspection by the College.
- III. Conduct searches at all entrance/exit points of all College sites for both drivers and pedestrians.
- IV. Direct deliveries and visitors to the reception counter.

- V. In times of unrest, secure the gates against illegal incursions and provide necessary strike management protection.
- VI. Ensure compliance with College policies and relevant government prescripts.
- VII. Assist in the control of visitors awaiting attention, assist in queue control and giving directions where and when necessary.
- VIII. Report irregularities to College Office Management and in cases of unrest also to the South African Police Services (SAPS).
- IX. Remove or assist in the control of unruly visitors, staff members or other persons, as instructed by College Office Management.
- X. Conduct patrols as often as possible.
- XI. Monitor firearm control system.

PRICING

A. Lehurutshe Campus

CAMPUS / DELIVERY SITE	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
Lehurutshe Campus	Monday – Friday Day 06:00 – 18:00	9	R	R
	Saturday – Sunday Day 06:00 – 18:00	9	R	R
	Monday – Friday Night 18:00 – 06:00	9	R	R
	Saturday – Sunday Night 18:00 – 06:00	9	R	R
	TOTAL 18 GUARDS PER MONTH – (INCL VAT)	R		

B. Mahikeng Campus

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
Mahikeng Campus	Monday – Friday Day 06:00 – 18:00	8	R	R
	Saturday – Sunday Day 06:00 – 18:00	8	R	R
	Monday – Friday Night 18:00 – 06:00	8	R	R
	Saturday – Sunday Night 18:00 – 06:00	8	R	R
	TOTAL 16 GUARDS PER MONTH – (INCL VAT)	R		

C. Lichtenburg Campus

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
Lichtenburg Campus	Monday – Friday Day 06:00 – 18:00	6	R	R
	Saturday – Sunday Day 06:00 – 18:00	5	R	R
	Monday – Friday Night 18:00 – 06:00	6	R	R
	Saturday – Sunday Night 18:00 – 06:00	5	R	R
	TOTAL 11 GUARDS PER MONTH - (INCL VAT)	R		

D. Lichtenburg Farm

CAMPUS / DELIVERY SITE	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
Lichtenburg Farm	Monday – Friday Day 06:00 – 18:00	4	R	R
	Saturday – Sunday Day 06:00 – 18:00	4	R	R
	Monday – Friday Night 18:00 – 06:00	4	R	R
	Saturday – Sunday Night 18:00 – 06:00	4	R	R
	TOTAL 8 ARMED GUARDS PER MONTH – (INCL VAT)	R		

E. PATROL VAN FOR LITCHENBURG FARM

QUANTITY	TOTAL AMOUNT PER MONTH (INCL VAT)
1	R

F. PRICING SCHEDULE – SUMMARY

Item	Campus	Number of Guards (Grade C)	Monthly Price per One Grade C (Unarmed, Day Shift per Campus) Guard (including VAT)	Monthly Price per One Grade C (Unarmed, Night Shift per Campus) Guard (including VAT)	Total Monthly Price for Day Shift and Night Shift (Unarmed per Campus) Campus (including VAT)
1	Lehurutshe Campus	18	R	R	R
2	Mahikeng Campus	16	R	R	R
3	Lichtenburg Campus	11	R	R	R
4	Lichtenburg Farm	08	R	R	R
5	BID PRICE PER MONTH FOR 53 GRADE C UNARMED GUARDS FOR ALL CAMPUSES (INCLUDING VAT)	53	R	R	R

G. ADHOC SERVICES

Item	Service	Unit	Rate per Month (incl. VAT)
1	Bouncer (unarmed)	1	R
2	Armed guard (Grade C)	1	R
3	Special events (Grade C Unarmed)	1	R
4	Students unrest (riot) (Grade C Unarmed)	1	R
5	Dog only (All-Inclusive)	1	R
6	Surveillance Cameras (Control rooms)	4	R
7	Quad Bikes	1	R

H. ACTIVE TRACK SOLUTION

NB:

Security Company appointed shall be expected to install Active Track Solution.

Suppliers shall be required to present the proposal of the Guard Touring Buttons / Active Security Patrolling Device to be installed.

No	CAMPUS / SITE	MINIMUM NUMBER OF PATROL BUTTONS REQUIRED	ONCE OFF COST FOR THE SYSTEM	ANNUAL SERVICE FEE
1	Lehurutshe	1	R	R
2	Mahikeng	1	R	R
3	Lichtenburg	1	R	R
4	Lichtenburg Farm	1	R	R

The proposal is to make clear the specifications and functions of the patrol system.

The guards are expected to patrol the premises interchangeably, and not all be stationed at the guardhouse at the same time.

The once off cost for the system includes purchase & delivery, installation, and monitoring.

Annual service fee is for maintaining the system in good working condition.

The system is expected to provide reports of evidence that patrol has taken place.

This facility is to be implemented by the Security Company as a tool of ensuring that the personnel are attentively guarding the premises, as any losses to property will be charged to the security company.