



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA) IN COLLABORATION
WITH BOLAND TVET COLLEGE (BTVETC)**

HEREIN REFERRED TO AS BTVETC

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
SUPPLY OF SECURITY SERVICES AND ALARM MONITORING SERVICES FOR THIRTY-
SIX (36) MONTHS**

TENDER NO: PU9212/093

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 **PU9212/093** is at 11h00 on Friday, 16 February 2024.

Tender number	PU9212/093	
Date issued	26 January 2024	
Tender closing date	16 February 2024	Time 11:00 am
	Tender Submission will be Electronic on www.purcosa.co.za	
Compulsory Information Session	05 February 2024	Time 09h00 am
	An online compulsory briefing session will be facilitated via MS Teams on Monday, 05 February 2024 at 09h00 am	

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

SITE VISI DATE ND TIME

Campus	Date	Time
Worcester Paarl	6 Feb 2024	10:00 13:30
Caledon Strand	7 Feb 2024	10:00 13:30
Head Office Stellenbosch	8 Feb 2024	09:00 12:00

1.1 DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

MANDATORY REQUIREMENTS	Tenderer Attached (✓)	Boland College Check	TVET
Attendance of compulsory Information Session and/or site visit.			
Proof of payment of the non-refundable tender fee			
Resolution (authority to sign) * on company letterhead			
Company/close corporation registration certificate			
Letter of good standing from Bank or Letter of going concern from Accounting Officer			
Correctly Completed tender document and annexures signed, and initialled on each page in black pen and handwritten			
SARS Tax Compliance Status Issued Pin Document			
Valid B-BBEE certificate			
Completion of the Pricing Schedule			
Provide a copy of the full report of registration on National Treasury Central Supplier Database			
Completed SBD1, SBD4, SBD8 and SBD9			
Letter of good standing FEM or COID			
PSIRA Registration for Security Services and the relevant legal Registration for Armed Response Services			
Compile and Provide the Standard Service Level Agreement between you and the College			
Proof of Public Liability Cover- R10 000 000.00			

The response deadline is 16 February 2024. 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 criteria 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 in order to progress to the next stage of evaluation.

Functionality Criteria	Weights
<p>1. Company References</p> <p>The contract/s must at least be of a similar size or bigger within the relevant industry. These references should include the name of the entity, nature of contract, contact person, email address and office telephone number etc. All references provided should not be older than five (5) years.</p> <p>References provided must be contactable and relate to this project. References will be contacted and required to rate projects in accordance with the criteria mentioned in Schedule A.</p> <p>5 Additional Points if at least one reference is in Higher Education.</p> <p>5 points per reference (1....5) poor to excellent</p> <p>3 References provided, confirmed and responded</p> <p>2 References provided, confirmed and responded</p> <p>1 Reference provided, confirmed and responded</p>	<p>Maximum 20 points</p>
<p>2. Financial stability</p> <p>One set (two years) recent Audited Financial Statements signed by the Accounting Officer for Close Corporations i.e., minimum of two years comparative figures to be submitted. No holding company financial statements will be accepted.</p>	<p>Maximum 15 points</p>
<p>3. CV of Area manager/grade A in the Security Services Industry</p> <p>CV provided and correct</p>	<p>Maximum 10 points</p>
<p>4. Company Experience</p> <p>Submit your company profile and highlight details of services provided</p> <p>More than 10 years' experience = 10 points</p> <p>Experience from 5 -9 years = 5 points</p> <p>Experience from 0 – 5 years = 2.5 points</p>	<p>Maximum 10 points</p>
<p>5. Infrastructure and equipment</p> <p>Offices – location, number of appropriate vehicles, (Asset register to be provided) minimum of 1 dedicated vehicle per area, PPE provision. = 10 points</p>	<p>Maximum 10 points</p>
<p>6. 30 days Detailed Implementation Plan (Service Providers must submit a plan detailing the following)</p> <p>Detailed timeline for implementation</p>	<p>Maximum 15 Points</p>

Procurement of resources (equipment and staff)	
Procedures to be followed in the preparation for the commencement of the contract	
7. Quality Management System (Service Providers must submit a generic quality plan detailing the following) Standard operating procedures Monitoring and control KPIs of the management of the contract (response time, number of non-conformance), etc. Management of non-conformance Management reports Safety, good housekeeping and legal requirements Contingency plan in the event of any industrial action by Service Provider employees and absenteeism	Maximum 20 points
TOTAL POINTS FOR FUNCTIONALITY	100 POINTS

SPECIFICATION – SECTION B

1. GENERAL REQUIREMENTS

1.1 Security Guards

A combination of Grade B and C guards are required for both day and night shifts under this contract as indicated in the detailed pricing schedules included with this document. Please refer to the attached pricing schedules for more information.

Guarding services workforces may be reduced or increased during the duration of the contract due to closure of facilities, extensions to campuses, etc. Tendered rates will always apply to additional guards appointed. No claims against Boland College for reduction in guarding services during the 36 month contract will be entertained.

1.2 Radios

The Contractor will provide radios which shall be used by the Site Supervisors and guards. The quantities of these are specified in the pricing schedules for each campus. The contractor's radios must be compatible in frequency with the radios in use by the College in order to establish contact between the Campus and the guards at any time.

1.3 Guarding Patrol System

The Contractor must supply, install and maintain/monitor a GPS guarding patrol system with a maximum of 10 check points and communication system (a handset with a contact number through which the College can communicate with the guards at the Security Hut). This system must be installed at all campuses at the commencement date of the contract. Monthly or incidental patrol reports must be generated and provided to the College at any time during the contract upon request. Please price accordingly for this requirement in the pricing schedules.

1.4 Uniform

The Contractor is responsible for the supply of adequate uniforms and related items. Uniforms shall carry the logo and information of the Contractor.

1.5 Pocket Book

The site supervisors and guards should each carry a pocket book whilst on duty in order to use for reporting of incidents, matters of concern, visits by supervisors, etc.

1.6 Equipment

Equipment will be provided by the Contractor (Radios, batteries, chargers, batons, torches, handcuffs, whistles, etc.) which may be required to fulfil all duties under this contract.

1.7 Specific Requirements

As mentioned below, security services must be provided on all campuses, by the manpower as explained for each task and in accordance with the under-mentioned list of duties.

1.8 General

Manpower allocated to the College must, as far as possible, remain the same person for the duration of the contract to ensure that the person can be trained in the environment in which service is rendered.

The accounts of the campuses must be dealt with separately for financial purposes i.e. one (1) invoice for each campus.

2.SPECIFIC DUTIES OF THE CONTRACTOR AND PERSONNEL PROVIDED

2.1 Notwithstanding the specifications of requirement given above, the Contractor is bound to supply the actual number of guards ordered by the College within 24 hours, irrespective of the extent by which the number ordered varies from the number set in the above specifications.

2.2 To Patrol the precincts of the site/s as defined in this bid document, in order to prevent any persons from illegally entering and/or removing any equipment or material from the site/s.

2.3 To guard and protect all buildings, installations, equipment and material against any damage, theft or vandalism.

2.4 To apply strict access control at all entry points to each campus as per the Site Operating Procedures and as per the agreed systems.

2.5 To protect the staff and students of the College as well as visitors to the College by preventing or minimising risk of injury or death.

2.6 To report any incidents, suspicious actions or unusual occurrences to the Infrastructure Manager or his appointee, in accordance with the laid down procedures for reporting.

2.7 To apprehend or detain any person partaking in any criminal activity and to take action in accordance with the laid down procedures for detaining or arresting suspects.

2.8 Site Supervisor must monitor and supervise all guards and shift personnel on a continuous basis whilst on duty.

2.9 Notwithstanding any provisions to the contrary, all guards, whilst on duty, must be equipped with torches, whistles and portable radios in order to ensure that duties are carried out efficiently and effectively.

On special occasions and for specific applications it will also be required for guards to be equipped with batons and handcuffs. Where this becomes necessary the Infrastructure Manager will advise the Contractor accordingly, specifying which guards are to be so equipped and for what period.

3.LEGAL REQUIREMENTS

3.1 All guards supplied must comply with all relevant provisions and legislation as prescribed by the PSIRA Act.

3.2 Should the College suffer any loss of whatsoever kind and it can be proved that such loss could have been avoided or reduced, had the Security Staff on site acted as expected and specified, or was caused by the gross negligence or wilful disregard of duties of any of the Contractor's staff, then the Contractor will be held responsible to make good the loss.

4. PRICE ADJUSTMENT

Should the price offered not be firm for the duration of the contract period then all requests for price adjustments must be made in writing and presented to Boland College. All requests for price adjustments must be accompanied by a full motivation and where required, proof of legislative increases must also be submitted.

5. COMMUNICATION

The Contractor is responsible to provide his own cellular communications at all times during the period of this Agreement. All telephone, stationery and other office related costs are for the account of the Contractor.

6. SUNDRY INFORMATION

6.1 Breakdown of Salaries

Provide your current salary for security officers broken down into the various components in the table below on a 12 hour shift basis.

Item	Grade B Guard	Grade C Guard
Basic Salary	R	R
Leave Contribution	R	R
Unemployment Insurance	R	R
Regional Services Council	R	R
Workmen's Compensation	R	R
Severance pay	R	R

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Other – please specify	R	R
Other – please specify	R	R
Other – please specify	R	R
TOTAL – PER 12 HOUR SHIFT	R	R

Should there be additional components for which there is not sufficient space please draw up and submit your own table and attach it to your tender proposal.

Apart from qualified and experienced Managers and supervisors, the College also requires acceptable and adequate overhead supervision by Group Managers, Regional Managers, Branch Managers or Owners, as the case may be. The Contractor must provide for such management and supervision. Managers and Supervisors must be available at all times during normal working hours.

It is a requirement that at least once per year the Contractor shall provide the College with an audited report to the effect that statutory salaries are paid to security officers and that the conditions of the Labour Relations Act and Basic Conditions of Employment Act, or any relevant Sectoral Determinations are being met.

6.2 Insurance Cover

Please advise what amount of public liability insurance cover is available on a per claim basis:

R _____

(Please attach a copy of the renewal notice of the insurance policy to your tender)

6.3 Management and Personnel

6.3.1 Provide an outline of your proposed management structures for this contract.

6.3.2 Please provide an outline of your training and development programme for staff, indicating:

6.3.2.1 Programmes and courses (internal & external)

Training Internal	Training External

6.3.2.2 Person days of training planned per annum for all staff categories (i.e. supervisors and security officers.)

Position	Days of training planned
Site Supervisor	
Guard	
Other	

6.4 Health and Safety

6.4.1 Introduction

To ensure that Contractors adhere to the health and safety requirements of Boland College, rules have been drawn up for Contractors and their employees whilst they are on the College's property.

All Contractors shall ensure that employees will receive a set of these rules and adhere to them. Contractors will be held responsible for any breaching of the rules during the period of the contract.

6.4.2 Contract Work

The contract work shall be conducted strictly in accordance to that agreed upon and in a safe and responsible manner. To this end, the Contractor acknowledges that he is fully conversant with the provisions of the **Occupational Health and Safety Act No. 85 of 1993** and the Regulations issued in terms of the said Act and that his employees have similar knowledge.

No Contractor shall commence work on the Company's property unless and until he has received permission to do so from the Institutional Safety Co-ordinator and has produced to the said official the following:

- (i) Registration number with the Compensation Commissioner.
- (ii) Proof that his fees in terms of the Compensation for Occupational Injuries and Diseases Act are fully paid up.

The Contractor hereby certifies that all electrical or mechanical equipment which will be brought onto the site and used during the course of the contract, complies with the relevant safety regulations.

No work shall be undertaken unless it is done by a competent person or by a person who is supervised by a competent person.

6.4.3 Tools and Equipment

The Contractor shall provide his own equipment and these shall remain under lock and key when not in use and the College shall not be liable for any loss thereof or damage thereto, howsoever caused.

6.4.4 Removal of items

The Contractor or any person engaged in the contract work, shall not remove any item from the site without the permission of the Infrastructure Manager or his representative.

6.4.5 Clothing and Safety Apparatus/Equipment

Appropriate protective clothing, safety apparatus and equipment shall always be worn or used on the site.

6.4.6 Combustibles and Flammables

No combustible and/or flammable material will be permitted or stored on site without the permission of the Infrastructure Manager.

6.4.7 Accidents

Any accident or injury shall be reported immediately to the Infrastructure Manager.

6.4.8 Liquor, Drugs, Dangerous Weapons and Firearms

The Contractor shall ensure that no liquor, drugs, dangerous weapons or firearms are brought onto the premises.

6.4.9 OHS Act: Responsibilities

In terms of **Section 37(2) of the Occupational Health and Safety Act of 1993**, the following is hereby agreed:

The Contractor shall be responsible for the implementation of the terms and provisions of the Act and Regulations in the area where the work is to be undertaken for the College.

The Contractor shall be responsible for the wellbeing, in relation to health and safety, of all persons coming into such area in accordance with that legislation.

The Contractor shall issue all appropriate safety/health equipment to all persons working or coming into the area.

Please note that the Contractor will not be allowed to perform any service before the said plan has been approved by the College. Should the Contractor fail to start with service on the starting date of the contract, due to the late submission of the Plan, and if the College will have obtain the services of another company to perform intermediate service, will the Contractor be responsible for any service, administration and/or legal costs.

6.7 PSIRA Registered Guards

6.7.1 Please advise the number of PSIRA registered Security Guards you currently have on your payroll:

Table of PSIRA registered Security Guards:

Grade A	
Grade B	
Grade C	
Other	

Total number of PSIRA registered Guards

Alarm Monitoring and Armed

Response

Service Specification

ALARM MONITORING AND ARMED RESPONSE SERVICE SPECIFICATION

1. Introduction and description

- 1.1. The objective is to establish a contract with a SERVICE PROVIDER to provide alarm monitoring and armed response service at individual and or all of the Boland College sites.
- 1.2. The SERVICE PROVIDER shall provide a continuing alarm monitoring and armed response service operation wherein the quality, quantity and manner of service and economy of price to the consumer are the primary considerations.
- 1.3. The duration of the contract will be for a period of 3 years.

2. Description of Services Required

2.1. Alarm monitoring and armed response

The cost of providing an alarm monitoring and armed response service must be inclusive of all costs relating to the job. SERVICE PROVIDERS must be able to provide a monitoring/armed response service to individual or all sites that have been tendered for.

Alarm maintenance costs must be listed (call out fee, hourly rate, fixed fee, etc.) plus percentage mark-up (maximum of up to 15% will be accepted) on the purchase of replacement parts for maintaining the alarm systems.

2.2. Requirements of alarm/armed response service

- a. The SERVICE PROVIDER must prove that it has a professionally manned and operated 24-hour control room.
- b. SERVICE PROVIDERS must be able to identify the activated zone in the control room by **physical location** and not only zone number and direct response units accordingly. A complete zone mapping/ survey of all alarms must be done at the start of the contract.
- c. Alarm activations must be responded to within guaranteed prescribed times as per industry norms (15 minutes or less).
- d. SERVICE PROVIDER must provide a protocol (as a separate annexure) for response units' procedures when responding to alarm activations
- e. Armed response units must be properly equipped and trained to respond to activations
- f. All alarms must be assessed and serviced every six months (June and November) by the SERVICE PROVIDER
- g. All alarm activations must be monitored and recorded by the SERVICE PROVIDER
- h. Alarm problems/faults must be resolved (repaired) within 24 hours after being reported.
- i. The SERVICE PROVIDER must prove that it has an active presence in the area of the site for which it is tendering.
- j. All personnel must be properly screened and graded prior to deployment with a police clearance certificate and proof of security grading registration, where applicable, with the required board.
- k. Armed response personnel (valid Grade A armed response PSIRA driver's license) must be properly trained and certified in firearm use.
- l. The SERVICE PROVIDER must have the capacity to implement remote CCTV monitoring if required
- m. The SERVICE PROVIDER must have the capacity to service and repair existing alarm installations
- n. The SERVICE PROVIDER must have the capacity to provide remote fire system monitoring if required

Boland College reserves the right to conduct a site visit of the SERVICE PROVIDERs premises to view operation

3. SERVICE PROVIDER obligations

The SERVICE PROVIDER will be responsible for the following:

- a. The appointment of a Key Contract Manager and all related personnel to provide the service required
- b. SERVICE PROVIDERs must show proof that they are members in good standing of a recognised industry regulatory body.
- c. All staff must have clean criminal records at all times.
- d. Maintain high levels of customer satisfaction
- e. Ensure compliance to all relevant Acts and regulations governing the security industry and general Occupational Health and Safety.
- f. Procurement of all equipment and materials required for provision of the service
- g. Ensure that all areas included in this contract are kept clean at all times.
- h. Ensure that all staff is fully trained in the correct use of relevant processes and equipment before they are allowed to use such equipment.
- i. Ensure that all staff is fully trained in operating in an educational environment.
- j. Replacement and/or repair costs in the event of negligence of the SERVICE PROVIDER or its staff
- k. Ensure that the use and maintenance of all equipment complies with standard industry practice
- l. Ensure that all their employees adhere to BC's staff code of conduct.
- m. Compliance in all aspects with all laws, statutes, by-laws, ordinances, and regulations to the extent that such law is applicable to the conduct of its business or to its assets. This compliance will extend to any third-party sub-contractor that the SERVICE PROVIDER might use.
- n. The SERVICE PROVIDER must ensure that there is no fraternisation between SERVICE PROVIDER personnel on site and staff, students and other BC SERVICE PROVIDERs.

4. Legislation

The SERVICE PROVIDER is required to comply with the following Acts and Regulations:

- a. Occupational Health and Safety Act 85/1993
- b. Compensation for Occupational Injuries & Diseases Act 130/1993 (COID Act)
- c. Private Security Industry Regulation Act, No. 56, 2001
- d. Code of Conduct prescribed under The Private Security Industry Regulation Act, 2001
- e. Labour Relations Act
- f. Basic Conditions of Employment Act
- g. Any other relevant Act or Regulation

5. Health and safety requirements

- a. The SERVICE PROVIDER must have a Health and Safety Management System which includes:
 - i. Health and Safety Policy & Procedure
 - ii. Appointments
 - iii. Inspections
 - iv. Induction Records & Medical Certificates
- b. The SERVICE PROVIDER to report any near miss, incident or a Section 24 Accident to the Campus Administrator of the relevant site.

- c. The SECURITY PROVIDER must have a Valid Letter of Good Standing with Compensation Commissioner as per COID Act.
- d. The SERVICE PROVIDER is required to ensure that all sub-contractors, and other persons engaged in the execution of the work, also comply with the requirements of the Occupational Health and Safety Act 85/1993.