



**SOUTH CAPE TVET COLLEGE (SCTVETC)
Herein referred to as SCTVETC
REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP)
REQUEST FOR PROPOSAL**

**Description of Tender: THE PROVISION OF SECURITY SERVICES AT VARIOUS
CAMPUSES FOR A PERIOD OF 24 MONTHS.**

Tender No. : PU9212/097

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.

Proposals in response to **PU9212/097 THE PROVISION OF SECURITY SERVICES AT VARIOUS CAMPUSES FOR A PERIOD OF 24 MONTHS.**

The closing time and date for receipt for online tender **PU9212/097** is at 11h00 on Wednesday, 27 November 2024.

Tender number	PU9212/097	
Date issued	07/11/2024	
Tender closing date	27/11/2024 (27 November 2024)	11h00 on Friday
Compulsory Information Session	13/11/2024 (13 November 2024) Online	Time 11h00 am

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

Description	Requirement
RFP Document	A duly authorised representative must initial each page and the declaration signed in full.
Completed technical specifications and pricing	Provide full priced BOQ
Proof of Bank Account	Cancelled cheque or signed letter from bank
Company registration documents	Company registration documents
Tax Pin	An original valid Tax Pin
BBBEE certification	A valid BBBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA
Audited Financial Statements/ Management Accounts	Provide Audited Financial statements or Management accounts for the last 2 Years
Declaration of Interest	Please sign point 9 of this tender document
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.
UIF Registration	Bidder (tendering entity) must submit a valid current proof of registration With UIF.
UIF Contributions	Bidder (tendering entity) must submit a latest proof of payment for UIF Contributions
Proof of Letter of Good Standing	Bidders must be in good standing and valid at the closure of the bid as per RFP.
Riot and Crowd Control Management Certificate	Provide Accredited Riot and Crowd Control Management Certificate is required and must be submitted by the bidders. A bidder must be accredited to deal with riot and crowd control.
Compensation Commissioner Registration	Bidder (tendering entity) must submit valid proof of registration as an employer with the Compensation Commissioner - for provision of Security Services. Bidders' proof must be valid upon the closure of the bid as per RFP to be considered.
PSIRA Certification	Bidder (tendering entity) must submit valid proof of registration with the Private Security Industry Regulatory Authority (PSIRA). Bidders' certificate must be valid upon the closure of the bid as per RFP to be considered. Letter of good standing with PSIRA

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
<p>The bidder must submit proof to demonstrate a minimum experience in the last three (3) years in delivering Security services supported by three (3) contactable previous and current clients. Information must be completed as per Annexure A, Table (a) supported by reference letters. (Reference letters without completed Table (a) will not be considered).</p> <ul style="list-style-type: none"> > Three or more positive references = 40 points > Two positive references = 30 points > One positive reference = 20 points > None positive references = 0 points <p>Note: points will only be allocated if the references bear or demonstrate relevant experience (security services) and if there is no relevant experience = 0 points</p>	<p>40</p>
<p>Capacity to Deliver Provision of qualifications of all Security Officers, Supervisors, and Area Managers as per section 3.1 of the RFP:</p> <p>i. Provision of a CV of the proposed Area Manager which should reflect a minimum of 5 years experience in security management with proof of PSIRA Grade A certification (5 points)</p> <ul style="list-style-type: none"> > Zero points will be allocated if the above criteria for the proposed Area Manager is not met as per above criteria (0 points). <p>ii. Provision of a CV of the proposed Security Supervisor which should reflect a minimum PSIRA Grade B certification with proof of same and at least three (3) years of experience as Security Supervisor. (10 points)</p> <ul style="list-style-type: none"> > Zero points will be allocated if above criteria for proposed Security Supervisor is not met as per above criteria (0 points) <p>iii. Provision of CVs of the proposed 10 Security Officers which reflect a minimum PSIRA Grade C certification for each with proof of same for each Security Officer and must have at least one (1) year of experience as Security Officer (5 points)</p> <ul style="list-style-type: none"> > Zero points will be allocated if above criteria for proposed Security Officers is not met as per above criteria (0 points) 	<p>20</p>
<p>The bidder is required to demonstrate/confirm and show with colour photos, in line with the RFP, how the service will be provided specifically with regards</p>	

<p>to the provision of the following resources/equipment: colour photos must be provided for the below items:</p> <ul style="list-style-type: none"> > Baton (1 point) > Metal detector wand (1 point) > Handcuffs (1 point) > Whistles (1 point) > Uniform Policy (as part of the proposal) (1 point) > Torches (at night) (1 point) > Radios (1 point) > Occurrence Book & Admission Control Book(Visitors, Staff, Vehicles and Contractors) (1 point) > Note Book or Incident Book and pen (1 point) > Cell phone with data and airtime at all times (Emergency Cases); bidder must confirm in writing as part of the proposal. (1 point) <p>Note: Zero points will be awarded for any of the above sub-criterion which is not addressed.</p> <p>NB: Bidders who do not submit photos in line with the above requirement will be awarded 0 points for the sub-criterion not covered/addressed</p>	<p>10</p>
<p>The bidder is required to demonstrate the Service Methodology and detail exactly how you propose to carry out the activities to achieve the outcomes identified in the Scope of Work.</p> <p>The methodology must detail, the following:</p> <ul style="list-style-type: none"> • Describe how the work will be completed and managed in line with the RFP (10 Points) > Access Control at all Entrances (2 points) > Patrolling of Building, Parking Area and Egress (2 points) > Incident Management (2 points) > Monthly Reporting (2 points) > Crowd control management (2 points) <p>Note: zero points will be awarded for any of the above sub-criterion which is not addressed.</p>	<p>10</p>

<p>Risk Assessment Plan</p> <p>Bidder must provide a proposed Risk Assessment Plan. The plan must outline the following:</p> <ul style="list-style-type: none"> > A detailed description of the risk assessment methodology/techniques to be applied for the Physical Security Risk Assessment and Analysis (5 points); > Identification of probable threats, vulnerabilities, and risks and their potential impacts (intended or unintended) (5 points); > A proposed contingency plan for incidents such as armed robbery; Labour unrest, Strike; Reaction unit; and Bomb threats. (5 points); > Provide a training plan and approach for the security officials in line with PSIRA requirements (5 points). <p>Note: Zero points will be awarded for any of the above sub-criterion which is not addressed.</p>	<p>20</p>
<p>Total points</p>	<p>100</p>

2 TENDER SPECIFICATION

South Cape TVET College requires a security company to provide security services through guards, access control, the securing of buildings and the premises, monitoring of alarms and armed response. The main scope for the provisioning of security services to SCC focused on the main Central Office, Campuses, Student residences, guesthouse, skills centre and boundaries of the Centre where visitor and staff activity takes place as well as all the visitors, vehicles, assets and other buildings. However, the required services shall also pertain to the less frequently visited areas where monitoring and patrolling is essential.

The Service Provider will be responsible for the security of the entire properties of SCC, to address the threats with focus on the main following sites:

- 125 Mitchell Street, George (Central Office)
- 46 Hibernia Street, George (George Campus)
- Aspelling Street, George (MC Stander student residence)
- 48 Adderley Street, Oudtshoorn (Oudtshoorn Campus)
- Fosters Manor hostel, 48 Adderley Street, Oudtshoorn
- C/O Voortrekker and Adderley street, Oudtshoorn (Huis Sommers student res)
- c/o Essenhout & Kreupelhout Street, Heiderand, Mossel Bay (Mossel Bay Campus)
- c/o Van Schalkwyk & De Vries Street, Beaufort West Campus
- Varkvisser Street, Riversdale (Hessequa Campus)
- Community Development Centre N2 Plettenberg Bay, Hillview, Plettenberg Bay (Bitou Campus)

2.1 Security Services required:

- a) Guards at main entrances of all our sites to monitor movement and safety of staff, students and register visitors and members of the Public.
- b) Vehicle patrol system to monitor movement on all our sites, 24 hours a day.
- c) Develop alarm systems, movement detectors and a 24 hour armed response system installed in all our sites with response team with tracking skills to track and apprehend trespassers.
- d) Once off purchase and installation of panic buttons at offices and guest house,
- e) In addition, from time to time additional guards may be required for special functions, exhibitions, protests or meetings to be held in the reserve. This will be arranged separately to the standard contract, but an indication must be given to the availability of such *ad hoc* guards and the notice period for obtaining this additional service.

From 06: 00 am to 06:00pm daily 365 days a year.

- The Guards may only work the legislated sectorial working hours and not exceed normal or over time hours.
- The Service provider is to establish a work roster to ensure compliance.

2.2 Minimum skill requirement of the security guard:

- Grade B security guards as required.
- Must be able to communicate well in English for effective communication with staff, student, clients and visitors,
- Must have at least have three (3) years' relevant experience.
- Must have acceptable literacy skills (reading and writing) to assist students and members of the public with queries and recordings in registers and on forms;
- Must be able to preamp and detect danger;
- Must have negotiation skills;

2.3 Minimum Security equipment that the security guard is required to have;

- Baton
- Flash light
- Hand-cuffs
- Occurrence Book
- Scanner
- Pepper Spray
- Two-way Radio
- Security Guard Belt
- Mobile phone
- Note book and a Pen
- Full Uniform daily

2.4 Secure the main site areas,

- Control access in and out of the premises.
- Visibly patrol all areas of the sites hourly;
- Have visitors completed the entry and exit registers.
- Information provided by the client must be verified as being correct with ID, Driver's License or any valid documents.
- Search all cars entering and leaving premises;
- Be alert to monitor and detect potential hazards;
- No security guard is to accept cash or payments from staff, students, visitors or clients.
- Accompany clients to the staff and offices they supposed to visit.
- Patrol the entire site areas
- Ensuring that all gates, doors, windows are locked and secured each night, and opened in the morning at 06:00.
- The boundary fence is intact without holes which could result in forceful entry or illegal access or exist of persons and free movement.
- Inspect all vehicles and assets in and out of the College premises that they are secure, locked where possible, intact and present and remain so.

- Ensure that there is 0 forceful entry into any buildings and enclosures of the College.

2.5 The Security Provider must have an established and operational control room for monitoring, detection and recording of alarms.

- The Service Provider must establish communication between the current installed Alarm systems that are on sites and the control room;
- The Service Provider must provide armed security guards to respond 24 hours per day to attend to activated alarms or suspicious activity,
- All alarms, panic buttons and sensors must be checked and serviced on a monthly basis to ensure that all units are fully functional. Such services and checks and be recorded accordingly, clearly identifying the date of inspection, inspecting technician and recording if all is well or faulty and what was corrected, records are to remain at the Centre.
- The control room must be able to detect movement and patrols of its security guards;
- All faulty equipment are to be reported to the SCC management immediately with a solution proposal to replace the faulty unit(s) is to be repaired or replaced immediately at the Cost of provider.

2.6 South Cape College expects high standards of integrity from officers and this extends to contracted services. Behaviour that we consider unsuitable include:

- Chewing gum, smoking or eating food on duty
- Being late for duty;
- Sitting down during working hours;
- Evidence of alcohol or drug abuse;
- Vacating his/her post without authority;
- Tempering with college property/asset;
- Idle talk with other security personnel, staff or visitors
- Abusive language;
- Sleeping whilst on duty;
- Selling food or engaging in other fundraising activities;
- Behaviours that we encourage & welcome include
Addressing visitors & staff in a professional manner
Demonstrate honesty at all times
Consistently complying with agreed processes & procedures

2.7 Responsibility of the Security Company:

- The Security Company will provide South Cape College with a monthly labour breakdown which includes names, hours worked, and hourly pay.
- The Security Supervisor(s) will report on security matters to the applicable South Cape College Manager responsible for Security Services.
- Security Supervisor(s) will provide a monthly report on Security Operations and Security Incidents to the applicable South Cape College Manager (Security).
- The Company must provide stable qualified security staff for South Cape College at all times.
- The Security Company will provide liability insurance for its employees
- South Cape College will be held harmless for any negligent act of security staff, and the security company will indemnify Western Health for any damage, loss or cost occasioned by any such negligence.
- The firm must meet with the appropriate Western Health management on a regular basis, to review status of contract (at least every two months).
- All uniforms for Security Personnel will be provided by the Security Company and approved by South Cape College.

- The security company must ensure that no security person will leave the post unattended.
- The security officer shall be relieved by another security for him/her to leave the post.

3 NUMBER OF GUARDS NEEDED

The college require security services for a period of 24 months with the total number of Guards that amount to and the break down will be as follows:

NAME OF SITE	GRADING OF SECURITY GUARDS (B)	GRADING OF SECURITY GUARDS (C)	NUMBER OF GUARDS PER DAY	NUMBER OF GUARDS NIGHT / AT	TOTAL NUMBER OF GUARDS PROPOSED
Central Office		2	1	1	2
George Campus	1	2	2	1	3
MC Stander Hostel		2	1	1	2
Oudtshoorn Campus	1	2	2	1	3
Huis Sommers and ECD		2	1	1	2
Bitou Campus	1	2	2	1	3
M Bay Campus	2	3	3	2	5
Hessequa Campus		2	1	1	2
B West Campus		2	1	1	2
Fosters Manor		2	1	1	2
TOTAL GUARDS	5	21	14	12	26

GENERAL CONDITIONS:

- The appointed service provider will be responsible for ensuring all its members and guards are registered and in accordance with PSIRA regulations.
- The Rates and charges for security guard services must be in line with PSIRA regulations and conditions of service.
- The Service Provider shall be responsible to ensure that the contract deliverables are met.
- The Service Provider must ensure that the project team delivers in terms of the Service Level Agreement (SLA).
- The Service Provider will be expected to provide quotations as and when required for additional guards and other services as and when required.
- SCC is entitled to verify any information, amend the bid specification, extend the bid validity period, or extend the bid closing date, all before the bid closing date.
- All bidders, to whom the bid documents have been issued, will be advised in writing of such amendments in good time.

- SCC reserves the right to request all relevant information and other documents to verify information supplied in the bid proposals.
- SCC is not compelled to select and appoint the lowest bidder.
- SCC reserves the right to appoint and withdraw the bid

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