



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE (KZNCETC)

Herein referred to as (KZNCETC)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
PROVISION OF SECURITY SERVICES FOR A PERIOD OF 36 MONTHS**

Tender No: PU9212/108

Pre-qualification/Mandatory information requirement

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

Appendix Number	Description	Requirement
Appendix A	RFP Document	A duly authorised representative must initial each page and the declaration signed in full.
Appendix B	SBD Forms	Completed and signed SBD1, SBD4, SBD8 and SBD9
Appendix C	Completed technical specifications and pricing	A signed copy of the print-out of each page of the electronic document
Appendix D	Proof of Bank Account	Cancelled cheque or signed letter from bank
Appendix E	Company registration documents	Company registration documents
Appendix F	Tax Pin	An original valid Tax Pin
Appendix G	BBBEE Certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit
Appendix H	ID Copy	Certified ID Copies of all directors / shareholders
Appendix I	Declaration of Interest	Please sign point 9 of this tender document
Appendix J	Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.
Appendix K	UIF Registration	Bidder (tendering entity) must submit proof of complying with South African Labour Laws with specific reference to compliance with minimum wage requirements (UIF).
Appendix L	UIF Contributions	Bidder (tendering entity) must submit a latest proof of payment for UIF contributions.
Appendix M	COIDA	Submit valid letter of good standing from the Department of Labour (Not from Federated Employers Mutual Assurance Company FEM)

Appendix N	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.
Appendix O	Firearm Licence	Submit Certified copies of Firearm licence certificates for guards to be placed at various campuses
Appendix P	Firearm competency certificates	Submit Certified copies of Firearm competency certificates for guards to be placed at various campuses
Appendix Q	SAPS clearance certificate	Submit a valid SAPS clearance certificates for all the guards.
Appendix R	Public Liability Insurance	Public Liability Insurance to the value of R10 000 000
Appendix S	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 EVALUATION CRITERIA

Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

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 reference table provided below supported by reference letters. (Reference letters without completed Table 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>	40

<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) ➤Zero points will be allocated if the above criteria for the proposed Area manager is not met as per above criteria (0 points)</p> <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) ➤Zero points will be allocated if above criteria for proposed Security Supervisor is not met as per above criteria (0 points)</p> <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) ➤Zero points will be allocated if above criteria for proposed Security Officers is not met as per above criteria (0 points)</p>	<p style="text-align: center;">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 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 style="text-align: center;">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>	10
<p>Risk Assessment Plan 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>	20
Total points	100

PRICING SCHEDULE

NAME OF SITES	GRADING OF SECURITY GUARDS	NUMBER OF GUARDS PER DAY	NUMBER OF GUARDS PER NIGHT	MONTHLY RATE PER GUARD (INCL. VAT) DAY	MONTHLY RATE PER GUARD (INCL. VAT) NIGHT	TOTAL AMOUNT PER MONTH FOR ALL GUARDS (INCL VAT) (DAY & NIGHT)	TOTAL AMOUNT FOR 24 MONTHS FOR ALL GUARDS (INCL VAT) (DAY & NIGHT)
Central Office	C	1	1	R	R	R	R
Zamani CLC	C	1	1	R	R	R	R
Inqabayamangwane CLC	C	1	1	R	R	R	R
121 Battalion	C	1	1	R	R	R	R
Thandiwe CLC	C	1	1	R	R	R	R
Ilungeloletu CLC - Osizweni	C	1	1	R	R	R	R
Ilungeloletu CLC - Surrey	C	1	1	R	R	R	R
Ilungeloletu CLC - New school	C	1	1	R	R	R	R
Phindangene CLC	C	1	2	R	R	R	R

Thethezakhe CLC	C	1	1	R	R	R	R
Zamani CLC (uMkhanyakude)	C	1	1	R	R	R	R
UsizuZulu CLC	C	1	1	R	R	R	R
Endleleni CLC	C	1	1	R	R	R	R
Ifalethu Skills Centre CLC- Okhukho	C	1	2	R	R	R	R
Bonamuva CLC	C	1	1	R	R	R	R
Mayiyana CLC	C	1	1	R	R	R	R
TOTAL (INCL VAT)	C	16	18	R	R	R	R

SERVICE REQUIREMENTS

- Day shift security personnel with grade.....

EQUIPMENT

- Cell phone
- Uniform
- Torch
- Baton
- Taser
- Arm Response
- Panic Button
- Handheld Metal Detector
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