

SPECIFICATION AND PRICING SCHEDULE FOR THE PROVISION OF SECURITY SERVICES

Ikhala TVET College

1. PURPOSE

The purpose of this bid is to invite suitably qualified, experienced, and PSIRA-registered security service providers to submit proposals for the provision of security services for a period of thirty-six (36) months at various campuses and skills centres of Ikhala TVET College.

2. SCOPE OF SERVICES

The appointed service provider shall provide comprehensive security services at all designated campuses and skills centres of the College.

The security services must comply with all applicable legislation, including but not limited to:

- Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001)
- PSIRA Amendment Act, 2014 (Act No. 18 of 2014)
- PSIRA Code of Conduct
- Occupational Health and Safety Act
- Basic Conditions of Employment Act
- Labour Relations Act
- Sectoral Determination and Minimum Wage Requirements

The scope of work shall include the following:

2.1 Guarding Services

The service provider shall:

a) Provide guarding services on a 24-hour basis, seven (7) days a week, including weekends and public holidays.

b) Ensure that all security officers deployed on site are:

- PSIRA registered;
- Properly trained;
- Uniformed;
- Medically fit; and
- Equipped to perform their duties.

c) Ensure that at least one (1) security officer per shift is trained and certified in First Aid.

2.2 Access Control

The service provider shall:

- a) Control the movement of all persons entering and leaving College premises.
- b) Verify and record all visitors, contractors, staff, and vehicles entering or exiting the premises.
- c) Operate all access gates, doors, and boom gates where applicable.
- d) Prevent unauthorised access to College facilities.
- e) Allocate visitor parking and escort visitors where required.

2.3 Patrol Services

The service provider shall:

- a) Conduct routine patrols every hour.
- b) Conduct proactive patrols of:
 - Buildings;
 - Parking areas;
 - Perimeter fences;
 - Sidewalks; and
 - Other vulnerable areas.
- c) Monitor all areas for suspicious activity, safety hazards, vandalism, theft, or damage.
- d) Immediately report any irregularities or incidents to College management.

2.4 Incident Management

The service provider shall:

- a) Maintain an Occurrence Book (OB) at every site.
- b) Record and report all incidents, accidents, losses, damages, and security breaches.
- c) Respond immediately to emergencies and suspicious activities.
- d) Liaise with law enforcement authorities when required.
- e) Provide incident reports to the College as requested.

2.5 CCTV and Surveillance Monitoring

The service provider shall:

- a) Monitor CCTV surveillance systems where applicable.
- b) Report any defects or failures in the CCTV system immediately.
- c) Ensure continuous monitoring of high-risk areas.

2.6 Supervision and Reporting

The service provider shall:

- a) Provide adequate site supervision and operational management.
- b) Ensure security officers understand and perform their assigned duties.
- c) Attend monthly performance meetings with the College.
- d) Submit:
 - Weekly incident reports;
 - Monthly security reports; and
 - Risk-related reports when required.

2.7 Risk Management

The service provider shall:

- a) Conduct security risk assessments of all College premises.
- b) Identify vulnerabilities and recommend mitigation measures.
- c) Provide contingency plans for:
 - Labour unrest;
 - Armed robbery;
 - Vandalism;
 - Student unrest;
 - Bomb threats; and
 - Other security risks.

2.8 Electronic Guard Monitoring System

The service provider shall provide an electronic active guard patrol monitoring system capable of:

- Logging patrol times;
- Recording guard movements; and
- Monitoring patrol compliance through scanning points.

3. SECURITY EQUIPMENT AND UNIFORMS

The service provider shall ensure that all security personnel are fully equipped at all times.

3.1 Uniforms

All security officers must wear:

- A clean and clearly identifiable company uniform;
- Name tags and identification cards;
- Raincoats and overcoats where applicable;
- Appropriate PPE in accordance with health and safety regulations.

3.2 Mandatory Equipment

The following minimum equipment shall be provided:

- Baton
- Handcuffs
- Whistle
- Pocket book
- Pen
- Torch (night shift)
- Two-way radios
- Occurrence Book (OB)
- Admission Control Registers
- Incident Register
- Cell phone with airtime and data
- Metal detectors
- Searching mirrors
- Disc scanners
- Pepper spray gun
- 9mm pistol handgun (Armed security)

4. DEPLOYMENT REQUIREMENTS

4.1 Sterkspruit Business Campus

Shift	Weekdays	Weekends
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Day Shift	4 Guards	2 Guards
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Night Shift	2 Guards	2 Guards
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4.2 Sterkspruit Engineering Campus

Shift	Weekdays	Weekends
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Day Shift	4 Guards	3 Guards
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Night Shift	4 Guards	4 Guards
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4.3 Aliwal North Business Campus

Shift	Weekdays	Weekends
Day Shift	3 Guards	2 Guards
Night Shift	3 Guards	2 Guards

4.4 Ezibeleni Skills Centre

Shift	Weekdays	Weekends
Day Shift	4 Guards	3 Guards
Night Shift	4 Guards	4 Guards

4.5 Cala Skills Centre

Shift	Weekdays	Weekends
Day Shift	3 Guards	2 Guards
Night Shift	3 Guards	3 Guards

5. GENERAL REQUIREMENTS

The appointed service provider must:

- Ensure full compliance with PSIRA requirements.
- Ensure compliance with all labour legislation and bargaining council requirements.
- Provide competent supervision and operational management.
- Maintain sufficient relief staff to cover absenteeism and leave.
- Ensure uninterrupted service delivery at all times.
- Replace absent security personnel immediately at no additional cost to the College.

6. PRICING SCHEDULE

Bidders must complete the pricing schedule below. All pricing must include:

- Salaries and wages; (In line with Private Security Industry Regulatory Authority recent illustrative pricing guide) failure to quote in line with this guide will result to automatic disqualification
- Statutory contributions;
- Uniforms;
- Supervision;
- Equipment;
- Transport;
- Communication costs;
- Overheads; and
- Profit.

Site / Campus	Shift Type	No. of Guards	PSIRA RATE	Rate per Guard (R)	Total per Shift (R)	Monthly Total (R)VAT INCLU	TOTA PRICING FOR 36 MONTHS VAT (INCLU)
Sterkspruit Business Campus	Day Shift (Weekday)	4					
	Night Shift (Weekday)	2					
	Day Shift (Weekend)	2					
	Night Shift (Weekend)	2					
Sterkspruit Engineering Campus	Day Shift (Weekday)	4					
	Night Shift (Weekday)	4					
	Day Shift (Weekend)	3					
	Night Shift (Weekend)	4					
Aliwal North Business Campus	Day Shift (Weekday)	3					
	Night Shift (Weekday)	3					
	Day Shift (Weekend)	2					
	Night Shift (Weekend)	2					
Ezibeleni Skills Centre	Day Shift (Weekday)	4					
	Night Shift (Weekday)	4					

Site / Campus	Shift Type	No. of Guards	PSIRA RATE	Rate per Guard (R)	Total per Shift (R)	Monthly Total (R)VAT INCLU	TOTA PRICING FOR 36 MONTHS VAT (INCLU)
	Day Shift (Weekend)	3					
	Night Shift (Weekend)	4					
Cala Skills Centre	Day Shift (Weekday)	3					
	Night Shift (Weekday)	3					
	Day Shift (Weekend)	2					
	Night Shift (Weekend)	3					
TOTAL VAT (INCLU)							

7. QUANTITIES AND FREQUENCIES

- a) The deployment requirements are based on current operational needs.
- b) The College reserves the right to increase or decrease the number of guards as operational requirements change.
- c) Security services shall be rendered daily, including weekends and public holidays.
- d) Additional security services may be required during:
 - Graduation ceremonies;
 - Sporting events;
 - Student registration periods;
 - Public events; and
 - Emergencies.

8. LEAVE AND RELIEF ARRANGEMENTS

The service provider shall:

- Provide relief officers during leave periods or absenteeism.
- Ensure uninterrupted service delivery.
- Carry all costs associated with replacement personnel.

9. INVESTIGATIVE SERVICES

The contractor shall provide access to an Investigative Officer who may be deployed when required during:

- Theft investigations;
- Student unrest;
- Labour unrest;
- Security breaches; and
- Other incidents requiring investigation.

10. SITE VISITS AND DUE DILIGENCE

The College reserves the right to conduct site inspections and due diligence on shortlisted bidders.

The Site Evaluation Committee (SEC) may verify:

Criteria	Yes	No	Comments
Physical office within the Eastern Cape Province	☐	☐	
Operational control room in Queenstown or Aliwal North	☐	☐	
24-hour operational control room	☐	☐	
Functional communication systems	☐	☐	
Company vehicles available and roadworthy	☐	☐	
Uniforms and equipment compliant	☐	☐	
Radio communication systems operational	☐	☐	
Electronic patrol monitoring system demonstrated	☐	☐	
Tactical response capability demonstrated	☐	☐	

Failure to meet the required standards may result in disqualification.

11. EVALUATION CRITERIA

Bids will be evaluated on:

- Compliance with mandatory requirements;
- Technical functionality;
- Experience and capacity;
- Pricing;
- Financial standing;
- Statutory compliance.

12. MANDATORY REQUIREMENTS

BIDDERS WHO DOES NOT MEET THE MANDATORY REQUIREMENT WILL BE DISQUALIFIED.

Description of Appendix	Requirement	Circle yes if submitted. If Yes please attached evidence	
		Yes	No
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Bank rating	Banking Rating of A	Yes	No
Financial Standing	Good Financial Standing	Yes	No
Completed technical specification and pricing	Submit a completed pricing schedule in a excel spreadsheet.	Yes	No
Proof of Bank Account	Submit Bank Confirmation letter (Not older than 3 months).	Yes	No
Company registration documents	Company registration documents	Yes	No
Proof of address for the company	Company municipal statement of account not older than 3 months and/or valid lease agreement.	Yes	No
Tax Compliance Certificate	Valid Tax Compliance Pin (Certificate)	Yes	No
BBBEE Certification (Specific goals)	A valid BBBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Declaration of Interest	Please sign point 9 of this tender document and complete the following SBD forms: SBD 1 SBD 4 SBD 6.1 SBD 7.	Yes	No
Registration to National Treasury Central Supplier Database (CSD)	Provide a copy of the recent full report of registration on National Treasury Central Supplier Database.	Yes	No

Public Liability Insurance (letter of intent)	Letter of Intent for Public Liability Insurance to the minimum value of R10 000 000. Tenderers must submit proof that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work and may be requested to obtain a letter of confirmation from its insurers indicating that the Tenderer will meet the minimum insurance requirements.	Yes	No
COIDA	Valid COIDA Certificate	Yes	No
PSIRA Certification for Company	An original certified valid copy of PSIRA Company Certificate.	Yes	No
PSIRA Certification of a Director(s)	Director(s) must submit an original certified valid copy of PSIRA Certificate	Yes	No
Directors Competency Certificate	An original certified valid copy of competency certificate for company director(s).	Yes	No
Company Firearm Licence	An original valid certified copy of Firearm licence(s).	Yes	No
Proof of agreement for the supply of radio communication with ICASA registered or licensed service provider	Bidders must submit Proof of agreement for the supply of radio communication with ICASA registered or licensed service provider.	Yes	No

13. TECHNICAL FUNCTIONALITY CRITERIA

Minimum threshold for functionality: **70 points**

FUNCTIONALITY EVALUATION CRITERIA		REQUIRED EVIDENCE	POINTS ALLOCATION
1. Experience: Number of clients (contactable references) that the bidder has successfully undertaken in the past five years. Each reference letter must not be less than the value of R1 000 000.00.			
5 or more clients with reference and appointment letters	30 points	Proof of experience: Signed reference letters in relation to the required services must be attached and must be accompanied by appointment letters and/or signed Service level agreement and/or signed purchase order. Reference letters must be on the company letterhead of the client, must be dated and signed, must indicate contract duration and value, and have contact telephone number and email address. Only projects completed within the past 5 years will be considered. Current contract will only be considered if it's above 60% of the original duration. NB: 0 points will be claimed where submitted clients/ references cannot be contacted and are not accompanied by the required documents.	30
4 clients with reference and appointment letters	20 points		
3 clients with reference and appointment letters	10 points		
2 clients with reference and appointment letters	5 points		
Less than 2 projects	0 points		
1 or more clients with reference letter for Alarm monitoring and Armed Response	10 points	Reference Letter (Alarm monitoring and Armed Response)	10
2. Competency & Capacity for the Team - Proposed Operational Manager, Security Guarding - Attach CVS, Relevant Accreditations and Certifications)			
Proof of certified PSIRA certificate for the Operational Manager.	10 points	Bidder must also submit a detailed CV with originally certified copies of ID and PSIRA certificates and a certified copy of valid driver's license of the proposed Operational Manager which should reflect a minimum of 5 years' experience in security management and must submit detailed CVs with originally certified copies of ID and PSIRA certificates of security guards as per the specification. Certification should not be older than 06 months. If the required CVs, certified copies of ID's and PSIRA certificates are not attached or certified, no points will be allocated. Copy of a certified copy will not be considered. Submit CV of the proposed 68 Guards which should reflect a minimum of 3 years' experience in security management with proof of PSIRA	30
Proof of certified PSIRA certificate for (A or B)	10 points		
Proof of certified PSIRA certificate for (C)	10 points		
Proof of certified PSIRA certificate for (B and C) with CV's and ID copies – No documents attached	0 points		
3. Proof of Riot Control: All bidders must submit proof of valid riot control for the Director of the Company			
Certified proof of riot control for the Director of the Company	10 points	Bidders must submit a valid certified riot control for the Director of the Company. Certification should not be older than 06 months. A copy of the certified copy will not be considered. NB: 0 points will be claimed where the above is not attached and submitted.	10
Certified proof of riot control for the Director of the Company – Not Attached	0 points		

4. Methodology and Project implementation plan			
Methodology and approach are fully adequate to meet the requirements of the College	10 points	Bidders must submit the proposed approach to deliver/render the security services, including work plan, resources and communication strategies. Appropriateness of the tools used by the organization and how they will satisfy the requirements of the assignment. The Service provider must demonstrate knowledge of activities outlined in the project. The methodology must detail the following: Describe how the work will be completed and managed in line with the RFP: Access Control at all Entrances = 02 points Patrolling of Building, Parking Area and Egress = 02 points Incident Management : 02 points Monthly Reporting : 02 points Crowd control management : 02 points No points will be allocated if all the above is not demonstrated in the methodology	10
Methodology and approach that cover the minimum requirements of the College	06 points		
Inadequate methodology and approach to meet the requirements of the College	0 points		
5. Financial Stability: The bidder must submit Annual Financial Statement and the recent banking rateing.			
Audited Financial Statements (Past 3 Years)	10 points	The bidder must submit audited annual financial statements for the three (3) most recent financial years. The statements will be evaluated to assess the bidder's financial stability, liquidity, profitability, and overall financial capacity to successfully deliver the contract. (5 points) The bidder must provide a recent bank rating or bank reference letter issued by a registered financial institution confirming the bidder's banking relationship and financial standing. The banking rating will be evaluated to determine the bidder's financial credibility and ability to meet contractual obligations. (5 points)	10
Banking Rating			
TOTAL			100

14. COST BREAKDOWN PER GUARD

14.1 Grade C Guard (In line with Private Security Industry Regulatory Authority recent illustrative pricing guide) failure to quote in line with this guide will result to automatic disqualification.

Item	Day Shift	Night Shift
Basic Salary		
Sunday Pay Premium		
Public Holiday Pay		
Leave Provision		
Sick Leave		
Family Responsibility Leave		
Night Shift Allowance		
UIF Contribution		
Provident Fund		
COID/WCA		
Bargaining Council Levy		
PSIRA Fees		
Uniforms		
Skills Development Levy		
Operational Costs and Profit		
TOTAL		

14.2 Grade B Supervisor (In line with Private Security Industry Regulatory Authority recent illustrative pricing guide) failure to quote in line with this guide will result to automatic disqualification

Item	Day Shift	Night Shift
Basic Salary		
Sunday Pay Premium		
Public Holiday Pay		
Leave Provision		
Sick Leave		
Family Responsibility Leave		
Night Shift Allowance		
UIF Contribution		
Provident Fund		
COID/WCA		
Bargaining Council Levy		
PSIRA Fees		
Uniforms		
Skills Development Levy		

Item	Day Shift	Night Shift
Operational Costs and Profit		
TOTAL		

15. SPECIAL CONDITIONS

- a) The College reserves the right to amend deployment requirements during the contract period.
- b) The service provider shall always ensure uninterrupted service delivery.
- c) Failure to perform in accordance with the contract may result in penalties or termination of the contract.
- d) The appointed service provider shall be the sole provider of security services to the College for the duration of the contract, unless otherwise authorised by the College.

16. DECLARATION

Bidders as part of their respective technical responses, are required to declare the following and confirm that they will:

- a) At all times for the duration of the tender, act honestly, fairly and with due skill, care and diligence in the best interest of the College;
- b) Manage, effectively utilise and apply the resources, procedures and appropriate technological systems to ensure the proper performance of the services for the duration of the tender;
- c) Act with circumspection and treat the College fairly in all situations where conflicting interests may become apparent;
- d) Comply with all applicable statutory or common law requirements related to the conduct of its business;
- e) Make adequate disclosures regarding relevant and material information, including the disclosure of actual or potential interests the company may acquire, in relation to its dealings with the College;
- f) Avoid any form or instance of fraudulent and misleading advertising, canvassing and marketing for the duration of the tender;
- g) Conduct business activities transparently and consistently uphold the interests and needs of the College as a client, before any other

consideration; and

- h) Ensure that for the duration of the tender no information acquired from the College will be utilised and/or disclosed to any third party/ies unless written consent from the College has been obtained to do so.

17. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- a) The College reserves the right to disqualify any potential bidder who either itself, or through any of its members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of the College or any other Department, organ or entity and whether from the Republic of South Africa or otherwise
- b) Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- c) Seeks any assistance, other than assistance officially provided by a College, from any employee, advisor or other representative of a College in order to obtain any unlawful advantage in relation to the procurement or services provided or to be provided to the College;
- d) Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the College's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a College;
- e) Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a College;
- f) Pays or agrees to pay to any person any fee, commission,

percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the awarding of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to the Department;

- g) Has in the past engaged in any matter referred to above; or
- h) Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such a bidder, member or director's name(s) not specifically appearing on the List of Tender Defaulters kept at National Treasury.