



T01/04/16

**REQUEST FOR PROPOSAL FOR THE
PROVISIONING OF PHYSICAL SECURITY
(GUARDING) SERVICES AT THE IDC HEAD
OFFICE**

**BID CLOSING DATE: TUESDAY, 26 APRIL
2016 AT 12:00 NOON**

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SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

2. Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	<u>Ms Mmanthudi Mosupyoe</u>
Telephone Number:	<u>+27 11 269 3709</u>
Email address:	<u>mmanthudim@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 18 April 2016**.
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 180 days counted from the bid closing date.

4. Instructions on submission of Bids

- 4.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T01/04/16: Request for Proposal for the Provisioning of Physical Security (Guarding) Services**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on Tuesday, 26 April 2016.
- 4.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not**

be held responsible for any delays where bid documents are handed to the IDC Receptionist.

- 4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

5. Preparation of Bid Response

- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.

6. Supplier Performance Management

Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. Supplier Development

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

8. IDC's Rights

- 8.1 The IDC is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks on the bidding entity and any of its directors / trustees / shareholders / members.

9. Undertakings by the Bidder

- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for disqualification

- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
- 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
- 10.1.5 bidders who do not comply with **mandatory requirements** if stipulated in the RFP document;
- 10.1.6 bidders who fail to comply with FICA requirements;

11. Local Production and Content

The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant.

12. Response Format (Returnable Schedules)

Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

- 12.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 12.2 Schedule 1:**
- 12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
- 12.2.2 Annexure 1 of this RFP document (duly completed and signed)

12.3 Schedule 2

- 12.3.1 Original and valid Tax Clearance Certificate(s) (TCC);
- 12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
- 12.3.3 Copy of Board Resolution, duly certified;
- 12.3.4 Originally certified copy of ID document for the Company Representative
- 12.3.5 Annexure 2 of this RFP document (duly completed and signed);
- 12.3.6 Annexure 3 of this RFP document (duly completed and signed);
- 12.3.7 Annexure 4 of this RFP document (duly completed and signed);
- 12.3.8 Latest Audited Financial Statement
- 12.3.9 B-BBEE verification certificate indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. An EME that has at least 75% black beneficiaries qualifies for elevation to "Level One Contributor" and an EME that has at least 51% black beneficiaries qualifies for elevation to "Level Two Contributor". Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (12.3.1-12.3.7) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).
- 12.3.10 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

12.4 Schedule 3:

- 12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.
- 12.4.2 Annexure 5 of this RFP document, duly completed and signed
- 12.4.3 Annexure 6 BEE commitment plan

12.5 Schedule 4: Price Proposal (response to Section 3 of this RFP document) (Must be submitted in a separate envelope within the sealed envelope of the bid)

- 12.6 One (1) CD with all Schedules listed above, also included in the sealed envelope of the bid**

13. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

- 13.1 Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:
- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
 - Submission of Company Registration Forms as referenced 12.3.2 above
 - Submission of ID copy for the Company Representative as referenced in 12.3.3 above
 - BEE Status Certification as referenced in 12.3.7 & 12.3.8 above
 - Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Section 3: Cost Proposal and Price Declaration Form
 - Annexure 1: Acceptance of Bid Conditions
 - Annexure 2: Supply Chain Management Questionnaire
 - Annexure 3: Declaration of Interest
 - Annexure 4: Shareholders' Information/ Group Structure
 - Annexure 5: Bidders Experience & Project Team
 - Annexure 6: BEE Commitment Plan

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

13.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

13.2.1 Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified, and will not be considered for further evaluation on the Other Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

Failure to comply with the Mandatory Functional Requirements assessed in phase 2 may lead to disqualification of bids.

13.2.2 Other Functional/ Technical Requirements

With regard to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
Bidder's Relevant Experience	30
Proposal: Response/ reaction plan	20
Deployment plan (Site take over)	30
Site Inspection	20
TOTAL	100%

Note: Bidders who score 56 points out of 80 points (70%) or more in total in functional/technical requirements will be shortlisted for site inspection.

All bids that fail to achieve the minimum overall qualifying score of 70% on functional/technical requirements including the site inspection will not be considered for further evaluation on Price and BEE.

13.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	90
B-BBEE	10
TOTAL	100 points

14. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

- 1.1** Should a bidder have reason to believe that the Functional Requirements are not open / fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2** Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3** Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. Background Information

The Industrial Development Corporation of South Africa (IDC) is, in view of the nature of its mandate, vision and mission, exposed to security risks, threats and vulnerabilities. These contingencies and vulnerabilities on the premises or offices of the IDC necessitate a security structure responsible for safeguarding of human lives (staff, visitors and service providers), property, IDC assets, personal belongings and information.

The IDC wishes to appoint a capable security company to provide a 24-hour guarding service, 7 days a week, at the IDC Head Office, 19 Fredman Drive, Sandown, Sandton.

3. Scope of Work

The appointed bidder will be required to provide guarding services to the IDC Head Office.

- 3.1** The following duties must be performed by the security officers:
- Provisioning of 24-hour security service, 7 days a week at the IDC Head Office, 19 Fredman Drive, Sandown, Sandton;
 - Taking over responsibilities of authorized officers in terms of the Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985);
 - Responsible for access control, guarding of premises, patrolling of premises, escorting of VIPs & service providers, protection of personnel, protection of property, protection of IDC assets and IDC staff's personal belongings, protection of visitors and their personal belongings, protection of information and execute other security functions as required by the Security Services Manager at the IDC;
 - Recording of incidents / events in an occurrence register and report such incidents / events to the IDC personnel responsible for security. Bring any security deficiencies or problems or crime risks to the attention of the Security Services Supervisor and or the Security Services Manager recording such shortcomings in a relevant register i.e. Electronic Occurrence Register (EOR).
 - Enforcing of the IDC security policy (systems and procedures).

- Conducting of after -hour's inspection to identify security risks such as fire at IDC facilities. The inspection shall include checking at and around these areas: workstations, meeting rooms, kitchens, server rooms, storerooms, etc.
- Controlling of locks and keys.
- Monitoring of Close Circuit Television (CCTV) Surveillance System.

3.2 Working hours

IDC will adhere to the industry hours and the requirements as stipulated in the Labour Relations Act for a 2 x 12 hour shift:

- Day shift : 06:00 – 18:00
- Night shift : 18:00 – 06:00

3.3 Posts and Grades for security officers

Day Shift during Weekdays

Post	Grade	Quantity
Auditorium Entrance	C	1
Auditorium Gate	D	1
Auditorium Parking	D	1
IDC1 Basement 0 Level X-Ray Machine	C	1
IDC1Basement -1 Level X-Ray Machine	C	1
Canteen Delivery	B	1
Canteen Entrance X-Ray Machine	C	1
Canteen Passage	D	1
CCTV System Operator	A	3
Control Room Customer Service	B	1
Deputy Shift Leader	B	1
Deputy Site Manager	A+	1
Escorting of service providers	D	2
Fredman Drive Gate	D	3
Grayston Drive Gate	D	2
IDC2 Basement Parking	D	1
IDC2 Reception Access Control	B	1
IDC2 Sliding Gate	D	1
IDC2 Top Parking	D	1
IDC2 X-Ray Machine	C	1
Locks & Keys Controller	B	1
IDC1 Basement crèche	D	1
IDC1 Basement Parking (levels 0) Patrols	D	1

Post	Grade	Quantity
IDC1 Basement Parking (levels -1) Patrols	D	1
IDC1 Delivery Door	B	1
IDC1 Reception Access Control	B	1
IDC1 Reception Turnstile	B	2
IDC1 Reception X-Ray Machine	B	1
Security Front Desk	C	1
Shift Leader	A	1
Site Manager	A+	1
Visitors Parking	D	1
Total		39

Night Shift during Weekdays, Day & Night Shifts during Weekends and Public holidays

Post	Grade	Quantity
IDC1Basement 0 Level X-Ray Machine	C	1
IDC1Basement -1 Level X-Ray Machine	C	1
Canteen Entrance X-Ray Machine	C	1
Deputy Shift Leader	B	1
Escort Service Providers working after hours	D	2
Fredman Drive Gate	D	2
Grayston Drive Gate	D	2
IDC2 Sliding Gate	D	1
IDC2 Reception	B	1
IDC1 Reception Access Control	B	2
IDC1 Reception X-ray Machine	B	1
Shift Leader	A	1
Total		16

Summary of number of Security Officers required for the IDC:

Day Shift Weekdays	Quantity
Grade A+	2
Grade A	4
Grade B	10
Grade C	6
Grade D	17
Total	39
Night Shift during Weekdays, Day & Night Shifts during Weekends and Public holidays	Quantity
Grade A	1
Grade B	5
Grade C	3
Grade D	7
Total	16
Grand Total	55

Note: The number of security officers indicated above is the reflection of IDC's current requirements. IDC reserves the rights to increase or decrease the number of security officers as and when security requirements change.

3.4 SECURITY TOOLS

Type	Quantity
Hand held metal detectors	8
Two-way radios (with earpieces for confidentiality and noise reduction for none disturbance to staff)	45
Battery operated/Rechargeable torches	10
Batons	16
Handcuffs	10
Reflector vests	45

Note: All the above equipment must be kept on site (IDC) for the duration of the contract and fully operational at all times. The equipment must be quoted for in the bid proposal. If not quoted, the IDC shall not allow fee/cost adjustment after the award.

3.5 Uniform

All security officers on site must be dressed in the bidder's corporate uniform suitable for all seasons as follows:

- **Winter uniform:** Security officers to be issued with warm clothing e.g. long coats, jerseys, gloves, scarfs etc. to enable them to function comfortably.
- **Summer uniform:** matching trousers and jacket/ blazer, long sleeve shirts, tie, black shoes, socks and pull-over jersey
- **Name tags:** each security officer must be issued with a name tag as part of the uniform.

Note: Uniform must be changed at least twice a year as the season changes or as when it is required. In terms of PSIRA pricing structure, uniform pricing has to be included in the price for each security officer.

3.6 Training

The service provider is responsible for training of security officers for the duration of the contract. The training will entail, and not limited to: refresher courses, CCTV Operations, Fire Marshall & evacuation procedures, First Aid, Event Management, Crowd Management, Communications, Customer Service and Capability to conduct investigations.

NOTE:

- The IDC reserves the right to request proof of training for each security officer as and when required during the duration of the contract.
- The bidder must meet all the requirements of the Private Security Industry Regulation Act (PSIRA), Act 56 of 2001 and all security personnel to be deployed at the IDC must be well trained. The IDC reserve the right to verify the qualifications of security personnel and check their criminal records status with the relevant authorities.
- Detailed duties/tasks of security officers at each security post will be provided to the successful service provider.
- The service provider will also be expected, on an ad hoc basis, to perform other security functions as required by the IDC. These functions may be expected to be performed outside IDC head office when a need arise.

4. Project Timelines

The appointed service provider(s) will be required to commence with service rendering on the date agreed upon with the IDC for a period of three (3) years. The IDC reserves the right to extend the contract for a period not exceeding five (5) years.

5. Technical Evaluation Criteria

5.1 Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

5.1.1 PSIRA (REGISTRATION)	Attached	Not attached
<p>The bidder must be registered with PSIRA.</p> <p>The bidder must submit a valid PSIRA certificate i.e. the “New Certificate” in line with industry circular issued by PSIRA on 10 March 2015.</p>		
Substantiate / Comments		

5.1.2 ICASA CERTIFICATION	Attached	Not attached
<p>The bidder must have a fully operational control room/ Operational Centre with a Base Station for effective communication between the control room and the IDC site. The control room must be manned 24-hours by well-trained security administrative officers.</p> <p>The bidder must submit a valid ICASA certificate for the base station (communication system).</p> <p>Note: The certificate must be in the bidder’s name. In case the service is outsourced, the bidder must attach the documentation confirming the JV or Subcontracting.</p>		
Substantiate / Comment		

5.1.3 CONTRACT MANAGEMENT	Comply	Not Comply
<p>The bidder must appoint a representative to manage the contract on their behalf and such appointee shall attend monthly meetings with IDC representatives.</p> <p>Note: The company representative must be on a high management level whom the site manager deployed at the IDC will report to (e.g. Area Manager/ Regional Manager/ Operational Manager/ Director Operations).</p>		
Substantiate / Comments		

5.1.4 INFORMATION MANAGEMENT	Comply	Not Comply
<p>All information pertaining to this service at the IDC offices shall remain and kept for IDC use only.</p> <p>Note: The bidder will be required to sign a declaration with the IDC.</p>		
Substantiate / Comments		

5.1.5	KEY REQUIREMENTS TO RENDER SECURITY SERVICES	Comply	Not Comply
5.1.5.1	The bidder must ensure that security officers deployed at the IDC have minimum qualification of Grade 12 or equivalent.		
5.1.5.2	The bidder must ensure that security officers deployed at IDC have valid PSIRA certificates i.e. the “New Certificate” in line with industry circular issued by PSIRA on 10 March 2015.		
5.1.5.3	The bidder must ensure that security officers deployed at IDC have received training on emergency and crowd control management. Refresher training on first aid, fire marshal and security related programmes to be conducted regularly. Each training programme must be in accordance with SASSETA requirement.		
5.1.5.4	The bidder must ensure that the Security Site Manager, Security Deputy Site Manager and Shift Leaders are computer literate and have valid driver’s license.		

5.1.5	KEY REQUIREMENTS TO RENDER SECURITY SERVICES	Comply	Not Comply
5.1.5.5	The bidder must ensure that criminal record checks will be done on security officers deployed at the IDC and company directors at least once in a year by the SAPS; proof to be provided and kept on site file. If found to be involved in criminal activities, the security officer will not be allowed to work at the IDC.		
5.1.5.6	The bidder must ensure that a site file with all security officers' documentation is kept at the IDC office for the duration of the contract.		
5.1.5.7	Security Officers should be fluent in English (IDC Business language). Each security officer must be issued with pocket books.		
5.1.5.8	Security Officers must practice professionalism when on duty at the IDC and adhere to the IDC Security Policy, Systems and Procedures. Security officers must always treat IDC staff, IDC partners, visitors and every person on the IDC premises with respect. The IDC representatives will instruct the company to remove ill-disciplined security officers from the IDC premises and the latter will never be allowed to return IDC.		
5.1.5.9	The company and security officers must, during the duration of the contract, always respect the Rules, Laws, Regulations and Constitution of South Africa.		
5.1.5.10	Security officers to work with the CCTV system must have the relevant skills, knowledge and expertise to monitor and analyze the CCTV Surveillance System. Proof of training may be requested.		
5.1.5.11	All Grade C security officers must be capable to operate and analyze X-RAY scanner machines. Proof of training may be requested.		
5.1.5.12	Security officers on site must be unarmed but armed guards should be made available should the need arise. Company to render services at the IDC must have a back-up armed response unit.		
5.1.5.13	Security officers must be transported in a clearly marked bus with a company logo when reporting on and off duty at the IDC. This vehicle must be fully serviced as per manufacturer's standard. The IDC shall reserve the right to request proof of maintenance service. No security officer will be transported in any means of transport except the passenger transport vehicle for the duration of the contract.		
5.1.5.14	Security officers must attend a parade at the beginning of each shift.		

5.1.5	KEY REQUIREMENTS TO RENDER SECURITY SERVICES	Comply	Not Comply
5.1.5.15	The bidder must ensure that PSIRA compliance audit on the company shall be conducted at least once in twelve months by PSIRA Inspectors. It is the company's obligation to invite PSIRA for such inspections and submit audit reports to the IDC.		
5.1.5.16	The bidder must ensure that it has taken out sufficient public liability insurance to cover any negligence and/or damages whilst they provide the service to the IDC.		
5.1.5.17	The bidder to render services at IDC must provide a health and safety plan and company with code of conduct and ensure adherence by all security officers		
5.1.5.18	The bidder to render services at IDC must provide a backup communication system to be used during emergency for direct contact with the base station (it could be in the form of cell phones, radios etc.).		
5.1.5.19	The bidder must ensure effective communication between the company's control room and the IDC security control room must be enforced to ensure smooth operations. Records to this effect must be made in the occurrence books kept at both control rooms. Such records will be checked on a regular basis.		
5.1.5.20	The IDC will conduct security screening on each company director/owners of the bidder. The bidder will be expected to comply with the requirement of the State Security Agency (SSA) for the security screening process. If the bidder has already been screened by the SSA, the bidder must submit the screening certificate/report.		
5.1.5.21	The site manager must always be available to attend security meetings with the SAPS Security Cluster in Sandton.		

5.1.6 SERVICE LEVEL AGREEMENT	Comply	Not Comply
The bidder will be required to enter into a Service Level Agreement (SLA) with the IDC. Such SLA will also include penalties associated with the service provider's failure to provide the required service accordingly.		
Substantiate / Comments		

5.2 Other Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

5.2.1 EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in rendering physical security (guarding) services within the past three (3) years.</p> <p>The bidder must provide two (2) relevant contactable references for organisations where the bidder has rendered physical security (guarding) services. One of the references must be for corporate/ government office and it must be an existing contract. Please refer to Table (a) of Annexure 2 of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

5.2.2 Proposed response/ reaction plan in case of emergencies	Comply	Partially Comply	Not Comply
<p>The bidder must provide a proposed plan on how to effectively respond in case of emergencies e.g. response in case of unrest situations or picketing.</p>			
Substantiate / Comments			

5.2.3 Deployment plan (Site take over)	Comply	Partially Comply	Not Comply
<p>The bidder must provide a site take-over plan. The plan must include, but not limited to, the following:</p> <ul style="list-style-type: none"> • Recruitment strategy • Readiness (logistics, tools, uniform, etc.) • Site orientation • Time frame required to take over a site 			
Substantiate / Comments			

5.2.4 SITE INSPECTION	Comply	Partially Comply	Not Comply
<p>IDC representatives will conduct site inspection at the shortlisted bidder's head office, security control room and one reference site (corporate/ government offices).</p>			
Substantiate / Comments			

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

- 1 Please indicate your total bid price here: R..... (VAT Excl.)
 2 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**
 3 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

- 4 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

5

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

6

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

7

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

8 COSTING MODEL

8.1 Table A: Labour

Security Grade	Quantity	Monthly Service Fee per security (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Day Shift Weekdays				
Grade A+	2			
Grade A	4			
Grade B	10			
Grade C	6			
Grade D	17			
Night Shift weekdays				
Grade A	1			
Grade B	5			
Grade C	3			
Grade D	7			
Day Shift weekends				
Grade A	1			
Grade B	5			

Security Grade	Quantity	Monthly Service Fee per security (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Grade C	3			
Grade D	7			
Night Shift weekends				
Grade A	1			
Grade B	5			
Grade C	3			
Grade D	7			
Total Service Fees: Year 1				
Total Service Fees: Year 2				
Total Service Fees: Year 3				
Sub-Total (A) (VAT Excl.)				
Annual Fee Escalation (%)				

Note: The Security fee must be inclusive of all costs associated with rendering the service i.e. officers' salary, UIF, training, transport, uniform etc.

8.2. Table B: Security Tools

Type	Qty	Rental Fee per item (VAT Excl.)	Total Monthly fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Hand held metal detectors	8			
Two-way radios with earpieces for confidentiality and noise reduction for none disturbance to staff.	45			
Battery operated/Rechargeable torches	10			
Batons	16			
Handcuffs	10			
Reflector vests	45			
Total Rental Fees: Year 1				
Total Rental Fees: Year 2				
Total Rental Fees: Year 3				
Sub-Total (B) (VAT Excl.)				
Escalation percentage				

8.3 Table C (Total bid Price)

Sub-total (A+B) VAT Excl.	
----------------------------------	--

Price Declaration Form

Dear Sir,

Having read through and examined the Request For Proposal (RFP) Document, RFP no. **T01/04/16**, the General Conditions, and all other Annexures to the RFP Document, we offer for the Provisioning of Physical Security (Guarding) Services to the IDC at the following total amount:

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 180 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY NAME

Tel No

Fax No

Cell No

SECTION 4: ANNEXURES

Annexure 1 – Acceptance of Bid Conditions and Bidder’s Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an ‘X’:	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub Contractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

Annexure 2 - Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	<p>Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.2	<p>Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?</p> <p>To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.3	<p>Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date

Annexure 3 – Declaration of Interest

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct **YES / NO**

business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the IDC or the dti who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other company whether or not they are bidding for this contract? The IDC reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes.

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

1. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

Annexure 4 – Shareholders and Directors Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

5.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

5.2 Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Annexure 6 – BEE COMMITMENT PLAN

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.