



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

**THE PROVISION OF SECURITY SERVICES AT ENTERPRISE
ILEMBE PROJECT SITES**

**Closing Date: 03 October 2017
Time: 12H00**

It is the intention of Enterprise iLembe to enter into a formal contract with a panel of service providers or consortium to provide the services described herein. These Terms of Reference and the consultant's proposal will form the basis of the contract.

Section 1: Details

Province:	KwaZulu-Natal
Municipality:	iLembe District Municipality and the local municipalities comprising of KwaDukuza, Mandeni, Maphumulo & Ndwedwe
Contracting Agency:	Enterprise iLembe Economic Development Agency
Project Name:	Provision Of Security Services at Enterprise iLembe Project Sites

Section 2: Summary of Brief

Enterprise iLembe hereby invites all prospective and qualifying service providers to bid for the provision of security services at Enterprise iLembe project sites for a period of 36 months.

Section 3: Project Description

Enterprise iLembe is responsible for rolling out the National Schools Nutrition Programme throughout the district. Four (4) Distribution Hubs located at each municipality are used to store vegetables as received from the small scale farmers within the district and collected for distribution to various schools.

Enterprise iLembe also has eight (8) Hydroponic tunnels in the district, comprising of two Hydroponic tunnels in each local municipality. These tunnels also need to be guarded at night. Some of these tunnels are not yet operational but Enterprise iLembe will engage with the appointed service provider once these tunnels are operational to have them guarded at night, should the need arise.

There is a need to ensure that these structures are adequately secured at night and over the weekend to mitigate against the risk of stock theft and vandalism.

Section 4: Specifications

Scope of Work:

Enterprise iLembe requires services of a private security company registered with PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY to provide security services at the three sites for a period of thirty six (36) months as set out below:

1. Mandeni site

- Day shift (Saturdays and Sundays) – One (1) unarmed security guard
- Night shift (Seven (7) nights a week) - Two (2) armed security guards.

2. Maphumulo

- Day shift (Saturdays, Sundays) – One (1) unarmed security guard
- Night shift (Seven (7) nights a week) - Two (2) armed security guards.

3. KwaDukuza (Doringkop Market Hall)

- Day shift (Saturdays, Sundays) – One (1) unarmed security guard
- Night shift (two (2) nights a week) Saturday and Sunday - Two (2) armed security guards.

4. Kwadukuza (Bulwer Site)

- Night shift (Seven (7) nights a week) - One (1) armed security guard.

All guards are to be a minimum level of GRADE D.

Please note that Enterprise iLembe reserves the right to add or remove sites to be guarded as/ when the need arises. Further, should the need arise, depending on the situation at the sites, Enterprise iLembe reserves the right to request guards of a higher level to the sites. The service provider will be given reasonable notice of such changes.

All armed guards must be trained on firearm handling and must be provided with licenced firearms by the appointed service provider for the duration of the contract. Service providers will be required to ensure that guards are supervised at each site and attendance registers are maintained. Guards will also be required to maintain visitor registers. Guards must also carry PSIRA Identification Cards with them on site at all times.

The following items must be provided for each guard, at a minimum:

- Shift Relievers
- Stationery
- Uniforms
- Firearms
- Officers are trained in firearm handling, health & safety, firefighting and first aid
- Operational Two-way Radio
- Security Guard Baton
- Legislated wage increases
- Handcuffs, Rechargeable Torch and/or Pepper spray

The Pricing is to be in accordance with the approved PSIRA Contract Pricing Structure. The company must further provide proof of registration with PSIRA in a form of registration certificate with registration number clearly marked.

It is compulsory for bidders to provide proof of public liability insurance cover of at least R1 million.

Please note that any losses/ damages incurred by Enterprise iLembe as a result of negligence by the security guards or any breach in the conditions listed above may result in Enterprise iLembe terminating the contract (in accordance with the provisions of the service level agreement or alternatively, Enterprise iLembe reserves the right to withhold such damages from amounts payable to the service provider.

Upon discovery of such damages/ losses, security guards will be required to report the incident to their immediate supervisor who will then notify the Enterprise iLembe project manager. Thereafter, both the guard and the EI project manager will be responsible for opening a case at the local police station for investigation.

Please note, it is the responsibility of the service provider to ensure that guards are remunerated accordingly.

If, during the term of appointment, it comes to the attention of Enterprise iLembe, that any of the provisions listed above are not being complied with, Enterprise iLembe reserves the right to terminate the services of the service provider in accordance with provisions of the Service Level Agreement that will be entered into upon appointment.

Section 5: Payment Terms

Payments will be made on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least 30 days for the payments to be processed.

Section 6: Non - Appointment

Enterprise iLembe has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest quotation.

Section 7: Requirements Related to Tender

Documentation and Information Relating to this Brief

Please note that it is mandatory to complete Annexure A (see below) AND the MBD 2, 4 and 6.1 Forms in the correct format. Failure to complete these documents and return it with your submission will disqualify your bid in its entirety.

Proposals must be submitted in sealed envelopes endorsed “**PROPOSAL FOR THE PROVISION OF SECURITY SERVICES**” and must be hand delivered and placed in the tender box at **Sangweni Tourism Centre, Cnr. Link Road & Ballito Drive, Ballito** and addressed to;

The Chief Executive Officer

Enterprise iLembe,

Sangweni Tourism Centre,

Cnr Link Road & Ballito Drive;

and must be received on or before **12H00 (noon) on 03 October 2017.**

Please note: **All proposals must be hand-submitted to the tender box**, and incomplete, faxed, e-mailed applications as well as applications received after the closing date and time **WILL NOT** be considered. Bidders using a courier service to deliver documents are

responsible for ensuring that such delivered documents are physically deposited in the tender box.

Enterprise iLembe does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the proposal.

Section 8: Adjudication Criteria

Procurement Policy

Bids will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:-

- All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA (No.5 of 2000) read together with the 2017 Preferential Procurement Regulations and the 2011 B-BBEE Regulations..

Any bid that fails to achieve a minimum of 60 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.

Functionality Evaluation

The functionality evaluation points will be applied as per the table below;-

NB: Bidders must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas:

Competencies:

NB: Bidders must include the following in their proposals to claim points:

- A detailed list of similar projects undertaken
- PSIRA Certification

The successful bidders or consortium must demonstrate the following key competencies for the functionality evaluation:

Competency	Point Allocation	Maximum Points
Experience relating to Security Services. (Please include list of projects undertaken with contactable references in the format specified below)	0-1 year 0 1 – 5 years 20 5 – 10 years 30 Above 10 years 40	40 Points
Proof of Registration with the Private Security Industry Regulatory Authority (PSIRA Certificate to be attached)		10 Points
Proof of Firearms Licences (Copies of Licences to be included in proposal)		20 Points
Proof of firearm competency certificate (ID copies of the guards to handle firearms must be attached)		20 Points
Business located within the iLembe District (Please submit proof of business location i.e. Utility Bill or Councillor Letter)		10 Points

In order to claim points for the first competency listed above, relating to experience, bidders are required to detail their previous work experience in the following format:

Client Name	Nature of Work Undertaken	Commencement Date	Date of Completion	Client Contact Person	Tel No.

Only bidders who achieve a total of 60 points for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system. Bidders wishing to claim preferential points must attach B-BBEE certificate.

The 80/20 preference point scoring system will be applied with points allocated as follows:-

- 80 points for the price;
- 20 points for B-BBEE status level

The 20 preference points will be allocated based on B - BBEE status level of contribution and shall be allocated as per table below:-

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

REQUIRED ANNEXURES

Annexure A: Compulsory Information Sheet (see below)

Annexure B: Detailed Proposal including the following:

- A detailed list of similar projects undertaken
- PSIRA Certification

Annexure C: Registration details & Compliance

- All interested bidders must be registered on the Central Supplier Database for Government (**Compulsory**). Proof of registration must be attached to the proposal (i.e Supplier Number as well as the unique registration reference number). **Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database**
- All bidders must submit a Valid Tax Clearance Certificate (**Compulsory**). In line with the latest circular from SARS (South African Revenue Services), bidders can now submit a **UNIQUE PIN** to enable the municipality to verify the bidder's tax compliance status online via E-filing.
- MBD 2, 4 and 6.1 Forms (**Compulsory**). **Please note that the MBD 6.1 Forms have been revised. Please ensure that the 2017 MBD 6.1 Forms are submitted.**
- Proof of Public Liability Insurance Cover of a minimum of R1 million. Please submit the policy schedule or a confirmation letter of such cover from an accredited Financial Services Provider(**Compulsory**)
- Company registration documents

- Bank confirmation Letter
- Power of Attorney/ Signing authority where applicable
- B-BBEE Verification Certificate (Please attach the approved B-BBEE accreditation certificate if available in order to claim points for this.)

Points to note regarding the B-BBEE Status Level:

- Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

ANNEXURE A – Compulsory Information

Name of Company: _____

Contact Person/s: _____

Contact Number/s: & Email Address: _____

Details	Response/Annexure
A detailed list of similar projects undertaken	
PSIRA Certification	
Firearm Licences	
Tax Clearance Certificate	
B-BBEE Certificate	
MBD 2, 4 and 6.1 completed	
Business located within the iLembe District	YES <input type="checkbox"/> NO <input type="checkbox"/>
Total Price (Including VAT)	

Above information certified correct and pricing in line with PSIRA Pricing Guidelines:

Signature: _____

Name: _____

Date: _____

NB: By signing this annexure, the bidder accepts the clauses contained within these Terms of Reference.