



enterprise ilembe

ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

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

**Closing Date: 24 May 2018
Time: 11H00**

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 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

Prequalifying Criteria:

In line with the 2017 Preferential Procurement regulations, Enterprise iLembe has decided to apply pre-qualifying conditions to advance certain designated groups within the iLembe region; i.e. Exempt Micro Enterprises (EME's) and Qualifying Small Enterprises (QSE's) located within iLembe with a minimum B-BBEE status level of 3. The purpose of this is to enable the advancement of previously disadvantaged groups within the region thereby stimulating the local economy.

An exempt Micro Enterprise (EME) is a business with a turnover less than R10 million.

A Qualifying Small Enterprise (QSE) is a business with a turnover between R10 million and R50 million

Therefore, the following mandatory criteria is applicable to this tender:

1. Only businesses classified as Exempt Micro Enterprises (EME's) or Qualifying Small Enterprises (QSE's) will be considered (Bidders are to submit sworn affidavits to confirm their business classification and B-BBEE status level)
2. Bidders must possess a minimum B-BBEE Level Status of Level 3 or higher (bidders are to submit Proof of B-BBEE status level of contribution – i.e. B-BBEE Status level certificate issued by an authorized body or person OR A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice OR any other requirement as prescribed in terms of the B-BBEE Act.)
3. Businesses must be located within the iLembe region (Bidders are to submit proof of **BUSINESS location- compulsory**)

A tender that fails to meet the pre-qualifying criteria stipulated above will be considered an unacceptable tender.

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 following sites for a period of thirty six (36) months as set out below:

1. Mandeni site

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

2. Maphumulo

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

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

It is COMPULSORY for bidders to submit proof of public liability insurance cover for a minimum of R500 000.

Please note that Enterprise iLembe reserves the right to add or remove sites to be guarded as/ when the need arises. 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.

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
- 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.

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.

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 1, 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 **11H00 on 24 May 2018.**

Please note: **All proposals must be hand-submitted to the tender box**, and incomplete, faxed, emailed 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

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

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

- A detailed list of similar projects undertaken
- PSIRA Certification

| 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 years 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
- Proof of Public Liability insurance cover (minimum of R500 000) - **compulsory**

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 1, 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.**
- 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 1, 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.