



RFP NUMBER:	RFP/SASSETA/23241102
DESCRIPTION:	Provision of physical security services for a period of three (3) years
PUBLISH DATE:	07 September 2023
CLOSING DATE:	29 September 2023
CLOSING TIME:	11h00
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES MUST BE SUBMITTED ELECTRONICALLY:	Proposals to be submitted electronically via email to security@sasseta.org.za for the attention of Mr. Mabolane Mankga, Quoting the reference: (RFP/SASSETA/23241102)
ATTENTION:	Mr. Mabolane Mankga
<p>The email address (security@sasseta.org.za) is for submission of bid proposals only. This email address will only be accessed by SASSETA after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to (scm02@sasseta.org.za) and will be responded to within a period of two working days from receipt.</p>	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Invitation to Bid (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidders Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
5. Submission Checklist
6. General Conditions of Contract (Annexure A)

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 BRIEFING SESSION

- 1.2.1 There will be no **briefing session** for this Request for Proposal.

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing from Mr. Mabolane Mankga at (scm02@sasseta.org.za) by 12h00 on 22 September 2023. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically via email to security@sasseta.org.za. The maximum size of the attachment(s) or email(s) to be 30 MB.
- Bidders are advised to compress their submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server.**
 - Submission(s) can be made through the method of email, WeTransfer, google drive etc. **Bidders are advised NOT to set expiry date on the submission(s) made.**
 - Bidders are advised to double check their submission(s) before responding to the bid.

❖ Closing date and time: **29 September 2023 @11h00**

1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

1.6 FORMAT OF BIDS

- 1.6.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.
- 1.6.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid (SBD 1)

Bidders must complete and submit the Invitation to Bid document.

Part 2: Pricing (SBD 3.3)

Bidders to complete SBD 3.3 and submit with their proposal.

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:

- Claim travel mileage costs applicable to this contract as per the Department of Transport rates
- Book only economy class flights
- Book Group A hire cars, otherwise Group B are to be used for Service Providers outside of Gauteng.
- Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle services when travelling to and from the airport
- Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400 per night per person (including dinner, breakfast and parking).
- Submit all applicable invoices/receipts for the travel undertaken and also a google map of the trip where travel by private car was undertaken for payment.
- All travel to be approved by SASSETA before being undertaken

Part 3: Bidders Disclosure (SBD 4)

Each party to the bid must complete and submit the Bidders Disclosure.

Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)

Bidders must complete and submit the Preference Points Claim Form.

A trust, consortium or joint venture are welcomed to submit their proposals. Relevant documents and/or agreements to be submitted to support the submission.

Part 5: General Conditions of Contract

Bidders **must** initial each page of the General Conditions of Contract and submit with their bid document.

Part 6: Bidders National Treasury CSD registration report

Bidders to submit their CSD report indicating the validity of the bidder's registration.

Part 7: Reference Letters

The bidding company to submit the reference letters in the name of the bidding company as requested.

Part 8: Skills and experience of project team supervisors

The bidding company to submit two (2) comprehensive CVs of project team and relevant and valid certificates.

Part 9: Project plan on rotation of security officers

The bidding company to provide a detailed project plan and approach.

Part 10: PRISA Requirements

The bidding company to submit the required security officer's certificates.

Part 11: Provident Fund requirement

The Bidding Company to submit a valid provident fund letter.

1.7 NEGOTIATION

- 1.7.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.

1.8 REASONS FOR REJECTION

- 1.8.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.8.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:
 - 1.8.2.1 have abused the Supply Chain Management systems of SASSETA.
 - 1.8.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 1.8.2.3 have failed to perform on any previous contract and the proof exists.
- 1.8.3 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1. INTRODUCTION AND BACKGROUND

2.1.1. Safety and Security Sector Education and Training Authority (SASSETA) was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

2.2. PURPOSE

2.2.1. SASSETA requires a suitable and experienced physical security service provider to provide security services from 1 November 2023 until 31 October 2026.

2.3. SCOPE OF WORK

2.3.1. The successful service provider will be expected to deliver the following key requirements:

2.3.1.1. **Weekday (Day Shift)**- Monday to Friday (06h00 to 18h00) - two (2) X Security Officers: 1X Grade A Officer to discharge firearms and to be assisted by 1X Grade C Officer to (receive/scan visitors' and manage the visitors' register, monitoring of CCTV and foot patrolling)

2.3.1.2. **Week (Night Shift)** - Monday to Friday (18h00 to 06h00)- Two (2) X Security Officers: 1X Grade B and 1X Grade C.

2.3.1.3. **Weekend/holidays (Day Shift)** – Saturday, Sunday and Holiday (06h00 to 18h00)-Two (2) Security Officers: (1X Grade B and 1X Grade C).

2.3.1.4. **Weekend/holidays (Night Shift)** – Saturday, Sunday and Holiday (18h00 to 06h00)- Two (2) Security Officers: (1X Grade B and 1X Grade C)

2.3.1.5. Each Security Officer must have the necessary equipment for the provision of the service (e.g., Batons, Handcuffs, Necessary communication devices, Body Armour at least at night shift, rechargeable flashlight at night shift, Pepper spray, Handheld metal detector, etc.).

2.3.1.6. The bidder must provide security officers that are qualified to professionally conduct:

- Firearm discharge process, CCTV monitoring and supervision (Grade A and Grade B)
- Operate the security scanners (Grade C)
- Operate the attendance register system (Grade C)
- Frequent security checks (Grade C) on the stakeholders coming in and out of the building, and to perform patrols outside the building.

- 2.3.2. The service provider must provide security officers with professional security guard dress code as well as name tags.
- 2.3.3. The service provider must provide 24-hour armed response for SASSETA offices for the duration of the contract. SASSETA will procure the alarm system through a separate tender.
- 2.3.4. The service provider is expected to have an agreement with an armed response service provider within seven (7) days after appointment. The armed response must be able to respond within five (5) minutes of alarm triggered.
- 2.3.5. The service provider shall provide a detailed methodology (operational plan) to deliver the assignment.
- 2.3.6. The service provider shall have the capacity to manage employee register, visitors register, and assets declaration register.
- 2.3.7. The bidder shall have Grade A, B and C officers to deploy on site as required.
- 2.3.8. The service provider to ensure that all security officers are members of a provident fund for the duration of the contract.
- 2.3.9. Salaries must be in accordance with PSIRA rates for the duration of the contract.
- 2.3.10. Should an incident happen in SASSETA premises, service provider shall prepare and submit a report immediately, but not later than twelve (12) hours, to SASSETA.
- 2.3.11. Rotation of security guards twice a year (after every six months). The bidding company to provide a detailed project plan and approach on the execution of rotation of security officers.

2.4. PROVISION OF CONTINGENCY PLAN FOR LABOUR UNREST AND STRIKES ON SITE:

- 2.4.1. When the security service is interrupted or temporarily deferred because of any labour unrest, labour disputes, civilian disorder, a local or national disaster or any other cause, the service provider must ensure the activation and implementation of contingency plans until full and normal service is restored. The service provider must ensure that the company responds to the emergency situation in less than one (1) hour.
- 2.4.2. NB: The prospective bidder is required to provide a comprehensive contingency plan to illustrate how it would ensure the safeguarding of the SASSETA facilities and employees in the event of/or any labour unrest and strikes by either security officers or employees of SASSETA.
- 2.4.3. The security services to be rendered at the SASSETA Offices, currently situated at Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, Johannesburg, 2090.

2.5. PSIRA REQUIREMENTS

- 2.5.1. The bidding company/ close corporation/ partnership should be registered in terms of Section 20 of the PSIRA Act 2001 (Act 56 of 2001). **Valid copies of the bidding company /close corporation/ partnership registration must be submitted. Failure to submit the registration document may disqualify a bidder's submission.**
- 2.5.2. The prospective service provider's rates and costs for deployed security officers must be in line with the minimum PSIRA requirements. **Costs that are not in line with the minimum PSIRA requirements will be disqualified from further evaluation.**

- 2.5.3. Prospective Bidding Company must submit a valid letter indicating that their provident fund is in order. This correspondence must be valid at the bid closure date. The service provider may also be required to submit a valid original or copy of the letter of good standing at any given time during for the duration of the contract. **Valid copies of the certificate must be submitted. Failure to submit the document may disqualify a bidder's submission.**
- 2.5.4. All security officers supplied by the company/close corporation/partnership must be trained to the standards set out and regulated by PSIRA and by a training centre accredited by PSIRA. **(copies of the Grade A, B and C certificates to be attached for all proposed security Officers. Failure to submit these certificates may disqualify a bidder's submission)**

2.6. SKILLS AND EXPERIENCE OF THE BIDDING COMPANY AND THE PROPOSED TEAM

- 2.6.1. The bidding company to demonstrate a minimum of four (4) assignments in provision of physical security service backed by four (4) signed reference letters from different clients for each completed project on letterhead of the client. The reference letters need to be from clients where security services were rendered for 150 stakeholders and above. The reference letters to refer to the experience/ service of the bidding company. Bidders are to note the copies of Purchase Orders and/appointment letters will not be accepted as reference letters.
- 2.6.2. The bidding company to submit two (2) comprehensive CVs of project team supervisor's (Grade A PSIRA certificate) demonstrating a minimum of four (4) years' experience for each in supervising a team of security officers. CVs of team supervisors to demonstrate the projects where this experience was obtained.
- 2.6.3. The bidding company to provide a detailed project plan and approach on the execution of rotation of security officers for the duration of the contract.
- 2.6.4. A minimum of eight (8) valid PSIRA security officers' certificates to be deployed to SASSETA (including relievers) must be submitted as follows:
- Two (2) grade A valid PSIRA certificates
 - Two (2) grade B valid PSIRA certificates
 - Four (4) grade C valid PSIRA certificates
- ✓ **Bidders are required to provide the names and certificates of the security officers on the provided Annexure B.**

NB.: Bidders must identify who will undertake the two roles mentioned above (Team supervisor and Security personnel). Failure to identify these roles on the proposal will lead to loss of evaluation points)

2.7. TIMEFRAMES FOR DELIVERY OF THE WORK

- 2.7.1. The contract term will be from 01 November 2023 until 31 October 2026.
- 2.7.2. As and when there are any replacements, the grade levels are to be kept as per SASSETA's requirements. Failure to submit these valid PSIRA certificates may disqualify a bidder's submission).

2.8. MANDATORY PAYMENT OF SASSETA LEVIES

- 2.8.1. Security Companies whose payroll is R500 000,00 and above are expected to be paying their Skills Development Levies to SASSETA. Bidders are required to indicate their Levy-number with this bid. It is a requirement that levies have been paid and are up to date by the closing date of this tender. **Bidders who do not comply to this requirement may be automatically disqualified from the evaluation process.**

2.9. PRICING

- 2.9.1. Service Providers are requested to provide an all-inclusive cost of this project on the Company letterhead with the following clearly indicated:
- 2.9.1.1. Monthly rate per Security Officer per grade inclusive of all legislated costs applicable and VAT. **This must be in line with PSIRA rates. Rates that are below the PSIRA rates will be disqualified from evaluation.**
 - 2.9.1.2. Total rate per month for all Security Officers deployed to SASSETA (monthly invoice amount), inclusive of VAT. **This must be in line with PSIRA rates. Rates that are below the PSIRA rates will be disqualified from evaluation.**
 - 2.9.1.3. Once-off armed response radio link installation cost
 - 2.9.1.4. Monthly subscription costs for armed response services
 - 2.9.1.5. Total cost of all items above for the first year period- 01 November to 28 February 2024. The costs from March 2024 onwards will be revised as per the PSIRA Illustrative Contract Pricing Guidelines. The costs quoted to be inclusive of VAT.
- 2.9.2. The breakdown of all costs to be costed by all Bidders on the SBD 3.3.
- 2.9.3. Bidders are reminded that SASSETA will award the bid based on a bidder's **cost** and not hourly or daily rates, as per bullet above. The bidder to ensure delivery of the project within the required timeframes stipulated in the terms of reference.

2.10. ACCOUNTABILITY AND REPORTING

- 2.10.1. The service provider will report directly to the SASSETA Auxiliary Practitioner for the duration of the contract.

2.11. MINIMUM WAGE

- 2.11.1. The prospective service provider is required to pay the security officers deployed to this contract the minimum monthly salary as prescribed by legislation and PSIRA requirements. **Costs below the minimum PSIRA rates will be disqualified from further evaluation.**
- 2.11.2. SASSETA will check salaries paid to Security Officer from time to time. Bidders must be willing to ensure a transparent payment process for the duration of the contract.

- 2.11.3. Any non-compliance to stipulated minimum PSIRA rates shall lead to SASSETA not paying service provider invoices, and may eventually lead to the cancellation of the contract.

2.12. INTELLECTUAL PROPERTY

- 2.12.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

2.13. PROTECTION OF PERSONAL INFORMATION ACT

- 2.13.1. All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:
 - 2.13.2. All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.
 - 2.13.3. The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.
 - 2.13.4. SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.
 - 2.13.5. SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

3. PRESCRIBED SELECTION CRITERIA

3.1 Compliance with minimum requirements

3.1.1 All bids duly lodged will be evaluated to determine compliance with bidding requirements and conditions.

3.1.2 Conditions for selection/short listing

3.1.2.1 All submissions will be evaluated as follows:

3.1.2.1.1 Phase 1 – Service Providers to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- Submit two (2) valid grade A PSIRA certificates. **Failure to submit the registration document may disqualify a bidder's submission.**
- Submit two (2) valid grade B PSIRA certificates. **Failure to submit the registration document may disqualify a bidder's submission.**
- Submit four (4) grade C PSIRA certificates. **Failure to submit the registration document may disqualify a bidder's submission.**
- Submit valid copies of company/close corporation/partnership registration with PSIRA. **Failure to submit the registration document may disqualify a bidder's submission.**
- Submit an SBD 3.3 where salaries for deployed security officers are in line with the minimum PSIRA requirements. **Costs that are below the minimum PSIRA requirements will be disqualified from further evaluation.**
- submit a valid letter indicating that the company provident fund is in order at the time of bid closure date. **Failure to submit the document may disqualify a bidder's submission.**
- Bidders (where applicable) are required to indicate their Levy-number with this bid. It is a requirement that levies have been paid and are up to date by the closing date of this tender. **Bidders who do not comply to this requirement may be automatically disqualified from the evaluation process.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4 and SBD 6.1.
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal.

Important Note:

Non-compliance with the above mandatory requirements will lead to a disqualification at phase 1 of mandatory evaluation.

3.1.2.1.2 Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements as per the table below:

PROPOSED SELECTION CRITERIA

Functionality Evaluation

All proposals will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 2.
 0: Document/item not submitted; Unacceptable, does not meet set criteria; Weak, less than acceptable. Insufficient for performance requirements
 1: Satisfactory should be adequate for stated element
 2: Exceptional mastery of the requirement should ensure extremely effective performance

Element	Evidence	Functionality Evaluation	Functionality Weight	Total Score
The Bidding Company to demonstrate a minimum of four (4) assignments in provision of physical security service backed by four (4) signed reference letter(s) for each completed project(s) on letterhead of the client. The reference letters to refer to the experience of the bidding company. NB. Bidders who submit five (5) or more signed reference letters confirming provision of physical security service for all completed projects on letterhead of client will score maximum score. <u>Bidders are to note the copies of Purchase Orders and/appointment letters will not be accepted as reference letters.</u>	Company profile and signed reference letters	0 Bidding Company did not submit or submitted less than four (4) signed reference letters on the provision of physical security services. The reference letters to refer to the experience of the bidding company.	40	
		1 Bidding Company submitted four (4) signed reference letters confirming provision of physical security service for all completed projects on letterhead of client. The reference letters to refer to the experience of the bidding company.		
		2 Bidding Company submitted five (5) or more signed reference letters confirming provision of physical security service for all completed projects on letterhead of client. The reference letters to refer to the experience of the bidding company.		

<p>The bidding company to submit two (2) comprehensive CVs of team supervisors demonstrating a minimum of four (4) years' experience each in managing a team of security officers and specifying the projects where this experience was obtained.</p> <p><u>NB. Bidders who submit CVs that demonstrate five (5) or more years of experience each in managing a team of security officers will receive a maximum score.</u></p>	CVs of team supervisors	0	Proposal does not demonstrate who the team leaders are or CVs of team leaders are not submitted or the submitted CVs of demonstrate less than four (4) years' experience each in managing a team of security officers.	40	
		1	CVs provided demonstrate four (4) years' of experience for each in managing a team of security officers.		
		2	CVs provided demonstrate five (5) and more years' of experience for each in managing a team of security officers.		
<p>The bidding company to provide a detailed project plan and approach on the execution of rotation of security officers for the term of the contract.</p> <p><u>NB. Bidders who provide a detailed project plan and approach on the execution of rotation of security officers for the term of the contract will receive maximum score.</u></p>	Project plan and approach	0	The bidding company did not provide a project plan and approach on the execution of rotation of security officers for the term of the contract/the submitted project plan and approach does not relate to the scope of work or does not cover the term of the contract.	20	
		1	The bidding company provided a detailed project plan and approach on the execution of rotation of security officers for the term of the contract.		
Total				100	

Bidders need to obtain a minimum of 75% on functionality in order to be evaluated further on the 80/20 preference points system. Bidders who do not obtain 75% on functionality will be disqualified from further evaluation.

3.1.2.1.3 Phase 3 – Due Diligence – (Presentation/Site Visit)

Bidders who score 75% and above for functionality will be shortlisted for phase III of the evaluation process which will take place at the offices of the bidding company and also at one site from the submitted reference letters. Date and time to be confirmed with shortlisted bidder(s). Bidders are to make necessary arrangements to ensure that the proposed sites are available for the site visit.

Phase 3 – Due Diligence

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT
Suitability of the proposed submission	Rating out of 1	Evaluation criteria	
SASSETA will travel to the offices of the shortlisted bidders to confirm that the bidders have sufficient resources and capacity (e.g., offices, computer equipment, Batons, Handcuffs, Necessary communication devices, Body Armour, rechargeable flashlight, Pepper spray, Handheld metal detector, etc.) to service the SASSETA contract. (50 points)	0	Bidder does not have sufficient resources and capacity to service the SASSETA contract.	50
	1	The bidder has sufficient resources and capacity to service the SASSETA contract.	
SASSETA to travel to one site where the bidder has a contract currently and to confirm whether the security officers are on duty with required tools of trade (50 points) .	0	Bidder does not have site where a contract is currently in place and the security officers on duty do not have the required tools of trade.	50
	1	Bidder has a contract currently at a site and the security officers are on duty with required tools of trade.	

Bidders need to obtain a score of 100% for them to be evaluated further. Bidders who do not meet the 100% requirement will be disqualified from further evaluation.

3.1.2.1.4 Phase 4 – Price and Specific Goals points

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for specific goals:

Evaluation Criterion on Price and Specific goals points	
Relative competitiveness of proposed price	80
Specific goals	20
TOTAL FOR PRICE AND PREFERENCE	100

3.2 ADJUDICATION OF BID

- 3.2.1 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	RFP/SASSETA/23241102	CLOSING DATE:	29 September 2023
DESCRIPTION	Provision of physical security services for a period of three (3) years		
PROPOSALS TO BE EMAILED:			
Proposals to be submitted electronically via email to security@sasseta.org.za			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Mr. Mabolane Mankga	CONTACT PERSON	Mr. Mabolane Mankga
E-MAIL ADDRESS	security@sasseta.org.za	E-MAIL ADDRESS	security@sasseta.org.za
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

<p>1. BID SUBMISSION:</p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<p>2. TAX COMPLIANCE REQUIREMENTS</p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE – NON-FIRM PRICES**(Professional Services)**

NAME OF BIDDER:	BID NO.: RFP/SASSETA/23241102
CLOSING TIME: 11h00	CLOSING DATE: 29 September 2023

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

Security variable costs:

Item No.	Description	Unit costs (incl. VAT)	Total Monthly cost (incl. VAT)
#	DAY SHIFT		
1.	1X Grade A Security Officer	R	
2.	1X Grade C Security Officer	R	
#	NIGHT SHIFT		
3.	1X Grade B Security Officer	R	
4.	1X Grade C Security Officer	R	
Total monthly cost per invoice (Year 1)			R
Total cost for the four months period (Year 1) (1 November 2023 – 28 February 2024)			R
SASSETA and the appointed service provider will revise the security officer's rates effective March each year to be in line with the PSIRA Illustrative Contract Pricing Guideline.			

Fixed costs:

No.	Description	Monthly costs – inclusive of VAT	Total Four (4) months Costs (inclusive of VAT)
1.	Cost for armed response services (Year 1) (November 2023 to February 2024)	R	R
Annual costs from 01/03/2024 will be escalated by CPIX per a twelve month cycle.			

Item No.	Description	Qty	Unit Price (incl. of VAT)
1.	Once off cost for alarm radio link activation	1	R

Total bidding price (Security variable costs plus fixed costs) R (incl. of VAT) (The total price to be inclusive of all tools of trade. i.e. Batons, Handcuffs, Necessary communication devices, Body Armor at least at night shift, Flashlight at night shift, Pepper spray, Handheld metal detector, etc.)

Bidders are to record the names and surnames of the proposed team leaders on this assignment and ensure that comprehensive CVs of this members are attached to the proposal as follows:

NO	ROLE IN THE TEAM	NAME AND SURNAME (Bidders to indicate <u>one</u> (1) name per role below.	IS THE CV ATTACHED <i>(circle the response below)</i>	IS THE CERTIFICATE ATTACHED <i>(circle the response below)</i>
1.	1 X Team supervisor		Yes/No	Yes/No
2.	1X Team supervisor		Yes/ No	Yes/No

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in tableb

Full Name	Identity Number	Name of State institution

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

3. DECLARATION

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

¹ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to Bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable Bid will be used to determine the accurate system once quotations are received.

1.3 To be completed by the organ of state:

- 1.4 The maximum points for this quotation are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 **Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.**
- 1.6 The organ of state reserves the right to request a bidder, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

3.2.1 In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the quotation.

3.2.2 For the purposes of this quotation, the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:

Table 1: Specific goals for the bidder and points claimed are indicated per the table below.

Note to bidders: The Bidder must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)
Black People Ownership (100%)	10.00	
Black Women Ownership (>30% blacks)	5.00	
Enterprises located within Gauteng	5.00	
Total Points	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm.....

3.4 Company registration number:

3.5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

3.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the quotation, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF BIDDER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

- 1. As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:
 - a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
 - b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents
 - c) Certified copy/ies of Identity documents of the Company Directors
 - d) CSD report
 - e) medical report (if any)
 - f) declaration letter signed by the bidder.

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

10. BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) • To be signed by a duly Authorised Delegate.	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) • To be signed by a duly Authorised Delegate.	
3.	Part 3: Completed and signed the bidders disclosure (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the declaration of interest document)</i> • To be signed by a duly Authorised Delegate	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) • To be signed by a duly Authorised Delegate.	
5.	Part 5: Submitted the General Conditions of Contract (initialled each page)	
6.	Part 6: Submitted bidders National Treasury CSD registration report indicating the validity of the bidder's registration	
7.	Part 7: The bidding company to demonstrate a minimum of four (4) assignments in provision of physical security service backed by four (4) signed reference letters from different clients for each completed project on letterhead of the client. The reference letters need to be from clients where security services were rendered for 150 stakeholders and above. Reference letters to refer to the experience of the bidding company. <u>Bidders are to note the copies of Purchase Orders and/appointment letters will not be accepted as reference letters.</u>	
8.	Part 8: The bidding company to submit two (2) comprehensive CVs of project team supervisor's (Grade A PSIRA certificate) demonstrating a minimum of four (4) years' experience for each in supervising a team of security officers. CVs of team supervisors to demonstrate the projects where this experience was obtained.	
9.	Part 9: The bidding company to provide a detailed project plan and approach on the execution of rotation of security officers for the duration of the contract.	
10.	Part 10: The bidding company to submit following PSIRA requirements of security officers to be deployed at SASSETA (including relievers). Failure to submit all these certificates may disqualify a bidder's submission.	
	• Two (2) valid grade A PSIRA certificates,	
	• Two (2) grade B PSIRA certificates and	
	• Four (4) grade C PSIRA certificates	
	• The bidding company to submit valid copies of company/close corporation/partnership registration with PSIRA must be submitted. Failure to submit the registration document may disqualify a bidder's submission.	
	• The prospective service provider's salaries for deployed security officers must be in line with the minimum PSIRA requirements. Bidders to submit a quotation on their company letterhead in line with SBD 3.3. Costs that are below the minimum PSIRA requirements will be disqualified from further evaluation.	
11.	Part 11: The Bidding Company to submit a valid letter indicating that their provident fund is in order. This correspondence must be valid at the bid closure date. Valid copies of the certificate must be submitted. Failure to submit the document may disqualify a bidder's submission.	

12.	Part 12: Bidders to submit: NB.: Non-submission of the below-mentioned documents will lead to specific goal points NOT being awarded.	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit	
	Valid Companies and Intellectual Property Commission (CIPC) Company registration documents	
	Certified copy(ies) of Identity documents of the Company directors	
	Declaration letter signed by the bidder.	

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