

BID NO: SALGA/40/2016

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA) HEREBY REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SECURITY SERVICES AT SALGA FREE STATE OFFICES FOR A PERIOD OF 24 MONTHS.

CLOSING DATE: 28 OCTOBER 2016 AT 11:00

TENDERS CAN BE DEPOSITED IN THE TENDER BOX AT THE RECEPTION AT:

SALGA NATIONAL OFFICE

FIRST FLOOR, BLOCK B

MENLYN CORPORATE PARK

C/O GARSFONTEIN AND COROBAY AVENUE

WATERKLOOF GLEN

TEL: 012-369 8000

1. PURPOSE

The purpose of this document is to call for proposals from **Service Providers** to provide Security Services at SALGA Free State Offices for a period of 24 Months.

2. BACKGROUND TO SALGA

The South African Local Government Association (SALGA) is an autonomous association of municipalities with its mandate derived from the Constitution of the Republic of South Africa. This mandate defines SALGA as the voice and sole representative of local government. SALGA interfaces with both houses of parliament, the National Assembly and the National Council of Provinces (NCOP), the Executive (Cabinet) as well as provincial legislatures.

SALGA is an association not for gain recognised in terms of section 2(1) (a) of the Organised Local Government Act, 1997 (Act no.52 of 1997) to represent local government nationally and provincially. SALGA is further a public entity recognised in terms of the Public Finance Management Act 1999 (Act 1 of 1999).

3. INVITATION

Security Services, Service Providers are invited to send proposals to SALGA for consideration. In preparing a proposal, it is emphasized that a profile of the organisation together with the demonstrated expertise in the particular fields be submitted.

4. CONTRACT PERIOD

The period of appointment to the Service Provider is for a period of 24 months which may be renewed and extended by SALGA, for further periods, should the services prove to be of an acceptable standard, subject to a performance review.

5. SCOPE OF SERVICES

5.1 Security Services are required to secure office building. The building is occupied during normal office hours excluding weekends and public holidays. The service should be provided on a 24hours basis daily, seven days a week. Security Service required must include the following:

- Security officers with training and registered with the Security Officers Board
- Access control to the office building
- Secure the office building as well as the parking area
- Daily Site Patrol
- On-going observations and site audits
- On-going site assessments and recommendations
- Daily management visits
- On-going guards evaluations
- Incidents Reports
- Occurrence book needs to be updated all the times
- Preliminary and final investigation report on each incident
- Monthly minuted meetings
- Understand of Occupational Health & Safety requirements as well as Emergency Plans & Procedures
- Relief guards be availed

5.2. Post specific job description

- Prevent any person, by pursuing all possible and available means from committing an illegal and wrongful act which
- may result in damage to and loss of property on or any premise(s)
- Arrest any person who has committed an illegal or wrongful act on or at the site and any person whom security officer
- suspects has committed an illegal and wrongful act
- Report malfunctioning of or damage to anything on or guarded premise(s) which is the property of SALGA
- Do regular patrols on or at the premise(s) in order to make his/her presence obvious and to enable to execute duties
- Search of incoming and outgoing vehicles

5.3. Equipment Requirements

- Must always wear distinctive company uniform
- Batons, handcuffs and or paper spray
- two-way radio
- flash light
- Pocket books
- Entrance control books

6. General

- Bidders must be registered with the Private Security Industry Regulator Authority (PSIRA), and proof thereof must be submitted with the bid. Further verification will be conducted.
- The successful bidder shall be expected to maintain an active PSIRA registration throughout the contract duration
- Services must be performed to SALGA's satisfaction
- The successful bidder will be expected to enter into Service Level Agreement.
- The contract will be a performance-based contract reviewed every 12 months.

7. CONDITIONS OF TENDER

The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**

7.1 A contract will be signed with each member i.e. the Security Services Company appointed

7.2 Service Providers will be required to sign confidentiality and indemnity agreements with SALGA.

7.3 Service Providers are not guaranteed any work under this tender proposal.

7.4 SALGA reserves the right to interview Service Providers that are shortlisted for specific assignments.

7.5 SALGA may at its own discretion vary an instruction to include more work.

7.6 The Appointed Service Provider may not cede or assign any part of its agreement with SALGA nor subcontract any part of the work assigned to them without the prior written authorization of SALGA.

- 7.7 Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal
- 7.8 Service Providers must declare any interest it has in an assignment as well as declare any possible conflict of interest with SALGA in the pursuance of the proposed assignment
- 7.9 In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- 7.10 SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- 7.11 Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- 7.12 Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- 7.13 Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted
- 7.14 A valid original Tax Clearance Certificate issued by the South African Revenue Services is no longer a requirement as the tax compliance status of the bidder will be verified on the Central Supplier Database (CSD), so it is the responsibility of the bidder to ensure that their tax matters are in order and updated on CSD, bidders with a non-compliant status shall not be considered and may be disqualified.
- 7.15 The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission
- 7.16 Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA
- 7.17 Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 7.18 In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
- 7.19 All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 7.20 An original proposal, 3 copies of the proposal must be submitted with the bid.**
- 7.21 SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.
- 7.22 Completion of the Standard Bidding Documents stated herein below is **mandatory**, failure to do so **may** render your bid offer invalid.

7.23 Preference Points Claim form

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

7.24 Declaration of Interest

Form SBD 4 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

7.25 Declaration of past Supply Chain Management Practice

Form SBD 8 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

7.26 Certificate of Independent Bid Determination

Form SBD 9 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

7.27 Pricing Schedule

Form SBD 3.3. Price must be quoted in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements listed on the pricing schedule.

7.28 Invitation to Bid

SBD1 must be completed in full and signed

7.29 Supplier Registration.

Bidders must register on CSD. Find attached herein: The National Treasury Instruction Note of 4A of 2016/2017 Central Supplier Database.

Successful bidder will be expected to further submit a Bank Indemnity Form stamped by the bank in order to be registered in our database.

7.30 An original or certified copy of a valid BBBEE certificate must be submitted together with the bid offer

8. Evaluation

The following evaluation method will be used:

After the closing date of the bid invitation, an appointed evaluation committee of staff officials of SALGA and possibly other external parties will evaluate the proposals of the bidders.

The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Policy Framework Act of 2005 (As amended to BBBEE).

All proposals submitted will be evaluated on three categories:

- (i) Functionality (technical content)
- (ii) Price
- (iii) Compliance with the PPPFA goals

- Bids are evaluated in accordance with the preferential procurement Policy Framework Act (PPPFA), using the 90/10 split.
- Firstly, the assessment of functionality must be done in terms of the evaluation criteria and the minimum threshold value
- Of 60 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

- Thereafter, only the qualifying bids are evaluated in terms of the 90/10 preference points systems, 90 points will be used for
- price only and the 10 points are used for B-BBEE Status Level of Contribution.

The Point's breakdown is as indicated below. For functionality, the following criteria will be applicable and the maximum Value of each criterion is indicated as below:

All bidders will be evaluated on a criteria below and will be rated on the on a scale of 1-5 as follows:

1 = Poor; 2 = Average; 3 = Good; 4= Very Good; 5 = Excellent.

CRITERIA FOR FUNCTIONALITY	WEIGHT
<p>Past Experience: This refers to the experience of the Tenderer to undertake the scope of work involved in this tender. The Tenderer is required to provide details of previously undertaken work related to guarding services. (A brief description of the scope and scale of current and past projects undertaken, including three traceable references)</p>	40
<p>Team Capacity: The Tenderer should demonstrate the capacity of his/her team to carry out the work required in this tender. Each CV submitted should not be longer than 3 pages in total and should be structured as follows:</p> <ol style="list-style-type: none"> 1. Educational and professional qualifications in the security industry. 2. Name of previous employer/s and position in enterprise/s. 3. An outline of the relevant security projects involved in the industry. 4. Role in the services to be provided in this tender. 	40
<p>Structure and capability of the Company: Existing resources for carrying out the guarding, monitoring and stationed armed response duties within the Garden, methods of supervision and service delivery monitoring, risk management, legal compliance to all relevant legislation, number of existing guards and competency of each, approach to staff training and performance evaluations, control room availability for monitoring and response activation, SABS ISO Certification.</p>	20
Total for functionality	100

Bidders who score 60 (average) points and above will be considered in phase 2 of the evaluation.

Phase 2

Price will be converted to 90 using the formula prescribed in the 90/10 points system.

The remaining 10 points will be allocated in terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations.

Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Summary of the evaluation process:

CRITERIA	WEIGHT
Price	90
B-BBEE status level of contribution	10
TOTAL	100

9. SPECIAL CONDITIONS

- 9.1 SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
- 9.2 All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
- 9.3 SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.
- 9.4 SALGAs (general conditions of bid, contract and order) shall be applicable to this bid. The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment

10. COMPULSORY BRIEFING SESSION

A Compulsory briefing session it to be held as follows:

Date: 10 October 2016

Time: 11:00

Venue: SALGA (FREE STATE) 36 McGregor Street, East End, Bloemfontein.

11. ENQUIRIES AND SUBMISSION DETAILS

Any queries may only be directed to Nokulunga Neti on email: scm@salga.org.za

Bid documents must be submitted on or before 11h00 am on the specified closing date at SALGA National Offices located at First Floor, Block B Menlyn Corporate Park, 175 Corobay Avenue, Corner Garsfontein Road, Waterkloof Glen X11, Pretoria, 0181.

Please note that late bids will not be accepted.