



## human settlements

Department:  
Human Settlements  
**PROVINCE OF KWAZULU-NATAL**

### INVITATION FOR PROPOSALS

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY SERVICES FOR THE DEPARTMENT OF HUMAN SETTLEMENTS AT EAGLE BUILDING, 353 – 363 DR PRIXELY KASEME STREET FOR A PERIOD OF 12 MONTHS**

<b>BID NUMBER</b>	<b>ZNB10/2016/17HSE</b>
<b>CLOSING DATE</b>	<b>12 JUNE 2017 @ 11H00</b>
<b>BID BOX NO.</b>	<b>17 (SITUATED AT GROUND FLOOR, SAMORA HOUSE, 2 SAMORA MACHEL STREET, DURBAN)</b>
<b>COMPULSORY BRIEFING SESSION DATE</b>	<b>26 MAY 2017 – <u>NO DOCUMENT WILL BE ISSUED ON OR AFTER BRIEFING SESSION DAY</u></b>
<b>BRIEFING SESSION TIME</b>	<b>11H00</b>
<b>BRIEFING SESSION VENUE</b>	<b>9TH FLOOR BOARDROOM, EAGLE BUILDING, 353 – 363 DR PRIXELY KASEME STREET, DURBAN, 4001, AT 11:00</b>
<b>TECHNICAL ENQUIRIES</b>	<b>MR M. MZELEMU: 031 336 5115 MR E. NDABA: 031 336 5102</b>
<b>BID ENQUIRIES</b>	<b>MR. S. MTHEMBU 031 336 5169/ MRS R. GAFOOR 031 336 5142</b>

The KZN Department of Human Settlements hereby invites proposals from suitably qualified and experienced service providers with the requisite capacity for appointment as a service provider to render cleaning services for the Kwa-Zulu Natal Department of Human Settlements at Eagle Building for a period of 24 months.

Documents will be made available as from **12 May 2017 till 25 May 2017**. A non-refundable cash fee of R270-00 will be charged for the bid document. Payment must be made at cashiers office 1<sup>st</sup> floor, Samora House, 2 Samora Machel Street Durban, from 8h00 – 15h00. A receipt must be produced to the bid section at 5<sup>th</sup> floor, room 518 for issue of a bid document. Alternatively the bid document can be downloaded at no cost at [www.etenders.gov.za](http://www.etenders.gov.za). **No documents will be issued after 15h30 on 25 May 2017.**

The bidder or a person who is directly employed by the bidder and is suitably qualified and experienced to comprehend the implications of the work involved must represent the bidder at the compulsory briefing session.

**Bidders must furnish original bid documents at the briefing session venue as section J will be endorsed by the Department's official.**

#### 1. SCOPE OF WORK

A detailed scope of works is contained in the bid document

**THE BID WILL BE EVALUATED IN TWO STAGES AS FOLLOWS:**

## STAGE 1 – ELIGIBILITY CRITERIA

**IN ADDITION TO ALL REQUIREMENTS A COMPREHENSIVE COMPANY PROFILE AND PROPOSAL MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER STAGE 1 OF EVALUATION CRITERIA. FOR PROGRESSION TO STAGE 2, SERVICE PROVIDERS MUST SCORE A MINIMUM OF 60% OF TOTAL POINTS. PROFILE MUST HAVE TRACEABLE REFERENCES (PROJECT NAME, VALUE OF PROJECT, CONTACT PERSON, BUSINESS CONTACT NUMBER, FAX NUMBER, CELL PHONE NUMBER AND EMAIL ADDRESS) WITH A PROVEN TRACK RECORD. DOCUMENTARY PROOF OF COMPLETED CONTRACTS MUST BE ATTACHED.**

Key aspect of Eligibility	Basis for points allocation	Score	Max Points
Detailed Company Profile	Provide a structure indicating the key management personnel and key site personnel and their role and responsibilities.	Good	7 - 10
	Acceptable (in terms of above)	Fair	5 - 6
	Lacks the appropriate level of experience (in terms of above)	Poor	0 - 4
Response Plan	Provide response plan of the company showing sequence of actions to be taken in respect of any incident at the site that would delay, impede an adversary until backup support is provided.	Good	16 - 25
	Acceptable ( in terms of the above)	Fair	11 - 15
	Not an effective plan	Poor	0 - 10
Security Services Experience	On an original company letterhead, provide a list of contacts undertaken in the past 5 years, together with brief description of assignment and traceable references.	Good	16 - 25
	Acceptable (in terms of above)	Fair	11 - 15
	Lacks appropriate, applicable and relevant experience (in terms of above)	Poor	0 - 10
Resources and Equipment	Details of appropriate resources and equipment that is available to execute the required services. Provide details of resources and equipment that you will use for the required services.  The DOHS reserves the right to inspect and validate the above.	Good	16 - 25
	Acceptable (in terms of above)	Fair	11 - 15
	Does not have appropriate and adequate resources and equipment to execute the required service.	Poor	0 - 10
Financial Capacity	Provide proof of financial capacity to satisfactorily execute the services required in consideration that the DOHS has up to thirty days to make payment for services satisfactorily rendered. Provide brief details of contracts, stipulate amount, contract period and valid references. Provide last 2 year Audited financial statements.	Good	10 - 15
	Acceptable ( in terms of the above)	Fair	7 - 9
	Has not provided proof or lacks financial capacity.	Poor	0 - 6
<b>TOTAL</b>			<b>100</b>

**STAGE 2 – 80/20 PREFERENCE POINTS SYSTEM**

The 80/20 Preference Points System will be utilized. In terms of Regulation 6 (2) and 7 (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>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0