



KZN HUMAN SETTLEMENTS

INVITATION FOR PROPOSALS

APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY SERVICES FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS AT UGU DISTRICT OFFICES, FOR A PERIOD OF 12 MONTHS

BID NUMBER	ZNB44/2018/19HSE
CLOSING DATE	18 OCTOBER 2018 @ 11H00
BID BOX NO.	14 (SITUATED AT 12 TH FLOOR FOYER, EAGLE BUILDING, 353-363 DR PIXELY KA SEME STREET, DURBAN)
COMPULSORY BRIEFING SESSION DATE	04 OCTOBER 2018 – <u>NO DOCUMENT WILL BE ISSUED BY DEPARTMENT</u>
BRIEFING SESSION TIME	11H00
BRIEFING SESSION VENUE	DEPARTMENT OF HUMAN SETTLEMENTS, UGU DISTRICT OFFICE, MAIN BOARDROOM, 1254 FRERE ROAD, SHELLY BEACH, PORT SHEPSTONE.
TECHNICAL ENQUIRIES	MR M.E NDABA: 031 336 5102 / 0835645305
BID ENQUIRIES	MRS R. GAFOOR/ MRS MTHEMBU / MR MNQONDO/ MR BIYASE 031 336 5142, 5166, 5164, 5165

The Department of Human Settlements would like to enter into a contract with a reputable and experienced security company with the requisite capacity to render security services at UGU DISTRICT OFFICES for a period of 12 months.

This bid is limited to tenderers who will meet the following pre-qualification criteria (in terms of Preferential Procurement Regulations, 2017):

- (a) a bidder having a minimum B-BBEE status level 1;
- (b) an EME or QSE;

Note: A bid that fails to meet any pre-qualifying criteria stipulated above will not be considered.

Bid documents can be downloaded from E-tenders Publication Portal (www.e-tenders.gov.za) from 21 September 2018 alternatively use this link <http://www.etenders.gov.za/content/appointment-service-provider-render-24-hour-security-services-kzn-department-human-0>

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.

Detailed scope of work is available on 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 MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER STAGE 1 OF EVALUATION CRITERIA, FOR THE PROGRESSION TO STAGE 2, SERVICE PROVIDERS MUST SCORE A MINIMUM OF 50% OF TOTAL POINTS AND PROFILE MUST HAVE TRACEABLE REFERENCES 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
TOTAL			100

STAGE 2 – 80/20 PREFERENCE POINTS SYSTEM

The 80/20 Preference Points System will be utilized. 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0