



## KZN HUMAN SETTLEMENTS

### INVITATION FOR PROPOSALS

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS AT 24 MURCHISON STREET IN LADYSMITH FOR A PERIOD OF 2 YEARS.**

<b>BID NUMBER</b>	<b>ZNB 1148/2015HSE</b>
<b>CLOSING DATE</b>	<b>11 SEPTEMBER 2015 @ 11H00</b>
<b>BID BOX NO.</b>	<b>16 (SITUATED AT GROUND FLOOR, SAMORA HOUSE, 2 SAMORA MACHEL STREET, DURBAN)</b>
<b>COMPULSORY BRIEFING SESSION DATE</b>	<b>28 AUGUST 2015 – <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>KZN DEPARTMENT OF HUMAN SETTLEMENTS, 24 MURCHISON STREET, LADYSMITH.</b>
<b>TECHNICAL ENQUIRIES</b>	<b>MR M. MZELEMU: 031 336 5115/0721202900</b>
<b>BID ENQUIRIES</b>	<b>MR S. MTHEMBU 031 336 5169/ MRS R. GAFOOR 031 336 5142/ MR N.E. NGWENYA 031 3365157</b>

The KZN Department of Human Settlements hereby invites suitably qualified and experienced service providers with the requisite capacity for appointment as a service provider to provide security services for the KZN Department of Human Settlements at 24 Murchison Street in Ladysmith for a period of 2 years.

Documents will be made available as from **14 August 2015 till 27 August 2015**. A non-refundable cash fee of R180-00 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. **No documents will be issued after 15h30 on 27 August 2015.**

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.**

The successful applicant will be required to enter into a Bilateral Agreement with the Department Of Human Settlements.

The following are the requirements to be undertaken by appointed service provider:

- 1. BUILDING PATROL**
- 2. ACCESS AND EXIT CONTROL ON THE ENTRANCE TO THE FLOORS OF THE BUILDING AND PARKING AREA**
- 3. PARKING FACILITIES:**
- 4. SAFE CUSTODY OF DEPARTMENTAL ASSETS**
- 5. FIRE ARMS / WEAPONS**

## 6. SECURITY EQUIPMENT/ REGISTERS

## 7. FIRE DETECTION, REACTION TO ALARMS OTHER EMERGENCIES

## 8. INTERNAL PATROL OF BUILDING

## 9. CLOSURE OF BUILDING AND ENTRY AFTER HOURS

## 10. SECURITY PERSONNEL REQUIREMENT

PERIOD	DESCRIPTION	GRADE	QUANTITY
Monday To Friday 06:00 To 18:00	Security Guards	C	1
Saturday, Sundays & Public Holidays 06:00- 18:00	Security Guards	C	1
Monday To Sunday 18:00 To 06:00	Security Guards	C	1

Service Providers must comply with legislative and governmental policy requirements and be registered with the KZN Provincial Treasury Suppliers Database and PSIRA.

The evaluation criteria will be a two stage process. Stage 1 mandatory requirements. Stage 2 will be evaluated in terms of PPPFA.

1. Bids must be on the official original Bid Document which shall be completed in all respect and all information must be supplied as stipulated on the Bid Document.
2. Bids must be submitted on separate sealed envelope into bid box no.16 in foyer.
3. The bid number and closing date must be endorsed on the envelope.
4. The name and address of the bidder must be endorsed on the envelope.

### STAGE 1 – MANDATORY REQUIREMENTS

NUMBER	DESCRIPTION
1.	For the purpose of this contract, Company's Supervisors and Security Officers must be registered with Private Security Industry Regulatory Authority (PSIRA).
2.	Company to be insured against public liability (minimum amount of R 1 000 000.00).
3.	Company to be registered with the Private Security Industry Regulatory Authority – PSIRA. (Attach certificate copy).
4.	Company to attend the compulsory briefing and site meeting.
5.	Supervisors and Security Officers to have undergone and passed formal training.

**STAGE 2:** The 90/10 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.