



KZN HUMAN SETTLEMENTS

INVITATION FOR PROPOSALS

APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY SERVICES: RIVERVIEW HOUSING DEVELOPMENT FOR A PERIOD OF 12 MONTHS.

BID NUMBER	ZNB 1149/2015HSE
CLOSING DATE	14 SEPTEMBER 2015 @ 11H00
BID BOX NO.	15 (SITUATED AT GROUND FLOOR, SAMORA HOUSE, 2 SAMORA MACHEL STREET, DURBAN)
COMPULSORY BRIEFING SESSION DATE	31 AUGUST 2015 – <u>NO DOCUMENT WILL BE ISSUED ON OR AFTER BRIEFING SESSION DAY</u>
BRIEFING SESSION TIME	11H00
BRIEFING SESSION VENUE	RIVERVIEW SOCIAL HOUSING DEVELOPMENT, 550 BRAMCOTE ROAD, CATO MANOR, DURBAN
TECHNICAL ENQUIRIES	MR M. MZELEMU: 031 336 5115 MR D. NAIDOO: 031 319 3639
BID ENQUIRIES	MR S. MTHEMBU 031 336 5169/ MRS R. GAFOOR 031 336 5142/ MR N.E. NGWENYA 031 3365157

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 24 hour security services at Riverview Housing Development for a period of 12 months.

Documents will be made available as from **14 August 2015 till 28 August 2015**. A non-refundable cash fee of R310-00 will be charged for the bid document. Payment must be made at cashiers office 1st floor, Samora House, 2 Samora Machel Street Durban, from 8h00 – 15h00. A receipt must be produced to the bid section at 5th floor, room 518 for issue of a bid document. **No documents will be issued after 15h30 on 28 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 enter into a bilateral agreement with the Department of Human Settlements.

The summarised requirements and task analysis of the functions to be fulfilled by the appointed company is appended hereunder:-

SCOPE OF WORKS

- Control and monitoring access control of both lower and upper gates to and from the estate
- prevention of the return of illegal residents and the arrest and processing of persons found on the estate acting in contravention of the court order
- Recording the details of all visitors in a register
- Searching all visitors prior to entry to the premises for firearms and weapons, as well as prior to leaving the premises
- Escorting visitors to and from the premises and ensuring personal safety of bona fide visitors to the estate

- Ensure security of the property against damage/vandalism and prevent criminal incursion onto the estate
- Patrolling/inspecting the building and outer perimeter on an hourly basis
- Check and report on the condition of perimeter fence, broken windows and vandalism, that external lights are illuminated during hours of darkness

REPORTING PROCEDURE

- All incidences of security breaches are to be recorded in an Occurrence book provided by the service provider to its employees on site.
- All occurrences as recorded in the Occurrence book must be reported to the DoHS Security Manager within 48 hours.
- Service provider is to provide a monthly report on the security activities and challenges to the DoHS Security Manager.
- Cases of emergency must immediately be reported to the DoHS Security Manager and the relevant authorities

**SECURITY PERSONNEL REQUIREMENTS: 24 HOURS SECURITY GUARDS
DAYSHIFT – MONDAY - FRIDAY**

DESCRIPTION	FREQUENCY DAILY	QUANTITY
Grade C - Security Officers with firearm competency	06H00 TO 18H00	8
Grade B - Supervisor (Senior Security Officer) with firearm competency	06H00 TO 18H00	1
DAYSHIFT – Saturday, Sunday and Public Holidays		
Grade C - Security Officers with firearm competency	06H00 TO 18H00	8
Grade B - Supervisor (Senior Security Officer) with firearm competency	06H00 TO 18H00	1
NIGHTSHIFT – 7 days per week		
Grade C - Security Officers with firearm competency	18H00 TO 06H00	8
Grade B - Supervisor (Senior Security Officer) with firearm competency	18H00 TO 06H00	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 is eligibility criteria with a minimum score of 60% to progress to stage 2. 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.15 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 – 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 PROGRESSION TO STAGE 2, SERVICE PROVIDERS MUST SCORE A MINIMUM OF 60% OF TOTAL POINTS AND PROFILE MUST HAVE TRACEABLE REFERENCES (PROJECT NAME, VALUE OF PROJECT, CONTACT PERSON, BUSINESS CONTACT NUMBER, BUSINESS FAX NUMBER, CELL PHONE NUMBER, AND EMAIL ADDRESS). DOCUMENTARY PROOF OF COMPLETED CONTRACTS MUST BE ATTACHED

Key aspect of Eligibility	Basis for points allocation	Score	Max Points
Detailed Company Profile	Provide details of company and of key management personnel and summary of roles and responsibilities. Provide organisational capacity/ structure and summary of the role and responsibilities of Site Manager, Supervisor and security personnel on duty. Provide proof of current registration/ confirmation letter of good standing with PSIR.	Good	7 - 10
	Acceptable (in terms of above)	Fair	5 - 6
	Lacks the appropriate level of experience (in terms of above)	Poor	0 - 4
Security Services Experience	On an original company letterhead, provide a list of current to last contracts held/work undertaken 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 are available to execute the required services. Provide inventory list as follows and indicate whether owned or leased: <ul style="list-style-type: none"> ➤ Vehicle number, type and model ➤ Two way radios ➤ Company cellphones ➤ Hand held scanners ➤ Batons ➤ Licenced firearms and type ➤ Riot gear and armory The DOHS reserves the right to inspect and validate the inventory list.	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 details in respect of your financial capacity to undertake this service. List 3 major contracts currently executed by your company. Provide brief details of contracts, stipulate amount, contract period and valid references.	Good	10 - 15
	Acceptable (in terms of the above)	Fair	7 - 9
	Has not provided proof or lacks financial capacity.	Poor	0 - 6
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 back support is provided.	Good	16 - 25
	Acceptable (in terms of the above)	Fair	11 - 15
	Not an effective plan	Poor	0 - 10
TOTAL			100

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.