



KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

INVITATION FOR PROPOSAL

APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY GUARDING SERVICES FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS AT UMKHANYAKUDE DISTRICT OFFICE, JOZINI, FOR A PERIOD OF 36 MONTHS.

BID NUMBER ZNB106/2023/24HSE
CLOSING DATE 24 NOVEMBER 2023
BID BOX NO. 01 (SITUATED AT THE 12TH FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001).

COMPULSORY BRIEFING SESSION: **DATE:** 10 NOVEMBER 2023
TIME: 11:00AM
15836 OFF MAIN ROAD
UMKHANYAKUDE DISTRICT
JOZINI

BID DOCUMENTS Bid document can be downloaded from www.kzndhs.gov.za/tenders/advertisements or [www.etenders.gov.za/browse/opportunities/currently advertised](http://www.etenders.gov.za/browse/opportunities/currently-advertised). **NOTE (NO BID DOCUMENTS WILL BE ISSUED BY THE DEPARTMENT).**

TECHNICAL ENQUIRIES MR E. NDABA: 031 336 5102

BID ENQUIRIES MRS R. GAFOOR 031 336 5142/MR. J. MNQONDO 031 336 5164/ MR. S. MKHIZE 031 336 5241/ MR. S. BIYASE 031 336 5165/ MR. V. MKHWANAZI 031 336 5420.

Step 3 - Eligibility Criteria

A COMPREHENSIVE COMPANY PROFILE / PROPOSAL MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER EVALUATION CRITERIA. THE PROFILE / PROPOSAL MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. DOCUMENTARY PROOF OF COMPLETED PROJECTS MUST BE ATTACHED. IN CASES WHERE THERE ARE TEAMS, DETAILED CURRICULAM VITAE OF ALL KEY PERSONNEL IS REQUIRED. A MINIMUM OF 60% IS REQUIRED IN ORDER TO QUALIFY.

Key aspect of Eligibility	BASIS FOR POINT ALLOCATION	Score	Max Points
Detailed Company Profile	Provide company organogram indicating management as well as the summary of their responsibilities, to include the following key personnel: <ul style="list-style-type: none"> • Security Manager=2 points • Site Manager=2 points • Supervisor= 2 points • Control Room Operator =2 points • Security guards =2 points Company organogram provided 4 -5 key personnel as indicated above	Good	8-10
	Company organogram provided 3 key personnel as indicated above	Fair	6
	Company organogram provided 1-2 key personnel as indicated above		0-4
	Company organogram does not have any key personnel=0 points	Poor	0
Response Plan	Provide a plan detailing what the company will do in the event of the following: <ul style="list-style-type: none"> • Security breach = 5 points • Labour unrest and picketing = 4 points • Fire and bomb scare = 4 points • The role of the control room during natural disaster = 3 points • Threat and Risk Assessments by the service provider = 5 points • Operational plan and security standing orders = 4 points Detailed response plan provided	Good	16-25
	Response plan moderately covers key aspects as above	Fair	9-15
	Response plan does not adequately cover the key aspects		0-8
	No response plan = 0 points	Poor	0
Security Services Experience	<ul style="list-style-type: none"> • Provide 5 references in a letterhead of the company where similar work has been undertaken. (Letters must indicate brief description, value of the project, contract period, be signed and have contact details of the company.) 4-5 reference letters Service provider has extensive security related experience	Good	20-25
	Service provider has moderate security related experience 2-3 reference letters.	Fair	10-15
	Service provider has limited security related experience 1 reference letter	Poor	5
	No reference letters = 0 points		0

Resources and Equipment	<ul style="list-style-type: none"> • Equipment available at the disposal of the service provider to effectively execute the contract, that include but not limited to the following: <ul style="list-style-type: none"> • Base radio x 1 = 5 points • Handheld radio x 1 = 2 points • Handheld scanner x 1 = 2 points • Baton sticks x 2 = 4 points • Handcuffs x 2 = 2 points • Pepper spray x 2 = 2 points • Pen (Black & Red) x 4 = 2 points • Torches x 2 = 2 points • One company cell phone with R59 airtime at all times = 4 points <p>Service provider has sufficient or over and above the required equipment to execute the contract</p>	Good	16-25
	Service provider has limited resources and equipment to execute the contract	Fair	9-15
	Service provider does not have the required resources and equipment to execute the contract	Poor	0-8
	Provided 0 equipment = 0 points		0
Financial Capacity	<ul style="list-style-type: none"> • Bank rating of the company indicating specific category. <p>Category A</p>	Good	15
	Category B	Fair	12
	Category C / Letter of good standing with the bank	Poor	08
	Did not provide bank rating letter		0
Total			100