



## ***National Empowerment Fund***

**RFP No: NEF 05/2015**

**REQUEST FOR PROPOSAL: PROVISION OF  
SECURITY SERVICES**

**CLOSING DATE : 22/04/ 2016**  
**TIME : 14H00**

## CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS TENDER

### 1. Proprietary Information:

The National Empowerment Fund (NEF) considers this tender and all related information, either written or verbal, which is provided to the Bidders, to be proprietary to the NEF. It shall be kept confidential by the Bidders and its officers, employees, agents and representatives. The Bidders shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of NEF.

### 2. Enquiries

All communication and attempts to solicit information of any kind relative to this tender should be channeled to names provided below:

**Contact person (all questions should be in writing)**

**Enquiries can be directed to:**

Name: Ms Kedibone Mboweni

Head: Supply Chain Management

Telephone Number Office: +27 11 305 8000

Fax Number: +27 11 305 8001

Email address: [mbowenik@nefcorp.co.za](mailto:mbowenik@nefcorp.co.za)

**Technical Enquiries can be directed to:**

Name: Mr. George Rabothata

OHS & Security Manager

Telephone Number Office: +27 11 305 8000

Fax Number: +27 11 305 8001

Email address: [rabohtata@nefcorp.co.za](mailto:rabohtata@nefcorp.co.za)

### 3. Medium of Communication

All the documentation submitted in response to this tender must be in English.

## CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS TENDER

### 4. Verification of Documents

Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The NEF will not be liable for any loss which may occur as a result of any pages or information missing or duplicated from or within the submission.

### 5. Validity Period

Responses to this Request for Proposal received from Bidders will be valid for a period of **120 days**, calculated from the closing date of the tender.

### 6. Submission of Tenders

6.1 Tenders should be submitted in **duplicate** in a sealed envelope endorsed, **“(TENDER NEF 05/2015 PROVISION OF SECURITY SERVICES)”**. The sealed envelope must be placed in the tender box at the Main Reception area of the NEF West Block, 187 Rivonia Road Morningside by no later than **14h00** on **22 April 2016**. **A compulsory briefing session will be held on 12 April 2016 at 11:00 AM at the NEF’s Offices.**

6.2 The closing date, company name and the return address must also be endorsed on the envelope.

6.3 If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box. The NEF takes no responsibility of late/lost submission due to delays in postal and courier services used by the applicants.

6.4 No tender received by telegram, telex, email, facsimile or similar medium will be considered.

- 6.5 Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered.
- 6.6 In the event that the Bidders wish to amend their submissions once made, an envelope marked "Amendment to tender" together with the other details as required above may be placed in the tender box. Such amendment must reach the NEF before the closing date. No amendment will be accepted after such closing date unless such amendment is as a result of a specific request from the NEF.
- 6.7 The Bidders are responsible for all the costs incurred in relation to the preparation and submission of the tender document including any related amendment, even in the event where such amendment is as a result of a specific request from the NEF.
- 6.8 A list of all references (minimum of 3) with contact details must be included in the tender document.
- 6.9 An original valid Tax Clearance certificate must be included in the tender document. Failure to submit a certificate would render your tender invalid.
- 6.10 A copy/ies of certificates from any professional bodies that you are affiliated to must be attached to the response to this tender.
- 6.11 The following information also needs to be provided with the tender document:
- Names and details of Senior Management.
  - Organogram of your organization.
  - Shareholders Certificate.
  - Details of employees at an Operational Level.
  - Percentage of ownership by:
    1. Black Shareholders
    2. Black Women
    3. White Women

- 6.12 The NEF is entitled to amend any tender conditions, the validity period, any specifications, or extend the closing date of tenders before the closing date. All Bidders, to whom tender documents have been issued, will be advised timeously, in writing, of such amendments.
- 6.13 The NEF shall not be obliged to accept the lowest offer or proposal received. The NEF reserves the right to enter into negotiations with a prospective vendor in relation to any terms and conditions, including the price of a prospective contract.
- 6.14 The NEF reserves the right to award this tender to an empowered entity or may award this tender on condition that a joint venture with an empowerment entity is formed.
- 6.15 The NEF may in its sole discretion determine how the tender will be awarded to the successful Bidders. Where the NEF deems fit, the tender may be awarded to Bidders in relation to specific portion of the terms of reference and in certain cases in relation to the entire terms of reference without having to furnish specific reasons. The NEF also reserves the right not to award the tender at all without having to furnish specific reasons.
- 6.16 The Bidders hereby offer to render all or any of the services described in this tender document to the NEF on the terms and conditions and in accordance with the specifications stipulated in this tender document. This tender document and the tenderer's response thereto shall form part of any service level agreement that may be concluded between the NEF and the bidders. In the event of conflict between such documents, the service level agreement shall take precedence over all other documents.
- 6.17 Bidders submitted must be signed by the duly representative of those Bidders, as evidenced by an authorising resolution or such similar document, a certified copy of which document, must be submitted with the tender.

- 6.18 The Bidders may be required by the NEF to prepare for a possible presentation and the Bidders shall be notified thereof no later than 4 (four) days before the actual presentation date.
- 6.19 The Bidders hereby agree that the offer herein shall remain binding upon them during the validity period. This Proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
- 6.20 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her tender response, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 6.21 The bidder hereby accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this tender as the principal(s) liable for the due fulfillment of this tender and any contract that might be concluded pursuant hereto.
- 6.22 **Bidders are required to register on the National Treasury Database as per National Treasury Circular No 3 of 2015/2016 – Central Supplier Database (CSD).**

**CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS TENDER**

Name of your Company (in block letters)	
Signature(s) of the Bidders or assignee(s)	
Name of person signing (in block letters)	
Capacity	
Are you duly authorized to sign this tender?	
Company Registration Number	
VAT Registration Number	
Postal address (in block letters)	
Physical address (in block letters)	
Domicillium citandi et executandi in RSA (full) street address) (in block letters)	
Contact Person	
Telephone Number	
Fax Number	
Cell Number	
E-mail	

**\*Failure to comply with any of the terms and conditions as set out above will invalidate the tender.**

## 7. EVALUATION CRITERIA

Tenders shall be evaluated in terms of the following parameters and shall be scored on the weightings stated below. Bidders will need to score a minimum of **60 points** in order to be evaluated further.

<b>Technical</b>	<b>100</b>
<ul style="list-style-type: none"> <li>Physical Security Experience, and Skills with customer focus</li> </ul>	40
<ul style="list-style-type: none"> <li>Accreditation by relevant legislative bodies: provide proof</li> </ul>	15
<ul style="list-style-type: none"> <li>Competitive edge e.g. turnaround times and track record, armed response capacity and 24/7/ availability service.</li> </ul>	25
<ul style="list-style-type: none"> <li>Compliance to minimum wage as per Psira recent requirements</li> </ul>	10
<ul style="list-style-type: none"> <li>At least provide 3 references of current administrative sites where you providing service.</li> </ul>	10

<b>Pricing 90</b>
<ul style="list-style-type: none"> <li>Prices must be based on the South African Rand</li> <li>Prices must be VAT inclusive</li> <li>Prices must clearly indicate a breakdown of fees, expenses and contingency where applicable</li> </ul>
<b>BEE 10</b>
<ul style="list-style-type: none"> <li>BEE scoring will be done in line with the new codes of good practice</li> </ul>

## WEIGHTINGS

### 90/10 Preference Point System

All tenders that will achieve the minimum qualifying score (acceptable tenders) will be evaluated further in terms of the preference point system as follows:

<b>CRITERIA</b>	<b>POINTS</b>
Price	90
BEE	10
<b>TOTAL</b>	<b>100 points</b>



**SECTION: 2**  
**TERMS OF REFERENCE / SCOPE OF SERVICE**

**2.1 Preamble**

The National Empowerment Fund Act No.105 of 1998 established the National Empowerment Fund Trust (NEF), for the purpose of promoting and facilitating economic equality and transformation, by providing development finance for Black empowered South African businesses and by designing investment products in promoting savings and investment activity amongst Black South Africans. The NEF is an agency of the Department of Trade and Industry (**the Dti**) and is committed to the implementation of the Broad Based Black Economic Empowerment Act, Act 55 of 2003, and the Codes of Good Practice.

**2.2 Scope of the Services**

<b>Number of Guards to be deployed per shift</b>		<b>PSIRA Grading</b>
<b>DAY SHIFT</b>		
Day shift - Monday to Friday Over the weekends & holidays the shift will be reduced to 4 guards day shift	7 x grade B guards 1 x grade A (Supervisor on site)	Grade B Grade A Both Grades A & B must have a driver's licence and be unarmed
<b>NIGHT SHIFT</b>		
4 x Night shift 24/7	3 x grade B – (guards) 1 x grade A (Supervisor on site)	Grade B Grade A Both Grades A & B must have a driver's licence and be unarmed

**General Security Guards Job description**

**All security guards must :**

1. Be unarmed and properly trained
2. Be able to use the metal detector system for access control purpose.
3. Be computer literate;
4. Be able to conduct access control at the main entrances;
5. Be In full clean uniform 24 hours 7 days a week (t-Shirt and caps are not allowed) ;
6. Be able to prevent entry of unauthorized persons including hawkers, vendors, animals and etc.(approval for authorisation must be granted by Facilities Management);
7. Be able to capture of visitors and contractors on the computer provided; (within 2 minutes)
8. Register for after hours and weekend visitors including staff members must be completed; ( visitors must be escorted or be picked by the host at security point)
9. Conduct Inspection and patrol during working hours and after hours in the building and around the premises; record movements in the Occurrence Book (OB).
10. Record all incidents, collections and drop off parcels in the occurrence book (keep record);
11. Escort contractors in the building; ( important)
12. Monitor CCTV and react to incidents accordingly;
13. Report all security breaches to NEF Security Manager;

14. React positively to instructions without compromising security measures;
15. Not borrow anyone your access card; ensure you accompany a person/visitor to the area they want to go. Note that there are some restricted areas, record your movement and purpose
16. Secure the assets of NEF against theft and misappropriation;
17. Check boardroom after hours for possible projectors, and other valuables that may be left unattended. (Confiscate them and keep record in the OB.)
18. Collect any equipment and or valuables left in boardrooms or meeting rooms, record them and hand them over to NEF Security Manager.
19. Ensure all after hour's visitors are captured and manually recorded in the access control register. No visitor is allowed at the workstations unless permission granted by the department manager.
20. Regulate incoming and outgoing movement and patrol parking area
21. Close all windows and doors after hours and record them in the OB
22. Assist NEF security in crime prevention and report unlawful activities to the NEF Security and record such report in the OB and report to your control room
23. Assist NEF in handling emergencies like fire, flood, earthquake etc (Ensure securities deployed are trained with regards to the above.)
24. Note that NEF is a gun free zone; therefore no firearm is allowed in the premises. All fire arm to be declared and confiscated, stored safe in the gun safe available at security front desk.

25. Check backup generator level of Diesel, record information in the OB and inform NEF Security Manager
26. Monitor backup Water Tank, the level of Water and inform Facilities Manager daily.
27. Check backup water tank compression system.
28. Assist in handling VIP's and escorting them within and around the building as may be directed by NEF representative.
29. Cooperate with campus security guards and ensure that they do not disturb/distract you while you are on duty especially during night shift.
30. Be prepared to work overtime in the building and at external venues where NEF handles functions
31. Conduct after hours inspection on NEF vehicles left in parking area
32. Ensure you complete vehicle key register to ensure all drivers book vehicles accordingly
33. 24/7 patrolling parking and around the building; keep record in the OB.
34. Security guards to be posted at the parking area and another at the visitors parking daily.
35. Ensure all security guards wear Security reflectors as part of their daily uniform.
36. Contracted Security Service provider management or his delegate to sign in the occurrence register to confirm staffing per shift daily.
37. Confirm that they understand their job description in the OB. This must be done daily when they report for duty.

38. Also sign in the OB confirming that the security on duty are sober and they know their responsibilities and have read the Job Description.
39. Security guards on duty will use a Guard Monitoring System as an added value service to help patrol the sensitive points.
40. Team work is most important for accomplishing safe and secure environment

### **Management Responsibilities**

41. Security Service provider must take note of above Job Description and ensure that Guards adhere to the Job Description at all times.
42. Security service provider management or his delegate to sign in the occurrence register to confirm staffing for the shift.
43. Service provider management delegate to ensure they attend monthly security meeting with NEF Security Manager.
44. Contract Management meeting will be held once a quarter to review the service rendered.
45. All guards to be deployed must have SAPS security clearance prior to deployment.
46. Guards deployed on site must be paid on time, if challenges are encountered notify guards five days before in writing and notify NEF Security Manager also.

A site inspection certificate will be issued during the briefing session and must be completed and submitted with the tender (compulsory). None attendance to the briefing session will invalidate the tender. The service provider will report directly to the OHS & Security Manager (Mr. George Rabothata).

**OTHER CONDITIONS**

- Any proposals received in response to this bid remain the property of the NEF
- The successful bidder will be required to sign a Service Level Agreement (SLA).
- Please note that any enquiries must be directed via e-mail and will only be responded to at the compulsory briefing session and thereafter only by e-mail of which the response will be copied to all other bidders.
- Please note that shortlisted bidders might be subjected to a site inspection/ visit.

**Please note: Attendance of the briefing is compulsory and bids of prospective bidders who do not attend the briefing will be disqualified in the adjudication of the bid.**

Technical objectives will form part of the Service Level Agreement.

The contract duration will be for 3 years (36 months)

**SECTION: 3**

**PRICE STRUCTURE**

The bidder must provide their indicative pricing in the tables below (A separate pricing schedule may also be attached as part of your proposal):

**NB : THIS QUESTIONNAIRE MUST BE COMPLETED BY ALL BIDDERS. FAILURE TO COMPLY MAY INVALIDATE THE BID**

1. <b><u>WAGES (per month)</u></b>		
1.1	Basic Salary per Security Guard per month	R.....
1.2	Hourly rate per Security Guard	R.....
1.3	Leave pay	R.....
1.4	Sick leave	R.....
1.5	Public holidays	R.....
1.6	Any other allowances (specify) ..... .....	R..... R.....
1.7	<u>Any other expenditure based on wages :</u>  UIF Compensation Fund	R..... R.....
	<b>TOTAL MONTHLY COST PER GUARD</b>	R.....
	<b><u>TOTAL FOR WAGES</u></b>	R..... per month (ALL GUARDS)
2.	<b><u>TRANSPORT</u></b>	R..... per month
3.	<b><u>MATERIAL &amp; EQUIPMENT &amp; ACCESSARIES</u></b>	R..... per month
	<b><u>TOTAL BID PRICE</u></b>	R..... per month

Name of Bidder : ..... Signature : .....

**SECTION: 4**

**BLACK ECONOMIC EMPOWERMENT**

**BBBEE Supplier Assessment Form**

Trading name of entity \_\_\_\_\_

Contact person \_\_\_\_\_

Physical Address \_\_\_\_\_

\_\_\_\_\_

Contact telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

Percentage black shareholding (where applicable) \_\_\_\_\_

Percentage black women shareholding \_\_\_\_\_

Percentage white women shareholding \_\_\_\_\_

Do you fall within a gazetted industry charter? \_\_\_\_\_

Are you a Qualifying Small Enterprise?  
(Annual turnover between R5 million and R35 million) \_\_\_\_\_

Are you an Exempt Micro Enterprise?  
(Annual turnover less than R5 million) \_\_\_\_\_

\_\_\_\_\_

**Please attach the BBBEE rating / scorecard certificate.**

I, the undersigned, certify that the information contained in this document is accurate and correct. I am fully responsible for any misrepresentation in this document and am aware of the repercussions that may arise as a result of such a misrepresentation.



Name: \_\_\_\_\_ ID Number/Passport Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

**LIST OF TENDER RETURNABLES (BUT NOT OTHER SUPPORTING DOCUMENTS)**

- Original valid Tax Clearance Certificate
- Declaration of Interest form
- Declaration of tenderer’s past supply chain management practices
- BEE credentials / rating certificate
- Completed and signed tender document
- A copy/ies of any professional bodies that you are affiliated to
- Signed compulsory briefing session certificates
- The following information also needs to be provided with the tender document:
  - Names and details of Senior Management.
  - Shareholders Certificate.
  - Details of employees at an Operational Level.
  - Percentage of ownership by:
    1. Black Shareholders
    2. Black Women
    3. White Women

**Failure to submit the required documents will result in the proposal being non compliant and will be disqualified.**

**Declaration of tenderer’s past supply chain management practices**

1 This tender may be disregarded if the tenderer, or any of its directors have:

- Abused the institutions supply chain management systems;
- Committed fraud or any other improper conduct in relation to such a system; or
- Failed to perform on any previous contract

2 In order to give effect to the above, the following questionnaire may be completed and submitted with the tender

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).		
4.1.1	If so, furnish particulars		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, <a href="http://www.treasuy.gov.za">www.treasuy.gov.za</a> . click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445		
4.2.1	If so, furnish particulars		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
4.3.1	If so, furnish particulars		
4.4.	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		
4.4.1	If so, furnish particulars		

I, THE UNDERSIGNED (FULL NAME) ..... CERITFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARTION PROVE TO BE FALSE.

-----  
Signature

-----  
Date

-----  
Position

-----  
Name of bidder

### **DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state/NEF, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive

bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state/NEF, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state/NEF; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, shareholder etc):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

\* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state/NEF? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....

Name of state institution OR department to which the person is connected:

.....

Position occupied in the state institution/NEF:

.....

Any other particulars:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
shareholders / members or their spouses conduct business  
with the state/NEF in the previous twelve months?

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other)  
with a person employed by the state/NEF and who may be involved with the evaluation and  
or adjudication of this bid? **YES/NO**

2.9.1 If so, furnish particulars.

.....

.....

2.10 Are you, or any person connected with the bidder,  
Aware of any relationship (family, friend, other) between the bidder and any person  
employed by the state/NEF who may be involved with the evaluation and or adjudication  
of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

.....

2.11 Do you or any of the directors /shareholders/ members of the company have any interest in  
any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

.....



## DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT ALL THE INFORMATION FURNISHED IN THIS TENDER SUBMISSION IS CORRECT.

I ACCEPT THAT THE STATE/NEF MAY ACT AGAINST ME IN TERMS OF THE GENERAL CONDITIONS OF CONTRACT ISSUED BY NATIONAL TREASURY OR ANY APPLICABLE LAW SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder