



## **Re-advert CD 37/2020**

**PROVISIONING OF SECURITY SERVICES (GUARDING, ACCESS CONTROL, ARMED REACTION/ RESPONSE) INCLUDING SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF SECURITY EQUIPMENT TO VARIOUS CENTLEC BUILDINGS, PREMISES AS WELL AS ALL SITES WITHIN CENTLEC AREA OF SUPPLY**

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## 1. ABBREVIATIONS

PSIRA	The Private Security Industry Regulation Act
SARS	South African Revenue Services
CSD	Central Supplier Database
NKP	National Key Point
COIDA	Compensation for Occupational Injuries and Diseases Act
PSSPF	Private Sector Security Provident Fund
UIF	Unemployment Insurance Fund
SAIDSA	South African Intruder Detection Services Association.
SSA	State Security Agency
POPI	Protection of Personal Information (Act)
SASSETA	Safety and Security Sector Education and Training Authority
SAPS	South African Police Service
PTZ	Pan-Tilt – Zoom (camera)

## 2. INVITATION

CENTLEC (SOC) Ltd, hereafter referred to as CENTLEC, a Municipal Entity distributing electricity in Mangaung and other neighbouring Municipalities in the Free State, hereby, invites prospective security service providers to provide a 24-hour guarding, access control, armed response services seven (7) days a week and installation, commissioning and maintenance of security equipment to various CENTLEC buildings and all sites within the CENTLEC area of supply for a three (3) year period.

***It is of utmost importance to note that CENTLEC is classified as a national key point in terms of the National Key Points Act 102 of 1980 and therefore all services to be rendered through this submission must be in compliance with the said Act.***

## 3. MINIMUM SUBMISSION REQUIREMENTS

***NB. Failure to meet the minimum requirements will lead to disqualification of the BID.***

- 3.1 Supply unique security personal identification number (PIN) from SARS for TAX compliant status.
- 3.2 (a) Supply municipal services (Water, Sanitation, Rates and Electricity) bill(s), not owing more than 30 days; or valid clearance certificate.  
(b) A valid lease Agreement with Current Bill of Account not owing more than thirty (30) days for municipal services that the lessee (Bidder) is responsible for.

(c) In the event that the Bidder utilized prepaid services (e.g. water or and electricity) a valid clearance certificate must be submitted.

(d) Bidders that are CENTLEC (SOC) Ltd customers are also expected to attach a valid clearance certificate.

- 3.3 Submit proof of registration on the National Treasury Centralized Supplier's Database
- 3.4 Submit a copy/number of Central Supplier database (CSD) administered by National Treasury.
- 3.5 Submit a valid PSIRA certificate and a valid letter of good standing i.e. the submission of a PSIRA certificate for businesses must be on the new certificate template or format in line with the industry circular issued by PSIRA on 10 March 2015.

#### **4. SCOPE OF WORK**

Provisioning of 24-hour security service, 7 days a week at CENTLEC premises including all sites of CENTLEC area of supply.

The incumbent security company shall render the service using trained guards. The scope of service offered shall include, but is not limited to:

- 4.1 Access control (Bloemfontein and Botshabelo Offices)
- 4.2 Patrolling of distribution centres.
- 4.3 Eradication of theft / shrinkage.
- 4.4 Monitoring and identification of security threats & risks.
- 4.5 Locking and un-locking of facilities as per site requirement.
- 4.6 Safeguarding of lost and found property.
- 4.7 Maintaining of occurrence book as per site requirements.
- 4.8 Assist where applicable with OH & S and other relevant systems.
- 4.9 Overall Crime Prevention.
- 4.10 Site Inspections including Buildings and Fence parameters.
- 4.11 Crime must be reported immediately to the SAPS and to the Client namely CENTLEC Security Unit.
- 4.12 Installation of new alarm systems linked to security control room.
- 4.13 Replace non-functional alarm controllers and associated equipment.
- 4.14 Install new camera systems complete with bullet cameras and hard drive capacity.
- 4.15 Replace existing camera system components as and when they fail.

- 4.16 Install new PTZ cameras as per specifications.
- 4.17 Replace existing PTZ cameras to be functional on the networks and systems.
- 4.18 Installation of copper guard system.
- 4.19 Installation and maintenance of electric fence.

## **5. TECHNICAL REQUIREMENTS**

- 5.1 The bidder must ensure that security officers deployed at CENTLEC have valid PSIRA certificates in-line with the new certificate as per industry circular issued by PSIRA on 10 March 2015.
- 5.2 The bidder will be expected to comply with the requirement of the State Security Agency (SSA) for the security screening process. If the bidder has already been screened by the SSA, the bidder must submit the screening certificate/report.
- 5.3 The bidder must ensure that criminal record checks will be done on security officers deployed at the CENTLEC at least twice in a year if found that the security officer is involved in criminal activities, will not be allowed to work at the CENTLEC.
- 5.4 The bidder must provide fire-arm license for security guards and armed response not older than five (5) years.
- 5.5 The bidder must ensure that security officers deployed at CENTLEC have received training on fire fighting and security related programmes to be conducted regularly. Each training must be in accordance with SASSETA requirement.

## **6. SPECIAL CONDITIONS**

- 6.1 All Bidders should be registered members in good standing with SAIDSA.
- 6.2 The bidder must attend monthly management meetings with CENTLEC representatives to assist in the managing of this contract. The company representative must be on a senior management level (e.g. Area Manager/ Regional Manager/ Operational Manager/ Director Operations).
- 6.3 Security officers/Armed response unit must attend a parade at the beginning of each shift.
- 6.4 Service provider's Security officers/Armed response unit are expected to participate in a shooting programme provided by National Key Point twice per year.
- 6.5 The service provider is responsible for training of CENTLEC's security officers/armed response unit for the duration of the contract. The training will entail, and not limited to: refresher courses, Fire Marshall & evacuation procedures, First Aid, Crowd Management, Communications, Customer Service and Capability to conduct investigations.

- 6.6 Proof of valid registration documents shall be in possession of security officers at all times and be available for inspection by the Security Manager.
- 6.7 The successful bidder(s) shall provide a public liability policy, to the amount of R10,000,000-00 within 14 days after the bid has been awarded, which indemnifies CENTLEC against any claims that may result due to the actions and omissions of the bidder(s), his employees and/or agents. In the case of losses suffered by CENTLEC, the service provider will be held liable.
- 6.8 The contract price(s) shall be subject to negotiated increase for the second year. Price per item must be inclusive of licensing and all related administration costs.
- 6.9 The company and security officers must, during the duration of the contract, always respect the Rules, Laws, Regulations and Constitution of South Africa.
- 6.10 The bidder must meet all the requirements of the Private Security Industry Regulation Act (PSIRA), Act 56 of 2001 that include compliant to Psira remuneration structure and benefits (e.g. provident fund, annual statutory bonus etc.). All security personnel to be deployed at the CENTLEC must be well trained. The CENTLEC reserve the right to verify the PSIRA grading qualifications, of security personnel and check their criminal records status with the relevant authorities.
- 6.11 The bidder must comply with the Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985).
- 6.12 The bidder(s) shall conduct supervisory site inspections of a minimum of **three** site visits per shift. **Failure in the total of sites visits will be penalized with an amount of R500.00.**
- 6.13 The inspectors (supervisors) shall record and report any deficiencies.
- 6.14 The inspector (supervisors) shall record the nature and scope of the inspection in the pocket book of the Security Officer as well as the occurrence book on site.
- 6.15 Visitations must be forwarded to the Security Manager on request.
- 6.16 Compulsory inspections will be carried out by the Security Manager or his authorized delegate on infrastructure to determine the capability of the renderer to render the requested service (Special Requirement).
- 6.17 The bidder(s) shall at his cost and expense provide transport for all security officers to and from their point of duty.
- 6.18 No CENTLEC vehicles shall be provided for the transport of security officers.
- 6.19 Security guards must wear the prescribe uniforms which must include:
  - a. Shirt
  - b. Trousers
  - c. Boots/shoes
  - d. Peak cap
  - e. Baton
  - f. Handcuff

- g. Identification card
- h. Torch
- i. Two-way radio
- j. Fire arm if required
- k. Pocket book
- l. Or any other equipment required

6.20 The following by security officers could lead to suspension of a specific site in the bid:

- Regular absenteeism;
- Drunkenness on duty;
- Desertion of post;
- Not wearing neat uniform or (without firearm; if so required)
- Rendering of an unacceptable service in the opinion of the Security Manager
- Regular theft and or other crimes at premises;
- Failure to inspect guards as per clause 7 (INSPECTIONS)

6.21 Penalties for non-performance by the bidder will be outlined in the SLA.

## **7 GENERAL CONDITIONS**

- 7.1 Taking over responsibilities of authorized officers in terms of the Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985);
- 7.2 Responsible for access control at CENTLEC premises.
- 7.3 Escorting of CENTLEC personnel when required.
- 7.4 protection of property, protection of CENTLEC assets
- 7.5 Protection of CENTLEC staff's personal belongings,
- 7.6 Protection of visitors and their personal belongings, protection of information and execute other security functions as required by the Security Services Manager at the CENTLEC;
- 7.7 Recording of incidents / events in an occurrence register and report such incidents/events to the CENTLEC personnel responsible for security.
- 7.8 Bring any security deficiencies or problems or crime risks to the attention of the Security Services Manager recording such shortcomings in a relevant register.
- 7.9 Enforcing of the CENTLEC security procedure.

- 7.10 The above-mentioned will have a 1 -hour rectifying time period in which the bidder has time to replace or rectify the problem.
- 7.11 In this regard any supervisor from Security Division may conduct spot checks and all security officers must cooperate fully.
- 7.12 A 48 –hour letter will be issued if standard of service is unacceptable. The bidder(s) will then be investigated after 48 –hours to see if all mentioned in the bid is in order.
- 7.13 Supervisors meetings can be arranged at any time.
- 7.14 Management meeting to be held as and when required by the Security Manager.
- 7.15 All records in terms of the service to be handed in on request.
- 7.16 In the event of:
- the bidder(s) failing to deliver the specified service in time and in the manner required by the Security Manager; or
  - CENTLEC suffering damage by delay in the rendering of the service, or theft which occurred on the premises under the control of a security officer it is agreed that the bidder(s) shall pay to the CENTLEC as liquidated damages, and not by way of penalty, the following sums, in each case to be fixed by the CENTLEC representative:
    - i. A sum equal to any excess cost incurred by the CENTLEC over the bid price in making good the deficiency in such manner as it may deem fit,
    - ii. A sum equal to the value of the stolen item.
- 7.17 Within 48 hours after discovery of sub-standard services, as mentioned in this clause, the CENTLEC representative shall submit a letter to the bidder to bring to the bidder’s attention the nature of the sub-standard service. The bidder(s) must reply with 24-hours after receipt of this letter to the CENTLEC representative.

## 8 EVALUATION CRITERIA

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of CENTLEC. The most suitable candidates will then be selected. Please take note that CENTLEC is not bound to select any of the bidders submitting proposals. Furthermore, technical competence is the principal selection criteria, CENTLEC will evaluate the technical criteria first, and will only look at the price and BBEE level of contribution if it is satisfied with the technical evaluation. As a result of this, CENTLEC does not bind itself in any way to select the bidder offering the lowest price.

**CENTLEC reserves the right to appoint one or more service providers to complete various services as and when required.**

The relative technical weighting criteria / Qualification Parameters will be as follows:

### EVALUATION CRITERIA

No	Criteria	Description	Points
8.1	Track record	Bidders are required to submit a list of similar projects completed successfully with signed reference letters on the companies' letterhead.  Two (2) reference letters = <b>10 Points</b> Three (3) or more reference letters = <b>20 Points</b>	<b>20</b>
8.2	Compliance	Submit a valid National Key Point Certificate = <b>40 Points</b>	<b>40</b>
8.3	<b>Operational Requirements</b> a) Vehicles	Submit proof of the following for support: <b>Valid Vehicle Registration Certificate</b> Vehicles [patrol vehicle three (3)] = <b>10 Points</b> Vehicles [patrol vehicles four (4) or more] = <b>20 Points</b>	<b>20</b>
8.4	Local South Africa operational capability and economic investment	Prove of Mangaung Area based offices and the use of local (Mangaung) resources in these projects. = <b>20 points</b> Submit letter of commitment to establish an office in Mangaung Area and the use of local (Mangaung) resources in these projects. = <b>10 points</b>	<b>20</b>
	<b>Points</b>		<b>100</b>

A bidder who gets a minimum of 70 points and above on will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system.

The bidder must score minimum points as follows:

- Item 1 – 10 points
- Item 2 – 40 points
- Item 3 – 10 points;
- Item 4 – 10 points

The point system applicable to this project will be: 80/20

- points for Price
- 20 points for BBEEE certificate from accredited verification agencies.

**Price and referential points scoring – (Stage 2)**

A Maximum of 80 Points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

- P<sub>s</sub> = Points Scored for comparative price of bid under consideration
- P<sub>t</sub> = Comparative Price of bid under consideration
- P<sub>min</sub> = Comparative Price of lowest acceptable bid

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 (90/10 System)	Number of Points (80/20 System)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-Compliant Contributor	0	0

**Table 3 – BBEE level status**

## 9 PRICING

### 9.1 Price Schedule

Prices proposed shall include all types of costs to be borne for the performance of the framework contract. All amounts must be quoted in **(R) Value and excluding VAT.**

**Table 1: Guarding and Armed Services**

No.	Site Name	Quantity	Unit Price	Total (VAT excl.)
<b>GUARDING AND ARMED RESPONSE SERVICES</b>				
1.	Grade "C" Security guard Guards twenty four seven 24/7 ( 12 hour Shift)	1		
2.	Grade "B" Armed Security Guards twenty four seven 24/7 all inclusive services (12 hour shift)	1		

**Table 2: Equipment**

Item	Description	Quantity	Unit Price	Total (VAT excl.)
1	Alarm controller similar to IDC X16 with inputs for 8 channels with expandable board to 16 channels	1		
2	Power Supply for alarm controller item 1	1		
3	Indoor Passive Infra red detector	1		
4	Dual Outdoor beam with 180° coverage and 20m reach	1		
5	Outdoor @ Mega Pixel mini bullet infrared security camera P67, 30m, IP67, 25/30 fp, 2,8mm lens	1		
6	231V Power supply for bullet cameras for item 5	1		
7	Outdoor 2MP PTZ camera with 44x optical zoom ultra low sensitivity SMART H.265+ and 264 coding 1080p/720p at 30 fps IR distance up to 100m auto tracking complete with mounting bracket	1		
8	Power supply 231/24V for PTX camera for item 7	1		
9	HYYP sender unit	1		
10	GSM sender unit	1		
11	8 Channel 8 PoE 4K H265 NVR for security cameras with HDMI/VGA video output	1		
12	1000G Hard drive for installation in NVR specified above	1		
13	231 Volt Power supply for NVR item 11	1		

## 10 CONTACT DETAILS

- 10.1 For any further technical information regarding the document contents please contact Mr Brian Leserwane e-mail: [Brian.Leserwane@centlec.co.za](mailto:Brian.Leserwane@centlec.co.za), such queries must be done in writing, the email address provided serves this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.
- 10.2 For Supply Chain related questions, please contact Me Palesa Makhele at 051 412 2753 or at [palesa.makhele@centlec.co.za](mailto:palesa.makhele@centlec.co.za)