



an agency of the
Department of Arts and Culture

03 AUGUST 2021

TERMS OF REFERENCE

Bid No: SAHRA/FAC/02/03/09/2021

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE PROVISION OF PHYSICAL SECURITY SERVICES AT SAHRA OFFICES IN PAARL FOR A PERIOD OF THREE YEARS (36 MONTHS).

1. PURPOSE

- 1.1 To invite suitably qualified and experienced service providers to submit quotations for the provision of physical security for the protection of employees, information and other physical assets for a period of three years (36 months).

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.
- 2.2 SAHRA is a statutory entity established under the National Heritage Resources Act, No 25 of 1999 and, together with the provincial heritage resources authorities, is one of the bodies that replaced the National Monuments Council. The primary objective of SAHRA is to coordinate the identification and management of the national estate which is defined as heritage resources of cultural and other significance.
- 2.3 SAHRA would like to appoint a qualified service provider for the provision of physical security services to their office located at Daljosafat Farm in Paarl according to specifications specified under Clause 3 of this document for a period of three years (36 months).



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3. SPECIFICATIONS OF THE REQUIRED SERVICE/SCOPE OF WORK

- 3.1 Two Grade C security guards to be placed at the office in Paarl. - The guards shall be split to one for the day shift and one for the night shift. Security services must be provided during weekdays, weekends, and public holidays, on a 24-hour basis.
- 3.2 A guard house is required to safely house the security guards.
- 3.3 A patrolling system that will provide daily reports is required to ensure sufficient patrols are carried out day and night. Physical patrols to be carried out throughout the building and the yard including parking area.
- 3.5 In addition to physical patrols, the guards shall provide on-site access to SAHRA visitors during the day and keep record in the visitors' register. All visitors that pose threat to SAHRA employees and premises must be restrained.
- 3.6 Reputable, accredited, and reliable security services company with necessary capacity, resources, experience, and expertise.
- 3.7 Qualified and equipped security guards on the sites (proof of qualifications and accreditation with PSIRA will be required).
- 3.8 In order to ensure that the deployed guards are acting in accordance with the site and post instruction, the Service Provider is required to perform supervisory checks on the premises at least two times per 12-hour shift
- 3.8 The security guard must be provided with the following protective equipment:
 - 3.8.1 Radio
 - 3.8.2 Baton
 - 3.8.3 Handcuffs
 - 3.8.4 Pepper Spray
 - 3.8.5 Torches
 - 3.8.5 Any other relevant equipment to aid the guard to efficiently carry out their duties/functions.
- 3.9 A security dog is required for the Paarl office. Service provider to provide an experienced dog Handler with dog handler certificate.



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4. INFRASTRUCTURE

4.1 The Service provider must have the following infrastructure:

- 4.1.1 An operating office / control room which is telephonically contactable 24/7
- 4.1.2 The Bidder must have offices around Western Cape within 60KM Radius from Client
- 4.1.3 Two-way radio;
- 4.1.4 Security Registers (e.g. Occurrence Book, Pocket Book and Visitors register)
- 4.1.5 Company uniform for the Security Officers;
- 4.1.6 Company Vehicle/s to transport Security Officers and patrols;

5. PRICING

- 5.1.1 Provide fixed price quotation for the duration of the contract
- 5.1.2 Cost must be VAT inclusive and quoted in South African Rand
- 5.1.3 Costing should be aligned with the project activities / project phases

6. TERMS AND CONDITIONS

- a) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by the respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- b) SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- c) SAHRA may require responsive bidders to present and discuss their proposals in person.
- d) SAHRA reserves the right not to make any appointment from the proposals submitted.
- e) Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- f) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- g) SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- h) Any and all project proposals shall become the property of SAHRA and shall not be returned.
- i) The bid offers, and proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.



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- j) Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- k) SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- l) Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- m) In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.
- n) All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- o) The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- p) The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, including at least three references for companies, to whom the service provider has supplied the same service.
- q) After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.
- q) All prices to be quoted in South African currency (Rand) and inclusive of Vat.

7. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 2 Tax Clearance Requirements
- c. SBD 3 Pricing Schedule
- d. SBD 4 Declaration of Interests form.
- e. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- f. General Conditions of Contract
- g. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- h. SBD 9 Certificate of Independent Bid Determination.
- i. A plan detailing how the service provider will respond to emergencies in the premises in terms of backup provision.
- j. Proof of registration/certification with the recognised and accredited security industry body.



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NB: Failure to submit completed returnable forms as mentioned above will disqualify your quotation.

8. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Proposals Issued	Tender Bulletin/e-tender/ website	03 September 2021
Closing Date	BIDs submitted to SAHRA	17 September 2021

9. EVALUATION CRITERIA

a) All proposal offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.
- **Phase Two:** Prequalification criteria: Functionality Criteria

Criteria	Points Allocated
<p>1. Number of years' experience in Physical Guarding</p> <p>5 Years and above = 5 4 Years = 4 3 Years = 3 2 Years = 2 1 Year = 1</p> <p>Include proof of registration as a security company.</p>	40
<p>2. Demonstrate companies experience in successful implementation of a Security Services and implementation in the last five (5) years:</p> <p>5 and above references = 5 4 references = 4 3 references = 3</p>	40



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Criteria	Points Allocated
2 references = 2 1 reference = 1 No reference = 0 Provide references of previous work undertaken with the name and contact information of each Security Service from the client	
3. Experience in Security services 5 Years and above = 5 4 Years = 4 3 Years = 3 2 Years = 2 1 Year = 1 Include CV of Supervisor to be allocated to the SAHRA offices.	20
Total	100

A bidder must obtain a minimum of 60 points on the prequalification phase in order to progress to the next phase. Failure to obtain 60 points will render your proposal nonresponsive.

- **Phase three:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows;

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8



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B-BBEE Status Level of Contributor	Number of points (80/20 system)
6	6
7	4
8	2
Non-compliant contributor	0

10. Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points. Bidders are requested to provide a proposal with a clear break down of costs where applicable.

11. SUBMISSION OF TENDERS

Bids must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: SAHRA/FAC/02/03/09/2021**
Project Name: Paarl Physical Security Services for 36 months

**BIDS must be placed in the Tender Box located at:
SAHRA's Head Office
111 Harrington Street,
Cape Town**

SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

12. CLOSING DATE AND TIME

CLOSING DATE: FRIDAY, 17 SEPTEMBER 2021 AT 11H00 – NO LATE TENDERS WILL BE ACCEPTED.



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13. For technical information, please contact:

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For Supply Chain related enquiries, please contact:

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