

Annexure A

TERMS OF REFERENCE FOR THE SECURITY SERVICES BID

1. INTRODUCTION

1.1 PURPOSE OF THE BID

Appointment of a service provider, for the provision of security services to the council on higher education (che), for a period of three (3) years

1.2 BACKGROUND

The CHE is a statutory body established under the Higher Education Act (101 of 1997), as amended. The mandate of the CHE includes the following:

- To provide advice to the Minister of Higher Education and Training on all higher education matters on request and proactively;
- To promote quality and quality assurance in higher education through its permanent committee, the HEQC, including auditing the quality assurance mechanisms of, and accrediting programmes offered by, higher education institutions;
- To monitor the state of higher education and publishing information regarding developments in higher education on a regular basis, including arranging and coordinating conferences on higher education issues.
- As the Quality Council (QC) for higher education, to manage the Higher Education Qualifications Framework (HEQSF).

1.3 SCOPE OF WORK

The appointed security service provider shall employ every lawful means to prevent loss of life, property, etc. through damage, theft, explosion, fire, sabotage, espionage and other occurrences. The following security services to be provided:

- **Access Control:** shall include but not limited to monitoring entering and existing of vehicles, employees/pedestrians into CHE premises inclusive of opening and locking of entrance in line with the CHE 's requirements and/or policy.
- **Patrolling duties:** shall include but not limited to the physical patrolling of CHE premises. Any incidents and/or deviations should be reported and are recorded in the occurrence book. Minimum of (8) patrols per 24 hour shift.
- **Guarding duties:** shall include but not be not limited to physical guarding of CHE premises, assets and properties, and assets of visitors e.g. cars.
- **Key Control:** shall include but not limited to, safekeeping of keys and remote controls issued to the service provider
- **Armed response:** shall include, but not limited to armed response when called in an emergency situation.
- **Panic Button:** A panic button linked to the service provider to be installed at the CHE's reception desk Provision of a panic button system linked to the service

provider's Control Room and security guard on duty must be supported by armed response.

- **Cell phones:** The service provider must supply the security guards on duty with cell phones.
- **Registers and Document Management:** the service provider must keep the occurrence register up to date and handle any unauthorized situations as per procedure and issue the necessary documentation.
- **Couriered Packages:** The receipt or dispatch of courier packages, after working hours and during weekends, must be recorded.
- **Occurrence books:** every completed/full book to remain the property of the CHE
- **Compliance:** PSIRA identification cards must be carried whilst on duty. All approved security related legislation, codes of conduct and procedure must be complied with.

Security Services (Work Methodology)

Security personnel must:

- Conduct patrols along the perimeter fence around CHE office block mainly outside of business hours;
- Conduct basement patrols and check all parked vehicles on a regular basis;
- Patrols to be conducted randomly;
- Be aware of all vehicles entering and leaving the CHE's premises;
- Security personnel on site must ensure that all incidents are recorded in the Occurrence book and reported to the site supervisor and relevant person at the CHE;
- Not patrol in a routine manner. The time and route of the patrol must be rotated.

Ensure that:

- If there are any windows left open in the open-plan areas these should be closed. Windows left open in closed offices should be reported in the Occurrence book; and
- Ensure that no suspicious persons wander between parked vehicles.

MANAGEMENT

- Complaints raised by the CHE to be addressed within 24 hours or as agreed;
- The service provider must ensure that all incidents are accurately recorded in the Occurrence Book;
- The security personnel must wear corporate uniform (not combat);
- All security breach incidents occurring on site e.g. break-ins and theft must be recorded and reported to CHE immediately

Security Staff Complement (Minimum Staff Requirement)

Monday to Sunday (including Public Holidays)

: 06h00 to 18h00: 1 x Grade C Security Guard per shift

: 18h00 to 06h00: 1 x Grade C Security Guard per shift including a relieve

Minimum Security Aid Requirements

Service aid to be used by the security officers at all times are as follows:

- 1 x two way radio;
- 1 x handcuffs;
- 1 x torch;
- Occurrence book and pen;
- Rain coat and an umbrella;
- Any other additional items/aids required by statutory legislation must be provided in addition to those mentioned above.

Security Guards/Personnel: Minimum Qualifications

- Security guards must have at least Grade C PSIRA certificate;
- Security guards must be able to converse, read and write in English.

WORKING HOURS AND RATES

Security services shall be provided twenty four hours seven days a week.

Bidders must remunerate security officers in accordance with standards rates as prescribed by the Private Security Industry Regulatory Authority.

1.4 KEY CRITERIA

- All security officers supplied by the service provider must be registered as security officers in terms of section 20 of the Private Security Industry Regulation Act; Grade C.
- Security officers in the employ of the company or close corporation must be paid the minimum wage in line with the Sectorial Determination 6: Private Security Sector. The CHE will have no responsibility for wage negotiations of contract security officers;
- The service provider must provide all staff working under this contract with branded uniforms, which state the name of the service provider and that can be clearly distinguished from other service providers, CHE staff, etc. CHE reserves the right to order the immediate removal of a staff member who does not adhere to this arrangement;

- The service provider should have adequate staff in the event where there is emergency and industrial action.

1.5 CHE REQUIREMENTS

- The service provider must comply with the Basic Conditions of Service as prescribed by the Department of Labour;
- The service provider be registered and in good standing with the Compensation Commissioner (COIDA Certificate);
- Provide proof of insurance (valid);
- The service providers to submit their certified copies of company registration certificate with PSIRA and letter of good standing not older than 3 month
- Provide company registration documents, board of directors and management and copy of identity documents and Central Supplier Database (CSD) Registration Information;
- Provide original or certified copy of BBBEE Certificate or sworn affidavit;
- Full completion of the attached SBD Forms.
- Provide proof of office location (must be within Pretoria/Tshwane).
- The Service Provider(s) are required to submit Five (5) copies of file 1: one (1) original and four (4) duplicates, and only one original for file 2.
- Geographical proximity to the CHE- Potential bidders should be based Street in Pretoria/Tshwane).

** NB: Not providing these documents may result in the bidder being disqualified from bid evaluation process.*

1.6 EVALUATION OF THE BID

1.6.1 The following evaluation approach will be applied

- Stage 1:** Initial Screening Process – During this Request for Proposal (RFP) phase, required experience will be checked and documents will be reviewed to determine:
- compliance with tax matters
 - whether all required documents have been submitted in the right forms and format together with the RFP
 - whether the documents have been submitted on or before the closing date and at the closing time specified in the RFP.
- Stage 2:** Functional Evaluation Criteria – The minimum threshold for functionality is **70** out of 100 points. All bids that meet the minimum threshold will advance to the review and scoring of points on Price and BBBEE. All bids that do not meet the minimum threshold will not advance further for evaluation of Price and BBBEE.

Table C: Functionality Evaluation Criteria

CRITERION	MAXIMUM POINTS TO BE AWARDED
1. Functionality	
1.1 a) The bidder must submit a minimum of three (3) contactable references not older than one (1) year where a similar services has been rendered. b) The bidder must attach at least two CV's of the securities to be offered to the CHE. c) Indicate a number of years the company has been in business.	25
1.2 Control room 1.2.1 Bidders must have a 24hour control room with relevant equipment. 1.2.2 Control room must be based in Tshwane (Pretoria)	20
1.3 Work Methodology. • Bidders must provide a detailed Operational Plan/Work Methodology on how security services will be handled.	25
1.4 Bidders must provide details on their contingency plans during emergencies and strikes.	10
1.5 Bidders must offer arm response services: 1.5.1 Proof of valid fire arm licenses 1.5.2 Must have at least three (3) registered vehicles dedicated for armed respond	20
Total points for Functionality	100
A minimum requirement for functionality out of 100 is	70

Note: Only bidders who obtain a minimum cut-off score of **70** points out of **100** for functionality will be considered for the preferential point system evaluation (Stage three (3)).

Stage 3: Preferential Evaluation – Quotations will be evaluated as indicated below on the preferential point system:

In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive RFQs will be evaluated further on the 80/20 principle – preference points for Broad-Based Black Economic Empowerment are awarded to service providers on the basis of:

- I. The bid price (maximum 80 points)

- II. Broad-Based Black Economic Empowerment as well as specific goals (maximum 20 points)

1.7 Proposal Submission

- 1.1. Bid documents must be placed in the tender box at **The CHE, Reception Area, No.: 1 Quintin Brand Street, Persequor Technopark, Brummeria, Pretoria East, 0020** on or before the closing date **06 December 2018 at 11:00.**
- 1.2. Bid documents will only be considered if received by the CHE on or before the closing date and time.
- 1.3. **The Service Provider(s) are required to submit Five (5) copies of file 1: one (1) original and four (4) duplicates, and only one original for file 2.**
- 1.4. **Tender Box Address:**

The Council on Higher Education (CHE)
Reception Area
No.: 1 Quintin Brand Street
Persequor Technopark
Brummeria
Pretoria East
0020

18. Evaluation and Selection Criteria

The CHE has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Technical Evaluation Criteria (Gate 1)	Price and B-BBEE Evaluation (Gate 2)
Bidders must submit all documents as outlined in paragraph 13.1 (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and BEE).	Bidder(s) will be evaluated out of 100 points and Gate 2 will only apply to bidder(s) who have met and exceeded the threshold of 70 points.

18.1 Gate 0: Pre-qualification Criteria

Without limiting the generality of the CHE's other critical requirements for this Bid, bidder(s) must submit the documents listed in the **Table** below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

Document that must be submitted	Non-submission may result in disqualification?	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document.
Tax Status SBD 1	YES	<ul style="list-style-type: none"> i. Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. ii. Proof of Registration on the Central Supplier Database. iii. Vendor number.

Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	NO	Non-submission will lead to a zero (0) score on BBBEE.
Declaration of Bidder’s Past Supply Chain Management Practices – SBD 8	YES	Complete and sign the supplied pro forma document.
Certificate of Independent Bid Determination – SBD 9	YES	Complete and sign the supplied pro forma document.
Registration on Central Supplier Database (CSD)	NO	The Service Provider is encouraged to be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Pricing Schedule	YES	Submit full details of the pricing proposal in a separate envelope.
Occupational Injuries and Diseases Act (COIDA) certificate	YES	Submit proof of valid Compensation for Occupational Injuries and Diseases Act (COIDA) certificate of compliance.
PSIRA certificates for security personnel	YES	Submit PSIRA certificates for the securities.
PSIRA certificate for the Company	YES	Submit PSIRA certificate for the company
Proof of location	YES	Submit proof of address (Tshwane/Pretoria)

18.2 Gate 1: Technical Evaluation Criteria = 100 points

Only Bidders that have met the Pre-Qualification Criteria in (Gate 0) will be evaluated in Gate 1 for functionality. Functionality will be evaluated as follows:

- i. Functional Evaluation – Bidders will be evaluated out of **100** points and are required to achieve minimum threshold of **70** points out of **100** points.
- ii. The overall score must be equal to or above **70** points in order to proceed to Gate 2 for Price and BBBEE evaluations.

As part of due diligence, CHE may conduct a site visit at a client of the Bidder (reference) for validation of the services rendered. The choice of site will be at the CHE's sole discretion.

18.3 Gate 2: Price and BBBEE Evaluation (80+20) = 100 points

Only Bidders that have met the **70** points threshold in Gate 1 will be evaluated in Gate 2 for price and BBBEE. Price and BBBEE will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the **80/20**-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum **80** points)
- B-BBEE status level of contributor (maximum **20** points)

Stage 1 – Price Evaluation (80 Points)

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

The following formula will be used to calculate the points for price:

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

Stage 2 – BBBEE Evaluation (20 Points)

a. BBBEE Points allocation

A maximum of **20** points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18

3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- Valid Original B-BBEE Certificate or Certified copy of valid Original B-BBEE Certificate or a sworn affidavit

b. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The **CHE** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

18.3.1.1 Stage 3 (80 + 20 = 100 points)

The Price and BBEE points will be consolidated

