

HEAD OFFICE
ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Private Bag X105
Melville, 2109
Tel: (011) 372 3300

EASTERN CAPE
Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE
Sanlam Building
163 Nelson Mandela Dr
Bloemfontein, 9300
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG
Braampark Office Park
33 Hoofd Street
Forum 4, 2nd Floor
Braamfontein
Johannesburg, 2091
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL
Durban Bay House
333 Anton Lembede Street
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO
Kwane Chambers
29 Hans van Rensburg Str
Office No: 01
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA
Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 700 8113
Fax: (013) 752 2917

NORTHERN CAPE
Bobby's Walk Building
6A Long Street
Kimberley, 8300
Tel: (053) 832 0051/2
Fax: (053) 832 0047

NORTH WEST
Sparkling Office Park
78 Retief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE
Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 01 - 2018/19

REQUEST FOR QUOTATIONS

TERMS OF REFERENCES FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SECURITY SERVICES AT THE ETDP SETA OFFICE IN POTCHEFSTROOM FROM 01 JULY 2018 TO 30 JUNE 2020

1. INTRODUCTION

The ETDP SETA is looking for a registered service provider to provide security services at the ETDP SETA Provincial Office in Potchefstroom from 01 July 2018 to 30 June 2020 (24 months).

2. BACKGROUND INFORMATION AND RATIONALE

The ETDP SETA is committed towards ensuring a safe working environment for its employees, facilities and information storage. This will require the appointment of a service provider who will provide a 24 hour security service.

An effective security service is crucial for the ETDP SETA to be able to execute its mandate effectively and efficiently without any breach of security. It is against this background that an effective security service is required by the ETDP SETA for the period 1 July 2018 to 30 June 2020 (24 months).

3. PROFILE OF THE PROVIDER

The service provider should be accredited and compliant with the Private Security Industry Regulatory Authority (PSIRA) and the South African Intruder Detection Services Association (SAIDSA). The service provider should be able to render an efficient 24 hour guarding service.

Interested companies are welcome to do a site visit at

78 Retief, Cnr Peter Mokaba Street, Sparkling Office Park, **Potchefstroom**, 2531

Tel: (018) 294 5280 – Thembi Chabalala or,

Tel: (011) 372 3400 – Bongani Chirwa

Office size: Size 310.00m²

4. SCOPE OF WORK: SECURITY SERVICES

- Provide a 24 hour security service
- Patrol the premises , search incoming and outgoing vehicles and individuals
- Register incoming and outgoing vehicles and individuals
- Register incoming and outgoing assets
- Provide 1 (one) armed Grade C security guard on a day shift (including during tea and lunch breaks)
- Provide 1 (one) armed Grade C security guard on a night shift (including during tea and dinner breaks)
- Submit monthly site inspection reports
- Provide 1x Guard House
- Provide 1x Base Radio/ Cellphone

5. COSTING MODEL: SECURITY SERVICES

THIS COSTING MODEL MUST NOT BE MODIFIED, AND IF RETYPED, ALL LINE ITEMS TO BE LISTED AS STATED BELOW.

	Name of Organisation:		
ITEM DESCRIPTION	AMOUNT	COMMENTS	
Provide 1 (one) armed Grade C security guard on a day shift (including during tea and lunch breaks)			
Provide 1 (one) armed Grade C security guard on a night shift (including during tea and dinner breaks)			
1 x set of hand cuffs			
1 x hand held metal detector			
1 x gun safe			
1 x flashlight with battery charger			
1 x baton			
1 x base radio / cell phone			
1 x hand held radio			
1 x gate register			
1 x occurrence book			
1 x guard house			
TOTAL			

NB: Prices must include VAT

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

6. EVALUATION CRITERIA

ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017.

6.1. STAGE 1

Entails the evaluation of **mandatory documents**

6.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR STAGE 1 EVALUATION

- a. Declaration of Interest – **SBD 4**
- b. Declaration of Bidder's Past Supply Chain Practices – **SBD 8**
- c. Certificate of Independent Bid Determination – **SBD 9**
- d. Private Security Industry Regulatory Authority (PSIRA) registration
- e. South African Intruder Detection Services Association (SAIDSA)Certificate

6.2. STAGE 2

PRICING SCHEDULE MANDATORY DOCUMENTS

- a. Covering letter/ Invitation to Bid - **SBD1**
- b. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - **SBD 6.1**

80/20 preference point system shall be applicable as follows:

✓ Price	80
✓ B-BBEE status level of contributor	20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers

6.2. PRICING REQUIREMENTS

All prices should be inclusive of VAT. Price escalations and conditions of escalation should be clearly indicated. No variation of contract price or scope creep will be permitted and therefore price proposals should be fully inclusive to deliver all outputs indicated in these terms of reference.

7. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
3. Bids which are late, incomplete or unsigned will not be accepted.
4. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
5. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
6. A Qualifying Small Enterprise (QSE), is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million** and **level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
7. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
8. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
10. Bids submitted are to hold good for a period of 90 days.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier Database.
13. Companies that are in the process of **de-registration in the CIPC** will not be considered.

8. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Procurement > Request for Quotation as from **12h00 on 15 June 2018**.

Bidders must submit technical and financial quotations via email to TienieJ@etdpseta.org.za or etdpsetarfq@etdpseta.org.za

OR

Quotations may be **courier delivered or hand delivered to:**

**The ETDP SETA – Head Office
Umoya House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091**

Submissions must be delivered into the tender box between **08h00 and 16h30 Monday to Friday** prior the closing date of **22 June 2018**.

9. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 22 June 2018.

No late submission will be accepted!

10. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDP SETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.

All enquiries regarding this bid must be in writing only and be directed to: Email: SibusisoK@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.