

HEAD OFFICE

ETDP SETA House
2 - 6 New Street
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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
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2 - 6 New Street
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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) 352 7108
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

RFQ NO: 88 - 2023/24**REQUEST FOR QUOTATIONS****TERMS OF REFERENCES FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE GUARDING SECURITY SERVICES AT THE ETDP SETA NORTH-WEST PROVINCIAL OFFICE IN POTCHEFSTROOM****1. INTRODUCTION**

The Education Training and Development Practices - Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers, and employees in the ETD sector.

The ETDP SETA reserves the right not to award this RFQ.

An email must be sent to etdpsetarfq@etdpseta.org.za to arrange for an onsite visit.

2. PURPOSE AND OBJECTIVES**PURPOSE**

The purpose of this RFQ is to appoint a service provider who will provide a twenty four (24) hour security guarding services at the ETDP SETA's North-West Provincial Office (Potchefstroom). The area to be serviced is **310.00m²**

3. PROJECT SCOPE AND REQUIREMENTS**3.1. PROJECT SCOPE**

The ETDP SETA is committed in ensuring a conducive working environment to its clients and staff by providing security services at Northwest Provincial Office (Potchefstroom):

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

Area size: 310.00m²

Security services is crucial to the ETDP SETA so as to ensure that all its assets, clients and staff are secured at all times in order to comply with all the Health and Safety Regulations.

3.2. PROFILE OF SERVICE PROVIDER

- The service provider must have expertise in the security industry in the Republic of South-Africa and
- To have expertise in conducting risk assessments and to mitigate security breaches in a working environment.

3.3. PROJECT REQUIREMENTS

The bidder to provide the following means of service:

- 3.3.1. One (1) grade C security guard on day shift including tea and lunch breaks
- 3.3.2. One (1) grade C security guard on night shift including tea and dinner breaks
- 3.3.3. Two (2) sets of hand-cuffs
- 3.3.4. One (1) hand-held metal detector
- 3.3.5. One (1) gun safe
- 3.3.6. One (1) baton stick
- 3.3.7. One (1) flashlight with battery charger
- 3.3.8. One (1) base radio/cell phone connected to the control room
- 3.3.9. A control register for pedestrians and motor vehicles
- 3.3.10. An occurrence book
- 3.3.11. One (1) guard house
- 3.3.12. The service provider to provide **an off-site supervisor** who shall regularly visit the site to monitor the quality of work by completing and certifying the Occurrence book as well as the Incident Register on a daily, weekly, fortnightly, and on a monthly basis.

4. SCOPE OF WORK

The service provider to provide a twenty-four (24) hour security guarding services at the ETDP SETA's Northwest Provincial Office (Potchefstroom) by:

- Managing access control both for pedestrians and motor vehicles.
- Report any security breach within the premises.
- Do security assessments and reports on a daily basis
- Advise the ETDP SETA of any security breach immediately

The area to be serviced is **310.00m²**

5. COSTING MODEL (PRICE SCHEDULE)

This costing model must not be modified at all, and if retyped all line items in order as stated BELOW to be included.

ITEM DESCRIPTION	Year 1	Year 2	TOTAL AMOUNT
One (1) grade C security guard on day shift including tea and lunch breaks			
One (1) grade C security guard on night shift including tea and dinner breaks			
Two (2) sets of hand-cuffs			
One (1) handheld metal detector			
One (1) gun safe			
One (1) flashlight with battery charger			
One (1) baton stick			
One (1) base radio/cell phone connection to control room			
Control register for pedestrians and motor vehicles / Occurrence book			
One (1) guard house			
VALUE ADDED TAX @ 15% (IF APPLICABLE)			
TOTAL COST (VAT INCLUSIVE)			
<i>All prices to include annual escalation percentages and VAT</i>			

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

6. DURATION OF THE PROJECT

The total duration this contract will be for the period **01 July 2024 to 31 December 2025**.

7. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000** and **Preferential Procurement Regulations, 2022**. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB) must have documents for Stage 1 and Stage 2

7.1. STAGE 1 [Folder A (USB)]

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

7.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION
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1. The service provider (company) should provide proof of accreditation by either one of the following:
 - 1.1. Private Security Industry Regulatory Authority (**PSIRA**) as established in terms of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001) and or/
 - 1.2. The South African Intruder Detection Services Association (**SAIDSA**)
2. The two security personnel to provide proof of accreditation by PSIRA.
3. Security personnel to provide proof of Grade C qualification.
4. Security personnel to provide a recent proof of SAPS Security Clearance.
5. Security personnel to attach CVs with proof of a minimum of two years of work experience.
6. The organization must submit its profile.
7. The service provider must submit a service delivery plan.

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

7.2. STAGE 2 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - **SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- f. B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals.**

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

✓ Price	80
✓ Allocation of specific goals	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.

8. 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 reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
6. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of **90 days**.
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** provide 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 points for specific goals for B-BBEE status level of contribution are not claimed.
10. 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.
11. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
12. Companies that are in the process of de-registration in the CIPC will not be considered.
13. Service Provider must provide proof of Public Liability Insurance.

9. 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 > Open RFQs as from **12h00** on **29 February 2024**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked “Folder A-Technical Proposal” and “Folder B- Financial Proposal”.

Folder B - (Financial Proposal) Costing Model (*Price must be final, include VAT and signed*), Submit a “Unique security personal identification number (PIN) issued by SARS” **which the SETA will use to verify the bidder’s tax matters prior to the award**, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – **this will be used to verify points to be allocated for specific goals**.

All Bids/Proposals (completed in [one (1) USB] must be courier or hand delivered to:

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

OR

Sent via email to etdpsetarfq@etdpseta.org.za

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 15 March 2024**.

No late submission will be accepted!

10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 15 March 2024**.

11. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA 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:

Supply Chain Management: Email: etdpsetarfq@etdpseta.org.za

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