



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR SECURITY SERVICES

ADVERT DATE: 27 MAY 2022

CLOSING DATE: 10 JUNE 2022

CLOSING TIME: 12H00pm

BID NUMBER: JDA/SEC-AAIP 05/ 2022

**BID DESCRIPTION: RFP - PROVISION OF SHORT-TERM SECURITY SERVICES FOR ALEXANDRA
AUTOMOTIVE INDUSTRIAL HUB**

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (former President Street), the Bus
Factory, Newtown, Johannesburg, 2000

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not
be accepted for consideration.**

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition below)

* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement

Tel: 011 688 7800

Contact Person: Mr. Y. Dinga

E-mail: ydinga@jda.org.za

**PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER
DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE
SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR
BID BEING DISQUALIFIED.**

OFFER

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER.....

BID NUMBER.....

BID DESCRIPTION.....

POSTAL ADDRESS.....

STREETADDRESS.....

CONTACT PERSON

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS.....

COMPANY REGISTRATION NUMBER

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER.....

VAT REGISTRATION NUMBER

TAX VERIFICATION PIN NUMBER.....

TOTAL BID PRICE..... excluding Value Added Tax

TOTAL BID PRICE IN WORDS

.....excluding Value Added Tax

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

DATE.....

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees. To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combating fraud and corruption. The City took a decision to centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers.

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

Anyone can report fraudulent and corrupt activities through one of the following channels:

- Toll free number0800 002 587
- Toll free Fax 0800 007 788
- SMS (charged @ R1.50)32840
- Email Address anticorruption@tip-offs.com
- Web site: www.tip-off.com
- Free post: Free post, KNZ 138, Umhlanga, 4320



Let's join hands to take up the Fight against Fraud and Corruption in our society.

JOHANNESBURG DEVELOPMENT AGENCY

BID DESCRIPTION: RFP: PROVISION OF SHORT-TERM SECURITY SERVICES FOR ALEXANDRA AUTOMOTIVE INDUSTRIAL HUB.

BID NUMBER: JDA/SEC-AAIP 05/ 2022

Tender advertisement: **27 MAY 2022**
Closing date and time: **10 JUNE 2022**

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ANNEXURES

- A : Business Declaration
- B : Declaration of Interest
- C : Declaration of Past SCM Practices
- D : Particulars of Contracts Awarded by an Organ of State
- E : MBD9 Certificate of Independent Bid Determination
- F : Declaration on state of municipal account
- G : Schedule of completed contracts
- H : Organogram and role definition

COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP: PROVISION OF SHORT-TERM SECURITY SERVICES FOR ALEXANDRA AUTOMOTIVE INDUSTRIAL HUB.

BID NUMBER: JDA/SEC AAIP-05 / 2022

The development of the Alexandra Automotive Industrial Hub is modelled on an industrial cluster model. A typical establishment and a vibrant successful motor industry cluster, comprising of fitment centres, spares shops, glass fitment, panel beaters, auto electrical, workshop. Alexandra Automotive Industrial Hub site is located in Marlboro Township, corner 4th Avenue and 2nd street. The project is complete.

Documents can be downloaded from the JDA website: www.jda.org.za and e-Tender portal www.etenders.gov.za / Alex news, Alexandra Multipurpose Centre posters from the **27 May 2022** must only be submitted on the tender documents that are downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

There will be no briefing session. Bidders are to forward enquiries to as per details provided below.

The last day to received queries is the **07 June 2022 at 12H00** and queries received after that date will not be entertained.

The closing date and time for receipt of tenders is **12:00pm on 10 June 2022** to be delivered into the JDA tender box at the offices of the JDA Bus Factory premises at no. 3 Helen Joseph Street, Newtown. Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.

Queries that are procurement related to this tender document and may be addressed to Mr. Y. Dinga at tel: (011) 688 7800 or e-mail: ydinga@jda.org.za

Project queries or queries relating to the assignment may be addressed to Ms. A. Mnukwa on tel: (011) 688 7800 or e-mail: amnukwa@jda.org.za

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with successful tenderer.

“WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587”.

1. **INTRODUCTION**

The development of the Alexandra Automotive Industrial Hub is modelled on an industrial cluster model. A typical establishment and a vibrant successful motor industry cluster, comprising of motor dealers, fitment centres, spares shops, glass fitment, panel beaters, auto electrical, workshop. Alexandra Automotive Industrial Hub site is located in Marlboro Township, corner 4th Avenue and 2rd street. The project is complete.

The invitation to bid is extended to all experienced, qualified and PSIRA registered service providers who are provide security services for the two locations. The assignment should be undertaken according to stipulations that will be further outlined in the bid proposal document.

The service provider will be required to conduct active patrols for the duration of the appointment, which will involve both normal office hours and after hours (day and night shifts) including on public holidays, for a six months (6) period. The assignment involves monitoring services of the premises and its buildings. Catering for guarding against vandalism, theft and unauthorized intrusions by preventing of invasion of the infrastructure sites that has been developed.

The services should be cost effective as well as of the high quality standard. It is expected that the service provider implements best practices in all aspects of the service delivery and that all of security personnel are adequately trained to fulfil their functions.

The successful service provider must comply with Covid 19 regulations and is required to provide personal protective equipment (PPE) for its security personnel on site consistently according to the Health and Occupation standards, on a regular basis.

2. **SCOPE OF WORK**

2.1 **Operational and Physical Security required for Alexandra Automotive Industrial Hub**

Provide six (6) armed security guards linked to an armed response to guard the Alexandra Automotive Hub for the period of 6 months

The service provider with at least 5 years' experience and registered with Private Security Industry Regulatory Authority (PSIRA) shall prove to the JDA that they are fully compliant with all the applicable regulations, requirement, ordinances and legislations with respect to security services.

- 2 x armed security guards day shifts with a valid firearm license and competency certificate
- 4 x armed security guards night shift with a valid firearm license and competency certificate
- 1 x site supervisor day shift with competency certificate
- 1 x site supervisor night shift with competency certificate

2.2 **Supervisor and Security Team**

The appointed Security Company must avail a competent and qualified Security professional to fulfil the role as interface between the security company and the JDA responsible personnel.

The Security supervisor will be responsible for the following:

- Must be on-call availability for security management of incidents occurring throughout the 24hrs cycle
- Be aware of security environment around the sites responsible for and advise the JDA of any adverse

situation

- Advise the JDA of any significant deterioration of the security environment and in consultation with the JDA recommend actions to minimise risk
- Maintain liaison with local crime prevention, South African Police services, local stakeholders and other security companies in the precinct.
- Immediately notify the project manager of all known major incidents, physical violence or assaults and Co-ordinate site security in line with the requirements of the JDA. In accordance with direction provided to secure the facilities
- Compile monthly reports of incidents that take place in the precinct and conduct monthly meetings and ad-hoc meeting should a need arise,
- Ensure that security personnel are well presentable. To be in full branded uniform to cater for all types of weather conditions.
- Ensure 100% attendance and on time arrivals on duty of all security personnel for the day and night shift. As well as contingency plans to be in place to address any short-comings that might arise. To meet this stipulation.
- Ensure adequate suitable security equipment and resources on and off site.

Security Team

The security personnel are expected to actively monitor the site through walkabouts, to be linked to control room and law enforcement services for infringements. Plus guard against any breach of the perimeter of the defined depots sites. As well as any other risks that will be identified in the assessment of potential threats around the various sites.

- Render effective access control for the active facilities under security management
- The security guards on duty will be required to clock in at hourly intervals to confirm on-site presence through a mechanism that the security company must put in place.
- Provide an area base radio station to communicate with the control center from the various work sites.
- Security personnel must initiate corrective actions when incidences occur, emergencies or other unlawful activities. These actions may include but are not limited to notifying the South African Police Services, Emergency services, JMPD, the JDA etc.
- Ensure monitoring the peripheral areas and activities that could affect the depots sites.

2.3 Deployment plan

The indicative deployment plan is outlined below. To also be finalized at the inception of the successful bidder(s). However the JDA reserves the right to reallocate security within the project to best meet the safety objectives : *Site Supervisor must Patrol the entire building at regular intervals during each shift.*

Staff compliment on site per shift: **Alexandra Automotive Industrial Hub**

Site	Location	Day Shift	Night Shift
Alexandra Automotive Industrial Hub	Corner of 4 th avenue and 2 nd avenue, Malboro, Alexandra	2	4



Alexandra Automotive Industrial Park, corner 4th Street and 2nd Avenue, Marlboro, Sandton

3. PRICING TABLE

The basis for fee proposals is outlined in item 4.1 below. Tenderers are to replicate the table below and submit as part of their fee proposal and the total fee must be carried to the "Offer" page. Failure to price as required will result in the tender being disqualified for non-compliance.

ALEXANDRA AUTOMOTIVE INDUSTRIAL HUB

6-MONTH PERIOD			
Part - A			
No. Of Resources	Deployment plan of Guards	Fee/Amount Excluding VAT per Month	Total for 6 Months - Excl VAT
2 x	Dayshift Guards Grade D	R	R
4 x	Nightshift guard Grade D	R	R
1 x	Day shift Supervisor C	R	R
1 x	Night Shift Supervisor C	R	R
Part - B			
QTY	Material & Equipment	Rate / Unit Price (vat excl)	Price (vat excl)
12	Pepper Spray / Fire Arms	R	R
12	Baton	R	R
2 x	Supply and installation of a Wooden Guard House that is all inclusive of all necessary items to cater and accommodate the security personnel in a suitable manner: Specification:	R	R

	<ul style="list-style-type: none"> • High Walls 1.8m • Walls - 65mm wide X12mm thick • Floor - Planks: 100mm wide X 22mm thick • Base Frame: 50mm X 38 mm • Wall frame: 38mm X 38mm 		
12 x	Double locking handcuffs	R	R
6 x	Two-way radios	R	R
	Provision of adequate fuel to a 630Kva / 1000/litre generator to supply electricity requirements for the site on a 24hour basis for six months (apply rate per litre)	R	Rate only
	Provision of four (4) portable waterproof flood lights with power generator functionality. As well as mounting stands. Minimum 100Watts six (6)months)	R	Rate only
1x	Supply of 1 chemical toilets to be strategically positioned on the site and serviced adequately for the contract duration. Plus associated supplies for six(6) months.	R	Rate only
Total amount (excluding Vat) for Alexandra Automotive			R

The GRAND TOTAL (excl vat) must be carried to the "Offer" page. Failure to price as indicated above will lead to tenderers bids being disqualified.

4. Notes

- 4.1 Applicants are to ensure that they have adequate resources to mobilise for commencing with the operations to undertake the work under stringent timeframes. Which could approximately be within a week after confirmation of appointment.
- 4.2 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.3 Tenderers must note that they will be required as and when necessary to attend
(a) prepare and conduct presentations to JDA, and stakeholders;
(b) attend site meetings and inspections; and
(c) consultations with relevant persons and authorities.
This needs to be taken into consideration in the tenderer's fee proposal.
- 4.4. The JDA reserves the right to appoint a single or two different security providers through this bidding process. For the security services required.
- 4.5. Compliance to Regulations: The Service Provider, Management, Supervisor and Security Officers should be registered with the Private Security Industry Regulations Authority (PSIRA) and payment of the security officers to be in terms of the PSIRA rate.

5. PROPOSAL CONTENT

The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below**.

The following minimum documentation must be provided:

- 5.1 **THE "OFFER" (excl vat) PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 5.2 **Tenderers are required to submit separate detailed fee proposal based on the requirements set out in item 4 above indicating the calculation basis. Plus to ensure that the final GRAND TOTAL FEE is correctly transferred to the "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**
- 5.3 A valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit a sworn affidavit confirming the following:
 - Annual turnover revenue of between R10 million and R 50 million or less; and
 - Level of black ownership
- 5.4 Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 5.5 Company registration documents.
- 5.6 A certified copy of the bidder's **Public liability Insurance certificate** indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R5m is required for this project.
- 5.7 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. (*lease agreement*)
- 5.8 An Audited financial statements for the past three years.
- 5.9 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 5.10 The bidding entity's certificates of membership/s to industry bodies.
- 5.11 The forms A to G annexed, must be scrutinized, completed in full and submitted together with your quotation.
- 5.12 A corporate brochure alternatively **a brief summary** of the entity's background.
- 5.13 Provide information on the individuals who will be assigned to manage **this project (NOT the entire company)** from supervisor to company director level. The following **must** be addressed:
 - Organogram (service provider to provide)
 - role/s and responsibility/ies on this project
 - relevant qualifications and attach proof hereof
 - number of years of relevant experience in the industry **and** in the proposed role
 - detailed CV's for each member of the team noting their specific relevant project experience [**project description, role and responsibilities, project value**]
 - individual memberships to industry associations and attach proof hereto.

5.14 A schedule of completed contracts of a **similar** nature to this project i.e. provision of security services in a public facilities or public infrastructure properties.

The following details **must** be included on the schedule:

- Description of the project
- Service rendered
- Name of employer / client and their representative's contact details
- Cost of the project/services
- Fee obtained for services
- Date of completion
- Letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value

5.15 A schedule of **current** contracts. The following details **must** be included on the schedule:

- Description of the project
- Service rendered
- Name of employer / client and their representative's contact details
- Cost of the works
- Fee to be obtained for services
- Expected date of completion

Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 5 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 5
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender. `

6 ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

6.1 Compliance

Bidder's will be disqualified:

- Failure to provide valid PSIRA certificate for the company
- Failure provide a valid PSIRA certificate for each security personnel as per the indicated compliment,
- If any of its directors are listed on the Treasury register of defaulters;
- A bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory. Or the contract was terminated.
- Who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Who's tender document has been completed in pencil;
- Who's tender document has been faxed;
- Who's tender document has been received after the closing time;
- Who failed to price as required i.e. as stipulated in item 4 here in.
- Who did not comply with any other requirement as set out in the tender specifications.
- Who is in the employment of the state.
- Who does not have a registered and compliant control room.
- **A bidder who fails to provide proof of business insurance that covers the building, equipment and material from theft and losses , unauthorized access, and vandalism.**

6.2 Technical Assessment

The technical assessment is based on the criteria set out below namely:

- (i) Key returnable documents,
- (ii) Company experience (in line with item 5.14 above)
- (iii) Company registration
- (iv) Key personnel (in line with item 5.13 above) and
- (v) Contactable references (must be for the same projects as indicated item (ii) Company experience above will be consider)

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation to be considered further in the evaluation process.

Total points = 285 and bidders required to score a minimum of 228 points (80%) to proceed to next evaluation stage

(i) KEY RETURNABLE	Total Points	Criteria	Description of Criteria	Points
		Company registration documents	Key returnable documents to be submitted	N/A
		Current municipal account		N/A
		3 Years of audited financial statements		N/A
		Certified copies of directors / partners identity documents		N/A

Forms A to G -
completed in full and
signed

N/A

(ii) COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
Company Experience and Track record on provision for security services in public facilities or public infrastructure properties	50	Five or more projects <u>completed</u>	Points will only be allocated for precinct security services To be detailed on current or previous experience information.	50
		Three to four projects <u>completed</u>		30
		One to two project completed		10
Evidence of companies ability to provide supporting technology VHF radio equipment and communication ICASA Radio transmission license. List of the above must be provided in the submission	20	Verification provided meeting the stipulated standard on installed equipment at company premises.	Communication equipment proof provided.	20
Communication equipment proof not provided as stipulated.			0	
Event Security Capacity (Provide copies of current valid certificates of at least 40 event security officers available to the company and trained in terms of SAQA UNIT STANDARD 244335 – “Conduct security at an event”, or PSIRA Special events training registration and provide PSIRA confirmation) 40+	20	Provision of proof of the required back up personnel that can be called up to deal with situations as they arise at the various specific locations.	Crowd control and qualifications in place as stipulated	10
Crowd control personnel not provided as stipulated			0	
Compliance to company to operation Regulations			10	
		Company should be registered with PSIRA, COIDA, UIF, and proof of insurance or a letter of intent for insurance provided.	All certificates must be attached in the submission to score full points	0
			Proof of certification not provided or not compliant	0
(iii) COMPANY REGISTRATION	Total Points	Criteria	Description of criteria	Points
Evidence of company registration with Private Security Industry Authority (PSIRA)	15	Details attached of valid PSIRA certificate copy. To be maintained for the duration of the contract	Full points will only be allocated for providing a valid PSIRA Certificate	15
				0

			0 points if certificate not attached or not valid.	
Control Room PSIRA Compliant	15	Provide proof of the Control Room Compliance	A Control Room Compliance proof provided No Control Room Compliance proof provided	15 0
(iv) KEY PERSONNEL	Total Points	Criteria	Description of criteria	Points
Provide individual detailed CVs and qualifications for the <u>Company director</u>	10	Attached CV's, demonstrate relevant experience With a minimum of a National Diploma and/or relevant management competency qualifications	Bidder must provide all the required info to score full points. Zero points will be allocated where a bidder has not provided all the necessary information Bidder must provide all the required info to score full points. No relevant qualifications	5 0 5 0
Company director experience	20	10 years experience in the operations management in the security industry.	10 years experience 5 years experience Less than 5 years	20 10 0
Provide individual detailed CVs and recognized security industry experience of at least 5 years and qualifications for the <u>Operations manager</u>	20	Attached CV's and qualifications. A degree or a minimum of a Diploma in security and/or relevant management competencies	Bidder must provide all the required info to score full points. If none of the above details provided Degree obtained Diploma provided Matric or less qualification zero points will be allocated	10 0 10 5 0
Operations manager experience	20	10 years or more experience in the operations field / industry.	10 years or more experience 5 years experience Less than 5 years	20 10 0

Provide individual detailed CVs and valid Grade C PSIRA or higher certificate for the <u>Site supervisor</u>	15	Attached valid PSIRA certified certificate of proposed team members With a minimum matric	Bidder must include detailed CV of proposed team members and valid PSIRA certificate / qualification for the security supervisor personnel.	10
			Zero points will be allocated where a bidder has not provided all the necessary information	0
			Bidder resource has the necessary qualifications	5
			The bidder resource does not have the necessary qualifications	0
Supervisor experience with minimum matric qualification	20	10 years experience or more in the supervisory level in the security industry. Managing sites. Required matric qualification	10 years or more experience	15
			5 years experience	10
			Less than 5 years	0
			Bidder proposed resource has the relevant qualification	5
Training of staff	10	Provide details of staff training and development programme to ensure competence and required expertise by accredited service provider:	Accredited internal/external training and development plan including timelines	10
			Non-accredited internal/external training programme and development programme including timelines	5
			No staff training and development programme provided	0
(v) CONTACTABLE REFERENCES	Total Points	Criteria	Description of criteria	Points
Contactable reference (on client letter head) confirming provision Security services that are for the same projects indicated and scale of assignment. Company competency should be elaborated	50	Points will only be allocated for references on similar projects in terms of resourcing requirements, scale and multiple sites. References must be on the client's letterhead or on a document stamped by the client and must confirm the project	Five or more satisfactory references	50
			Two to three satisfactory references	30

on the above.		description, services rendered and appointment values in order to obtain the points.		
			One to two satisfactory references	20
			If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.	0

6.3 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

The below will apply to the services required for this project (80:20)

- For tenders up to R 50 million
 - 80 points are assigned to price
 - Up to 20 points are assigned to BBBEE status per the table under item 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places
- Bidders are to note that JDA does not bind itself to accept the lowest priced bid.

7.3.1 Points awarded for BBBEE status level

Having completed a technical evaluation, points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The following table is applicable in this regard:

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4

8	2
Non-Compliant contributor	0

Notes:

- 7.3.1.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).
- 7.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates or certified copy issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **FAILURE TO SUBMIT A BBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBEE.**
- 7.3.1.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 7.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.3.1.5 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.
- 7.3.1.6 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 tender.
- 7.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 7.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.
- 7.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 7.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.
- 7.3.2 Formula for scoring tender price

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = **Points** assigned to price

7.3.3 The total preference points for a tender are calculated with the formula

PP = P_s + P_{bee} Where

PP is the total number of preference points scored by the tenderer

P_s is the points scored for the comparative price of the tenderer, and

P_{bee} is the number of points awarded to the tenderer based on his certified B-BBEE status level.

7. Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts are:

- The greater of R 8million or four contracts / projects in the current financial year or
- The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year).

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

Bidders will be requested to attend interview should there be a need for clarity.

The validity period of the tender is 90 days .

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The completed tender document shall be placed in a sealed envelope.
Bearing the words:

“RFP: PROVISION OF SHORT-TERM SECURITY SERVICES FOR ALEXANDRA AUTOMOTIVE INDUSTRIAL HUB”.

must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the offices of the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (former President Street), Newtown** only between the hours of 08H00 and 12H00.

The Tender closes at 12h00 on the 10 of June 2022.

Envelopes will be stamped on receipt. There will be a public opening of tenders.

NO LATE / TELEPHONIC /E-MAILED/ FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

ANNEXURE A: BUSINESS DECLARATION

Tender/RFP Number :
Tender/RFP Description :

Name of Company :
Contact Person :
Postal Address :

Physical Address :

Telephone Number :
Fax Number :
Cell Number :
E-mail Address :

Company/enterprise Income Tax Reference Number :
(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

VAT Registration Number :
Company Registration Number :

1. Type of firm

- Partnership
- One person business/sole trader
- Close corporation
- Public company
- Private company

(Tick one box)

2. Principal business activities

.....
.....
.....

3. Total number of years company has been in business:

4. Detail all trade associations/professional bodies in which you have membership

.....
.....
.....

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

6. How many permanent staff members are employed by the firm: Full

Time :

Part Time :

7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time :

Part Time :

8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments from 1 July 2019 to 30 June 2020 (excl. VAT):

R	Year
R	Year
R	Year

9. List all contracts which your company is engaged in and have not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION (MONTH & YEAR)

10. Banking details

I/We hereby request and authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days** notice in writing.

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

Please include letter from bank confirming banking details or a cancelled cheque

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:

SIGNATURE :
NAME IN FULL :
CAPACITY :
DULY AUTHORIZED TO SIGN ON BEHALF OF:
DATE :

COMPANY STAMP

ANNEXURE B : DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.

- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

- 3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the company (director, trustees, shareholder**)
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state* **YES / NO**
If yes, furnish particulars
.....
.....
 - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
If yes, furnish particulars
.....
.....
 - 3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
If yes, furnish particulars
.....
.....
 - 3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

Provision of Security Services for the BRT Infrastructure for 6 months

If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?
YES / NO

If yes, furnish particulars

.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars

.....
.....

4. Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

- * MSCM Regulations: “in the service of the state” means to be –
 - (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
 - (b) a member of the board of directors of any municipal entity;
 - (c) an official of any municipality or municipal entity;
 - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - (e) a member of the accounting authority of any national or provincial public entity; or
 - (f) an employee of Parliament or a provincial legislature.

** “Stakeholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

ANNEXURE C: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

Provision of Security Services for the BRT Infrastructure for 6 months

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE D: PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE*** DURING THE LAST 5 YEARS cont.

CLIENT	ACCOUNT MANAGER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

- ◆ a) a national or provincial department;
- ◆ b) a municipality;
- ◆ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ◆ d) Parliament;
- ◆ e) a provincial legislature;
- ◆ f) any other institution or category of institutions included in the definition of "organ of state" in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....
Signature
(of person authorised to sign on behalf of the organisation)

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFP - SECURITY SERVICES FOR THE ALEXANDRA AUTOMOTIVE INDUSTRIAL HUB FOR 6 MONTHS

in response to the invitation for the bid made by:

Johannesburg Development Agency

do hereby make the following statements that I certify to be true and complete in

every respect: I certify, on behalf of:

_____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;

- (d) the intention or decision to submit or not to submit a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Position

.....
Bidders

.....
Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

- i. Name of bidder:
- ii. Registration Number:
- iii. Municipality where business is situated
- iv. Municipal account number for rates:
- v. Municipal account number for water and electricity:
- vi. Names of all directors, their ID numbers and municipal account number.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.

C Documents to be attached.

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....
.....

Signature

Date

ANNEXURE G: SCHEDULE OF COMPLETED CONTRACTS

The tenderer shall list below a **maximum of 5 projects completed in the past 5 years of a similar nature** to this project i.e., Security services

CLIENT Company name and contact person's name, tel, cell & e-mail address	PROJECT Name and description	SERVICE RENDERED	PROJECT VALUE	COMPLETION DATE

NOTE: Contactable references for the above listed projects must be provided. Said references MUST be on the client's letter head or on a document stamped and signed by client and must confirm the name of the project, description of the project, description of the service rendered, the value of the project, the completion date, and it must rate the service rendered.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE H: ORGANOGRAM

LOCATION	DESIGNATION	NAME AND NATIONALITY OF PROPOSED CANDIDATE	SUMMARY OF QUALIFICATIONS & EXPERIENCE
HEAD OFFICE	Contracts Director		
SITE OPERATIONS	Operations manager		
	Site Supervisor		
	Safety Rep		

