



**REQUEST FOR BIDS**

**BID DETAILS**

<b>BID NUMBER:</b>		<b>FB-SETA (23-24) T0006</b>	
<b>CLOSING</b>	<b>Date:</b>	<b>04 March 2024</b>	
	<b>Time:</b>	<b>12:00 pm</b>	
<b>DESCRIPTION:</b>		<b>APPOINTMENT OF A SECURITY MANAGEMENT COMPANY</b>	
<b>TECHNICAL QUERIES</b>		Lunga Mokoena	
<b>EMAIL ADDRESS:</b>		<a href="mailto:scm@foodbev.co.za">scm@foodbev.co.za</a>	
<b>COMPULSORY SESSION:</b>	<b>BRIEFING</b>	<b>Date:</b>	<b>16 February 2024</b>
		<b>Time:</b>	<b>10am via Microsoft teams</b>
<b>Validity Period</b>		<b>120 Days</b>	

**DETAILS OF BIDDER**

**Organisation/individual:** .....

**Contact person:** .....

**Telephone/ Cell number:** .....

**E-mail address:** .....

**TOTAL BID PRICE (inclusive of VAT)** .....

## GLOSSARY

<b>AWARD</b>	<b>Conclusion of the procurement process and final notification to the effect to the successful bidder</b>
<b>B-BBEE</b>	<b>Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry</b>
<b>BID</b>	<b>Written offer in a prescribed or stipulated form in response to an invitation by FOODBEV SETA for the provision of goods, works or services</b>
<b>CONTRACTOR</b>	<b>Organisation with whom FOODBEV SETA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid</b>
<b>CORE TEAM</b>	<b>The core team are those members who fill the non-administrative positions against which the experience will be measured.</b>
<b>DTI</b>	<b>Department of Trade and Industry</b>
<b>EME</b>	<b>Exempted Micro Enterprise in terms of the Codes of Good Practice</b>
<b>GCC</b>	<b>General Conditions of Contract</b>
<b>IP</b>	<b>Intellectual Property</b>
<b>PSIRA</b>	<b>Private Security Industry Regulatory Authority</b>
<b>COIDA</b>	<b>Compensation for Occupational Injuries and Diseases Act</b>
<b>FOODBEV SETA (FBS)</b>	<b>Food and Beverage Manufacturing Sector Education and Training Authority</b>
<b>ORIGINAL BID</b>	<b>Original document signed in ink, or Copy of original document signed in ink,</b>
<b>ORIGINALLY CERTIFIED</b>	<b>To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.</b>
<b>SCM</b>	<b>Supply Chain Management</b>
<b>SLA</b>	<b>Service Level Agreement</b>
<b>SCHEDULE 3A ENTITY</b>	<b>As per the classification by National Treasury these refer to other National public entities</b>
<b>The Project</b>	<b>Appointment Of A Security Management Company</b>

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**TENDER NUMBER: FB-SETA (23-24) T0002**

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**THE APPOINTMENT OF A SECURITY SERVICES MANAGEMENT COMPANY****SECTION A****1. INTRODUCTION**

FoodBev SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev is currently operating in Johannesburg at number 7 Wessel Street, Rivonia, Sandton. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector. FoodBev SETA is one of 21 sector education and training authorities (SETAs) across the economy mandated to deliver on the National Skills Development Plan (NSDP) goals and objectives.

This document serves as Terms of Reference (TOR) for a tender inviting qualified service providers to offer security management services. The primary objective is to appoint a suitably qualified service provider to provide security management services. The SETA requires that the building area in which they operate be protected by security guards on a 24 hour, 7 days basis to ensure a safe and secure physical site at all times.

FoodBev SETA has identified specific requirements for the services to be rendered as outlined in this document to serve as a guideline in this request for proposals.

**2. SCOPE OF WORK**

The successful service provider should be able to meet the following requirements amongst others:

- ✓ Provide grade C security services on a 24/7 basis, with 2 daytime security and 2 night time security.
- ✓ Must be connected to armed response and have a control room.
- ✓ Must have a security scanning tool for scanning of drivers licence and car licence, data must be stored in a POPIA compliance database.
- ✓ Must be able to provide additional security on an urgent and/or adhoc basis, as and when required.
- ✓ Security and company must be PSIRA registered and compliant.
- ✓ Must provide monthly security reports and attend meetings as and when required.
- ✓ Must provide consistent security - with changes limited to every 6 months.
- ✓ Provide panic buttons to staff working late at night.
- ✓ Bonus points: a company that has a security app that will be used by facilities officer and manager responsible for security to monitor incidents and be able to send panic signals.

**3. DURATON OF THE SERVICES**

The duration of the contract is anticipated to run for a period of 3 years commencing on the date of signing the service level agreement and ends on 31 March 2027. The successful bidder is anticipated to start on 01 April 2024.

**SECTION B**

**4. THE BID EVALUATION PROCESS**

Bid submissions will be evaluated in accordance with the below tender evaluation stages:

**4.1 ADMINISTRATIVE REQUIREMENTS:**

<b>1. Submission format &amp; compliance documents</b>	<p>The Potential bidder must submit three (3) bid proposals as follows:</p> <ul style="list-style-type: none"> <li>i) Two (2) Hard copies and one (1) electronic copy in PDF format saved on a memory stick, clearly marked, and indexed.</li> <li>ii) Bid proposals must be properly bonded, punched and numbered in line with the response format detailed in Section C of this bid document.</li> <li>iii) Submit fully completed and signed documents required in Section C of this bid document.</li> </ul>
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**4.2. STAGE 1: MANDATORY CRITERIA:**

Failure to comply with the mandatory requirements will result in the rejection of the bidder’s submission.

<b>Description of the criteria</b>	<ul style="list-style-type: none"> <li>a) Attendance of compulsory briefing session. A virtual briefing session will be held <b>from (10:00) to (11:00) via Microsoft Teams</b>. Interested bidders must RSVP (with the bid reference number as the subject of the email) two days before the session to the email below: <a href="mailto:scm@FoodBev.co.za">scm@FoodBev.co.za</a></li> <li>b) The Bidder(s) must have a physical office within the Gauteng Province</li> <li>c) The service provider must provide FBS with criminal record checks and security screening of directors of the service provider and security officers that will be deployed at the FBS offices.</li> <li>d) The bidder must be registered with the Private Security Industry Regulatory Authority (PSIRA) as a security service provider for both guarding and armed response and must be in good standing.</li> <li>e) Bidders must submit Compensation for Occupational Injuries and Diseases Act (COIDA) letter of good standing.</li> </ul>
<b>Means of verification</b>	<p>Bidder must submit the following certified documents, not older than six (6) months:</p> <ul style="list-style-type: none"> <li>a) <b>Physical Offices:</b> Proof must be submitted in the form of a lease agreement, rental office agreements, sale agreement, or latest municipal statements.</li> </ul>

	<ul style="list-style-type: none"> <li>b) Criminal record checks and security screening of directors of the service provider and security officers that will be deployed at the FBS offices.</li> <li>c) Valid PSIRA Certificate and letter of good standing with PSIRA for the bidder.</li> <li>d) Bidders must submit valid Compensation for Occupational Injuries and Diseases Act (COIDA) letter of good standing.</li> </ul>
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**4.3. STAGE 2: FUNCTIONAL EVALUATION CRITERIA:**

**4.3.1.** Bidders must meet the minimum functionality of **70.00** points out of 100 points in order to be evaluated further in terms of stage 3. Any bid that does not meet the minimum threshold will be automatically disqualified. See detailed scoring criteria below.

1. CRITERIA: BIDDER'S RELEVANT EXPERIENCE	WEIGHTING ALLOCATED								
<p>The bidder must provide reference letters from contactable clients (excluding FoodBev SETA) for <b>security guard services</b> provided in the last five (5) years.</p> <p>The reference letters must be on the bidder's client's letterhead, duly signed by the authorized person, reflecting the (i) <b>nature of the service provided</b>, (ii) <b>level of satisfaction for the service and performance of the bidder</b> and (iii) <b>number of years that the service was rendered</b>.</p>	<b>15.00</b>								
<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">✓ No relevant reference letters submitted</td> <td style="text-align: right; width: 30%;"><b>0.00</b></td> </tr> <tr> <td>✓ One (1) relevant reference letter</td> <td style="text-align: right;"><b>5.00</b></td> </tr> <tr> <td>✓ Two (2) relevant reference letters</td> <td style="text-align: right;"><b>10.00</b></td> </tr> <tr> <td>✓ Three (3) or more relevant reference letters</td> <td style="text-align: right;"><b>15.00</b></td> </tr> </table>	✓ No relevant reference letters submitted	<b>0.00</b>	✓ One (1) relevant reference letter	<b>5.00</b>	✓ Two (2) relevant reference letters	<b>10.00</b>	✓ Three (3) or more relevant reference letters	<b>15.00</b>	
✓ No relevant reference letters submitted	<b>0.00</b>								
✓ One (1) relevant reference letter	<b>5.00</b>								
✓ Two (2) relevant reference letters	<b>10.00</b>								
✓ Three (3) or more relevant reference letters	<b>15.00</b>								
1.1 ARMED RESPONSE REFERENCE LETTERS	WEIGHTING ALLOCATED								
<p>The bidder must provide reference letters from contactable clients (excluding FoodBev SETA) for <b>armed response services</b> provided in the last five (5) years.</p> <p>The reference letters must be on the bidder's client's letterhead, duly signed by the authorized person, reflecting the (i) <b>nature of the service provided</b>, (ii) <b>level of satisfaction for the service and performance of the bidder</b> and (iii) <b>number of years that the service was rendered</b>.</p>	<b>10.00</b>								
<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">✓ One (1) reference letter for or including armed response</td> <td style="text-align: right; width: 30%;"><b>5.00</b></td> </tr> <tr> <td>✓ Two (2) or more reference letters for or including armed response</td> <td style="text-align: right;"><b>10.00</b></td> </tr> </table>	✓ One (1) reference letter for or including armed response	<b>5.00</b>	✓ Two (2) or more reference letters for or including armed response	<b>10.00</b>					
✓ One (1) reference letter for or including armed response	<b>5.00</b>								
✓ Two (2) or more reference letters for or including armed response	<b>10.00</b>								
<p><b>REQUIRED SUPPORTING DOCUMENTATION:</b></p> <p>The bidder must submit duly signed reference letters or testimonials – which must be in the client's letterheads entailing the details of the services, level of performance, and types of service rendered and the names, contacts details of the client's representative. The reference letters must not be older than five (5) years.</p>									

<b>2. PROJECT TEAM LEADER (SUPERVISOR)</b>		<b>WEIGHTING ALLOCATED</b>
<p>The Project Team Leader should have up to 5 years' experience in conducting similar projects and possess at least a Grade A PSIRA registration certificate. CV of the Project Team Leader clearly detailing experience in providing security management services must be submitted. Certified copy of a Grade A PSIRA certificate.</p>		<b>20.00</b>
<p>✓ No experience or CV indicating less than three (3) years' experience, and certified copy of a Grade A PSIRA certificate. No copy of Grade A PSIRA submitted.</p>	<b>0.00</b>	
<p>✓ CV indicating three (3) years' experience and a certified copy of a Grade A PSIRA certificate.</p>	<b>5.00</b>	
<p>✓ CV indicating four (4) years' experience and a certified copy of a Grade A PSIRA certificate.</p>	<b>10.00</b>	
<p>✓ CV indicating five (5) years' experience or more, and a certified copy of a Grade A PSIRA certificate.</p>	<b>20.00</b>	
<p><b>REQUIRED SUPPORTING DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>Abridged CV of the Project Team Leader (Supervisor) clearly detailing experience in providing security management services must be submitted, together with a certified copy of a Grade A PSIRA certificate.</li> </ul>		
<b>3. PROJECT TEAM</b>		<b>WEIGHTING ALLOCATED</b>
<p>The security officials to be allocated/deployed at FBS, must have at least 3 years' security guard experience. The service provider must also demonstrate that the security officials have Grade C PSIRA registration certificates and have been trained in armed response.</p> <p>All four (4) security officials must have a minimum of three (3) years relevant experience in providing security guard services.</p> <p>CVs of the security officials clearly detailing experience in conducting security guard services must be submitted together with certified copies of Grade C PSIRA registration certificates.</p>		<b>25.00</b>
<p>✓ No CV's or CV showing less than one (1) year experience, and a certified copy of a Grade C PSIRA certificate. No copy of Grade C PSIRA submitted.</p>	<b>0.00</b>	
<p>✓ CV showing one (1) year experience and a certified copy of a Grade C PSIRA certificate</p>	<b>5.00</b>	
<p>✓ CV showing two (2) years' experience and a certified copy of a Grade C PSIRA certificate</p>	<b>10.00</b>	
<p>✓ CV showing three (3) years' experience or more and a certified copy of a Grade C PSIRA certificate</p>	<b>25.00</b>	
<p><b>REQUIRED SUPPORTING DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>To obtain full points bidder must submit CVs of 4 security guards and their certified copies of Grade C PSIRA registration certificates.</li> </ul>		
<b>5. METHODOLOGY AND APPROACH</b>		<b>WEIGHTING ALLOCATED</b>

Bidders must submit a comprehensive technical proposal where the bidder is required to demonstrate the understanding and response to scope of work as detailed above, and how the bidder will implement the scope of work.		<b>30.00</b>
✓ Excellent (all and above scope of work components are covered in detail)	<b>30.00</b>	
✓ Very Good (all and above scope of work elements are covered but not in detail)	<b>20.00</b>	
✓ Good (Some elements are explained in detail)	<b>10.00</b>	
✓ Poor (none of the elements within the submitted proposal were presented by the bidder)	<b>0.00</b>	
<b>TOTAL</b>		<b>100.00</b>

**4.4 STAGE 3: PREFERENCE POINTS SYSTEM**

- a. The 80/20 preference points system will be utilized for this bid. This preference points system is for the acquisition of goods or services with a Rand value up to R50 million as follows:

Criteria	Means of Verification	Points
Price	Proposed Bid Price	80.00
Preference Points	Specific Goals	20.00
<b>Total Points</b>		<b>100.00</b>

**4.4.1 Specific Goals**

- a. The following allocation will determine the specific goals (20.00 points) for this tender process:

Category	% Allocation for each category	Points allocated
Black People Ownership (> 51% blacks)	50%	10.00
Woman Ownership	30%	6.00
Black Youth Ownership	10%	2.00
Military Veteran ownership	5%	1.00
People with disability (PWD) ownership	5%	1.00
<b>Total</b>	<b>100%</b>	<b>20.00</b>

- b. Bidders must submit the following documents as a means of verification for specific goals:
- i. CIPC documents (company registration documents),
  - ii. A certified copy of the B-BBEE certificate (or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status), and
  - iii. Submission of proof of the bidder’s registration on the CSD (Full report)
- c. **Bidders who fail to submit the mandatory documents will not qualify for points allocated for specific goals.**



## SECTION C

### 5. TENDER SUBMISSION INSTRUCTIONS

- 5.1. Tenders should be submitted in triplicate consisting of Two hard copies (one original and one copy) and one electronic copy, all bound in a sealed envelope endorsed, **BID No: FB-SETA (23-24) T0006: The appointment of a security management company**. The sealed envelope must be placed and be deposited in the FoodBev SETA Tender Box, Ground Floor, 7 Wessels, Rivonia, Sandton, 2128 no later than closing time and date.
- 5.2. Bids must be submitted in a prescribed response format herewith enclosed as 'Response Format'.
- 5.3. The closing date, company name and the return address must also be endorsed on the envelope.
- 5.4. If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the tender box. FoodBev SETA will not be held responsible for any delays where tender documents are handed to the FoodBev SETA Receptionist and/or arrives late.
- 5.5. Courier Company should indicate on the submission register who they are submitting on behalf of.
- 5.6. No bids received by telegram, telex, email, facsimile, or similar medium will be considered.
- 5.7. Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. FoodBev SETA reserves the right not to consider/evaluate any late tender response.
- 5.8. All the documentation submitted in response to this bid must be in English.
- 5.9. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 5.10. Bids submitted by bidders must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors (if applicable), a copy of which Resolution, duly certified be submitted with the Tender.
- 5.11. Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by FoodBev SETA regarding anything arising from the fact that pages are missing or duplicated.
- 5.12. A valid tax clearance certificate or confirmation of pin must be included in the bid response.
- 5.13. A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated to must be included in the bid response.
- 5.14. FoodBev SETA reserves the right to call bidders for further presentation of their service or perform due diligence before awarding.
- 5.15. The FoodBev SETA reserves the right to conduct supply chain due diligence process, including site visits and inspections at any time during the bidding and contract period.

### 6. RESPONSE FORMAT

- 6.1. **Bidders are requested to note that this is a mandatory criteria and failure to comply with the requirements as set below will result in a bidder's submission being rejected. The soft and hard copy responses from all bidders must be prepared in line with the following section:**
- 6.2. Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked, indexed and /or numbered):
  - 6.2.1. **Cover Page:** The cover page must clearly indicate the bid reference number, bid description and the bidder's name.

**6.2.2.Schedule 1:**

- a. Executive Summary/Cover Letter – The cover letter should be brief (not more than two pages maximum). Describe why your company/consortium considers it to be best qualified to achieve any of the services listed in scope of work.
- b. Brief company profile (Five pages maximum)
- c. List of relevant contracts completed within the past five years.
- d. References from each respective in relation to the above listed contracts.
- e. Qualifications and Experience – This section shall contain relevant information on qualifications and experience related to the relevant profession.
- f. List of Project Personnel – This list should include the identification of the contact person who will have primary responsibility for the FoodBev SETA contracts, other personnel to be used for project planning, documentation, and supervision, including partners and/or sub-consultants.
- g. Signature Requirements: All bids must be signed. A bid may be signed by an officer or other agent of a registered vendor, if authorised to sign contracts on its behalf; a member of a consortium or joint venture or other agent authorised by a Power of Attorney. The name and title of the individual(s) signing the bid must be clearly shown immediately below the signature.
- h. Rejection of bids: FoodBev SETA reserves the right not to proceed with the award of the proposal.
- i. Section 5 of this tender document (duly completed and signed)

**6.2.3.Schedule 2:**

- a. Valid tax clearance certificate or confirmation of pin.
- b. Originally Certified copies of the bidders CIPC / or company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company.
- c. Original certified copy of the company's professional accreditation (not a copy of a certified copy)
- d. Certified ID copies of all directors.
- e. A certified copy of the B-BBEE certificate (or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status)
- f. Submission of proof of the bidder's registration on the CSD (Full report)

***Note: If a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/ JV member or subcontractor. A consolidated B-BBEE certificate is required for Joint Venture bidders.***

**AUTHORISATION**

*The **BAC** committee hereby confirms that the information included in this bid document is agreed upon by all members, compliant, accurate and complete.*

**SIGNATORIES:**

**Approval by the BAC Chairperson: Mr Magugu Maphiwa**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Noted by the CEO: Ms Nokuthula Selamolela**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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