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REQUEST FOR QUOTATION – RFQ 01/09/2023

Notification Date: 11/09/2023

PROVISION OF SECURITY SERVICES FOR THE PERIOD OF THREE (3) MONTHS

Ntinga O.R. Tambo Development Agency SOC LTD invites PSIRA registered, qualified and experienced bidders to submit detailed quotations for the provision of Security Services at Kei Fresh Produce Market for the period of three months, as per the specification below:

Description of Service	Number of Guards Required	Number of Guards
1. Dayshift: (Two Guards Armed) (Two Guards Unarmed)	Four guards total as follows: (3 males and 1 female) security officers	4
2. Night Shift: (All Guards Armed)	Three Armed Guards	3

Quotations will be evaluated in two stages: 1. Functionality 2. Price and Preference.

Functionality Scoring (Stage 1): Bidders will be evaluated for functionality on the following objective criteria:

No.	Description of Functionality Requirement	Scoring Weights	Functionality Points
1	Company Experience in the field of security services in Public Service		30
1.1	3 or more Appointments with completion certificates/ reference letters with a minimum period of service of 6 months. (attach copies)	30	
1.2	2 Appointments with completion certificates/ reference letters with a minimum period of service of 6 months. (attach copies)	10	
1.3	1 Appointment with completion certificates/ reference letters with a minimum period of service of 6 months. (attach copies)	05	
1.4	Less than a 1 Appointment with completion certificates/ reference letters with a minimum period of service of 6 months. (attach copies)	0	
2.	Company Resources 1. Patrol Vehicles Minimum of 01 registered patrol vehicles (registered in the company name) {attach proof of registration of ownership} 10 points	10	25
3.	Offices Availability of equipped PSIRA approved office within the Mthatha Area {Attach Proof of office Pictures- Verification will be conducted before appointment} Full 10 points	10	
	Availability of equipped PSIRA approved office outside the Mthatha Area but within the O.R. Tambo District {Attach Proof of office Pictures- Verification will be conducted before appointment} 5 Points	05	
5.	METHODOLOGY Note: it must cover all three requirements Bidder must attach Methodology that indicates planned approach on the scope of work considering the following requirements: <ul style="list-style-type: none"> ➤ Risk assessment plan. 5 points ➤ Provide contingency plan in case of labour unrest incidents by own company personnel. 5 points ➤ Provide contingency plan for Kei Fresh Produce Market personnel. 5 Points 	15	15
	Operational plan Detailed operational plan on how the site would be managed and controlled during rendering of security services considering the following requirements: <ul style="list-style-type: none"> ➤ Standard operational plan. 10 points ➤ Communication (two way radio). 10 points ➤ Operating tools, e.g Mag Touch/Tape system. 10 points 	30	30

To qualify for the 2nd stage of evaluation the bidder should score a minimum of qualifying score of 70 points on functionality.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED

AS FOLLOWS:

Stage 2 of evaluation (Price & Preference)

Price and Preference

Quotations will be evaluated according to the 80/20-point system in compliance with Preferential Procurement Policy Framework Act (5/2000). And preferential procurement regulations 2022.

Points	Preferential Procurement Goals	Proof to be Attached to claim full points
80	Price	N/A
20	Specific goal	
Bidders are to score specific goals as follows:		
5	Women	Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more
5	Youth	Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more
5	Disabled	Attach proof from a registered doctor/physician for a bidder to obtain full points the percentage of equity held must be 51% or more
5	Rural	Attach proof of residence of the business/lease agreement: Village. Settlement/Semi-town
100		


Bidders should take note of the following conditions (Failure to provide mandatory information in this proposal may result in the submission considered as non-responsive.

- Quotations will be evaluated according to the compliance with Preferential Procurement Policy Framework Act.
- The bids should include company registration number, tax reference number, valid tax clearance certificate or tcc code, CSD Report, MBD 4, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR BID INVALID / NON RESPONSIVE**
- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
- A letter of confirmation from the local municipality where the bidder pays rates must be attached confirming that all rates and taxes are no more than 3 months in arrears.
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price bid or any other bid and reserves the right to award the whole or part of the bid.
- Submit a list of security guards registered with PSIRA under the employment of the company who are readily available or can be allocated for this project. The list must indicate the guard's name, ID Number and the PSIRA registered grade. List should be retrieved from PSIRA website

- Bidders who are not PSIRA registered will be disqualified.

Quotations clearly marked "RFP 01/09/2023 Security Services" may be emailed to rfq@ntinga.org.za and/or deposited in a bid box placed in the Ntinga O. R Tambo reception at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099. Late quotations will not be considered. **Closing Date Tuesday, 19 September 2023 at 12:00.** For enquiries please contact Ms. A. Giwu at 047 495 0544 and/or by email at anelag@ntinga.org.za

Approved by;



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S. Sentwa Chief Financial Officer

11/09/2023

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Date