

REQUEST FOR QUOTE (RFQ)

Description	:	APPOINTMENT OF SERVICE PROVIDER FOR PROTECTION SERVICE FOR INSETA FOR A PERIOD OF 12 MONTHS.		
RFQ issue date	:	24 March 2021	RFQ closing date	: 29 March 2021 @ 11:00am
RFQ number	:	RFQ/2020/21/78	Enquiries	: SCM Team
Email	:	rfqs@inseta.org.za	Contract Duration	: 12 Months effective 1 st April 2021.

1. INSETA OVERVIEW

1.1 INSETA is a schedule 3A Public Entity in term of the Public Finance Management Act (PFMA). The INSETA must perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the PFMA, any other legislation and the INSETA Constitution.

2. PURPOSE

2.1 The purpose of this RFQ is to invite a qualified and experienced service provider Service Provider to Provide Protective Security Services at INSETA for a Period of Twelve Months (12) Months.

3. SCOPE OF WORK AND DELIVARABLES

3.1 Scope of Work

The services of security personnel are required to perform duties at the premises occupied by INSETA, Ground Floor and First Floor, 37 Empire Road, Parktown, Johannesburg.

The scope of services shall include without limitation the following:

3.1.1 2 X Security Guard **(one operating day shift and one operating night shift)**

3.1.2 Security guards required to work seven (7) days a week **(including weekends and public holidays)**

3.2 Deliverables

Protection services must include the following:

3.2.1 To keep the premises, employees, and assets secure

3.2.2 Patrolling and monitoring of the premises

- 3.2.3 Patrolling duties must be in line with the patrolling schedule and the register that must be provided by the management of the security company.
- 3.2.4 Regular inspections in the designated parking areas to ensure no unauthorized entry, parking and the safety of staff cars and staff/visitors.
- 3.2.5 The day shift security guard to ensure that all windows are closed, and entrances doors are locked after hours.
- 3.2.6 Inspect the building and access points
- 3.2.7 Perform COVID-19 screen duties at INSETA entrance point (s)
- 3.2.8 Keep a register of staff and visitors to INSETA and take their temperatures and necessary details before being allowed entrance.
- 3.2.9 Protection: deal with any unruly or threatening behavior towards staff, members of the public (users) on the premises.
- 3.2.10 To ensure staff's safety when leaving the premises at the end of the day.
- 3.2.11 Courteous: always be courteous and friendly to staff and members of the public visiting the INSETA offices.
- 3.2.12 Occurrence books: security personnel must ensure that all incidents are recorded in the occurrence book and reported to the bidder site supervisor and relevant person at INSETA. The book must be made available to INSETA as and when required.
- 3.2.13 Determining people's level of access, allowing, or denying entry
- 3.2.14 Calling authorities and reporting irregularities
- 3.2.15 Preventing looses
- 3.2.16 Restraining trespassers
- 3.2.17 Compiling and issuing reports to INSETA (as and and when required)
- 3.2.18 The service provider must make provision to provide relievers – (as an when required who also the same Grade required – Grade C)
- 3.2.19 Security guard must arrive on or before the specified time.

4. COMPLIANCE OF REGULATORY STANDARDS (as part of contract conditions)

The service provider must comply with all relevant legislation:

- 4.1 Valid letter of good standing (to be submitted on contracting) from the Department of Employment
- 4.2 Labour (UIF)
- 4.3 Department of Employment and Labour Sectoral Determination (attach copy of dummy pay slip - to be submitted on contracting)
- 4.4 Basic Conditions of Employment Act
- 4.5 National Minimum Wage Act
- 4.6 Labour Relations Act
- 4.7 Occupational Health and Safety Act The service provider be registered and in good standing with the Compensation Commissioner (COIDA). Attach valid proof of COIDA good standing.

4.8 Security sector provident fund letter of good standing on annual basis – attach letter (to be submitted on contracting)

5. ABSENCE OF OBLIGATION & CONFIDENTIALITY

5.1 No legal or other obligation shall arise between the service provider and INSETA unless/until both parties have signed a formal contract or Service Level Agreement in place.

5.2 The Contract site is at **INSETA (as and when required)**.

6. WORKMEN AND SUPERVISION ON SITE

6.1 The service provider shall be held responsible for the conduct of his/her employees and the conduct of his sub-contractor's employees for the full duration of the contract.

7. PRE-QUALIFICATIONS CRITERIA

7.1 Bidder to provide valid proof of B-BBEE compliance (upon closing of the RFQ) - **BBBEE certificate, Sworn Affidavit**

7.2 Bidder must be **BBBEE level 1 or level 2, EME only (no Generic & QSE services providers will be considered for this bid.)**

Note: None-compliance of the above prequalification's criteria will result in automatic disqualification.

8. MANDATORY CRITERIA

- 8.1 Bidders must submit proof of valid PSIRA registration (company)
8.2 Bidder must submit proof of valid PSIRA registration (security guards) proof of validity as at closing date of RFQ and contract duration.

Note: none-compliance of the above mandatory requirements criteria will result in automatic disqualification.

9. EVALUATION CRITERIA

- 9.1 Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the INSETA's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and affords all the bidders a fair opportunity for evaluation and selection.
9.2 All proposals submitted will be evaluated in accordance with the 80/20 principle, in line with PPPFA Regulations of 2017.

9.3 Functional Evaluation

9.3.1 The tender submission will be functionally evaluated out of **100 points** on paper-based evaluation.

9.3.2 should the bidder/s not meet the **minimum of 70 points required points**, they will be disqualified and will **not qualify for further evaluation in terms of Price & BEE Preference points system**

Item	Criteria	Points
The bidder must have proven experience in providing security services	Bidders must provide written contactable reference letters not older than three (3) years for previous service rendered. The reference letters from the clients must include: <ul style="list-style-type: none">• client name on client letter head = 20 points• contactable person and valid email address = 20 points• letter head must be dated and signed = 20 points <p>Note: Letters of award/appointment will not be accepted</p> <ul style="list-style-type: none">• 1-3 reference letters = 10 points• 4- 6 reference leteter = 20 points• Above 3 = 40 points <p>Non compliance with the minimum criteria – 0</p>	100
Total		100

Full Name of Bidder: _____

Company Name & Address: _____

CSD Number: MAAA _____

Contact Person: _____

Contact Number: _____

NB: Your pricing schedule must be in line with your written quotation!

Name of the Company Representative: _____

Signature: _____

Date: _____

10. TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- 10.1** INSETA reserves the right to request new or additional information from all bidders associated with their quotations.
- 10.2** INSETA reserves the right to verify the information submitted by bidders.
- 10.3** INSETA will reject/disqualify a bidder's offer/quotation without any further consideration where that Bidder makes culpable misrepresentation to INSETA in its submission or at any stage during and after this RFQ process.
- 10.4** Bidders are required to declare any conflict of interests and potential conflict of interests they may have in the transaction for which this RFQ is submitted.
- 10.5** INSETA reserves the right not to consider any quotation/proposal where such a conflict of interests exists.
- 10.6** All documentation relating to this contract shall be the property of INSETA.
- 10.7** In adherence to the specific terms and conditions of this RFQ, the bidder shall be bound by the provisions of the Government Procurement: General Conditions of Contract of 2010.
- 10.8** Late and incomplete submissions will not be accepted.
- 10.9** Quotations/proposals shall be valid for at least 30 days from date of submission.

- 10.10** Quotations/proposals not in line with the scope of work and conditions of this RFQ shall be regarded as non-responsive and will not be accepted
- 10.11** Bidders **MUST** be registered on the National Treasury Central Supplier Database (CSD) and state their supplier number in their quotations/proposals.
- 10.12** Bidders are required to submit an original or certified BBBEE certificate or affidavit in line with the Regulations.
- 10.13** The 80/20 preference point system as prescribed by the Preferential Procurement Regulations, 2017 shall apply.
- 10.14 Bidders must complete and sign SBD4, SBD6.1, SBD8, SBD 9 and (GCC bidders must initial each page) – returnable documents**
- 10.15 Bidder must submit a bank confirmation letter reflecting company details.**
- 10.16** INSETA does not do upfront payments.
- 10.17** Quotations along with required documentation and SBD forms must be emailed to rfqs@inseta.org.za on or before **29 March 2021 at 11h00**.

End of RFQ document