

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF SERVICE PROVIDER FOR PROTECTION SERVICE FOR INSETA FOR A PERIOD OF FIVE (5) MONTHS

RFQ	REQ/INS/2022/01028
RFQ ISSUE DATE	7 th June 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR PROTECTION SERVICE FOR INSETA FOR A PERIOD OF FIVE (5) MONTHS
CLOSING DATE & TIME	9 th JUNE 2022 @ 11h00
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za, before on the stipulated date and time. For any queries or questions, please use above mentioned email address.

The INSETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

APPOINTMENT OF SERVICE PROVIDER FOR PROTECTION SERVICE FOR INSETA FOR A PERIOD OF FIVE (5) MONTHS

1. BACKGROUND

The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.

The objective of this request is to appoint the service provider for the appointment of service provider for protection service for INSETA for a period of five (5) months.

2. SCOPE OF WORK & DELIVERABLES

2.1. Scope of work

- 2.1.1 2 X Security Guard **(one operating day shift and one operating night shift)**
- 2.1.2 1 X Reliever
- 2.1.3 Security guards required to work seven (7) days a week **(including weekends and public holidays)**

2.2. Deliverables

Protection services must include the following:

- 2.2.1 To keep the premises, employees, and assets secure
- 2.2.2 Patrolling and monitoring of the premises
- 2.2.3 Patrolling duties must be in line with the patrolling schedule and the register that must be provided by the management of the security company.
- 2.2.4 Regular inspections in the designated parking areas to ensure no unauthorized entry, parking and the safety of staff cars and staff/visitors.
- 2.2.5 The day shift security guard to ensure that all windows are closed, and entrances doors are locked after hours.
- 2.2.6 Inspect the building and access points
- 2.2.7 Perform COVID-19 screen duties at INSETA entrance point (s)
- 2.2.8 Keep a register of staff and visitors to INSETA and take their temperatures and necessary details before being allowed entrance.

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2.2.9 Protection; deal with any unruly or threatening behavior towards staff, members of the public (users) on the premises.

- 2.2.10 To ensure staff's safety when leaving the premises at the end of the day.
- 2.2.11 Courteous: always be courteous and friendly to staff and members of the public visiting the INSETA offices.
- 2.2.12 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.
- 2.2.13 Determining people's level of access, allowing, or denying entry
- 2.2.14 Calling authorities and reporting irregularities
- 2.2.15 Preventing looses
- 2.2.16 Restraining trespassers
- 2.2.17 Compiling and issuing reports to INSETA (as and when required)
- 2.2.18 The service provider must make provision to provide relievers – (as an when required who also the same Grade required – Grade C)
- 2.2.19 Security guard must arrive on or before the specified time.

Note: noncompliance with the prequalification criteria will result in automatic disqualification.

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

The service provider must comply with all relevant legislation:

- 3.1** Valid letter of good standing (to be submitted on contracting) from the Department of Employment
- 3.2** Labour (UIF)
- 3.3** Department of Employment and Labour Sectoral Determination (attach copy of dummy pay slip - to be submitted on contracting)
- 3.4** Basic Conditions of Employment Act
- 3.5** National Minimum Wage Act
- 3.6** Labour Relations Act
- 3.7** 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.
- 3.8** Security sector provident fund letter of good standing on annual basis – attach letter (to be submitted on contracting)

4. Pre-qualification

- 4.1. Bidder must submit proof of registration on CSD (**Central Supplier Database**).
- 4.2. The SBD forms must be fully completed, signed and initialled by the authorised company representative.
 - 4.2.1 **SBD 4 Bidder’s Disclosure**
 - 4.2.2 **SBD 6.1 Preference Points Claim Form**
 - 4.2.3 **General Condition of Contract (GCC)**
- 4.3. Bidder must fully complete, initial and sign this RFQ document and submit a formal quotation on a company letterhead.
- 4.4. Bidder must provide a valid BBEE Certificate (accredited by SANAS only) or BBEE Certificate issued by CICP, or valid Sworn Affidavit on the DTI issued template.

5. MANDATORY CRITERIA

- 5.1. Bidders must submit proof of valid PSIRA registration (company)
- 5.2. 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.

6. PRICING AND CONTRACTUAL OBLIGATION:

6.1. Pricing schedule:

6.1.1. Service providers must ensure that the price quotations are inclusive of all applicable taxes (**including VAT**). Costing must comprise of all the relevant services proposed in the bidder’s submission – **PSIRA aligned rates must be applied.** *(But not limited to)*

No	Description	Each	Rate per month
1.	1 X Security Guard (day)	1	
2.	1 X Security Guard (night)	1	
3.	Reliever	1	
	Total X 5 Months		

9.1. CONTRACTUAL OBLIGATION

- 9.1.1. This is a once off procurement
- 9.1.2. All prices indicated in the pricing schedule must remain fixed for the period of the contract.
- 9.1.3. SBD 7.2 will be the standard contract used for contract and the bidders approved proposal will be an Annexure to the contract.
- 9.1.4. The service provider’s quotation must also provide sufficient detail in terms of various cost items such as total “man” hours and daily rates for the project team.
- 9.1.5. In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.

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10. ADJUDICATION USING A POINT SYSTEM

- 10.1. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 10.2. In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 10.3. However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 10.4. Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

11. POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$P_s = 80 \left\{ 1 - \frac{(P_t - P_{\min})}{P_{\min}} \right\}$$

Where:

- P_s = Points scored for comparative price of bid under Consideration
- P_t = Comparative price of bid under consideration
- P_{\min} = Comparative price of lowest acceptable bid

12. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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- 12.1. Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 12.2. Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 12.3. 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.
- 12.4. 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 bid.
- 12.5. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 12.6. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder 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 bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 12.7. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

13. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

14. CONDITIONS TO BE OBSERVED WHEN RFQING

INSETA does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. INSETA reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed. Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

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INSETA reserves the right to:

- 14.1. Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 14.2. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 14.3. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 14.4. Award a contract to one or more bidder(s).
- 14.5. Accept any RFQ in part or full at its own discretion.
- 14.6. Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 14.7. Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

15. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1),
- Bidder's Disclosure (SBD 4),
- General Conditions of Contract (GCC)

Non – compliance in returning above mentioned documents, will deem the bid submission as nonresponsive.

