



# National Research Foundation

## INVITATION TO BID (SBD 1)

YOU ARE HEREBY INVITED TO BID FOR THE FOLLOWING SPECIFIED SUPPLY REQUIREMENTS

<b>BID NUMBER:</b>	<b>NRF/SAASTA 20/25/2014-15</b>	<b>CLOSING DATE:</b>	<b>24 October 2014</b>	<b>CLOSING TIME</b>	<b>11:00</b>
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### BID DESCRIPTION

**APPOINTMENT OF A SECURITY SERVICES CONTRACTOR FOR THE NATIONAL RESEARCH FOUNDATION'S OFFICES IN PRETORIA (DIDACTA BUILDING AND PERSEQUAR PARK) AND JOHANNESBURG (OBSERVATORY) FOR THE PERIOD OF THREE (3) YEARS**

**Bidders are not limited to tender for all infrastructures. (refer to clause 4 for more information)**

Bidders are required to fill in and sign the written offer form (SBD7 Contract Form – Part 1) at end of this Invitation.

Preferential Procurement System applicable (points for price: points for procurement preference): **90:10.**

Briefing Session / Site Visit	Compulsory	Initial Buildings	The sites for this security services are the <b>Didacta building in Pretoria, NRF Head Offices in Persequor Park and Johannesburg Observatory in Johannesburg. Potential tenderers must attend the compulsory briefing session at the Didacta Building in Pretoria for all sites.</b> Only the potential tenderers who attended the briefing session may arrange a tour of all the sites (contacts below) to satisfy themselves as to the local conditions and the full extent and nature of the operations for the execution of the service. The venue, date and time of this Briefing session will be as follows:
		Date and Time:	13 October 2014 14:00
		Location:	Auditorium, 211 <b>Didacta Building</b> , Nana Sita Street (formerly skinner street), Pretoria, 001
			Site Inspection: Arrangement with the site contact
		Location:	<b>NRF/RISA Building</b> , Meiring Naude Road, Persequor Park
			Site Inspection: Arrangement with the site contact
		Location:	Auditorium, 18A Gill Street, <b>Observatory</b> , Johannesburg

Attendance Register		An attendance register will be maintained and only those tenderers who have registered and signed this register at the briefing session will be considered
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EITHER PHYSICALLY OR BY COURIER TO: <b>(No electronic submissions will considered)</b>	ENVELOPE ADDRESSING:
<b>TENDER BOX SITUATED AT</b>  <b>DIDACTA BUILDING</b> <b>211 NANA SITA STREET (SKINNER STREET)</b> <b>PRETORIA</b>  The bid box is open South African times, 7 days a week (Monday to Sunday)	Envelopes should indicate “technical” or “pricing”.  Bid Number and bid description  Bidders name  Postal Address, Contact Name, Telephone Number and email address on the envelope  <b>THE ENVELOPES SHOULD CLEARLY INDICATE THE NAME OF THE BIDDER, BID NUMBER AND THE CLOSING DATE</b>

**Bidders are required to deliver Bids to the correct address timeously. If the Bid is delivered late to the NRF/SAASTA address provided, it will not be considered.**

All Bids must be submitted on the official forms in this invitation (not to be re-typed) with additional information supplied on attached supporting schedules.

This Bid is subject to the preferential procurement policy framework act and its 2011 regulations, the general conditions of contract (NRF website) and special conditions of contract as stipulated in this invitation.

<b>ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE DIRECTED TO:</b>		
Contact Person:	Rose Mahlaule (General bid enquiries)	
	Tel:	012 3929358
	Email:	<a href="mailto:rose@saasta.ac.za">rose@saasta.ac.za</a>
Contact Person:	Vanessa Naidoo (Technical inquiries for Johannesburg Observatory office)	
	Tel:	011 551 5945
	Email:	<a href="mailto:Vanessa@saasta.ac.za">Vanessa@saasta.ac.za</a>
Contact Person	Medupe Moeng (Technical inquiries for Didacta office)	
	Tel	012 3929357
	Email	<a href="mailto:Medupe@saasta.ac.za">Medupe@saasta.ac.za</a>
Contact person	Petie Roos (Technical inquiries for NRF office)	
	Tel	012 481 4217
	Email	<a href="mailto:petie@nrf.ac.za">petie@nrf.ac.za</a>

NAME OF BIDDER

REPRESENTED BY

POSTAL ADDRESS

PHYSICAL ADDRESS

TELEPHONE NUMBER	CODE	NUMBER	
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CELL PHONE NUMBER	CODE	NUMBER	
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FACSIMILE NUMBER	CODE	NUMBER	
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E-MAIL ADDRESS	
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VAT REGISTRATION NUMBER

COMPANY REGISTRATION NUMBER

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:

TYPE OF COMPANY/FIRM [Tick applicable box]

Partnership/Joint Venture/Consortium	One person business/sole proprietor
Close Corporation	Company
(Pty) Limited	Other

COMPANY CLASSIFICATION [Tick applicable box]

Manufacturer	Supplier
Professional Service Provider	Other service providers e.g. transporter, etc.

Has an original and valid tax clearance certificate been submitted? Yes   
 [Tick Applicable Box] No

Has a Preference Claim form claiming your Preference Points (SBD6.1) been submitted (a B-BBEE status level verification certificate must support preference points claimed) Yes   
 [Tick Applicable Box] No

If Yes, who was the B-BBEE certificate issued by [Tick Applicable Box]

An accounting officer as contemplated in the Close Corporation Act (CCA)

A verification agency accredited by the South African Accreditation System (SANAS)

A registered auditor

Are you the accredited representative in South Africa for the goods/services/works offered? If Yes, please enclose proof. Yes   
 No

Is the Bid Pack split into "Technical" and "Awarding" sections? Yes

No

Are certified copies of Certificate of Incorporation (as per entity type) enclosed? Yes

No

No of originals	1	Number of bid pack copies	5
<b>Pack split into "Technical" and "Pricing" Sections</b>	Yes	<b>Two envelope system required</b>	Yes
Proposal – Bidder's B-BBEE Transformation Program			Yes/ No
Completed Supplier Accreditation Pack (available at <a href="http://www.nfr.ac.za - procurement">www.nfr.ac.za - procurement</a> (Ignore if you have already submitted the documents to SAASTA)			Yes/ No
Certified copies of certificate of incorporation (as per entity type)y			Yes/ No

## **1. Background to the National Research Foundation and its Facilities**

The National Research Foundation (“NRF”) is a juristic person established in terms of Section 2 of the National Research Foundation Act, Act 23 of 1998 and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding, the provision of National Research Facilities and science outreach platforms and programs to the broader community in all fields of science and technology, including natural science, engineering, social science and humanities.

## **2. Scope/Summary of Supply**

The overall objective is to keep the NRF buildings, property, personnel and visitors safe and protected at all times in the Gauteng Province buildings.

## **3. Specification for services**

**The National Research Foundation has 3 infrastructures:**

The first site is situated in **Pretoria Persekor Park** in Meiring Naude Road is the NRF building, the National Research Foundation Head Office. The building consists of four floors and includes offices, registry, a knowledge source centre, meeting rooms, an auditorium, tea rooms, kitchens, training rooms; ablution facilities, store rooms among others. The space is approximately 15 000 square metres.

The second, situated in Pretoria CBD at 211 Nana Sita Street is the **Didacta Building**. The building consists of four floors and includes offices, registry, a knowledge source centre, meeting rooms, an auditorium, tea rooms, kitchens, training rooms; ablution facilities, store rooms among others. The space is approximately 9000 square metres.

The third, **The Johannesburg Observatory** is situated at 18A Gill Street, Observatory in Johannesburg. The buildings consist of the Telescope Dome which houses the 26” Innes Telescope and 1 x Auditorium, 1 x Class Room, 1 x Office /Exhibit block which has 6 Levels and includes 4 exhibition levels, 1 x resource Centre, 1 x computer lab, 2 x forensic labs, 3 x kitchens, 1 x dining area, 3 x boardrooms, 1 x TRAC lab with 3 offices and 1 x Administration block.

### **3.1 Security Personnel for the Didacta Building**

The minimum security service employees with at least one female guard on site at the **Didacta Building**:

At all times the security will be provided by two (2) security officers of which will be at least one (1) Grade C and one (1) Grade D where one should be a female and one male

All security service employees will be required to wear a photo identification security card, bearing their name, their photograph and their identity number. The NRF maintenance coordinator will issue these security cards to four (4) security officers one (1) of which will be for the supervisor, as agreed with the successful tenderer at the Didacta Building. Any security cards required in addition to these cards must be approved by the Managing director and will be for the account of the security services contractors at a cost of R50-00 per card. Any lost cards must be reported to the building coordinator at the Didacta Building within 24

The security contractor will be liable for any damage to the building, equipment and vehicles caused by the security services team.

### **3.2 Security Personnel for the Johannesburg Observatory Building**

The minimum security service employees with at least one female guard on site at the **Johannesburg Observatory**:

#### **DAY SHIFT AND NIGHT SHIFT**

1 x Grade C – Supervisory and Accountability Role (including holidays)

2 x Grade D – (including Public Holidays)

#### **All the above security personnel to have the following for both Didacta and Observatory**

- Security officers must be schooled at least at the Senior Certificate level.
- The security officers shall be able to communicate in English and shall be able to read and write in English.
- Security officers must not be younger than 18 years of age.
- Security officers supplied to render the services, must at least have (2) two years' consecutive experience.
- NRF reserves the right to screen the security officers supplied to render the service within (7) seven days after commencement of the service and verbally request an immediate replacement should the security officer not meet the criteria or perform up to the accepted standards.
- The service provider must submit a recent SAPS Criminal record clearance certificate, (at his /her own expense) to NRF in respect of all personnel supplied to render the service, within (14) fourteen days after commencement of the service. Failure to meet this condition will result in the removal of the service provider's personnel from NRF premises.

### **3.3 For the NRF Head Office Building**

- NRF will require that the following minimum security service employees on site:
- Day shift will require two (2) security officers of which will be at least one (1) Grade C and one (1) Grade D.
- Night shift will require one (1) security officer grade D.

#### **DAY SHIFT**

1 x Grade C and 1 x Grade D – Monday to Sunday 06:00 – 18:00 including Public Holidays

#### **NIGHTSHIFT**

1 x Grade D – Monday to Sunday 18:00 – 06:00 including Public Holidays

**All the above security personnel to have the following**

- Security officers must be schooled at least at the Senior Certificate level.
- The security officers shall be able to communicate in English and shall be able to read and write in English.
- Security officers must not be younger than 18 years of age.
- Security officers supplied to render the services, must at least have (2) two years' consecutive experience.
- NRF-RISA reserves the right to screen the security officers supplied to render the service within (7) seven days after commencement of the service and verbally request an immediate replacement should the security officer not meet the criteria or perform up to the accepted standards.
- The service provider must submit a recent SAPS Criminal record clearance certificate, (at his /her own expense) to NRF/RISA in respect of all personnel supplied to render the service, within (14) fourteen days after commencement of the service. Failure to meet this condition will result in the removal of the service provider's personnel from NRF/RISA premises.
- The security officers will be responsible for the entrance and exit gates for access control during day time and at night time will be doing perimeter patrols every hour using the clock stick for monitoring purposes.
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- All security service employees will be required to wear a photo identification card, bearing their name, their photograph and their identity number. The NRF representative (Building and Maintenance Supervisor) will issue these security cards to Three (3) security officers and one (1) for supervisory visit, as agreed with the successful tenderer. Any security cards required in addition to these cards must be approved by the NRF Management and will be for the account of the security services contractors at a cost of R50-00 per card. Any lost cards must be reported to the NRF representative (Building and Maintenance Supervisor) within 24 hours and the cost of replacement will be for the account of the security service provider at a cost of R50-00 per card.

- **No sub-contracting is allowed**

**3.4 Overall Specification for the Didacta Building**

- The appointed company will be responsible for supplying security services to the site on a 24-hour basis, 7 days a week, on every day of the year, with regular patrols of the grounds by the security officer and at least one visit per shift of a supervisor to the site.
- At all times the security will be provided by two (2) security officers of which will be at least one (1) Grade C and one (1) Grade D where one should be a female and one male
- All security guards are to have police clearance and proof must be submitted that no guards have any criminal records. All security guards that are deployed on the site have basic knowledge of the English language, be able to use their initiative and show a good level of proactivity.
- All security guards are to be registered with PSIRA and be qualified in terms of the Private

Security Industry Regulations Act 56 of 2001 and proof of these registrations must be made available.

- The company will be responsible for supplying the attire worn by the security guards as well as ensuring that the guards appear neat and professional at all times and combat clothing will not be accepted.
- The company will also be responsible for maintaining an incident book as well as a visitors book, which will be accessible to management of the NRF at all times. Regular meetings will be held with the management of NRF.
- The company must be a member of the Private Security Industry Regulatory Authority (PSIRA) and their membership must be verified by PSIRA.
- Three written references of current clients, with similar requirements, must also be supplied not older than 12 months.
- The guards on site are to have back up from the company in the form of a supervisor who will react to incidents if the guards are not able to handle the situation, and who will visit the site at least once per 12 hour shift
- The company is responsible for recording incidents and events in an occurrence register and report these to the management of the NRF.
- The appointed company must be responsible for enforcing the relevant security policies and procedures of NRF.
- 24 hour on-site security services in compliance with the latest regulations of the Labour Relations Act (LRA)
- Prevent the risk of loss of assets (Property, plant and equipment).
- Armed reaction
- Guards must be trained in terms of accredited security legislations (PSIRA training - grade B & C officers), Health and Safety regulations, first aid assistance and fire-fighting skills
- Protection of vulnerable areas within the NRF premises (must include perimeter fence patrols)
- Investigation of crime and other security related incidents and reporting on a timely basis.
- In the management of incidents and crime reduction, liaise with SAPS and Metro Police.
- Assist with the implementation of the NRF's Disaster / Emergency Plan.
- NRF internal Health and safety officer will provide you with the plan and assist where necessary with coordination.
- Provide weekly advice and information to NRF management.
- Adhere to the NRF's standard operating procedures in relation to security.
- Provide a radio communication system to own staff.
- Provide a continuous risk management advice to NRF's management in the form of monthly report.

### **3.5 Overall Specification for the Johannesburg Observatory**

- The appointed company will be responsible for supplying security services to the site on a 24-hour basis 7 days a week, on every day of the year, with hourly patrols of the grounds by the security officers and at least one visit per shift of a supervisor to the site.
- At all times the security will be provided by a minimum of three (3) security officers, which will be one (1) Grade C and two (2) Grade D. During all patrols one officer must remain at the entrance to the site.
- All security guards are to have police clearance and proof must be submitted that no guards have any criminal records.
- All security guards that are deployed on the site must be conversationally fluent in English, be able to use their initiative and show a good level of proactivity.
- All security guards are to be registered with PSIRA and be qualified in terms of the Private



Security Industry Regulations Act 56 of 2001 and proof of these registrations must be made available.

- The company will be responsible for supplying the attire worn by the security guards as well as ensuring that the guards appear neat and professional at all times and combat clothing will not be accepted.
- The company will also be responsible for maintaining an incident book as well as a visitors book, which will be accessible to management of the NRF at all times.
- The appointed company will have to co-operate with other armed response companies, which already service individual houses on the grounds. Regular meetings will be held with the management of NRF.
- The company must be a member of the Private Security Industry Regulatory Authority (PSIRA) and their membership must be verified by PSIRA.
- Three written references of current clients, with similar requirements, must also be supplied not older than 12 months.
- The company is responsible for recording incidents and events in an occurrence register and report these to the management of the NRF.
- The appointed company must be responsible for enforcing the policies and procedures of the NRF/.
- The Service Provider must have at least 1 vehicle for armed responses and 1 quad bike in road worthy condition and must submit certified copies of the registration certificates and road worthy certificates of the vehicles.
- Armed response must be able to respond within 10 minutes

### **3.6 Overall Specification for the NRF Head Office Building**

- The security officers will be responsible for the entrance and exit gates for access control during day time and at night time will be doing perimeter patrols every hour using the clock stick for monitoring purposes.
- The appointed company will be responsible for supplying security services to the site on a 24-hour basis, 7 days a week, on every day of the year, with regular patrols of the grounds by the security officer and at least one visit per shift of a supervisor to the site.
- At all times the security will be provided by *Two (2) security officers during day time and one (1) security officer at night time of which will be at least Grade C male or male.*
- All security guards are to have police clearance and proof must be submitted that no guards have any criminal records.
- All security guards that are deployed on the site have basic knowledge of the English language, be able to use their initiative and show a good level of proactivity.
- All security guards are to be registered with PSIRA and be qualified in terms of the Private Security Industry Regulations Act 56 of 2001 and proof of these registrations must be made available.
- The company will be responsible for supplying the attire worn by the security guards as well as ensuring that the guards appear neat and professional at all times. Combat clothing will not be accepted.
- The security company will also be responsible for supplying and maintaining an incident book and visitors book, which will be accessible to representative of the NRF at all times. Regular meetings

will be held with the representative of NRF.

- The company must be a member of the Private Security Industry Regulatory Authority (PSIRA) and their membership must be verified by PSIRA.
- Three written references of current clients, with similar requirements, must also be supplied not older than 12 months.
- The guards on site to be supported by the security company in the form of a supervisor who will react to incidents if the guards are not able to handle the situation, and who will visit the site at least once per 12 hour shift
- The security company is responsible for recording incidents and events in an occurrence register and report these to the representative of the NRF.
- The appointed security company must be responsible for enforcing the relevant security policies and procedures of NRF.
- 24 hour on-site security services in compliance with the latest regulations of the Labour Relations Act (LRA)
- Prevent the risk of loss of assets (Property, plant and equipment).
- Guards must be trained in terms of accredited security legislations (PSIRA training - grade B & C officers), Health and Safety regulations, first aid assistance and fire-fighting skills
- Protection of vulnerable areas within the NRF premises (must include perimeter fence patrols)
- Investigation of crime and other security related incidents and reporting on a timely basis.
- Liaison with SAPS and Metro Police in the management of incidents and crime prevention.
- Assist with the implementation of the NRF Disaster / Emergency Plan as may be required from time to time.
- NRF internal Health and safety officer will provide you with the plan and assist where necessary with co-ordination.
- Adhere to the NRF's standard operating procedures in relation to security.
- Provide a radio communication system to staff on duty.
- Provide a continuous risk management advice to NRF's representative in the form of monthly report.
- The Bidder will also be responsible to supply a patrol monitoring clock stick to be used for patrol checks.

### **3.7 Statutory Requirements**

The contract supplier must be a member of the Private Security Industry Regulations Act 56 of 2001. Proof of membership must be provided in the proposal, together with proof of UIF and compensation for occupational injuries and diseases.

All work must be done in accordance with all statutory requirements relevant to the security industry including the Occupational Health and Safety Act, Act no 85 of 1993 and its latest amendments.

This scope of work and specification must in all respects be read in conjunction with the requirements of the relevant Occupational Health and Safety Act: 1993 and its latest amendments.

**3.8 SCHEDULE OF WORK THE CONTRACTOR MUST PERFORM – DIDACTA BUILDING**

Prospective tenderers must indicate the level of performance that they commit to by means of an (X) in the Service Level Schedule below. Failure to adhere to this condition will be perceived as non-compliance

NAME OF SECURITY CONTRACTOR: \_\_\_\_\_  
 ADDRESS OF SECURITY CONTRACTOR: \_\_\_\_\_  
 \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_ VAT NUMBER: \_\_\_\_\_

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
<b>A</b>	<b>SECURITY AREA AND SECURITY HOURS</b>			
1.	NRF/ is situated in Pretoria CBD at 211 Didacta Building, Nana Sita Street. The building consists of four floors and includes offices, registry, a knowledge resource center, meeting rooms, an auditorium, tea rooms, kitchens, training rooms; ablution facilities among others.. The space is approximately 9000 square metres.			
2.	The appointed company will be responsible for supplying security services to the site on a 24-hour basis, 7 days a week, on every day of the year, with regular patrols of the grounds by the security officer and at least one visit per shift of a supervisor to the site.			
3.	At all times the security will be provided by a two (2) security officers of which will be at least one (1) Grade C and one (1) Grade D where one should be a female			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	and one male			
4.	<p><b>Maximum shifts</b></p> <p>No security personnel may be allowed to work a shift longer than (12) twelve hour per day.</p>			
<b>B</b>	<b>DESCRIPTION OF TASKS</b>			
1.	Access control at all entrances			
2.	Processing(searching) of vehicles, Vehicle occupants and walk-in-staff and visitors(Where applicable)			
3.	Patrol services on the entire premises.			
4.	Guard services.			
5.	Assist with handling of emergency situations			
6.	Control and Security of visitors to SAASTA			
<b>C</b>	<b>SECURITY EQUIPMENT</b>			
1.	<p><b>The following equipment /materials are to be supplied to the security staff by the security services contractor, at their own cost:</b></p> <ol style="list-style-type: none"> <li>1. Batons</li> <li>2. Handcuffs</li> <li>3. Whistle</li> <li>4. Pen and pocket book</li> <li>5. Torch</li> </ol>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	6. Radio 7. Taser 8. Panic buttons 9. Maze			
2.	All equipment, belonging to the security services contractor and issued to the security service staff must comply with the requirements of the Occupational Health and Safety.			
<b>D</b>	<b>GENERAL SERVICE REQUIREMENTS</b>			
1.	<p style="text-align: center;"><b>Security services</b></p> <p>The norm/ standards of the service to be rendered must be in accordance with the acceptable standards of the trade concerned.</p> <p>It is the responsibility of the service provider to see that personnel in his service and especially those employed for the rendering of this service, meet the requirements all times.</p> <p>All possible steps shall be taken by the service provider to ensure that the intended execution of this agreement will take place, these steps include, inter alia the following:</p> <p>Security officers deployed to the site are suitably trained to deal with the risks outlined in the scope of contract of this document</p> <p>Sufficient tools are provided to the security officers to be effective in ameliorating the risks outlined in the scope of contract of this document.</p> <p>The security services shall include control of the entries and exits, body search (where applicable) and ID cards</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>check/verification of the incoming people including the staff working at the site.</p> <p>The Service provider's personnel must all times refrain from littering and keep the site/ground/building/work area occupied by them clean, hygienic and neat.</p> <p>Under no circumstances will any security personnel be allowed to trade on the site or NRF premises.</p> <p>The Service provider shall not erect or display any sign, printed matter, painting, name plates, advertisement, articles or objects of any nature whatsoever, in, or against NRF's building or site or any part thereof without consent. The Service provider shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.</p> <p>Any sign, printed matter, painting, name plates, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable will be immediately be removed. The Service provider shall be held responsible for the costs of such removal.</p> <p>The bidder must provide 24-hour services.</p> <p>At his Headquarters, proper staff files of all security staff in his/her service that is employed for service shall be kept up to date by the Contractor and be available for inspections by NRF SAASTA. The appropriate documents shall include, inter-alia, the following:</p> <ul style="list-style-type: none"> <li>i) Scholastic\ education information</li> <li>ii) registration and medical certificates</li> <li>iii) Security clearances.</li> </ul> <p>The service provider shall implement an approved control system such as a clock card to provide physical evidence of the</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>presence of all employees on site at all times. Data sheets shall be supplied to NRF SAASTA representative at his request and shall be submitted with payment certificates.</p> <p>All employees shall be fully conversant with emergency plans and procedures on site and shall give their full support in the event of an emergency.</p> <p>Employees shall not work for more than 12-hour shifts. The service provider shall at all times provide the necessary supervision on site. This shall include a duly appointed Security Manager, Shift Commanders for each shift and supervisors for specific functions. Supervisors and Shift Commanders may form part of the functional staff.</p> <p>The service provider shall have detailed procedures manuals for all security functions available on site at all times. Procedure manuals shall be submitted for the approval of NRF SAASTA at the start of the Contract. Approval of the manuals will not relieve the service provider from any of their obligations under the Contract. Should NRF SAASTA discover any deficiencies in the Procedure Manuals subsequent to approval of such Manuals, the service provider may be ordered to amend the Manuals to the satisfaction of NRF SAASTA at the cost of the service provider.</p> <p>The service provider must establish communication linkage with the police.</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
2	<p><b>Dress code (uniform and identification)</b></p> <p>The service provider undertakes to ensure that each and every member of the security personnel will at all times when on duty be fully equipped in respect of:</p> <p>A full uniform: neat and clearly identifiable uniform of the service provider which will include matching rain coats and overcoats for personnel performing duties on the external premises of the site.</p> <p>A clear identification card of the company with the members photo, identification photo, identification and staff number on it, worn conspicuously on his/her person at all times.</p>			
3.	It is the responsibility of the security services contractor to ensure that the requirements of the security services contract are met.			
4.	The security services contractor provide a valid PSIRA (PRIVATE SECURITY INDUSTRY REDULATORY AUTHORITY) compliance audit certificate			
5.	<p><b>Security personnel</b></p> <p>Security officers must be schooled at least at the Senior Certificate level.</p> <p>The security officers shall be able to communicate in English and shall be able to read and write in English.</p> <p>Security officers must not be younger than 18 years of age.</p> <p>Security officers supplied to render the services, must at least have (2) two years' consecutive experience.</p> <p>Exchange of any security personnel may only be executed with prior consent of NRF/SAASTA.</p> <p>NRF/SAASTA may require the removal or substitution of specific security personnel from its premises upon giving valid</p>			



Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>reasons to the services provider.</p> <p>NRF/SAASTA reserves the right to screen the security officers supplied to render the service within (7) seven days after commencement of the service and verbally request an immediate replacement should the security officer not meet the criteria or perform up to the accepted standards.</p> <p>The service provider must submit a recent SAPS Criminal record clearance certificate, (at his /her own expense) to NRF/SAASTA in respect of all personnel supplied to render the service, within (14) fourteen days after commencement of the service. Failure to meet this condition will result in the removal of the service provider's personnel from NRF/SAASTA premises.</p> <p>The service provider must undertake to provide a certain and reasonable number of staff as required for the rendering of services at the site during crisis situation.</p>			
6.	<p><b>Code of Conduct</b></p> <p>At all times the security officer must present an acceptable image and appearance which includes, inter alia, that they may not sit, lounge about, smoke, eat or drink while attending to people or sleep on duty.</p> <p>Supervisors and security officers must at all times present a dedicated attitude/approach to security, which attitude/approach shall imply inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behavior towards them.</p> <p>Supervisors and security officers must be</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>physically healthy and medically fit for the execution of their duties and by presenting security officers for position of this service, the service provider warrants that they are good standing with PSIRA Regulation.</p> <p>NRF/SAASTA retains the right to ascertain from the Security Officers' Board as to whether the security officers are in good standing with the Security Officers Board.</p> <p>The Shift Commander shall ensure that the deployment sheets are completed correctly.</p> <p>The shift commander has the responsibility of ensuring that all the security officers on parade adhere to the discipline and the dress code.</p> <p>All areas of concern noted by the shift commander will be reported to the security Manager.</p> <p>During parades the following must be checked:</p> <ul style="list-style-type: none"> <li>✓ Posting / deployment sheets completed</li> <li>✓ Correct turn out according to dress code as set by service provider.</li> <li>✓ All special orders must be issued at the parade.</li> <li>✓ Must inspect all officers' pocket books.</li> </ul>			
7.	In the event of extraordinary circumstances e.g. labour unrest, labour disputes, civilian disorder, local or national disaster or other situation beyond the control of the contractor, NRF/SAASTA and the contractor must come to an agreement or methods to ensure the continuation of the service.			
8.	<p><b>Supervision and emergency assistance</b></p> <p>The service provider must have a well-established, (24) hour security control room <i>within the boundaries of the</i></p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p><i>Tshwane Metro.</i></p> <p>The service provider must have the armed supervisor/ inspector immediately available within 10 minutes on a (24) hour basis to react and assist in the event of emergencies.</p>			
9.	<p><b>Public relations</b></p> <p>Public Relations is very important to NRF/SAASTA and therefore the Security officers must always try and assist visitors, staff members and NRF/SAASTA, and must always be:-</p> <ul style="list-style-type: none"> <li>i) Friendly</li> <li>ii) Professional</li> <li>iii) Helpful</li> <li>iv) Knowledgeable</li> </ul>			
10.	<p><b>Registers</b></p> <p><b>Occurrence Book</b></p> <p>The purpose of the occurrence book is to give an overall picture of activities, inspections by supervisors, and all other relevant occurrences at the centre.</p> <p>The Service provider's security staff on duty shall make the following entries in the occurrence book:</p> <ol style="list-style-type: none"> <li>1. All listed routine procedures such as patrols undertaken,</li> <li>2. handing over of shifts,</li> <li>3. Mentioning the procedures followed, by whom and the time of commencement, these entries shall be made clearly legible, in blue/black ink.</li> </ol> <p>All occurrences, however, slight or unusual, shall be recorded with reference made to the correct time and relevant actions taken.</p> <p>All security staff activities, especially deviations in respect of the duty list, specifying particulars of the staff and relevant times.</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>The issue and/or receipt of keys, specifying the time and by whom they were received or delivered.</p> <p>The unlocking or locking of doors or gates, specifying the time and by who locked or unlocked.</p> <p>The handing over of shifts, mentioning all names of all shift staff and accompanying equipment and aids. In this case, staff taking over as well as staff handing over shall sign the entry/entries.</p> <p>After the taking over of shifts, the first level supervisor shall make an entry declaring that he has read the Occurrence Book in order to acquaint himself with events that occurred during the previous shift.</p> <p>All visits by second level supervisors and top management.</p> <p>These entries shall be done in red ink.</p> <p>Note: Under no circumstances may an entry in the occurrence book be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled on the side.</p> <p>The Service provider shall store the completed (full) Occurrence Books until the end of the contract (for a period of at least twelve months.)</p> <p><b>Admission Control Registers/Forms (Where applicable)</b></p> <p>The purpose of the admission control forms is to have information available at all times regarding persons and vehicles admitted to the site within a specific period, in case an occurrence, or occurrences, should take place which might lead to a judicial enquiry or other investigation.</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p><b>Duty List</b></p> <p>The purpose of the duty list is to serve as proof, at all times that staff that should be on duty per shift, are indeed on duty.</p> <p>Daily, weekly or monthly duty lists of all security staff on duty, as purported in this agreement, shall be drawn up by the service provider and kept in the security control office where such service is rendered.</p> <p>Any change to the duty list shall be crossed out by a single line, initialled, dated and noted in the occurrence book.</p> <p><b>Duty Sheet</b></p> <p>The purpose of a duty sheet is to ensure that all security staff on duty is familiar with the duties as required in this agreement.</p> <p>The service provider shall have on site a fully expounded duty sheet per duty point.</p>			
11.	<p><b>Inspections</b></p> <p>A thorough inspection of the service shall be performed by NRF/SAASTA official as well as the Service provider himself/herself at least every second month.</p> <p>NRF/SAASTA retains the right to inspect the service rendered by the service provider at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.</p> <p>NRF/SAASTA reserves the right to demand from the Service provider that any of his/her employees be replaced, should justifiable reasons exist in which case the employee must leave site forthwith. NRF/SAASTA will not be liable to any person whatsoever (including the service provider's employees) for any damages or claims of whatever nature which may arise because of this replacement, and the service provider indemnifies NRF/SAASTA</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>against any such claims.</p> <p>NRF/SAASTA representative will have a right to daily check whether sufficient personnel are available at the site in accordance with the set terms and conditions.</p> <p>All security personnel shortages must be recorded in the occurrence register</p>			
12.	<p><b>Security Officer's Training</b></p> <p>Security officer's supplied to render the services, must be trained to the standard set by the Security Officer's Board by a training Centre accredited by the security Officer's Board.</p> <p>A copy of the training certificate in respect of each and every security officer supplied to render the services must be handed to NRF/SAASTA within seven (7) days after the commencement of the service.</p>			
13.	<p><b>Contact with the SAASTA representative</b></p> <p>The supervisor must immediately report any abnormal and/or noteworthy incident to NRF/SAASTA representative who in turn will inform Top Management.</p> <p>A meeting where formal discussions can be held between NRF/SAASTA representatives and the service providers' supervisor/manager or Service providers himself must be held once a month. Minutes of the meeting must be kept by NRF/SAASTA with a copy for the service provider.</p> <p>The Service provider shall furnish a monthly report of the security service incidents, etc. which transpired in the previous month to NRF/SAASTA Security Manager.</p>			
14.	<p><b>Lost articles</b></p> <p><i>Definition:</i> lost article are articles found at</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>the site of which the ownership of which could not immediately be established.</p> <p>Lost articles must immediately be handed in at the building and administration coordinator's office on the site for safekeeping and recorded in the occurrence register.</p>			
15.	<p><b>Deliveries</b></p> <p>Security personnel must not accept/receive any delivery for an official. The official himself/herself or a colleague may accept/receive the delivery. Should the delivery be urgent or a sensitive/valuable article this must be referred and/or arranged with the building and administration officer.</p>			
16.	<p><b>Labour unrest incidents</b></p> <p><i>Definition:</i> when the employees of NRF/SAASTA on the site or security personnel engage in lawful or unlawful industrial action such as strikes, boycotts, unrest and intimidation.</p> <p>Labour unrest on site.</p> <p>If the services is interrupted/ or temporary deferred because of any labour unrest, labour disputes, civilian disorder, a local or national disaster or any other cause beyond the control of the service provider, the parties must come to an agreement on methods to ensure continuation of the security service.</p> <p>In the event of any industrial action by employees or former employees of NRF/SAASTA at the site, the security personnel on site shall immediately notify management of the service provider who shall interact with management of NRF/SAASTA on how to respond to the industrial action.</p> <p>The security personnel on site shall do everything in his/her power to secure the site and protect NRF/SAASTA property.</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p><b>Organization registration</b></p> <p>The Service provider must be registered as a company or close corporation or entity and as proof thereof, a copy of the registration certificate must be provided to SAASTA as part of the bid document. Should the service provider be a partnership or other legal entity, suitable supporting documentation must be provided as aforesaid</p>			
	<p><b>Organizational equipment</b></p> <p>The service provider may not, unless otherwise agreed to in writing by the NRF/SAASTA, make use of any of the NRF/SAASTA's equipment, aids and/or property for purpose of compliance with these terms and conditions, which equipment, aids and / or property include, inter alia, vehicles, stationery, firearms, room and furniture.</p> <p>All keys required to obtain access to those parts of the site where service is to be rendered according to the condition, will be provided.</p>			
	<p><b>Termination of service</b></p> <p>The NRF/SAASTA reserves the right to terminate the contract at any time if the service provider's service is not satisfactory.</p> <p>The contract will be terminated immediately should the service provider no longer qualify as Security Officer in terms of the Act.</p> <p>The service provider must notify the NRF/SAASTA immediately if any member of its security personnel no longer meets the qualifications or conditions of the Act and the service provider must immediately</p>			



Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	remove from the site and replace any of its employees who no longer qualify as security officer in terms of the Act.			

I/we confirm on behalf of .....  
 (Contractor name) that the responses to the statements above are true and fair.

.....  
 Signatures : date :

**3.9 SCHEDULE OF WORK THE CONTRACTOR MUST PERFORM – JOHANNESBURG OBSERVATORY**

Prospective tenderers must indicate the level of performance that they commit to by means of an (X) in the Service Level Schedule below. Failure to adhere to this condition will be perceived as non-compliance

NAME OF SECURITY CONTRACTOR: \_\_\_\_\_  
 ADDRESS OF SECURITY CONTRACTOR: \_\_\_\_\_  
 \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_ VAT NUMBER: \_\_\_\_\_

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
A	SECURITY AREA AND SECURITY HOURS			

1.	<p>NRF/SAASTA is situated in Johannesburg at 18 Gill Street, Observatory. The site consists of:</p> <ul style="list-style-type: none"> <li>• 1 x Outsides Areas</li> <li>• 3 x Telescope Dome &amp;</li> <li>• 1 x Auditoruim</li> <li>• 1 x Class Room</li> <li>• 1 x Office Building consisting of the following : <ul style="list-style-type: none"> <li>○ Level 1 Exhibition Area</li> <li>○ Level 2 Reception</li> <li>○ Level 3 Exhibition</li> <li>○ Level 4 Murray &amp; Roberts TRAC</li> <li>○ Level 4 SAASTA Administration Block</li> <li>○ Level 5 Exhibition Area</li> <li>○ Level 6</li> <li>○ Roof</li> <li>○ Staircase</li> <li>○ Lifts</li> </ul> </li> </ul> <p>The space is approximately 35 000 square meters.</p>			
2.	<p>The appointed company will be responsible for supplying security services to the site on a 24-hour basis, 7 days a week, on every day of the year, with regular patrols of the grounds by the security officer and at least one visit per shift of a supervisor to the site.</p>			
3.	<p>At all times the security will be provided by three (2) security officers of which will be at least one (1) Grade C and one (2) Grade D where one should be a female and one male</p>			
4.	<p><b>Maximum shifts</b> No security personnel may be allowed to work a shift longer than (12) twelve hour per day.</p>			
<b>B</b>	<b>DESCRIPTION OF TASKS</b>			
1.	Access control at all entrances			

2.	Processing(searching) of vehicles, Vehicle occupants and walk-in-staff and visitors(Where applicable)			
3.	Patrol services on the entire premises.			
4.	Guard services.			
5.	Assist with handling of emergency situations			
6.	Control and Security of visitors to SAASTA			
<b>C</b>	<b>SECURITY EQUIPMENT</b>			
1.	The following equipment /materials are to be supplied to the security staff by the security services contractor, at their own cost: <ol style="list-style-type: none"> <li>1. Batons</li> <li>2. Handcuffs</li> <li>3. Whistle</li> <li>4. Pen and pocket book</li> <li>5. Torch</li> <li>6. Radio</li> <li>7. Taser</li> <li>8. Panic buttons</li> <li>9. Maze</li> </ol>			
2	1 vehicle for armed responses and 1 quad bike			
3	Tagging Post at 10 points			
4	2 x Hand Held Radios			
5	All equipment, belonging to the security services contractor and issued to the security service staff must comply with the requirements of the Occupational Health and Safety Act, 1993.			
<b>D</b>	<b>GENERAL SERVICE REQUIREMENTS</b>			

1. **Security services**

The norm/ standards of the service to be rendered must be in accordance with the acceptable standards of the trade concerned.

It is the responsibility of the service provider to see that personnel in his service and especially those employed for the rendering of this service, meet the requirements all times.

All possible steps shall be taken by the service provider to ensure that the intended execution of this agreement will take place, these steps include, inter alia the following:

- Security officers deployed to the site are suitably trained to deal with the risks outlined in the scope of contract of this document.
- Sufficient tools are provided to the security officers to be effective in improving the risks outlined in the scope of contract of this document.

The security services shall include control of the entries and exits, body search (where applicable) and ID cards check/verification of the incoming people including the staff working at the site.

The Service provider's personnel must at all times refrain from littering and keep the site/ground/building/work area occupied by them clean, hygienic and neat.

Under no circumstances will any security personnel be allowed to trade on the site or NRF/SAASTA premises.

The Service provider shall not erect or display any sign, printed matter, painting, name plates, advertisement, articles or objects of any nature whatsoever, in, or against NRF/SAASTA's building or site or any part thereof without consent.

The Service provider shall not publicly

display at any site any article or object which might be regarded as objectionable or undesirable.

Any sign, printed matter, painting, name plates, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable will be immediately be removed. The Service provider shall be held responsible for the costs of such removal.

The bidder must provide 24-hour services.

At his Headquarters, proper staff files of all security staff in his/her service that is employed for service shall be kept up to date by the Contractor and be available for inspections by NRF/SAASTA. The appropriate documents shall include, inter-alia, the following:

- i) Scholastic\ education information
- ii) registration and medical certificates
- iii) Security clearances.

The service provider shall implement an approved control system such as a clock card to provide physical evidence of the presence of all employees on site at all times. Data sheets shall be supplied to NRF/SAASTA representative at his request and shall be submitted with payment certificates.

All employees shall be fully conversant with emergency plans and procedures on site and shall give their full support in the event of an emergency.

Employees shall not work for more than 12-hour shifts. The service provider shall at all times provide the necessary supervision on site. This shall include a duly appointed Security Manager, Shift Commanders for each shift and supervisors for specific functions. Supervisors and Shift Commanders may form part of the functional staff.

	<p>The service provider shall have detailed procedures manuals for all security functions available on site at all times. Procedure manuals shall be submitted for the approval of NRF/SAASTA at the start of the Contract. Approval of the manuals will not relieve the service provider from any of their obligations under the Contract. Should NRF/SAASTA discover any deficiencies in the Procedure Manuals subsequent to approval of such Manuals, the service provider may be ordered to amend the Manuals to the satisfaction of NRF/SAASTA at the cost of the service provider.</p> <p>The service provider must establish communication linkage with the police.</p>			
2	<p><b>Dress code (uniform and identification)</b></p> <p>The service provider undertakes to ensure that each and every member of the security personnel will at all times when on duty be fully equipped in respect of uniform. The service provider will issue the following items :</p> <ul style="list-style-type: none"> <li>• 1 x Bomber Jacket</li> <li>• 1 x Rain suit</li> <li>• 1 x Jersey</li> <li>• 2 x Shirts</li> <li>• 2 x Pants</li> <li>• 2 x Pairs Socks</li> <li>• 1 x Pair Boots</li> <li>• 1 x Pair of Rank Insignia</li> <li>• 1 x Baton</li> <li>• 1 x Touch</li> </ul> <p>A clear identification card of the company with the members photo, identification photo, identification and staff number on it, worn conspicuously on his/her person at all times.</p>			
3.	It is the responsibility of the security services contractor to ensure that the requirements of the security services contract are met.			
4.	The security services contractor provide a valid PSIRA (PRIVATE SECURITY INDUSTRY REDULATORY AUTHORITY) compliance audit certificate			
5.	<b>Security personnel</b>			

Security officers must be schooled at least at the Senior Certificate level.

The security officers shall be able to communicate in English and shall be able to read and write in English.

Security officers must not be younger than 18 years of age.

Security officers supplied to render the services, must at least have (2) two years' consecutive experience.

Exchange of any security personnel may only be executed with prior consent of NRF/SAASTA.

NRF/SAASTA may require the removal or substitution of specific security personnel from its premises upon giving valid reasons to the services provider.

NRF/SAASTA reserves the right to screen the security officers supplied to render the service within (7) seven days after commencement of the service and verbally request an immediate replacement should the security officer not meet the criteria or perform up to the accepted standards.

The service provider must submit a recent SAPS Criminal record clearance certificate, (at his /her own expense) to NRF/SAASTA in respect of all personnel supplied to render the service, within (14) fourteen days after commencement of the service. Failure to meet this condition will result in the removal of the service provider's personnel from NRF/SAASTA premises.

The service provider must undertake to provide a certain and reasonable number of staff as required for the rendering of services at the site during crisis situation.

6. **Code of Conduct**

At all times the security officer must present an acceptable image and appearance which includes, inter alia, that

	<p>they may not sit, lounge about, smoke, eat or drink while attending to people or sleep on duty.</p> <p>Supervisors and security officers must at all times present a dedicated attitude/approach to security, which attitude/approach shall imply inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behavior towards them.</p> <p>Supervisors and security officers must be physically healthy and medically fit for the execution of their duties and by presenting security officers for position of this service, the service provider warrants that they are good standing with PSIRA Regulation.</p> <p>NRF/SAASTA retains the right to ascertain from the Security Officers' Board as to whether the security officers are in good standing with the Security Officers Board.</p> <p>The Shift Commander shall ensure that the deployment sheets are completed correctly.</p> <p>The shift commander has the responsibility of ensuring that all the security officers on parade adhere to the discipline and the dress code.</p> <p>All areas of concern noted by the shift commander will be reported to the security Manager.</p> <p>During parades the following must be checked:</p> <ul style="list-style-type: none"> <li>✓ Posting / deployment sheets completed</li> <li>✓ Correct turn out according to dress code as set by service provider.</li> <li>✓ All special orders must be issued at the parade.</li> <li>✓ Must inspect all officers' pocket books.</li> </ul>			
7.	<p>In the event of extraordinary circumstances e.g. labour unrest, labour disputes, civilian disorder, local or national disaster or other situation beyond the</p>			



	control of the contractor, NRF/SAASTA and the contractor must come to an agreement or methods to ensure the continuation of the service.			
8.	<p>Supervision and emergency assistance</p> <p>The service provider must have a well-established, (24) hour security control room within the boundaries of the Tshwane Metro.</p> <p>The service provider must have the armed supervisor/ inspector immediately available within 10 minutes on a (24) hour basis to react and assist in the event of emergencies.</p>			
9.	<p>Public relations</p> <p>Public Relations is very important to NRF SAASTA and therefore the Security officers must always try and assist visitors, staff members and NRF/SAASTA, and must always be:-</p> <ul style="list-style-type: none"> <li>v) Friendly</li> <li>vi) Professional</li> <li>vii) Helpful</li> <li>viii) Knowledgeable</li> </ul>			
10.	<p><b>Registers</b></p> <p><b>Occurrence Book</b></p> <p>The purpose of the occurrence book is to give an overall picture of activities, inspections by supervisors, and all other relevant occurrences at the centre.</p> <p>The Service provider's security staff on duty shall make the following entries in the occurrence book:</p> <ul style="list-style-type: none"> <li>4. All listed routine procedures such as patrols undertaken,</li> <li>5. handing over of shifts,</li> <li>6. Mentioning the procedures followed, by whom and the time of commencement, these entries shall be made clearly legible, in blue/black ink.</li> </ul> <p>All occurrences, however, slight or unusual, shall be recorded with reference made to the correct time and relevant actions taken.</p>			

All security staff activities, especially deviations in respect of the duty list, specifying particulars of the staff and relevant times.

The issue and/or receipt of keys, specifying the time and by whom they were received or delivered.

The unlocking or locking of doors or gates, specifying the time and by who locked or unlocked.

The handing over of shifts, mentioning all names of all shift staff and accompanying equipment and aids. In this case, staff taking over as well as staff handing over shall sign the entry/entries.

After the taking over of shifts, the first level supervisor shall make an entry declaring that he has read the Occurrence Book in order to acquaint himself with events that occurred during the previous shift.

All visits by second level supervisors and top management.

These entries shall be done in red ink.

Note: Under no circumstances may an entry in the occurrence book be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled on the side.

The Service provider shall store the completed (full) Occurrence Books until the end of the contract (for a period of at least twelve months.)

**Admission Control Registers/Forms  
(Where applicable)**

The purpose of the admission control forms is to have information available at all times regarding persons and vehicles

admitted to the site within a specific period, in case an occurrence, or occurrences, should take place which might lead to a judicial enquiry or other investigation.

**Duty List**

The purpose of the duty list is to serve as proof, at all times that staff that should be on duty per shift, are indeed on duty.

Daily, weekly or monthly duty lists of all security staff on duty, as purported in this agreement, shall be drawn up by the service provider and kept in the security control office where such service is rendered.

Any change to the duty list shall be crossed out by a single line, initialled, dated and noted in the occurrence book.

**Duty Sheet**

The purpose of a duty sheet is to ensure that all security staff on duty is familiar with the duties as required in this agreement.

The service provider shall have on site a fully expounded duty sheet per duty point.

11.

**Inspections**

A thorough inspection of the service shall be performed by NRF/SAASTA official as well as the Service provider himself/herself at least every second month.

NRF/SAASTA retains the right to inspect the service rendered by the service provider at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.

NRF/SAASTA reserves the right to demand from the Service provider that any of his/her employees be replaced, should justifiable reasons exist in which case the employee must leave site forthwith. NRF/SAASTA will not be liable to any person whatsoever (including the service

	<p>provider's employees) for any damages or claims of whatever nature which may arise because of this replacement, and the service provider indemnifies NRF/SAASTA against any such claims.</p> <p>NRF/SAASTA representative have a right to daily check whether sufficient personnel are available at the site in accordance with the set terms and conditions.</p> <p>All security personnel shortages must be recorded in the occurrence register</p>			
12.	<p><b>Security Officer's Training</b></p> <p>Security officer's supplied to render the services, must be trained to the standard set by the Security Officer's Board by a training Centre accredited by the security Officer's Board.</p> <p>A copy of the training certificate in respect of each and every security officer supplied to render the services must be handed to NRF/SAASTA within seven (7) days after the commencement of the service.</p>			
13.	<p><b>Contact with the SAASTA representative</b></p> <p>The supervisor must immediately report any abnormal and/or noteworthy incident to NRF/SAASTA representative who in turn will inform Top Management.</p> <p>A meeting where formal discussions can be held between NRF/SAASTA representatives and the service providers' supervisor/manager or Service providers himself must be held once a month. Minutes of the meeting must be kept by NRF/SAASTA with a copy for the service provider.</p> <p>The Service provider shall furnish a monthly report of the security service incidents, etc. which transpired in the previous month to NRF/SAASTA Security Manager.</p>			

14.	<p><b>Lost articles</b></p> <p><i>Definition:</i> lost article are articles found at the site of which the ownership of which could not immediately be established. Lost articles must immediately be handed in at the building and administration co-ordinator's office on the site for safekeeping and recorded in the occurrence register.</p>			
15.	<p><b>Deliveries</b></p> <p>Security personnel must not accept/receive any delivery for an official. The official himself/herself or a colleague may accept/receive the delivery. Should the delivery be urgent or a sensitive/valuable article this must be referred and/or arranged with the building and administration officer.</p>			
16.	<p><b>Labour unrest incidents</b></p> <p><i>Definition:</i> when the employees of NRF SAASTA on the site or security personnel engage in lawful or unlawful industrial action such as strikes, boycotts, unrest and intimidation.</p> <p>Labour unrest on site.</p> <p>If the services is interrupted/ or temporary deferred because of any labour unrest, labour disputes, civilian disorder, a local or national disaster or any other cause beyond the control of the service provider, the parties must come to an agreement on methods to ensure continuation of the security service.</p> <p>In the event of any industrial action by employees or former employees of NRF/SAASTA at the site, the security personnel on site shall immediately notify management of the service provider who shall interact with management of NRF/SAASTA on how to respond to the industrial action.</p> <p>The security personnel on site shall do</p>			

	everything in his/her power to secure the site and protect NRF/SAASTA property.			
17.	<p><b>Organization registration</b></p> <p>The Service provider must be registered as a company or close corporation or entity and as proof thereof, a copy of the registration certificate must be provided to SAASTA as part of the bid document. Should the service provider be a partnership or other legal entity, suitable supporting documentation must be provided as aforesaid</p>			
18.	<p><b>Organizational equipment</b></p> <p>The service provider may not, unless otherwise agreed to in writing by the NRF/SAASTA, make use of any of the NRF/SAASTA's equipment, aids and/or property for purpose of compliance with these terms and conditions, which equipment, aids and / or property include, inter alia, vehicles, stationery, firearms, room and furniture.</p> <p>All keys required to obtain access to those parts of the site where service is to be rendered according to the condition, will be provided.</p>			
19	<p><b>Termination of service</b></p> <p>The NRF/SAASTA reserves the right to terminate the contract at any time if the service provider's service is not satisfactory.</p> <p>The contract will be terminated immediately should the service provider no longer qualify as Security Officer in terms of the Act.</p> <p>The service provider must notify the NRF/SAASTA immediately if any member of its security personnel no longer meets the qualifications or conditions of the Act and the service provider must immediately</p>			

	remove from the site and replace any of its employees who no longer qualify as security officer in terms of the Act.			
--	--	--	--	--

I/we confirm on behalf of .....  
 (contractor name) that the responses to the statements above are true and fair.

.....

Signatures : date :

**3.10 SCHEDULE OF WORK THE CONTRACTOR MUST PERFORM – NRF HEAD OFFICE BUILDING**

Prospective tenderers must indicate the level of performance that they commit to by means of an (X) in the Service Level Schedule below. Failure to adhere to this condition will be perceived as non-compliance

NAME OF SECURITY CONTRACTOR: \_\_\_\_\_  
 ADDRESS OF SECURITY CONTRACTOR: \_\_\_\_\_  
 \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_ VAT NUMBER: \_\_\_\_\_

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
A	<b>SECURITY AREA AND SECURITY HOURS</b>			
1.	NRF/RISA campus, composing of 15000m <sup>2</sup> is situated in Pretoria, Persequor in Meiring Naude Road. The building consists of four floors and includes offices, registry, a knowledge resource center, meeting rooms, an auditorium, tea rooms, kitchens, training rooms; ablution facilities among others.			
2.	The appointed company will be			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	responsible for supplying security services to the site on a 24-hour basis, 7 days a week, on every day of the year, with regular patrols of the grounds by the security officer and at least one visit per shift of a supervisor to the site.			
3.	At all times the security will be provided by a two (2) security officers of which will be at least one (1) Grade C and one (1) Grade D. The security officers will be responsible for the entrance and exit gates for access control during day time and at night time will be doing perimeter patrols every hour using the clock stick for monitoring purposes.			
4.	<b>Maximum shifts</b> No security personnel may be allowed to work a shift longer than (12) twelve hour per day.			
<b>B</b>	<b>DESCRIPTION OF TASKS</b>			
1.	Processing (searching) of vehicles, Vehicle occupants and walk-in-staff and visitors(Where applicable). This must be done with the mobile data capturing device.			
2.	Patrol services on the entire premises. The security officers will be responsible for the entrance and exit gates for access control during day time and at night time will be doing perimeter patrols every hour using the clock stick for monitoring purposes. Make sure that gates on the western side of the building has been locked during the night (19h00 to 06h00) and unlocked in the mornings. (Clock points and clock stick)			



Item	Description and details	AREA AGREED		Remarks
		YES	NO	
3.	Assist with handling of emergency situations			
4.	Control and Security of visitors to NRF/RISA building.			
<b>C</b>	<b>SECURITY EQUIPMENT</b>			
1.	<p><b>The following equipment /materials are to be supplied to the security staff by the security services contractor, at their own cost:</b></p> <ul style="list-style-type: none"> <li>• Batons</li> <li>• Handcuffs</li> <li>• Whistle</li> <li>• Pen and pocket book</li> <li>• Torch</li> <li>• Radio</li> <li>• Taser</li> <li>• Panic buttons</li> <li>• Mace/ Pepper spray</li> </ul>			
2.	All equipment, belonging to the security services contractor and issued to the security service staff must comply with the requirements of the Occupational Health and Safety Act, 1993.			
<b>D</b>	<b>GENERAL SERVICE REQUIREMENTS</b>			
1.	<p style="text-align: center;"><b>Security services</b></p> <p>The norm/ standards of the service to be rendered must be in accordance with the acceptable standards of the trade concerned.</p> <p>It is the responsibility of the service provider to see that personnel in his service and especially those employed for the rendering of this service, meet the requirements all times.</p> <p>All possible steps shall be taken by the service provider to ensure that the</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>intended execution of this agreement will take place, these steps include, inter alia the following:</p> <p>Security officers deployed to the site are suitably trained to deal with the risks outlined in the scope of contract of this document</p> <p>Sufficient tools are provided to the security officers to be effective in ameliorating the risks outlined in the scope of contract of this document.</p> <p>The security services shall include control of the entries and exits, body search (where applicable) and ID cards check/verification of the incoming people including the staff working at the site.</p> <p>The Service provider's personnel must all times refrain from littering and keep the site/ground/building/work area occupied by them clean, hygienic and neat.</p> <p>Under no circumstances will any security personnel be allowed to trade on the site or NRF/RISA premises.</p> <p>The Service provider shall not erect or display any sign, printed matter, painting, name plates, advertisement, articles or objects of any nature whatsoever, in, or against NRF/NRF's building or site or any part thereof without consent. The Service provider shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.</p> <p>Any sign, printed matter, painting, name plates, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable will be immediately be removed. The Service provider shall be held responsible for the costs of such removal.</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>The bidder must provide 24-hour services.</p> <p>At company Headquarters, proper staff files of all security staff employed shall be kept up to date by the Contractor and be available for inspections by NRF/RISA. The appropriate documents shall include, inter-alia, the following:</p> <ul style="list-style-type: none"> <li>• Scholastic/ education information</li> <li>• registration and medical certificates</li> <li>• Security clearances.</li> </ul> <p>The service provider shall implement an approved control system such as a clock card to provide physical evidence of the presence of all employees on site at all times. Data sheets shall be supplied to NRF/RISA representative at his request and shall be submitted with payment certificates.</p> <p>All employees shall be fully conversant with emergency plans and procedures on site and shall give their full support in the event of an emergency.</p> <p>Employees shall not work for more than 12-hour shifts. The service provider shall at all times provide the necessary supervision on site. This shall include a duly appointed Security Manager, Shift Commanders for each shift and supervisors for specific functions. Supervisors and Shift Commanders may form part of the functional staff.</p> <p>The service provider shall have detailed procedures manuals for all security functions available on site at all times. Procedure manuals shall be submitted for the approval of NRF/RISA at the start of the Contract. Approval of the manuals will not relieve the service provider from any of their obligations under the Contract. Should NRF/RISA discover any deficiencies in the Procedure Manuals</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>subsequent to approval of such Manuals, the service provider may be ordered to amend the Manuals to the satisfaction of NRF/RISA at the cost of the service provider.</p> <p>The service provider must establish communication linkage with the police.</p>			
2	<p><b>Dress code (uniform and identification)</b></p> <p>The service provider undertakes to ensure that each and every member of the security personnel will at all times when on duty be fully equipped in respect of:</p> <p>A full uniform: neat and clearly identifiable uniform of the service provider which will include matching rain coats and overcoats for personnel performing duties on the external premises of the site.</p> <p>A clear identification card of the company with the members photo, identification photo, identification and staff number on it, worn conspicuously on his/her person at all times.</p>			
3.	It is the responsibility of the security services contractor to ensure that the requirements of the security services contract are met.			
4.	The security services contractor provide a valid PSIRA (PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY) compliance audit certificate			
5.	<p><b>Security personnel</b></p> <p>Security officers must be schooled at least at the Senior Certificate level.</p> <p>The security officers shall be able to communicate in English and shall be able to read and write in English.</p> <p>Security officers must not be younger than 18 years of age.</p> <p>Security officers supplied to render the</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>services, must at least have minimum (2) two years' consecutive experience of security services.</p> <p>Exchange of any security personnel may only be executed with prior consent of NRF/RISA</p> <p>NRF/RISA may require the removal or substitution of specific security personnel from its premises upon giving valid reasons to the services provider.</p> <p>NRF/RISA reserves the right to screen the security officers supplied to render the service within (7) seven days after commencement of the service and verbally request an immediate replacement should the security officer not meet the criteria or perform up to the accepted standards.</p> <p>The service provider must submit a recent SAPS Criminal record clearance certificate, (at his /her own expense) to NRF/RISA in respect of all personnel supplied to render the service, within (14) fourteen days after commencement of the service. Failure to meet this condition will result in the removal of the service provider's personnel from NRF/RISA premises.</p> <p>The service provider must undertake to provide a certain and reasonable number of staff as required for the rendering of services at the site during crisis situation.</p>			
6.	<p><b>Code of Conduct</b></p> <p>At all times the security officer must present an acceptable image and appearance which includes, inter alia, that they may not sit, lounge about, smoke, eat</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>or drink while attending to people or sleep on duty.</p> <p>The guard hut must be kept clean at all times, no visitors or NRF employees will be allowed in the guard hut.</p> <p>Supervisors and security officers must at all times present a dedicated attitude/approach to security, which attitude/approach shall imply inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behavior towards them.</p> <p>Supervisors and security officers must be physically healthy and medically fit for the execution of their duties and by presenting security officers for position of this service, the service provider warrants that they are good standing with PSIRA Regulation.</p> <p>NRF/RISA retains the right to ascertain from the Security Officers' Board as to whether the security officers are in good standing with the Security Officers Board.</p> <p>The Shift Commander shall ensure that the deployment sheets are completed correctly.</p>			
7.	<p>In the event of extraordinary circumstances e.g. labour unrest, labour disputes, civilian disorder, local or national disaster or other situation beyond the control of the contractor, NRF\RISA and the contractor must agree on activities or methods to ensure the continuation of the service without interruptions.</p>			
8.	<p><b>Supervision and emergency assistance</b></p> <p>The service provider must have a well-established, (24) hour security control room <i>within the boundaries of the Tshwane Metro.</i></p> <p>The service provider must provide armed supervisor/ inspector immediately available within 10 minutes on a (24) hour</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	basis to react and assist in the event of emergencies.			
9.	<p><b>Public image</b></p> <p>Public image is very important to NRF/RISA and therefore the Security officers must always try and assist visitors, staff members and NRF/RISA, by:-</p> <ul style="list-style-type: none"> <li>• Friendly</li> <li>• Professional</li> <li>• Helpful</li> <li>• Knowledgeable</li> </ul>			
10.	<p><b>Registers</b></p> <p><b>Occurrence Book/ Incident register</b></p> <p>The purpose of the occurrence book is to give an overall picture of activities, inspections by supervisors, and all other relevant occurrences at the centre.</p> <p>The Service provider's security staff on duty shall make the following entries in the occurrence book:</p> <ul style="list-style-type: none"> <li>• All listed routine procedures such as patrols undertaken,</li> <li>• handing over of shifts,</li> <li>• Mentioning the procedures followed, by whom and the time of commencement, these entries shall be made clearly legible, in blue/black ink.</li> </ul> <p>All incidences, however, slight or unusual, shall be recorded with reference made to the correct time and relevant actions taken.</p> <p>All security staff activities, especially deviations in respect of the duty list, specifying particulars of the staff and relevant times.</p> <p>The issue and/or receipt of keys, specifying the time and by whom they were received or delivered.</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>The unlocking or locking of doors or gates, specifying the time and by who locked or unlocked.</p> <p>The handing over of shifts, mentioning all names of all shift staff and accompanying equipment and aids. In this case, staff taking over as well as staff handing over shall sign the entry/entries.</p> <p>After the taking over of shifts, the first level supervisor shall make an entry declaring that he has read the Occurrence Book in order to acquaint himself with events that occurred during the previous shift.</p> <p>All visits by second level supervisors and top management.</p> <p>These entries shall be done in red ink.</p> <p>Note: Under no circumstances may an entry in the occurrence book be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled on the side.</p> <p>The Service provider shall store the completed (full) Occurrence Books until the end of the contract (for a period of at least twelve months.)</p> <p><b>Access Control Registers/Forms (Where applicable)</b></p> <p>The purpose of the access control forms is to have information available at all times regarding persons and vehicles admitted to the site within a specific period, in case an occurrence, or occurrences, should take place which might lead to a judicial enquiry or other investigation.</p> <p>No persons may enter the premises on foot or in a vehicle without completing the ACR if they do not have an operational NRF/RISA access control card.</p>			



Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p><b>Duty List</b></p> <p>The purpose of the duty list is to serve as proof, at all times that staff that should be on duty per shift, are indeed on duty.</p> <p>Daily, weekly or monthly duty lists of all security staff on duty, as purported in this agreement, shall be drawn up by the service provider and kept in the security control office where such service is rendered.</p> <p>Any change to the duty list shall be crossed out by a single line, initialled, dated and noted in the occurrence book.</p> <p><b>Duty Sheet</b></p> <p>The purpose of a duty sheet is to ensure that all security staff on duty is familiar with the duties as required in this agreement.</p> <p>The service provider shall have on site a fully expounded duty sheet per duty point.</p>			
11.	<p><b>Inspections</b></p> <p>A thorough inspection of the service shall be performed by NRF/RISA representative together with the Service provider's manager at least once every month.</p> <p>NRF/RISA retains the right to inspect the service rendered by the service provider at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.</p> <p>NRF/RISA reserves the right to demand from the Service provider that any of their employees be replaced, should justifiable reasons exist, and in such case the employee must leave site immediately. NRF/RISA will not be liable to any person whatsoever (including the service provider's employees) for any damages or claims of whatever nature which may arise because of this replacement, and the</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>service provider indemnifies NRF/RISA against any such claims.</p> <p>NRF/RISA representative will have a right to daily check whether sufficient personnel are available at the site in accordance with the set terms and conditions.</p> <p>All security personnel shortages must be recorded in the occurrence register</p>			
12.	<p><b>Security Officer's Training</b></p> <p>Security officer's supplied to render the services, must be trained to the standard set by the Security Officer's Board by a training Centre accredited by the security Officer's Board.</p> <p>A copy of the training certificate in respect of each and every security officer supplied to render the services must be handed to NRF/RISA within seven (7) days after the commencement of the service.</p> <p>When security officers must be sent on training arrangements must be made with the NRF representative on when and how long the training will be so that a replacement can be put in place for the mentioned time.</p>			
13.	<p><b>Contact with the NRF/RISA representative</b></p> <p>The supervisor must immediately report any abnormal and/or noteworthy incident to NRF/RISA representative who in turn will inform Top Management.</p> <p>A meeting where formal discussions can be held between NRF/RISA representatives and the service providers' supervisor/manager or Service providers himself must be held once a month. Minutes of the meeting must be kept by NRF/RISA with a copy for the service provider.</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	The Service provider shall furnish a monthly report of the security service incidents, etc. which transpired in the previous month to NRF/RISA representative.			
14.	<p><b>Lost articles</b></p> <p><i>Definition:</i> lost article are articles found at the site of which the ownership of which could not immediately be established. Lost articles must immediately be handed in at the building and administration co-ordinator's office on the site for safekeeping and recorded in the occurrence register.</p>			
15.	<p><b>Deliveries</b></p> <p>Security personnel must not accept/receive any delivery for an official of NRF/RISA. The official himself/herself or a colleague may accept/receive the delivery. Should the delivery be urgent or a sensitive/valuable article this must be referred and/or arranged with the building and administration officer.</p> <p>All deliveries must be referred to the NRF reception.</p> <p>In exceptional circumstances after hours collections or deliveries must be agreed with NRF representative in advance and noted in the OB.</p>			
16.	<p><b>Labour unrest incidents</b></p> <p><i>Definition:</i> when the employees of NRF/RISA on the site or security personnel engage in lawful or unlawful industrial action such as strikes, boycotts, unrest and intimidation.</p> <p>Labour unrest on site. If the services is interrupted/ or temporary deferred because of any labour unrest,</p>			

Item	Description and details	AREA AGREED		Remarks
		YES	NO	
	<p>labour disputes, civilian disorder, a local or national disaster or any other cause beyond the control of the service provider, the NRF/RISA and the service provider must come to an agreement on methods to ensure continuation of the security service.</p> <p>In the event of any industrial action by employees or former employees of NRF/RISA at the site, the security personnel on site shall immediately notify management of the service provider who shall interact with management of NRF/RISA on how to respond to the industrial action.</p> <p>The security personnel on site shall do everything in their power to secure the site and protect NRF/RISA property.</p>			
	<p><b>Organization registration</b></p> <p>The Service provider must be registered as a company or close corporation or entity and as proof thereof, a copy of the registration certificate must be provided to NRF/RISA as part of the bid document. Should the service provider be a partnership or other legal entity, suitable supporting documentation must be provided as aforesaid</p>			
	<p><b>Organizational equipment</b></p> <p>The service provider may not, unless otherwise agreed to in writing by the NRF/RISA, make use of any of the NRF/RISA's equipment, aids and/or property for purpose of compliance with these terms and conditions, which equipment, aids and / or property include, inter alia, vehicles, stationery, firearms, room and furniture.</p>			





NRF/ has the right to request the immediate replacement of any security or supervisor that does not meet service requirements or perform to the accepted standard.

The service provider performance is measured against the levels specified in the Specification section of this document.

## **5. Monitoring of the Contract**

The NRF representatives will have the right to check on a daily basis that sufficient security employees are on site in terms of the conditions. Meetings between the security service provider representatives and the NRF/ representatives will be held at regular intervals, as follows:

**Monthly:** with the manager

**Quarterly:** with the principal

The security services provider representatives will obtain written consent from the NRF/ representatives before displaying or erect any signs, notices or other objects.

## **6. Public Liability**

The security service contractor must submit together with their proposal their company insurance/assurance and public liability documentation.

## **7. Temporary Deployment**

From time to time, in response to a special event or activity, it may be necessary to call in temporary assistance from the security service. In such instances the agreed rate for a temporary worker must be indicated on the pricing schedule. The security services contractor must obtain written approval from NRF/SAASTA or NRF/RISA prior any temporary workers being utilized.

## **8. Minimum Wage to avoid disruption of service**

The security services contractor confirms that all security services personnel are not paid less than the minimum wages as prescribed for the area concerned and published in the Government Gazette from time to time.

## **9. Health and Safety**

The service provider will be responsible for the safety and well-being of its employees when working at the NRF/SAASTA's Didacta and Johannesburg Observatory Buildings or NRF/RISA building.

## 10. Evidence of Supply Capacity (Technical Merit)

Bidders are required to provide a profile of themselves for evaluation of their capacity to supply the required service.

The tenderers must provide copies of their registration certificate

The tenderers must provide their company/organization profile.

The tenderers must provide proof of membership of the PSIRA, and proof of UIF and compensation for occupational injuries and diseases. A valid PSIRA compliance audit certificate must be provided.

The tenderer must provide a certified copy of their latest audited financial statement or other documentation and reports to support their financial stability and sustainability.

If an organogram of the workforce is not provided with the tenderer's proposal, together with details of in-house staff training programs, then the following details about the workforce of the organization to be provided:

- Total number of employees
- Labour rates and benefit structure
- Training and development courses provided to Security supervisory & managerial staff

The tenderer must provide full details of their company insurance and public liability documentation.

## 11. Financial Sustainability

The NRF requires the contracted service provider to submit proof of the ongoing sustainability of the security business. The NRF has the right to call for audited financial statements for the past two years.

## 12. Evidence of Supply Capability (Technical Merit)

Bidders are required to provide a profile of their companies/organisations as well as **three** (3) written references from previous clients in which the clients declare the following:

<u>Criteria</u>	<u>Poor</u>	<u>Good</u>	<u>Above Expectations</u>
Professionalism			
Interpersonal skills			
Turn around/completion times			
Satisfaction with the work done.			
Overall Impression (i.e. would use again)			



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### 13. Selection and Awarding of Contract

This Bid is evaluated through a two-stage process.

#### Stage 1 – Selection of Qualified Bidders

The Bidders' Bid response/submission is evaluated against the Bid invitation specifications.

Evaluation is made in accordance to published evaluation criteria and the scoring set.

#### Stage 2 – Awarding of the Contract

Bidders are compared on a fair and equal basis taking into account all aspects of the proposals.

The award criteria are:

**Price** - with the lowest priced Bid on an equal and fair comparison basis receiving the highest price score as set out in the 2011 Preference Regulations.

**Preference** - preference points as claimed in the preference claim form are added to the price ranking scores and the highest combined score is nominated for the contract award.

**Administration** - Contracts are awarded where Bidders have supplied the relevant administrative documentation, especially the Tax Certificate.

### 14. Qualifying Thresholds for Selection (Stage 1) Evaluation

Bids scoring less than the minimum threshold of **70%** per criterion or the specific threshold per criterion on average will not be considered for the next stage of evaluation.

### 15. Selection on Specifications and Capabilities and Capacities

Evaluation scoring for all criteria is scored on the following basis:

0	1	2	3	4
No Information to make assessment	Poor : Insufficient information provided	Average : Fairly acceptable	Meets Requirements : Minimum required information provided	Exceeds Requirements : More information than required provided

SELECTION CRITERIA			
NO.	ELEMENT	WEIGHT	MINIMUM THRESHOLD
1	Registration Certificate provided – Tenderer	100%	100
2	Letter of good standing from PRISA provided	100%	100
3	Briefing session and site visit attended	100%	100
4	Must have a minimum of Five (5) years' experience in the industry.	100%	100
4	Must prove that they have the capacity to undertake a project of this nature and size. <a href="#">How – need to define</a> : Two Similar projects Done and Current	100%	100
5	Must have an implemented Quality Management System in place that will continually improve the performance of staff. How is this to be verified : Documented	100%	100
6	Security guards must be properly trained and licensed in accordance with relevant legislation to provide security services, How is this verified : Certification	100%	100
7	Proof of Public Liability Insurance for not less than R10mil, A copy of such insurance must be handed to NRF Representative on application of the service,	100%	100
8	Must be prepared to take NRF representative on a site visit to such customer premises.	100%	100
9	Three written references of the clients where work of a similar nature was undertaken.	100%	100
	<b>EXPERIENCE</b>		
10	Evaluation of the business profile including the results from the visit by the BEC to two sites where the bidder is doing the work	20%	70%
11	Evaluation of the CV'S and qualification documentation of the personnel at the management level, supervisory level and security officers.	30%	70%

	<b>TRAINING</b>		
12	The training module of the organization	10%	70%
	<b>PROOF OF IMPLEMENTATION OF QUALITY MANAGEMENT SYSTEM</b>		
13	Code of conduct	2%	70%
14	Procedure manual	2%	70%
15	Control documents	2%	70%
16	Control of records	2%	70%
17	Internal communication	2%	70%
18	Resource Management	2%	70%
19	Involvement of staff and improvements of process	2%	70%
20	Awareness and Training	2%	70%
21	Continual Improvement	2%	70%
22	Preventative and Corrective Action	2%	70%
	<b>REFERENCES</b>		
23	Evaluating the reference information provided	20%	70%
	<b>TOTAL</b>	<b>1100</b>	

## **21. Contract Management**

The award of this contract to the selected supply provider establishes the contract between the NRF and the appointed supply provider.

The contract is inclusive of all work as specified in this document where the quantity of supplies is variable for quantities and date of delivery.

All supplies follows the process of a detailed quotation of the supply required, evaluation of the supply quotation received and, where necessary, request either further detail or negotiate upon value of supply quoted and the issue of an official Purchase Order for the agreed supply prior to the commencement of such supply.

## **22. Contract Period**

The contract will commence upon signing of Acceptance of Offer and will continue for thirty six (36) months.

## 23. PRICE EVALUATION - IMPORTANT

The PRICE OFFERED IS FOR SECURITY SERVICES AT THE NRF HEAD OFFICE BUILDING, THE Didacta building and Johannesburg Observatory including armed response.

The price must be a total for three years, with a break-down of the annual price for each year, including any escalation from the annual adjustments by the Department of Labour. The price must be inclusive of V.A.T.

THIS PRICE IS USED ONLY FOR THE DETERMINATION OF THE AWARD.

ACTUAL PRICE UNDER THE CONTRACT IS THE PRICE PER BUILDING AS STIPULATED ON THE PURCHASE ORDERS ISSUED IN TERMS OF THIS CONTRACT. EACH PURCHASE ORDER WILL BE FOR A SPECIFIC BUILDING

## 24. Supply Delivery Validation

NRF representatives validate that the security services has been made and at the required quality and on time. Payment Intervals

The NRF undertakes to pay **delivery validated** invoices in full within thirty (30) days from the monthly statement date or upon agreed payment intervals as accepted in this contract. The contract supplier will invoice the business unit as specified on the purchase order on a monthly basis

No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment. The NRF does not accept predating of invoices.

## 25. Pricing Schedule for the Duration of the Contract

**(Standard Bidding Document 3.1 and 3.3)**

NOTE Only firm prices will be accepted. The price quoted is fully inclusive of all costs and taxes. No changes or extensions or additional ad hoc costs are accepted once the contract has been awarded.

Detailed information is optional and is provided as annexures to the details provided below.

Bid price in South African currency, foreign exchange risk is for the account of the Bidder.

Pricing is subject to the addition of Preference Points as stipulated in the section below - **Standard Bidding Document 6.1 Preference claim form**

OFFER TO BE VALID FOR 150 days FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)

ITEM NO	QUANTITY (unit of measure)	DESCRIPTION OF SUPPLIES	RATE/UNIT PRICE (per unit of	BID/QUOTE PRICE
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			measure)	
1	DIDACTA	GRADE C OFFICER X 1 GRADE D OFFICER X 1		
2	JOHANNESBURG OBSERVATORY	GRADE C OFFICER X 1 GRADE D OFFICER X 2		
3	NRF HEAD OFFICE BUILDING	DAY : GRADE C OFFICER X 1 GRADE D OFFICER X 1 NIGHT : GRADE D OFFICER X1		
4				
5				

TOTAL

B-BBEE STATUS LEVEL OF CONTRIBUTION  
(Per SBD 6.1 below)

Level

Preference Points Claimed

Are detailed price schedules attached?

Yes  No

Does the offer comply with the specification(s)?

Yes  No

If the offer does not comply to specification, indicate deviation(s) in a separate attached schedule.

## 26. PREFERENCE POINTS CLAIM FORM (STANDARD BIDDING DOCUMENT 6.1)

### POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2

8	1
0	0

**B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THE ABOVE TABLE**

B-BBEE Status Level of Contribution: \_\_\_\_\_ = \_\_\_\_\_ (maximum of 10 points)

(Points claimed must be in accordance with the table reflected above and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**SUB-CONTRACTING**

Will any portion of the contract be sub-contracted? Yes  No

If Yes, indicate:

- (i) What percentage of the contract will be subcontracted? \_\_\_\_\_ %
- (ii) The name of the sub-contractor? \_\_\_\_\_
- (iii) The B-BBEE status level of the sub-contractor? \_\_\_\_\_
- (iv) Whether the sub-contractor is an EME? Yes  No

I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

- i. The information furnished is true and correct;
- ii. The preference points claimed are in accordance with the General Conditions as indicated in Paragraph 1 of this form.
- iii. In the event of a contract being awarded as a result of points claimed as shown above, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - a) Disqualify the Bidder from the bidding process;
  - b) Recover costs, losses or damages it has incurred or suffered as a result of that Bidder’s conduct;
  - c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - d) Restrict the Bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for

criminal prosecution

- v. A Bidder 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 capability and ability to execute the sub-contract.
- vi. A Bidder awarded a contract may not 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 Bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## **27. Conditions of Contract**

### a) NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract, as issued by National Treasury, are part of this contractual agreement and are made available on the NRF Website ([www.nrf.ac.za](http://www.nrf.ac.za)). The Conditions of Contract stipulated in this Bid invitation form part of the Conditions of Contract applying to this document.

### b) BID RESPONSE PREPARATION COSTS

The NRF is **NOT** liable for any costs incurred by a bidder in the process of responding to this Bid, including on-site presentations and the proposal a service provider may make and/or submit.

### c) CANCELLATION PRIOR TO AWARDING

The NRF has the right to withdraw and cancel the Bid.

### d) LATE BIDS.

Bids submitted after the stipulated closing date (and time) are not considered.

### e) COLLUSION, FRAUD AND CORRUPTION

Any effort by Bidder/s to influence Bid evaluation, Bid comparisons or Bid award decisions in any manner may result in the rejection of the Bid concerned.

### f) CONFIDENTIALITY

The successful Bidder agrees to sign a general confidentiality agreement with the NRF.

### g) VALIDITY PERIOD

The Bid has a validity period of 150 days from date of closure.

### h) VALIDATION OF SUBMITTED DOCUMENTATION

The NRF has the right to have any documentation submitted by the Bidders inspected by another technical body or organisation.

### i) PRESENTATIONS AND PROOF OF FUNCTIONALITY

The NRF has the right to call interviews/presentations/pitching sessions as well as proof of concept sessions with short-listed service providers before the final selection is done.

### j) INTELLECTUAL PROPERTY PROVIDED IN THE BID INVITATION

All the information contained in this document is intended solely for the purposes of assisting Bidders to prepare their Bids. Any use of the information contained herein for other purpose than those stated in this document is prohibited.

The ownership and intellectual property rights of all designs, specifications, programming

code and all other documentation provided by the NRF to the Bidder, both successful and unsuccessful, remain the property of the NRF

k) INTELLECTUAL PROPERTY CONTAINED IN THE DELIVERABLES

The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation required as part of the delivery to the NRF reside with the NRF.

## 28. SUPPLIER DUE DILIGENCE

### DECLARATION OF INTEREST (STANDARD BIDDING DOCUMENT 4)

Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

- The Bidder is employed by the State; and/or
- The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid.

Full Name of Bidder or his/her representative:

Identity Number:

Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):

Registration number of company, enterprise, close corporation, partnership agreement or trust:

Tax Reference Number:

VAT Registration Number:

The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:

Schedule attached with the above details for all directors/members/shareholders Yes  No

Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule: Yes  No



Name of person/ director/ trustee/ shareholder/member:

Name of state institution at which you or the person connected to the Bidder is employed

Position occupied in the state institution

Any other particulars:

If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If Yes, did you attach proof of such authority to the Bid document? If No, furnish reasons for non-submission of such proof as an attached schedule

Yes  No

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)

Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State in the previous twelve months? If so, furnish particulars as an attached schedule:

Yes  No

Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid? If so, furnish particulars as an attached schedule.

Yes  No

Are you, or any person connected with the Bidder, aware of any relationship (family, friend, other) between any other Bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this Bid? If so, furnish particulars as an attached schedule:

Yes  No

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Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars as an attached schedule:

Yes  No

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES  
(STANDARD BIDDING DOCUMENT 8)**

Item	Question	Yes	No
	Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	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)? If Yes, furnish particulars as an attached schedule:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**CERTIFICATE OF INDEPENDENT BID DETERMINATION (STANDARD BIDDING DOCUMENT 9)**

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the **NATIONAL RESEARCH FOUNDATION**, do hereby make the following statements that I certify to be true and complete in every respect:

I have read and I understand the contents of this Certificate;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

For the purposes of this Certificate and the accompanying Bid, I understand that the word "competitor"

shall include any individual or organisation, 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

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<sup>3</sup> will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs 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.

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.

The terms of this 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.

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

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**29. WRITTEN OFFER (STANDARD BIDDING DOCUMENT 1)**

I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to the **NATIONAL RESEARCH FOUNDATION** in accordance with the requirements and specifications stipulated in this Bid document at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of Bid.

The following documents shall be deemed to form and be read and construed as part of this agreement even where integrated in this document:

Invitation to Bid (SBD1)	Technical Specification(s);
Bidder's responses to technical specifications, capability requirements and capacity as attached to this document	
Pricing Schedule(s) (SBD3);	Tax Clearance Certificate
Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1);	
Declaration of Interest (SBD4);	Declaration of Bidder's past SCM practices (SBD8);
Certificate of Independent Bid Determination (SBD9)	General Conditions of Contract

I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.

I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD 6.2 where applicable, SBD8, SBD9) is correct and I accept that the state including the NRF may reject the Bid or act against me should these declarations prove to be false.

I confirm that I am duly authorised to sign this PROCUREMENT OFFER..

NAME (PRINT) \_\_\_\_\_

WITNESSES

1 \_\_\_\_\_

2 \_\_\_\_\_

CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	