

Postal Address  
P.O. Box 1329, Rivonia  
2128, South Africa

Physical Address  
270 George Road,  
Noordwyk, Midrand, 1687

Contact  
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## REQUEST FOR QUOTATION

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE ARTS,  
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING  
AUTHORITY (CATHSSETA)**

<b>Date issued</b>	<b>20 JUNE 2022</b>	RFQ number	<b>CORP/SS/2022</b>
<b>Closing Date:</b>	<b>23 JUNE 2022</b>	<b>Closing Time:</b>	<b>11h00am</b>
<b>DESCRIPTION OF SERVICES:</b>	<b>SECURITY COMPANY TO PROVIDE CATHSSETA WITH SECURITY SERVICES IN ITS HEAD OFFICE AND ONE (1) REGIONAL OFFICE FOR NINE (9) MONTHS.</b>		

### PURPOSE

CATHSSETA seeks to appoint a reputable and suitably qualified Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) security company to provide CATHSSETA with Security Services at the Head Office and one (1) Regional Office for a period of nine (9) effective **01 July 2022 ending 31 March 2023**.

#### 1. CATHSSETA Head Office

270 George Road, Noordwyk, Midrand, Johannesburg (Head Office).

#### 2. Western Cape

Northlink College Tygerberg, Rothschild Boulevard, Panorama (Regional office)

Potential service providers must provide trained security personnel to perform duties at the above-mentioned premises. The security services shall be provided at the CATHSSETA offices and shall in general entail the patrolling of premises, access control, control of assets, personnel and/ or members of the public escorting where required and protection from and/or to offices and general crime prevention measures as agreed upon.

The specific duties of security personnel in respect of the specific regional office shall be as

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described in the specific duties of security personnel and Standing Operating Procedures (SOP's). These SOP's setting out the specific duties of the preferred bidder's security personnel shall be compiled by the preferred bidder in conjunction with CATHSSETA before the commencement of the security services. These SOP's may be amended as a need arises, with the agreement of both parties.

**The purpose of the access control is to prevent the unauthorized access of persons and the bringing in of any dangerous objects into the CATHSSETA offices, to safeguard the people, the property, the premises, and the contents therein. The bidder must do this in terms of the following Acts:**

- The application of the Control of Access to Public Premises and Vehicle Act, 1985
- The application of the Criminal Procedure Act, 51 of 1977
- The Firearms Control Act, 60 of 2000
- Private Security Industry Regulation Act, 56 of 2001
- Trespass Act, 6 of 1959
- Occupational Health and Safety Act, 85 of 1993

#### **DETAILED SCOPE OF WORK**

**Services must include, but not be limited to:**

**a) 1 X Walk-through security Scanner and Baggage Scanner (Head Office only)**

- Supply, support and maintain a walk-through scanner and baggage scanner for 9 months.

**b) Requirements in terms of security services**

The scope of services shall include without limitation the following:

**Head Office:**

- **1 x Walk-through security scanner and baggage scanner**
- Security Guards:
  - ✓ Day shift staff: One (1) x Grade B, and three (3) x Grade C security officials.

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- ✓ Night shift staff: Two (2) x Grade C security officials.
- ✓ Weekends/public holidays: Two (2) x Grade C security officials

**1 x Regional Office (Western Cape):**

- 1 x Handheld scanner for the regional office
- 24/7 security guards at the regional office
- Day shift staff: One x (1) Grade C security official

**c) Security Guards (At National and Regional Office)**

- Provide on-site guarding service and physical access control.
- Ensure that on-site Security guards have Clearance Security certificates before commencement of duties.
- Provide full access control process.
- Provide security services 7 days per week; 24 hours per day

**d) Security Guards must be suitably equipped and be responsible to:**

- Conduct entrance and exit control at the premises and building;
- Keep a record and a register of persons and assets entering and leaving the offices;
- Inform the relevant authorities of any threats to security;
- Monitoring and control of the security guards must be done by the appointed service provider daily through scheduled and unscheduled visits; and
- The service provider to equip the guards with the necessary tools of trade to carry out their responsibilities.

**MANDATORY REQUIREMENTS**

- A minimum of 4 years' experience within the Security Industry (in a corporate environment).

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- Service Provider must have verifiable PSIRA certificate (Certified)
- Provide a copy of the Company Registration documents (Certified)
- Standard bidding documents (SBD 4 & SBD 6.1) must be signed and duly completed and signed
- Provide and attach a valid Tax Compliance Certificate issued by SARS
- Provide and attach a valid BBEE certificate/Affidavit to claim the BBEE points
- Provide Proof of a valid UIF Certificate
- Provide Workman's Compensation Document (COIDA)
- All Security Officers must provide certified copies of South African Identity Documents.
- Provide police clearance certificates of security personnel once appointed.

## EVALUATION CRITERIA

Quotations will be evaluated on functionality and qualifying service providers will be evaluated further the 80/20 preferential point system in terms of the PPPFA Act: Price and Broad-Based Black Economic Empowerment (B-BBEE) Evaluation.

## FUNCTIONALITY EVALUATION

EVALUATION CRITERIA	SUB EVALUATION CRITERIA	WEIGHT
<b>Response to scope of work outlined in detailed scope of service –</b> 1. Trained security personnel 2. Description of detailed plan of action for delivery of service 3. Standard Operating Procedures 4. Adherence to relevant legislation 5. Staff complement (Supply a detailed organogram) 6. Uniform compliance 7. Detailed methodologies	• Response to scope of work is fully completed, detailed and responsive to all 7 evaluation criteria	<b>40</b>
	• Response to scope of work is partially completed, detailed and responsive to between 5 and 6 items of the evaluation criteria	30
	• Response to scope of work is partially completed, detailed and responsive to between 3 and 4 items of the evaluation criteria	15
	• Response to scope of work is partially completed, detailed and responsive to between 2 and 1 items of the evaluation criteria	5

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relating to supply of security equipment		
<b>Demonstrate expertise and knowledge in Security Services and, Physical guarding</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate experience of 5 years and above. Have security certification. Submitted 5 or more reference letters. Supplied a list of contactable clients</li> <li>Ability to demonstrate experience of 4 years and above. Supplied 2 of the other evaluation criteria</li> <li>Ability to demonstrate experience of 3 years and above. Supplied 1 of the other evaluation criteria</li> </ul>	<b>40</b>
a) Experience in security Industry (reference letters).		10
b) Compliance with minimum security standards (security certification)		5
c) Reference Letters		
d) Contactable client list		
<b>Capacity to perform - Security personnel CV's</b>	<ul style="list-style-type: none"> <li>Submitted certified ID copies and CV's of all proposed staff members meeting security requirements.</li> <li>Submitted CVs of 75% of proposed staff members meeting security requirements</li> <li>Submitted CVs of 50% of proposed staff members meeting security requirements</li> </ul>	<b>20</b>
		10
		5

A minimum score of 75 points will be required for service provider to qualify for price and B-BBEE evaluation.

#### ADMINISTRATIVE REQUIREMENTS

- Pricing with clear cost breakdown and RFQ total inclusive of VAT fixed for 9 months
- Completed SBD 4 & SBD 6.1
- E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before closing date and time – 23 June 2022 @ 11h00am.

**NO LATE RESPONSES WILL BE CONSIDERED**

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