



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



University of the Witwatersrand, Johannesburg

Request for Proposal (RFP)
Wits Protection Services: 2019/02

Private Security Services

PROCUREMENT DOCUMENT

February 2019

Issued by:
Wits Protection Services : Mr Gary Kruser

University of the Witwatersrand, Johannesburg

Name of Tender: Private Security Services

Name of Tenderer:

Tenderer has the option to tender for ALL Private Security Components OR to indicate their preferred option/s below:

Indicate which Private Security Services Component is being tendered for: ✓	
Component 1: Armed Response	
Component 2 : Crowd Control Management	
Component 3 : Tactical Response	
Component 4 : VIP/ Close Protection Services	
Component 5 : Adhoc Security Guarding	



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Wits Protection Services : 2019/02

Private Security Services

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Wits Protection Services : 2019/02

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T1.1 Tender Notice and Invitation to Tender

Overview of the University

The University of the Witwatersrand, Johannesburg (the **University** or the **Purchaser**) is a leading university in Africa, as reflected by its international standing and the quality of its graduates, many of whom have played a major role in founding industries in South Africa, including sectors such as mining, financial services and information technology. The University prepares students for managerial, professional and leadership positions in the public, private and non-governmental sectors. The *University* has more than 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

Invitation to Tender

The Protection Services Department of the University of the Witwatersrand, Johannesburg in collaboration with Purchasing Consortium of Southern Africa (PURCO SA) requests proposals from experienced and suitably qualified security companies to manage the below five (5) components for a period of three (3) years.

- (1) Armed Response
- (2) Crowd Control Management
- (3) Tactical Response
- (4) VIP/Close Protection Services
- (5) Adhoc Security Guarding

The University requires a comprehensive protection and response service for its officials and non-officials (e.g. students) for business purposes. The service provider must be able to deploy on a 24/7/365 needs basis at the most direct and lowest costs for the institution.

The University may appoint a panel of service providers for each of the component and may elect only to invite the top ranked eight (8) tenderers for presentations and may further shortlist for site visits. The top eight tenderers will be shortlisted based on the proposed functionality criteria.

Section 1:

Tender: Procurement Eligibility Criteria

The Tenderer should only submit a Tender Offer if the following essential eligibility criteria are met. Failure to do so will result in disqualification.

Tenderers are urged to study the information provided in detail before responding to the tender. It is of utmost importance that information and conditions set out in document be completed and submitted in the indicated format and order. Should the information not be submitted in the required format, the University reserves the right not to assess the tender received and to disqualify such tenders.

Preferences are offered to Service Providers that are Broad Based Black Empowerment Contributors.

Only Service Providers who satisfy the following Procurement and Technical Eligibility Criteria and those set out in the Tender Notice and Invitation to Tender section of the Tender Documents should submit tender.

It is compulsory that the Tenderer submit all of the information required in the below Schedules:

1. submit a signed submission by an authorized employee of the company
2. submit all required schedules, documents and annexures indicated in this document
3. submit signed company financial results for the immediately preceding two (2) financial years, prepared in accordance with International Financial Reporting Standards (IFRS)
4. submit company and tax certificates including:
 - 4.1. South African registration documents if a registered company (CIPC registration & directors, VAT registration, Memorandum of Association, Certificate of Incorporation)
5. provide a current tax clearance certificate for tenders issued by the South African Revenue Services
6. provide a Letter of Good Standing from its bankers (see Returnable documents below)

7. **Technical Eligibility Criteria for Component (1) –Armed Response:**
 - 7.1. Provide proof of compliance to Private Security Industry Regulation Act 56 of 2001 and PSIRA Code of Conduct. Tenderer to submit proof of PSIRA Membership and for all personnel and the service provider.
 - 7.2. Tenderer to provide certification or similar valid proof that confirm knowledge and practice of the following:
 - 7.2.1. The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as C5;
 - 7.2.2. The application of the Criminal Procedure Act, Act 51 of 1977;
 - 7.2.3. Protection of Information Act 84 of 1982;
 - 7.2.4. Occupational Health and Safety Act 85 of 1993
 - 7.3. Letter of Good Standing in terms of COIDA Act* A letter of Good Standing issued by the Department of Labour, in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA). –must be valid at the time of close of tender and a valid certificate must be produced at the time of award if the certificate expires between close of tender and award.
 - 7.4. Minimum Grade C for Armed Response Officers
 - 7.5. Proof must be given that the Service Provider has at least twenty (20) members (Include Night and Day Shift) on standby in the event that all five (5) campuses require protection at one time (All PSIRA trained with special training on Armed Response).
 - 7.6. Tenderer's Vehicle Resource Capacity. Minimum of five (5) armed response vehicle (Includes Day and Night Shift). All vehicles entering the service cannot be older than five (5) years with a maximum of 150 000 kilometres.
 - 7.7. Service provider's base must be within the Gauteng Region with a professional set up and infrastructure. Submit proof of Utility bill/lease agreement and photographs of the inside and outside of the premises.
 - 7.8. Have a track record for at least three (3) years for providing Armed Response Services.
 - 7.9. Provide at least three (3) relevant and acceptable references where the tenderer provided armed response services.
 - 7.10. The Service Provider must have adequate and comprehensive insurance cover in place, which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities imposed by the delivery of services to the University. The Service Provider must provide the University with proof of its insurance cover. It is the responsibility of the Service Provider to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University. Provide proof of full & adequate insurance. Insurance must satisfy the University's insurers. This include at a minimum (Public Liability, Professional Indemnity, Commercial).

8. **Technical Eligibility Criteria for Component (2) –Crowd Control Management:**
 - 8.1. Provide proof of compliance to Private Security Industry Regulation Act 56 of 2001 and PSIRA Code of Conduct. Tenderer to submit proof of PSIRA Membership and for all personnel and the service provider.
 - 8.2. Tenderer to provide certification or similar valid proof that confirm knowledge and practice of the following:
 - 8.2.1. The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as C5;
 - 8.2.2. The application of the Criminal Procedure Act, Act 51 of 1977;
 - 8.2.3. Protection of Information Act 84 of 1982;
 - 8.2.4. Occupational Health and Safety Act 85 of 1993

8.2.5.Safety at Sports and Recreational and Events Act 2 of 2010

- 8.3. Letter of Good Standing in terms of COIDA Act* A letter of Good Standing issued by the Department of Labour, in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA). –must be valid at the time of close of tender and a valid certificate must be produced at the time of award if the certificate expires between close of tender and award.
- 8.4. Minimum Grade C for Crowd Control Management
- 8.5. Proof must be given that the Service Provider has at least 50 members available within 3 hours. (All PSIRA trained with special training on Crowd Control Management).
- 8.6. Service provider's base must be within the Gauteng Region with a professional set up and infrastructure. Submit proof of Utility bill/lease agreement and photographs of the inside and outside of the premises.
- 8.7. Have a track record for at least three (3) years for providing Crowd Control Management Services.
- 8.8. Provide at least three (3) relevant and acceptable references where the tenderer provided Crowd Control Management services.
- 8.9. The Service Provider must have adequate and comprehensive insurance cover in place, which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities imposed by the delivery of services to the University. The Service Provider must provide the University with proof of its insurance cover. It is the responsibility of the Service Provider to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University. Provide proof of full & adequate insurance. Insurance must satisfy the University's insurers. This include at a minimum (Public Liability, Professional Indemnity, and Commercial).

9. Technical Eligibility Criteria for Component (3) –Tactical Response:

- 9.1. Provide proof of compliance to Private Security Industry Regulation Act 56 of 2001 and PSIRA Code of Conduct. Tenderer to submit proof of PSIRA Membership and for all personnel and the service provider.
- 9.2. Tenderer to provide certification or similar valid proof that confirm knowledge and practice of the following:
 - 9.2.1.The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as C5;
 - 9.2.2.The application of the Criminal Procedure Act, Act 51 of 1977;
 - 9.2.3.Protection of Information Act 84 of 1982;
 - 9.2.4.Occupational Health and Safety Act 85 of 1993
 - 9.2.5.Gathering and Events Act
- 9.3. Letter of Good Standing in terms of COIDA Act* A letter of Good Standing issued by the Department of Labour, in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA). –must be valid at the time of close of tender and a valid certificate must be produced at the time of award if the certificate expires between close of tender and award.
- 9.4. Minimum Grade B for Tactical Response Officers
- 9.5. Proof must be given that the Service Provider has at least twenty (20) members (Include Night and Day Shift) on standby in the event that all 5 campuses require protection at one time(All PSIRA trained with special training on Tactical Response)
- 9.6. Service provider's base must be within the Gauteng Region with a professional set up and infrastructure. Submit proof of Utility bill/lease agreement and photographs of the inside and outside of the premises.
- 9.7. Have a track record for at least three (3) years for providing Tactical Response Services.
- 9.8. Provide at least three (3) relevant and acceptable references where the tenderer provided Tactical response services.
- 9.9. The Service Provider must have adequate and comprehensive insurance cover in place, which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities imposed by the delivery of services to the University. The Service Provider must provide the University with proof of its insurance cover. It is the responsibility of the Service Provider to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University. Provide proof of full & adequate insurance. Insurance must satisfy the University's insurers. This include at a minimum (Public Liability, Professional Indemnity, and Commercial).

10. Technical Eligibility Criteria for Component (4) –VIP/Close Protection Services:

- 10.1. Provide proof of compliance to Private Security Industry Regulation Act 56 of 2001 and PSIRA Code of Conduct. Tenderer to submit proof of PSIRA Membership and for all personnel and the service provider.
- 10.2. Tenderer to provide certification or similar valid proof that confirm knowledge and practice of the following:
 - 10.2.1. The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as C5;
 - 10.2.2. The application of the Criminal Procedure Act, Act 51 of 1977;
 - 10.2.3. Protection of Information Act 84 of 1982;
 - 10.2.4. Occupational Health and Safety Act 85 of 1993
- 10.3. Letter of Good Standing in terms of COIDA Act* A letter of Good Standing issued by the Department of Labour, in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA). –must be valid at the time of close of tender and a valid certificate must be produced at the time of award if the certificate expires between close of tender and award.
- 10.4. Minimum Grade B for VIP/Close Protection Officers
- 10.5. Proof must be given that the Service Provider has at least four (4) members. (All PSIRA trained with special training on VIP/Close Protection Services).
- 10.6. Service provider's base must be within the Gauteng Region with a professional set up and infrastructure. Submit proof of Utility bill/lease agreement and photographs of the inside and outside of the premises.
- 10.7. Have a track record for at least three (3) years for providing VIP/Close Protection Services.
- 10.8. Provide at least three (3) relevant and acceptable references where the tenderer provided VIP/Close Protection services.
- 10.9. The Service Provider must have adequate and comprehensive insurance cover in place, which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities imposed by the delivery of services to the University. The Service Provider must provide the University with proof of its insurance cover. It is the responsibility of the Service Provider to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University. Provide proof of full & adequate insurance. Insurance must satisfy the University's insurers. This include at a minimum (Public Liability, Professional Indemnity, and Commercial).

11. Technical Eligibility Criteria for Component (5) –Adhoc Security Guarding:

- 11.1. Provide proof of compliance to Private Security Industry Regulation Act 56 of 2001 and PSIRA Code of Conduct. Tenderer to submit proof of PSIRA Membership and for all personnel and the service provider
- 11.2. Tenderer to provide certification or similar valid proof that confirm knowledge and practice of the following:
 - 11.2.1. The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as C5;
 - 11.2.2. The application of the Criminal Procedure Act, Act 51 of 1977;
 - 11.2.3. Protection of Information Act 84 of 1982;
 - 11.2.4. Occupational Health and Safety Act 85 of 1993
- 11.3. Letter of Good Standing in terms of COIDA Act* A letter of Good Standing issued by the Department of Labour, in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA). –must be valid at the time of close of tender and a valid certificate must be produced at the time of award if the certificate expires between close of tender and award.
- 11.4. Minimum Grade C for Security Officers
- 11.5. Proof must be given that the Service Provider has at least fifty (50) members on standby. (All PSIRA trained on Physical Security Guarding).
- 11.6. Service provider's base must be within the Gauteng Region with a professional set up and infrastructure. Submit proof of Utility bill/lease agreement and photographs of the inside and outside of the premises.
- 11.7. Have a track record for at least three (3) years for providing Adhoc Security Guarding.
- 11.8. Provide at least One (1) relevant and acceptable references where the tenderer provided Adhoc Security Guarding services.
- 11.9. The Service Provider must have adequate and comprehensive insurance cover in place, which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities

imposed by the delivery of services to the University. The Service Provider must provide the University with proof of its insurance cover. It is the responsibility of the Service Provider to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University. Provide proof of full & adequate insurance. Insurance must satisfy the University's insurers. This include at a minimum (Public Liability, Professional Indemnity, and Commercial).

Queries relating to this tender must be addressed to Ms Meshal Moonsamy and copied to Ms Charmaine Layton via e-mail: meshal.moonsamy@purcosa.co.za and Charmaine.Layton@wits.ac.za

Compulsory clarification meeting/session/briefing on **Thursday, 14 March 2019 strictly at 10h00**. Meeting point to the clarification venue, at 09h50, at the offices of Procurement Services, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011 – 717 1510) (Refer: <https://www.wits.ac.za/maps/braamfontein-campus-west/>) and <http://www.wits.ac.za/about-wits/procurement/> for Directions to Procurement. Doors will be closed at 10h15.

The Tenderer is to submit two original hard copies and 1 editable electronic copy of their proposal addressing the items listed in section 1, as well as the completed Tender Forms with supporting documentation, provided in section 2 and relevant annexures. Each copy is to be separately bound, and are to be hand delivered to WITS Procurement Services

The **closing time** for receipt of your tender submission is on **Thursday, 4/4/2019 at 12:00 hrs**.

Shortlisted Service Providers will be subjected to a physical site visit at their client reference. A formal communication will be emailed to shortlisted Service Providers notifying on the proposed date and time for Site Evaluation.

The *University* reserves its right to award this tender in full, in parts or not at all and call for new tenders in the event of unsatisfactory reply to this tender invitation.

The conditions of tender, tender instructions, eligibility criteria, detail regarding the compulsory briefing meeting and detail regarding the shortlisted tenderer site evaluation are stated in the tender Data of the tender Invitation Documents.

Intent to Respond to Tender

Note: Prior to the submission of any of the below listed Returnable documents and schedules in the Tender Data, the Service Provider must submit to the *University's* agent (whose details are in F.1.4 below), in a single email, the following by the time indicated in F.2.15 of the Tender Data below: the Service Provider written statement of intention to offer to tender. This is to enable logistics.



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T1.2 Tender Data

Standard Conditions of Tender

The standard conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (July 2015). (See <http://www.cidb.org.za/publications/Documents/Standard%20for%20Uniformity%20in%20Construction%20Procurement%20-%20July%202015.pdf>).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
F.1.1	Each occurrence of “the employer” is replaced with “the <i>Purchaser</i> ”. The <i>Purchaser</i> is the University of the Witwatersrand, Johannesburg, acting through the ICT Department. “The <i>Purchaser</i> ” and “the <i>University</i> ” have the same meaning and are interchangeably used throughout this tender invitation.
F.1.2	The Tender Documents issued by the <i>Purchaser</i> comprise the documents listed in the above Table of Contents.
F.1.2	All tender offers and any accompanying documentation become the property of the <i>University</i> and will not be returned.
F.1.3.2	The returnable schedules so specified in section T.2.2 and the following terms will be included in any contract arising from the invitation to tender and the tender offer.
F.1.4	The University’s agents: Name: Meshal Moonsamy Email: Queries relating to this tender must be addressed to Ms Meshal Moonsamy meshal.moonsamy@purcosa.co.za and copied to Ms Charmaine Layton via e-mail: Charmaine.Layton@wits.ac.za . (Tel 011-717-1510)
F.1.5.1	This provision applies equally to the University. In addition, the <i>Purchaser</i> reserves the right at any time to: <ul style="list-style-type: none"> request further information should the tender offer yield insufficient detail and Service Provider differentiation,

	<ul style="list-style-type: none"> • contact any Service Provider during the evaluation process, in order to clarify any information, without informing any other Service Provider. • award portions of the tender to more than one Supplier, • award this tender in full, in parts or not at all and call for new tenders in the event of unsatisfactory reply to this tender invitation, • cancel, withdraw, defer, suspend or reissue the tender in whole or in part at any time, • share all information and findings with any other higher education entities worldwide, provided such information has not been marked as confidential, for benchmarking purposes, and • audit the awarded contract/s from time to time. 				
F.1.5.2	This clause does not apply.				
F.1.6.1	A contract, substantially in the form contained in Part C1 and C2, and subject to F.3.13 and F.3.14, will be concluded with the successful Service Provider. You are advised to review the contract terms very carefully as the University may at its option accept only minor changes.				
F.1.6.2	This clause does not apply.				
F.2.1	Only those Service Providers who satisfy the Eligibility Criteria set out in tender Notice and Invitation to tender above are eligible to submit tenders.				
F.2.1	The Service Provider may partner with its business partner or subcontractor in its response to this tender. However, all applicable information that is required about the Service Provider should be supplied for the business partner or subcontractor as well.				
F.2.7	Compulsory clarification meetings will be held at the times and places set out in F.2.15. Service Providers must sign the attendance register in the name of the Service Provider entity at the meeting. Any addenda will be issued to and tenders will be received only from those entities appearing on the attendance register.				
F.2.7	Compulsory site visits will be conducted at the times and places set out in F.2.15. Service Providers must sign the attendance list in the name of the Service Provider entity at the site visit.				
F.2.11	An item against which no rate or price is entered by the Service Provider shall be considered to be covered by other rates or prices detailed in the tender offer.				
F.2.13.2	All documents submitted by the Service Provider must be compiled in the order (and corresponding to the headings) set out in the Table of Contents above and all pages numbered within each section. Failure to comply with this requirement may disqualify the Service Provider.				
F.2.13.3	The Service Provider must submit 2 original printed copies of their Tender offer together with an electronic copy on removable media to the address set out in F.2.15. The printed copies and the electronic copy must contain exactly the same information. The number of paper copies of the signed contract to be provided by the University is two.				
F.2.13.4	An officer or director of the Service Provider who is legally authorized by the Service Provider to enter into a binding agreement must sign the tender offer. A list of the person(s) authorized to negotiate on the Service Provider behalf must be submitted with the tender offer. The Service Provider will nominate one representative to act as its single point of contact for all dealings with the Purchaser.				
F.2.13.5	The <i>University's</i> details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: <table border="1" data-bbox="284 1877 1465 2040"> <tr> <td>Identification details:</td> <td>Tender reference number, Title of Tender and the closing date and time of the Tender</td> </tr> <tr> <td>Tender Box Location:</td> <td>Foyer of the Procurement Services Offices (Attention: Charmaine Layton)</td> </tr> </table>	Identification details:	Tender reference number, Title of Tender and the closing date and time of the Tender	Tender Box Location:	Foyer of the Procurement Services Offices (Attention: Charmaine Layton)
Identification details:	Tender reference number, Title of Tender and the closing date and time of the Tender				
Tender Box Location:	Foyer of the Procurement Services Offices (Attention: Charmaine Layton)				

	Physical address:	Procurement Services, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011-717-1510) (refer map at: https://www.wits.ac.za/maps/braamfontein-campus-west/)		
F.2.13.9	Telephonic, facsimile or e-mailed tender offers will not be accepted.			
F.2.15	The closing time for receipt of Tender offers is 12:00 hrs on 4/4/2019 (Tender Offers submitted after this time will <u>NOT BE ACCEPTED</u>)			
		Date	Time	Venue / Site
	Invitation to tender notice release via print media	8/3/2019 & 10/3/2019		
	Publication of tender available on WITS website	11/3/2019		
	<i>Service Provider notice of intent to respond & make an offer</i>	13/3/2019	12:00	
	Compulsory clarification meeting ¹	14/3/2019	10:00	
	Compulsory visits to <i>University</i> site/s ¹			
	Tender Offer submission (response closing time)	4/4/2019	12:00	
	Intended Short-listed Presentations	16/5/2019- 17/5/2019		
	Intended Short-listed Site Visits ²	23/5/2019 -24/5/2019		
	Intended award date for	TBA		
	Intended contract conclusion for tender	TBA		
	¹ Service Providers visits to <i>University's</i> venue/s and site/s will be arranged beginning promptly at the times indicated above.			
	² <i>University's</i> visits to Service Providers sites are optional at the <i>University's</i> discretion Note that the dates in this clause F.2.15 are fixed, unless the <i>Purchaser</i> , which reserves its right to do so, alters any of these dates at any time as it deems necessary.			
F.2.16	The tender offer validity period applied to the contract period.			
F.2.22 F.2.23	All returnable documents, certificates and schedules must be current and valid and returned with the Service Provider's offer submission by the closing time indicated above.			
F.3.1.1	The <i>Purchaser</i> will respond to requests for clarification received up to 3 working days before the tender closing time. Queries should be by email only to the University representative named above. Additional information supplied to any Service Provider may be provided to other Service Providers via e-mail.			
F.3.2	The University may issue addenda until 3 working days before the tender closing time.			
F.3.3	Tender offers submitted after the closing time in F.2.15 will be rejected, as will any tender submission that is received by any staff member of the University after the closing time. All such rejected submissions will remain unopened - (unless already open, or it is necessary to open to obtain Service Provider details), and should be retrieved by the Service Provider within 7 days of the closing time, failing which it will be destroyed.			
F.3.4	Submissions are opened in the presence of the <i>University</i> tender evaluation committee members only.			
F.3.8	Service Providers will be disqualified without the opportunity to make their tender offer responsive if: <ul style="list-style-type: none"> • it is submitted after the closing time specified in F.2.15, • it is delivered to individuals other than Procurement personnel at the address in F.2.13.5, • it is not submitted in duplicate and/or does not include a softcopy, 			

	<ul style="list-style-type: none"> • it is not signed by a signatory as required in F.2.13.4, • proof of indicated insurance policies and their values are not provided, • the compulsory Returnable documents and schedules are not provided or not completed in full, • they fail to comply with the requested specifications, services and service levels, or • any compulsory requirements as indicated are not complied with. <p>A tender offer may be declared unresponsive and rejected if:</p> <ul style="list-style-type: none"> • it contains any erasure, alteration, text addition or irregularity other than that as requested, • it is considered unbalanced, or does not include the required information necessary for proper comparison and evaluation, • it is incomplete or invalid documents are submitted, • it does not follow the required sequence of documents and schedules listed in the Table of Contents, • it is not submitted on the forms provided or forms are not completed, • any “must” condition is not met, or • the <i>Purchaser</i> reasonably deems it fit to do so for any other cause.
F.3.10	The <i>Purchaser</i> may require short-listed Service Providers to make presentations to <i>University</i> management on the date and at the place in F.2.15 of the tender Data. These are designed to give Service Providers the opportunity to present their solution and have a question and answer clarifying session.
F.3.11.2 to F.3.11.9 inclusive	<p>These clauses are replaced with the following:</p> <p>The <i>Purchaser</i> will apply a unique set of evaluation criteria to the tender offer including:</p> <ul style="list-style-type: none"> • Service Provider experience and financial condition, reputation and competence in the provision of the goods and/or services that the Service Provider is offering to provide, • the qualification, experience and ability of the Service Provider’s staff expected to be assigned to the project, • the degree to which the proposed solution addresses the <i>University’s</i> requirements (fitness for purpose, business, technical, functionality, financial, quality, preference, etc), including the effectiveness of implementation, and the reliability and quality of the goods and services, • the ability of the Service Provider to minimize the <i>University’s</i> business risks in ensuring business continuity, and • additional differentiators that Service Provider shows are advantages over other similar suppliers.
F.3.15	This clause does not apply.
F.3.18	Notwithstanding the provisions of clause F.3.18, the <i>Purchaser</i> shall provide upon written request only the outcomes of tender process.
F.3.19	This clause does not apply.

By signing below, the Service Provider agrees with all of the conditions, statements and terms of this tender.

Authorised Signature of Service Provider		
Name of signing person		
Capacity		
Date		
Telephone Number & Fax Number		
Cell Number		
Email Address		
Name of Service Provider [company name]		
Postal address (in block letters)		
Full street address (Domicilium citandi et executandi in the RSA)		



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

University of the Witwatersrand, Johannesburg

Wits Protection Services : 2019/02

Private Security Services

T.2.1 List of returnable schedules

Returnable schedules required for tender evaluation purposes

The Service Provider's offer must be composed according to, and in the sequence of the below list of required documents. The Service Provider must submit all of the following returnable schedules.

Only Service Providers who satisfy the indicated Eligibility Criteria and those set out in the Tender Notice and Invitation to tender section of the Tender Documents should submit tender. Eligibility criteria is indicated in T1.1 of this tender document.

Section 1 Refer to the Eligibility Criteria in section T1

Section 2

Schedule A: Company Profile and Information

1. Description & brief history of Service Provider's company
2. Local organogram, including corporate and support structure
3. Company financial results (including last two (2) financial years' audited financial results or statements prepared in accordance with International Financial Reporting Standards (IFRS) for the preceding financial year and latest integrated annual report (specific website address for report is sufficient)
4. Company and tax certificates including:
 - South African registration documents if a registered company (CIPRO/CIPC registration & directors, VAT registration, Memorandum of Association, Certificate of Incorporation)
 - A Valid Tax Clearance Certificate for Service Provider's issued by the South African Revenue Services
5. Letter of Good Standing from Service Provider's bankers which indicates the Service Provider company's financial health and liquidity. This letter must state at minimum about the Service Provider:
 - i. Service Provider's registered name and length of time as the bank's client,
 - ii. The Service Provider's account name and details at the bank,
 - iii. Service Provider has successfully completed various contracts and conducted accounts at the bank,
 - iv. Engagements and accounts with the bank have always been properly and satisfactorily conducted,
 - v. The bank considers the Service Provider good for its normal contracting commitments, and
 - vi. The Service Provider has access to lines of credit with the bank, they have the resources to meet their commitments (bank code/rating), and that the bank considers the Service Provider a counterparty of good risk and good for business.
6. Have a track -record of implementing similarly successful Contracts.
7. The Tenderer's offer should include:
 - a) A summary of the Tenderer's proposal
 - b) How the Tenderer is able to meet the tender requirements. Include differentiators that Tenderer shows are advantages over other similar suppliers. Include here any relevant information, which is not covered in other sections information that you believe will help to convince the Purchaser of your suitability as a supplier and your ability to add value.

Functionality Criteria to be completed by Tenderers for Component (1) Armed Response

Phase 1 of Functionality: Note: Only Tenderers that attain a minimum of 80% threshold for functionality indicated below shall be evaluated further.

Comprehensiveness, relevancy and completeness will be assessed for all plans and procedures submitted.

An onsite evaluation will be conducted at the Service Provider's Client Reference. Presentations may be required as part of the final stage where functionality, pricing and preference is considered.

A minimum of 80% threshold will be considered for both Onsite Evaluation (Reference site visit) and Presentations.

No	Functionality Criteria -Crowd Control Management Services	Maximum Points Allocated
1.	Track Record /Experience	Maximum 10 Points
	Minimum 3 Years of Experience of the tenderer as a company in providing Armed Response Services	
	≥ 5years of experience = 10 points	
	4 years of experience = 9 points 3 years of experience = 8 points	
2.	References	Maximum 20 Points
	Provide at least three (3) relevant and acceptable references where the tenderer provided armed response services. At least One (1) reference site of similar complexity and scale as per the University requirements, reference site must be based in Gauteng.	
3.	Bidders Resources (Refer to Scope of Work for Armed Response)	Maximum 15 Points
	Attach Proof of Fleet of Minimum of five (5) Armed Response Vehicles (Attach vehicle registration and license as per the required number of fleet) .All vehicles entering the service cannot be older than five (5) years with a maximum of 150 000 kilometres. Tenderer to comply and meet the proposed minimum requirements for armed response vehicle's equipment and armed response officers kit as per scope of work	
	All equipment must not be older than 24 months and armed response officers kit /PPE <12 months and to meet the acceptable functional requirements.	
	Proof must be given that the Service Provider has at least 20 members (Include Night and Day Shift) on standby in the event that all 5 campuses require protection at one time(All PSIRA trained with special training on Armed Response)	
4.	Competency & Capacity of Proposed Armed Response Officers .Attach CVs, Relevant Accreditations and Certifications)	Maximum 10 Points
	Tenderers Capacity. Submitted personnel particulars must incl. Experience /PSIRA/ Combat accreditation numbers/CV. Experience must be relevant to the respective component.	
	Combined experience of armed response officers ≥10 years = 10 points	
	Combined experience of armed response officers 9 years = 9 points	
	Combined experience of armed response officers 8 years = 8 points	
	Combined experience of armed response officers <8 years = 6 points	
5.	Security Management Plan	Maximum 20 Points
	Comprehensiveness, relevancy and completeness of the plans and procedures will be assessed for all plans and procedures submitted.	
	Attach Armed Response Operating plan = 5 points	
	Attach standard operation procedures for Armed Response = 5 points	
	Tenderer to attach their technology monitoring system = 5 points	
6.	Tenderers Performance Management and Training Plan	Maximum 10 Points
	Tenderers provide their performance management plan for their armed response officers = 5 points	
	Tenderers to attach their training plan and procedures for ensuring company stays updated with latest security legislations and technology = 5 points	
7.	Risk/Assumptions/Dependencies/Exclusions	Maximum 15 Points
	Risk Management plan to include but not limited to (Riot Monitoring, Student Unrests, Protocols in emergency situations such as fire/mobs & Disaster Management , Safe Routes)	
TOTAL POINTS FOR FUNCTIONALITY		100 Points

Functionality Criteria to be completed by Tenderers for Component (2) Crowd Control Management

Phase 1 of Functionality: Note: Only Tenderers that attain a minimum of 80% threshold for functionality indicated below shall be evaluated further.

Comprehensiveness, relevancy and completeness will be assessed for all plans and procedures submitted.

An onsite evaluation will be conducted at the Service Provider's Client Reference. Presentations may be required as part of the final stage where functionality, pricing and preference is considered. A minimum of 80% threshold will be considered for both Onsite Evaluation (Reference site visit) and Presentations.

No	Functionality Criteria -Crowd Control Management Services	Maximum Points Allocated
1	Track Record /Experience	Maximum 10 Points
	Minimum 3 Years of Experience of the tenderer as a company in providing Crowd Control Management Services	
	≥ 5years of experience = 10 points	
	4 years of experience = 9 points	
	3 years of experience = 8 points	
2	References	Maximum 20 Points
	Provide at least three (3) relevant and acceptable references where the tenderer provided Crowd Control Management Services = 15 points At least One (1) reference site of similar complexity and scale as per the University requirements, reference site must be based in Gauteng = 5 points	
3	Bidders Resources (Refer to Scope of Work for Crowd Control Management Services)	Maximum 15 Points
	Proof must be given that the Service Provider has at least 50 members available within 3 hours. (All PSIRA trained with special training on Crowd Management) = 10 Points	
	Tenderer to comply and meet the proposed minimum requirements for Crowd Control Management Services as per scope of work. All equipment must not be older than 24 months and Crowd Management Officers kit/PPE <12 months and to meet the acceptable functional requirements. = 5 points	
4	Competency & Capacity of Proposed Crowd Control Management Services - Team Leaders Attach CVs, Relevant Accreditations and Certifications)	Maximum 10 Points
	Tenderers Capacity. Submitted personnel particulars must incl. Experience /PSIRA/ Combat accreditation numbers/CV for Team Leaders. Experience must be relevant to the respective component.	
	Combined experience of team leaders for Crowd Control Management Services ≥10 years = 10 points	
	Combined experience of team leaders for Crowd Control Management Services 9 years = 9 points	
	Combined experience of team leaders for Crowd Control Management Services 8yrs = 8 points	
	Combined experience of team leaders for Crowd Control Management Services < 8 yrs. = 6 points	
5	Security Management Plan - Crowd Control Management Services	Maximum 20 Points
	Attach Operating plan = 5 points	
	Attach standard operation procedures for Crowd Control Management Services = 5 points	
	Tenderer to attach their technology monitoring systems = 5 points	
	Standard Project/ Roll-out Plan of Initial Delivery and lead times for implementation of this service. Attach project implementation plan for WITS = 5 points	
6	Tenderers Performance Management and Training Accreditation	Maximum 10 Points
	Tenderers provide their performance management plan for their Crowd Control Management Services = 5 points	
	Tenderers to attach their training plan and procedures for ensuring company stays updated with latest security legislations and technology = 5 points	
7	Risk/Assumptions/Dependencies/Exclusions	Maximum 15 Points
	Risk Management plan to include but not limited to (Riot Monitoring, Student Unrests, Protocols in emergency situations such as fire/mobs & Disaster Management , Safe Routes)	
TOTAL POINTS FOR FUNCTIONALITY		100 Points

Functionality Criteria to be completed by Tenderers for Component (3) Tactical Response

Phase 1 of Functionality: Note: Only Tenderers that attain a minimum of 80% threshold for functionality indicated below shall be evaluated further.

Comprehensiveness, relevancy and completeness will be assessed for all plans and procedures submitted.

An onsite evaluation will be conducted at the Service Provider's Client Reference. Presentations may be required as part of the final stage where functionality, pricing and preference is considered. A minimum of 80% threshold will be considered for both Onsite Evaluation (Reference site visit) and Presentations.

No	Functionality Criteria -Tactical Response	Maximum Points Allocated
1	Track Record /Experience	Maximum 10 Points
	Minimum 3 Years of Experience of the tenderer as a company in providing Tactical Response Services	
	≥ 5years of experience = 10 points	
	4 years of experience = 9 points	
2	References	Maximum 20 Points
	Provide at least three (3) relevant and acceptable references where the tenderer provided Tactical Response Service. At least One (1) reference site of similar complexity and scale as per the University requirements, reference site must be based in Gauteng.	
3	Bidders Resources (Refer to Scope of Work for Tactical Response)	Maximum 15 Points
	Proof must be given that the Service Provider has at least 20 members (Include Night and Day Shift) on standby in the event that all 5 campuses require protection at one time(All PSIRA trained with special training on Tactical Response) = 10 Points	
	Tenderer to comply and meet the proposed minimum requirements for tactical response as per scope of work. All equipment must not be older than 24 months and Tactical response officers kit/PPE <12 months and to meet the acceptable functional requirements.	
4	Competency & Capacity of Proposed Tactical Response Team Leader (s) Attach CVs, Relevant Accreditations and Certifications)	Maximum 10 Points
	Tenderers Capacity. Submitted personnel particulars must incl. Experience /PSIRA/ Combat accreditation numbers/CV. Experience must be relevant to the respective component.	
	Combined experience of tactical response team leaders ≥10 years = 10 points	
	Combined experience of tactical response team leaders 9 years = 9 points	
	Combined experience of tactical response team leaders 8 years = 8 points	
	Combined experience of tactical response team leaders < 8 years = 6 points	
5	Security Management Plan	Maximum 20 Points
	Attach Tactical Response Operating plan = 5 points	
	Attach standard operation procedures for Tactical Response = 5 points	
	Tenderer to attach their technology monitoring systems = 5 points	
	Standard Project/ Roll-out Plan of Initial Delivery and lead times for implementation of this service. Attach project implementation plan for WITS = 5 points	
6	Tenderers Performance Management and Training Accreditation	Maximum 10 Points
	Tenderers provide their performance management plan for their Tactical response officers = 5 points	
	Tenderers to attach their training plan and procedures for ensuring company stays updated with latest security legislations and technology = 5 points	
7	Risk/Assumptions/Dependencies/Exclusions	Maximum 15 Points
	Risk Management plan to include but not limited to (Riot Monitoring, Student Unrests, Protocols in emergency situations such as fire/mobs & Disaster Management , Safe Routes)	
TOTAL POINTS FOR FUNCTIONALITY		100 Points

Functionality Criteria to be completed by Tenderers for Component (4) VIP/Close Protection Services

Phase 1 of Functionality: Note: Only Tenderers that attain a minimum of 80% threshold for functionality indicated below shall be evaluated further.

Comprehensiveness, relevancy and completeness will be assessed for all plans and procedures submitted.

An onsite evaluation will be conducted at the Service Provider's Client Reference. Presentations may be required as part of the final stage where functionality, pricing and preference is considered. A minimum of 80% threshold will be considered for both Onsite Evaluation (Reference site visit) and Presentations.

No	Functionality Criteria -VIP/Close Protection Services	Maximum Points Allocated
1	Track Record /Experience	Maximum 10 Points
	Minimum 3 Years of Experience of the tenderer as a company in providing VIP/Close Protection Services	
	≥ 5years of experience = 10 points	
	4 years of experience = 9 points	
	3 years of experience = 8 points	
2	References	Maximum 20 Points
	Provide at least three (3) relevant and acceptable references where the tenderer provided VIP/Close Protection Service. At least one (1) reference site of similar complexity and scale as per the University requirements, reference site must be based in Gauteng.	
3	Bidders Resources (Refer to Scope of Work for VIP/Close Protection Services)	Maximum 15 Points
	Proof must be given that the Service Provider has at least 4 members. All PSIRA trained with special training on VIP/Close Protection Services (Proof of Training must be attached) = 10 Points	
	Tenderer to comply and meet the proposed minimum requirements for VIP/Close Protection as per scope of work. All equipment must not be older than 24 months and VIP/Close Protection Officers kit/PPE <12 months and to meet the acceptable functional requirements.	
4	Competency & Capacity of Proposed VIP/ Close Protection Services (s) Attach CVs, Relevant Accreditations and Certifications)	Maximum 10 Points
	Tenderers Capacity. Submitted personnel particulars must incl. Experience /PSIRA/ Combat accreditation numbers/CV. Experience must be relevant to the respective component.	
	Combined experience of VIP/Close Protection Officers ≥10 years = 10 points	
	Combined experience of VIP/Close Protection Officers 9 years = 9 points	
	Combined experience of VIP/Close Protection Officers 8 years = 8 points	
	Combined experience of VIP/Close Protection Officers < 8 years = 6 points	
5	Security Management Plan - VIP/Close Protection Services	Maximum 20 Points
	Attach Operating plan = 5 points	
	Attach standard operation procedures for VIP/Close Protection Plan = 5 points	
	Tenderer to attach their technology monitoring systems = 5 points	
	Standard Project/ Roll-out Plan of Initial Delivery and lead times for implementation of this service. Attach project implementation plan for WITS = 5 points	
6	Tenderers Performance Management and Training Accreditation	Maximum 10 Points
	Tenderers provide their performance management plan for their VIP/Close Protection Services = 5 points	
	Tenderers to attach their training plan and procedures for ensuring company stays updated with latest security legislations and technology = 5 points	
7	Risk/Assumptions/Dependencies/Exclusions	Maximum 15 Points
8	Risk Management plan to include but not limited to (Riot Monitoring, Student Unrests, Protocols in emergency situations such as fire/mobs & Disaster Management , Safe Routes)	
TOTAL POINTS FOR FUNCTIONALITY		100 Points

Functionality Criteria to be completed by Tenderers for Component (5) Adhoc Security Guarding

Phase 1 of Functionality: Note: Only Tenderers that attain a minimum of 75% threshold for functionality indicated below shall be evaluated further.

Comprehensiveness, relevancy and completeness will be assessed for all plans and procedures submitted.

An onsite evaluation will be conducted at the Service Provider's Client Reference. Presentations may be required as part of the final stage where functionality, pricing and preference is considered. A minimum of 75% threshold will be considered for both Onsite Evaluation (Reference site visit) and Presentations.

No	Functionality Criteria Adhoc Security Guarding	Maximum Points Allocated
1	Track Record /Experience	Maximum 10 Points
	Minimum 2 Years of Experience of the tenderer as a company in providing Physical Security Guarding	
	≥ 4 years of experience = 10 points	
	3 years of experience = 9 points	
	2 years of experience = 8 points	
2	References	Maximum 20 Points
	Provide at least one (1) relevant and acceptable references where the tenderer provided Physical Security Guarding Services. At least One (1) reference site must be based in Gauteng.	
3	Bidders Resources (Refer to Scope of Work for Adhoc Security Guarding)	Maximum 15 Points
	Proof must be given that the Service Provider has at least 50 members to be available within 12 hours. All PSIRA trained on Physical Security Guarding Services) = 10 Points	
	Tenderer to comply and meet the proposed minimum requirements for Adhoc Security Guarding as per scope of work. All equipment must not be older than 24 months and Adhoc security guarding kit/PPE <12 months and to meet the acceptable functional requirements.	
4	Competency & Capacity of Team Leader -Proposed Adhoc Security Guarding - Team Leaders Attach CVs, Relevant Accreditations and Certifications)	Maximum 10 Points
	Tenderers Capacity. Submitted personnel particulars must incl. Experience /PSIRA/CV. Experience must be relevant to the respective component.	
	Combined experience of team leaders for Adhoc Security Services ≥10 years = 10 points	
	Combined experience of team leaders for Adhoc Security Services 9 years = 9 points	
	Combined experience of team leaders for Adhoc Security Services 8 years = 8 points	
	Combined experience of team leaders for Adhoc Security Services < 8 years = 6 points	
5	Security Management Plan -Adhoc Security Services	Maximum 20 Points
	Attach Operating plan = 5 points	
	Attach standard operation procedures for Adhoc Security Services = 5 points	
	Standard Project/ Roll-out Plan of Initial Delivery and lead times for implementation of this ad-hoc services. Attach project implementation plan for WITS and indicate turn-around time of deployment of officers = 10 points	
6	Tenderers Performance Management and Training Accreditation	Maximum 10 Points
	Tenderers provide their performance management plan for their Adhoc security services = 5 points	
	Tenderers to attach their training plan and procedures for ensuring company stays updated with latest security legislations and technology = 5 points	
7	Risk/Assumptions/Dependencies/Exclusions	Maximum 10 Points
	Risk Management plan to include but not limited to (Riot Monitoring, Student Unrests, Protocols in emergency situations such as fire/mobs & Disaster Management , Safe Routes)	
8	Promotion of Emerging Enterprises	Maximum 5 Points
	It is WITS's objective to promote participation of emerging enterprises through the award of this tender. Bidders which themselves are emerging enterprises must submit a copy of their latest financial statements as proof of their annual turnover, and written confirmation thereof by an independent accountant, in addition to an affidavit or B-BBEE verification certificate indicating ownership status. OR, Emerging enterprises with no financial history, must submit a letter from their independent accounting firm confirming their financial status and / or projections, as well as proof of ownership status	
TOTAL POINTS FOR FUNCTIONALITY		100 Points

Schedule A2; B2; C2; D2; E2: Service Provider's Insurances. Tenderer to submit only once if tendering for more than one component.

Provide proof that the Tenderer has adequate cover of the following insurances:

- Public/Commercial liability insurance including insurance against liability for death of or bodily injury to employees, agents or representatives of the Contractor, as contemplated in the Compensation.
- Professional Indemnity insurance
- The Service Provider shall at all times maintain insurance cover satisfactory to the University's insurance brokers, including professional indemnity insurance which adequately insures against all the liabilities imposed by this Contract.
- The Service Provider shall forward proof of its insurance cover to the University on or about the Start Date and thereafter the terms shall not be altered without the consent of the University. Proof of payment of premium for the policy shall be furnished annually to the University.

Schedule A.3: Customer References and Experience of Tenderer for Component 1 – Armed Response Services

- The Tenderer to provide minimum of three (3) references where similar implementation of the service has been conducted. (References within the last three (3) years), with one (1) reference site of similar size and scale as per the University requirements and the reference site preferably based in Gauteng.
- The reference sites should have similar or greater capacity and complexity to that of the University.
- If, in the University’s opinion, the reference customers do not meet the University’s requirements, additional references will be requested, and visits to the reference sites may be required. Interviews at reference sites will be confidential.
- Tenderers may be required to demonstrate their proposed solution. Such demonstrations should, as far as practicable, simulate the solution in the University’s environment.
- Please provide your information in the attached Schedule C: Customer References and Experience of Tenderer.
- **Indicate your years of experience in providing Armed Response(years)**
- The following is a statement of similar work successfully completed by ourselves over the last three (3) years (use a separate page of necessary but ensure the below information is responded fully):

3 acceptable reference in delivering a similar contract within the last three (3) years.	Description of Contract & Scope of work completed for Armed Response	Value of Contract inclusive of VAT (Rand)	Date completed
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			

Signed

Date

Name

Position

Tenderer

Schedule B.3: Customer References and Experience of Tenderer for Component 2 – Crowd Control Management Services

- The Tenderer to provide minimum of three (3) references where similar implementation of the service has been conducted. (References within the last three (3) years), with one (1) reference site of similar size and scale as per the University requirements and the reference site preferably based in Gauteng.
- The reference sites should have similar or greater capacity and complexity to that of the University.
- If, in the University’s opinion, the reference customers do not meet the University’s requirements, additional references will be requested, and visits to the reference sites may be required. Interviews at reference sites will be confidential.
- Tenderers may be required to demonstrate their proposed solution. Such demonstrations should, as far as practicable, simulate the solution in the University’s environment.
- Please provide your information in the attached Schedule C: Customer References and Experience of Tenderer.
- **Indicate your years of experience in providing Crowd Control Management(years)**

The following is a statement of similar work successfully completed by ourselves over the last three (3) years (use a separate page of necessary but ensure the below information is responded fully.

3 acceptable reference in delivering a similar contract within the last three (3) years.	Description of Contract & Scope of work completed for Crowd Management	Value of Contract inclusive of VAT (Rand)	Date completed
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			

Signed

Date

Name

Position

Tenderer

Schedule C.3: Customer References and Experience of Tenderer for Component 3 – Tactical Response Services

- The Tenderer to provide minimum of three (3) references where similar implementation of the service has been conducted. (References within the last three (3) years), with one (1) reference site of similar size and scale as per the University requirements and the reference site preferably based in Gauteng.
- The reference sites should have similar or greater capacity and complexity to that of the University.
- If, in the University’s opinion, the reference customers do not meet the University’s requirements, additional references will be requested, and visits to the reference sites may be required. Interviews at reference sites will be confidential.
- Tenderers may be required to demonstrate their proposed solution. Such demonstrations should, as far as practicable, simulate the solution in the University’s environment.
- Please provide your information in the attached Schedule C: Customer References and Experience of Tenderer.
- **Indicate your years of experience in providing Tactical Response (years)**

The following is a statement of similar work successfully completed by ourselves over the last three (3) years (use a separate page of necessary but ensure the below information is responded fully).

3 acceptable reference in delivering a similar contract within the last three (3) years.	Description of Contract & Scope of work completed for Tactical Response Services	Value of Contract inclusive of VAT (Rand)	Date completed
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			

Signed

Date

Name

Position

Tenderer

Schedule D.3: Customer References and Experience of Tenderer for Component 4– VIP/Close Protection Services

- The Tenderer to provide minimum of three (3) references where similar implementation of the service has been conducted. (References within the last three (3) years), with one (1) reference site of similar size and scale as per the University requirements and the reference site preferably based in Gauteng.
- The reference sites should have similar or greater capacity and complexity to that of the University.
- If, in the University’s opinion, the reference customers do not meet the University’s requirements, additional references will be requested, and visits to the reference sites may be required. Interviews at reference sites will be confidential.
- Tenderers may be required to demonstrate their proposed solution. Such demonstrations should, as far as practicable, simulate the solution in the University’s environment.
- Please provide your information in the attached Schedule C: Customer References and Experience of Tenderer.
- **Indicate your years of experience in providing VIP/Close Protection Services..... (years)**

The following is a statement of similar work successfully completed by ourselves over the last three (3) years (use a separate page of necessary but ensure the below information is responded fully.

3 acceptable reference in delivering a similar contract within the last three (3) years.	Description of Contract & Scope of work completed for VIP/Close Protection Services	Value of Contract inclusive of VAT (Rand)	Date completed
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			

Signed

Date

Name

Position

Tenderer

Schedule E.3 : Customer References and Experience of Tenderer for Component 5– Adhoc Security Guarding

- The Tenderer to provide minimum of one (1) references where similar implementation of the service has been conducted. (References within the last three (3) years), with one (1) reference site of similar size and scale as per the University requirements and the reference site preferably based in Gauteng.
- The reference sites should have similar or greater capacity and complexity to that of the University.
- If, in the University’s opinion, the reference customers do not meet the University’s requirements, additional references will be requested, and visits to the reference sites may be required. Interviews at reference sites will be confidential.
- Tenderers may be required to demonstrate their proposed solution. Such demonstrations should, as far as practicable, simulate the solution in the University’s environment.
- Please provide your information in the attached Schedule C: Customer References and Experience of Tenderer.
- **Indicate your years of experience in providing Adhoc Security Guarding (years)**

The following is a statement of similar work successfully completed by ourselves over the last three (3) years (use a separate page of necessary but ensure the below information is responded fully).

3 acceptable reference in delivering a similar contract within the last three (3) years.	Description of Contract & Scope of work completed for Adhoc Security Guarding	Value of Contract inclusive of VAT (Rand)	Date completed
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			
Name of Institution/Client: Senior Contact Person: Position: Email: Contact Number: Location of Site (Physical Address):			

Signed

Date

Name

Position

Tenderer

Schedule A4; B4; C4; D4; E4: Bidders Resource

- Mandatory for tenderers to complete Annexure 3A; 3B; 3C; 3D; 3E

Schedule A5; B5; C5; D5; E5: Team Leaders Skills/Competency/ Capacity

- Provide Staff Capacity – Indicate the relevant skills of key staff (team leaders). Show the years of experience of the team leader in Armed Response.

Component 1 – Armed Response Attached CV of Team Leaders	Relevant Years of Experience in Armed Response	Relevant Certification and Accreditation
Combined Years of Experience of Team Leaders for Component (1)		

Component 2 – Crowd Control Management Attached CV of Team Leaders	Relevant Years of Experience in Crowd Control Management	Relevant Certification and Accreditation
Combined Years of Experience of Team Leaders for Component (2)		

Component 3 – Tactical Response Attached CV of Team Leaders	Relevant Years of Experience in Tactical Response	Relevant Certification and Accreditation
Combined Years of Experience of Team Leaders for Component (3)		

Component 4 – VIP/Close Protection Services Attached CV of VIP/Close Protection Officers	Relevant Years of Experience in VIP/Close Protection Services	Relevant Certification and Accreditation
Combined Years of Experience of Officers. Component (4)		

Component 5 –Adhoc Security Officers Attached CV of Team Leaders for Security Guarding	Relevant Years of Experience in Security Guarding	Relevant Certification and Accreditation

Schedule A6; B6; C6; D6; E6: Security Management Plan for each of the selected Component(s)

- Attach Operating Plan
- Attach Standard Operating Procedures
- Technology and Monitoring Systems
- Standard Project/ Roll Out Plan

Schedule A7; B7; C7; D7; E7: Performance and Management Plan for each of the selected Component (s)

- Attach Performance Management Plan
- Attach Training and Development Procedures/Plans

Schedule A8; B8; C8; D8; E8: Risk/Assumptions/Dependencies/Exclusions for each of the selected Component (s)

- Risk Management plan to include but not limited to (Riot Monitoring, Student Unrests, Protocols in emergency situations such as fire/mobs & Disaster Management , Safe Routes)

T.2.2 List of contract annexures

Returnable contract annexures that will be used for tender evaluation purposes and will be incorporated into the contract

The Tenderer's offer must be composed according to, and in the sequence of the Schedules / Annexures listed in the Table of Contents. The Tenderer must complete as applicable all of the attached returnable Annexures by complying with the below corresponding requirements and instructions.

Annexure 1: Scope of Work and Tenderer's offer

- Tenderer's cover letter
- Tenderer's executive summary
- The Tenderer's offer should include:
 - A summary of the Tenderer's proposal specifying which component/s the Tenderer is submitting an offer for.
 - How the Tenderer is able to meet the tender requirements, including differentiators that Tenderer shows are advantages over other similar suppliers or in this field of expertise. Include here any relevant information which is not covered in other sections and information which you believe will help convince the Purchaser of your suitability as a supplier and your ability to add value.
 - In respect of each of the component/s that the Tenderer has selected to respond to, Tenderers are expected to show that they:
 - have the necessary experience, know-how, skills and resources
 - to supply, install, and effect interoperability of the selected component/s,
 - within the overall timeframes set out in the proposed project plan,
 - maintain the component/s, and make provision for future upgrades for them should the need arise, and
 - be able to comply with the expected minimum Service Levels (SLs).
 - The Project must however be complete as per the University agreed terms.
 - The proposed solution should take into consideration the current established infrastructure and avoid or prevent any degradation of current functionality.

Section 3 : Pricing Schedule

- The pricing the Tenderer submits will be considered the Tenderer's final offer which will be a Returnable that will become Annexure 3 Pricing and equipment schedule to the Contract. The spread sheet, pending on the tenderer's selection –Component (1) is Annexure 3A ; Component (2) is Annexure 3B; Component (3) is Annexure 3C; Component (4) is Annexure 3D and Component (5) is Annexure 3E must be used to submit pricing as indicated in this tender invitation.
- Tenderers must show the pricing information using the pricing template contained in Annexure 3A, 3B; 3C; 3D; 3E. The Pricing and equipment schedule must be submitted in editable and printable softcopy in both the original Excel compatible (.xlsx) and .pdf formats. The Pricing is inclusive of VAT.
- The Tenderer must provide analysed and total costs plus detailed descriptions of what is included in such costs for the selected Component elements and/or solution as required in the Scope of Work.
- The pricing proposal should be accompanied by a detailed schedule of what is excluded from the pricing proposal and items the Tenderer assumes the University will provide e.g. any resources, consumables, additional equipment etc.

- Price Adjustments Where applicable and provided the relevant supporting documentation is supplied, the successful Tenderer may request in writing from the University that its prices be adjusted due to changes in its costs caused by currency exchange rate fluctuations and/or annual inflation related price adjustments based on change in the South African Consumer Price Index (CPI). Otherwise, prices must remain firm for the duration of the Project. Currency exchange rate fluctuations must be factored into your tender offer.

Cost Savings

The Purchaser expects the Tenderer to be an active partner in generating ideas to reduce costs and improved efficiencies (including total cost of ownership) beyond only price reductions. Alternative cost reduction methods should be included in a separate spread sheet

PURCO SA Service Fee

The Service Provider will provide for a 2% (two percent) service fee which is calculated on the total value of each monthly invoice issued by the Service Provider to the University for the provision of the Services (including any Additional Services and or goods). The Service Provider will send copies of its monthly invoice and statement to both PURCO SA and the University. Upon receipt of the Service Provider's invoice, PURCO SA will invoice the Service Provider the 2% (two percent) service fee which is payable to PURCO SA by the Service Provider within 30 days of PURCO SA's invoice date

Annexure 4: Services Standards

Service Level Requirements

Service Levels will apply once the contract has been concluded.

The Tenderer should provide a problem resolution procedure. This should include an escalation procedure to various levels of Tenderer management and up to senior executives of the manufacturer if required. Please include details on the agreement that is in place with the relevant manufacturers. The Tenderer should also provide its call logging and management process including response and resolution times.

The University retains the option to review the qualifications and suitability of support both before and during placement at the University.

The successful Tenderer should proactively manage its Component portion of the name of project including continuous guidance to the Purchaser on the most efficient and cost-effective use of the equipment and solution, as well as initiatives to provide cost reductions and to promote eco-friendly use and awareness.

Specification standards, compliance measurements and associated penalties will form part of the final contract concluded.

Annexure 5: Access to University's Precincts

These terms, provided by the University in Annexure 8, will govern the Service Providers access to and where and how the works, goods and services on the University's precincts are delivered / performed.

Section 4: Preference Documents

- Valid SANAS approved BBBEE certificate (Verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agency - (see http://home.sanas.co.za/?page_id=1021)
- Attach a written declaration on company letterhead, which has been duly signed by the Supplier's authorised signatory, with the following content:

I/we declare that the <<Supplier Name>> enterprise is a Level contributor as at the closing date of this tender and our financial year ends onReturnable contract annexures that will be used for tender evaluation purposes and will be incorporated into the contract.

THE CONTRACT

Part C1: Main Contract Terms and Conditions

The contract will be provided post the clarification session.

Part C2: Annexures (refer Annexures listed in the Table of Contents above)