

**PROCUREMENT DOCUMENT**

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**Wits Tender / 2022:08  
Private Security Services**

<b>Reference No.:</b>	Wits Tender/2022:08	
<b>Description:</b>	Private Security Services	
<b>Issue Date:</b>	8 May 2022	
<b>Issued by:</b>	Protection Services Department	
<b>Submission Date and Time:</b>	Date: 7 June 2022	Time:23:59 (Before Midnight)
<b>Important Information:</b>	Electronic Submission	

Tenderers has the option to tender for all Private Security Services Components or indicate their preferred option/s below:

Indicate which Private Security Component being tendered for: <input type="checkbox"/>	
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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## ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of Work
<b>Returnable Schedules and Documents</b>	
Annexure B	Procurement Returnable Schedules
Annexure C.1	Component 1: Armed Response (Pricing Schedule)
Annexure C.2	Component 1: Armed Response (Resource Capacity)
Annexure C.3	Component 2: Crowd Control Management (Pricing Schedule)
Annexure C.4	Component 2: Crowd Control Management (Resource Capacity)
Annexure C.5	Component 3: Tactical Services (Pricing Schedule)
Annexure C.6	Component 3: Tactical Services (Resource Capacity)
Annexure C.7	Component 4: VIP/ Close Protection Services (Pricing Schedule)
Annexure C.8	Component 4: VIP/ Close Protection Services (Resource Capacity)
Annexure C.9	Component 5: Adhoc Security Guarding (Pricing Schedule)
Annexure C.10	Component 5: Adhoc Security Guarding (Resource Capacity)
Annexure D	Draft Contract (to be provided shortly)

## PART A: TENDER OVERVIEW

### 1 TENDER OUTLINE

#### 1.1 University's Background

The University of the Witwatersrand is a leading African University that is ranked in the top 1% of universities in the world. Located in the Economic Hub of Africa, in 2022, Wits celebrates 100 years of academic and research excellence, social justice and the advancement of the public good. Our history is inextricably linked to that of mining, the City, and civic and political activism. Our property infrastructure consists of 400 buildings, 11 Libraries, 17 Residences. The University has about 41 100 students and 6 582 employees, Wits For Good.

#### 1.2 Tender Background

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

#### 1.3 Tender Description

In appointing Service Provider/s, the University is seeking an organisation with which it can build a cooperative type relationship to the benefit of the University Community. It would value a Service Provider that will focus on service delivery and be both proactive and innovative in its approach to cost containment, while being sensitive to the needs and the culture of the University. On this basis, a key criterion for selection of a Service Provider will be the "culture fit" or the extent to which the University believes it can establish a close working relationship with the Service Provider, to the benefit of the students and staff.

#### 1.4 Overview

The requirements are detailed in the relevant Scope of Works for each of Private Security Components.

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 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.

Contract awards may be recommended separately as per Private Security Service Components and such awards may be made in the order in which are presented in this bid document (Refer to page 1).

#### 1.5 Procurement Strategy

Contract awards may be recommended separately for each Private Security Component tendered for:

- 1.5.1 Component (1): Armed Response. The procurement strategy for this tender is to appoint one service provider.
- 1.5.2 Component (2): Crowd Management Control. The procurement strategy for this tender is to appoint a panel of service providers.
- 1.5.3 Component (3): Tactical Response. The procurement strategy for this tender is to appoint a panel of service providers.
- 1.5.4 Component (4): VIP/Close Protection Services. The procurement strategy for this tender is to appoint a panel of service providers.
- 1.5.5 Component (5): Adhoc Security Guarding. The procurement strategy for this tender is to appoint a panel of service providers.

### Pre-qualification Criteria

1.5.6 Tenderers who have suitable experience and demonstrated capacity in the required work activities for Private Security Services environment maybe eligible to partake in this Tender.

1.5.7 Only Tenderers who satisfy the pre-qualification criteria as set out in the tables below should submit a Tender Submission, failure to do so will result in disqualification.

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

<b>Procurement Eligibility/Mandatory Criteria</b>	
It is compulsory that the Tenderer must have:	
1.	submit their registration of intent to tender by the date stipulated under section 2.
2.	submit a signed submission by an authorised employee of the company (Annexure B- Schedule 1) .
3.	submit South African registration documents if a registered company. Only South African entities are eligible to participate (including but not limited to CIPC registration and directors, VAT registration, Memorandum of Association, Certificate of Incorporation).
4.	provide a valid, current tax clearance certificate, VAT certificate and tax pin for tenders issued by the South African Revenue Services.
5.	tenderer must provide company financial statements for the past 3 (three) years.
6.	provide a letter of good standing from its bankers (*Note this is not Letter of Bank Confirmation).
7.	provide proof that it is in possession of a letter of good standing from the Compensation Fund or a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Disease Act No. 130 of 1993. The proof must be valid at the time of close of the Tender and a valid certificate must be produced at the time of award if the certificate expires between close of Tender and award.
8.	a valid B-BBEE Certificate (i.e. SANAS accredited/ Sworn Affidavit).
9.	<p>provide proof of the following insurance coverage:</p> <ul style="list-style-type: none"> <li>• Public Liability with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 10 million.</li> <li>• Professional Indemnity Insurance with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 10 million.</li> <li>• General and commercial liability insurance which includes defective workmanship, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage Public Liability with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 10 million.</li> </ul> <p>Tenderers must submit proof that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work and may be requested to obtain a letter of confirmation from its insurers indicating that the Tenderer will meet the minimum insurance requirements.</p> <p>The Insurance coverage must satisfy the University's insurers.</p> <p>Or The Tenderer must provide their current insurance cover information. If Insurance cover at the minimum indicated requirement is not met as yet, the Tenderer must provide a letter of intent or assurance that the minimum insurance requirements specified above will be in place if they are awarded and prior to contract conclusion.</p>
10.	submit all required schedules, documents and annexures indicated in this documents.

**Technical Eligibility/Mandatory Criteria for Component (1) Armed Response**

It is compulsory that the Tenderer must have:

11	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
12	Tenderer to provide certification or a company valid letter proof that confirm knowledge and practice for each of the following: 12.1 The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as Section 5; 12.2 The application of the Criminal Procedure Act, Act 51 of 1977; 12.3 Protection of Information Act 84 of 1982; 12.4 Occupational Health and Safety Act 85 of 1993; 12.5 Protection of Personal Information Act 4 of 2013
13	Minimum Grade C for Armed Response Officers
14	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 on Armed Response).
15	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 120 000 kilometres.
16	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.
17	Have a track record for at least three (3) years for providing Armed Response Services.
18	Provide at least three (3) relevant and acceptable references where the tenderer provided Armed Response Services.

**Technical Eligibility/Mandatory Criteria for Component (2) Crowd Management Control**

It is compulsory that the Tenderer must have:

19	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
20	Tenderer to provide certification or a company valid letter proof that confirm knowledge and practice for each of the following: 20.1 The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as Section 5; 20.2 The application of the Criminal Procedure Act, Act 51 of 1977; 20.3 Protection of Information Act 84 of 1982; 20.4 Occupational Health and Safety Act 85 of 1993; 20.5 Protection of Personal Information Act 4 of 2013; 20.6 Safety at Sports and Recreational and Events Act 2 of 2010
21	Minimum Grade C for Crowd Control Management Officers
22	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).
23	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.
24	Have a track record for at least three (3) years for providing Crowd Control Management.
25	Provide at least three (3) relevant and acceptable references where the tenderer provided Crowd Control Management.

<b>Technical Eligibility/Mandatory Criteria for Component (3) Tactical Response</b>	
It is compulsory that the Tenderer must have:	
26	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
27	Tenderer to provide certification or a company valid letter proof that confirm knowledge and practice for each of the following: 27.1 The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as Section 5; 27.2 The application of the Criminal Procedure Act, Act 51 of 1977; 27.3 Protection of Information Act 84 of 1982; 27.4 Occupational Health and Safety Act 85 of 1993; 27.5 Protection of Personal Information Act 4 of 2013; 28.6 Gathering and Events Act
28	Minimum Grade B for Tactical Response
29	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).
30	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.
31	Have a track record for at least three (3) years for providing Tactical Response
32	Provide at least three (3) relevant and acceptable references where the tenderer provided Tactical Response

<b>Technical Eligibility/Mandatory Criteria for Component (4) VIP/Close Protection Services</b>	
It is compulsory that the Tenderer must have:	
33	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
34	Tenderer to provide certification or a company valid letter proof that confirm knowledge and practice for each of the following: 34.1 The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as Section 5; 34.2 The application of the Criminal Procedure Act, Act 51 of 1977; 34.3 Protection of Information Act 84 of 1982; 34.4 Occupational Health and Safety Act 85 of 1993; 34.5 Protection of Personal Information Act 4 of 2013;
35	Minimum Grade B for VIP/Close Protection Services
36	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).
37	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.
38	Have a track record for at least three (3) years for providing VIP/Close Protection Services
39	Provide at least three (3) relevant and acceptable references where the tenderer provided VIP/Close Protection Services

**Technical Eligibility/Mandatory Criteria for Component (5) Adhoc Guarding Security**

It is compulsory that the Tenderer must have:	
40	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
41	Tenderer to provide certification or a company valid letter proof that confirm knowledge and practice for each of the following: 41.1 The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as Section 5; 41.2 The application of the Criminal Procedure Act, Act 51 of 1977; 41.3 Protection of Information Act 84 of 1982; 41.4 Occupational Health and Safety Act 85 of 1993;
42	Minimum Grade B for Adhoc Guarding Security
43	Proof must be given that the Service Provider has at least fifty (50) members on standby. (All PSIRA trained on Physical Security Guarding).
44	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.
45	Have a track record for at least three (3) years for providing Adhoc Security Guarding
46	Provide at least One (1) relevant and acceptable reference where the tenderer provided Adhoc Security Guarding services.

- 1.5.1 The Tenderer's attention is drawn to the pre-qualification criteria which requires the tenderer to provide the necessary evidence (please refer to Annexure B: Returnable Schedules and Documents) in order to be eligible, failure to do so will result in disqualification.
- 1.5.2 Tenderers who fail to provide the required schedules and documents will not have their Tender Submissions evaluated further.
- 1.5.3 Despite the above, the University reserves the right to request information (which must be responded and/or provided to the University within the period as determined and communicated by the University) where the information provided is insufficient, is not supplied, is unsuitable or does not provide adequate detail.



## 1.6 Tender Terms and Conditions

1.6.1 The [Tender Terms & Conditions](#) apply to and form an integral part of this Tender.

Full link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Tender%20Terms%20%20Conditions%2015.08.2020.pdf>

1.6.2 Words and phrases defined in the Tender Terms & Conditions shall also apply in the interpretation of the same words and phrases in this Tender, save where specifically otherwise indicated.

## PART B: KEY INFORMATION

## 2 TENDER TIMELINE

2.1 The table below lists key events, dates and periods applicable to this Tender:

No.	Description	Date / Period
1	Invitation to Tender notice release via print media	8 May 2022
2	Publication of Tender available on the University's Procurement website	9 May 2022 (14:00)
3	Due date for Tenderer to submit its intention to respond – <b>Compulsory registration</b> closing date	16 May 2022
4	Non-Compulsory Online Briefing Session to be held as follows: Date and time: 18 May 2022   10h00 -11h30 Microsoft Teams: The link to the session will be made available to all Tenderers that register their intent to submit a Tender Submission	
5	Submission Date and Time	7 June 2022 (23:59) before midnight
6	Proposed Presentation & Site Visit Dates and Times	(TBC)

2.2 These dates and times do not create an obligation on the part of the University to take any action or create any right for a Tenderer to demand that the University executes a certain action on a specific date at a certain time.

2.3 In in accordance with section 6 of the Tender Terms and Conditions, the University may issue amendments until 3 (three) Business Days before the Submission Date and Time.

## 3 INTENT TO SUBMIT A TENDER SUBMISSION AND COMPULSORY TENDERER REGISTRATION

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, the Tenderer **must** submit to Meshal Moonsamy at [meshal.moonsamy@purcosa.co.za](mailto:meshal.moonsamy@purcosa.co.za) and copy Wits Tender Admin at [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za) (see section 4) in a single email, on or before the time indicated in section 2.1, the Tenderer's written statement of intention to partake in the Tender. Note: the compulsory registration date 16 May 2022.

## 4 UNIVERSITY CONTACT INFORMATION

Queries relating to the issue of the Tender Documents must be addressed to the Tender Administrator at [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za) and to Meshal Moonsamy via e-mail: [meshal.moonsamy@purcosa.co.za](mailto:meshal.moonsamy@purcosa.co.za).

## 5 DEVELOPING YOUR TENDER SUBMISSION

5.1 The Tender Documents set out the step-by-step process and conditions that apply.

5.2 Tenderers should take time to read and understand the Tender Documents, in particular:

5.2.1 the Tender Terms & Conditions.

5.2.2 the Tender Submission protocol (please refer to section 6);

5.2.3 develop a strong understanding of the University's Scope of Work detailed: Annexure A





- 5.2.4 in structuring your Tender Submission consider how it will be evaluated, Part C: The Evaluation Process of this document describes the evaluation approach;
- 5.2.5 important checklists are included in Annexure B: Returnable Schedules and Documents to assist Tenderers with the completion of their Tender Submission. Tenderers are required to tick the relevant boxes for verification purposes. Where information is not applicable, the symbols N/A must be inserted in the space provided.
- 5.3 Tenderers are advised to check the number of pages and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za) and Meshal Moonsamy at [meshal.moonsamy@purcosa.co.za](mailto:meshal.moonsamy@purcosa.co.za) and have the same rectified.
- 5.4 The University will respond to requests for clarification received up to 5 (five) Business Days before the Submission Date and Time. Queries should be by email to [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za) and to Meshal Moonsamy at [meshal.moonsamy@purcosa.co.za](mailto:meshal.moonsamy@purcosa.co.za). Please note that additional information supplied to any one Tenderer may also be provided to other Tenderers via e-mail.
- 5.5 It must be noted that the University shall not be held liable for any loss or damage incurred to the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

## 6 SUBMITTING YOUR TENDER SUBMISSION

- 6.1 The mode of delivery for submission is set out below and will apply to this Tender:
- 6.2 Electronic Submissions:
- 6.2.1 The [Electronic Submission Protocol](#) will apply to this Tender.  
Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%2015.08.2020.pdf>
- 6.2.2 Tenderers must submit Annexure C.1 and C.2: Price Schedules in an editable xls - Microsoft Excel file and a .pdf - PDF file.
- 6.3 Tenderers are urged to contact the University's Procurement Representative if unsure which mode of delivery applies to the Tender. The University will not be held responsible where the Tenderer incorrectly interprets the mode of delivery.
- 6.4 For the avoidance of don't, please note that telegraphic, telephonic, telex, facsimile, physical submissions and late submissions will not be accepted by the University.

## PART C: THE EVALUATION PROCESS

### 7 EVALUATION METHODOLOGY

- 7.1 The University will apply a multi-criteria approach in evaluating the prospective Tender Submissions. It is envisaged that the following core criteria (not complete and in order of preference) will amongst others form the basis of the tender evaluation:
- 7.1.1 The financial offer;
- 7.1.2 The Tenderer's ability to match service requirements as set out in Annexure A: Scope of Work and adequate client liaison;
- 7.1.3 The type of organisation and the number of years in operation in the industry;
- 7.1.4 The track record and experience of the Tenderer;
- 7.1.5 The Tenderer's contactable client references;
- 7.1.6 The competence of the proposed management, project managers and staff of the Tenderer;
- 7.1.7 Accuracy and presentation of the calculations which must be sufficient for comparison purposes;
- 7.1.8 Financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations;
- 7.1.9 Adequate insurance coverage with regard to the goods and/or services.

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**Evaluation Procedure:**

- 7.1.10 The evaluation phase includes the prequalification phase for procurement, technical and functional elements.
- 7.1.11 The University may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's Tender Submission and this information will be requested in writing.
- 7.1.12 The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.
- 7.1.13 The University will evaluate the proposals with reference to the University's set and approved evaluation criteria and protocol as indicated in these Tender Documents.
- 7.1.14 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 this specification and "Tender Forms" 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 Tenderers that are Broad-Based Black Empowerment Contributors.

**8 EVALUATION CRITERIA**

**8.1 Stage 1: Pre-qualification Stage (Procurement Mandatory and Technical Mandatory Criteria)**

- 8.1.1 The University has a defined minimum pre-qualification listed in the table under section 0 that must be met by the Tenderer in order for the University to accept the Tender Submission for evaluation.
- 8.1.2 The pre-qualification evaluation will be carried out by the University's tender evaluation committee members to determine which Tender Submissions are compliant or non-compliant with the requirements issued by the University as part of this tender process.
- 8.1.3 Where there is failure to comply with the pre-qualification criteria as set out in section 0 or the University is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the University may disqualify the Tender Submission;
- 8.1.4 Tenderers that do not meet the pre-qualification criteria may not advance to the next stage of evaluation.
- 8.1.5 Please note that no points are allocated at this stage.
- 8.1.6 Note: Documents submitted in support of this Tender must be documents of the Tenderer's entity. It is not permitted that documents submitted pertain to different companies or units within a group.

- 8.2 Stage 2: Functional including Technical Evaluation for Component 1: Armed Response Services**
- 8.2.1 In this stage, the Tenderer must score a minimum of 70% in order to move on to the next stage of evaluation as per the pre-qualification requirement.
- 8.2.2 The University 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 below proposed functionality criteria.

No	Functionality Criteria –Component 1 (Armed Responses)	Points Allocated
1	<b>Track Record /Experience</b>	<b>Maximum 10 Points</b>
	Minimum 3 Years of Experience of the tenderer as a company in providing Armed Response Services	
	≥ 5years of experience = 10 points	
	5years of experience = 9 points	
	4 years of experience = 8 points	
2	<b>References</b>	<b>Maximum 20 Points</b>
	Provide at least three (3) relevant and acceptable references verified 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	<b>Bidders Resources (Refer to Scope of Work for Armed Response)</b>	<b>Maximum 15 Points</b>
	a) 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 120 000 kilometres. = 5 points 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. = 5 points	
	b) All equipment must not be older than 24 months and armed response officers kit /PPE <12 months and to meet the acceptable functional requirements. (Attach Equipment Register -confirming date of purchase *Short listed tenderers will be subjected to verification at site visit stage)= 5 points	
4	<b>Competency &amp; Capacity of Proposed Armed Response Officers .Attach CVs, Relevant Accreditations and Certifications)</b>	<b>Maximum 10 Points</b>
	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	<b>Security Management Plan</b>	<b>Maximum 20 Points</b>
	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	
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	<b>Tenderers Performance Management and Training Plan</b>	<b>Maximum 10 Points</b>
	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	<b>Risk/Assumptions/Dependencies/Exclusions</b>	<b>Maximum 15 Points</b>
	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)	
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100 Points</b>

**8.3 Stage 2: Functional including Technical Evaluation for Component 2: Crowd Control Management Services**

8.3.1 In this stage, the Tenderer must score a minimum of 70% in order to move on to the next stage of evaluation as per the pre-qualification requirement.

8.3.2 The University 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 below proposed functionality criteria.

No	Functionality Criteria -Crowd Control Management Services	Points Allocated
1	<b>Track Record /Experience</b>	<b>Maximum 10 Points</b>
	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	
2	<b>References</b>	<b>Maximum 20 Points</b>
	Provide at least three (3) relevant and acceptable references where the tenderer provided Crowd Control Management 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	<b>Bidders Resources (Refer to Scope of Work for Crowd Control Management Services)</b>	<b>Maximum 15 Points</b>
	It is preferred that the Service Provider has at least 50 members available within 3 hours. (All PSIRA trained with special training on Crowd Management) = 10 Points <b>*Tenderers to confirm the minimum amount of members that are available.</b>	
	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. <b>Mandatory equipment and PPE includes riot gear: helmet, shield, baton. Confirm that you meet this requirement and indicate if any additional equipment or PPE is provided as part of your proposal.</b>	
4	<b>Competency &amp; Capacity of Proposed Crowd Control Management Services - Team Leaders Attach CVs, Relevant Accreditations and Certifications)</b>	<b>Maximum 10 Points</b>
	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	<b>Security Management Plan - Crowd Control Management Services</b>	<b>Maximum 20 Points</b>
	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	<b>Tenderers Performance Management and Training Accreditation</b>	<b>Maximum 10 Points</b>
	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	<b>Risk/Assumptions/Dependencies/Exclusions</b>	<b>Maximum 15 Points</b>
	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)	
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100 Points</b>

**8.4 Stage 2: Functional including Technical Evaluation for Component 3: Tactical Response**

- 8.4.1 In this stage, the Tenderer must score a minimum of 70% in order to move on to the next stage of evaluation as per the pre-qualification requirement.
- 8.4.2 The University 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 below proposed functionality criteria.

No	Functionality Criteria -Tactical Response	Points Allocated
1	<b>Track Record /Experience</b>	<b>Maximum 10 Points</b>
	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	<b>References</b>	<b>Maximum 20 Points</b>
	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	<b>Bidders Resources (Refer to Scope of Work for Tactical Response)</b>	<b>Maximum 15 Points</b>
	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. = 5 points. Mandatory equipment and PPE includes riot gear, helmet, shield, baton. Confirm that you meet this requirement and indicate if any additional equipment or PPE is provided as part of your proposal.	
4	<b>Competency &amp; Capacity of Proposed Tactical Response Team Leader (s) Attach CVs, Relevant Accreditations and Certifications)</b>	<b>Maximum 10 Points</b>
	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	
5	<b>Security Management Plan</b>	<b>Maximum 20 Points</b>
	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	<b>Tenderers Performance Management and Training Accreditation</b>	<b>Maximum 10 Points</b>
	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	<b>Risk/Assumptions/Dependencies/Exclusions</b>	<b>Maximum 15 Points</b>
	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)	
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100 Points</b>



**8.5 Stage 2: Functional including Technical Evaluation for Component 4: VIP/Close Protection Services**

- 8.5.1 In this stage, the Tenderer must score a minimum of 70% in order to move on to the next stage of evaluation as per the pre-qualification requirement.
- 8.5.2 The University 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 below proposed functionality criteria.

No	Functionality Criteria -VIP/Close Protection Services	Points Allocated
1	<b>Track Record /Experience</b>	<b>Maximum 10 Points</b>
	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	
2	<b>References</b>	<b>Maximum 20 Points</b>
	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	<b>Bidders Resources (Refer to Scope of Work for VIP/Close Protection Services )</b>	<b>Maximum 15 Points</b>
	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. = 5 points	
4	<b>Competency &amp; Capacity of Proposed VIP/ Close Protection Services (s) Attach CVs, Relevant Accreditations and Certifications)</b>	<b>Maximum 10 Points</b>
	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	
5	<b>Security Management Plan - VIP/Close Protection Services</b>	<b>Maximum 20 Points</b>
	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	
6	Standard Project/ Roll-out Plan of Initial Delivery and lead times for implementation of this service. Attach project implementation plan for WITS = 5 points	<b>Maximum 10 Points</b>
	<b>Tenderers Performance Management and Training Accreditation</b>	
7	Tenderers provide their performance management plan for their VIP/Close Protection Services = 5 points	<b>Maximum 10 Points</b>
	Tenderers to attach their training plan and procedures for ensuring company stays updated with latest security legislations and technology = 5 points	
8	<b>Risk/Assumptions/Dependencies/Exclusions</b>	<b>Maximum 15 Points</b>
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)		
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100 Points</b>

**8.6 Stage 2: Functional including Technical Evaluation for Component 5: Adhoc Security Services**

8.6.1 In this stage, the Tenderer must score a minimum of 70% in order to move on to the next stage of evaluation as per the pre-qualification requirement.

8.6.2 The University 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 below proposed functionality criteria.

No	Functionality Criteria Adhoc Security Guarding	Points Allocated
1	<b>Track Record /Experience</b>	<b>Maximum 10 Points</b>
	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	<b>References</b>	<b>Maximum 20 Points</b>
	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	<b>Bidders Resources (Refer to Scope of Work for Adhoc Security Guarding )</b>	<b>Maximum 15 Points</b>
	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	
4	<b>Competency &amp; Capacity of Team Leader -Proposed Adhoc Security Guarding - Team Leaders Attach CVs, Relevant Accreditations and Certifications)</b>	<b>Maximum 10 Points</b>
	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	
5	<b>Security Management Plan -Adhoc Security Services</b>	<b>Maximum 20 Points</b>
Attach Operating plan = 5 points		
Attach standard operation procedures for Adhoc Security Services = 5 points		
6	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	<b>Maximum 10 Points</b>
	<b>Tenderers Performance Management and Training Accreditation</b>	
7	Tenderers provide their performance management plan for their Adhoc security services = 5 points	<b>Maximum 10 Points</b>
	Tenderers to attach their training plan and procedures for ensuring company stays updated with latest security legislations and technology = 5 points	
7	<b>Risk/Assumptions/Dependencies/Exclusions</b>	<b>Maximum 10 Points</b>
	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)	



No	Functionality Criteria Adhoc Security Guarding	Points Allocated
8	<b>Promotion of Emerging Enterprises</b>	<b>Maximum 5 Points</b>
	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	
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100 Points</b>

### 8.7 Stage 3: Online Presentations

8.7.1 This phase of assessment follows the technical compliance/functionality stage in the evaluation process and only successful Tenders that have met the minimum requirements in the technical/functionality stage will be considered. Further thresholds may be applicable at this Stage.

8.7.2 The University may elect only to invite the top ranked eight (8) tenderers for presentations and may further shortlist for site visits for each Component. The top eight tenderers will be shortlisted based on the proposed functionality criteria.

8.7.3 Presentations:

The University may require short-listed Tenderers to make presentations to the University's evaluation team on the date and at the place in section 2.1.

Presentations are designed to give Tenderers the opportunity to present their solution and various aspects as identified by the University. A question-and-answer session is part of the presentation phase. A minimum threshold of 75% will apply to the presentation phase and site visit evaluation a minimum threshold of 70% will be applied.

### 8.8 Final Stage: Price, Preference (B-BBEE) Evaluation and where applicable Consideration of Previous Stages

8.8.1 Tenderers who met the thresholds in the previous stages will be evaluated further.

8.8.2 In this final stage the criteria elements below will be considered. Therefore, a Tenderer's Tender Submission will be evaluated based on the weightings set out below and indicated formulae:

Component	Documents Required	Weighting %
Price	Annexure C: Price Schedules to be completed	60%
B-BBEE	Please submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928. <i>Refer to below 8.5.4 B-BBEE Score Card</i>	10%
	Tenderers with a minimum and above 51% Black Ownership	10%
	Tenderers with below 51% Black Ownership	0%
Functionality	Technical evaluation including tenderer track record and their client references	10%
Presentations	Presentation Evaluation	5%
Site Visits	Site Visit Evaluation	5%
<b>Total</b>		<b>100%</b>

#### 8.8.4 B-BBEE Score Card

B-BBEE Status Level Contributor	Number of Points (10% B-BBEE)
Level 1 contributor	10
Level 2 contributor	9
Level 3 contributor	8
Level 4 contributor	5
Level 5 contributor	4
Level 6 contributor	3
Level 7 contributor	2
Level 8 contributor	1
Non-Compliant contributor	0

**Note:** Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system.

#### 8.9 Price Points Calculation

A maximum of 60 = 60 points is allocated for price on the following basis:

$$PS = 60 \left\{ \frac{1 - \frac{Pt - Pmin}{Pmin}}{Pmin} \right\}$$

Where:

- Ps = Points scored for comparative price of Tender Submission under consideration;  
 60 = Ratio allocated to pricing for scoring purposes;  
 Pt = Comparative price of the Tender Submission under consideration; and  
 Pmin = Comparative price of the lowest acceptable Tender Submission.

#### 8.10 Other Information

8.10.1 A short list of potential Tenderers may be compiled after a review of all the Tender Submissions. Short listed Tenderers may be required to make a further online presentation to the University's tender evaluation committee members, at a time and venue to be advised by the University.

8.10.2 The University may elect to conduct a due diligence investigation on any Tenderer which may include but not limited:

Interviewing the Director/Manager of any Tenderer;

Interviewing client references;

Conducting on-site inspections and/or investigations (if not done so already);

Tenderers maybe requested to provide access to information.

8.10.3 All Tenderers will be formally notified (successful or not) after the evaluation process has been completed and are requested not to contact the University in this regards.

### PART D: SCOPE OF WORK

#### 9 SCOPE OF WORK

9.1 The detailed scope of worked is attached to the Tender Documents and marked Annexure A for each of the Components for Private Security Services.

9.2 Tenderers must ensure that before submitting a Tender Submission that they are able to meet the University's requirements as set out in Annexure A for each of the Components for Private Security Services.

9.3 **Note:** The University will not accept any variation to Annexure A for each of the Components for Private Security Services.

## PART E: RETURNABLE SCHEDULES & DOCUMENTS

### 10 THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

- 10.1 The Tender Submission will be evaluated based on the information submitted as instructed through the returnable schedules and documents.
- 10.2 The Tenderer's Tender Submission must be composed according to, and in the sequence as set out in Annexure B: Returnable Schedules and Documents. Additional instructions are contained under the applicable sections per Annexure B: Returnable Schedules and Documents.
- 10.3 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or Excel compatible (.xls) (where indicated).
- 10.4 Tenderers must ensure that all returnable schedules, documents, and certificates are legible, current, legally compliant and valid.

## PART F: PRICING

### 11 PRICING INSTRUCTIONS

- 11.1 The pricing that the Tenderer submits will be considered the Tenderer's final pricing which will be included in the Contract. The Excel spreadsheet that is Annexures C.1; C.3; C5; C7 and C9: Price Schedules must be used to submit the applicable pricing as indicated in these Tender Documents.
- 11.2 Tenderers must show its pricing information using the pricing template contained in C.1; C.3; C5; C7 and C9 Price Schedules
- 11.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible (.xls) and .pdf formats.
- 11.4 Tenderers agree that an item against which no rate or price is entered by the Tenderer shall be considered to be covered by other rates or prices detailed in the Tenderers final pricing submitted. Pricing must be wholly inclusive of all costs including VAT.
- 11.5 Pricing must be wholly inclusive of all components that will deliver the services of the total solution in accordance with Annexure A: Scope of Works for Private Security.
- 11.6 **General:**
  - 11.6.1 The Tenderer's proposals must be in South African Rand inclusive of VAT and valid for a period of 120 (one hundred and twenty) days from the date of the Tenderer's Submission, subject only to the applicable Rate of Exchange (ROE).
  - 11.6.2 Please note that all costs must be firm from the date of receipt of purchase order issued by the University. Furthermore, no additional costs will be accepted by the University.
  - 11.6.3 Escalations per annum can be applied and clearly stated where applicable, similarly these would need to be fixed for the period for the items specified in C.1; C.3; C5; C7 and C9: Price Schedules. No price adjustments over the period quoted will be accepted other than ROE adjustments where they apply. The coverage period for all components is to become effective from the date of delivery acceptance as detailed in Annexures A: Scope of Work.
- 11.7 **Annual Escalation Adjustments:**
  - 11.7.1 The prices for the goods and/or services specified in Annexure A: Scope of Work for local services or goods procured locally will remain unchanged for the first 12 (twelve) months of the Contract. Thereafter, such amounts may be adjusted provided that the relevant supporting documentation is supplied in accordance with CPI on the first and each subsequent annual anniversary of the effective date (the successful service provider is required to give 1 (one) month's prior written notice of such adjustment). The prices for the goods and/or services must include VAT, all other taxes (as far as they are applicable) and insurance as required.

**11.8 Exchange Rate Fluctuations:**

11.8.1 Tenderers agree that any escalation ROE must be discussed and agreed with the University's duly representative in writing at the time of when the Contract is awarded. The University reserves the right to refuse any ROE fluctuations.

**11.9 Cost Savings:**

11.9.1 The University expects the Tenderer to be an active partner in generating ideas to reduce costs beyond only price reductions. Tenderers must complete the required pricing worksheets and can provide alternative cost reduction methods that may benefit the University. These alternatives must be included in separate worksheet(s) in workbook: C.1; C.3; C5; C7 and C9 Price Schedules and/or in a separate information schedule.

**11.10 PURCO Rebate:**

11.10.1 The successful Tenderer agrees that it will provide for a 2% (two percent) service fee which is calculated on the total value of each monthly invoice issued by the successful Tenderer to the University for the provision of the services (including any additional services and or goods).

11.10.2 The successful Tenderer agrees that it will send copies of its monthly invoice and statement to both PURCO SA and the University. Upon receipt of the successful tenderer's invoice, PURCO SA will invoice the successful tenderer the 2% (two percent) service fee which is payable to PURCO SA by the successful tenderer within 30 (thirty) days of PURCO SA's invoice date.

**PART G: INSURANCE**

**12 INSURANCE REQUIREMENTS**

12.1 A Tenderer must demonstrate that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements. The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents) and details of:

12.1.1 public liability; and/or

12.1.2 professional indemnity insurance; and/or

12.1.3 insurance covering its liability to any employees, its agents or representatives as contemplated in the Compensation for Occupational Injuries and Diseases Act, 130 of 1993; and/or

12.1.4 general and commercial liability insurance which includes defective workmanship, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage.

12.2 Tenderers agree that should it be awarded as a successful service provider that it shall at all times maintain insurance cover satisfactory to the University's insurance brokers. Proof of payment of premium for the respective policy shall be furnished annually to the University in the event the Tenderer is the successful service provider. This should not have an impact on the Tenderer's submitted pricing.

**PART H: THE CONTRACT**

**13 THE CONTRACT**

13.1 Tenderers must please take note of the following important contractual terms:

Indicative Contract Dates:	01 August 2022
Indicative Contract Duration:	36 (thirty-six) months
Classification and Type of Contract:	Private Security Services
Type of Insurance Required:	The successful tenderer must at all times while this Contract is in force maintain insurance cover satisfactory to the University's insurance brokers, including professional indemnity, commercial liability and public liability insurance which adequately insures against all the liabilities imposed by this Contract and under the law.
Penalties:	The Penalty clauses will be shared with the registered tenderers.

Fees and fee escalation:	Annual based on CPI for local goods or services and based on ROE for imported goods/services and the spot rate on that day.
Indicative Payment Terms:	<p>Provided that the University is satisfied that the successful tenderer has:</p> <ul style="list-style-type: none"> <li>i) Adhered to all the Contract terms and conditions;</li> <li>ii) provided the goods and/or services that are fit for the purpose, for which they were procured and of suitable quality, on time and within the agreed Contract price;</li> </ul>

- 13.2 Any award made as a result of this Tender process will be governed by the regents of the Contract.
- 13.3 In the event that a Contract has been included in the Tender Documents (see Annexure D: Draft Contract) and if a Tenderer takes exception or wishes to propose a deviation to any term or condition in the Contract, it must be done clearly and conspicuously by referencing the specific clause number or the term or condition and by describing the exception or deviation in the Annexure B under the Contract Deviation Schedule. If a Tenderer does not clearly and conspicuously take an exception or propose a deviation to a specific term or condition, the Tenderer shall be bound by such term or condition in the event the award is made to it. The University reserves the right to in each instance to:
- 13.3.1 Accept the deviations or exceptions; or
  - 13.3.2 Negotiate the deviations or exceptions; or
  - 13.3.3 Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.
- 13.4 The rejection or amendment by the Tenderer of any terms and conditions contained in the Contract may increase the risk to the University and will thus be taken into consideration when assessing the Tenderer's Tender Submission.
- 13.5 Tenderers should not provide or include their own contract, service level agreement or '*reserve the right to negotiate if the Tenderer is selected as the preferred service provider*' statement (the University will not consider this type of documentation). Tenderers must ensure that they follow the protocol as set out in section 13.3.
- 13.6 The Tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which the University reserves the right to withdraw the Tender and to award another Tenderer without the need to repeat the same Tender process.
- 13.7 Should final contract negotiations with the preferred Tenderer not be concluded within 3 (three) weeks of the tender award or the preferred Tenderer takes exception to certain terms in the Contract which the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer.