

**AMAJUBA DISTRICT MUNICIPALITY
P2023/06**

**INVITATION TO REGISTER ON THE DATABASE FOR PANEL OF VIP
PROTECTION, PEACE OFFICERS AND SECURITY OFFICERS FOR 3 YEARS**

Amajuba District Municipality hereby invites security service providers registered with Private Security Industry Regulatory Authority (Psira) to provide VIP Protection Security services for the period of 3 years. The service providers must be registered on the Central Supplier Database (CSD).

Terms of Reference will be emailed to the bidder upon producing proof of payment of a non-refundable fee of **R500.00** per document. Deposits must be made into the Amajuba District Municipality bank account: Standard Bank Account N° 062156624 with the reference number 202306202306. Bidders are required to email proof of payment, the name of bidding company and its contact details before **12h00 on the 31st of May 2023** to khethiwem@amajuba.gov.za . Evaluation of applications will be done on bid companies that submitted their proof of payment before the closing date 31st May 2023. Cash payments are not accepted at the Amajuba District Municipality office.

Completed applications in sealed envelopes endorsed "**P2023/06 Database for a panel of VIP Protection service providers**" must be deposited in the Municipality's tender box located at the Reception of the Amajuba District Municipality, B9356 Amajuba Road, Section1 Madadeni, 2951 on or before the closing date, whereby applications will be opened in public. Applications that are not clearly marked, received after the due date and time will not be considered.

All technical enquiries should be directed to **Phindile Mthembu** on 034 329 7200 or by email: phindilemt@amajuba.gov.za and for inquiries regarding the Supply Chain Management procedures, kindly contact **Sabelo Zulu** on 0343297200 or by email: sabeloz@amajuba.gov.za

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Closing date: Friday, 09 June at 12h00 noon

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**MR P. M MANQELE
ACTING MUNICIPAL MANAGER**





TERMS OF REFERENCES FOR APPOINTMENT OF SECURITY SERVICE PROVIDERS PANEL FOR PROVISION OF ACCREDITED VIP PROTECTION, PEACE OFFICERS AND SECURITY OFFICERS

1. PURPOSE

- 1.1 Amajuba District Municipality intends to appoint a Panel of accredited Security Service Providers for three years for provision of VIP Protection, Peace Officers and Security Officers to provide the following:
 - 1.1.1 Accredited armed Bodyguards/drivers;
 - 1.1.2 Accredited armed residence Security Guards;
 - 1.1.3 Supply of handguns with ammunition to be used by Bodyguards/drivers as residence Security Guards;
 - 1.1.4 Supply rifles firearm with ammunition to be used by Bodyguards/drivers as well as residence Security Guards;
 - 1.1.5 Provide firearms control services as per legislation and
 - 1.1.6 Accredited Peace Officers and
 - 1.1.7 Twenty four (24) hours Supervision and monitoring of sites.

2. DURATION OF CONTRACT

- 2.1 This contract will be rotating for three years.

3. TRANSPORT

- 3.1 The Service Provider may be required to provide a vehicle that is roadworthy and mechanically sound to be used by the Person VIP Protection is allocated to;
- 3.2 The Service Provider must be responsible for the maintenance of the vehicle to ensure that it is roadworthy and mechanically sound at all times and
- 3.3 The Service Provider must provide fuel and tollgate card for the backup vehicle monthly.

4. SECURITY SERVICE PROVIDER REQUIREMENTS

4.1 The successful bidder shall be a duly registered Security Service Provider with Private Security Industry Regulatory Authority (Psira). Proof of registration with Psira and a letter of Good Standing with Psira must be submitted with the bid document.

4.2 Bidders must submit with the bid document a valid SAPS clearance for all its directors.

4.3 Bidders must submit with bid document a valid proof of registration for COIDA, UIF and PROVIDENT FUND.

4.4 Bidders must submit proof of Central Firearm Registration (CFR).

5. SPECIAL CONDITIONS

5.1 Bidders must have an existing office.

5.2 A successful bidder must have an existing Amajuba District based Office which is fully equipped with all the requirements as per these terms of reference within 90 days of appointment.

5.3 The Service Provider is expected to conduct regular sites Supervision through its Supervisory Staff.

5.4 The tender validity period will be 90 days calculated from the closing date for submission of bids.

5.5 Bodyguards/drivers and Security Guards must have appropriate experience, competency and required certificates and may not be younger than 18 years of age. They must be physically and mentally healthy as well as medically fit for the execution of their duties. Copies of all accreditation certificates for the Bodyguards/drivers and Security Guards with copies of driver's licenses must be forwarded to the municipality.

5.6 Bodyguards/drivers and Security Guards must have a good clearance issued by the South African Police Services, kept on file of the Service Provider. They must be registered with Private Security Industry Regulatory Authority (PSIRA) and must be capable to read, write and converse both in isiZulu and English

6. SECURITY SERVICES SITES

6.1 The Service Provider shall provide to the municipality residence Security Guards for 24-hour Security Services in the residences to be provided by the municipality.

7. FIREARMS

- 7.1 The Service Provider must forward to the municipality relevant proof of owning required firearms;
- 7.2 Bodyguards/drivers and Security Guards must be provided with handgun firearms including ammunition to be used while performing their duties;
- 7.3 Rifle firearms with ammunition must be provided to be used by Bodyguards/drivers including Security Guards where required;
- 7.4 Details of the Person who will be responsible for daily management and issuing of firearms (firearms control services) in terms of legislation, his/her required accreditation certificates/documents and where this Person will operate must be provided to the municipality and
- 7.5 Information on where firearms will be safely kept when not in use by Bodyguards/drivers and Security Guards must be supplied to the municipality.

8. BODYGUARDS/DRIVERS AND RESIDENCE SECURITY GUARDS

- 8.1 Amajuba DM will pay for the accommodation of the Bodyguards/drivers as well as Security Guards provided by service provider as the need arises when they are required to travel out of town with the Person provided VIP Protection. The service provider will pay Bodyguards/drivers subsistence costs for official trips in accordance with Amajuba DM subsistence and travelling policy which will be claimed by the service provider for reimbursement by ADM.
- 8.2 Duties of the Bodyguards/drivers and Security Guards for the Person provided with VIP Protection will be as the following:
 - 8.2.1 Provide a chauffeuring service.
 - 8.2.2 Ensure the safety and security during all appearances.
 - 8.2.3 Ensure that the vehicle is kept clean at all times.
 - 8.3.4 Ensure that the vehicle is roadworthy and mechanically sound at all times.
 - 8.3.5 Assist with the travelling arrangements of the Person provided with VIP Protection.
 - 8.3.6 Secure the vehicle during chauffeuring services.
 - 8.3.7 Open the vehicle door during chauffeuring services.
 - 8.3.8 Plan routes to be travelled to arrive at destinations punctually and safely and
 - 8.3.9 Report to the relevant Head of Department or to any other person designated by the Head of Department.

9. RESPONSIBILITY OF SERVICE PROVIDER FOR DRESS CODE

9.1 The Bodyguards/drivers and Security Guards must comply with the necessary dress code, must be presentable at all times when performing their duties and must maintain the said clothing standards. The service provider must pay the Bodyguards/drivers an allowance to maintain the dress code and clothing standards in accordance with the guidelines of the municipality.

9.2 The Bodyguards/drivers and Security Guards must at all times wear in accordance to the acceptable dress code and maintain acceptable clothing standards and

9.3 The Bodyguards/drivers and Security Guards must be supplied by the Service Provider with identification cards as proof that they are Bodyguards/drivers and Security Guards of the Person allocated with VIP Protection.

10. BODYGUARDS, PEACE OFFICERS, SECURITY GUARDS AND COMMUNICATION

10.1 The Service Provider shall provide the Bodyguards/drivers and Security Guards with cellular phone allowance in accordance with the municipality relevant policy to ensure that, at all times Bodyguards/drivers have immediate communication with its office and the municipality when need arises by cellular phone.

10.2 The Service Provider shall ensure that, at all times its staff at municipal sites have immediate and 24-hour communication with its office, either by radio or cellular phone.

11. REPLACEMENT OF EMPLOYEES

11.1 The municipality may require from the Service Provider, at any time with a reason, that any of its employees be replaced in which case the Service Provider shall remove the employee summarily from the site/duty.

11.2 The municipality will not be held responsible for any damages or claims which might arise because of this, and the Service Provider indemnifies the municipality against any such claims and legal expenses and

11.3 The Service Provider will be expected to replace employees when they resign to ensure that the roster and the provision of continuous protection is not interrupted.

12. QUOTATION

12.1 The quotation to be submitted for this service must include the following:

- 12.1.1 The provision of the accredited Bodyguards/drivers and Security Guards at an all-inclusive cost including overtime payment where required;
- 12.1.2 Supply of handguns with ammunition to be used by the Bodyguards/drivers and Security Guards;
- 12.1.3 Supply of a rifle firearm with ammunition to be used by Bodyguards/drivers as well as Security Guards and
- 12.1.4 Provision of firearms control services as per legislation.

13. SERVICE PROVIDER REQUIREMENTS

- 13.1 The Service Provider must meet requirements as mentioned hereunder:
 - 13.1.2 The Service Provider shall be duly registered Security Service Provider with PSIRA (Private Security Industry Regulatory Authority). Proof of registration must be submitted to ADM and
 - 13.1.3 Accreditation certificates of the Bodyguards/drivers and Security Guards to be provided by Service Provider for this contract.

14. INSURANCE

14.1 The Service Provider shall, at its own expense take out insurance of R2 000 000 (Two million rands) against any claim, costs, loss and/or damage ensuing from its obligations for this contract;

14.2 It shall ensure that such insurance remains operative for the duration of this contract;

14.3 A copy of such insurance policy cover shall be handed to the municipality on commencement of this contract and the Service Provider shall be under no obligation to furnish the municipality with quarterly evidence that insurance premiums have indeed been paid and

14.4 The Service Provider shall upon request, provide the municipality with satisfactorily proof of insurance cover and registration as employer with the Workmen's Compensation Commissioner.

15. EMPLOYEES REMUNERATION

15.1 The Service Provider shall ensure that Bodyguards/drivers and Security Guards who are its employees are paid monthly salaries by no later than 25th of every month and are payable in accordance with the requirements and regulations as per Private Security Industry Regulatory Authority (PSIRA).

16. OFFICE REQUIREMENTS

16.1 The Service Provider will at all times have in its Amajuba District based office a proper file of staff in its service who are employed for VIP Protection Services at the municipality which are kept up to date by the Service Provider and are available for inspection by the Municipality personnel. The appropriate documents shall include, inter alia, the following:

17. SECURITY INSPECTION

17.1 The Service provider must have at least two company cars for patrolling and inspecting sites.

17.2 Sites supervision shall be conducted by the Service Provider on daily basis for 24 hours.

17.3 The responsible personnel of the municipality shall be entitled at any time to check the security service rendered by the Service Provider, in order to ensure that the VIP Protection security service rendered is in accordance with the purported execution of this contract.

18. REPORTS

18.1 The Service Provider shall submit to Amajuba DM Property Manager monthly with invoice the following:

18.1.1 The monthly firearms allocation register, report for the allocation of the Bodyguards/drivers and Security Guards employed by the Service Provider as well as the proof of attending to all firearms requirements and

18.1.2 Monthly service report for the service rendered.

19. PAYMENT OF INVOICES

19.1 Payment of invoice will be done within 30 days from the day of receiving a valid invoice.

20. MEETINGS

20.1 The Service Provider will be expected to attend meetings as and when required with the Amajuba DM Property Manager or any other authorized Official regarding the implementation of the contract.

21. BID EVALUATION

- 21.1 Bids will be evaluated using both price and functionality.
- 21.2 Bid price should include Psira annual escalation rates for the duration of the contract.
- 21.3 The bid price will be fixed for the duration of the contract.

22. APPOINTMENT OF SERVICE PROVIDERS FROM THE PANEL

- 22.1 The rotational appointment of Professional service providers from the approved panel will be based on:
- 22.2 The functionality points scored on each area of specialty from the highest point score to the least score.
- 22.3 Period of Appointment Rotation will be for 6 months

23. SPECIAL CONDITIONS

- 23.1 The listing on the approved panel of service providers does not guarantee the appointment.
- 23.2 The municipality is not obliged to award the bid with the lowest bid price.

24. FUNCTIONALITY EVALUATION CRITERIA

The municipality will conduct a site inspection in the offices of bidders as part of functionality evaluation criteria and may request bidders to make presentations as well.

ITEM	WEIGHT
FUNCTIONALITY	100
<p>1. Previous Experience in the past years</p> <ul style="list-style-type: none"> • Proven track record for the provision of VIP Protection Security Services with a minimum of 3 appointment letters/ orders [10] • Proven track record for the provision of VIP Protection Security Services with 4 and above appointment letters/orders [20] <p>NB: Only valid appointment letters and or orders will be accepted to claim points</p>	30
<p>2. Capacity and Expertise</p> <p>Items to be verified:</p> <ul style="list-style-type: none"> • Handcuffs, [5] • Pocket Book (and occurrence book in the site office) and Pen, [5] • Torch (at night), [5] • Handgun firearm where appropriate (duly licensed and issued), [5] • Rifle firearm where appropriate (duly licensed and issued), [5] • Communication facility, [5] • Minimum of two company cars, [10] • Raincoats and overcoats. [5] 	30

<ul style="list-style-type: none"> • Identification card [5] 	
<p>3. Business Location</p> <ul style="list-style-type: none"> • Offices located within KZN [10] • Offices located outside KZN [0] • Offices located within Amajuba District [30] <p>NB: Company registration documents will be used to verify, please attach proof of company registration to claim points.</p>	40

NB: A bid that scores less than 75 points out of 100 points in respect of functionality will be regarded as non-responsive and will not be further evaluated.

25. RETURNABLE DOCUMENTS.

Service providers are required to submit the following:

- Proof of company registration
- Certified ID copies of all members/directors of company or sole proprietor
- All MBD (MBD1, MBD4, MBD8 and MBD9) documents included must be completed and signed
- Central supplier Database (CSD) registration number.
- Attached municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is not older than 3 months.

TERMS OF REFERENCES APPROVED BY

**MR PM MANQELE
ACTING MUNICIPAL MANAGER**