REQUEST FOR PROPOSALS

PROVISION OF SECURITY PHYSICAL SURVEILLANCE AT BELA-BELA PROPERTY, IN BELA-BELA MUNICIPALITY, LIMPOPO

RFP/LIM/032

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 09 MARCH 2015
1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlement. As its primary activity, the HDA identify, acquire, hold, develop and release state, private and communal land and releases it for development. As part of its processes, the HDA conducts property holding plans in order to identify and implement services and maintenance requirements to ensure the sustainability and security of the properties in position.

2. BACKGROUND

The HDA has assumed the operational duties as the Project Management Unit to the Bela-Bela, Roodeport farm, Warmbath project. The extent of the property is 72.5 Hectares and is undeveloped with natural vegetation such as trees, shrubs and grass. The property has approximately 255 units of informal settlements. There is an existing security services procured to curb the growth of the informal units at the property. These services will be expiring at the end of March 2015.

2.1. Physical Location
The site is located Erf 467 Warmbath, Extension 25 (Adjacent to Spapark Ext 1). GPS Coordinates in DMS are: Latitude 24°52’9”S and Longitude 28°16’14”E (See Annexure 1).

3. SCOPE OF SERVICES

The HDA requires from appropriately qualified, competent, experienced and professionally registered security services providers to:
• undertake the status analyses of the property, and
• Provide a proposal with quotation to provide security services for the property.

3.1. General requirements
3.1.1. The contract duration will be for 12 months only.
3.1.2. All quotations/price proposals must be valid for the duration of the service.
3.1.3. The security services shall be executed by a company properly registered and compliant to PSIRA and be able to provide proof of registration to the HDA.
3.1.4. The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference.
3.1.5. The service provider shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work.
4. EXPECTED DELIVERABLES

4.1. Inspections of the property once a day for approximately an hour on 7 days per week, or when required, by driving around and monitor the areas for any invasions or construction of illegal settlements and dumping, and thereafter facilitation of deconstruction of such structures by the owner of such structures or by the security company.

4.2. The provision of all service providers’ equipment such as vehicles, qualified, competent and well-trained officers and supervision thereof, required for this service.

4.3. Preparation and submission of detailed site report to HDA monthly or as directed by the HDA.

4.4. Preparation and submission of detailed invoices for verification and approval by the HDA.

4.5. The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the services provider.

4.6. Ensuring response times/submission times in respect of services and/or invoices will at all times be in accordance with the requirements of the HDA.

5. EVALUATION PROCESS

The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than 60 points on functionality will be set aside:

5.1 Table 1 – Functionality

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUB-CRITERIA</th>
<th>WEIGHTING/POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company profile (Attach Organogram)</td>
<td>Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company</td>
<td>20</td>
</tr>
<tr>
<td>Organisational Capacity and Experience</td>
<td>Related work and experience in fields related to the security services.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Proof of related and contactable references (attach copies of reference letters). Minimum of 3 references.</td>
<td>20</td>
</tr>
<tr>
<td>Approach, Methodology, Work Plan and Process</td>
<td>Detailed approach, methodology and process to be adopted in the project. Project plan to be linked to deliverables and outputs</td>
<td>40</td>
</tr>
</tbody>
</table>

TOTAL 100
The following criteria will be used for point’s allocation for price and B-BBEE compliance on a 80/20 point system:-

5.2 **Table 2 – Price and B-BBEE**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUB-CRITERIA</th>
<th>WEIGHTING/ POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>Detailed budget breakdown</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE (Status Level Verification Certificate)</td>
<td>B-BBEE Level Contributor</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

- The **HDI proposal** will be evaluated as per PPPFA regulations.

6. **GENERAL**

6.1. **Below are compulsory requirements for this service:-**

6.1.1 There will not be a site briefing for this service. In order for the service provider to properly perform and complete his work, he/she shall ensure he/she is familiar with the premises and how the existing conditions will affect his work during services. The service provider shall visit and examine the site to become acquainted with the adjacent areas, means of approach to the site and conditions of actual service site. Failure to visit the site or failure to examine any and all contract documents will in no way relieve the service provider from necessity of developing any proposal, or performing any services that may be required to execute the work in accordance with the Terms of Reference. Neglect of above requirements will not be accepted as reason for delay in the services or additional compensation.

6.1.2 It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA’s Code of Conduct, and other organizational guidelines.

6.1.3 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

- **valid original tax clearance certificate.**
- **PSIRA registration certificate (Company’s).**
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**

7. **TERMS AND CONDITIONS**

7.1. HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

7.2. No payment will be made where there is an outstanding information/work by the service provider/s.
8. SUBMISSION OF PROPOSAL

8.1. Proposals should be submitted on or before the 9th March 2015 by no later than 12h00 to the following address:

The Procurement Specialist  
The Housing Development Agency  
Block A, 6-10 Riviera Road, Killarney, 2193  
Tel: 011 544 1000

8.2. Further information regarding technical matters can be sent an email to: Thabiso.Limpe@thehda.co.za or at tel: 011 544 1000, and

8.3. further information regarding supply chain matter and queries can be send via email to: Jerry.Makofane@thehda.co.za or at tel: 011 544 1000

8.4. The selection of the qualifying proposal will be at the HDA’s sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.
ANNEXURE 1

Pt 00007 & 00005 of Erf 467 Farm Roodepoort, Bela-Bela LM: LIM

Legend
- Cites
- Informal Settlements 2011
- Current Housing Projects
Points of Interest
- Educational Institutions
- Medical Facilities
- Places of Worship
- Shopping Facilities
- Transportation
- Main Roads
- Highway
- Rail Road
- Permanent Rivers
- Dams
- Bela-Bela
- Local Municipality

0 0.5 1 2 3

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