



**BID NOTICE AND INVITATION TO BID
BID NO: NLM/PSS/2019/2020**

PROVISION OF SECURITY SERVICES FOR NTABANKULU LOCAL MUNICIPALITY

Ntabankulu Local Municipality is calling upon proposals from experienced, competent and qualified service providers to provide **Security Services for Ntabankulu Local Municipality Premises/ Facilities.**

The minimum specifications are detailed in the Bid document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays . Bid documents will be available immediately after the briefing session. A non-refundable cash payment of R424.00 or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document.

A compulsory briefing meeting has been scheduled for 16th of August 2019 at 10:00 in the Ntabankulu Municipal Main Boardroom.

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked **"PROVISION OF SECURITY SERVICES AT NTABANKULU MUNICIPAL PREMISES/ FACILITIES" BID NO: NLM/PSS/2019/2020** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than 12h00 on 23 August 2019, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach these requirements for their bids on the pages indicated in the document:

- Valid Tax SARS compliance pin
- Certified copy of company Registration/Founding Statement/CIPC Document
- Letter of company good standing from PSIRA, PSSPF, COIDA and UIF letter of good standing
- Certified ID copies for the entity owners
- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points

- Proof of municipal rates clearance or a signed lease agreement by both parties or confirmation that there is no billing where the entity is based
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non registration will be regarded as non-responsive and be disqualified from the bid.

NB. It is a requirement that all bidders must submit all the above documents.

Functionality will be evaluated based on the following criteria and bidders who failed to score a minimum functionality assessment of 70 points will be considered non-responsive and will not be evaluated further.

| Area of evaluation | Points allocated |
|--|------------------|
| <ul style="list-style-type: none"> • Profile of key staff (please attach CV and certified certificate of proof of security risk management related formal qualifications) = 10 points • Details of personnel, Grading per Guard including the Special Force used for emergency situations = 10 points • Proof of registration with PSIRA = 10 points | 30 points |
| <p>Relevant entity experience in the industry:</p> <ul style="list-style-type: none"> • Appointment letters from Five reputable entities = 25 points • Appointment letters from Three reputable entities = 15 points • Less than Three Appointment letters = 10 points | 25 points |
| <p>Methodology:</p> <ul style="list-style-type: none"> • Proposed methodology of what is required with clear deliverables in terms of : <ul style="list-style-type: none"> ➤ Daily service work plan ➤ Time management ➤ Working tools ➤ Quality management ➤ Communication management • Methodology must include detailed emergency response procedures with clear timeframes (The Company must be prepared to deal with volatile situations). | 45 points |

| | |
|--|-------------------|
| | |
| | 100 points |

The primary criteria in selection will be cost and BBBEE status level of contribution. 80/20 Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 80 points shall be for Financial Offer and 20 points for the BBBEE level contributor which will be evaluated as follows:

| B-BBEE STATUS LEVEL CONTRIBUTOR | NUMBER OF POINTS |
|---------------------------------|------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non compliant | 0 |

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to Mr. Fumba at gift071972@gmail.com. Tel: 039 258 0056/ 071 382 5005

or Mr. N. Dinwayo at ndinwayo@yahoo.com or 039 258 0314 during office hours i.e. between 08h00 and 16h30.

Requested by



N. Mdutyana
Bid Specification Chairperson

Recommended by



X.N. Venn
CFO

Approved by



L. Nonyongo
Municipal Manager