



BID NO: T50/2016

BID DESCRIPTION: SECURITY SERVICES FOR VUT (3-YEAR CONTRACT)

An invitation is extended to qualified and suitable Bidders to submit bids to supply security services for the Vaal University of Technology (VUT). Bidders should possess proven experience, resources and capacity to undertake work and or supply services of this nature.

1. BID INFORMATION:

Bid Number: T50/2016	
Bid Description: SECURITY SERVICES FOR THE VAAL UNIVERSITY (3-YEAR CONTRACT)	
COMPULSORY INFORMATION MEETING	
<u>Date & Time:</u>	15 September 2016 at 10:00 am
<u>Venue:</u>	ATTENDEES ARE REQUIRED TO TRAVEL (OWN TRANSPORT & COST) TO 3 VUT CAMPUSES STARTING AT VANDERBIJLPARK: 1. Vaal University of Technology, Main Campus, Room No. CW104 (IT Boardroom), Andries Potgieter Boulevard, Vanderbijlpark. 2. Ekurhuleni Campus, Corner R51 and Brazil Roads, Daveyton. 3. Secunda Campus, 8 Carl Bosch Street, Secunda.
CLOSING DATE & TIME	
<u>Date & Time:</u>	29 September 2016 at 12:00 (noon)
<u>Venue:</u>	Vaal University of Technology, Andries Potgieter Boulevard, Vanderbijlpark, Main Campus, E Building, Room No. E001 (Goods Receiving)
DOCUMENT FEE (VAT incl.)	
<u>Fee:</u>	R5,000.00 non-refundable
<u>Note:</u>	If previously purchased in the Year 2015, the bid document will be issued free of charge. Kindly contact Mrs. Squire on (016) 950-9587.
CONTACT PERSON	
<u>Contact:</u>	Mrs. Cindy Squire
<u>E-Mail:</u>	cindys1@vut.ac.za
BANK ACCOUNT DETAILS FOR BID DOCUMENT PAYMENTS	
<u>Account:</u>	<u>Bank:</u> ABSA <u>Branch:</u> Vereeniging <u>Branch Code:</u> 632005 <u>Account Name:</u> VUT Main Account <u>Account No:</u> 530 861 945 <u>Reference:</u> T50 & Your Company Name
COLLECTION OF BID DOCUMENTS	
<u>Date:</u>	From 13 September 2016
<u>Venue:</u>	Vaal University of Technology, Main Campus, Procurement Office, B-Block, Room No. B102
NB. Collection of Bid Documents (including Courier Services):	
<ul style="list-style-type: none"> Proof of payment must be provided when collecting Bid documents. Bid Documents available in English only. A Bid Purchase Register must be completed upon collection. Required information includes Company Name, Contact Person, Contact Number and E-Mail Address. Above required information is applicable to all including Courier Services. Note: VUT Contact Person corresponds with Bidders in writing, therefore an e-mail address is essential. If not provided Bidder might not receive crucial information pertaining to the bid. 	

2. **EVALUATION:**

Bidders must satisfy the Mandatory Administration Criteria and Returnables in order to be evaluated further.

2.1 **MANDATORY DOCUMENTATION/REQUIREMENTS:**

Mandatory Documentation/Requirements not submitted will disqualify bidders.

Mandatory Documentation/Requirements Include:
1. Copy of Business Entity Registration (Submission of CIPC registration) relevant to Public/Private Companies & Closed Corporations.
2. Valid and Original Tax Clearance Certificate or Tax Compliance Status (TCS) Pin issued by SARS. Must include Copy of Valid Tax Clearance Certificate.
3. Valid & Certified Copy of B-BBEE Certificate.
4. Original (bank stamp <u>and</u> signature must be original) or certified copy of Bank letter confirming banking details.
5. <u>Most Recent</u> Audited Financial Statements for 2 (two) years or signed financial statements by the Accounting Officer for Close Corporations. (Minimum of two years comparative figures).
6. Payment terms 30 days after statement date (after project completion/delivery).
7. Bid valid for 120 days from date of Bid closure.
8. List of (minimum 3) Contactable and Verifiable <i>Customer References</i> .
9. Duly completed and signed <i>Form of Bid</i> .
10. Duly completed and signed <i>Declaration of Interest</i> .
11. Duly completed and signed <i>Certificate of Independent Bid Determination</i> .
12. Separately submitted Pricing Schedule.
13. Certified and Valid copy of Letter of Good Standing from PSIRA.
14. Certified Proof of Company and Owners (CEO's) Grade "A" or "B" membership to PSIRA.
15. Valid Workman's Compensation registration document/certificate issued by Department of Labour.
16. Certified copy of ISO 9001 Certificate. (International Safety Organisation Audit).

2.2 **RETURNABLE DOCUMENTATION:**

Returnable Documentation Includes:
1. Bidder's Liability insurance.
2. Security Officers Competency Certificates issued by SAPS.
3. Workman's Compensation.
4. Criminal records checks on all security officers grade A-D.
5. Security Personnel's Registration with PSIRA.
6. Guard selection procedures/criteria.
7. Number of personnel or security officers employed and their grades.
8. Guarantee issued by a registered Commercial Bank or registered insurance Company to the sum equal to 10% of the total contract per annum.

2.3 **FUNCTIONALITY:**

Functionality is a threshold phase which will disqualify bidders not meeting the 70% minimum requirement.

Functionality Criteria	Weighted Score
1. Bidder Listed Customer References (applicable to similar projects).	5
2. Provide most recent clients operational plan to be used during the site visit.	10
3. Experience, capacity and capability for providing similar security services in higher education or similar business environment.	10
4. Company and Owners (CEO's) grade "A" or "B" membership to PSIRA.	10
5. Proposed project organogram.	5
6. Registration with PSIRA.	5
7. List of available supporting equipment, vehicles, two-way radios, batons and metal detectors.	10
8. Fire arm licences registered under the Service Provider's name.	10
9. Crisis management unit.	15
10. Riot unit and riot control plan in terms of crises at VUT.	10
11. Crime prevention strategy and investigation procedures.	10
Total Points	100

2.4 **PRICE & B-BBEE:**

This phase is based on the 90/10 Preference Points System in terms of the Preferential Procurement Policy Framework Act, with 90 reflecting price and 10 reflecting B-BBEE recognition.

3. **SUBMISSION REQUIREMENTS:**

- 3.1 No exceptions under any circumstances will be accepted for late submission.
- 3.2 **The Bid Register in Room E001 must be completed and signed on submission.**
- 3.3 Goods Receiving Office Hours: Monday to Friday from 08:00 am to 16:30 pm only.
- 3.4 Bids must be hand delivered and deposited into the bid box situated at Andries Potgieter Boulevard, Vanderbijlpark, Main Campus, Goods Receiving Department, E-Block, Bid Box in Room No. E001. Locating the Bid Box venue is the Bidders responsibility.
- 3.5 All bid documents (technical and commercial proposals) must be sealed in clearly marked envelopes/packages as per bid document.
- 3.6 Envelopes/packages must be marked with the Bid Number, Bid Description, Your Company Name, Your Company Return Address as per bid document.
- 3.7 No facsimile, late or electronic bids will be accepted (no exceptions).

4. GENERAL:

- 4.1 VUT is committed to the implementation of its Procurement Policy on Broad-Based Black Economic Empowerment (B-BBEE).
- 4.2 The 90/10 Preference Points System will apply as per the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and its Regulations.
- 4.3 VUT reserves the right to withdraw, cancel or not award any issued bid.
- 4.4 N.B. No bid will be awarded to any person where tax matters have not been declared to be in order by the South African Revenue Service.
- 4.5 The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid.
- 4.6 Correspondence will thereafter be limited to short-listed proposers ONLY.
- 4.7 Canvassing in any form is strictly prohibited and will lead to the disqualification of the Bid/Bidders.