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CHIEF FINANCIAL OFFICER

CHRIS HANI DISTRICT MUNICIPALITY

TENDER DOCUMENT

FOR

PROVISION OF SECURITY SERVICES FOR MOLTENO DAM AND WTW

BID NUMBER – RFQ 176/2019-2020/YD(SP)

NAME OF BIDDER: _____

TENDER AMOUNT: _____

SARS PIN NUMBER _____ **SARS TAX NUMBER** _____

CSD NUMBER _____

WP



CHRIS HANI
DISTRICT MUNICIPALITY
SUSTAINING GROWTH
THROUGH OUR PEOPLE

BID NOTICE: RFQ 176/2019-2020/YD(SP)

Chris Hani District Municipality requires services of competent service provider for provision of security services as per the attached specification.

Project Name	RFQ Number	Scope of work	Closing Date	Briefing Session/Site Inspection	Enquiries	Availability of tender documents
Provision of security services for MOLTENO DAM AND WTW	174/2019 - 2020/YD(SP)	Provision of security services for MOLTENO DAM AND WTW	Date 31 October 2019 Time: 16h00 Place of Tender box: 41 Cathcart Road All bids must in a be sealed envelope marked "Provision of security services for MOLTENO DAM AND WTW " "	N/A	Technical may be directed to Ms S Peters Tel: 045-808 4614 SCM : May be directed to Mr. K Bonani Tel – 045 808 4663 or Mr. K Bonani Tel – 045 808 4663	Tender will be available free of charge on the municipal website

Bidders must take note of the following bid conditions:

1. Failure to submit comprehensive JV agreement (where applicable) will result in a tender deemed non-responsive
2. Failure to completely fill in the tender forms e.g. Form of Offer, declaration of interest and all other MBD forms will result in a tender deemed non-responsive.
3. Failure to submit certified BBBEE CERTIFICATE from SANNAS or Sworn Affidavit from DTI will result in a bidder losing points allocated for BBBEE.
4. Failure to register on CSD will lead to a bid deemed non responsive
5. The Council reserves the right to disqualify any service provider whose members and or shareholders owe the municipal rates & taxes
6. Misrepresentation of address of the business with the aim of earning points may lead to disqualification
7. Non-disclosure by service providers who are in the employ of the state may lead to disqualification
8. Bids submitted will hold good for a period of 30 days and if your company has not heard within this period take that your company was unsuccessful
9. Failure to reflect date of certification not older than three months on required documents will result in a tender deemed non responsive
10. Chris Hani District Municipality does not bind itself to accept the lowest bidder or any other bid and reserves the right to accept the whole or part of the bid
11. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted
12. Bidders must submit a detailed quotation.

140

The tender will be adjudicated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2011), as well as the Chris Hani District Municipality's Supply Chain Management policy. 80/20 preference point system will be used as per the CHDM SCM policy.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS

Functionality - 80 points
B-BBEE Status Level - 20 points
TOTAL - 100 points

ALLOCATION OF POINTS FOR BBEE

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 contributor	0

Failure to comply with these conditions may invalidate your offer.

RECOMMENDED

.....
MRS. N. PLATYI
DEMAND MANAGER:

(Signature)
RFA 176/2019-20/10/SP
@12ha
18/10/19

.....
DATE

APPROVED

.....
MR P PAMBINISO
ACTING CHIEF FINANCIAL OFFICER

18/10/2019

DATE

SPECIFICATION

Please supply us with your bank details in your quotation. Please Fax them to this number 045 839 2437. LEGAL & ADMIN - SYLVIA

NO	QUANTITY	DESCRIPTION
		<p>2 x Day & 2 x night Grade C security guards to render services at the following premises in the Enoch Mgijima LM (Molteno) from 01 December 2019 – 31 January 2020 (2 sites):</p> <ul style="list-style-type: none"> • Water Treatment Works • Dam <p>The following documentation must be submitted with the bid:</p> <ul style="list-style-type: none"> • The above mentioned guards must have valid fire arm competency with at least 2 years experience (armed with hand guns) • The appointed security company must have an armed response unit • Please provide us with proof of fire arm(s) as well as proof of grading of guard(s) • Non responsive bidders (those that do not provide proof) will not be considered <p>a) Written confirmation that you submitted a proposal or quotation that is in line with PSIRA regulations, and that all your employees are being remunerated, at least, the minimum wage as determined by the government for the security services sector;</p> <p>b) Certified copy of proof of valid registration with the Private Security Industry Regulatory Authority (PSIRA), and that show compliance with PSIRA Act, Act 56 of 2001;</p> <p>c) Certified copies of proof of valid registration of guards as Grade C by the Private Security Industry Regulatory Authority (PSIRA), and their police clearances;</p> <p>d) Proof of registration in terms of Compensation for Occupational Injuries and Diseases Act (COIDA). A certified copy of the registration certificate to be submitted;</p>

		<p>e) Proof of registration with the Unemployment Insurance Fund (UIF). A certified copy of the registration to be submitted;</p> <p>f) Proof of registration with Private Security Sector Provident Fund. A certified copy of the registration to be submitted (except where there is an exemption, which must be provided in writing); and</p> <p>g) Details and Registration of Directors with PSIRA. Certified copies of proof of registration and status to be submitted.</p> <p>h) Proof of public indemnity insurance to cover employees while on Chris Hani District Municipality (CHDM) premises.</p> <p>i) Proof of general liability insurance for financial loss caused by negligence of employees not less than R1 m.</p> <p>j) Proof of back-up communication system to be used during emergencies.</p> <p>k) Proof of vehicle ownership to transport own employees.</p> <p>l) Bidders are requested to cost in line with the current PSIRA rates in terms of the latest Sectoral Determination. Bidders who quote below PSIRA rates will automatically be disqualified.</p> <p>Financial capabilities Proof of the bidder's financial ability to sustain itself over 60 days in paying security officers salaries and overheads until payment is effected by CHDM. Bidders must therefore provide proof of sufficient working capital to carry its operational costs. The minimum working capital required is R200 000 covering a 60 day period.</p> <p>Documents to be obtained:</p> <ol style="list-style-type: none"> 1. Signed Financial Statements inclusive of cash flow statements not older than twelve months; and 2. Latest Management Accounts (not older than 3 months) <ol style="list-style-type: none"> a) Income Statement;
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		<p>b) Balance sheet; and c) Cash flow statement.</p> <p>3. Bank statements not older than 3 (three) months.</p> <p>Alternatively, Bidders are required to provide CHDM with proof of an available bank overdraft facility of R200 000.</p> <p>NB. CHDM reserve the right to perform credit checks and obtain a bank code from a credit bureau during the credit vetting process to ascertain whether the company is financial viable for normal trading conditions for a total amount of R200 000 covering a period of two months.</p>
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For any queries please contact Vuyo: 045 808 4662 Fax 045 839 2437

Recommended: SIBONGILE TITO
Name Signature

Approved: Y B Separe
Name Signature



MBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	RFQ - 176/2019-2020/YD(SP)	CLOSING DATE:	31 October 2019	CLOSING TIME:	16:00
DESCRIPTION	PROVISION OF SECURITY SERVICES FOR MOLTENO DAM AND WTW				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS

CHRIS HANI DISTRICT MUNICIPALTY SCM BUILDING TENDER BOX
41 CATHCART ROAD
QUEENSTOWN
5320

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	

3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE

- 3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDI's, or in the case of a company, the percentage shares that are owned by individuals classified as HD's, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- 3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

4. ADJUDICATION USING A POINT SYSTEM

- 4.1 The bidder obtaining the highest number of points will be awarded the contract.
- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

5. POINTS AWARDED FOR PRICE

5.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$P_s = 80 (1 - \frac{P_t - P_{min}}{P_t})$$

P_{min}

or

90/10

$$P_s = 90 \left(1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

P_{min}

Where

P_s = Points scored for price of bid under construction

P_t = Rand value of bid under consideration

P_{min} = Rand value of lowest acceptable bid

6. DECLARATION WITH REGARD TO EQUITY

6.1 Name of firm

6.2 Vat registration number

6.3 Company registration number

6.4 TYPE OF FIRM

	Partnership
	One person business/sole trader
	Close corporation
	Company
	(Pty) Limited

[TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

6.6 COMPANY CLASSIFICATION

<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Supplier
<input type="checkbox"/>	Professional service provider
<input type="checkbox"/>	Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

6.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?.....

6.8 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.

Name	Date/Position Occupied in Enterprise	ID Number	Date RSA Citizenship obtained	*HDI STATUS-			% of business/ enterprise owned
				No franchise prior to elections	Women	Disabled	

*Indicate YES or NO

6.9 Consortium / Joint Venture

6.9.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member.

Name of HDI member (to be consistent with paragraph 9.8)	Percentage (%) of the contract value managed or executed by the HDI member

9.10 I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 6.9 of the foregoing certificate, qualifies the firm for the preference(s) shown and I/ we acknowledge that .

- (i) The information furnished is true and correct.

- (ii) The Equity ownership claimed is in accordance with the General Conditions as indicated in paragraph 1 of this form.

- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 6.9, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.

- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have –

- (a) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct, and
- (b) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation,

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....

.....

.....

11. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<p>4.1 Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector?</p> <p><i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i></p>	<p>Yes</p>	<p>No</p>
<p>4.1.1 If so, furnish particulars:</p>		

<p>4.2 Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><i>(To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i></p>	Yes	No
<p>4.2.1 If so, furnish particulars:</p>		
<p>4.3 Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes	No
<p>4.3.1 If so, furnish particulars:</p>		
<p>4.4 Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</p>	Yes	No
<p>4.4.1 If so, furnish particulars:</p>		
<p>4.5 Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes	No
<p>4.7.1 If so, furnish particulars:</p>		

5. CERTIFICATION

I, the undersigned (full name), _____,
certify that

the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

SIGNATURE:	NAME (PRINT):	
CAPACITY:	DATE:	
NAME OF FIRM:		

12. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids 2 invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). 3 Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.

3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;

 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

CHRIS HANI DISTRICT MUNICIPALITY

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

2 Includes price quotations, advertised competitive bids, limited bids and proposals.

3 Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

(a) has been requested to submit a bid in response to this bid invitation;

(b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

(c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium 4 will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

f) Prices;

g) Geographical area where product or service will be rendered (market allocation

h) Methods, factors or formulas used to calculate prices;

i) The intention or decision to submit or not to submit, a bid;

j) The submission of a bid which does not meet the specifications and conditions of the bid;
or

k) Bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

2 ***Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.***

SIGNATURE:	NAME (PRINT):	
CAPACITY:	DATE:	
NAME OF FIRM:		

C1.1 Form of offer and acceptance

Offer

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract of v PROVISION OF SECURITY SERVICES FOR MOLTENO DAM AND WTW

The Bidder, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Bidder offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....Rand (in words);

R..... (in figures)

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the tender data, whereupon the Bidder becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

Signature:.....**Name:**

Capacity:

For the Bidder:

.....

(Name and domiciliumcitandi of organization)

Name and Signature of Witness:.....**Date:**.....

Acceptance

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Bidder's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of Contract identified in the Contract Data. Acceptance of the Bidder's offer shall form an agreement between the Employer and the Bidder upon the terms and conditions contained in this agreement and in the Contract that is the subject of this agreement.

The terms of the Contract, are contained in:

- Part C1 Agreements and Contract Data, (which includes this agreement)
- Part C2 Pricing Data
- Part C3 Scope of work.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Bidder and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorised representative(s) of both parties.

The Bidder shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Bidder receives one fully completed, signed copy of this document, including the schedule of deviations (if any). Unless the Bidder (now Service Provider) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding Contract between the parties.

Signature(s):.....**Name(s)**.....

Capacity: **MUNICIPAL MANAGER**

FOR CHRIS HANI DISTRICT MUNICIPALITY, NO 41 CATHCART ROAD, QUEENSTOWNN, 5320

(Name and domiciliumcitandi of organization)

Name and Signature of Witness: Date:

OFFICIAL STAMP:

