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## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 17/03/2020  
KZN435/19/20/ 009/CORP

### INVITATION TO TENDER ADVERTISEMENT UMZIMKHULU LOCAL MUNICIPALITY

UMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
PROVISION OF SECURITY SERVICES ( 36 months contract)	ULM-CORP 007/20	25/03/2019 @ 10h:00

Tender documents will be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the non-refundable payment of **R400 per document** or a bank guaranteed cheque made out to **uMzimkhulu Municipality** during working hours between **09:30am** and **16:00pm** from the **20<sup>th</sup> of March 2020**; cut-off time for buying documents is the **25<sup>th</sup> of March 2020**, 15 minutes before the briefing time.

Compulsory briefing meeting is scheduled to take place at **UMzimkhulu Municipality Makhosini Building, 247 Mzimkhulu Mlonyana Street, UMzimkhulu 3297**

**Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted**

- Registered on Central Suppliers Database (CSD) attach proof of Registration
- Valid BBBEE certificate certified or original with the SANAS logo and verified by agencies accredited by SANAS / Original SWON Affidavit
- MBD 4, 8 & 9 -
- Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of the company to confirm that Municipal rates are not in arrears for more than 90 days or;
- Attach valid lease agreement if the company is leasing the office space  
Attach a valid lease agreement if the director is leasing accommodation
- Attach affidavit if the account is under your parents, siblings, grandparents and you are not paying any Municipal rates

Copy of a marriage certificate if Municipal account in under your spouse

- Certificate of Authority” to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head ( example is provided in the tender document).

**80/20 Preference Point System will be used on the following project, functionality will be considered and uMzimkhulu Local Municipal SCM policy.**

### **Evaluation criteria**

#### **STAGE 1A: ADMINISTRATION COMPLIANCE**

- Valid and certified copy of compliance certificate for Unemployment Insurance Fund (UIF)
- Valid and certified copy of compliance certificate for Compensation of Injury Diseases Act (COIDA)
- Valid and certified copy of company registration from PSIRA.
- Valid and certified copy of a Letter of Good Standing from PSIRA
- Valid and certified copy of company owner/s registration from PSIRA.
- Completion of Bid Price.

#### **STAGE 1B: (PAPER BASED EVALUATION – 25 Points)**

- Total of 25 points for paper based evaluation is allocated.
- Service provider that does not meet a minimum threshold of **15 points** during the paper based evaluation shall not be considered for the next stage of evaluation which is the site visit stage.
- Suppliers are requested to include with the tender document all the information request

### **Criteria for Functionality**

#### **Minimum threshold (60% or 15 Points)**

<b>Criteria</b>	<b>Requirement</b>	<b>Allocated points</b>	<b>Verification</b>

<b>Relevant Experience in provision of security services</b>	Three projects for provision of security services	<b>Excellent</b> 10 points	Attach reference letters
	Two projects for provision of security services.	<b>Good</b> 5 points	
<b>Methodology: service provider must mention the following:</b>  <b>1.Training plan</b> <b>2.Operational Plan</b> <b>3.Risk Management</b>	Provide details of staffing in relation to: <ul style="list-style-type: none"> <li>• Security related training and development plan</li> <li>• Detailed Operational Plan</li> <li>• Provide detailed risk assessment plan and contingency plan</li> </ul>	<b>Excellent</b> 10 points	Excellent: detailed plans covering all aspects as per terms of reference.
	Provided partial information on: <ul style="list-style-type: none"> <li>• Security related training and development plan</li> <li>• Operational Plan</li> <li>• Risk assessment plan and contingency plan</li> </ul>	<b>Good</b> 5 points	Good: partial plans covering some aspects as per terms of reference
<b>Relevant experience in CCTV installation and maintenance</b>	One project for installation and maintenance of CCTV.	<b>Excellent</b> 5 points	Attach reference letter on similar project.

Bidders that do not meet the minimum threshold of **15 points 15/25** will be eliminated, and will not be considered for the next stage of Functionality evaluation which is site visit.

**NB:** It is compulsory for a bidder to score not less than 50% on **experience in provision of security services and methodology segments** on the above table. Even if the bidder has scored 60 % /15 points of the minimum threshold of functionality but do not score 50% on the stated segments above, the bidder will be non-responsive. On **Relevant experience in CCTV installation and maintenance service providers must score full points**

## STAGE 1C: SITE VISIT EVALUATION (40 POINTS)

- Service provider to meet all requirements on site visit.

	<b>REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>VERIFICATION</b>
1	Availability of staff(grade C and B)			CV and personal
2	Control room functionality			An operating control room
3	Are there Communication mechanism in place and are they operational (radios and base station)			Hand carried Radio, base station
4	Do you have required licensed firearms?			Fire arm and licence of firearm
5	Firearms booking			Register book
6	Full set of guard uniform <ol style="list-style-type: none"> <li>1. Shirt</li> <li>2. skirt</li> <li>3. Trouser</li> <li>4. Shoes/boots</li> <li>5. Jackets</li> <li>6. pullover</li> </ol>			A set of uniform or a guard fully dressed
7	Documentation required <ol style="list-style-type: none"> <li>1. Occurrence Book</li> <li>2. Access control registers or forms</li> <li>3. Notebook /pocket book</li> </ol>			Evidence of documentation
8	Availability of fleet			Patrol Vehicle: - If owned by company require a logbook. If hired a car rental agreement or A letter of intend to rent a car.

9	Availability of guarding equipment  1. Baton stick 2. Handcuffs and Pouches 3. Pen 4. Torch 5. Pepper Spray 6. Metal detector 7. Umbrella			A set of equipment or guard  fully equipped with the mentioned equipment
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**Validity period is 120 days**

**Contact Details**

**All other enquiries shall be directed to:**

**Attention** : Mr. G. Mngqundaniso  
**Telephone** : (039) 259 5007  
**Fax No** : (039) 259 0427  
**Email Address** : [mngqundanisog@umzimkhululm.gov.za](mailto:mngqundanisog@umzimkhululm.gov.za)

**Closing date**

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid Name**, must be deposited in the tender box of UMzimkhulu Local Municipality, located at 169 Main Street, UMzimkhulu, 3297 reception area, not later than **12h: 00, 24<sup>th</sup> of April 2020** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

**The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. UMzimkhulu Municipality Supply Chain Management policy will apply.**

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**Z. S. SIKHOSANA**  
**MUNICIPAL MANAGER**