

**SBD1
 PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q8689/2022	CLOSING DATE:	04 November 2022	CLOSING TIME:	11:00
DESCRIPTION	The South African National Biodiversity Institute (SANBI) requires service provider for crowd control security at the Kirstenbosch Summer Sunset Concert for the summer of 2022-2023				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. C.Mogapi at c.mogapi@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Cynthia Mogapi		CONTACT PERSON	Sarah Struys	
TELEPHONE NUMBER	012 339 2700		TELEPHONE NUMBER	(021) 799-8775	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	c.mogapi@sanbi.org.za		E-MAIL ADDRESS	S.Struys@sanbi.org.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

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.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R500 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- a) Price; and
- b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution



- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

or

90/10

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

or

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



Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted%
- ii) The name of the sub-contractor
- iii) The B-BBEE status level of the sub-contractor
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	☐	☐
Black people who are youth	☐	☐
Black people who are women	☐	☐
Black people with disabilities	☐	☐
Black people living in rural or underdeveloped areas or townships	☐	☐
Cooperative owned by black people	☐	☐
Black people who are military veterans	☐	☐
OR		
Any EME	☐	☐
Any QSE	☐	☐

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....



8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are 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 paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) 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;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES 1. 2.	 SIGNATURE(S) OF BIDDER(S) DATE: ADDRESS:
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Terms of Reference:

Crowd Control Security Services for Kirstenbosch National Botanical Garden's concerts

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires a Crowd Controls Security Service for **18 Kirstenbosch Summer Sunset Concerts** and a **New Year's Eve Concert** which are to take place between 20 November 2022 and 26 March 2023.

The service that is required includes

- Special Events Security team with Manager
- Health & Safety Officer
- Security for the Kirstenbosch car parks during the concerts
- Obtaining event permits

The concert lawn is 7000m² in size and can seat up to 6000 spectators. Ticket sales are limited to 5500.

2. SCOPE OF WORK AND MAIN DELIVERABLES

The Service Provider will be required to undertake the following tasks:

- a) Develop a **Crowd Control Security Plan** for the Kirstenbosch Summer Sunset Concerts and new Year's Eve Concert, in collaboration with the Kirstenbosch events team and Kirstenbosch security. This plan is to be submitted to the City of Cape Town's Event Office.
- b) **Secure an event permit** for the concerts from the City of Cape Town. This includes the preparation and submission of the application and the liaison with the various stakeholders on behalf of Kirstenbosch.
- c) Be available for **meetings** with the City of Cape Town's Events Office, Disaster Management, SAPS, etc. to discuss the Kirstenbosch events when required.
- d) Assign a **Special Events Security Manager** (registered with PSIRA) to each event. This should ideally be the same person at both concerts.
- e) The responsibilities of the Special Events Security Manager are:
 - To oversee the team of Special Events Security Officers
 - To ensure that all personnel are punctual
 - To handle problems that may arise
 - To liaise with Kirstenbosch's Event Management team (Event Manager, Duty Manager, Head of Security) on behalf of the Special Events Security team.



- f) Provide **Special Events Security Officers**, registered with PSIRA (with the events module), who have undergone all necessary training, as required by law. The Special Events Security Officers will have the following responsibilities:
1. Entry to the concert lawn venue
 - Control access into the concert area
 - Control access into the Service Gate
 - Control access to the stage and backstage area
 - Patrol the concert area perimeters
 - Respond to problems or emergencies and alert the necessary personnel for assistance (e.g. paramedics).
 2. Services on the concert lawn
 - Ensure that the lawn space is used efficiently
 - Answer questions from the public, e.g. directions to toilets
 - Stop concert goers from smoking in the concert area
 - Respond to any form of inappropriate behavior and alert the necessary personnel for assistance where needed
 - Ensure that all high chairs are moved to the perimeter of the lawn.
- g) Provide **Parking Marshals** with PSIRA registration for the Kirstenbosch parking areas (Visitor Centre, Garden Centre and Rycroft Gate) and along the road in front of Kirstenbosch NBG for the following functions:
- Ensure that cars are parked correctly, particularly along the road in front of Kirstenbosch NBG
 - Ensure that concert goers are safe from the moment they arrive at the concert venue until they leave
 - Ensure that cars are safe.
- h) Provide a **Health & Safety Officer** for each concert. The Health & Safety Officer must have five years' experience, hold a SAMTRAC certificate or a National Diploma in Occupation Health and Safety, and will have the following responsibilities:
- Liaise with Kirstenbosch events team, Kirstenbosch's contractors, and the local health & safety authorities and their inspectors;
 - Check safety method statements and risk assessments;
 - Prepare and monitor site safety rules;
 - Check certificates in respect of structures, electrical supplies, etc.
 - Communicate safety information to contractors on-site
 - Monitor and coordinate safety performances
 - Coordinate safety in response to an incident
 - Be available to workers at the beginning of the build-up of the event through to the final breakdown.



3. STAFF NUMBERS AND TIME FRAMES

3.1. Summer Sunset Concerts

- Sunday 20 Nov 2022
- Sunday 27 Nov 2022
- Sunday 4 Dec 2022
- Sunday 11 Dec 2022
- Monday 26 Dec 2022
- Sunday 1 Jan 2023
- Sunday 8 Jan 2023
- Sunday 15 Jan 2023
- Sunday 22 Jan 2023
- Sunday 29 Jan 2023
- Sunday 5 Feb 2023
- Sunday 12 Feb 2023
- Sunday 19 Feb 2023
- Sunday 26 Feb 2023
- Sunday 5 March 2023
- Sunday 12 March 2023
- Sunday 19 March 2023
- Sunday 26 March 2023

The concerts take place from 17h30 until 19h00. The crowd enters the concert area from 16h00.

Kirstenbosch will require the following crowd control personnel and equipment:

- 1 Appropriately qualified Health & Safety Officer (proof of qualification required)
- 1 Uniformed Special Event Security Manager (PSiRA registration required)
- Uniformed Special Event Security Officers (PSiRA qualified with events module) for up to 5500 spectators (PSiRA registration required for all personnel)
- Eight appropriately qualified parking marshals for parking areas (PiRA registered)
- Radios for all parking marshals
- 1 supervisor for the parking marshals with 1 vehicle to patrol the parking area and road and supervise the team

The Special Event Security Officers who control access into the concert venue, the Special Event Security Manager, and Health & Safety officer will be required from 12h00 until the concert goers have left the premises (approximately 21h00).

Parking marshals and supervisor are required from 14h30 until all concert goers have left (approximately 20h30).

Security working inside the concert area are required from 16h00 until all concert goers have left (approximately 20h30).

3.2. New Year's Eve Concert

Saturday 31 Dec 2022

Kirstenbosch will require the following crowd control personnel and equipment:

Build-up:

From 30 December at 20h00 until 31 December at 12h00:

- 2 Uniformed Security Officers (to watch equipment that is set up on stage).

Event day:

From 31 December at 15h00 until 1 January at 02h00:

- 1 Appropriately qualified Health and Safety Officer
- 1 Uniformed Special Event Security Manager
- Uniformed Special Event Security Officers (including PSiRA qualified with events module) – minimum 1 per 100 concert goers (number of expected spectators will be communicated by the Thursday before each concert)
- 8 two way radios
- 8 Appropriately qualified parking marshalls
- 1 supervisor for the parking marshalls with 1 vehicle to patrol the streets and supervise the team

Breakdown:

1 January from 02h00 until 11h00:

- 2 Uniformed Security Officers (to watch equipment that is set up on stage).

4. MANAGEMENT AND REPORTING

Overall accountability is to the Event Manager of Kirstenbosch, who will be responsible for the Service Provider in terms of delivery on the agreed work plan and outputs.

5. COMPETENCIES

In order to fulfil this role, the Service Provider requires the following skills and competencies:

- Past experience in providing crowd control security for events of at least 6000 people.
- The ability to provide the required services on all the dates stipulated in points 2 and 3.
- The ability to provide all the staff with the required qualifications, as stipulated in point 2.



6. REQUIREMENTS FOR PROPOSAL

Service Providers interested in contributing towards this project should submit a concise written proposal that addresses the scope of work and the above requirements and outputs.

The proposal must include the following:

6.1. A response to the Terms of Reference

- Details of prospective Service Provider, including relevant experience and track record.
- A description of the prospective Service Provider's approach to and interpretation of the scope of work and deliverables.
- Contact details of at least three current or recent clients.

6.2. Price

- Please complete the price schedule in Annexure A. The bid cannot be considered if Annexure A has not been completed.
- The City of Cape Town and SAPS still have to determine the risk profile of each concert. Bidders are therefore requested to quote on a low risk and medium risk scenario.
- All quoted prices must include VAT.

6.3. Other supporting documents

- Completed Standard Bidding Documents (SBD forms).
- Proof of registration on the Central Suppliers Database (CSD).
- Equity status of the Service provider (BBBEE Scorecard of good practice) according to form SBD
- Proof of COIDA.
- Proof of Public Liability insurance.
- Proof of Company registration with PSIRA
- Proof of owners registration with PSIRA

7. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two stages:

7.1. The first stage will evaluate functionality according to the criteria listed in the table below:

CRITERIA FOR EVALUATING FUNCTIONALITY	WEIGHT
Past Experience: this refers to the experience of the Bidder to undertake the scope of work involved in this required service.	30
a. Provide details of previously undertaken work related to Crowd Control Security at Special Events by your current company, including the scope and scale of events where this work was performed.	(20)
b. Provide contact details with cellphone numbers of at least three current or recent clients.	(10)
Team Capacity: The Bidder should demonstrate the capacity of his/her team to carry out the work required in this Tender.	45
c. Provide a CV of the Special Events Security Manager(s) who will work on-site.	(15)
d. Provide a CV of the Health & Safety Officer.	(15)
e. Give an overview of the skills, experience, qualifications and training received of all other personnel that will be working on-site.	(15)
Understanding of the requirements:	15
f. Demonstrate an understanding of the requirements for this service.	(15)
Technical merit of the proposal:	10
g. Completeness / level of detail provided; organisation of proposal and/or presentation of the proposal.	(10)
TOTAL	100

Bids that fail to score a minimum of 70 points out of 100 points for functionality will not be eligible for further consideration.

7.2. The second stage will evaluate the price and B-BBEE preference points of those bids which meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system



will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria.

8. CONTRACTUAL ARRANGEMENTS

A contract will be drawn up between SANBI and the service provider. Invoices will be paid according to the agreed schedule of payment milestones appended to the contract.

Annexure A: Price Schedule per concert

1. Permit application

All permit applications and liaison with City of Cape town officials	Price including VAT
	R

2. Kirstenbosch Summer Sunset Concerts

General requirements for concert	Price including VAT
1 Special Event Security Supervisor (minimum Grade B)	R
1 Health and Safety Officer	R
1 Parking Supervisor to patrol in a vehicle (Minimum Grade B)	R
7 Parking Stewards (PSiRA registered, minimum Grade D)	R
Overheads (must include vehicle to patrol parking areas, and radios for Parking Stewards)	R
Price per concert excluding Special Event Security Officers	R
Special Event Security Officers	Price including VAT
Concert with 5500 spectators and Low Risk Grading: 55 Special Event Security officers (registered with PSiRA + special events module)	R
Concert with 5500 spectators and Medium Risk Grading: 110 Special Event Security officers (registered with PSiRA + special events module)	R

TOTAL PRICE PER CONCERT



Low Risk	Medium Risk
R	R

3. Kirstenbosch New Year's Eve Concert

General requirements for concert	Price including VAT
1 Special Event Security Supervisor (minimum Grade B)	R
1 Health and Safety Officer	R
1 Parking Supervisor to patrol in a vehicle (Minimum Grade B)	R
7 Parking Stewards (PSiRA registered, minimum Grade D)	R
Overheads (must include vehicle to patrol parking areas, and radios for Parking Stewards)	R
Price per concert excluding Special Event Security Officers	R
Special Event Security Officers	Price including VAT
Concert with 5500 spectators and Low Risk Grading: 55 Special Event Security officers (registered with PSiRA + special events module)	R
Concert with 5500 spectators and Medium Risk Grading: 110 Special Event Security officers (registered with PSiRA + special events module)	R

TOTAL PRICE FOR NEW YEAR'S EVE CONCERT	
Low Risk	Medium Risk
R	R

Note: Extra personnel may be required if the need arises



PROPOSAL SUBMISSIONS

Closing for submission of proposals: 04 November 2022

Submission of proposals: proposals should be emailed to S.SCM-Quotations@sanbi.org.za with a copy to c.mogapi@sanbi.org.za and S.SCM-Tender@sanbi.org.za

Queries relating to these Terms of Reference must be directed to Sarah Struys at s.struys@sanbi.org.za , 021 799 8775.

Procurement is through the SANBI processes and the quotation number for this call is Q8689/2022