

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	SANBI:Q8868/2022	CLOSING DATE:	14 December 2022	CLOSING TIME:	11h00
DESCRIPTION	THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A PROFESSIONAL SERVICE PROVIDER TO PROVIDE ALARMS MONITORING, ARMED RESPONSE SERVICES, MAINTENANCE, REPAIRS AND INSTALLATIONS OF SECURITY ALARMS AND RELATED SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN FOR A PERIOD OF TWO (2) YEARS. A non-compulsory briefing session will be held as follows: Date and Time: 12 December 2022 at 10 am Physical address: Kirstenbosch National Botanical Garden 99 Rhodes Drive Newlands Cape Town 7700 <u>Please state the Bid number as the reference number on the subject line when responding to the RFQ.</u>				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. T. Lubisi at T.Lubisi@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Tryphina Lubisi		CONTACT PERSON	Elton Le Roux	
TELEPHONE NUMBER	012 843 5163		TELEPHONE NUMBER	0217998759	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	T.Lubisi@sanbi.org.za		E-MAIL ADDRESS	er.leroux@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		OR	CENTRAL SUPPLIER	MAAA

	SYSTEM PIN:			DATABASE No:	
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]	
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.					

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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.

Full Name	Identity Number	Name of State institution

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.

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

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.

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



REQUEST FOR QUOTATION TERMS OF REFERENCE

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A PROFESSIONAL SERVICE PROVIDER TO PROVIDE ALARMS MONITORING, ARMED RESPONSE SERVICES, MAINTENANCE, REPAIRS AND INSTALLATIONS OF SECURITY ALARMS AND RELATED SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN FOR A PERIOD OF TWO (2) YEARS.

Background and Discussion

Kirstenbosch National Botanical Garden (KNBG) is one of thirteen botanical and zoological gardens managed by the South African National Biodiversity Institute (SANBI). The main purpose of SANBI is to conserve and promote biodiversity conservation across South Africa and to champion the sustainable use of this biodiversity. Kirstenbosch National Botanical Garden (Kirstenbosch NBG) is located on Rhodes Drive, Newlands, Cape Town, Western Cape. Kirstenbosch NBG comprises a large natural estate of 528 hectares of which 38 hectares is cultivated gardens. The garden incorporates key visitor areas such as entrance gates, restaurants, conference facilities, book shops, gift shops, landscape design centre and an indigenous plants sales nursery (See Garden Map, Annexure A). It also holds unique documented collections of living plants for the purposes of scientific research, conservation, recreation, horticultural display and education. The garden is responsible for managing its valuable biodiversity and visitor facilities in a way that ensures its long-term sustainability for the enjoyment of future generations.

SANBI requires a Service Provider to provide Alarms Monitoring, Armed Response Services, Maintenance, Repairs and Installation of Security Alarms and related services at the Kirstenbosch National Botanical Garden (KNBG) for a period of two (2) years, as from 1 October 2022. These services are needed in the event that alarms are triggered on the campus and when certain components or items related to alarm systems might need to be replaced due to its lifespan, malfunction, environmental damage, outdated hardware components etc. As is the case with maintaining these

systems, occasional replacement of components and specialised equipment may be necessary to ensure the optimal functioning of security systems.

Invitation to Quote

Quotations are invited for a Professional Service Provider to render Alarms Monitoring, Armed Response Services, Maintenance, Repairs and Installation of Security Alarms and related services at the Kirstenbosch National Botanical Garden, Cape Town.

The procurement process will be co-ordinated by the SANBI's Supply Chain Management (SCM) section at the following address:

SCM Manager
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

Terms of Reference

1. SANBI requires a security service provider to:

- Provide alarms monitoring, armed response services, maintenance, repairs and Installation of security alarms and related services for the entire campus.
- Identify risks and blind spots where alarm systems may be required.
- Provide alarm monitoring with 24-hour armed response and the monthly inspections and repairs of all security related infrastructure for the entire campus.
- The security service provider must comply with all relevant South African legislation as well as with SANBI's Terms and Conditions including security policy and those specified in the Service Level Agreement.
- The Security companies applying for this contract **must** be operating in the Kirstenbosch area and have the armed response stationed in the area for quick response in no less than 5 minutes.

2. Required Services (Specification)

2.1 The Armed Response Security Company is required to:

Ensure the integration of the existing alarm systems to the company's response system and provide armed response services using the installed technical equipment in the garden.

The Service Provider will be expected to ensure the compatibility of their equipment with the current system/s in use and the cost of replacing equipment, if necessary.

2.1.1 Garden facilities to be included in the armed response services are:

1. Garden Office Admin
2. Seedroom
3. Main Stores; K/B Workshop
4. PMD Workshop
5. Winter House
6. Visitors Centre Ticket Kiosk
7. Old Mutual Conference Centre
8. Auditorium
9. Fynbos Offices
10. Pearson House Main Building, Pearson House Side Building
11. Pearson House Annex
12. C.B.C
13. KRC North Wing
14. KRC South Wing (Library)
15. Goldfields Education Centre
16. Garden Centre Ticket Kiosk (Gate 2)
17. Manor House, Staff House
18. Manor House Main Building
19. Rycroft Gate Ticket Kiosk
20. Head Office Admin
21. House 2
22. House 3

- 23. House 4
- 24. House 9
- 25. House 10
- 26. House 11
- 27. House 12
- 28. House 13
- 29. Guest House 14
- 30. Cottage 15/16
- 31. Cottage 17/18
- 32. Cottage 19
- 33. Horts offices
- 34. Collections nursery
- 35. Cycad amphitheatre
- 36. Clivia and cycad tunnel
- 37. Web site office
- 38. Fynbos staff flat
- 39. Nedbank lodge 1, 2, 3

2.1.2 Other facilities without alarm activations are as follows:

- Office parking area
- Public parking areas
- Public open space areas
- Nursery Area
- Kirstenbosch Estate

2.2 Respond to panic and forced entry

The Armed Response Security Company will work closely with other security or law enforcement services/agencies such as Neighbourhood watch; SANParks, SAPS, other armed response services and cooperate with the Kirstenbosch Estate Emergency Coordinator and fire brigade should a fire be detected or the Herbarium Fire Suppression System Alarm be activated.

Services, and requirements: An overview thereof the common services but not limited to:	
Monitoring of alarms	a) The Service Provider must have an established and operational control room for monitoring and recording of alarms, opening, and closing, with the provision of reports for inspection by SANBI Officials. b) The Service Provider must, during the duration of the contract connect radio communication between the thirty nine (39) Alarm systems that are at KNBG and the control room. c) Provide armed response security officers 24-hours per day to respond to activated alarms, report suspicious illegal activities within the KNBG and emergencies.
Twenty-four (24) hour armed response.	a) The Service Provider must have qualified, Armed response security officers who are: a. Business weapons accredited, b. Trained / accredited for armed response security work b) Armed Response Officers are to respond to all security risks, criminal activities (including poaching & theft) and alarms at KNBG c) They are to have a vehicle available to enable the required armed response to be on site, at KNBG, within 5 minutes of any alarms or when assistance is requested pertaining to a security threat or criminal activity. d) The Response unit is required to secure the scene, apprehend/track down any suspects associated with the security threat, on or off site, e) The response unit is to have establish communication with the KNBG management. f) If required, to call in support / assistance from own Company, SAPS and/or other security structures that may assist without resulting in costs been charged to SANBI, without prior authorisation by SANBI SCM or Senior Management. g) Follow-up on any leads to aid in or securing an arrest of a suspect. h) Be able to track any suspect fleeing the scene. i) NB: Call-out costs are to be included in contract fee, with no limitation. No additional fee may be charged outside the quoted price of the contract.
Monthly inspection	a) All alarms, panic buttons, sensors and security devices must be checked and serviced monthly to ensure that all units are fully functional. Such services and checks are to be recorded accordingly, clearly identifying the date of inspection, inspecting technician.
	Recording the status of each unit (operational or faulty), what was repaired and submit a detail report. Stop Fraud, Theft and Corruption without Fear or Favour – Call our Fraud Hotline 0800 160 999 (toll-free) anytime

2.3. A non-compulsory briefing session

Date: 12 December 2022

Time: 10:00

Venue: Kirstenbosch National Botanical Garden, Old Mutual Conference Centre

3. Evaluation Criteria

Evaluation process

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:

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

FUNCTIONALITY CRITERIA	POINTS
Company Information and Profile: a) Company Profile, brief statement of the company with an indication of the management, communication and supervision structures. Describe how the resources will be allocated to execute duties on armed response for Kirstenbosch NBG area. (10) b) Availability of control room (physical address and its contacts numbers). (10)	20
Past Experience and track records in armed response services : a) Provide names and contact details of three (3) traceable references for the current clients within the 30km radius to the Kirstenbosch National Botanical Garden. (10) b) Provide reference letters (testimonials) of at least three (3) current clients with contact details withing at least a 20km radius to Kirstenbosch National Botanical Garden. (10)	20
Structure and Capability of the Company: a) Provide a list of existing resources and assets for carrying out the services as required (Vehicles, Camera, Existing firearms and their licenses, Bullets resistance vests, torches and hand cuffs) (25) b) Availability of a qualified technician to perform the monthly	60

testing and repairs to alarms system. (25)	
c) Number of existing staff in the employ of the company to carry out the armed response duties for the assigned area (10)	
TOTAL	100

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

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to 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 as per points allocated to a bidder on the B-BBEE Status Level Certificate.

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria. Failure to do so may result in the disqualification of bids.

4. Operating Hours

The service provider will be required to provide services every day of the year (including public holidays) for 24 hours a day.

5. Contract Period

The contract period is for two (2) years which will be reviewed every (12) twelve months from the date of commencement.

6. Labour

The Service Provider will be liable for its staff on site. The Service Provider is to supervise and give instructions to staff on site. The Service Provider will be responsible for all his/her staff's physical safety, disciplinary and other requirements.

The Security Company must ensure that its employees are always on time and in uniform when deployed on site and be presentable to the public.

Armed Reactions guards/officials or Technicians must be customer-service focused, courteous, value and treat all employees of the client and the client's patrons with due respect.

Armed Reaction guards/officials and Technicians must maintain the spirit of confidentiality of SANBI information at all times.

6.1 Supervision of Work

The Service Provider shall supervise and exercise proper control over all personnel employed by him/her, and shall not hold SANBI responsible for any injury caused to the said personnel.

7. Personnel

All partners, directors and employees must be registered individually with the PSIRA as specified by the Act.

7.1 Reaction Officers (RO)

- The reaction officers must provide proof that they are authorised to practice as an reaction officer when prescribed by statute.
- The reaction officer display proof of identity on their person while on duty or while in uniform. The ID should be in the form of a tag or laminated plastic card and should display the following:
 - ✓ Name
 - ✓ Photograph
 - ✓ Company name and telephone number
 - ✓ PSIRA registration number (personal)
 - ✓ Cards expiry date
 - ✓ ID Number
 - ✓ Blood group

- ✓ Allergies

7.2 Alarm Technician

- Proof of company's Alarm technician's qualification and number of qualified technicians, or
- If the service is outsourced: the service provider is to provide the Service Level Agreement (SLA) that is in place and covers the term of the contract together with technicians' qualifications of that company.

NB: SANBI reserve the right to verify and vet all provided documentation with relevant third parties.

8. Reaction Officer Equipment

While on duty a reaction officer must all times have the following equipment with him:

- Firearm
- Torch
- Black pen
- Watch
- Pocket book
- Hand cuffs and key/Suitable cable ties
- Bullet resistant vests
- Response slips or suitable notification of visit
- ID card
- Suitable means of navigation
- Rain coat
- Drivers licence
- Firearm permit. Duration to be in accordance with firearms control act
- Firearm competency card

9. Reaction Vehicles (RV)

- A RV is a vehicle that is solely dedicated to the purpose of responding in a predetermined area to clients.
- A minimum of two (2) RV's must be fully equipped, manned and available for 24-hours a day with a minimum of one (1) fully equipped back up.
- The RV will be clearly marked with:-
 - ✓ The members' name

- ✓ Members' logo
- ✓ Telephone number
- ✓ That it is a 24 hour service and be marked as a response vehicle
- Where a vehicle roof light is used, this must comply with the Road Traffic Ordinance Act.
- RV's shall be equipped with a suitable communications device.
- It is recommended that every RV be fitted with a GPS tracking device.
- RV's must at all times have sufficient fuel to complete their duties.
- It is the company's responsibility to discipline staff members as far as obeying road traffic rules.
- An additional dedicated and fully equipped back up RV must be available at all times should this become necessary.
- Stand-by RV's must not be less than one per (10) RV's.
- Stand-by RV's must be parked at a satellite or dispatch base.
- The RV's must be equipped with an all-purpose SABS approved fire extinguisher and must be available for inspection by a SAIDSA appointed inspectorate at any time.
- RV's must be refuelled within its patrol area. Should not this be possible a second vehicle should be sent into the area before the vehicle leaves for refuelling.

10. Firearms

- The firearm calibre issued to a reaction officer shall not be less than 9mm PARABELLUM (9X19) or 38 Special (.38) calibre
- All requirements regarding member's firearms must be read in conjunction with the Firearms Control Act.
- Reaction Officer may be issued non-lethal firearms in conjunction with lethal firearms, but never be issued with non-lethal firearms only.

11. Response Notification

A response slip will be left at a security guard (premise) every time a RV visits a premises on activation of an alarm signal or emergency call.

Response notification must contain the following information:-

- Date of visit
- RCS details
- Address of premises visited
- Remarks
- Reason for visit
- Reference number
- Notification of visit must be available on request
- Name of a guard who received a response slip
- Specific area where there was alarm signal

12. Safety Requirements

In as much as the Service Provider will at all material times carry out the contract works for his/her/their own account as an independent Service Provider, the Service Provider shall ensure compliance, by him/her/their employees and any invitees to the site, with the relevant provisions of the Occupational Health and Safety Act No. 85 of 1993 ("the OHS Act), and that all safety regulations and procedures prescribe under the regulations of the OHS or its Regulations are observed at all times.

13. Bribery

Should the Service Provider or any person employed by him/her, pay, or offer to pay, any gratuity or reward or commission to any person in the employment of SANBI, SANBI may terminate this contract forthwith, and the amount, if any, then due to the Contractor shall be forfeited to SANBI, and SANBI shall then be at liberty to enter upon and take possession of the work and employ any other person to carry out such service.

14. Workers Compensation Administration (WCA) and other regulations

The Service Provider must be registered with the WCA (valid WCA certificate) and the Private Security Industry Regulatory Authority (PSIRA), (the former SOB) and such registration must be valid during the period of contract. The Armed Response personnel must have a valid fire arm license which can be requested by the TNBG management. The Service Provider must have a **Liability Insurance Cover** for the company and the amount available per claim.

15. Alarms Systems and Armed Response

The Service Provider will at all time respond to panic alarms and forced entry signals to the buildings in the Garden. The response time will be within 5 minutes. The control room will dispatch an armed response vehicle to the correct destination.

16. Compliance Report and Meetings

Both the Service Provider and the service recipients agree that this Service Level Agreement (SLA) will be used for monitoring and compliance purposes and it will be monitored through compliance meetings which will be held every second month. The Service Provider will also meet the service recipient as and when it deems necessary.

17. Site Induction

The Service Provider's staff members must undergo an induction training regarding the site and the Emergency Plan for the site. This induction is compulsory and must be attended by the Security Company owner or representatives, supervisors, and armed response personnel. During the induction, the client will provide the Security Company with relevant site specific information and regulations.

It is the Security Company's responsibility to ensure that all new appointed armed response officers on site are introduced to the client and inducted before placement on site.

18. Costing Schedule

Table 18.1: *Equipment costs to include the following (once off at start of contract)*

Items or equipment	Quantity	Rand per item	Total price
<i>Communication and other equipment (Specify what method(s) is to be used)</i>			
a) Cell phone	1	R	R
b) Two-way Radio(s) Specify - Two-way Radios (base radio) or / and - Two-way Radios (handheld)	1 or / and 1	R	R
GPS or clocking tags	8	R	R
Rechargeable torches	1	R	R
Taser / Shock Sticks	2	R	R
Pepper sprays	2	R	R
Hand Cuffs	2	R	R
Notebooks & Pens	1	R	R
<i>Once off alarm and monitoring components costs</i>			
		R	R
		R	R
		R	R
		R	R
		R	R
		R	R
		R	R
		R	R
		R	R
		R	R
		R	R
		R	R
Total			R

Table 18.2: Total two year contract costs to SANBI

	Year 1 costs per annum	Year 2 costs per annum (9% increase*)	Total costs for two years

24-hour armed response (To alarms and security threats)	R	R	R
Monthly Alarm Inspections and Testing	R	R	R
Once off equipment, alarm and monitoring components costs (from list above on table 18.1)	R	R (No costs in Year 2)	R
*Estimated Maintenance & servicing costs	R	R	R
Sub-total Excluding VAT	R	R	R
VAT	R	R	R
Total costs including VAT	R	R	R

NB: *9% increase is for bidding purposes only. Actual salary/wage increases will follow the PSIRA sectoral wage determination formula.

***Estimated “Budgeted” Maintenance costs for Alarms**

An estimated “budgeted” maintenance & servicing cost must be provided for servicing, repairs and replacement of the thirty nine (39) alarms with associated accessories (sensors, batteries, radios, antenna, keypads, beams etc.) associated with the overall services at Kirstenbosch. This estimation is to include all costs: parts, labour, travelling costs, call out fees etc.

Note: The pricing schedule should be given with the bidder’s full understanding of all the requirements needed on the Kirstenbosch campus. The total costs given in Table 18.2 are fixed costs and will thus constitute the total costs for the services to SANBI for years 1 and 2. No additional fees outside these costs will be invoiced for. Upon appointment and award of contract, all servicing, repairs and replacements are first to be quoted for and approved by SANBI before such servicing, repairs and replacement can be carried out.

19. Nature of appointment

Appointment:

- Appointment duration: The successful Service Provider will be notified in writing of their appointment after which the start and completion dates (duration on works) will be agreed upon.

Payment:

- Invoices will be paid for upon deliverables received in other words upon services rendered.
- Invoices must indicate the deliverables produced. **No** upfront payments will be made.
- SANBI will pay for the satisfactory completion and operation of work within 30 days of submission of invoice.

Potential Service Providers are required to submit the following documentation (Failure to submit this required documentation WILL lead to disqualification):

- A copy of the company Central Supplier Database (CSD) registration report.
- The company's Private Security Industry Regulatory Authority (PSIRA) registration certificate as security service provider. Such registration must remain valid during the period of the contract.
- The company owner(s) or management team's Private Security Industry Regulatory Authority (PSIRA) registration certificate(s). Such registration must remain valid during the period of the contract.
 - All staff who are deployed for this contract must be PSIRA registered
 - Armed response:
 - i. Duly qualified personnel (proof of valid PSIRA qualifications, valid firearm certificates for business purposes and SAPS Competency certificates.)
 - ii. Proof of firearm licences in the company's name. (No private firearms may be used by deployed personnel)
 - iii. All certifications must remain valid for the duration of the contract.
 - Radio Communication:

- i. Provided a certified copy of the companies valid ICASA licence or contract with recognise service provider for PTT radios . This must remain valid for the duration of the contract.
- Bidder's business must be in the province of the client for armed response and alarm services and at least be within 30 km distance from the garden. Where the bidder intends to outsource armed response services the Service Level Agreement (SLA) must be submitted with bid documents and documentary proof from the third (3rd) party to indicate that the company has an operating office/business premises within 10km of the garden (Municipal account, Local Authority Letter, telephone account not older than three (3) months, signed lease agreement, etc.) must also be submitted. **NB:** The physical address provided will be used for in-loco inspection.
 - Bidders must submit bank rating code letter valid for three (03) months showing the conduct of the account (Supplemented by Audited financial statement showing financial capacity to implement and run the contract without foreseen cashflow challenges, liquidity).
 - **Fee/cost structure as for 18. Costing** including breakdowns and availability of additional staff/services on short notice.
 - Valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
 - The Company's health and safety policy and health and safety training plan.
 - A certified copy of **Liability Insurance Cover** for the company and for company employees and the amount available per claim (minimum R5 million). This must be valid during the duration of the contract.
 - Duly completed and signed SBD forms.
 - A valid original or certified copy of a B-BBEE Status Level 1 certificate or affidavit.

NOTE: for this request for quotation, the following pre-qualification criterion for preferential procurement will be applied: A Service Provider must have a stipulated minimum Broad Based Black Economic Empowerment (B-BBEE) Status Level contributor, Level 1 according to (Section 4(1) (a) of the 2017 Preferential Procurement Policy Framework Act).

Other documents required

Each request for quotation document should also include the following documentation for evaluation purposes:

- **Company information and profile:** mission statement and policies with an indication of the management, communication and supervision structures and include a section on how staff will be managed on campus.
- A copy of the latest **Audited Financial Statement**.
- **CVs** of Project Manager, Control Room personnel, and the Supervisors.
- A SABS ISO 9001 Certificate (this is optional).
- **Track record:** a list of similar contracts held in the past three (3) years that should include the name of the client, scope of the services, duration dates and value of contract.
- **Three reference letters** (see under Evaluation Criteria section 3) from at least three (3) signed current or previous clients that have been provided with security services within the past 5 years.
- **Evidence of operational capacity to perform the required security services:**
 - **Details of the availability of control room/s situated in the City of Cape Town, vehicles, and other equipment** to fulfil duties as per the specification and **systems and processes** for management, communication, and support for guards on duty.
 - Radio communication:
 - Effective communication can be maintained across the KDNBG. On site test will be done between the control room and KDNBG:
 - Using the response vehicle mobile radio from one (1) location on KDNBG, and
 - Using the companies' handheld radio from one (1) location at the entrance area.

Closing date for quotations

The closing date for submission of responses is: 14 December 2022.

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to: Ms. Tryphina Lubisi at T.Lubisi@sanbi.org.za

For further information, contact Mr Elton Le Roux Estate Manager: Kirstenbosch National Botanical Garden on (021) 799 8899 or email: er.leroux@sanbi.org.za

PLEASE NOTE: Emailed applications must not be more than 8MB.

Annexure A. MAP OF KIRSTENBOSCH NATIONAL BOTANICAL GARDEN CAMPUS (SHOWING BUILDINGS).

Kirstenbosch Buildings about 7 Dec 2001, edited by LWP

by Les Powrie, 25 Aug 2017
Date: 29-Aug-2017

