



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

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INVITATION TO BID

PANEL OF THREE (3) PROFESSIONAL SECURITY SERVICE PROVIDERS: PROVISIONING OF SECURITY SERVICES FOR THE PREMISES OF THE HARRY GWALA DISTRICT MUNICIPALITY OFFICES AND OTHER MUNICIPAL SITES FOR A PERIOD OF 36 MONTHS CONTRACT NO: HGDM816/HGDM/2023

Harry Gwala District Municipality hereby requests proposals from suitably experienced Service Providers for the provision of security services to the premises of the Harry Gwala District Municipality and other municipal sites for a period of 36 months and monitoring security through installed camera system and alarm monitoring on certain sites that shall be identified. Service providers are required to comply with normal business ethics.

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Company Profile
- Central Supplier Database registration
- Company registration with Private Security Regulatory Industry (PSIRA).
- The Management/Directors must be at level of Grade A or B Security Officer.
- The Security Company must ensure that Public Liability Insurance is in place.
- The Security Company must provide proof of firearm license.
- The Security Company must ensure proof of registration with the Department of Labour
- Joint Venture Agreement and Power of attorney in case of joint ventures
- The employees must be registered with PSIRA, and proof must be submitted with tender documents.

The following conditions will apply:

- Valid tax clearance certificate or SARS pin
- Prices quoted must be firm and must be inclusive of VAT (if applicable)
- All bids submitted shall be valid for 90 days after the tender closing date
- A signed MBD4 form must be submitted with all bids (available on our website and reception)
- Specific goals will be applied to score preference points.
- 80/20 Preference points system will be used in evaluation.

- Your company must be registered on municipal database.

Stage 1:

ASSESSMENT OF FUNCTIONALITY

- Only service providers who achieve a minimum of 65 points of the total available points will qualify for stage two of the Evaluation process. Functionality criteria is as follows:
- Company Experience (40 points)
- Public Liability Insurance (20 points)
- Proof of Vehicle ownership (20 points)
- Proof of competency (20 points)

Stage 2:

PRICE AND PREFERENTIAL POINTS

- The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for specific goals that is on **RDP Goals**. Bidders must submit the required documentation to claim preference points.

Specific Goals	Weight	80/20 PP	Verification method
Reconstruction and Development:			
Promotion of Local Business(s)			
1. Enterprise Located in Harry Gwala District Municipality.	100%	20	Registered address in CSD
2. Enterprise Located within the province of KwaZulu-Natal but outside Harry Gwala District Municipality.	50%	10	Registered address in CSD
3. Enterprise Located within the Republic of South Africa but outside KwaZulu-Natal.	25%	5	Registered address in CSD

DOCUMENTS

Bid documents will be available from **21 June 2023** between 08:00 to 16:00 from Finance Department (40 Main Street Ixopo) upon a non-refundable fee of R300 will be charged per document.

CLOSING DATE

The closing date for the bidders is on **11 July 2023 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the name of the project on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Mrs. TT Thiyane-Magaqa** on 039 834 8700 during working hours.

GM Sineke

Municipal Manager