



NON - COMPUSORY BRIEFING SESSION

RFP:003/11/2021

APPOINTMENT OF A PANEL OF CLOSE ARMED PROTECTION SERVICES FOR SIU FOR A PERIOD OF THIRTY SIX (36) MONTHS.



The State's preferred and trusted anti-corruption forensic investigation and litigation agency

CLOSING DATE BID

Closing Date : 15 DECEMBER 2021
Time : 11:H00
Date of Closing for Questions: 6 DECEMBER 2021
Date for publishing answers: 8 DECEMBER 2021
E-mail address: scm@siu.org.za

SCOPE OF WORK/ TERMS OF REFERENCE (TOR)

The SIU currently has offices in the following Provinces with about 500 employees and expect to grow to 600 employees in the April 2021 to March 2022 financial year

- 1. The project scope is likely to include, inter alia, some or all of the following dependent on the nature of the case required:**
 - a) Five (5) x Close Armed Protectors with Grade C to be available for seven days a week (including public holidays).
 - b) Static Guarding at the specified locations/premises if needed.
 - c) The service provider must provide vehicle(s) that are in good working condition to transport the SIU employees between home and office and as per any other assignment
 - d) Appropriate Firearms to assist in delivering the required services .
 - e) The removable guard house and chemical toilet facility if applicable
 - f) Provide base radio and or any means of reliable communication
 - g) Safety and Protective Clothing, bullet proof vests and reflector jackets must be provided as and when needed, also for the principal and her/his family if required .

2. THE RESPONSIBILITY OF THE SERVICE PROVIDER

- a) The close armed protectors will be required travel and sleep over in the province and other areas, as and when required.
- b) The service provider will be expected to cater for enough physical close armed protectors and relievers in the plan.
- c) The service providers must be responsible for the removal of the guard hut and mobile toilet facilities upon termination of specific service. The mobile toilets must be maintained and serviced at least twice per week. A register must be kept by the service provider for maintenance of such toilet facilities and must be available upon request by the SIU.
- d) The service provider will supervise and exercise proper control over its personnel and shall not hold SIU liable for any loss or injury caused to the said personnel. The service provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws).
- e) The service provider must implement health and safety measures as per COVID 19 regulations.
- f) The service provider must maintain a log book of kilometres travelled and trips must be approved by the SIU. The distance travelled must be recorded from the pickup point of the subject to the drop off point.

3. THE CLOSE ARMED PROTECTION SERVICES REQUIREMENTS

- a) Assess level of threats and risks to Principal.
- b) Plan and prepare to minimise threat and risk to Principals.
- c) Liaise and communicate with Principals and others.
- d) Establish and maintain secure environments at all times.
- e) Maintain the safety and security of Principals whilst on foot.
- f) Maintain the safety and security of Principals whilst in transit.
- g) Maintain the safety and security of Principals during movement between venues.
- h) Maintaining security of principal and members of immediate family at the home.
- i) Use control and restraint to support close protection.
- j) Maintain personal security awareness.

4. Required Competencies of the protectors to include but not limited to the following:

- a) Respond to trauma and medical crisis.
- b) Excellent report writing skills.
- c) Analytical and diagnostic ability relevant to the security assessment before and during the delivery of the service.
- d) Negotiation and conflict resolution.
- e) Ability to actively analyse all critical and threatening situations.
- f) Active thinking, critical analysis and communication skills.
- g) Excellent vision and hearing.
- h) Appropriate physical fitness.
- i) To respect confidentiality.
- j) React speedily when under pressure or threat.
- k) Advanced driving skills with relevant courses to support.
- l) Grade 12 (National senior certificate).
- m) Grade C (PSRA certificate).
- n) Proficiency with firearms.
- o) Valid driver's licence.

5. CLOSE ARMED PROTECTOR OPERATION MANAGEMENT EXCELLENCE

- a) All shifts are 12-hour shifts interchangeably and start at 05:45 AM in the morning for 06:00 and 17:45PM in the evening for 18:00.
- b) Depending on the SIU needs and threat report some shift maybe less than 12 hours.
- c) The one shift will take over from the other at any specific station to ensure continued surveillance/control.
- d) Handing over must be registered in the Occurrence Book (OB).

6. LOCATION OF SERVICES

- a) The close armed protectors will be commuting in between SIU national provinces as indicated on paragraph 3 under Composition of SIU and other areas as required by the principal.

7. EXPECTED OUTCOMES AND DELIVERABLES

- a) Submit weekly and monthly **security** reports to the SIU project manager detailing threats, challenges and successes whilst rendering the services for each project.
- b) The project is on an “as-and-when required” and appointment periods may vary depending the duration of the case.
- c) The expected outcomes and deliverables will be determined on a project-by-project basis based on the needs.

8. COMPANY LIABILITY INSURANCE

- a) The service provider(s) must, take out sufficient insurance against claims, costs, loss of life, injury to the third party and/or damage to movable or immovable property ensuring from their obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- b) The minimum amount of R10 000 000. 00 per service provider.

9. INDEMNITY INSURANCE

- a) The SIU does not assume responsibility for those inherent risks which may cause unfortunate accidents or incidents during the normal inherent working conditions close armed protectors;
- b) The SIU will not be held responsible for injury, death, damage, loss, delay, cost, expense, or inconvenience arising from incidences associated with the inherent working conditions beyond our control;
- c) Failure by the preferred bidder to supply the required services may result in the contract being nullified;

Stage 1 – Compliance to Requirements including Mandatory

MANDATORY REQUIREMENTS: TABLE B

The bidder must comply with the following minimum requirements in order to respond to this RFP. Bidders who are NOT compliant will be disqualified. Proof of registration, with all the under-mentioned relevant Legal Institutions/Authorities must be attached to this Bid as **Annexure A**. The bidder must demonstrate their capability with regards to the following requirements:

Please mark with a cross where applicable

Item	Description	Comply	Not Comply	Comment
1.	Company must have a valid Private Security Industry Regulatory Authority ("PSIRA") Certificate in the name of the Company and/or Close Corporation as per Industry Circular dated 10 March 2015 issued by the Private Security Industry Regulatory Authority effective from 1 December 2014 (Submit Original PSIRA Certificate of the Company or certified copy).			
2.	Recent Letter of good standing not older than six months from Private Security Industry Regulatory Authority (PSIRA) in the name of the Company and/or Close Corporation: (submit original letter or certified copy)			

3.	<p>All Directors of the Company and/or Close Corporation should be registered with minimum Grade B PSIRA certificate (Submit certified copies of the valid PSIRA Certificate(s)) as per the Industry Circular dated 10 March 2015 issued by the Private Security Industry Regulatory Authority effective from 1 December 2014.</p>			
4.	<p>All Close Protectors of the Company and/or Close Corporation should be registered with minimum Grade C PSIRA certificate (Submit certified copies of the valid PSIRA Certificate(s)) as per the Industry Circular dated 10 March 2015 issued by the Private Security Industry Regulatory Authority effective from 1 December 2014.</p>			

5.	Valid letter of good standing from Workman's Compensation Commissioner (COIDA) in the name of the Company and/or Close Corporation (Submit valid original Letter or certified copy of the original).			
6.	Valid Unemployment Insurance Fund (U.I.F.) registration Certificate in the name of the Company and/or Close Corporation (Submit certified valid UIF Certificate).			
7.	Proof of Firearm competency training for the proposed protectors (Attached certificates both SAPS, NASTEC and any other approved firearm training institution)			

8.	Fire-arms licensed in the name of the close protector or the legal entity of the service provider (Submit Certified copy of a valid Firearm licence certificate,			
9.	Surveillance and counter-surveillance that identifies and deters potential attackers prior to any attack.(Proof to be attached)			
10.	Close Armed Protectors trained in advanced driving. (Certificate to be attached)			
11.	Minimum of Level 3 First Aid competence of Close Protectors. (Certificate to be attached)			

12.	<p>A service provider must have a provincial national footprint but must be able to send close protectors to any of the SIU provincial offices and the immediate vicinity of where SIU employees stay.</p> <p>(Proof must be attached)</p>			
14.	<p>Certified proof of driver's license</p> <p>(Proof must be attached)</p>			
15.	<p>Liability Insurance which is in line with the required services must be submitted</p>			
16.	<p>The Service Provider must be able to supply vehicles that are in good working condition. (Proof to be attached)</p>			
17.	<p>ICASA radio licencing - The signal coverage must be able to monitor both static and transit protection services</p> <p>Attach Certified copy of a valid ICASA radio licence/s OR a valid contract with an holder of a valid ICASA radio licence/s.</p> <p>NB: provide a valid contracted signed by relevant authorities and a copy of the ICASA radio licence/s held by the third party.</p>			

Stage 2 – Evaluation of Bids against Specifications and Quality

- Scores will be tabulated to 100 points. Respondents must **score 75** points and above to be assessed on their financial offer and preference score.

Technical Evaluation Criteria

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
<p>Company Bidder's experience= 20</p> <p>A. The Service Provider must demonstrate relevant experience in Close Armed Protection services by the bidder presenting at least three (3) contactable references and provide company profile with clear details for entities to whom they have provided similar service(s).</p>	<ul style="list-style-type: none"> Evaluation rating 1 equals to 5 points (1-2 years' experience in close Armed Protection services). 	5
	<ul style="list-style-type: none"> Evaluation rating 2 equals to 10 points (3-5 years' experience in close Armed Protection services). 	10

<p>The service provider must attach company profile</p> <p>NB: Should the SIU find that the reference of previous work reflect a negative outcome, SIU reserves the right not to award the contract</p>	<ul style="list-style-type: none"> • Evaluation rating 3 equals to 20 points (6 or more; experience in close Armed Protection services) 	<p>20</p>
	<ul style="list-style-type: none"> • Evaluation rating 0 equals to non-allocation of points, to the bidders who : <ul style="list-style-type: none"> ○ (Less than 12 months experience in the Armed Close Protection Services) ○ Failed to submit the required reference letters or detailing list of clients supported by number of years of experience, ○ Submitted irrelevant information or less than one (01) year experience in Armed Close Protection Services. 	

<p>Qualifications of Director =20</p> <p>The service provider must demonstrate that the Director or member responsible for the project has the relevant qualifications.</p> <p>Attach certified copies of qualifications.</p> <p>NB: Certificate must be accredited by SASSETA and registered with PSIRA</p>	<ul style="list-style-type: none"> Evaluation rating 1 equals to 05 points <p>A Grade B PSIRA</p>	5
	<ul style="list-style-type: none"> Evaluation rating 2 equals to 10 points <p>A Close Protection Training Certificate</p>	10
	<ul style="list-style-type: none"> Evaluation rating 3 equals to 20 points <p>All of the above</p> <p>(A Grade B PSIRA and Close Protection Training Certificate)</p> <ul style="list-style-type: none"> Evaluation rating 0 equals to non-allocation of points, to the bidders who : <p>No proof of qualifications attached, attached proof is lower than grade B PSIRA)</p>	20

<p>Qualifications of Close Armed Protector =20</p> <p>The service provider must demonstrate that the Close Armed Protector responsible for the project has the relevant qualifications.</p> <p>Attach certified copies of qualifications.</p>	<ul style="list-style-type: none"> Evaluation rating 1 equals to 05 points <p>A Grade C PSIRA</p>	5
	<ul style="list-style-type: none"> Evaluation rating 2 equals to 10 points <p>A Grade C PSIRA and Close Protection Certificate</p>	10
	<p>Evaluation rating 3 equals to 20 points</p> <p>All of the above (A Grade C PSIRA or above and a Close Protection Certificate).</p> <ul style="list-style-type: none"> Evaluation rating 0 equals to non-allocation of points, to the bidders who : <p>No proof of qualifications attached, attached proof is lower than grade C PSIRA).</p>	20

<p>Experience of key personnel (Close Protector) =20</p> <p>The service provider must demonstrate that the Close Armed Protector responsible for the project has relevant experience</p> <p>Attach a concise CV of Close armed protector with at least three(3) contactable references</p>	<ul style="list-style-type: none"> Evaluation rating 1 equals to 05 points <p>1– 2 years' experience</p>	5
	<ul style="list-style-type: none"> Evaluation rating 2 equals to 15 points <p>3-6 years' experience</p>	15
	<ul style="list-style-type: none"> Evaluation rating 3 equals to 20 points Evaluation rating 0 equals to non-allocation of points, to the bidders who : <ul style="list-style-type: none"> Less than 12 months Close Armed Protector. No proof of relevant experience attached. 	20

Response time and operational capability=20	<ul style="list-style-type: none"> • Evaluation rating 1 equals to 10 points • Service offering (Riot control services or Tactical Response Team) and Equipment for example If the principal is under attack, the service provider must be able to summon a backup team (2 or more armed grade C (PSIRA) guards) within 15 minutes • Service provider's response time must be within 5 to 15 minutes to the site. • Detailed Response plan of the engagement must be attached and cover the following: • Contingency Plan, or Emergency response plan, in case of a crisis happening 	10
	<ul style="list-style-type: none"> • Evaluation rating 2 equals to 10 points <p>Detailed operational capability plan- The bidder must stipulate on how the operations will be conducted and the plan must be attached which cover the following:</p> <ul style="list-style-type: none"> • Expected deliverables or milestones. Key Results Area, Key performance indicators, Targets, resources, time lines, etc. 	10
	<ul style="list-style-type: none"> • Evaluation rating 3 equals to 20 points • All of the above • Evaluation rating 0 equals to non-allocation of points, to the bidders who : • No detail response plan and operational capability plan provided. 	20
	TOTAL	100

Stage 3 – Price and Preference (B-BBEE)

- Bidders who score a minimum quality threshold of **75%** on functionality, will proceed to be evaluated on Price and Preferences (B-BBEE).

Award/Objective Criteria

Bidders who fail to meet below award/objective criteria will not be considered for appointment.

- Bid will only be awarded to the bidder who successfully pass the SIU's Internal Integrity Unit screening and/or State Security Agency vetting; failure to pass could result in SIU not awarding the bid to a bidder irrespective of the points scored after the final evaluation and;
- The SIU reserves the right not to award a bid if the recommended bidder failed to conclude the registration process on National Treasury Central Database (CSD report) within seven (7) working days after receiving notification from the SIU
- The SIU requires last three (3) years Audited Financial Statement (AFS), If Audited Financial Statements are not available, the bidder should provide justifiable reasons and provide the SIU with a copy of the latest Unaudited AFS/ Management Accounts signed off by the directors/members/ management " certifying accuracy and completeness of the said AFS".
- Bid will only be awarded to the bidder who successfully pass the SIU's Internal Integrity Unit screening and/or State Security Agency vetting; failure to pass could result in SIU not awarding the bid to a bidder irrespective of the points scored after the final evaluation and;
- The SIU reserves the right not to award a bid if the bidding entity's financial statements and/or supporting financial information creates doubt to the SIU, in its sole discretion, that the bidder would not be able to meet its short and longer term financial commitments



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