West Coast National Park

REQUEST FOR QUOTATION

Attention
To whom it may concern

Name of Company

Central Supplier Database (CSD) Code

CSD Unique reference number

Supplier Telephone / Cell Number

Supplier Fax & E-mail address

Description
Invitation for the appointment of professional service provider for the provision of security services for the West Coast National Park

Validity period of the quotation
60 days

Date of RFQ issue
23 August 2022

Deadline for submission of quote & Time
02 September 2022 @16h00

RFQ number
WCNP 19/2022-23

You are requested to quote on the goods or services as detailed in the Specification / Scope of service as listed overleaf.

<table>
<thead>
<tr>
<th>Contact persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>For commercial questions</td>
</tr>
<tr>
<td>For technical questions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery period upon receipt of purchase order?</td>
</tr>
<tr>
<td>Other terms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>SABS or other sample quality verification</td>
</tr>
<tr>
<td>Warranty/ guarantee period</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Logistical Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Park</td>
</tr>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Contact Telephone Number</td>
</tr>
<tr>
<td>Fax Number and E-mail address</td>
</tr>
<tr>
<td>Physical street address</td>
</tr>
<tr>
<td>City and Province</td>
</tr>
</tbody>
</table>

NB: Please indicate on your quotation the lead-time (delivery period) which is required for delivery of the ordered goods / services. Service provider must have been registered on National Treasury Central Supplier Database (CSD). Proof must be submitted with the quotation submission. No award will be made to a service provider whose tax matters are not in order with SARS.
SCOPE OF WORK

1. Description
West Coast National Park (WCNP) – is desirous of a service provider for the provision of security for its two entrance gates – Langebaan Gate and West Coast/R27 Gate, on a month to month contract for a period of six (6) months, commencing on 1 October 2022 and concluding on 31 March 2023.

2. Scope of Work
SANParks aims to acquire the services of service provider that has the capability of providing Security Services for SANParks. Bids are sought from reputable suppliers that have experience and capability in the Security industry.

Proof of such contracts will be requested as part of the tender process.

3. Description of service
SANParks approved the appointment of a suitable and professional Security Company that has the capability of providing security services for SANParks.

- The sites to be serviced are the Langebaan Gate and West Coast/R27 Gate which form part of the West Coast National Park.
- Security services company must be registered to the Security Services Board and all other statutory bodies
- Security services must have traceable references
- Security Company must also attach a list of permanent Registered guards
- Company must ensure quality service
- Guards must be well trained in security services and must have traceable references
- Guards must not have any criminal records
- Guards must be able to communicate (converse, read & write in English)
- Guards must be punctual and dressed in uniform
- Guards must also be registered with PSIRA
- Transport of the guards by the service provider to and from the gates at the beginning and closing of each shift
- Please note that the Langebaan Gate is approximately 10km from Langebaan Town, and the R27 gate is approximately 40km from Langebaan Town

4. Required personnel (Guards)

4.1 The Service Provider is a registered security company and able to render the services required by SANParks.

4.2 The purpose of the security service is to prevent the unauthorized access of persons and vehicles and the bringing in of any dangerous objects into the premises.

4.3 Whilst conducting access control, the security personnel provided must ensure that:

4.3.1 No property (including official vehicles) of SANParks is removed from the premises without a proper letter of authorization issued and signed by a person authorized to do so; and

4.3 On the date of commencement of the Agreement, the Parties shall each nominate one or more persons in their respective employ as the persons responsible for security and shall provide each other with the names, telephone numbers or other means of contact with such persons in the event of an emergency.
4.4Provide the management and expertise to manage security at the listed sites in West Coast National Park.

4.5Operate the required hours for the 6 months (October 2022 to and including March 2023) without interruption.

4.6Adhere to health and safety regulations as well as labour related laws at all times.

4.7The Service Provider will provide within 7 working days of commencement of the contract the personal details of the security staff for each site as well as certificates showing their grading as registered with PSIRA and police clearance certificates.

4.8The Service Provider undertakes to provide security services to SANParks in respect of the security areas listed in the table below.

<table>
<thead>
<tr>
<th>Site</th>
<th>Grade</th>
<th>Hours</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Langebaan Entrance Gate</td>
<td>1 x C</td>
<td>Night Shift Stable: September to March 19h00 to 07h00 April to August 18h00 to 07h00</td>
<td>Guard with passive monitoring and daily electronic reports</td>
</tr>
<tr>
<td>R27 Entrance Gate</td>
<td>1 x C</td>
<td>Night Shift Stable: September to March 19h00 to 07h00 April to August 18h00 to 07h00</td>
<td>Guard with passive monitoring and daily electronic reports</td>
</tr>
</tbody>
</table>

Responsibility of the service provider

- Ensure that personnel is always at the post at the required time per the service level agreement,
- Ensure that off-sick personnel are replaced without interruption of the services,
- Keep a record of daily occurrences as well as the attendance register of the personnel on duty. Attendance Register to be signed when reporting in for duty and when leaving for the day. Register to be signed by the supervisor for monitoring.
- Ensure that personnel are always in full uniform and tidy.
- Ensure that personnel are well mannered and respectful at all times when on duty,
- Ensure that personnel do not report on duty drunk, nor drink when on duty,
- Ensure that personnel do not sleep on duty,
- Ensure that personnel keep all relevant records (entry record, movable property record and exit record register),
- Ensure that personnel is always available to assist in any form of emergency,
- Ensure that personnel do have all necessary equipment to perform their duties,
- Ensure that management is always available to respond to any complaints from either visitors or the department (park) related to security services.
- Ensure that any complaints are addressed and a formal report afforded to the park manager on how the complaint was resolved and how such will be prevented in future within 7 working days from the day of occurrence.
- The security official should be conversant in English – read, write and speak
- Arrival time is 15 minutes before a shift resumes – October to March at 18h45.
• The main gate may not be opened after hours without SANParks or supervisor’s authorisation – no instructions may be taken from any other persons regarding access to the park.
• No vehicles/persons are permitted entry unless they have the official landowner permit – as issued by SANParks.
• The official must ensure that all fields on entry/exit form are completed.
• On meeting a client/guest/landowner the guard should welcome this person and politely enquire as to his actions at that time.
• In the case of a late exit the same entry/exit form should be filled in – all fields completed.
• The venue should be kept appropriately clean.
• Proper handover process – Security Official to Gate Official and vice versa.
• When the guards travel in the park, the speed restrictions must be adhered to.
• Use of the SANParks telephone is not permitted unless to call SANParks or supervisor or in the case of an emergency
• The guard should stay at the premises during his shift – the site should not be left unattended even for a short period of time.
• If required (and if on site) the guard should assist with any required work at the gate.
• After hours calls to the gate should be dealt with in an official manner and referred to the appropriate supervisor for a response.

Special Conditions to the Request for Quotation (RFQ).

5. Quotation price
• These requirements are only minimum requirements. It is required that Service provider familiarise himself/herself with the details of the sites to be serviced for him/her to quote accordingly
• Price must include all costs to the service provider – uniform, transport, applicable equipment, etc....
• The quoted price must be in South African Rands and be inclusive of 15% Vat.

• Period of Contract

The contract shall be for a month to month contract for a period of **6 months**.

• General Conditions of Contract

General Conditions of Contract (GCC) as per National Treasury will be applied. Service providers must familiarised themselves with these conditions as they will be applicable throughout the process and during contracting.
6. Pricing Schedule – capacity requirements

PRICING MUST BE **ALL INCLUSIVE** e.g. Transport cost etc...

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price per month (VAT exclusive)</th>
<th>Total Price for 8 months (VAT exclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Category C Security Guard - Night Shift (Langebaan Entrance Gate) 19h00 – 07h00 October to March (arrival at 18h45)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Category C Security Guard - Night Shift (R27 Entrance Gate) 19h00 – 07h00 October to March (arrival at 18h45)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUB TOTAL (excl VAT)</th>
<th>VAT (15%)</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
</table>

7. Evaluation Criteria

Quotation submissions will be evaluated according to the prescriptions of the Preferential Procurement Policy Framework Act no 5 of 2000, the Procurement Regulations of 2017 pertaining to the Act and SANParks Procurement Policy determined within the framework of the act. 80/20 preference point system will apply.

8. Contract Management

Successful service provider will be expected to enter into a contract agreement with SANParks. The contract will include a Service Level Agreement.

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**NOTE**

1. All quotations must be sent by **Fax OR e-mailed** in a **pdf** format and **NOT** in **Word or Excel** format.
2. Any quotation submitted after the closing date and time shall **NOT** be considered.
3. Ensure that your quotation clearly covers **ALL** the above aspects of the RFQ.
4. **DO NOT** includes insurance to your quote as SANParks provides its own insurance.

5. **ALL QUOTATIONS and ENQUIRIES** are to be addressed to sender of the Request for Quotation in Supply Chain Management.

6. SANParks reserves the right to cancel the procurement process at any time without notice, and not issue the order.

7. Conditional quotations will be subject to SANParks acceptance.

8. It is no longer compulsory for bidders to submit SBD 4, 6.1, 8 & 9 together with this RFQ on the stipulated closing date. SANParks shall request the preferred bidder to complete and submit SBD 4, 6.1, 8 & 9 before any awards are finalised. The SBD form shall be valid for a period of twelve (12) months from the date submitted. The onus is with the awarded bidder to inform SANParks of any changes to the information provided on such SBD forms. Failure to inform SANParks of such changes on the forms in possession of SANParks and valid for 12 months will result in misrepresentation of facts or information and may result in SANParks terminating the service or contract.

9. Payment of compliant invoice will be effected within 30 days after receipt.

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**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.

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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 The value of this bid is estimated **not to exceed R50 000 000** (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:
1.4 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
<td>20</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
</tr>
</tbody>
</table>

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 are not claimed.

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:
\[
Ps = 80 \left( 1 - \frac{Pt - P\text{min}}{P\text{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P\text{min}}{P\text{min}} \right)
\]

Where

\begin{align*}
Ps &= \text{Points scored for price of bid under consideration} \\
Pt &= \text{Price of bid under consideration} \\
P\text{min} &= \text{Price of lowest acceptable bid}
\end{align*}

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:

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

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?

(\textbf{Tick applicable box})

| YES | NO |

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at last 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people with disabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative owned by black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are military veterans</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at last 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any EME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any QSE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>WITNESSES</th>
<th>SIGNATURE(S) OF BIDDERS(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ……………………………………</td>
<td>……………………………………</td>
</tr>
<tr>
<td>2. ……………………………………</td>
<td>……………………………………</td>
</tr>
</tbody>
</table>

DATE: ……………………………………
ADDRESS ……………………………………
…………………………………
…………………………………