



TABLE MOUNTAIN 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 Table Mountain National Park
Validity period of the quotation	6 Months
Date of RFQ issue	26/04/2022
Deadline for submission of quote & Time	02/05/2022
RFQ number	TMNP01/2022-23

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

Contact persons	
For commercial questions	Meagan du Plessis
For technical questions	Meagan du Plessis
Terms	
Delivery period upon receipt of purchase order?	
Other terms	Refer to General Conditions of Contract (GCC)
Quality requirements	
SABS or other sample quality verification	
Warranty/ guarantee period	
Logistical Information	
Name of the Park	Table Mountain National Park
Contact Person	Meagan du Plessis
Contact Telephone Number	021 712 0527
Fax Number and E-mail address	Meagan.Duplessis@sanparks.org
Physical street address	Upper Tokai Road, Tokai
City and Province	Western Cape

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

Table Mountain National Park (TMNP) – is desirous of a service provider for the provision of security for its various offices in the Table Mountain National Park on a month to month contract for a period of 6 months.

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 site to be serviced is Table Mountain 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
- Guards must be punctual
- Guards must also be registered with PSIRA

4. Required personnel (Guard)

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

4.3.2 All firearms (brought into the Premises) are declared, recorded into the appropriate register and sealed according to SANParks' instructions.

4.4 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.

- 4.5 Provide the management and expertise to manage security at the listed sites in Table Mountain National Park.
- 4.6 Operate the required hour per, 365 days per annum and 366 days in leap years without interruption.
- 4.7 Adhere to health and safety regulations as well as labour related laws at all times.
- 4.8 The 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 including specialized certified training with respect to the Guard Dogs.
- 4.9 The Service Provider undertakes to provide security services to SANParks in respect of the security areas listed in the table below.

Site	Grade	Hours	Description
Boulders	1 x B	Night Shift (17h00 to 05h00) including weekends and all public holidays	Guard the visitor facilities, walkways, ablutions including Boulders Kiosk and Parking areas. This will include the locking of gates and managing and reporting of illegal access afterhours in line with park entry times. Duties will be monitored via a passive monitoring system and daily electronic reports submitted to SANParks designated managers for scrutiny.
Boulders	1 x C	Night Shift (19h00 to 07h00) including weekends and all public holidays	Guard the visitor facilities, walkways, ablutions including Boulders Kiosk and Parking areas. This will include the locking of gates and managing of illegal access afterhours in line with park entry times. Duties will be monitored via a passive monitoring system and daily electronic reports submitted to SANParks designated managers for scrutiny.
Cape Point	1 x B	Night Shift (17h00 to 05h00) including weekends and all public holidays	Guarding of the Main Gate complex and ancillary buildings including the management and reporting of illegal late entry and exit. Furthermore the guards will need to manage the entry and exit of concessionaires and residents after hours with passive monitoring and daily electronic reports submitted to SANParks designated managers for scrutiny.
Silvermine Homestead/Sunbird Centre	1 x C	Night Shift (17h00 to 05h00) for week days,	Guard to patrol the Silvermine Homestead precinct and daily electronic reports submitted to

		weekends and public holidays	SANParks designated managers for scrutiny.
Tokai New office complex	1 x C - (New office complex).	Night Shift (17h00 to 07h00) and Day Shift (<i>Only for weekends and Public Holidays</i>) [07h00 to 19h00)	Guarding of the Main Gate, Manor House Building, Wild Card Office, Planning and Finance building and the L-Shape building, Tokai Field Office. Guard with passive monitoring and daily electronic reports.

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 cost to the contractor.
- 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 **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

6.1 CAPACITY REQUIREMENTS – SECURITY SERVICES

Item No	Description	Quantity	Unit Price per month (Vat Inclusive)	Total Price for 6 months (VAT inclusive)
1	Category C Security Guard – Day Shift (Weekends & Public Holidays)	1		
2	Category C Security Guard - Night Shift	1		

3	Category C Security Guard - Night Shift	1		
4	Category B Security Guard - Night Shift	2		
5	Category C Security Guard - Night Shift	1		
6	Additional costs (list if applicable)			
TOTAL BID AMOUNT				

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.

Authorised Bidder's Signature

Date

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** include 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.

COMPANY STAMP

FOR OFFICE USE ONLY

RECEIVED BY _____

DATE & TIME RECEIVED _____

SIGNATURE _____

DATE STAMP

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 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:
- (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:
- | | POINTS |
|--|------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | 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 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

Non-compliant contributor	0	0
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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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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 BIDDERS(S)

DATE:

ADDRESS

.....

.....

**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	16H00
DESCRIPTION	SECURITY SERVICES FOR TABLE MOUNTAIN NATIONAL PARK				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
capescmquotations@sanparks.org					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Meagan du Plessis		CONTACT PERSON	Meagan du Plessis	
TELEPHONE NUMBER	021 712 0527		TELEPHONE NUMBER	021 712 0527	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Meagan.duplessis@sanparks.org		E-MAIL ADDRESS	Meagan.duplessis@sanparks.org	
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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> 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]					
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

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 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:

.....