



MINUTES OF THE VIRTUAL BRIEFING SESSION HELD ON 03 JUNE 2021 AT 10:00 am

BID 1233/2021-F APPOINTMENT OF THE PROFESSIONAL SERVICE PROVIDER FOR RENDERING OF SECURITY GUARDING SERVICES FOR THE KWAZULU-NATAL PROVINCIAL TREASURY FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Present:	
Ms. N. Zulu	
In Attendance:	
Ms. A. Zondo	
Ms. T. Makhathini	
Ms. N. Khuzwayo	
Mr. N. Nxumalo	
Mr. L. Ngema	
Prospective bidders	

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1	WELCOME: The meeting was declared open at 10H00. The Facilitator, Ms. T. Makhathini welcomed all the bidders and thanked them for attending.
2	ITEM FOR DISCUSSION: 2.1 Completion of tender documents 2.2 Terms of Reference 2.3 Questions and responses 2.4 Closure
3.	PRESENTATIONS
3.1	SUPPLY CHAIN MANAGEMENT PRESENTATION



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	<p>The bid document ZNT 1233/2021- F was tabled. Ms. Makhathini presented how the tender document should be completed. She highlighted Sections that needed to be completed in order for the bidder to be considered as responsive, she emphasized to the bid that the bid validity period was for 180 days. She thereafter went through the following:</p> <ul style="list-style-type: none">• Ms. Makhathini specified that the closing date of the bid is 14 June 2021 at 11h00 and indicated that the Department will not under any circumstances accept faxed or emailed bids. <p>Bids were to be delivered or deposited in the bid box available in the ground floor and they can also be posted on the address provided in Invitation to Bid- Part A. However, it is the responsibility of the service provider in making sure that their bid is received by the Department on time, and late bids shall not be accepted.</p> <ul style="list-style-type: none">• Ms. Makhathini stipulated that there are individuals who are available for general SCM enquiries as well as technical enquiries that relate to the required services. Further, advised that these individuals are not the representatives of the Bid Evaluation nor Bid Adjudication Committees.• She went through the Special Instructions and emphasized that the bidders may not retype or redraft the bid document. She further emphasized on the use of correcting fluid as being prohibited throughout the bid document. <p>Any errors made must be corrected, initialed by the bidder and specified that the bid document must have an original signature and not a copy thereof.</p> <ul style="list-style-type: none">• List of all returnable & compulsory documents. The bidder shall complete and submit the all returnable schedules and documents.• Registration on the Central Supplier Database (CSD) is imperative because the Department does not conduct business with suppliers who are not registered on the CSD.



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	<ul style="list-style-type: none">• Declaration of interest- A bidder must declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest. • Preference points claim: She emphasized that bidders complete this document in full in order to be eligible to claim their preference points. • Bidders must clearly indicate the B-BBEE level that they are claiming as well as the financial year which their annual revenue the B-BBEE status level is based on. • Tax Compliance Status Pin must be submitted together with the bid document. Failure to submit a valid tax compliance pin at the time of the closing of bid shall result in the invalidation of the offer. • She emphasized the importance of completing the price breakdown as per the sites since the Department has four sites and prices must comply with applicable PSIRA rates. • Ms. Makhathini highlighted that bidders needed to familiarize themselves with the conditions of the contract. The following clauses were highlighted as important:<ul style="list-style-type: none">- Section 2: Clause 2.1.4- emphasizes the completeness of the bid.- Section 3: Clause 3.4.3 - Joint ventures, consortiums or trusts must submit a consolidated B-BBEE Certificate that is verified on the joint ventures', consortiums' or trusts'. • Section I: A completed Briefing Certificate will not be signed as the briefing session is not compulsory due to Covid-19 restrictions. • She further emphasized on the importance of properly completing the Authority to sign a bid. Furthermore, the following were indicated and must be completed and submitted accordingly in terms of the composition of the entities:<ul style="list-style-type: none">- Company must submit an original or a certified copy of the resolution by board of directors signed by the chairperson of the board authorizing the person to sign the bid.



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3.2	<ul style="list-style-type: none">- Sole Proprietor (One –Person Business) must submit an ID copy and municipal rates.- Partnership must submit Partnership Agreement.- Close Corporation must submit an original or a certified copy of a Founding Statement together with the resolution by members authorizing the person to sign the bid.- Co-Operative must submit an original or certified copy of the Constitution of the co-operative together with the resolution by members authorizing the person to sign the bid. <ul style="list-style-type: none">• Section L: Conditions of Bid, She emphasized on the importance of properly completing and to submit <i>domicilium executandi</i>, as failure may lead to disqualification. <p>Ms. Makhathini handed over to Ms. N. Zulu to elaborate on the Terms of Reference issued with the bid.</p> <p>TERMS OF REFERENCE PRESENTATION</p> <p>Ms. N. Zulu tabled to go through the Terms of Reference (TOR) and emphasized the following:</p> <ul style="list-style-type: none">• Objective: The KwaZulu-Natal Provincial Treasury has a strategic objective to provide a secure, safe and healthy working environment. Furthermore, in compliance with the relevant legislation and in support of its risk management policies, the department must implement measures to protect its assets from, inter alia, fire, theft and or vandalism. Consequently, the Department requires the services of a competent and qualified service provider to render a twenty-four (24) hour security (guarding) service. The successful service provider will be required to render security (guarding) services for the KZN Provincial Treasury for four (4) sites for a period of thirty six (36) months.• Scope of Work: Ms. Zulu emphasized that bidders will be required to render a 24 hour security services for the following sites:<ul style="list-style-type: none">i) A 24 hour service at Treasury House- 145 Chief Albert Luthuli Street, Pietermaritzburg.ii) A 24 hour service at Nomalanga Building- 212 Langalibalele Street, Pietermaritzburg.



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3.3	<p>iii) A 24 hour service at Natalia Building- 2 ndfloor, North Tower, 330 Langalibalele Street, Pietermaritzburg.</p> <p>iv) A 24 hour service at The Marine Building, 9th floor, 22 Dorothy Nyembe Street, Durban Central, 4000.</p> <ul style="list-style-type: none">• Deliverables: Ms. Zulu elaborated on what is expected from the successful bidder, emphasizing that the bidder is required to provide the KwaZulu-Natal Provincial Treasury with security officers who attended and passed a security courses at one of the registered and accredited training centres recognized by the Department of Labour and SASSETA. The responsibilities of these security officers will be <i>inter alia</i> to ensure the safety of property and personnel from burglary, theft, vandalism, and other security threat.• Internal Security: Ms. Zulu further explained internal duties that the successful bidder must ensure that are undertaken.• Site Management: She emphasized that the successful bidder will be responsible for the transportation of the staff to and from the sites. She further clarify that the Security Officers must be equipped with hand-held radios with sufficient power resilience to cover the duration of the shifts, in order to facilitate efficient communication between the guard room, control room and the guard/patrol points. Radio connectivity between the four buildings (sites) is imperative.• Required numbers of security officers per site and shift: were highlighted and it was noted that the successful bidder must ensure that each site is allocated with the same number of security officers as per the TOR for both the day shifts and night shifts.• Ms. Zulu emphasized that the services will be rendered for 24 hours, which means two shifts: the day and night, and she stated that the service must include the weekends and public holidays.• Experience: She specified that the company must have a minimum of five years in the corporate security guarding services and that experience must not be older than five years. Over and



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	<p>above, the company must provide relevant contactable references of the organization where the bidder has rendered the similar services.</p> <ul style="list-style-type: none">• Control room: She emphasized that the successful bidder must have a functional 24 hour operational control room in Pietermaritzburg or provide intention to establish a functional control room within three months of appointment.• Ms. Zulu further underlined that the successful bidder will be required to respond in 10 minute time to any emergencies. <p>Ms. Zulu handed over to Ms. A. Zondo to elaborate on the evaluation process of the bid.</p> <ul style="list-style-type: none">• Evaluation process: the Evaluation will be based on the four (4) phases, namely: Phase 1 (Prequalification Criteria), phase 2 (Mandatory Requirements), Phase 3 (Functionality Requirements), and Phase 4 (Price and Preference Points).• Ms. Zondo acknowledged the typo in page 81 on the TOR where it was written as “Only bidders who meet the below criteria may respond to the bid for the provision of the Municipal Finance Programme:” instead of “Only bidders who meet the below criteria may respond to the bid for the provision of the Security Guarding Services”. She apologized for the error and requested it be corrected as such.• She further emphasized that the bidder must substantiate that they meet stipulated prequalifying criteria which is B-BBEE status level 1 contributors to B-BBEEE and/ or an EME OR QSE must respond to this Bid. It was noted that it was compulsory to submit the relevant evidence to claim the B-BBEE status level and failure to submit the information required by the TOR shall nullify the offer submitted.



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	<ul style="list-style-type: none">• The information that must be submitted include the following:<ul style="list-style-type: none">○ The B-BBEE certificate indicating the B-BBEE status level of contributor. The B-BBEE certificate must be issued by a SANAS accredited verification agency; or○ A duly completed sworn affidavit for EMEs and QSEs duly signed by the deponent and commissioned by the authorized commissioner of oaths. The sworn affidavit must indicate the year on which the annual total revenue is based on and the level of black ownership that is claimed.• A trust or consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level certificate.• The minimum functionality threshold to be considered further in the evaluation process is 60% and only offer that comply with PSIRA rates as per the applicable areas will be considered during the evaluation process. <p>QUESTIONS AND ANSWER</p> <ul style="list-style-type: none">• The Terms of Reference requires the offer to comply with PSIRA rates. The PSIRA rates are for the company or for employees?<ul style="list-style-type: none">- Yes, it is for both company and security officer. Such that the Security Officer deployed must be in line with the legislated PSIRA rates and the company must not remunerate the employees below PSIRA rates in spite of any employment agreement entered into. In this regards, the company will be complying with PSIRA.- The Department is a public institution therefore, shall not be held severally liable with the service provider for compliance.• If the company will be complying with PSIRA in pricing, does that simply means that there will be no competition?



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	<ul style="list-style-type: none">- No, the company will be complying with PSIRA in pricing. However, the competition will at the make-up of the each company since companies will have different make-up on their proposal.• One of the requirement is that the company must provide the security officers that have firearm certificate and on the other side, the company must provide normal Security Officers. What kind of Security Officers are needed?<ul style="list-style-type: none">- The Department does not require armed guards, since we receive visitors who are armed each shift must have a firearm competency certificate so as to assist the armed visitor with firearm safekeeping.• Does the Department has the bullets safe or guns safe, or the successful bidder will bring it safe?<ul style="list-style-type: none">- Yes, the Department have the bullets and gun safe. Therefore, there will be no need to bring the gun safe.• Is it compulsory for the company to be situated in Pietermaritzburg, since the control must be in Pietermaritzburg?<ul style="list-style-type: none">- No, it is not compulsory for the company to be situated in Pietermaritzburg. However, the bidder must provide the letter of intention to establish the control room in Pietermaritzburg within three months of appointment.• As each bidder must submit radio licenses as the evidence, and for small companies to have a radio licenses is not possible. In case of a company that is renting radios, is it a problem to submit those licenses that has a name of the different company.<ul style="list-style-type: none">- It is not our mandate to take decisions as representative of the Department but the Bid Adjudication Committee will decide. As a result, Bidders must submit all information regarding radios.• Regarding the PSIRA rates, will the Department allow the successful bidder to increase the price during the contract as PSIRA rate has not been release yet for 2023?<ul style="list-style-type: none">- This is not a fixed contract, since wage rates are legislated. Therefore, the Department will allow whatever is legislated to take place.



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	<ul style="list-style-type: none">● Is it possible that the tender be splitted to different service providers?<ul style="list-style-type: none">- Regarding the splitting of the tender to different service providers. The PPPFA clear indicates how tenders are splitted. Therefore, at this stage the Department cannot tell whether the tender will be divided or not as the mandate to do so is not for the Department representatives and the meeting.● How many copies of the proposals that must be submitted by the bidder?<ul style="list-style-type: none">- Only one original copy must be submitted by each bidder
4.	CLOSURE OF MEETING The Facilitator then thanked all attendees and the meeting was declared closed at 11h40.