

**PROVISION OF SECURITY SERVICES FOR EC GAMBLING & BETTING BOARD FOR A PERIOD OF
THIRTY SIX (36) MONTHS**

1. INTRODUCTION

Eastern Cape Gambling & Betting Board (ECGGB) is a statutory body established by the Eastern Gambling and Betting Act, 1997 (Act No.5 of 1997) (as amended) (the Act). The mandate of the Board is to regulate or control all gambling activities within the Eastern Cape Province. This includes the issuing and revocation of gambling licenses, exclusion of problem gamblers, and protection of the public against unscrupulous gambling practices and control of illegal gambling activities in the Province.

2. OBJECTIVE

The objective of this bid is to appoint a service provider to ensure the safeguarding of the ECGGB premises including all assets and personnel for 24 hours a day.

3. SCOPE OF WORK

The successful bidder must render security services at the above-mentioned premises as follows:

- Access control at vehicle gates / security car parks
- Access control at entrances / doors
- Searching of vehicles
- Searching of designated areas
- Patrolling of premises
- Directing vehicles entering and exiting the premises
- Keeping of occurrence and other security registers
- Ensure that lights are switched off; doors and windows on the premises are closed and secured after hours
- Registering of incoming / outgoing assets e.g. computer equipment, office furniture and equipment

4. DELIVERABLES

a. ACCESS CONTROL AT VEHICLE GATES / CAR PARKS

- Ensure that the control point is neat and tidy at all times
- Immediately report any defective facilities and equipment that have negative impact on the security of the premises.
- Security staff must be conversant with access control procedures and rules and correctly apply them.
- Security staff must uphold good relations and a positive image of the ECGGB.
- Access control at vehicle gates / car parks.
- Keeping of occurrence book.

- Direct vehicles entering and exiting the premises.
- Report/ alert the police/ authorities of unauthorized intrusion into the premises]
- Completed Fleet Checklists signed by drivers and guard,
- Checking fleet authorisation
- Reporting any damage to vehicles or buildings

b. ACCESS CONTROL AT DOORS/ ENTRANCES

- Ensure that the entrance is neat and tidy at all times.
- Immediately report any defective facilities and equipment that have negative impact on the security of the premises.
- Security staff shall be conversant with access control procedures and rules and correctly apply them.
- Security staff must uphold good relations and a positive image of the ECGBB
- Perform searches of handbags where necessary.
- Report any irregularity noticed at the door, in writing and submitted to ECGBB.
- Ensure that lights are switched off; doors and windows on the premises are closed and secured after hours. If lights are not switched off or windows are not closed report must be submitted to ECGBB.
- Ensure all safety instructions are adhered to at all times.
- Report/ alert the police/authorities of unauthorized entry into the building.
- Registering of incoming / outgoing assets e.g. computer equipment, office furniture and any equipment.

c. PATROLLING SERVICES (AFTER HOURS)

- Inspect the designated patrol area and immediately report to the Shift Commander any damage or breach of security and record it in the occurrence book.
- Keeping of occurrence book
- Comply with security services procedures and rules.

5. GENERAL REQUIREMENTS WITH REGARD TO SUPERVISORS AND SECURITY GUARDS

- Daily Supervision of security guards onsite
- Supervisors and Security Guards must have undergone and passed formal security training as required by the Private Security Industry Regulatory Act (PSIRA)
- All Supervisors and Security Guards must be registered as Security Officers/ Guards as required by the Private Security Industry Regulatory Act, 57 of 2001.
- All Supervisors and Security Guards shall comply with the functions and duties as determined in Service Level Agreement entered into with ECGBB.
- Grade C Security Guards and Supervisors are required in terms of this specification.
- Ability to communicate with members of staff and the public in the language dominant in the area of operation.
- Supervisors and Security Guards must be physically healthy and medically fit for the execution of their area of operation.
- Security Guards must be able to communicate, read and write.

- Security Guards must not be younger than 18 years of age.
- At all times the Security Guards and Supervisors must present an acceptable image/ appearance.
- The officials employed by the successful bidder must be easily identifiable with uniform, name badges and the name of their employer.
- Guards must be security competent and not have criminal offences.
- Availability of guards on site on a 24 hour basis
- Provision of two (2) Grade C Security Guards during the day and one Grade C (1) overnight.
- Submission of a contingency plan to address absenteeism, leave and strike action to ensure that there are guards available at all times
- Submission of Duty roster monthly
- Establish communication linkage with the local police
- Checking for unauthorized removal of assets from the offices
- Security officials must keep a visitors' register
- The successful bid must ensure that Security Guards always have service aids such as:
 - Batons
 - Handcuffs
 - Whistle
 - Pocket book and pens
 - Torches for night shift
 - Pepper sprays

6. WORKPLAN

The bidder must submit together with their bid proposal a complete detailed work plan. The work plan must address the following:

- The number of security guards to be deployed as indicated in paragraph 5 bullet 12 above.
- How are the security guards to be assigned to areas of operation
- How security guards will be monitored and managed on a 24/7 basis.
- How rapid reactions to alerts by security guard will be executed.
- Measures that will be implemented to ensure minimum response time in reaction to emergencies.

7. TRACK RECORD AND REFERENCES

Bidders must provide details of references from previous contracts completed by the bidder for provisioning of security services. The following information must be indicated in respect of the aforementioned contracts completed.

- Value of the contract
- Start and end date of each contract
- The company clients name
- Contact persons and work telephone numbers of references

NB: Attached Annexure A is compulsory to complete and signed by bidder, failure to attach will result in disqualification of the bid.

8. SPECIAL CONDITIONS

- 8.1 The bidder must submit a **certified valid copy** of a PSIRA registration certificate for the company and security guards. All certificates submitted are subject to verification by the Board. **Failure to submit a certified copy will result in disqualification.**
- 8.2 Only Exempted Micro Enterprises (EME's) that are Level 2 on B-BBEE status contribution will be considered for this particular bid. A certified copy/Original or a sworn affidavit must be attached to validate this information, **failure to submit will result in disqualification of the bid.**
- 8.3 A compulsory briefing session will be held on **17 October 2017** at 11h15 am at the ECGBB offices. **NB: Bidders who do not attend the compulsory briefing session will not be considered.**

9. BID EVALUATION PROCEDURES

The following are key criteria that will be used in appointing the successful service provider:

- a. **THRESHOLD:** Bids will be evaluated on **80/20** principle as prescribed in the Preferential Procurement Regulations of 2017.
- b. Bids will be considered and evaluated in a two staged approach.
- c. During the first stage, bidders will only be evaluated on functionality, and only qualifying service providers who meet the minimum requirements for functionality will be allowed to proceed to the second stage where scoring will be done on 80 points for price and 20 points for B-BBEE Status Level of Contribution.
- d. Bidders are required to submit their bids in two envelopes with the first envelope outlining the functionality. The first envelope must be clearly marked Stage 1; Functionality.
- e. Furthermore, bidders are required to include their pricing in a second sealed envelope marked Stage 2; Price, which must also include their B-BBEE status level of contribution.
- f. Only bidders who meet the minimum of **75 points** on functionality during the evaluation of Stage 1 will proceed for scoring in Stage 2.

STAGE 1: FUNCTIONALITY

Criteria	Points
Proven track record for similar assignments successfully undertaken by the bidder in Security Services. More than 8 projects = 50 8 projects = 40 6 projects = 30 4 projects = 20 2 projects = 10	50
Demonstration of successful execution of contract in terms of Work Plan submitted. Points will be allocated as follows: ■ How the security guards are to be assigned to areas of operation =5 ■ How security guards will be monitored and managed on a 24/7 basis =15 ■ How rapid reactions to alerts by security guard will be executed. =10 ■ The measures that will be implemented to ensure minimum response time in reaction to emergencies.=5	35
Location of bidder's office • 15 points for office situated in BCMM. Proof of address required (e.g. Title deed, Valid Lease agreement, Municipal account)	15
TOTAL	100

STAGE 2: PRICE EVALUATION

PREFERENTIAL PROCUREMENT REGULATIONS OF 2017 WILL APPLY:

Price and B-BBEE Status points will be calculated as described in the Preferential Procurement Regulation 2017. SBD 6.1 Form must be used to claim B-BBEE Status level of the company.

NB: Certified copy or original B-BBEE Status Level Verification Certificate must be submitted to substantiate B-BBEE Status Claimed. When such certificate is not provided as proof the company will automatically score zero.

Table 2: Points available per criteria in Stage 2

Bid price				80
B-BBEE Status level				20
B-BBEE Contributor	Status	Level	Number of points (80/20 system)	
	1		20	
	2		18	
	3		14	
	4		12	
	5		8	
	6		6	
	7		4	
	8		2	
Non-compliant contributor			0	
Total Points				100

10. COMMUNICATION

All communication or correspondence concerning this bid should be directed as follows:

Terms of Reference

Mrs N. Ntoyake

Tel (043) 702 8310

nomandla@ecgbb.co.za

Bid Conditions

Ms T. Malotana

Tel (043) 702 8307

thandazwam@ecgbb.co.za

Bid Specification is Supported / ~~Not Supported~~



R.P. HILL
CHIEF FINANCIAL OFFICER

DATE: 11 / 10 /2017

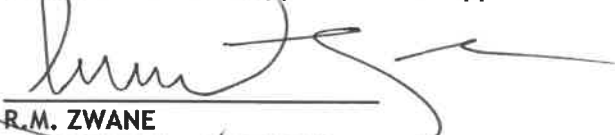
Bid Specification is Recommended / ~~Not Recommended~~



L. TSHOKO
CHAIRPERSON: BID SPECIFICATION COMMITTEE

DATE: 10 / 10 /2017

Bid Specification is Approved / ~~Not Approved~~



R.M. ZWANE
CHIEF EXECUTIVE OFFICER

DATE: 13 / 10 /2017

ANNEXURE A

TRACK RECORD & REFERENCES

CLIENTS NAME	VALUE OF THE CONTRACT	START AND END DATE OF CONTRACT	CONTACT PERSONS AND WORK TELEPHONE NUMBERS OF REFERENCES

ANNEXURE B

PRICING SCHEDULE

YEAR 1		YEAR 2		YEAR 3		TOTAL BID PRICE
MONTHLY RATE	12 MONTHS TOTAL	MONTHLY RATE	12 MONTHS TOTAL	MONTHLY RATE	12 MONTHS TOTAL	
TOTAL YEAR 1		TOTAL YEAR 2		TOTAL YEAR 3		R

NB: THE TOTAL BID PRICE/ GRAND TOTAL SHOULD INCLUDE VAT AND ALL ESCALATIONS/INCREASES FOR THE DURATION OF THE CONTRACT