

**TENDER BRIEF FOR A PSIRA REGISTERED SECURITY COMPANY TO PROVIDE SECURITY SERVICES TO IZIKO MUSEUMS OF SOUTH AFRICA**

**REFERENCE: SS/Security Services/12/2019**

**1. Background**

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Arts & Culture (DAC), bringing together 11 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999, as amended) and its concomitant Regulations.

**2. Overview**

Iziko invites companies registered with the Private Security Industry Regulating Authority (PSIRA) to submit a bid to provide regular security services for a period of three years at the following Iziko sites:

**Table 1: Sites where regular security services would be required**

Iziko Site	Address
Iziko SA Museum and Planetarium	25, Queen Victoria Street, Cape Town
Iziko SA National Gallery and Annexe	80, St Johns Road, Cape Town
Iziko Rust & Vreugd	78, Buitenkant Street, Cape Town

Security services may also be required on an *ad hoc* basis at these sites, as well as any of the sites listed in Table 2, **at the tariffs quoted.**

**Table 2: Ad hoc Security Services at Other Sites**

Iziko Site	Address
Iziko Slave Lodge	Cnr Adderley & Spin Street, Cape Town
Iziko Bo-Kaap	71, Wale Street, Cape Town
Iziko Old Townhouse	Cnr Longmarket & Burg Street, Cape Town
Iziko Koopmans De Wet House	35, Strand Street, Cape Town
Iziko Bertram House	41, Orange Street, Cape Town
Iziko Social History Centre	11, Church Square, Cape Town
Iziko William Fehr Collection	Castle of Good Hope, Darling Street, Cape Town
Iziko Maritime Centre	1st floor, Union Castle Building, Building no 8, V&A Waterfront, Cape Town
Iziko Groot Constantia Museum Precinct	Groot Constantia Estate, Constantia
Wingfield Hangar used by Iziko	Wingfield Naval Base, Goodwood
SAS Somerset	Berthed in the Victoria & Alfred Marina Basin

**3. Scope of Work**

Security companies with the necessary PSIRA accreditation, technical knowledge and infrastructure are required to provide services as detailed in the Scope of Work, Annexure A posted on the Iziko website <http://www.iziko.org.za/static/page/tenders>.

#### 4. Requirements

The bidders comply with Treasury Regulations by submitting the following documents, **in the order that the documents are listed in the table below.**

**Table 3: Mandatory Tender Documents**

Order	<b>Mandatory documents to be submitted, in the order indicated in the first column below</b>
1.	Index confirming all contents
2.	<b>Cover letter</b> with signed acceptance of Iziko's invitation and acknowledgment of Iziko's terms and stated requirements
3.	A <b>Company Profile</b> , which indicates proven track record and details of experience in providing security services during the last five (5) years as per the Scope of Work detailed in Annexure A below.
4.	<b>Certified copies</b> of the company's valid Private Security Industry Regulatory Authority (PSIRA) registration. Such registration must be valid for the period of the contract.
5.	<b>Detailed pricing structure:</b> A pricing schedule detailing a full pricing breakdown, inclusive of VAT, any disbursement and escalations, if applicable, for the entire duration of the proposed contract must be provided. Details of uniforms, equipment, etc. required and provided must be included.
6.	<b>Valid B-BBEE Certificate or a Sworn Affidavit as prescribed by the B-BBEE Act and Code of Good Practice</b>
7.	<b>Central Supplier Database Report</b> – With supplier number and company details ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) with Tax Status Pin
8.	All <b>employment policies, procedures, examples of employment contracts</b> of staff that would be deployed to Iziko as well as a <b>written declaration indicating and deviations by the bidding company</b> from any employment legislation, industry bargaining council agreements, company policies and procedures is required. The letter should clearly state the reasons for such deviation(s).
9.	A valid ISO 9001:2008 certificate
10.	All the <b>health and safety policies and procedures of the bidding company</b>
11.	Completed <b>Occupational Health and Safety Agreement</b> (Annexure B)
12.	Completed <b>Confidentiality and Non-Disclosure Agreement</b> (Annexure C)
13.	Completed SBD 1 - <b>Invitation to Bid</b>
14.	Completed SBD 3.1 - <b>Pricing Schedule</b> – Firm Prices
15.	Completed SBD 3.3 – Pricing Schedule – Professional Fees
16.	Completed SBD 4 - <b>Declaration of Interest</b>
17.	Completed SBD 6.1 - <b>Preference Points Claim Form</b>
18.	Completed SBD 8 - <b>Declaration of Bidder's past Supply Chain Management Practices</b>
19.	Completed SBD 9 - <b>Certificate of Independent Bid Determination</b>

#### 4.1 Pre-qualification

The following pre-qualification criteria will form the basis of evaluating all proposals. Failure to comply will result in the elimination of the proposal:

4.1.1 a fully completed proposal document which has been signed and certified where required, together with relevant and compulsory attachments and/or forms

4.1.2 certified proof of valid registration and certification must be attached; and

4.1.3 for purposes of comparison and to ensure meaningful evaluation, bidders are required to submit all relevant information, in the order indicated in Table 3 that will enable the committee to score the functionality criteria.

Note each section must be clearly referenced using dividers, **indicating sections 1- 19 as specified in table 3 above.**

## 5. Evaluation of Proposals

Proposals will be evaluated on price and functionality in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act no 5 of 2000), Preferential Procurement Regulations of 2017 and all applicable National Treasury Regulations.

### 5.1 Functionality Criteria

A proposal which scores lower than the minimum overall percentage of 70% (350 out of 500) will be eliminated from further evaluation; will be regarded as non-responsive and not evaluated further. All proposals which score 70% (350) and more for functionality will be eligible for further evaluation

**Table 4: Functionality Criteria**

**Values: 1 – Poor 2 – Average 3 – Good 4 – Very Good 5 – Excellent**

Functionality Criteria	Points Allocation	Score (1-5)
A description of experience in the security industry over the past five (5) years, including details of previously undertaken work related to security services.	20	
Three (3) references on the quality of security service provided within the past five (5) years. Reference letters must include the contact details of the author.	10	
A valid ISO 9001:2008 certificate	10	
Details of the structure and capability of the service provider to provide security services.	20	
Details on the method and frequency of supervision and service delivery monitoring.	20	
Compliance with employment legislation and own company policies and procedures	20	
<b>Total Score</b>	<b>100</b>	

### 5.2 Presentation

Short-listed bidders are those bidders who submitted proposals that meet the minimum stipulated threshold of 70% (350 points) for functionality.

Short-listed bidders will be invited to deliver a presentation outlining the service offered and the pricing structure, lasting no longer than 30 minutes, to the Bid Evaluation Committee and Bid Adjudication Committee.

### 5.3 Awarding of Preference Points

Proposals which meet the minimum stipulated threshold for functionality criteria will be evaluated based on preference points as described in the Preference Point System stipulated in the Preferential Procurement Regulations of 2017. The criteria for apportioned and weighted preference points for this tender are as follows:

**Table 5: Preference Point Criteria**

Preference Point Criteria	Points Allocation
1. Price	80
2. Broad-Based Black Economic Empowerment (B-BBEE)	20
<b>Total Points</b>	<b>100</b>

### 5.4 Price

Price must include a fixed price for services and equipment for the duration of the contract. A detailed pricing schedule, reflecting VAT as well as any applicable disbursements and escalations, must be submitted **per year** for the full duration of the three-year contract period.

**Important to note:** Bidders are required to indicate separately, the pricing for additional staff in various categories that may be required from time to time, taking into account Sectorial Determinations.

Bids which do not clearly indicate firm pricing and annual escalations may not be considered.

## 5.5 B-BBEE

As indicated in Table 3, B-BBEE Preference Claim Form (SBD 6.1) must form part of all bids submitted. This form serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.

## 6. Summary of General Principles

6.1 Iziko will apply the 80/20 preferential points system.

6.2 Iziko applies the provisions of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and the Regulations of 2017 and the Public Finance Management Act, 1999 (Act No. 1 of 1999).

6.3 The lowest or only proposal received will not necessarily be accepted.

6.4 Iziko reserves the right to withdraw its decision to seek the provision of these services at any time.

6.5 There will be no discussions with any bidder until a final decision has been taken by the Bid Adjudication Committee. Any subsequent discussions shall be at the discretion of Iziko.

## 7. Reasons for disqualification

Iziko will disqualify any proposal for any one or more of the following reasons:

- a bidder submits a proposal late;
  - a bidder submits a proposal via facsimile or e-mail;
  - a bidder does not submit mandatory documents;
  - a bidder submits incomplete documentation and/or information as per the requirements; and
  - a bidder submits information which is fraudulent, factually untrue or inaccurate.
- Any such disqualification may take place without prior notice to the applicable bidder

## 8. Briefing Session

A compulsory briefing session and site inspections will take place at the Iziko SA Museum, 25 Queen Victoria Street, Cape Town on **24 January 2020 at 11h00**. The brief and specifications/Scope of Work will be discussed at the briefing session.

## 9. Closing Date for Submission of Proposals

9.1 Closing date and time: **21 February 2020 at 12h00**

9.2 The proposal submitted must consist of **three hard copies** of proposals and all proposals must be submitted in a sealed envelope clearly marked with the reference number: **SS/Security Services/12/2019**

9.3 Proposals must be posted or be hand delivered to Iziko. Proposals that are sent via e-mail or facsimile will not be accepted.

9.4.1 Posted proposals must be addressed to:

**Iziko Museums of South Africa  
The Chief Financial Officer  
Ms Ronell Pedro  
PO Box 61  
Cape Town  
8000**

9.4.2 If the proposal is delivered by hand, the envelope(s) must be addressed to:

**Iziko Museums of South Africa  
Chief Financial Officer, Ms. Ronell Pedro  
25, Queen Victoria Street  
Cape Town**


Proposals must be placed in the tender box in the reception area of the Iziko SA Museum, Iziko's head office.

9.5 Iziko will not take responsibility for losses if envelopes have not been placed in the tender box.

## 10. Formal Contract

The proposal and appended documentation, read together, form the basis for a formal agreement to be negotiated and concluded in a formal contract between Iziko and the preferred bidder.

A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred bidder.



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**Mrs. Fahrnaaz Johadien  
DIRECTOR SUPPORT SERVICES**

09/01/2020  
\_\_\_\_\_  
DATE



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**Ms Ronell Pedro  
CHIEF FINANCIAL OFFICER**

9-1-2020  
\_\_\_\_\_  
DATE



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**Ms. Rooksana Omar  
CHIEF EXECUTIVE OFFICER**

9.1.2020.  
\_\_\_\_\_  
DATE

## ANNEXURE A: SCOPE OF WORK

### SCOPE OF WORK

#### 1. IZIKO SITES

The service will be required at the sites listed in the table below.

**Table 1: Sites and Location**

Iziko Site	Address
Iziko SA Museum and Planetarium	25, Queen Victoria Street, Cape Town
Iziko SA National Gallery and Annexe	80, St Johns Road, Cape Town
Iziko Rust & Vreugd	78 Buitenkant Street Cape Town

Security services may also be required on an ad hoc basis at these sites, as well as any of the following sites at the tariffs quoted:

**Table 2: \* Ad hoc Security Services at Other Sites**

No	Iziko Site	Address
1	Iziko Social History Centre	11, Church Square, Cape Town
2	Iziko Slave Lodge	Cnr Adderley & Spin Street, Cape Town
3	Iziko Bo-Kaap	71, Wale Street, Cape Town
4	Iziko Old Townhouse	Cnr Longmarket & Burg Street, Cape Town
5	Iziko Koopmans De Wet House	35, Strand Street, Cape Town
6	Iziko Bertram House	41, Orange Street, Cape Town
7	Iziko William Fehr Collection	Castle of Good Hope, Darling Street, Cape Town
8	Iziko Maritime Centre	Union Castle Building, Building no 8, V&A Waterfront, Cape Town
9	Iziko Groot Constantia Museum Precinct	Groot Constantia Estate, Constantia
10	Wingfield Hangar used by Iziko	Wingfield Naval Base, Goodwood
11	SAS Somerset	Berthed in the Victoria & Alfred Marina Basin

#### 2. SECURITY REQUIREMENTS AT IZIKO SA MUSEUM AND PLANETARIUM

The following services are required at the Iziko SA Museum:

##### 2.1 CENTRAL CONTROL ROOM:

2.1.1 24 hour monitoring of the central Control Room.

2.1.2 Monitoring of all on site surveillance cameras as listed at sites 1 to 8 in table 2 above at all times.

2.1.3 Follow all procedures regarding the monitoring and operation of the control room.

2.1.4 Security Officer on duty in the control room may not perform any other duties during the course of their shifts.

2.1.5 Checking that the surveillance cameras and monitors are functioning and that footage of the sites are always displayed on the monitors.

2.1.6 Monitor any after-hours activity on the forecourt and surrounding areas of the SA Museum and ensure that the necessary action is taken as per the procedures.

2.1.7 During the day check via radio that sites 1 to 8 are safe, secure and an Occurrence Book (OB) entry made to this effect.

2.1.8 Report any safety and security related incidents to the relevant Site Manager without delay.

2.1.9 Notify the relevant emergency services in the event of an emergency and ensure that the emergency services are given access to the premises;

2.1.10 Control access to the premises after hours via the roller gate.



2.1.11 At the end of each shift provide a status report to the Site Manager by making a detailed OB entry.

**2.1.12 STAFFING REQUIREMENT FOR CENTRAL CONTROL ROOM**

1 x Uniformed, Grade C Security Officer trained in monitoring and operating CCTV (day shift) Documentation to be provided that S/O is competent in CCTV monitoring and operating of Teleste system or similar	Monday to Sunday	06h00– 18h00
2 x Uniformed, Grade C Security Officers trained in monitoring and operating CCTV (night shift) Documentation to be provided that the S/O is competent in CCTV monitoring and operating of Teleste system or similar	Monday to Sunday	18h00– 06h00

- Public Holidays included

**2.2 ACCESS CONTROL AT ROLLER GATE AND SECURITY MANAGEMENT OF FORE COURT:**

- 2.2.1 Maintain a visible security presence on the forecourt.
- 2.2.2 Control access to the forecourt via the entrance gate and boom gate.
- 2.2.3 Control access through the roller shutter gate by ensuring that no unauthorised vehicles or people gain entry to the building via this point.
- 2.2.4 Report any safety and security related incidents to the Site Manager without delay.
- 2.2.5 Remove vagrants and trespassers from the parking area, amphitheater, and forecourt and grassed area adjacent to Museum road in conjunction with the Central City Improvement District (CCID), Law enforcement and South African Police Services (SAPS).
- 2.2.6 Prevent informal parking attendants from operating in the parking area and amphitheater.
- 2.2.7 Report any parking transgressions to the Site Manager.
- 2.2.8 Report any irregularities to the Security Officer on duty in the Control Room.
- 2.2.9 Assist in the event of emergencies.
- 2.2.10 At the end of each shift provide a status report to the Site Manager, by making a detailed OB entry.

**2.2.11 STAFFING REQUIREMENT AT ROLLER GATE**

1 x Uniformed, Grade C Security Officer with access control experience (day shift)	Monday to Sunday	06h00– 18h00
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Public Holidays included except 1 May and 25 December where this service may not be required.

**2.3 EQUIPMENT & MAINTENANCE:**

New equipment including stationery such as the Occurrence Book and register must be provided on commencement of the contract. The equipment and the maintenance thereof is the sole responsibility of the service provider, and includes the replacement of faulty equipment (two-way radios; torches; batons, cell phone with airtime, guard monitoring system

**3. NOCTURNAL CANINE PATROL SERVICE FOR THE PRECINCTS OF THE IZIKO SA MUSEUM, IZIKO SA NATIONAL GALLERY AND IZIKO SA NATIONAL GALLERY ANNEXE**

The following services but not limited to:

- 3.1.1 Provide a security presence.
- 3.1.2 Safe guard Iziko premises.

- 3.1.3 Conduct regular canine patrols of the external perimeters of the following Iziko premises: SA Museum, SA Museum parking area & Amphitheatre; SA National Gallery; SA National Gallery Annexe and parking area. A guard monitoring system must be used to monitor the patrols.
- 3.1.4 Provide the Central Control Room with hourly feedback using the radios.
- 3.1.5 Report any irregularities to the Security Officer on duty in the Central Control Room.
- 3.1.6 Remove vagrants and trespassers from the premises in conjunction with the CCID, SAPS and Law Enforcement.
- 3.1.7 Report any threatening, hostile or anti-social behavior to the Central Control Room and request assistance as the need arises.
- 3.1.8 Provide hourly feedback to the Central Control Room via radio.
- 3.1.9 Provide assistance to the Central Control Room in the event of emergencies.
- 3.1.10 Ensure the guard dog has enough food and water for the shift ahead.
- 3.1.11 At the end of each shift ensure the area is clean of any dog faeces.

**3.1.12 STAFFING REQUIREMENT:**

1 x Uniformed, Security Dog Handler grade "C" (DH3) Trained 1 x DH3 Trained Security Dog	Monday to Sunday	18h00 – 06h00
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Public holidays included.

**3.2 EQUIPMENT & MAINTENANCE:**

New equipment including stationery such as the Occurrence Book and register must be provided on commencement of the contract. The equipment and the maintenance thereof is the sole responsibility of the service provider, and includes the replacement of faulty equipment (two-way radios; and any guard monitoring system available to the service provider; cell phone with airtime; torches; batons). Shelter and water must be provided for the dog. The dog must be taken care of according to SPCA standards.

**4. IZIKO SA NATIONAL GALLERY (ISANG) ANNEXE PARKING AREA**

The following areas but not limited to:

- 4.1.1 Control access to the Iziko SA National Gallery Annexe parking area.
- 4.1.2 Maintain a security presence in the Iziko SA National Gallery Annexe parking area at all times.
- 4.1.3 Unlock and lock gates facing St John's Road and Government Avenue at start and end of shift.
- 4.1.4 Monitor monthly and daily staff parkers and report any transgressions immediately to the Site Manager.
- 4.1.5 Prohibit daily parking for unauthorised parkers.
- 4.1.6 Assist bona fide Iziko SA National Gallery visitors with parking bays.
- 4.1.7 Prevent vagrancy, loitering and dumping in the Annexe parking area at all times and contact the CCID, Law Enforcement and SAPS to have them removed.
- 4.1.8 Report any threatening, hostile or anti-social behavior to the Central Control Room and request assistance as the need arises.
- 4.1.9 Assist the event of emergencies.
- 4.1.10 Provide hourly feedback to the Central Control Room via radio.
- 4.1.11 A guard monitoring system must be used to monitor the patrols

**4.1.12 STAFFING REQUIREMENT**

1 x Uniformed, Grade C Security Officer (day shift)	Monday to Sunday	06h00– 18h00
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Public holidays included.

**5. IZIKO RUST & VREUGD**



- 5.1.1 Maintain a security presence at all times
- 5.1.2 Patrol grounds for duration of shift (12 hours)
- 5.1.3 Make hourly OB entries
- 5.1.4 Access control at the gate
- 5.1.5 Conduct hourly check on the fleet vehicles if they are parked at Iziko Rust & Vreugd as well as the boat
- 5.1.6 Assist in the event of emergencies. Give hourly site reports to central control room via two-way radio
- 5.1.7 At the end of each shift provide a status report on the safety of the Iziko fleet and boat on site to the Site Manager, by making a detailed OB entry in terms of theft or vandalism.

**5.1.8 STAFFING REQUIREMENT**

1 x Uniformed, Grade C Security Officer trained in perimeter guarding (night shift)	Monday to Sunday	18h00-06h00
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Public Holidays included

**5.2 EQUIPMENT AND MAINTENANCE**

New equipment including stationery such as the Occurrence Book and register must be provided on commencement of the contract. The equipment and the maintenance thereof is the sole responsibility of the service provider, and include the replacement of faulty equipment (two-way radios; torches; batons, cell phone with airtime) guard monitoring system.

**6. MANAGEMENT AND INSPECTIONS OF SITES**

- 6.1 Supervisors to conduct regular day inspections of staff on duty at the Iziko sites.
- 6.2 Weekly site visits by Area Manager.
- 6.3 Weekly reports, including a monitoring system report to be emailed to the Site Manager.
- 6.4 Monthly meetings with the Director Support services.