



## REQUEST FOR QUOTATION

<b>YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO THE WATER RESEARCH COMMISSION.</b>	
<b>RFQ NUMBER:</b>	<b>009311/17-18</b>
<b>RFQ ISSUE DATE:</b>	<b>03 NOVEMBER 2017</b>
<b>CLOSING DATE AND TIME:</b>	<b>24 NOVEMBER 2017 @ 11:00 am</b>
<b>RFQ VALIDITY PERIOD</b>	<b>30 Days (COMMENCING FROM RFQ CLOSING DATE)</b>
<b>DESCRIPTION OF SERVICES</b>	<b>REQUEST FOR QUOTATIONS FOR THE SECURITY SERVICES FOR A PERIOD OF 1 YEAR (12 MONTHS)</b>
<b>SUBMISSION EMAIL ADDRESS</b>	<b><a href="mailto:mmatsiem@wrc.org.za">mmatsiem@wrc.org.za</a></b>
<b>ENQUIRIES</b>	<b>Name: The SCM Manager Tel: (012) 761 9300 Email: <a href="mailto:dollym@wrc.org.za">dollym@wrc.org.za</a></b>

**BIDDER NAME:** .....

**COMPANY REGISTRATION**

**NUMBER:**.....

**ADDRESS:**.....

.....

**CONTACT PERSON:**.....

**TEL:**.....

**FAX:**.....

**E-Mail :** .....

**Mobile:** .....

**TOTAL RFQ PRICE R .....Inclusive of VAT**

# **TERMS OF REFERENCE (TOR) FOR THE SECURITY SERVICES FOR A PERIOD OF 1 YEAR (12 MONTHS)**

## **BACKGROUND**

The Water Research Commission (“WRC”) is listed as a Schedule 3A public entity that operates and accounts for its activities in accordance with the Public Finance Management Act (PFMA) Act No 1 of 1999 as amended.

## **1. REQUIREMENT/SPECIFICATION**

The WRC consists of approximately 85 staff and is required to provide Security Services at its main campus based at 4 Daventry Street, Lynnwood Bridge Office Park, Lynnwood Manor.

### **SCOPE OF WORK**

- The solution needs to cater for the security function across two (2) floors.
- The service must be rendered for a period of One (1) Year (12 months)

### **BUILDING SECURITY**

**The service MUST include the following:**

- 1 C Grade trained officers onsite during office hours Monday to Friday (06:00 – 18:00)
- 1 Armed C Grade trained officer onsite after-hours Monday to Friday (18:00 – 06:00)
- 1 Armed C Grade trained officer onsite Saturday and Sunday
- Base station should be in close proximity to current site (not exceeding 10km)

### **REPORTING**

- Monthly reporting
- Monthly SLA meetings to be held onsite

### **VENDOR**

- Must have certified personnel (Proof of certification to be supplied)
- Must ensure that all background checks are conducted for all security personnel
- All hardware must be provided by vendor. No hardware will be provided by WRC for this purpose
- Provide full support for the duration of contract
- Provide a minimum of 5 reference sites with contactable references
- All documentation must be provided by Vendor on complete architecture of solution
- Must be registered and certified with required security bodies

<b>EVALUATION CRITERIA OF PROPOSAL:</b>	
<b>CRITERIA</b>	<b>WEIGHTING</b>
Experience	30 Points
Capacity	30 Points
References	20 Points
Registration with PSIRA	20 Points
<b>TOTAL WEIGHTING</b>	<b>100 POINTS</b>

**Note :**

Bidders need to score a minimum of 80% in order to be evaluated in Pricing and BEE, failure to meet this threshold will lead to disqualification.

**2. INFORMATION SESSION**

None

**3. PERIOD / DURATION OF PROJECT / ASSIGNMENT**

**1-year (12 months) Contract**

**4. PREFERENTIAL PROCUREMENT POINTS ALLOCATION**

The Preferential Procurement Regulations points to be allocated to this RFQ is: **80/20**

**5. EVALUATION CRITERIA**

The RFQ will be evaluated in accordance with the PPPFA 80/20 principle against the following Criteria.

**6. PRICING**

The RFQ will be evaluated in terms of the Preferential Procurement Regulations (2011). And only pricing will be considered.

<b>#</b>	<b>Items/Service Description</b>	<b>Unit Price or P/H</b>	<b>Total</b>

	<b>Total Vat Excl</b>		
	<b>VAT</b>		
	<b>Total VAT Incl</b>		

## 7. STANDARD CONDITIONS OF THE TENDER

- i. **Bidders must complete SBD 4, SBD 6.1, SBD 8 and SBD 9 if their quote exceeds R30 000 ;**
- ii. Bidders must also submit a **valid and original tax clearance certificate**; and a **valid B-BBEE certificate** (original or certified copy) to the WRC offices PRIOR to the closing date, if the WRC is not already in possession of these certificates;
- iii. WRC Supplier application form must be completed and signed (copy attached)
- iv. It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender;
- v. The WRC reserves the right to award or not to award this contract;
- vi. The WRC will enter into a formal contract with two successful bidders;
- vii. The WRC reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- viii. Bids received after closing time and date will be classified as **LATE** and will **NOT** be considered;
- ix. Although adequate thought has been given in the drafting of this document, errors may occur which the WRC will not be responsible for;
- x. Any change of information provided in the tender document that may affect delivery of the service should be brought to the WRC's attention as soon as possible. Failure to comply with this may result in the contract being terminated;
- xi. Service providers presenting information intentionally incorrectly or fraudulently will be disqualified;
- xii. Service providers who have been declared insolvent and wish to do business with the WRC must have been rehabilitated and provide the necessary proof thereof;
- xiii. The WRC reserves the right to award, cancel or partially award this contract.

- xiv. The National Treasury General Conditions of Contract will be applicable to this tender (available on the National Treasury website);
- xv. Bidders must complete and attach all relevant standard bid document;
- xvi. All prices quoted must be VAT inclusive;
- xvii. Only those bidders, who have met the minimum functional criteria, as stipulated above, may be invited to present their proposal as required. Please note that bidders, who may be invited for presentations, may have their technical scores re-evaluated.
- xviii. For those bidders who have met the minimum functional criteria, as stipulated above, the WRC has the right to visit the business premises to verify the information provided in the tender documents; please note that bidders who may have their premises inspected, may have their technical scores re-evaluated.

## **8. CLOSING DATE AND TIME**

- The closing date for the RFQ is **24 November 2017 at 11h00**.
- Quotations should be sent to [quotations@wrc.org.za](mailto:quotations@wrc.org.za) to reach the WRC before 11h00 on the closing date and time.

## **9. ENQUIRIES**

- For any technical enquiries and commercial enquiries please contact: the WRC Supply Chain Unit at [dollym@wrc.org.za](mailto:dollym@wrc.org.za)