



Tel: (011) 951-2039
Ref: Maloto Phogole (SCM)

0820954-5174
Johan Esterhuizen (Water care works)

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish Mogale City Local Municipality with a written quotation for the supply of the following goods/services: **Q: I (WW) 12/2008**

QUOTATIONS ARE INVITED FROM SERVICE PROVIDERS FOR THE RENDERING OF ARMED SECURITY GUARDS AT THE RIETVALLEI SEWER PUMP STATION FOR THE PERIOD 1 JANUARY 2008 TO 31 DECEMBER 2010

Closing date and time: 14 DECEMBER 2007 @12h00

.....
The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than the date and time as indicated on the attached schedule to:

**Mogale City Local Municipality
Civic Centre
Corner Market & Commissioner Streets, Krugersdorp
Upper Level West Wing – Reception Desk Electricity Sub-Directorate
Tender Box 1
Fax number: (011) 953-2547**

The following conditions will apply:

- Quotation documents available from website www.mogalecity.gov.za or from the Supply Chain Management Section (Maloto Phogole), Finance Dept, Civic Centre, Krugersdorp.
 - Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
 - Price(s) quoted must be firm and must be inclusive of VAT.
 - A firm delivery period must be indicated.
 - A valid, original tax clearance certificate must be attached.
 - This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the **enclosed forms**:
 - **MBD 2: Tax clearance certificate;**
 - **MBD 4: Declaration of interest;**
 - **MBD 6.1: HDI preference points (10);**
 - **MBD 6.3: Preference points for SMME's (5) &**
 - **MBD 6.11: Preference points to Mogale based companies (5)**must be scrutinized, completed and submitted together with your quotation.
- IF THE MBD FORMS ARE NOT COMPLETED AND SUBMITTED WITH THE QUOTATION, THE TENDERER WILL FORFEIT THE 20 POINTS ALLOCATED IN TERMS OF THESE SPECIFIC GOALS**
- The successful provider will be the one scoring the highest points.

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions may invalidate your offer.

The person to be contacted for further information is Johan Esterhuizen at 082-954-5179 at the Flip Human Water Care Works.

Compulsory site inspection:

A compulsory site inspection must be attended by all prospective service providers on 12 December 2007 at 12H00 at the Flip Human Water Care Works.

The request for quotations is to be advertised from the **30 NOVEMBER 2007** to **14 DECEMBER 2007** and the closing date to be **14 DECEMBER 2007** at **12H00**.

Yours faithfully

SPECIALIST: PROCUREMENT

PREVIOUS EXPERIENCE

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work).

Description	Value (R, VAT excluded)	Year(s) executed	Reference		
			Name	Organization	Tel no

INFRASTRUCTURE AND RESOURCES AVAILABLE TO EXECUTE THIS PROJECT

1.1 Staffing Profile

Provide information on key staff you intend utilizing on this contract, should it be awarded to you.

Name	Position in your organization	Qualifications	Experience	HDI status (Y/N)

1.2 Infrastructure and resources available to execute this contract

- *Physical facilities*

Description	Address	Area (m ²)

1.3 Plant and equipment

Provide information on plant and equipment that you have available for this project attach details if the space provide is not enough)

Description : Plant and equipment owned (or to be rented)	Number of units

2. AUTHORITY FOR SIGNATORY

Signatories for close corporations and companies shall confirm their authority **by attaching to this form** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

"By resolution of the board of directors passed on _____ 20 ____

Mr _____

has been duly authorised to sign all documents in connection with the Tender for

Contract _____ No _____

and any Contract, which may arise there from on behalf of

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

AS WITNESSES: 1 _____
2 _____

3. I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is 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 paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -
 - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
 - (b) 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;

WITNESSES:

1.

.....
SIGNATURE (S) OF BIDDER (S)

1.

DATE:.....

ADDRESS:.....

.....

.....

.....

Q I (WW) 12/2007:

QUOTATIONS ARE INVITED FROM SERVICE PROVIDERS FOR THE PROVISION OF ARMED SECURITY GUARDS AT THE RIETVALLEI SEWER PUMP STATION FOR THE PERIOD 1 JANUARY 2008 TO 31 DECEMBER 2010

SPECIAL CONDITIONS OF CONTRACT

1. Contract Duration

For a period of 3 years commencing on the 1st January 2008 and terminating on the 31st December 2010

2. Area / Points of Service

The following sites are applicable to this contract:

(a) Rietvallei pump station

YES

NO

3. Rates

Rates must include cost of all transport labour, equipment and specified consumables required in execution of the contract.

4. Insurance

The following insurance is required prior to the commencement of this contract and documentary proof that the cover exists, must be supplied.

5. Security Officers Act 1987

The Service Provider will ensure that he complies with the provision of the Security Officers Act, 1987, and amendments as they are introduced.

6. PSIRA

The Service Provider will ensure that his company is inspected by the Private Security Industry Regulatory Authority every 6 months and will furnish the municipality with a copy of the report.

Any transgressions whereby the Service Provider is convicted by PSIRA for any of the following may result in the municipality immediately terminating the contract:

- Under-payment of Security Officers
- Using Security Officers who are not registered with PSIRA
- Using untrained Security Officers.
-

7. Proof of Compliance

The Company reserves the right to request PSIRA to examine the wage records of the service provider to ensure compliance.

SECTION 2

SPECIFICATION

1. SCOPE OF WORK

To provide 24 hour Armed Security Guarding Services at the Rietvallei Sewer Pump Station municipality for a 3 (three) year period commencing on the 1st January 2008 and terminating on the 31st December 2010.

NUMBER	TIME	TOTAL PRICE INCLUSIVE OF VAT
1. Two armed guards	18h00 -06h00 Monday to Sunday	
2. One armed guards	06h00-18h00 Saturday and Sunday	
TOTAL PRICE INCLUSIVE OF VAT		

STANDARDS OF PERSONNEL

Security Officers- Grade C.The Security Officers will conform to the definition of Security Officers Grade C as laid down in the current Sectoral Determination 3: Private Security Sector, South Africa, published in the Government Notice R1250 dated 30 November 2001 and will be required to meet the following standards:

- Registered with the PSIRA.
- Ability to read, write and speak English.
- Must have successfully completed the NOSA General Health and Safety Training Course

Copies of certificates mentioned above must be provided to the municipality ,before the Security Officer will be permitted to enter any of the sites .Failure to comply with this requirement will result in the immediate removal of the Security Officer from the site and a penalty being imposed as laid down in the Non- Compliance Schedule attached

DUTIES AND DOCUMENTATION

Duties:

A job description will be drawn up by the Service Provider in consultation with the Municipalities' representative before commencement of this contract.

In general the job will entail the following:

Security Officers –Grade-----

- Implementation of the municipalities Search Policy
- Patrols
- Access control duties
- And any related duties instructed by MCLM

Note: In addition to the general duties, the security personnel will be required to carry out their duties in accordance with the municipalities specific work instructions for each post.

DOCUMENTATION

All Security Officers must be familiar with ABC municipalities' stationery to ensure al goods leaving ad entering the premises are properly documented and signed. Security officer must be able to complete and maintain the following documentation:

- Occurrence book (Supplied by the Service Provider)
- Incident Book (Supplied by the Service Provider)
- Access Permit System (Supplied by the Company)
- Gate Pass Out Permit (Supplied by the Company)

Note: All used records including Occurrence Books and Incident Registers must be handed to the Risk Manager for storage.

5. UNIFORMS AND EQUIPMENT

Security Officers will each be issued with a minimum of the following items, by the Service Provider:

- 2 x Sets of uniform
- 1 x Belt
- 1 x Pair of boots or shoes
- 1 x Rain Coat
- 1 x Jersey
- 1 x Whistle
- 1 x Pair of handcuffs
- 1 x Note book
- 1 x torch
- 1 x Baton
- 1 x Canister Swart Defensive spray and holster
- 1 x Gun per Guard

All Security personnel will be smartly turned out in full uniform during the entire tour of duty. The Service Provider may be required to customize their normal uniform to include the municipality's corporate colours.

All Security Officers will wear the municipalities I.D cards clearly displayed and must be able to produce their PSIRA registration card or certificate, on demand.

A penalty may be levied against the Service Provider for each item of basic equipment or I.D cards, not in the Security Officer's possession whilst on duty. A list of non compliances and penalties are contained in the Non Compliance Schedule on Page 9.

6 TRANSPORT AND SUPERVISION

- 6.1 It is a requirement of this contract that the Service Provider transports the Security Officers to and from the site. Service Providers who are unable to meet this requirement will not be considered.
- 6.2 Security Officers on duty will not be permitted to go off duty until relieved. Failure to comply with this requirement will result in a penalty being imposed in terms of the "Non Conformance Schedule".
- 6.3 Supervisory staff will ensure that the Security Officers perform their duties in accordance with the job descriptions.
- 6.4 At least one supervisory visit will be made to the site concerned, per shift. This visit must be other than for the delivery or collection of Officers.
Supervisors will be within half an hour's traveling time of the sites at all times and will be in radio contact from their vehicles with both the Security staff at the sites and his control room.
- 6.5 During each visit, the inspector will sign the occurrence book and ensure that there are no problems on the site

7. RADIO COMMUNICATIONS AND AREA OFFICE

- a. The Service Provider must have a Branch Office and 24 hour control room situated within the municipal area which is within 30 minutes traveling time of the site.
- b. The Service Provider will ensure that there is a suitable, reliable radio link between the site and his control room. The control room must be manned on a 24 hour basis, by at least a Grade C Security Officer.
- c. Supervisory staff must be in continuous radio contact with both the Security Officers on duty at the site and the control room.
- d. All Security Officers on site must be in contact with each other when they leave the gatehouse and the equipment must operate on 24 hour basis.
- e. The Service Provider must be able to supply the radio communications service at the commencement of this contract.
- f. The radio communications system must be included for all land lines, repeaters, aerials and antennae, base stations, portable and ancillary equipment necessary to ensure an effective radio link.

8... HOURS OF WORK

The hours of work performed by the Security Officers must comply with the Basic Conditions of Employment Act 75 of 1997 as amended.

9. NON COMPLIANCE

Practices that will not be tolerated by the municipality by the service Provider or Security Officers employed by the Service Provider are listed on the Non-Compliance Schedule. Penalties will be imposed for the first two weeks of the contract period.

9.1 The municipality reserves the right to impose penalties, financial or otherwise for defaults indicated on the Non Compliance Schedule.

9.2 The municipality will advise the Service Provider, in writing of any defaults and penalties that may be imposed.

9.3 The municipality reserves the right to recover any financial penalties from monies owing to the Service Provider, on a monthly basis.

10. CONTACTS

- The Service Provider's Branch/Area Manager is required to meet with the municipality's responsible official/Management on site at least once per month.
- The Service Provider is required to submit a monthly written report to the Risk Manager detailing all incidents that occur during the preceding month.

SCHEDULE OF NON-COMPLIANCE

	NON COMPLIANCE	RESPONSIBILITY	OFFENCE 1	OFFENCE 2
A	Security Officer(s) not posted	Service provider	R200.00	
	Or late posting	Service provider	R50.00	
	More than 30 mins late	Service provider	R50.00	
B	No/or faulty radio	Service provider	R50.00	
C	Under the influence of the intoxicating substance	Service provider	Remove from site and R200.00	
D	Refusal to comply with lawful instructions	Service provider	Remove from site and R200.00	
E	Sleeping on duty	Service provider	R100.00	
F	Absent from post	Service provider	R100.00	Remove from site and R200.00
G	Insubordination	Service provider	R100.00	Remove from site and R200.00
H	Negligent in the exchange of duties.	Service provider	Warning	Remove from site

I	Security Officer without basic equipment	Service provider	R50.00 per item	
J	Invalid /illegible Company ID Card	Service provider	R50.00	
k	Security Officers not being able to carry out duties	Service provider	R50.00	R200.00
L	Improperly dressed	Service provider	Remove from site and R200.00	
M	Use of security Officers not registered with the municipality	Service provider	Remove from site and R200.00	
N	Security Officers leaving their post before being	Service provider	R100.00	R200.00

	relieved			
O	Failure to comply with job Descriptions	Service provider	R50.00 per incident	
P	Use of Security Officers not registered with PSIRA	Service provider	Remove from site and R200.00	
Q	Security Officers unable to produce PSIRA ID card or Certificate whilst on duty	Service provider	R50.00	
R	Provide Security Officers of grades other than those called for in the contract	Service provider	Remove from site and R200.00 per shift	
S	Failure to carry out monthly Management visits to works managers /responsible officials	Service provider	R50.00 per event	

.....
SERVICE PROVIDER
SIGNATURE
DATE

.....
WITNESS
SIGNATURE
DATE

SIGNATURE OF PERSON AUTHORISED TO SIGN QUOTATION DOCUMENT