



REQUEST FOR QUOTATION (RFP) TO APPOINT SERVICES OF A TACTICAL SECURITY SOLUTIONS FOR UNISA ENTERPRISE.

NAME OF THE COMPANY	:	UNISA ENTERPRISE (PTY) LTD
RFP NUMBER	:	SECURE27/01/2023
COMPANY REGISTRATION NUMBER	:	2016/468452/07
CLOSING DATE	:	10 February 2023

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1. BACKGROUND

UNISA Enterprise (UE) was strategically established as a third- stream income generator for UNISA. The entity has a need to upgrade its security measures by introducing sophisticated tactical security features on the premises. This is in accordance with the Occupational Health and Safety Act 85 of 1993, where employers are required to provide a safe and healthy place of work of its employees, contractors, guest etc.

2. SCOPE OF WORK

Interested service providers must respond to the RFQ by submitting company profiles and demonstrate knowledge and experience in the following requirements:

- 2.1 Compile security management plan
- 2.2 Supply and installation of firm security doors
- 2.3 Supply and Installation of access control with access cards
- 2.4 Update alarm control system
- 2.5 Lock the emergency door and ensure that it opens internally for evacuation processes
- 2.6 Put restricted entry for dangerous weapons signage
- 2.7 Supply and installation of smart camera at key strategic points
- 2.8 Supply and installation of security surveillance hub
- 2.9 Supply and installation of dual access control system (Passcode Pad and Card).

3. MINIMUM REQUIREMENTS

3.1 Qualifications and experience

The following requirements are crucial for the implementation of the work requirements:

- a) Relevant 5-year experience in risk management and security matters
- b) 4 years' qualification in BSC information systems and programmes management experience
- c) Formal qualification in information and access security management
- d) 4 years' experience on door/ access installations and control
- e) 4 years' experience in security monitoring.

4. SPECIAL CONDITIONS

The following Special Conditions of the Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract and SLA entered.

- 4.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract (GCC). The Special Conditions are supplementary to that of the General Conditions of Contract. Where, however the Special Conditions of Contract conflict with General Conditions of Contract, the Special Conditions of the Contract prevail.
- 4.2 The methodology criteria of the functionality assessment must outline the approach and plan of the proposer and is critical to convince the BID evaluation team on the appreciation of the work required. It will also form as part of the basis for service level agreement content and/or related negotiations.
- 4.3 No service will be rendered without an appointment confirmation or/and official order.
- 4.4 Payment will be based on performance evidence and services delivered satisfactorily.

5. MANDATORY REQUIREMENTS

Mandatory requirements will include the following and must be labelled and submitted in the following order. Failure to comply and submit any one of the documents will disqualify the submission:

- a) **Annexure A1:** Current and valid original SARS Clearance Certificate / e-filing certificate PIN
- b) **Annexure A2:** Copy of company registration documents indicating list of directors/members from CIPC

- c) **Annexure A3:** Minimum of three recent (not older than five years) contactable references from customers to which the tenderer has provided or is providing services that are substantially similar to the services required. Actual letters from clients on clients' letterheads as signed by same.
- d) **Annexure A4:** CVs, certified copies of relevant qualifications, and certified evidence of professional registration with relevant councils for a manager or Team Leader, and key consultants/professionals.
- e) **Annexure A5:** Detailed profile of the firm and the company's experience with reference as stipulated in the evaluation criteria.

6. CONFIDENTIALITY

- 6.1 This RFP request by UNISA Enterprise contains proprietary and confidential information that is provided to you (interested Service Provider), for your exclusive use in evaluating and preparing your response.
- 6.2 If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation either in writing or by email.
- 6.3 This document should not be disclosed or distributed to any third party.

7. EVALUATION

The evaluation is based on the technical criteria (Functionality). Only Service Providers who achieve a minimum score of 70 % will be evaluated further, in the next stage. The criteria are set out in the table below:

Evaluation area	Evaluation criteria	Weighting %
Company overview	Overview of the Company, including the following: Corporate profile, the overall business objectives, strategic plans for growth, and ownership.	10
Methodology Presentation	Presentation of the proposal to secure access to the premises	30
Proposal and execution plan	<p>Scope of work.</p> <p><u>Points allocation:</u></p> <ul style="list-style-type: none"> • 50 points - for Excellent (covers all elements above as stated) • 40 points - for very Good (covers some elements above as stated) • 30 points - for Good (covers some elements stated above) • 20 points and below - not acceptable (covers no elements stated above or non-submission). <p>a. Summary of work: b. Compile security management plan c. Supply and installation of firm security doors d. Supply and Installation of access control with access cards e. Update alarm control system f. Lock the emergency door and ensure that it opens internally for evacuation processes g. Put restricted entry for dangerous weapons signage h. Supply and installation of camera at entry points. i. Supply and installation of security monitoring screens.</p>	30
Experience, qualification and Skills of leading or professional assigned personnel) in relation to the scope of work	<p>In respect of each staff member assigned to the scope of work, Bidders are required to indicate the following:</p> <ul style="list-style-type: none"> • general qualifications. • adequacy of specific field; • knowledge and expertise in the field <p>In support of the above, Bidders are to submit a CV of assigned individual to this project.</p> <p>Summary qualification & experience:</p> <p>a) Relevant 5-year experience in risk management and security matters</p>	20

	b) 4 years' qualification in BSC information systems and programmes management experience c) Formal qualification in information and access security management d) 4 years' experience on door/ access installations and control e) 4 years' experience in security monitoring.	
Client references	Please provide three (3) written letters references for third parties of whom related services were provided. Ensure to include the organization name, address and contact details. Points allocation: <ul style="list-style-type: none"> • 10 points – three (3) references on company letterhead. • 8 points- two (2) references on company letterhead. • 5 points – one (1) reference on company letterhead. • 0 points – Less than three references on company letterhead. 	10
Total		100

Based on B-BBEE contributor level score. Points will be calculated on an 80/20 method as stipulated below:

B-BBEE status Level of Contributor	Number of points (80/20)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

8. STANDARD CONDITIONS:

- a) Only respondents who have been directly invited to respond to this RFP shall be considered.
- b) RFP submissions received after the closing date and time will not be accepted or considered.
- c) No faxed RFP submissions will be accepted or considered.
- d) Service Providers are required to submit well written, formatted and packaged documents in one (1) soft copy email format.
- e) The Service Provider shall pay Unisa Enterprise (Pty) Ltd promptly for all loss, destruction, or damage to the property of Unisa Enterprise (Pty) Ltd caused by the Service Provider's personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Service Provider or any of its subcontractors in the performance of the said project.
- f) An RFP will be disqualified should any attempt be made by the Service Provider either directly or indirectly to canvass the Unisa Enterprise, or any of its officers or employees in respect of the RFP between the date of submission and the date of the awarding.
- g) Any false declaration of information will result in the exclusion of the RFP from any further consideration.
- h) Service Providers are required to, together with their Proposals, submit original and valid BBBEE Status Level Verification Certificates/affidavit or certified copies thereof to substantiate their BBBEE rating claims. Service Providers who do not submit their BBBEE Status Level Verification Certificates/affidavit or certified copies, will not be disqualified from the bidding process, however, they will score zero (0) out of a maximum of 20 points for BBBEE.
- i) UNISA Enterprise reserves the right to reject and appoint any Service Provider based on the stipulated requirements.

9. REASONS FOR REJECTION

- a) UE reserves the right to reject submissions that are not according to requirements. Prospective service providers must clearly indicate compliance or non-compliance with requirements.
- b) Prospective service providers shall not contact UE on any matter pertaining to their submission from the time the submissions are closed to the time the tender has been adjudicated. Any effort by a prospective service provider to influence the tender evaluation, tender comparisons or tender award decisions in any matter, may result in rejection of the submission concerned.
- c) UE shall reject a submission if the prospective service provider has committed a proven corrupt or fraudulent act in competing for a particular contract.
- d) UE may disregard any submission if that prospective service provider, or any of its directors:
 - e) Have abused the Supply Chain Management (SCM) system of any Government Department/ Institution.
 - f) Have committed proven fraud or any other improper conduct in relation to such system.
 - g) Have failed to perform on any previous contract and the proof thereof exists.
- h) Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

10. INTERVIEWS WITH SHORT LISTED BIDDERS

- a) In terms of the bidding evaluation process, short listed bidders may be requested to deliver a presentation of their proposals. This entails the bidder being invited to a venue as determined by UNISA Enterprise or through a suitable communication platform. All costs by the bidder will be for the bidder's account and will not be reimbursed in any way.
- b) Failing to attend a scheduled interview will lead to immediate disqualification.
- c) UE reserves the right to appoint a bidder without conducting interviews.
- d) All short-listed bidders will be subject to a vetting process of which the criteria will be made available at presentation stage.

11. SUBMISSION PROCESS

Submission subject line: **RFP: SECURE27/01/2023** must be emailed to: naledi.kgatla@unisaenterprise.ac.za and cc lwando.luke@unisaenterprise.ac.za **NO LATER THAN 10 February 2023.**

SITE INSPECTION IS COMPULSORY BY APPOINTMENT AND YOU WILL BE EXPECTED TO COMPLETE A SITE INSPECTION REGISTER. PLEASE CONTACT THE ABOVE-MENTIONED OFFICIALS TO SCHEDULE YOUR INSPECTION MEETING BETWEEN 03 -07 FEB 2023.

LATE SUBMISSIONS WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES.