

## TENDER DATA

<b>Project title:</b>	<b>Appointment of a Service Provider to render Security Services at Sentech Head Office; Nasrec and Sentech Tower for a period of three years.</b>
<b>Bid no:</b>	

### 1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Sentech seeks to appointment a Service Provider to render Security Services at Sentech Head Office; Nasrec and Sentech Tower for a period of three years.

The services required will cater for two National Key Point facilities and the Nasrec facility which is not an NKP but treated as such.

### 2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

**Envelope One** "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

**No Financial Information must be included in Envelope 1.**

**Envelope Two** "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO:** ##
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

### **3. SIGN AND INITIAL**

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

### **4. COMPLETION OF BID DOCUMENTS**

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

### **5. COSTS OF PREPARING THE BID SUBMISSION**

Bidders shall bare all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

### **6. ADMINISTRATIVE RESPONSIVENESS CRITERIA**

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

### **7. BBBEE CODES AT SENTECH**

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

**8. Pre-qualification criteria**

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is \_\_\_\_\_ (Specify targeted companies (EME / QSE) or minimum B-BBEE status level of contributor) as contemplated in PPPFA regulations, 2017 sub regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this prequalification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

**9. Subcontracting as a condition of Bid**

The successful Bidder must subcontract a minimum of \_\_\_\_\_% of the value of the contract to \_\_\_\_\_ (specify the designated group targeted) as contemplated in the PPPFA regulations, 2017 sub regulation 9(1);

**10. Transformation Plan**

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech’s transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

**11. LOCAL PRODUCTION AND CONTENT**

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector		
Specify minimum threshold applicable		

\*Bidders must fill in the SBD6.2 for Local Content and Production

**12. EVALUATION CRITERIA**

The evaluation criteria are stipulated in 18 below. It is the Bidder’s responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

**13. BRIEFING SESSION**

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

**14. CLARIFICATION**

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

## 15. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

<p><b>Two Envelop system will be followed for Technical and Price offer</b></p>	<ol style="list-style-type: none"> <li><b>1. Stage 1 – Administrative Responsiveness Evaluation</b> All the Technical Proposals will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in the list of returnable documents.</li> <li><b>2. Stage 2 –Technical Evaluation</b> Proposals that comply with all the Administrative responsiveness requirements will be evaluated against the Technical Evaluation Criteria as set <b>out in 18.2</b>. Bidders must score <b>40 points</b> (or more) out of a total <b>70 points</b> available in the Technical Evaluation Criteria to qualify for further evaluation. Bidders who fail to obtain the minimum points score of <b>40 points</b> will not be evaluated further.</li> <li><b>3. Stage 3- Risk Assessment</b> Bidders that have qualified based on achieving the required evaluation score may undergo a risk assessment and can still be disqualified from being evaluated further should the risk assessment so warrant or there are compelling and justifiable reasons to disqualify a bidder. The risk assessment will be based on any identified risks that arise out of the bidder's responses and any other risks that Sentech may identify. A physical visit and survey of the bidder's premises may be requested, as deemed necessary. Bidders that qualify based on the risk assessment will qualify for further evaluation</li> <li><b>4. Stage 4 – Price and Preference</b> Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder's financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.</li> </ol>
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## 16. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6,1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.

- Should this be a 2 envelope or 2 stage system, Bidders **MUST** separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

#### **16.1. AUTOMATIC DISQUALIFICATION**

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

## 17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Technical Criteria

## 18. TECHNICAL EVALUATION CRITERIA

### 18.1. Mandatory Eligibility Criteria

The follow in criteria are mandatory to ALL BIDDERS:

No	Mandatory Eligibility Criteria	Attach evidence and provide reference page number in your proposal
1	Valid proof of PSIRA registration of the Company	Attach valid PSIRA company certificate
2	Valid proof of PSIRA registration of the Director/s	Attach valid PSIRA director/s certificate/s
3	Valid proof of PSIRA letter of good standing	Attach valid PSIRA letter of good standing
4	SAPS letter of acknowledgement to perform NKP security services. Please note that this letter is for applying to perform NKP services and does not refer and should not be confused to any reference/registration/certificate of NKP services rendered in the past or currently performed. Attach Letter from SAPS NKP Authority.	Attach Letter from SAPS NKP Authority
5	Valid proof of Private Security Sector Provident Fund (PSSPF) letter of good standing	Attach PSSPF valid letter of good standing
6	Valid proof of Frequency/Spectrum licence from ICASA	Attach ICASA licence
7	Valid proof of company firearm licences handguns and shotguns for business purposes.	Attach copies of 6x handgun company firearm licences, and 4x shotgun company firearm licences
8	Valid proof of Liability insurance minimum R2 000 000,00	Attach insurance schedule
9	Valid proof of COIDA letter of good standing	Attach valid letter of good standing
10	Valid proof of UIF registration;	Attach compliance certificate
11	Bidder to provide evidence of having control room capacity and capabilities; Attach confirmation on company letterhead.	Provide statement of confirmation on the Company Letterhead.

**NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.**

**18.2. Functional Criteria**

No	Functionality Criteria	Documents required	Max Points
1	<p><b>Company Experience: Armed Guarding</b></p> <p>Attach appointment letters that <b>CLEARLY SHOW AND INDICATE</b> project duration and the type of security service rendered in line with the services listed above</p> <p><b>Evaluation indicators, <u>Armed Guarding</u></b></p> <p><b><u>Attach proof Armed Guarding Experience with project duration</u></b></p> <ul style="list-style-type: none"> <li>• 10 + years' experience = 15 points</li> <li>• 4 -9 years' experience = 10 points</li> <li>• 1-3 years' experience = 5 points</li> <li>• &lt;1 year experience = 0 points</li> </ul>	<p><b>Attach proof Armed Guarding Experience with project duration</b></p>	15
2	<p><b>Company Experience: Armed Response</b></p> <p>Attach appointment letters that <b>CLEARLY SHOW AND INDICATE</b> project duration and the type of security service rendered in line with the services listed above</p> <p><b>Evaluation indicators, <u>Armed Response</u></b></p> <ul style="list-style-type: none"> <li>• 5 + years' experience = 15 points</li> <li>• 4 -5 years' experience = 10 points</li> <li>• 1-3 years' experience = 5 points</li> <li>• &lt;1 year experience = 0 points</li> </ul>	<p><b>Attach proof Armed Response Experience with project duration.</b></p>	15
3	<p><b>Bidder to demonstrate number of current/completed projects as a Security Service Provider in the past five years (only letters from 2015 to date will be considered).</b></p> <p><b>Evaluation indicators</b></p> <ul style="list-style-type: none"> <li>• 5+ current/completed = 15 points</li> <li>• Between 3 &amp; 4 current/completed = 10 points</li> <li>• 1- 2 current/completed = 05 points</li> <li>• 0 current/completed = 0 points</li> </ul>	<p><b>Attach valid, signed contactable reference letters/ completion letter</b></p>	15
4	<p><b>Bidder to supply armed shift supervisors at Grade B level.</b></p> <p><b>Evaluation indicators</b></p> <ul style="list-style-type: none"> <li>• 2+ armed grade B security officers = 5 points</li> <li>• 1 armed grade B security officers = 2 points</li> <li>• 0 armed grade B security officer = 0 points</li> </ul>	<p><b>Attach PSIRA certificates and firearm competencies for security officers.</b></p>	5
5	<p><b>Bidder to supply Grade C qualified armed security officers.</b></p> <p><b>Evaluation indicators</b></p> <ul style="list-style-type: none"> <li>• 14x Grade C Qualified armed security officers = 10 points</li> <li>• 7-13 Grade C Qualified armed security officers = 5 points</li> <li>• 0-6 Grade C Qualified armed security officers = 0 points</li> </ul>	<p><b>Attach PSIRA certificates and firearm competencies for security officers.</b></p>	10
6	<p><b>Bidder to supply Grade C unarmed security officers.</b></p> <p><b>Evaluation indicators</b></p> <ul style="list-style-type: none"> <li>• 10x Grade C Unarmed Security Officers = 10 points</li> <li>• 6-9 Grade C Unarmed Security Officers = 5 points</li> <li>• 0-5 Grade C Unarmed Security Officers = 0 points</li> </ul>	<p><b>Attach and PSIRA certificates for security officers.</b></p>	10

No	Functionality Criteria	Documents required	Max Points
	Total		70

**NB:** Please note that points allocation for years of experience will be based on a FULL YEAR cycle. Sentech will use the date of this tender closing in conjunction with the project duration on the reference letter to calculate and allocate the years of experience under functional criteria number 1-3. The number of years will not be rounded off.

*Total minimum qualifying functional score is #40 points. A Bidder must score more than 0 points in each criterion to be evaluated further.*



### 19. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

### 20. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
<b>Total must equal:</b>	<b>100%</b>

80/20-point scoring system			
Preference: 20 Points		Price: 80 points	
Other: B-BBEE Status Level Contributor			
B-BBEE Level	Number of Points	Price:	100 % (of 80)
1	20	Quality / Functionality:	0 % (of 80)
2	18		
3	14		
4	12		
5	8		
6	6		
7	4		
8	2		
Non-Compliant contributor	0		
Total must equal:			<b>100% (of 80)</b>

### 21. Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$P_s = 80 \left[ \frac{1 - (P_t - P_{min})}{P_{min}} \right]$$

Where:

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Rand value of bid under consideration
- $P_{min}$  = Rand value of lowest acceptable bid

**22. Declaration of Authority**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

**TABLE 1: REFERENCES**

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Customer	Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
1						
2						
3						
4						
5						

<b>Name of Tenderer</b>	<b>Signature</b>	<b>Date</b>