

REQUEST FOR TENDER

THE SUPPLY / PROVISION OF **FULL-TIME SECURITY SERVICES AT DIE HOËRSKOOL WONDERBOOM**



CONTACT FOR FURTHER INFORMATION

Tender enquiries are to be directed to:

Mr. C.Schmahl
Telephone: (012) 335 6806 Mobile: 083 290 6400
E-mail: carl@wonnies.co.za

If the above person is unavailable, the enquiry may be directed to:

Mr. W.Jansen van Rensburg
Telephone:(012) 335 6806 Mobile: 084 018 9999
E-mail: rugby@wonnies.co.za

TENDERS CLOSE AT

**14:00 on Thursday 01/10/2020,
electronically at Die Hoërskool Wonderboom
per email. carl@wonnies.co.za or
rugby@wonnies.co.za**

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REQUEST FOR TENDER

1. INVITATION

On behalf of Die Hoërskool Wonderboom we hereby invite all security service companies to submit tenders for the provision of full time security services / supply of security services described in the attached specification.

2. BACKGROUND

The school is situated in Wonderboom-Suid with two main entry points. It consists of +- 1200 learners and staff members. This is an Afrikaans-speaking community school with roots anchored in a Christian ethos. The school is +- 81000m². For more information, please visit our webpage at www.wonnies.co.za.

3. CONTACT OFFICER

Tenderers may seek clarification of any matters relating to this Request for Tender by directing enquiries to the contact officer(s) nominated on the cover sheet of this document. Tenderers cant rely on communication with any other person(s) with regard to the tender process.

It is the responsibility of the Tenderer to request any clarifications or additional information arising from analysis of this process. The contact officer may stipulate that any request for clarification or additional information arising from analysis of this document be forwarded in writing.

4. SITE VISITS

Any Tenderer may request to visit Die Hoërskool Wonderboom to accurately provide a tender. The tenderer needs to contact the contact officer as described on the cover page in order to schedule a site visit.

5. SUBMISSION FORMAT

The Tenderer's submission must comply with the following:

- a) all documents and schedules listed in Annexure A "Tender Submission" are included in the submission;
- b) the format is as stated in Annexure A "Tender Submission";

6. SUBMISSION LODGEMENT

It is recommended that the submission is uploaded at least two hours before the specified closing time to the appropriate contact officer as stated on the cover sheet.

If problems are encountered with uploading the submission to the specified email addresses the tenderer should contact the contact officer that is listed on the cover sheet as soon as possible and in any case, prior to the specified closing time.

The Tenderer's submission must comply with the following:

- a) the submission is in either English or Afrikaans and prices are stipulated to South African Rand;
- b) all tender documents are to be submitted electronically to the email addresses as stated on the cover page.

7. LAST QUERIES DATE

If there are parts of the document that tenderers do not understand, tenderers should contact the contact officer as stipulated on the cover page no later than 5 business days before the date for closing of tenders.

8. CONTRACT LENGTH

Die Hoërskool Wonderboom will award a year to year contract to the tender to start January 1st 2021.

9. EVALUATION PROCESS

Tenders will be assessed as per Die Hoërskool Wonderboom security policy as stated by the school SGB.

At any time prior to the award of a contract, Die Hoërskool Wonderboom reserves the right to:

- a) seek clarification of any aspect of a tender;
- b) seek the advice and / or assistance of external consultants regarding the assessment of tenders; and
- c) make enquiries of any person, company or organisation to ascertain information regarding any Tenderer and its tender.

If requested by die Hoërskool Wonderboom, selected Tenderer(s) must provide additional written information regarding their tender. The information required shall be described as a "Post Tender submission" and will be provided by the contact officer. This information shall be submitted within the time stated and will be considered as part of the tender. Failure to submit the information in the time requested may result in the tender being set aside from further consideration.

Selected Tenderers (or their authorised representatives) may be required to attend an interview, workshop or meeting or enter into negotiations with Die Hoërskool Wonderboom.

10. COMPLAINTS

If at any time during the tender process, a tenderer considers that it has been unfairly treated, the tenderer must first notify die Hoërskool Wonderboom contact officer in writing. If the matter is not resolved, the tenderer may then contact the chairperson of Die Hoërskool Wonderboom SGB below, and request in writing for the issue to be dealt with.

Title: Mr. L. Langenhoven
Email: leoninpta@gmail.com
Phone: 072 235 5247

BID RULES

1. PROCUREMENT PROCESS

This procurement process does not give rise to or amount to a process contract whether a tender is submitted in response to this invitation or not. (A process contract means a contract about the tendering process.)

After considering any responses submitted in accordance with these Bid Rules, Die Hoërskool Wonderboom will decide whether or not to enter into negotiations with one or more preferred tenderers.

2. BRIEFINGS/SITE VISITS

If Die Hoërskool Wonderboom considers it necessary, Die Hoërskool Wonderboom may conduct briefings and / or site visits in relation to this process.

Die Hoërskool Wonderboom will advise in the invitation if the tenderers attendance at a briefing or site is a prerequisite for submitting compliant tenders.

Die Hoërskool Wonderboom may also require a tenderer to inspect or visit a site for the purpose of examining and understanding the requirement prior to tendering.

3. CLARIFICATION

Until the last queries date (refer invitation) you may seek clarification of any matters relating to this invitation by directing enquiries to the contact person.

You may expect that in response to a query submitted before that date, Die Hoërskool Wonderboom will either provide an answer or provide written notice that no answer is given.

Die Hoërskool Wonderboom reserves the right to inform all other tenderers of the question or matter raised and the response given, but may at its discretion choose not to do so.

4. FORMAT, CONTENT AND SUBMISSION OF BIDS

Die Hoërskool Wonderboom expects that the tender:

- will be in English or Afrikaans
- will be appropriately endorsed by an authorised officer of the tenderer, with any alterations, measures or prices clearly and legibly stated and any alterations initialled
- will quote prices in South African Rand
- will quote prices that are inclusive
- will submit electronic copies in PDF format

5. PRESENTATION BY THE TENDERERS

Die Hoërskool Wonderboom may request presentations by tenderers, where appropriate, of your bid but need not make the same request of all tenderers.

6. PROBITY

Die Hoërskool Wonderboom expects that you will:

- declare any actual or potential conflict of interest;
- not seek to employ or engage the services of any person who has a duty to Die Hoërskool Wonderboom as an adviser, consultant or employee (or former adviser, consultant or employee) in relation to this process unless the tenderer notifies Die Hoërskool Wonderboom SGB and contact person before the tender is submitted;

- not collude with any potential tenderer;
- not offer any incentive to, or otherwise attempt to influence, any employee of Die Hoërskool Wonderboom or any member of an evaluation committee at any time; and
- not make any news releases or responses to media enquiries and questions pertaining to this process without Die Hoërskool Wonderboom written approval.

If you act contrary to these expectations, Die Hoërskool Wonderboom reserves the right (regardless of any subsequent dealings) to:

- terminate negotiations;
- terminate consideration of your bid; and
- terminate any contract between you and Die Hoërskool Wonderboom in relation to the Project without any obligation on Die Hoërskool Wonderboom to make any payment to you.

7. RESERVATION OF RIGHTS

Die Hoërskool Wonderboom reserves the right to:

- invite any person or entity to submit a bid;
- extend the bid closing date;
- vary the Statement of Requirement and/or the Specifications at any time, subject to Die Hoërskool Wonderboom first giving each tenderer the opportunity to respond to the variations;
- allow a tenderer to change its bid before the completion of evaluation of tenders, but only if the same opportunity is given to all tenderers;
- consider a bid submitted other than in accordance with these Bid Rules;
- consider an incomplete bid;
- exclude from consideration a bid that has not been submitted by the Closing Time;
- abandon this invitation process at any time;
- clarify any aspect of a bid after the closing date;
- seek the advice of external consultants to assist the Die Hoërskool Wonderboom in the evaluation or review of bids;
- make enquiries of any person or entity to obtain information about the tenderer and its bid;
- seek information from any tenderer;
- following evaluation of bids, invite revised bids from one or more tenderers;
- following evaluation of bids, negotiate with one or more tenderers;
- negotiate with a tenderer for the provision of any part of the requirement, and to negotiate with any other tenderer with respect to the same or other parts of the requirement, and to enter into one or more contracts for all or any part of the requirements;
- enter into negotiations with any other person or entity who is not a tenderer;
- discontinue negotiations at any time with any tenderer; and
- propose revised or replacement contract terms at any stage in this procurement process in substitution for, or in addition to, the terms and conditions included.

8. DIE HOËRSKOOI WONDERBOOM EXPECTATIONS

Die Hoërskool Wonderboom expects that if you submit a bid:

- you have the necessary skills, knowledge and experience to comply with the tender response requirements and the tender special requirements;
- you have fully informed yourself of all facts and conditions relating to this process and the tender response requirements and the tender special requirements; and
- all prices submitted will be fixed (unless otherwise specifically indicated).

9. TENDERERS' EXPECTATIONS

Tenderers can expect that the Die Hoërskool Wonderboom will:

- preserve the confidentiality of your tender;

- afford every tenderer the opportunity to compete fairly;
- subject to the Die Hoërskool Wonderboom right to terminate this process, consider a bid which is submitted in accordance with these Rules by a tenderer who has:
 1. complied with the Die Hoërskool Wonderboom expectations as to probity provided the information required in this stage of the process as set out in this Invitation;
 2. and co-operated with bid rules;
 3. and submitted its bid by the Closing Time.

10. ACCEPTANCE OF TENDER

- Die Hoërskool Wonderboom is not obliged to accept any tender.
- If Die Hoërskool Wonderboom does accept a tender, it is not obliged to accept the lowest priced tender.
- Die Hoërskool Wonderboom may consider or accept (at Die Hoërskool Wonderboom sole discretion) any tender including without limitation a late tender or the tender of a tenderer who has failed to submit a tender in accordance with these bid rules.
- No acceptance of a tender nor any invitation to negotiate or to make an offer will be effective to constitute a contract or to create any legitimate expectation on the part of the tenderer unless a formal written contract is executed by both parties.
- Notification to a tenderer that it is the preferred tenderer will not constitute an acceptance of the tender but an invitation to negotiate.

11. WARNING - THIRD PARTY SUPPLIED INFORMATION

Die Hoërskool Wonderboom does not warrant the truth or accuracy of material (source material) that is expressed to be provided by a third party. Accordingly, tenderers should independently verify third party provided source material and rely only upon their own opinions interpretation or conclusions based on source material.

12. COST OF PREPARATION OF BIDS

Tenderers are responsible for the cost of preparing and submitting a bid and all other costs arising out of the process.

ANNEXURE A

TENDER SUBMISSION

TENDER RESPONSE REQUIREMENTS

The Tenderer's submission must:

- respond to all criteria set out in this Annexure;
- follow the numbering format with headings clearly identifiable;
- supply information related only to that requested in the headings;
- not include additional information of a general nature; and
- only include Attachments or Appendices that are part of the Tenderer's submission within the applicable Schedule and not located separately
- A tender may include additional information to support their tender

TENDER MUST FOCUS ON THE FOLLOWING SPECIAL REQUIREMENTS

- 2 x Dayshift security guards from 06:00 – 18:00 (Mon-Fri)
- 1 x Dayshift security guard from 06:00 – 18:00 (Sat-Sun)
- 1 x Nightshift security guard from 18:00 – 06:00 (Mon-Sun)
- Equipment on site (Flashlight, baton, pepper-spray, handcuffs, OB-books, visitor and general logbooks) and any other equipment.
- Additional guards per 12 hour shifts when requested
- It is recommended that all security guards have applicable knowledge in extreme situations such as in the case of fire.
- All guards must be registered to the relevant accredited body for security services(CIRA).
- Tenderer is to provide the school with the necessary criminal background clearance certificates and security guards that appear on the sex offenders register of the SAP may not be considered under any circumstances.

Any information provided that does not comply with the above will not be considered in the evaluation.

TENDERERS MUST SUBMIT THE FOLLOWING WITH THE TENDER:

The following documents

1. Companies history.
2. Companies details (full contact sheet).
3. Schedule of Prices as stated under special requirements and any other relevant services.
4. Schedule of Rates as stated under special requirements any other relevant services.
5. Emergency response plan and an emergency management procedure document.
6. Certificate of Public Liability Insurance.
7. Certificate of Professional Indemnity Insurance.
8. Statement of company experience relevant to this tender and track record of company.
9. Document of nominated personnel, their availability, accessibility, level and duration of input and their location normally and during the provision of services. All security guards and site manager profiles included to the relation of the proposed site that is Die Hoërskool Wonderboom.
10. Details of subcontractors and suppliers.
11. Overview of Management Systems (including quality, technical, managerial, organisation, insurances and Work Health and Safety).