

**THE MSUNDUZI MUNICIPALITY**

**TENDER NOTICE**

**SUPPLY AND SERVICES CONTRACT No. 23-R OF 2021**

**APPOINTMENT OF A PANEL OF SECURITY SERVICE PROVIDERS FOR THE PROVISION  
OF SECURITY SERVICES AT VARIOUS MUNICIPAL SITES INCLUDING FORESTRY AND  
VIP PROTECTION**

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Service Providers for the above works. ***Only Service Providers who are registered with the Private Security Industry Regulatory Authority (PSIRA) will be considered for appointment.***

Interested tenderers are to submit a **Bidder Registration Form** of which is available on the Msunduzi Municipality's website [www.msunduzi.gov.za](http://www.msunduzi.gov.za) in the Tenders Folder / Database Forms. The registration will begin from **06 May 2021** and end at the close of business (17H00) on **17 May 2021**. The Bidder Registration Form must be completed and e-mailed to [procurement@msunduzi.gov.za](mailto:procurement@msunduzi.gov.za) and copied to [vuyani.msimang@msunduzi.gov.za](mailto:vuyani.msimang@msunduzi.gov.za). ***Tenderers who fail to register within the above registration period will not be eligible to receive and submit a tender document.***

**A non-compulsory Tender Briefing Meeting** will be held on **Monday, 24 May 2021**. Tenderers will be informed in due course of the mode and details of the **Tender Briefing Meeting** once potential tenderers have submitted their Bidder Registration Forms. Tenderers that do not receive any confirmation of receipt of their Bidder Registration Forms within 48 working hours at the end of the above registration period must request such via an e-mail to [vuyani.msimang@msunduzi.gov.za](mailto:vuyani.msimang@msunduzi.gov.za).

Please note that tenderers who have already submitted the Bidder Registration forms need not to submit again.

The Msunduzi Municipality will continue to advertise its Tender Notices on the National Treasury e-Tender Portal and Municipal website. Tender documents will only be emailed to potential tenderers that have timeously submitted their Bidder Registration Forms.

For any technical related enquiries, please contact Priscilla Mahlaba / Kwenza Khumalo (Public Safety - Security) on direct Telephone No. 033 – 392 2910 / 033 392 2893 or e-mail address [priscilla.mahlaba@msunduzi.gov.za](mailto:priscilla.mahlaba@msunduzi.gov.za) / [kwenza.khumalo@msunduzi.gov.za](mailto:kwenza.khumalo@msunduzi.gov.za).

**Tenders must be submitted both in hard copy and on CD/USB Flash Drive contained in sealed envelopes and marked with “Contract No. SS 23-R of 2021”** and the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than **12h00 on Tuesday, 8 June 2021**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

**Tender Validity Period:** Four (4) months commencing from the closing date of tender.

**Tender Adjudication/Evaluation Criteria:** The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 90/10 Preference Point System in accordance with the Preferential Procurement Regulations 2017, issued in terms of section 5 of

the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:

Item	Functionality / Technical Criteria Description	Max Points
	<p><b>A. <u>Resources:</u></b></p> <p><b>1. <u>Number of vehicles currently owned or leased in the name of the Service Provider.</u></b></p> <p><b>2. <u>Number of registered Security Officers that will be available for the provision of the services, for purposes of this contract, and that are in the employment of the Service Provider at the time of submitting the Tender. (MAX Points = 10)</u></b></p> <p><b>3. <u>Number of Grade B Supervisors, in the employ of the Bidder, at the time of submitting the bid: (MAX = 10 Points)</u></b></p> <p><b>4. <u>Number of Qualifying (Grade-A) VIP Protection personnel, in the employ of the Bidder, at the time of submitting the Bid (MAX = 10 Points)</u></b></p>	<p><b>(40)</b></p> <p><b>10</b></p> <p><b>10</b></p> <p><b>10</b></p> <p><b>10</b></p>

	<b>B. <u>Experience levels:</u></b>  <b>1. Of Service Provider:</b>  <b>(a) Number of security contracts concluded (or number of terms in the case of renewing the same contract) and successfully carried out with Organs of State in the past 10 years.</b>  <b>(b) Years of experience of the Bidder in the Security Industry.</b>  <b>(c) Number of security contracts whereby 300 or more personnel, had been utilized by the Service Provider, in respect of each security contract.</b>  <b>2. <u>Average Years of Experience of Grade B Supervisors to be utilized for purposes of this contract.</u></b>  <b>3. <u>Average Years of Experience in the security industry, Of Directors/Managing Partners/Members/Sole Proprietors.</u></b>	<b>(50)</b>   <b>10</b>  <b>10</b>  <b>10</b>  <b>10</b>  <b>10</b>
	<b>Total Functionality Points:</b>	<b>90</b>
	<b>Threshold to Qualify for Stage Two</b>	<b>70% (63 Points)</b>

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

**M. P. KHATHIDE (CITY MANAGER)**