



**TERMS OF REFERENCE:
Provision of Security Services**

Bid Reference: CM/08/2019

Compulsory Briefing Session: 28 August 2019 at 11h00 am

Bid closing date: 30 September 2019 at 11h00 am

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1. BACKGROUND

The NHFC was established by the National Department of Human Settlements as a development finance institution (DFI) in 1996, with the principle mandate of broadening access to affordable housing finance for the low- and middle-income households.

NHFC is a registered state-owned company. As a Schedule 3A national public entity, the NHFC adheres to the regulatory framework of the Public Finance Management Act (PFMA) of 1999.

The NHFC provides wholesale funding in the affordable housing market mainly to social housing institutions, non-banking retail intermediaries, building contractors privately owned property developers and investors. It provides loans and other forms of wholesale funding (equity and quasi equity) to certain niche businesses that operate in the affordable housing market.

Effective from 01 October 2018, the company merged with National Urban Reconstruction and Housing Agency SOC NPC (NURCHA) and Rural Housing Loan Fund SOC NPC (RHLF). The NHFC will serve as a consolidated platform for the establishment of the HSDB. The process of winding up these two entities has commenced. It is envisaged that the NHFC will continue in its existing legal format but will change its constitution documents to conform to the HSDB requirements once established.

The NHFC sees itself as a progressive organisation that strives to develop and implement Security Management Systems that is in line with reporting requirements for today's busy business environment. Due to the threats and security risks that have been identified over a period of time, it has become critical that the organisation improve the existing security system in order to mitigate any risk or threat to the employees and also to secure the building and other assets of the institution.

2. SCOPE OF WORK

2.1 Purpose of the Assignment

The Service Provider will be expected to maintain the current Security Management System with particular reference to the following processes:-

- Develop/review a Security Policy that will ensure internal and external compliance within the parameters of the NHFC;
- Provide physical security to the NHFC; Provide at least 2 security personnel at a given time within the NHFC premises
- Maintain the existing CCTV and a Public Address (PA) System within the NHFC; and
- Provide the NHFC with a Metal Detector that will assist the organisation to screen incoming individuals carrying weapons or undesirable weapons.

2.2 Key Competencies of Service Provider

- Have exceptional expertise in security management consulting of more than five years;
- Specialise in Security Systems and Management;
- Capacity/ resources to execute the assignment; and
- Have carried out several similar exercises elsewhere (proof of reference required).

3. APPOINTMENT, COMMENCEMENT AND DURATION OF ASSIGNMENT

The service provider will be expected to commence as soon as the contract with NHFC is signed and all requirements per the scope defined in this RFP.

Respondents shall bear all costs incurred in the process of responding to the RFP and in any subsequent negotiation.

NB: It should be noted that the Corporation intends vacating its current premises in the next 12 months, therefore it is expected that the services will be extended to the new business building.

4. TECHNICAL PROPOSAL

The Technical Proposal must include the following:

4.1 Introduction

Outline of the proposal and summary of key aspects of the proposal.

4.2 Company Profile

- Appropriate information about the company;
- Full and comprehensive description of similar work undertaken in the past 3 years;
- List of current clients and references; and
- Composition of team (abridged CVs of each member of the team, including qualifications, experience, expertise etc).

4.3 Understanding of Requirements

The Service Provider is to demonstrate their understanding and interpretation of the terms of reference.

4.4 Execution Plan

The Service Provider is to provide the proposed methodology and approach to be used in keeping with the scope of the work to achieve the purpose and objectives.

5. FINANCIAL PROPOSAL

The Financial Proposal must follow the following framework:

- Total Price for the Project, inclusive of VAT;
- Project Cost Calculation (itemised), derived from the work content.

6. COMMERCIAL OBLIGATIONS

6.1 Contracting

The Contract in respect of the assignment will be signed between the Service Provider and NHFC for a period of two years.

6.2 Material Rights

The product of this exercise will generate confidential information which will be the property of the NHFC and no disclosure of information to other parties.

6.3 Rules of Bidding

- NHFC reserves the right to amend or cancel this RFP at any time, at its sole discretion;
- Tax clearance certificates dated within six months of the closing date of this bid must be submitted by those tendering for the business;
- The NHFC is not bound to accept any of the proposals submitted, and reserves the right to call for best and final offers from the short-listed bidders before final selection;
- The NHFC reserves the right to call for interviews with short-listed bidder before final selection;
- The NHFC reserves the right to negotiate price with the preferred bidder;
- An eligible bidder, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in this proposal;
- NHFC reserves the right to award a contract in part, to reject any and all quotations in whole or in part, to waive technical defects, irregularities and omissions, at its sole discretion; and
- Late submissions will not be considered.

7. EVALUATION CRITERIA

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Regulations of 2017.

The Evaluation of the bid will be conducted in 3 (three) phases as follows:

7.1 Phase 1: Eligibility/Pre-qualification criteria

Bidders will be evaluated according to pre-qualification requirements which include the submission of mandatory information or documentation as set out below. Bidders that fail to meet the pre-qualification requirements of the bid will not be considered further for evaluation on technical requirements i.e. Phase 2.

Documents to be submitted:

- Tax clearance PIN or certificate with at least 6 months remaining;
- All applicable SBD forms available from the National Treasury website and NHFC website;
- Proof of company registration with CIPC;
- Proof of company registration on the National Treasury Supplier Database;
- Current signed audited Annual Financial Statements of the bidder.
- B-BBEE certificate

Phase 2: Technical/functional evaluation

Category	Criteria	Sub-category	Points
1.	Past Relevant Experience		30
	a. Must demonstrate proven track record for the provision of the above-mentioned service and support capabilities (list of current and past clients to be provided)	10	
	b. Number of years' experience in providing similar services elsewhere.	10	
	c. Bidders must submit at least five (5) written references in respect of related services undertaken. References should be signed and contactable	10	
2.	Key Personnel		30
	• The service provider must be registered with Private Security Regulatory Authority (PSIRA) (copy of membership certificate to be provided)	15	
	• The security personnel must have at least level (Grade) D certificate and must be trained to handle fire- arms and related equipment. (copy of qualification certificates to be provided)	15	

3.	Technical Capacity		30
	Demonstrate level of expertise through the implementation strategy (cost effective and resilient)	30	
4.	Sustainability		10
	• Must demonstrate long term capability to support and maintain service level agreements.	5	
	• Must be financially viable (submission of Financial statements)	5	
	TOTAL	100	

Phase 3: B-BBEE and Price evaluation

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Regulations of 2017. Bidders who score a minimum of 70 points will be further evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

Price Assessment	80 Points
TOTAL	80
Preferential Elements	20 Points
B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

8. PROPOSAL REQUIREMENTS

9. COMPLIANCE DOCUMENTS TO BE SUBMITTED

- Company profile and Technical Proposal
- Financial Proposal (Separate document)
- Valid BBEE Credentials Original Tax Clearance Certificate
- Copies of any Shareholders agreement

- ID copies of Shareholder/Directors
- A copy of the current memorandum and articles of association of the company or constitutional documents of the company
- Vat registration evidence
- All Standard Bidding Documents

9.1 Copies

Three hard copies and a soft copy (CD/USB) must be submitted in a sealed envelope, appropriately addressed.

9.2 Submission Address

Proposal, endorsed with the words, “**RFPCM/08/2019**” must be hand delivered to:

NHFC Tender Box
The Isle of Houghton
Old Trafford 3, 1st Floor
11 Boundary Road
Houghton
Johannesburg

Attention: Ms. Pumza Nsukwini

9.3 Submission Date

Proposals must reach the NHFC by, **30 September 2019 at 11h00AM.**

9.4 Proposal Cost

Respondents shall bear all costs incurred in the process of responding to the RFP and in any subsequent negotiation.

9.5 Contact Person

The contact person for information pertaining to the RFP proposal is Ms. Pumza Nsukwini, telephone numbers 011-644 9800, fax number 011 484 0204 and e-mail: pumzan@nhfc.co.za.