



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 25 March 2019

UMZ/2018-19/ (SECURITY ASSESSMENT)

SERVICE PROVIDER TO DO SECURITY IMPACT ASSESSMENT.

Bidders are hereby invited to submit proposals/Quotations to do security impact assessment for Mount Frere as per specification.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 02 April 2019**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Mr Ntlamba & Mr Mbukushe (SCM Manager) 039 255 8536/11/8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

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GPT-NOTA (MUNICIPAL MANAGER)

Security impact assessment



UMZIMVUBU
LOCAL MUNICIPALITY

Security Impact assessment terms of reference for Mount Frere service area

1. Background

The Umzimvubu local municipality is, in view of the nature of its mandate, vision and mission, exposed to security risks, threats and vulnerabilities. These contingencies and vulnerabilities on the premises or offices of the ULM necessitate conducting a security impact assessment for effective and efficient safeguarding of human lives, property, personal belongings, ULM assets and information. Umzimvubu Local Municipality intends to procure services of a suitable qualified service provider for the Security impact Assessment in EmaXhesibeni town. The municipality accordingly invites interested parties to submit bids/proposals in order to be considered for the appointment as service provider.

2. OVERVIEW OF THE WORKS.

The purpose of the project is to identify the internal and external threats that could cause a disruption and further develop a proposed action plan

3. EXTENT OF THE WORKS

The appointed bidder will be required to do security impact assessment and mainly focus on the following topics. This will include amongst other things coming up with mitigating actions on all areas of vulnerability identified.

1. Risk Management
2. Policies
3. Physical security
4. Access control
5. Employee security
6. Material security
7. Information security
8. Emergency Response

4. PROJECT DURATION

The appointed service providers will be required to start immediately after receiving an order and the duration of the project is a maximum of 30 days

4. EVALUATION CRITERIA

5.1. The 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution/sworn affidavits and Exempt certificate.

5.2 This bid shall be evaluating in two stages. On first stage bids will be evaluated on functionality, second stage in accordance with 80/20 preference points system as stipulated above.

Security impact assessment

FIRST STAGE-EVALUATION OF FUNCTIONALITY

The evaluation of the functionality will be evaluated individually in accordance with the below functionality criteria and values. All bids will be subjected to a pre-qualification and will be required to achieve a minimum of 80% in order to be evaluated further.

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	MAX POINTS ALLOWED
PROVEN EXPERIENCE OF THE COMPANY IN RENDERING SECURITY SERVICES (Attach tangible references of services which has been rendered). If the bidder cannot demonstrate the necessary relevant experience via at least one (1) successfully completed similar projects, then the bid will be deemed non-responsive and will be rejected).	<ul style="list-style-type: none"> • If more than 10 years security experience 	5
	<ul style="list-style-type: none"> • If 5 - 10 years security experience (attach happy letter from employer) 	3
	<ul style="list-style-type: none"> • If less than 5 years security experience (attach happy letter from employer) 	2
Expertise and experience of proposed team, CV's of staff and principal partners.	A well-established firm with the following: Proof of company professional Registration with Psira and Curriculum Vitae of all team members indicating relevant experience and knowledge based on qualifications of security risk management	10
Bidder Methodology: The bidder will be required to develop a detailed methodology as per the extent of works.	Should have the following topics: (80 points) with at least 5 metrics per topic and 10 points per topic	80
	1. Risk Management	
	2. Policies	
	3. Physical security	
	4. Access control	
	5. Employee security	
	6. Material security	
	7. Information security	
8. Emergency response		
TOTAL POINTS ON FUNCTIONALITY MUST ADD UP TO		100

TERMS OF REFERENCE SECURITY IMPACT ASSESSMENT MOUNT FRERE SITE

The terms of reference shall mainly focus on the following key areas

FOCUS AREA	KEY REFERENCE
1. RECRUITMENT OF SELECTION	Qualifications
2. SITE PROCEDURE	Attendance, clocking supervision
3. SERVICE PROVIDER POLICIES AND PROCEDURE	Registers, Site inspection, Document book, emergency procedure
4. PHYSICAL SECURITY	Guard room, firearms etc.
5. HUMAN RESOURCES REGULATIONS	Salaries, payslips and benefits in general as per ministerial determination
6. PERFORMANCE MEASUREMENT STARDARDS	Policy and standards operating procedures regulation performance

The service provider shall be expected to make an assessment, report and make some recommendations. The assessment and recommendation shall not be limited to the identified areas of focus. The services provider may also identify some aspects which may pose security risks to the Umzimvubu local municipality.

Signed



M. N SINEKE

Manager: Citizen and Community Services