



NORTH WEST HOUSING  
CORPORATION

## OFFICE OF THE CEO

ENG: FL Makwati  
TEL: 018 381 0872

### REQUEST FOR QUOTATION

|  |  |
|--|--|
| <b>RFQ NO.</b>   | <b>Contact Person:</b>   |
| NWHC/2022/RFQ0145  | Frilymo Makwati  |
| <b>RFQ Issue Date:</b>   | <b>Contact Details/ Telephone No.:</b>   |
| 13 December 2022   | 018-381-0872   |
| <b>RFQ Closing Date</b>  | <b>Contact Email:</b>  |
| 15 December 2022<br>Time: 09h00  | <a href="mailto:fmakwati@nwhc.co.za">fmakwati@nwhc.co.za</a><br><a href="mailto:quotes@nwhc.co.za">quotes@nwhc.co.za</a> |
| <b>Submission of proposals/ quotes</b>   |  |
| Proposals should be emailed to <a href="mailto:fmakwati@nwhc.co.za">fmakwati@nwhc.co.za</a> / <a href="mailto:quotes@nwhc.co.za">quotes@nwhc.co.za</a> or hand delivered to:<br><b>Segarona Building<br/>No. 23 First Street<br/>Industrial Site<br/>Mahikeng<br/>2745</b> |  |
| <b>Description of services/products required:</b>  |  |
| <b>Request for Temporary Security Services at NWHC properties for a period of 5 Mon</b>  |  |

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OY Dibetso-Bodibe, (Interim Chairperson and Deputy Chairperson), KA Dikgole, A Kekesi, R Rawat, TS Lerefolo,  
DN Tsagae, HT Moselane, BS Khukhele, SE Mogodiri (CEO), SZ Machaba (Company Secretary)



### Returnable Documents and Schedules:

✓ **Returnable Documents which must accompany the quotation**

✓

- Certified B-BBEE Rating Certificate/ Affidavit.
- Valid original Tax Clearance Certificate/Copy with SARS pin.
- CSD Master Registration report/ Master Registration Number.
- Valid company PSIRA Certificate (Private Security Industry Regulatory Authority).
- Valid director of PSIRA Certificate.
- Valid PSIRA letter of good standing.
- Valid certified Director Police clearance.
- Valid UIF: certificate of compliance.
- Valid workman`s compensation letter of good standing.
- Company profile.
- CV`s of all personnel indicating relevant experience.
- Copies of qualification.
- Proof of relevant experience (Company Profile)
- A minimum of 2 reference letters.

✓ **Returnable Forms which must accompany the quotation**

✓

**The forms must be fully completed, signed, and dated appropriately**

- SBD 4: Declaration of Interest.
- SBD 6.1 Preference Points Claim Form in Terms of Preferential.
- SBD 8: Declaration of bidder`s past Supply Chain Management practices.
- SBD 9: Certificate of Independent Bid Determination.

**PLEASE NOTE:**

- ✓ The quotation must be on the supplier`s letterhead.
- ✓ Quotations must be in accordance with the specifications, unless otherwise stipulated.
- ✓ Where applicable, the official pricing structure must be used. Should the allocated pricing page / information be insufficient, you may include an additional copy of the price page.
- ✓ Suppliers are advised that the 80/20 preference points system shall be applied in the evaluation of quotations.
- ✓ The quotation should be valid for a period of 60 days.

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**Enquiries regarding specifications may be directed to:**

**Name: Frilymo Makwati**  
**Telephone No: 018 381 0872**

## **1. BACKGROUND**

The North-West Housing Corporation (NWHC) is a schedule 3(c) Public Entity in terms of the Public Finance Management Act ("PFMA") No.1 of 1999, and it was established in terms of the North West Housing Corporation Act 24 of 1982 as amended. However, a decision was taken by the Provincial Executive Provincial Executive Council (EXCO) during the 2008/09 financial year to close the Corporation.

The Corporation was established by ACT, for the purposes of providing and furthering the provision of housing and accommodation in the province on a co-ordinated basis and on a national scale and assisting in the formation of policies to achieve these objectives, to provide for the management, control, and representation of the said Corporation by a Board of Directors, to define the pow functions and duties of the said corporation, and to provide for incidental matters.

## **2. BACKGROUND TO ASSIGNMENT / PROCUREMENT**

North West Housing Corporation is requesting onsite temporary security services for NWHC head office, Matlosana CRU and Kagiso Flats in Mmabatho for a period of 5 months.

## **3. SCOPE OF WORK**

Provision for Security services (Grade C) for a period of 6 months and as and when additional guards are required on site/offices/ institution of north west housing corporation will entail the following.

### **3.1 Physical Guarding**

- i. The duties of the security officers/guards shall be to patrol the sites allocated to the Service Provider and to prevent individuals from illegally entering and removing
- ii. equipment or material from the sites concerned.

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- iii. To guard and protect the buildings, equipment and material against damage, theft and vandalism including the removal of vagrants, loiterers and yard- sneakers from the premises.
- iv. Patrols shall be done on foot, at least twice per hour every hour for the duration of the shift, unless specified differently in the Site Operational Plan.
- v. The Service Provider's Supervisor, when doing a site inspection once during every shift (Day and Night), shall also do a patrol session to ascertain that all is in order on the site.
- vi. He/she will record his/her findings In the Occurrence Book
- vii. Patrols executed, criminal acts and any irregularities observed must be recorded in the occurrence book.
- viii. The security officers/ guards will apprehend and detain any suspicious person on the premises (including vagrants, loiterers and yard sneakers), and take relevant action against them as discussed below
- ix. The security officers/ guards shall in the event of a robbery, with due regard to the safety of the guards, the NWHC employees and the public, attempt to engage/ the robbers or disarm them.
- x. Security officers/guards must obey all the instructions of the Operations Manager of the Service Provider, or, if he/she is absent, the NWHC Security Manager, provided that only under the immediate threat of death or serious injury by (a) robber(s) if his/her or their Instruction is not obeyed, can the Security officers/guards obey the instruction of such robber(s).
- xi. Under no circumstances shall they act in such a manner that they may put anybody's life at risk.
- xii. The security officers/ guards shall attempt to observe and to remember as many details as possible of the robbers' descriptions and their dress, which may assist SAPS to identify the perpetrators at a later stage.
- xiii. Security officers/ guards shall report any suspicious action or unusual occurrence to his/ her Radio Control Centre, the NWHC Security Manager and the SAPS.

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XIV. Security officers/ guards to patrol areas, as and when required (by separate order from North West Housing Corporation), with vehicles, to



prevent people from illegally dumping on open stands/premises, to apprehend such people and to call their Supervisor and or official in charge of the area concerned and to record all incidents in the occurrence book on site.

- xv. The provision of security services, as and when required (by separate order from North West Housing Corporation) in order to prevent illegal erection of structures in respect of instances of vagrancy on various parcels of land owned by North West Housing Corporation.
- xvi. The Supervisor/Operations Manager of the Service Provider shall exercise supervision over the security officers deployed at North West Housing Corporation's Installations.

### 3.2 Access Control

- i. Access control includes, but is not limited to, the monitoring of entering and exiting of pedestrians and vehicles to and from North West Housing Corporation premises (sites) by checking North West Housing Corporation employees' Identification cards (if any) and ensuring that visitors are issued with visitors' permit prior to gaining access.

### 3.3 Pedestrian

- i. All persons entering the site(s) of North West Housing Corporation shall have an identification card or visitors' permits, where applicable.
- ii. The security officer/guard shall be responsible to verify the entry/exit of all persons at these entry/exit points by ensuring that all employees of North West Housing Corporation and other service providers, i.e. contractors, carry the necessary identity cards or visitors' slips prior to allowing them access/egress to/from the site(s).
- iii. Where employees and contractors continuously fail to adhere to this policy, the security officer/guard must communicate the matter to the Site Manager, his Supervisor and the NWHC Security Manager for further appropriate actions.

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- iv. The security officer/guard shall search luggage, bags, etc. at random,

as and when required, of all persons entering and leaving the premises.

- v. Technical access control systems such as turnstiles, mantraps, etc. which require physical guards, must be monitored to limit access to only authorized personnel with visibly displayed ID cards.
- vi. A person without ID card or visitor's permit shall not be allowed access onto the premises of North West Housing Corporation and shall be treated as a visitor.
- vii. The security officer/guard shall first confirm all visits to the site/premises by contacting by phone the staff member to be visited. Where a receptionist desk is available, the visitor must be directed to the receptionist desk to acquire the necessary visitor's slip and/or temporary access card. Where no reception desk exists, the security guard will issue the necessary visitor's slip and/or temporary access card and record the visitor's particulars in the visitor register. The visitor shall not be allowed access to the premises until the employee being visited collects him. The visitors' details must be entered into the Visitor's Register by the security officer/guard on duty.
- viii. After the completion of the visit, the signed visitor's slip and/or temporary access card must be collected at the original point of entry, by the receptionist or security officer/guard prior to the visitor being allowed to exit the premises. The security Officer/guard must inform his Supervisor and the Site Manager of any missing slips/cards at the end of each day.
- ix. If an employee of North West Housing Corporation has forgotten his/her ID card or has lost it, a visitor's slip/temporary access card must be issued.
- x. The employee's Manager (or authorized delegate) must be called to sign in the employee for the day. The visitor's slip/temporary access card must be collected at the end of the day and the employee must be signed out.
- xi. All employees of North West Housing Corporation without authorized ID cards to a specific site must be treated as visitors and their details recorded in the Visitor's Register. These employees do not require escorting.

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- xii. Security officers/guards shall check sites of North West Housing Corporation equipped with technical access control systems/ equipment upon
- xiii. commencement of each shift to ensure proper functioning thereof. Any
- xiv. problems or unusual occurrences must be recorded in the occurrence book.
- xv. immediately and reported to the Site Manager and/or to the NWHC Security Manager. In the event of an emergency occurring after hours, the Site Manager and/or the NWHC Security Manager must be contacted immediately as well as an entry recorded in the Occurrence Book.

### 3.4 Vehicles

- i. The security officer/guard shall monitor and control the entry/exit in respect of all vehicles Into, or out of the premises of North West Housing Corporation (where applicable). The vehicles of North West Housing Corporation and those of the employees must have valid parking permits clearly displayed on the vehicles' windscreens. Vehicles without permits must be recorded in the Vehicle Register.
- ii. At certain sites the requirements may also dictate that all vehicles entering/exiting the site must have their details recorded In the Vehicle Register.
- iii. At certain sites the requirements may also dictate that all vehicles entering/exiting the site must have their details recorded In the Vehicle Register.
- iv. At certain sites the requirements may also dictate that all vehicles entering/exiting the site must have their details recorded In the Vehicle Register.
- v. All vehicles entering and leaving any of the premises of North West Housing Corporation must be searched, as and when required.

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### 3.5 Vehicles

- vi. The security officer/guard shall monitor and control the entry/exit in respect of all vehicles Into, or out of the premises of North West Housing Corporation (where applicable). The vehicles of North West Housing Corporation and those of the employees must have valid parking permits clearly displayed on the vehicles' windscreens. Vehicles without permits must be recorded in the Vehicle Register.
- vii. At certain sites the requirements may also dictate that all vehicles entering/exiting the site must have their details recorded In the Vehicle Register.
- viii. All vehicles entering and leaving any of the premises of North West Housing Corporation must be searched, as and when required.
- ix. No entry to controlled parking areas will take place without prior arrangement.
- x. The security officer/guard taking over duty upon commencement of each shift to ensure proper functioning of the system/equipment must check the premises containing technical access control systems at vehicle entrances/exits. Any malfunctions or problems must be reported to the Site Manager and/or the NWHC Security Manager for the specific region. -

### 3.6 Access Control after Hours, Weekends and Public Holidays

All persons (employees and non-employees) requiring access after-hours, weekends and public holidays are required to record all relevant information in the After Hours Register. This information is to be completed by the relevant security officer/guard, which will also include all pedestrian and vehicle access. The security officer/guard must personally complete all

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information is legible and accurate. All attempts of unauthorized access must be recorded in the Occurrence Book and access must be denied. The matter must also immediately be reported to the Site Manager and/or the NWHC Security Manager. Where unauthorized access is gained, the Site Manager, the Supervisor and the NWHC Security Manager must be notified immediately.

### 3.7 Unauthorized Access

All attempts of unauthorized access must be reported immediately to the Service Provider's Radio Control Centre, the Site Manager and the NWHC Security Manager. In the event of a person being caught attempting to gain unauthorized access, the person must be detained, and the Site Manager and the Service Provider's Operations Manager must be informed immediately of the situation.

### 3.8 Key Control

- i. Proper key control, in terms of the Site Key Control Policy and Procedures must be maintained by the security officers/guards entrusted with keys used by North West Housing Corporation at all times. Should losses occur due to lack of key control by the Security officers/guards, the Service Provider shall be held liable for any such losses.
- ii. Under no circumstances must security officers/guards accept any keys unless previously arranged and approved to do so by the Site Manager and the NWHC Security Manager. Keys are to be signed for in the Site Manager's Key Register.

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### **3.9 Complete on of Various Registers on Site**

Responsibility for completion of all registers shall be the duty of the security officers/guards and their Supervisors.

| <b>NO</b> | <b>SITE/ OFFICE/<br/>BUILDING NAME</b>         | <b>DAY SHIFT</b> | <b>NIGHT<br/>SHIFT</b> | <b>TOTAL<br/>GUARDS</b> |
|-----------|--|------------------|------------------------|-------------------------|
| 01        | NWHC HEAD OFFICE<br>(MAHIKENG)                 | 02               | 02                     | 04                      |
| 02        | Matlosana Community<br>Residential Units (CRU) | 02               | 02                     | 04                      |
| 03        | KAGISO FLATS                                   | 02               | 02                     | 04                      |

#### **4. EVALUATION CRITERIA**

- The value of this bid is estimated to be below R50 000 000 (all applicable taxes included); and therefore the 80/20 system shall be applicable. Despite the stipulated preference point system, the North West Housing Corporation shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.
- Respondents are required to complete **SBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017)** and submit it
- together with valid proof of their B-BBEE Status as stipulated in the Claim Form to obtain preference points for their B-BBEE status. Respondents are always required to comply with the latest B-BBEE legislation and/or instruction notes as issued from time to time by the DTI.

***\*\*Note: Failure to submit valid an original (or a certified copy of) proof of the Respondent's compliance with the B-BBEE requirements at the Closing Date of this RFQ, will result in a score of zero being allocated for B-BBEE.***

#### **5. OTHER CONDITION(S) / DISCLAIMER**

- The NWHC is under no obligation to accept any bid and reserves its right not to proceed with the appointment of any service provider that responded to the invitation to submit proposals, for whatever reasons it may consider appropriate.
- The NWHC further reserves its right to decline to consider any bids that do not conform to any aspect of the bidding requirements.
- Request further information from any bidder after the closing date for clarity purposes.
- Cancel this tender / RFQ or any part thereof at any time; and
- Should any of the above occur, it will be communicated in writing to the bidders.

#### **6. LATE BIDS**

Bids received late shall not be considered. A bid will be considered late if it arrived one second after the stipulated closing time.

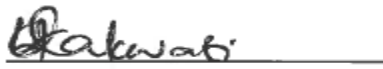
## **7. PRICES**

All services' pricing should be inclusive of all taxes etc. and payment shall be made in South African Rand.

## **8. PAYMENT TERMS**

- The NWHC undertakes to pay valid tax invoices in full within **thirty (30) days** from invoice date for services rendered; and
- All supporting documents for services rendered / products delivered should be submitted together with the tax invoices for the payment to be processed.

Signed at Mafikeng on 13/12/2022



**F.L. Makwati**

**Supply Chain Manager: North West Housing Corporation**