



# **GOVERNING BODY UITSIG HIGH SCHOOL**

47 MARQUARD STREET  
P O BOX 3200, THE REEDS, 0158  
TEL. (012) 661 5525 – FAX (012) 661 8242  
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## **INVITATION TO TENDER (as per RFP UITSIG001/2024)**

## **SECURITY GUARDING SERVICES**



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## REVIEW

Uitsig High School invites tenderers for the provision of Security Guarding Services for a period of 3 years (36 months).

The physical address for collection of tender documents as from Tuesday 21 May 2024 is: Uitsig High School, 47 Marquard Street, The Reeds, Centurion.

The closing date for the tender is Friday, 31 May 2024 at 12:00.

## 1. CONDITIONS OF TENDER

The following tender documents have to be completed, signed and submitted together with your tender proposal on or before the closing date and time. If not, your proposal will be immediately disqualified.

- 1.1 Tender must be completed on the official tender application form in black ink.
- 1.2 Tender documents must be submitted in a sealed envelope and properly marked in terms of the tender number and tender description.
- 1.3 No tender will be accepted via facsimile or email.
- 1.4 Tender must be properly received and deposited in the sealed tender box at the school.
- 1.5 No late tenders will be considered.
- 1.6 No tippex is allowed. All changes must be strike through and a signature applied next to each change.
- 1.7 All the documentation submitted in response to this tender must be in English.
- 1.8 Only tenderers who have proof of registration with the Private Security Industry Regulatory Authority (PSIRA) are allowed to tender.



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1.9 The following documents must be submitted:

- Cover letter from your company on letterhead.
- Signed and completed tender application form.
- Copy of company profile (if available, not mandatory).
- Valid Tax Clearance Certificate.
- Vat Registration Certificate (if applicable, a valid copy must be submitted).
- Proof of registration with PSIRA.
- Pricing structure.
- Valid copy of proof of registered company address.
- Valid copy of B-BBEE Certificate or BBEE Affidavit.
- Proof of tender application fee paid (R2500-00 non-refundable).
- Minimum three reference letter/s from clients in school environment.

1.10 Uitsig High School is under no obligation to accept any of the tenders submitted.

1.11 Tenders will be evaluated against price and preference, technical and functionality as indicated under paragraph 5 of this document.

1.12 Tenders will be opened as soon as possible after the closing date, by the evaluation team as indicated in paragraph 6 of this document.

1.13 A maximum of three shortlisted suppliers will be contacted within 3 working days after opening of the tenders to set a presentation date and time to the evaluation team.

## **2. SPECIFICATIONS OF PROPOSED SERVICE**

Security Guards will be utilized for guarding, access control and patrolling of the school building and grounds.



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## 2.1 Scope of work

Tenderers are hereby invited for the provision of security guarding services for Uitsig High School as indicated below:

- Three day shift Security Guards (1 grade B & 2 grade C) - Monday to Friday
- One night shift security (Grade C) – Monday to Sunday
- One day shift security (Grade C) – Saturday and Sunday
- Live clocking system and GRPS radios at gate.
- Seven radios.

## 2.2 Functions of Security Guards

### *Gate Security*

- Receive visitors at the main gate.
- Assist with access control. Visitors are not allowed on the school grounds without an appointment. Once the meeting is confirmed the Receptionist will be called, visitor/s scanned and questionnaire will be completed at the gate.

### *Roaming Guards*

- Maintaining of social distancing at all times.
- Roaming of corridors.
- Checking timetables of learners that are not in the classroom during scheduled times.
- Accompany learners that are not adhering to class schedules to class or office.
- Assisting teachers with uncontrolled learners in and outside classes.
- Assisting with crowd control when needed.
- Conducting spot checks in bathrooms.



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## **3. SPECIAL CONDITIONS FOR SECURITY GUARDS**

- 3.1 Guards must be dressed in full company security uniform and be presentable when on duty.
- 3.2 Guards must be in possession of a two-way radio communication device when on duty.
- 3.3 All guards deployed to Uitsig High School must be registered at PSIRA.
- 3.4 All guards must at least have a Grade C security grading.
- 3.5 Guards must wear an ID card whilst on duty and which is clearly visible.
- 3.6 All guards must have police clearance and may not have a criminal record.
- 3.7 Security guards must be in good health.
- 3.8 Guard must have body camera when on duty

## **4. GENERAL REQUIREMENTS OF THE SERVICE PROVIDER**

- 4.1 The service provider must have a 24 hour dedicated control room.
- 4.2 The control room must have an electronic two-way radio base set and an emergency back-up service.
- 4.3 The service provider must submit proof of a Public Liability Insurance Policy.
- 4.4 All guards have to receive job function training prior to placement on Uitsig High School premises.
- 4.5 All guards must be provided with the necessary stationary.
- 4.6 Management of the supplier need to conduct regular visits to the premises to ensure adherence to standards and monitoring of service delivery and reporting.
- 4.7 The service provider must ensure that guards report for duty at least 15 minutes before the start of a shift.
- 4.8 Monthly reports with regards to the guarding services at Uitsig must be delivered to the Discipline office at the school.
- 4.9 Suggestions to more effectively manage risks as they are identified.
- 4.10 Guards must be equipped with all the necessary communication tools and devices as stipulated in this RFP.



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4.11 Service provider has relevant experience in guarding in general and at schools.

## 5. METHOD OF TENDER EVALUATION

Tenders will be evaluated against the criteria listed below:

Criteria	Weighting	Rating
<b>Technical evaluation</b> Tenderer must be registered with PSIRA – proof to be submitted.	<b>20</b>	
<b>Functionality evaluation</b> Tenderer must provide a technical proposal that responds to the requirements as set-out in paragraph 3 and 4 regarding the functionality of guards and provider.	<b>40</b>	
<b>Price evaluation</b> Tenderers price and costing structure	<b>30</b>	
<b>Preference</b> BBBEE certificates – proof provided	<b>10</b>	

## 5. TENDER EVALUATION TEAM

The tender evaluation team will consist of members from the School Management Team (SMT) as well as the School Governing Body (SGB).