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**REQUEST FOR PROPOSAL (RFP) APPOINTMENT OF A SECURITY COMPANY
FOR THE MUNICIPAL COUNCILLORS PENSION FUND WILLOWS OFFICE PARK.**

CLOSING DATE: 6 December 2016 @ 16H00

OPEN TENDER

1. INTRODUCTION

The MCPF was established on the 1st May 1988 in terms of the Pension Benefits for Local Authorities Act 105, 1987 as the only Fund to service the retirement needs of Municipal Councillors. It was originally a defined benefit fund but has since been restructured to a Defined Contribution Pension Fund.

The Fund's asset value totalled at R2.8bn as at the end of May 2016.

MCPF is currently managed by the Board of Trustees, nine of whom are member-elected, two independent trustees and a further two appointed by SALGA.

2. BACKGROUND

This Request for Proposal ("RFP") is intended to solicit information and proposals from qualified Security Guard Services suppliers capable of meeting the needs of Municipal Councillors Pension Fund. The Supplier ("Supplier") selected by the Fund will have significant expertise in the areas necessary to meet the needs and requirements set forth in this RFP, including, without limitation, the ability to provide innovative solutions and introduce the Fund to opportunities. Critical criteria in the Fund's evaluation process will include the Provider's ability to share data and jointly develop services that meet our mutual needs. Through this RFP process, the Fund desires to enhance service efficiency and minimize costs and risk, while at the same time providing the Supplier with the incentive to successfully perform based upon pricing, the operational parameters set forth herein, the negotiations between the parties and a formal written agreement documenting the parties' relationship.

3. Company Information

Information & Data

Suppliers are invited to submit proposals for unarmed security guard services to Municipal Councillors Pension Fund in connection with its facilities located at 276 George Road, Erand Gardens, Midrand. This RFP is being provided to Suppliers so that they may develop a comprehensive cost and performance proposal for meeting some or all of Fund needs, but is not intended to limit proposal content. Suppliers are encouraged to provide proposals which include alternative service methods or operations. The information provided by the Fund in this RFP is the most accurate and quantifiable data presently available to us, and is provided solely for the purpose of assisting you in submitting a proposal. In addition, all information contained in this RFP is confidential and proprietary to the Fund, and:

- (i) shall not be used for any purpose other than in your preparation of a proposal.
- (ii) may only be disclosed to your company's principals, directors, officers and employees on a need-to-know basis relating directly to your proposal, and only after they have been made aware of and agreed to the confidential nature and restrictions on such information
- (iii) may not be disclosed to any third party for any reason, except as is provided for herein or as is approved by the Fund in advance in writing

The Fund will evaluate and analyse Suppliers' responses to this RFP utilizing multiple criteria including, without limitation:

- Experience and depth of organization.
- Proven track record.
- Demonstrated successful experience in implementing services similar to those requested in this RFP.
- Ability to meet the contractual requirements set forth in this RFP and Service Agreement.
- Ability to meet all requested specifications.
- Provisions of other value added services.

- Process improvement/cost savings ideas presented by supplier
- Licensing
- Membership in industry related professional organizations
- Safety record
- Employee Training
- References
- The proposal's completeness, thoroughness, accuracy, compliance with instructions, timeliness, and the organization and conciseness of the text materials

4. CODES AND STANDARDS

- 4.1. Be fully responsible for all work and services performed by its officers.
- 4.2. Ensure that it and its staff are registered as Security Officers, as prescribed by the Private Security Industry Regulation Act, as amended and remain registered for the duration of this contract. HDA reserves the right to ascertain from PSIRA whether the security personnel in service of the company, are registered with PSIRA.
- 4.3. Shall act as an authorise officer in terms of the Criminal Procedure Act, Act 51 of 1977, Section 23 (b) (as amended in the Criminal Procedure Amendment Act, 33 of 1986) Section 24, 29 and 42 (as amended in the Amendment of the Criminal Law Amendment Act, Act 59 of 1983) as well as Section 46, 49, 50 and 51.
- 4.4. Provide and execute everything necessary for the services in accordance with industry standards and norms in terms of the prevailing sectorial determination, and industry acceptable training levels in respect of PSIRA, and any other relevant regulations.
- 4.5. Comply with the requirements of Occupational Health and Safety Act (OHS Act), Skills Development Act, applicable Labour laws and ensure its employees also comply with the requirements of the act.

5. SCOPE AND SPECIFICATIONS REQUIREMENTS

The Municipal Councilors Pension Fund requires from appropriately qualified, competent, experienced and professionally registered security services providers to undertake the status analysis of the office park situated at **276 George Road, Erand Gardens, Midrand** and provide proposals on:

- 5.1. Protection of facilities and assets in the building
- 5.2. Controlling of access at all entrances of the building
- 5.3. Pro-active patrolling to cover entire area of the building including basements and sidewalks
- 5.4. Any other security related services.

5. GENERAL REQUIREMENTS

- 6.1. All quotations/price proposals must be valid for the duration of the service.
- 6.2. The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference.

- 6.3. The service provider shall ensure that its team has relevant expertise and have necessary equipment such as two way radios, guard monitoring systems, stationary and any security related working tools, qualified, competent and well trained officers and supervision thereof, required to undertake the work on the premises.
- 6.4. Information on your company, date of operation, licenses, list of at least 5 main clients, company central office and total number of staff including operational teams.

7.. EXPECTED DELIVERABLES

The Service provider shall,

- 7.1. Provide implementable security operational plan as per the site conditions.
- 7.2. Submit the proposal documents in the following submission sequence; (2 originals and 1 copy).

8. Enquiries

All communication and attempts to solicit information of any kind relative to this Tender should be channelled to:

8.1 Contact via email (all technical questions should be in writing)

Email address: tenders@mcpf.co.za

8.2. All the documentation submitted in response to this tender must be in English.

9. The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by MCPF in regard to anything arising from the fact that pages are missing or duplicated.

10. Validity Period

Responses to this tender received from bidders will be valid for a period of 30 days counted from the closing date of the tender.

11. Service provider Performance Management

Service provider Performance Management is viewed by MCPF as a critical component in ensuring value for money acquisition and good service provider relations between the MCPF and all its service providers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the MCPF, which will form an integral part of the service provider.

The SLA will serve as a tool to measure, monitor and assess the service provider 's performance level and ensure effective delivery of service, quality and value-add to MCPF's business.

Bidders are required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

12. Submission of Tenders.

Tenders should be submitted in (3 copies) all bound in a sealed envelope and soft copy in a flash disk indicating **SECURITY SERVICES TENDER**. The sealed envelope must be marked for the attention of the PEO/CEO Mildred Mlinjana: by 6 December 2016 to **276 George Road, Erand Gardens, Midrand.**

- The closing date, company name and the return address must also be endorsed on the envelope.
- If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.
- No tender received by email, facsimile or similar medium will be considered.
- Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender and will not be considered.
- The tenderer is responsible for all the cost that they shall incur related to the preparation and submission of the tender document.
- A list of all references (minimum of 3) must be included in the tender document.
- A valid tax clearance certificate must be included in the tender document.
- A copy/s of any affiliations that you are affiliated to must be included in the tender document.

- Kindly note that MCPF is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments in good time.
- The Fund reserves the right not to accept the lowest tender or any tender in part or in whole. It normally awards the contract to the tenderer who proves to be fully capable of handling the contract and whose tender is technically acceptable and/or financially advantageous to the Fund.
- MCPF also reserves the right to award this tender as a whole or in part without furnishing reasons.
- The tenderer hereby offer to render all or any of the services described in the attached documents to the MCPF on the terms and conditions and in accordance with the specifications stipulated in these Tender documents (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).
- All submissions will be evaluated and shortlisted tenderers may be requested to prepare a possible presentation should MCPF require such and the tenderer shall be notified there of no later than 4 (four) days before the actual presentation date.
- The tenderer hereby agree that the offer herein shall remain binding upon him/her and receptive for acceptance by the MCPF during the validity period indicated and calculated from the closing hour and date of the Tender; this Proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
- The tenderer furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her Tender response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

13. Special instructions to bidders

- 13.1. Should a bidder have reasons to believe that the requirement Specification is no to pen and/or is written for a particular brand or product or service provider; the bidders all notify MCPF Procurement within five (5) days after publication of the bid.
- 13.2. Bidders shall provide full and accurate answers to the questions posed in this document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate the response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements. All documents as indicated must be supplied as part of the bid response.

NB: Should the bidder not hear anything from MCPF after seven days of the closing date, the bidder must consider the application as unsuccessful.

