

SECTION 2.1: SPECIFICATIONS

- 2.1.1 Hessequa Municipality requires the services of duly registered service providers for the provision of Cash-In-Transit (CIT) services to the Municipality for a period of three (3) years.
- 2.1.2 Hessequa Municipal Area includes the towns of Riversdale, Still Bay, Heidelberg, Albertinia, Gouritsmond, Witsand, Slangrivier and Melkhoutfontein.
- 2.1.3 The Cash-In-Transit (CIT) services needed must be provided in all the towns, listed below, within the jurisdiction of the Hessequa Municipality
- 2.1.4 The purpose of this bid is to provide the Municipality with effective and efficient Cash-In-Transit (CIT) services.
- 2.1.5 The Service provider will collect at ALL the towns mentioned below as indicated in the following schedule:

MUNICIPAL OFFICE	Total Collection points	FREQUENCY (Excl. Public Holidays and Weekends)		
		5 days X Week	1 day X Week	Once X Month
Riversdale	2	✓	✓	✓
Still Bay	1	✓	✓	✓
Heidelberg	1	✓	✓	✓
Albertinia	1	✓	✓	✓
Melkhoutfontein	1	✓	✓	✓
Slangrivier	1	✓	✓	✓
Witsand	1	✓	✓	✓
Gouritsmond	1	✓	✓	✓

- 2.1.6 For the purpose of mitigating risks, the Municipality may perform background verification on information provided by the bidder(s).
- 2.1.7 The Municipality reserves the right to increase or decrease the scope of the service required as determined by the prevailing circumstances at the time, for example, adding and removing collection points.

DECLARATION,

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE:

NAME:

CAPACITY: DATE:

Initials of Service Provider's Authority:

SECTION 2.2: TERMS OF REFERENCE

Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:	Comply Yes/No	Page to reference
2.2.1 Comply with Private Security Industry Regulation Act 56 of 2001 (PSIRA) regulations;		
2.2.2 The service provider must be Private Security Industry Regulatory Authority (PSIRA) accredited/ certified to do Cash-In-Transit (CIT) – (proof to be attached). Valid membership certificate to be submitted with bid documents;		
2.2.3 Comply with Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COIDA);		
2.2.4 The service provider bidder must comply with the rules and regulations of The South African Banking Risk Information Centre (SABRIC).		
2.2.5 proven previous experience on contracts of a similar value and nature; such as Cash-In-Transit (CIT) services, pertaining to transportation of cash from various institutions to banks on a daily basis		
<p>2.2.6 The service provider contracted shall employ every lawful means to prevent loss of life, property, equipment, etc. through damage, theft, explosion and fire, sabotage, espionage when performing the duty of CIT service and providing the following security services:</p> <p>2.2.6.1 Patrolling duties: shall include but not limited to the continuous physical patrolling around the entrance and exit points of Municipality's premises, while CIT is in progress.</p> <p>2.2.6.2 Guarding duties: shall include but not limited to physical guarding of the Municipality's cash while CIT is in progress.</p> <p>2.2.6.3 Protection duties: shall include but not limited to escorting the bank marshal and other related municipal staff as and when required, while CIT is in progress.</p> <p>2.2.6.4 Key Control: shall include but not limited to safekeeping of cash while in transit. Municipality shall hold the Contractor responsible for losses that occur because of lack of key control by the security officers. The contractor shall provide a permanent contract manager/supervisor who will be responsible for ensuring the quality of work carried out by the security officer/s for the full contract period.</p> <p>2.2.6.5 Registers & documents management: The service provider shall at all times ensure that a log and receipt book for monies received is in place and shall issue to the municipal staff documentary proof of receipt of moneys. The service provider must at all times be able to provide information about the status of the money bag. The service provider shall return the Bank Deposit Books on the next removal.</p> <p>2.2.6.6 Incidents Management: Conduct investigations within 24 hours and submit a preliminary report within 5 days and final report within 7 days. This includes</p>		

<p>theft/ loss/ damages.</p> <p>2.2.6.7 Compliance: Valid PSIRA identification cards, firearm competency certificates, firearm permits must be carried whilst on duty and comply with all approved security related legislation, code of conduct and procedures.</p>		
<p>2.3 The prospective service provider will provide CIT services and should adhere to the following, namely:</p>		
<p>2.3.1 CIT Services (Work Methodology);</p> <p>2.3.1.1 Rendering of CIT Services for the Hessequa Municipality from the mentioned sites to FIRST NATIONAL BANK Riversdale branch, and the RETURNING OF MONEY BAGS AND DEPOSIT BOOKS on the same day.</p> <p>2.3.1.2 Collection of money must be done before 12:00 noon each day and deposited on the same day at the relevant bank as indicated in 2.3.1.1.</p> <p>2.3.1.3 The service provider must ensure that a specialised vehicle (armoured) adapted for the transport of Cash is used when the service is rendered. The vehicle must be equipped with a safe for the safeguarding of monies.</p> <p>2.3.1.4 Security personnel to monitor the entrance and exit of the Municipality's premises (building) while CIT is in progress</p> <p>2.3.2 Management</p> <p>2.3.2.1 The successful bidder shall provide a permanent contract manager or supervisor who will be responsible for ensuring the quality of work carried out by the security officer for the full contract period.</p> <p>2.3.2.2 The service provider must ensure that security personnel have relevant training and qualifications as per PSIRA grading requirements (refer to clause 2.3.3)</p> <p>2.3.2.3 The service provider must ensure that regular meetings with the Municipal Representative for CIT services are conducted (Work Methodology) and relevant reports produced and submitted on time. Address complaints raised by municipality within 12 hours or as agreed.</p>		
<p>2.3.2.4 All CIT related breach incidents e.g. theft, fraud, loss of money must be investigated by the service provider timeously and a preliminary report must be submitted to the Municipality within 5 days of the breach. A final report must be submitted within 7 working days unless the service provider obtains written permission from a dully authorised municipal official for an extension. The service provider will be liable for any loss due to negligence or due to failure by its personnel to carry out their assigned duties and/or implement standard operating procedures.</p> <p>2.3.3 Minimum Security Aid Requirements</p> <p>2.3.3.1 Service aids to be used by the security officers at all times are as follows:</p> <p>2.3.3.1.1Reliable communication system.</p> <p>2.3.3.1.2Relevant firearm (9mm Pistol, assault rifle, etc)</p> <p>2.3.3.1.3Relevant equipment needed for Cash-in-Transit services e.g. receipt</p>		

<p style="text-align: center;">book, secured cases, tags, barcoded money bags.</p> <p style="text-align: center;">2.3.3.1.4 Any other additional items/aids required by statutory legislation must be provided in addition to those mentioned above.</p> <p>2.3.4 Security Guards/Personnel: Minimum Qualifications</p> <p>2.3.4.1 Security guards must have at least Grade C (PSIRA certificate), with competency certificates, to render Cash-In-Transit (CIT) services</p> <p>2.3.4.2 Supervisors must have at least Grade B (PSIRA certificate); relevant qualifications and experience for supervision.</p> <p>2.3.4.3 Security guards must be able to communicate, read and write at least in English.</p> <p>2.3.4.4 Security guards may not be younger than 21 years of age.</p> <p>2.3.5 Hours of Service</p> <p>2.3.5.1 Services will be required for 5 days a week, or once a week or once a month excluding weekends and public holidays, as indicated in the pricing schedule.</p> <p>2.3.6 Service Level Agreement</p> <p>2.3.6.1 The relationship between the municipality and the successful service provider must be managed through a Service Level Agreement (SLA) and proper procedures must be in place to manage, monitor and report as to the adherence thereto. A SLA will be signed between the Hessequa Municipality and the successful bidder after the award of the tender.</p> <p>2.3.7 Municipality's Requirements</p> <p>2.3.7.1 The guards on site must at all times be able to contact their supervisor/control room via the base station or cellular phone for assistance if and when required.</p> <p>2.3.7.2 Service Providers project manager must always be on standby for emergency matters. The contact numbers must be made available to the municipality.</p> <p>2.3.7.3 The bidder must furnish a detailed operational plan advising how the money shall be collected, conveyed and deposited from each site as mentioned in the tender document. The Municipal Manager reserves the right to amend the Operational Plan as and when required in order to suit the needs of the Council.</p> <p>2.3.8 Security Clearances</p> <p>2.3.8.1 The bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status. The preferred service provider may be vetted by the Municipality for security clearance. The CIT services should under no circumstances disrupt the routine activities of the municipality.</p> <p>2.3.8.2 A sample of the identification cards and photo of the company's uniform must be submitted with the bid. This must be submitted as per clearly marked attached annexure.</p>		
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<p>2.3.9 INSURANCE</p>	<p>The Contractor shall at all times from and including the commencement of the Services maintain in force with reputable insurers or underwriters a policy of insurance to cover the liability of the Contractor in respect of public and employer’s liability in the sum of at least R10,000,000 per individual claim, and professional negligence of at least R10,000,000 per individual claim and will provide satisfactory evidence of insurance against such claims to the Authority. It is a condition of this bid that the successful contractor must submit proof of its Liability Insurance within two (2) weeks upon the award of the contract. Any non-compliance with these conditions will render the contract award null and void.</p> <p><i>(Only Insurances from accredited South African based Companies will be accepted).</i></p>		
<p>2.4</p>	<p>The prospective service provider should provide the following details/documentation on submission of the tender document:</p>		
<p>2.4.1</p>	<p>Full business profile</p>		
<p>2.4.2</p>	<p>Route planning.</p>		
<p>2.4.3</p>	<p>Logistics i.e. times, vehicles and security measures in place.</p>		
<p>2.4.4</p>	<p>Prices per year per frequency should include packaging (bank deposit bags) and other related cost.</p>		
<p>2.4.5</p>	<p>3 Year tender prices and all prices must include VAT – pricing schedule.</p>		

Failure to adhere to the beforementioned may result in your tender being declared non-responsive.

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