



**Western Cape
Government**

Provincial Treasury

AWARENESS SESSION: SECURITY FRAMEWORK AGREEMENT

22 – 23 May 2019

Hessequa and Kannaland Municipalities in Eden Districts

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1. Background

- ❑ The Provincial Treasury(PT) has introduced the methodology of Strategic Sourcing and Spend/ Data Analysis within the province in line with its mandate to provide Western Cape Government (WCG) departments with capacity building support for more efficient, effective and transparent financial management.
- ❑ PT has been identifying strategic commodities per department with the aim of developing commodity and sourcing strategies for the identified commodities. The analysis of the commodity and sourcing strategies for Security Services has been identified as one of the immediate priority areas.

Backgroundcontinued

- ❑ PT and the Department of Community Safety together with other departments has developed a transversal procurement strategy for security services for the WCG.
- ❑ The PT formally issued the Security Procurement Strategy and subsequently established a transversal framework agreement for the provision of security services.
- ❑ The aim of the event is to engage with localised security service providers and provide them with an opportunity to be added to the WCG's existing preferred security services list.
- ❑ Furthermore, it is to enhance the localised security service providers compliance and responsiveness to the WCG requirements.

Security Services Framework Agreement Overview



2. SECURITY SERVICE FRAMEWORK AGREEMENT

Framework Agreement

1. Objective: To appoint service providers to execute a service on an instructed basis.
2. Sets T&C"s for procurement under the framework agreement under which specified services may be procured during the period of the agreement.
3. It does not constitute a contract or guarantee of work but rather sets out the T&C's for specific purchases which are known as call-offs..
4. Preferred list of service providers
5. Contract is only concluded once a call off has been awarded.
6. Call off mechanism:
Direct Selection /award
Multisource

Region

The Security Framework Agreement is a multi-regional, multi-Service Type Framework where the work or service envisaged under the Framework will be located within the six different regions of the Western Cape Province & will be limited to the service type bidders submit a bid for.

1. Cape Metro
2. Eden
3. West Coast
4. Central Karoo
5. Overberg
6. Cape Winelands

Service type

1. Normal physical guarding
2. Special Tactical guarding
3. Security analysis /assessment
4. Off-site monitoring and control room

Service types

❑ Normal Physical Guarding

This service type of security is where a normal guarding solution will be required. Training with PSIRA is required from level A to level C. Access Control of visitors, staff, clients and public is required to which a low/medium level of risk is attached.

❑ Special Tactical Guarding

This type of security requires a more specialized field and would encompass specialized guarding solutions such as venues where VIP's would be entertained, armed response situations, crowd control, unrests, strikes, tactical responses, rapid responses and volatile situations. The level of security risk would normally be medium to high, or the risk is of such a nature where a solution is required which is at a higher level than normal physical guarding.

Service types....continued

❑ **Security Analysis/Security Assessment**

Security Analysis/assessment is a high level holistic analysis of the overall physical security of buildings, facilities and locations, which includes the evaluation of access control systems, physical security, CCTV systems, lighting, fencing, etc.

This type of service is normally provided by a qualified professional and is on an analytical level more advanced than the daily analysis of a site provided during physical guarding and patrols.

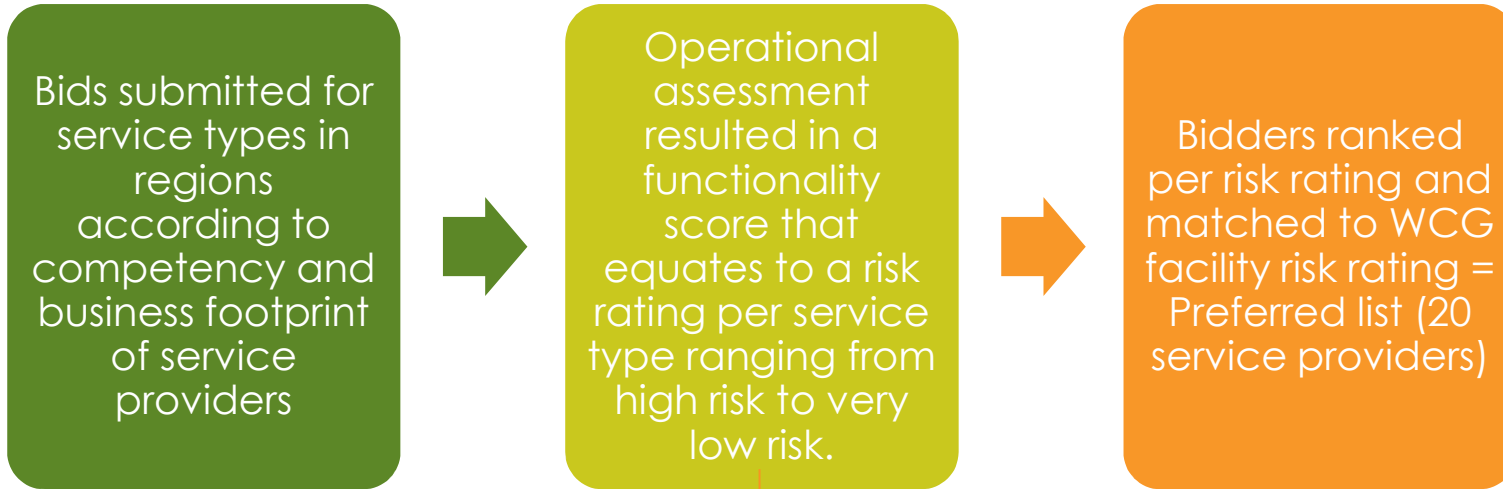
❑ **Off-site monitoring and control room**

This requires service providers to demonstrate their ability to provide off site control of physical security requirements.

BIDDING AND EVALUATION PROCESS



3. BIDDING AND EVALUATION PROCESS



Service provider risk rating	Percentage	WCG facility risk rating
Very low	91 – 100	Very high risk High risk
Low	71 – 90	Medium risk
Medium	61 – 70	Low risk Very low risk
High	Less than 60%	
Very High		

Minimum qualifying score of 61% for functionality

AWARD

4. AWARD

- ❑ The bid was advertised via competitive process and closed on 15 December 2017.
- ❑ Thirty- six (36) offers were received.
- ❑ Framework Agreement was established on 14 August 2018 and twenty (20) service providers are registered on the preferred list.
- ❑ Service providers will be paid for a requested service on the **mutually agreed average price for service types** 1 (urban and rural), 2 (urban) and 4 (urban).
- ❑ In the Cape Winelands, Eden and West Coast no offers were received for service types 2 and 4 (rural).

AWARD CONTINUED

- ❑ In the Central Karoo and Overberg regions no offers were received for service type 1, 2 and 4 (rural).

- ❑ No award was made for service type 3 on the framework agreement. The specification will be reviewed and the twelve (12) service providers who initially quoted for this service will be requested to submit fresh offers.

- ❑ New service providers will also be allowed to be listed for service type 3.

CALL- OFF MECHANISMS

5. CALL- OFF MECHANISMS

- ❑ The framework agreement, requires departments to procure security services, either via the direct selection/award or multi-source bidding process. The call off process from the framework contract, preferred list, via the direct selection/award is underpinned by the rotation of service providers from the preferred list.

DIRECT SELECTION /AWARD

- ❑ This is where the scope of the required service by the user department is precisely identical as the 3 service types (viz. service type 1: physical guarding, service type 2: special tactical guarding and service type 4: off -site monitoring).

CALL-OFF PROCESS

MULTI SOURCE BIDDING PROCESS (MINI - COMPETITION)

- ❑ This is where the scope of the service is considered not to be precise to the scope of the service types 1, 2, and 4. This will occur in instances where a user department requires general equipment item or items listed as specified on the pricing schedule in the bid document per service types (1, 2, & 4) as well as those items not listed.
- ❑ Where a new scope for a service, which are not covered at all by service types 1, 2 and 4, where the Department of Community Safety does not have the in-house expertise to scope the requirement. This will occur by using service type 3 only; and
- ❑ Where multiple sites with the same facility risk ratings and service type are cluster under a single call –off.

CALL-OFF PROCESS CONTINUED

- ❑ To acquire a security service, a department may either use the Direct selection /award or Multi-source bidding process.
- ❑ The client department completes a security service request form and submit it to Department of Community Safety's Risk Management unit.
- ❑ The Department of Community Safety conducts a security risk assessment and thereafter compiles an assessment report for the department.

CALL-OFF PROCESS CONTINUED

- ❑ The client department ensures the approval of the specifications in terms of their approved SCM processes

- ❑ The approved service is provided to the selected service provider only for confirmation purposes and or quotation purposes where required for a minimum of **1 day** via the Integrated Procurement Solution (IPS)-

CALL-OFF PROCESS CONTINUED

- ❑ The client department downloads the request for confirmation and or request for quotation from the IPS and the evaluation, adjudication and approval of the offer takes place in terms of their SCM processes.

- ❑ The client department is responsible to finalise the contractual arrangement with the preferred service provider by issuing the appointment letter and Service Level Agreement.

Supplier Eligibility and Maintaining of Updated Records.

Valid and original tax clearance certificate (annually renewable)	PSIRA letter of Good Standing (90 days renewable)	Completion of Bid Documentation and Pricing Schedules or acceptance of average monthly rates
PSIRA Registration Certificate (annually renewable)	COIDA Letter of Good Standing (monthly)	Private Security Provident Fund letter of Good Standing (monthly)
Public Liability Insurance Document or letter of intent (monthly)	Letter of Good Standing from Company's Financial Institution	Functionality/Operational Assessment

Thank you