



the gpaa

Department:  
Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA

## Questions and Answers

### **SECURITY BIDS: PROVISION OF SECURITY SERVICES FOR A PERIOD OF 3+1+1 YEARS AT GPAA HEAD OFFICE AND REGIONAL OFFICES.**

1. Original Equipment Manufacturer (OEM) authorisation certificate- What certificate is this and can we see a sample?

**Answer: Bidders should submit a copy/original of the accredited certificate and not a letter, from the manufacture of the product/machine they intend using. Accredited Manufacturers are issuing the accreditation certificates.**

2. Can please explain to us the difference between Technical proposal and Technical file or is it the same thing.

**Answer: Technical proposal is your written response to the bid as per evaluation criteria and technical file is your actual file where you put your written technical response**

3. May I kindly request your advice on whether we are allowed to only tender for the Western Cape?

**Answer: Yes, Bidders can bid for any provinces/cluster as long they meet the requirements**

4. How many Security Officers are required for the GPAA 10/2022?

**Answer: Refer to all RFP's in the scope of work as well as on Pricing Schedule (SBD 3.1)**

5. Do we drop them off or can we email them to you

**Answer: All bids must be deposited in the Bid Box at the GPAA offices at 34 Hamilton Street, Arcadia, Pretoria on or before the closing date and time. No electronic submission will be accepted**

6. Please advise if we need to tender for all sites or if we will be allowed to tender for those in areas where we have a current footprint.

**Answer: Bidders can bid for any province/cluster as long they meet the requirements**

7. GPAA 09/2022 that even Security Company in Gauteng they can apply or it's only for Limpopo and Mpumalanga companies only.

**Answers: Bidders can bid for any province/cluster as long they meet the requirements**

8. Please advice is it three copies including the original or four copies with the original copy?

**Answer: One original and three copies must be provided**

9. We're situated in Goodwood, Cape Town and would like to know if we can submit everything on one day.

**Answer: Yes**

10. I would like to request an unprotected Grand total Sheet on the above mentioned Bid number as the current one is on a protected sheet, we can't edit or insert the Bidder name on it.

**Answer: We have noted that grand total sheet is entirely protected. We therefore advise bidders to write/insert name of the bidder using black pen. This will not disadvantage your submission anyway.**

11. Can our Company apply for the Tender – GPAA 07/2022 for Cape Town region only.

**Answer: Yes, Bidders can bid for any province/cluster as long they meet the requirements**

12. How many copies of cv's for security guards are required in the documents?

**Answer: it must be according to the number of Security Officers/Guards required in line with the RFP specification for any cluster that you opted to bid for. You are further encouraged to read guide to respond as well as the evaluation criteria for further guidance.**

13. Please assist with the Head Office and Travenna SBD 3.1 (Pricing Spreadsheet) as we cannot access and input figures under the Travenna Office on the SBD 3.1 Tools sheet.

**Answer: The GPAA has noted the pricing schedule for bid number GPAA 10/2022, sheet under Trevenna (tools) is locked. The corrected SBD 3.1 is accessible in the GPAA's website and National Treasury E-tender portal. The erratum advert has been issued to this effect.**

14. We are interested in bidding for the above mentioned tender but it is not clear whether there will be a Briefing meeting or not

**Answer: Please note that no briefing session/meeting has been arranged. The GPAA will respond to any queries/enquiries timeously.**

15. Refer page 10 – Comprehensive CV's with certified copies of qualification, valid psira certificate and identity documents should be submitted.

Refer page 11 – Provide a table/list of security officers with certified copies of matric/qualification, valid psira certificate and tears of experience should be submitted with proposal.

Can you please confirm if you require cv's or a list or both?

**Answer: Both CVs and list must be submitted to be responsive to the requirements**

16. Kindly elaborate at to the evaluation Criteria that requires 35% on page for bid (GPAA 06/2022) for provision of a security in KwaZulu-Natal offices.

Does this mean if our company hasn't made the R15 million as per document states we must not bid even though we have a vast experience?

**Answer: the required combined value of contract should be R15million or over, however this does not limit a service provider to bid for any cluster.**

17. Is the service provider to provide the X-Ray metal detector or just the training for the metal detector.

**Answer: The X-Ray Machines are already in place, the service provider has to ensure that Security Officers are trained on how to use machine.**

18. With regards to the GPAA security services tender documents, kindly please clarify if in the case where 73 guards are required, should we submit the actual 73 CV's of those guards?

**Answer: Yes, the actual CVs should be submitted as per number of required Security officers.**

19. What exactly is this technical proposal, required on phase 10.1.4 as per the evaluation criteria since phase 2 of the evaluation also speaks of the Functionality/ Technical Evaluation Requirements (which are clearly stated on 10.2) we ought to submit?

**Answer: Technical proposal is your written response to different elements as per evaluation criteria. You are encouraged to read a GUIDE TO RESPOND (paragraph 10) in the RFP to enable proper submission of your bid.**

20. With regards to the above tender can you please us do we submit the pricing separately or with the document.

**Answer: Pricing schedule (SBD 3.1) must be submitted with the bid but in a separate envelope.**

21. Will the patrols be on foot only?  
What training is required?

**Answer:**

- **Yes, patrols will be on foot.**
- **The bidders must refer to the specification with regards to respective training required.**

22. Another question is, under which section do we include the bidder's disclosure to any litigation pending, if there is and also the confirmation of director's blacklisting or if we are in a process of being blacklisted?

**Answer: The disclosures must form part of your technical proposal in response to various elements as per evaluation criteria and such must be referenced properly in your bid.**

23. I would like to find out in regards to the letter of intent for liability insurance, does it have to be from the insurance company or the bidding company?

**Answer: The letter must be issued by insurance company and be valid**

24. Kindly advice on how to edit the spreadsheet of the pricing schedule as it seems password protected.

**Answer: All the spread sheets are protected however the provision has been made to enter the prices on shaded areas**

25. We will like to enquire about the tender documents for GPAA tender no: GPAA 09/2022 regarding your tender requirement for (Phase 1) Mandatory/Prequalification and (Phase 4) Price and BBEE.

Can we get a further explanation for the two phases, we have been calling trying to get hold of anyone who will assist but your line is not going through, hope our request will be attended soon.

**Answer: This bid will follow a four-phases evaluation process, the first phase being an evaluation of mandatory/pre-qualification requirements, followed by the second phase, being functionality, the third phase, being administrative compliance, as per criteria and the fourth phase, being price and preference points evaluated in terms of the PPR 2017 using the 80/20 or 90/10 criteria.**

**It therefore means that bidders must meet all the prequalification requirements (phase 1) to be considered further for functional/technical evaluation (Phase 2), bidders that passes phase 3 will be evaluation further on administrative compliance and followed by price and BBEE evaluation if they meet all administrative requirements**

We encourage bidders to carefully read Guide to respond on page 9 of the RFP **GPAA 09/2022**

**26. ORIGINAL EQUIPMENT MANUFACTURE (OEM) AUTHORISATION CERTIFICATE:**

Is this in respect of the X-Ray Machines, Walk through metal detectors and Vehicle Management System?

**Answer: This is in respect of Vehicle Management System only as it will have to be provided by the bidder.**

Furthermore is this required to be submitted together with the Bid Document upon closing date?

**Answer: It is required to be provided with the Bid Documents**

Could you please further provide a sample of such and clarify whether we can you an agreement we have with the service provider?

**Answer: Bidders should submit a copy/original of the accredited certificate and not a letter or agreement, from the manufacture of the product/equipment they are intending to use. Accredited Manufacturers are issuing the accreditation certificates.**

**27. AS PER PARAGRAPH 10: GUIDE TO RESPOND:**

The Project Execution Plan is evaluated on which phase?

**Answer: Second Phase of evaluation (Functionality)**

It is indicated that the Bidder must disclose any litigation against the Company and/or if the Company or Directors have been blacklisted, should this be encompassed on the Project Execution Plan or separate and in what format?

**Answer: The disclosures must form part of your technical proposal in response to various elements as per evaluation criteria and such must be referenced properly in your bid.**

<b>Enquiry</b>	<b>Email contact</b>	<b>E-mail contact</b>
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