



Johannesburg

Notice of invitation to tender for Security Companies, to stipulate a contract with duration of three years (03) for 24/7 Security Service and Alarm System with Armed Response in favor of the Italian Trade Commission - ITA Agency - Johannesburg Office.

THE CONTRACTOR

The Italian Trade Commission - ITA Agency Johannesburg Office, refer to hereafter as ITA Agency, is the governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. With a motivated and modern organization and a widespread network of overseas offices, ITA Agency provides information, assistance, consulting, promotion, and training to Italian small and medium-sized businesses. By using the most advanced multi-channel promotion and communication tools, it strives to demonstrate the excellence of Made in Italy around the world.

OBJECTIVE OF THE TENDER

ITA Agency intends to stipulate a framework contract lasting three years (03) for 24/7 Security Service and Alarm System with Armed Response. The purpose of this announcement is to receive offers to promote the participation of the largest number of potentially interested companies and therefore not binding on ITA Agency that reserves the right not to proceed with the assignment of the service subject to this notice if the offers are not considered adequate.

SCOPE OF WORK

The framework contract covers the service of seven days a week for:

- 1 x PSIRA Registered Grade B Unarmed Guard Dayshift for main gate entry and patrolling of the property.
- 1 x PSIRA Registered Grade B Unarmed Guard Nightshift for main gate entry and patrolling of the property.
- Alarm Monitoring with Armed Reaction
- Day Shift – 06:00 – 18:00
- Night Shift – 18:00 – 06:00
- Two-way radio, clocking and GPS Tracking.
- Monitoring and Armed Response.
- Torches (Re-chargeable).
- Batons.

ICE – Italian Trade Commission
Trade Promotion Section of the Italian Embassy
42 Chester Road, Parkwood, Johannesburg
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E-mail: johannesburg@ice.it
www.ice.it
Cod. Fisc. / Part. Iva 12020391004
VAT 4000158198

Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015

Member of CISQ Federation





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- Pocket books and pens (each per security officer).
- Serviceable cellular phones with sufficient airtime and camera.
- Pepper spray.
- Whistle.
- Occurrence book to be provided for the period of contract.
- Monitoring system: Patrol point (Install, manage and maintain Monitoring system).

The company awarded with the contract should indicate one or more emergency contact persons available on working days from 8.00 to 17.00.

Protection services must include the following:

- To keep the premises, employees, and assets secure
- Patrolling and monitoring of the premises
- Patrolling duties must be in line with the patrolling schedule and the register that must be provided by the management of the security company.
- The day shift security guard to ensure that all windows are closed, and entrances doors are locked after hours.
- Inspect the building and access points.
- Keep a register of staff and visitors to ICE-Agency office.
- Protection: deal with any unruly or threatening behaviour towards staff, members of the public (users) on the premises.
- To ensure staff's safety when leaving the premises at the end of the day.
- Courteous: always be courteous and friendly to staff and members of the public visiting the ITA Agency office.
- Occurrence books: security personnel must ensure that all incidents are recorded in the occurrence book and reported to the bidder site supervisor and relevant person at ITA Agency. The book must be made available to ITA Agency as and when required.
- Determining people's level of access, allowing, or denying entry Calling authorities and reporting irregularities Preventing loses.
- Compiling and issuing reports to ITA Agency (as and when required)
- The service provider must make provision to provide relievers – (as an when required who also the same Grade required – Grade B)
- Security guard must arrive on or before the specified time.
- Note: noncompliance with the prequalification criteria will result in automatic disqualification.

SELECTION PROCEDURE AND AWARD CRITERIA

The proposal will be selected considering the U.E. Legislative Decree 50/2016 on Public Procurement and Ministerial Decree 192/2017 (Regulation of the Italian Ministry of Foreign Affairs and International Cooperation with general directives governing the selection process of the Contractual Partner and the performance of the contract abroad).



And shall be awarded based on the lowest price criterion, on the commissions or service charges, and any other applicable fees according to the specified criteria as indicated in this notice (award criteria).

In case of equal offers, the companies that have proposed the same price, will be summoned in ITA Agency to proceed with further interviews.

EXTIMTED CONTRACT'S AMOUNT

No budget has been confirmed which will be evaluate once the offers have been received. Due to our administration, once the contract has been signed, we will not accept any annual increases and/or extra hidden fees, the total amount quoted for the three years is the total amount that will be paid until the termination of the contract. No compensation is provided for if the expenditure was different from that indicated.

PERIOD OF VALIDITY OF THE FRAMEWORK CONTRACT

The contract will be valid for three years (03) from the date of acceptance of the contract. On the expiration date, the contract will cease automatically, without any notification between the parties.

If needed, the duration of the contract may be modified for the time strictly necessary to conclude the procedure necessary to search for a new agency (according to art. 106, paragraph 11 of the Italian Public Procurement Code). In this case, the services covered by the contract must be maintained in terms of prices, terms and conditions, or even improved.

TERMS AND CONDITIONS OF PAYMENTS AND PENALTIES

Payments for services made during the three (3) years period of the framework contract will be made by presentation of an invoice (which reflects the code of written orders, CIG, CO.AN) issued to:

The Italian Trade Commission - ITA Agency Johannesburg Office
42 Chester Road – Parkwood 2193
VAT 4000 158 198

Payment will be made by bank transfer at thirty days (30) upon receipt of the tax invoice.

If the requirements of the requests are not met, the ITA Agency reserves the right to impose a penalty depending on the seriousness of the incident, to determine, which will not exceed 3% of the amount relating to the service incorrectly provided.

EXLUSION

Company undertaking a criminal proceedings or litigation under the Italian and/or South African Law, for the following, may not submit a tender:

- Participation in a criminal organisation
- Corruption



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- Fraud
- Money laundering and criminal activities
- Any kind of illegal trafficking
- Tax evasion

CONDITIONS FOR ELIGIBILITY

- The organisation and owners must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001).
- As proof thereof, certified copies of valid registration certificates must be attached with the bid.
- All Security officers employed by the service provider to render service must be registered as Security Officers in terms of The Private Security Industry Regulatory Act (Act 56 of 2001).

PROCEDURE FOR SUBMITTING TENDERS

It is necessary for the companies submitting their application for tender in context, considering the instructions given in this notice and the documents needed for the invitation to tender.

Unless excluded from the tender, bids must be submitted **in a sealed envelope**, to the Italian Trade Commission ITA Agency Johannesburg Office, at the address: 42 Chester Road corner Jan Smuts Avenue Parkwood – 2193. **the proposed deadline is the 22nd of January 2024 at 12.00 pm. The envelopes will be open on the 23rd of January 2024.**

Envelopes must bear the following description:

"DO NOT OPEN - CONTAINS AN OFFER FOR INTERNATIONAL AND DOMESTIC AIR TICKET SERVICE, HOTEL BOOKINGS AND TRANSFER/TRANSPORT SERVICES, and it will include two sealed envelopes containing the sender details (addresses, tel, fax, e-mail), and the following description:

- Envelope one: "A - ADMINISTRATIVE DOCUMENTATION".
- Envelope two: "B - ECONOMIC OFFER".

The correct delivery of the tenders is the responsibility of the sender, and the Italian Trade Commission ITA Agency Johannesburg Office assumes no responsibility for tenders not received before the deadline or not completed. Invited companies shall not receive any compensation or reimbursement for the costs resulting from the submission of the tender.

CONTENTS OF THE ENVELOPES

A - ADMINISTRATIVE DOCUMENTATION

The envelope must contain - under penalty of exclusion:

- Company profile and presentation.





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- Declaration by the legal representative that they are not in any criminal proceedings or litigation.
- Certified copies of valid PSIRA registration certificates.

"B - ECONOMIC OFFER"

The tender drawn up in accordance with the model annexed hereto and taking into account the information contained in this notice.

The offeror undertaking's signed documents must be dated and signed by an authorized legal Representative of the Company.

Please note that all documents requiring the signature of the representative must be signed by one of the following:

- Director with power of legal representation.
- By special delegation as indicated.

Will not be considered valid offers that:

- is submitted after the deadline or in a form other than that indicated;
- subject to condition or that do not accept the conditions indicated or higher than the price indicated do not contain one or more elements required in this notice;
- multiple offers are not allowed. Each company must participate by submitting a single offer.

The award shall also be made in the event of the receipt of a single tender if it is valid and deserves approval. In accordance with the principle of self-protection, the Italian Trade Commission ICE-Agency Johannesburg Office has the right to not award the tender if necessary.

In the event of a tie between bids, the Companies that obtained the same score will meet at the ICE Agency headquarters for a public draw.

ADDITIONAL INFORMATION

For information, please contact the Italian Trade Commission ITA Agency Johannesburg Office (e-mail: johannesburg@ice.it). The person in charge is the Italian Trade Commissioner of ITA Agency Johannesburg Office, Mr. Giovanni Atena.

PROCUREMENT AND PROVISIONS

The selected company will be announced on the website of this Agency on the 25th of January 2024.

No compensation or reimbursement of costs shall be due to applicants for the submission of tenders.

The administration will proceed with the award after verification of the proposals.

The best economic offer will be awarded the contract.



In the event that the competition cannot be awarded to the tenderer who has obtained the first place in the provisional graduation, the second is awarded in order of qualification.

Tacit renewal is excluded.

Within a maximum of seven (7) calendar days from the notification of the award, the selected Company shall submit the following documentation:

- [Annex a - causes excluding applicants from ITA Agency procurement;](#)
- [Rules and regulations for the registration and selection of contractors/suppliers by ITA Agency;](#)
- [Supplier Registration Form \(company and professionals\);](#)
- Certified copy of company registration certificate.
- Certified copy of tax registration certificate.
- Certified copy of professional certificate (if applicable).
- Certified copy of quality certificate (if any).
- Two or more references, over the last three years, issued by companies, including state-owned entities, or individuals for which/whom the applicant has performed the same services as those for which he/she is applying for registration, or alternatively a list of major corporate clients the applicant is currently working with.

METHODS OF PAYMENT, PENALTIES AND TERMS & CONDITIONS FOR TERMINATION OF THE CONTRACT

The payments will be made subject to the successful completion of the service, which must be endorsed by the Sole Processor of the procedure.

Payment will be made on receipt of the tax invoice to be sent to the Italian Trade Commission ITA Agency Johannesburg Office

Payment of the service is made by bank transfer to the bank account indicated by the Security Company for the number of services invoiced. Bank letter is required for the first payment and in the event of a change of banking details after the contract has been awarded.

PROHIBITIONS ON SUBCONTRACTING AND ASSIGNMENT OF CONTRACTS

Subcontracting or transfer of contract is prohibited.

CONFIDENTIALITY AGREEMENT

The contractor undertakes to maintain the confidentiality of the data and information to which it has access and to use them exclusively for the performance of this contract. Even In the event of the service cancellation with the Italian Trade Commission ITA Agency Johannesburg Office, it is stated that all confidential obligations must be respected. The contractor is responsible for the respect of confidentiality and by its employees or consultants. In the event of breach of confidentiality obligations, the Italian Trade Commission ITA Agency Johannesburg Office shall

have the power to resolve the contract, without prejudice to the claim for damages arising from such an act.

REGISTRATION

The registration of this contract, the related costs, and additional costs for signing the contract shall be borne by the contractor.

COMPETENT JURISDICTION

Any dispute relating to the selection procedure is subject to the jurisdiction of Italian law.
Any dispute relating to the performance of the contract is subject to the jurisdiction of South African law.

PROTECTION OF PERSONAL DATA

The data collected will be processed exclusively within the framework of this procedure (pursuant to the General Law on the Protection of Personal Data held by obliged parties, published in the DOF 26/01/2017).



ECONOMIC OFFER FORM

the undersigned _____
 born in _____ ZZ_, the _____
 resident in _____, postal code _____
 Address: _____

Owner or legal representative (underline the correct definition) of the company: _____

With registered office in _____
 VAT number: _____, C.K. number: _____

In relation to the tender for three years (03) contract for 24/7 Security Service and Alarm System with Armed Response in favor of the Italian Trade Commission - ITA Agency - Johannesburg Office. The proposed monthly fees or services are as follows:

SERVICE DESCRIPTION	VALUE IN RAND	VAT EXCLUDED
PSIRA Registered Grade B Unarmed Guard Dayshift P/M		
PSIRA Registered Grade B Unarmed Guard Nightshift P/M		
Monitoring and Armed Response P/M		
OTHER FEES IF APPLICABLE		

NB: The monthly fee will apply for the duration of the contract (36 months).

The undersigned declares to be aware of what is indicated and foreseen in the direct award notice and to unconditionally approve the contents. Furthermore, he is aware that the announcement does not entail any responsibility for the ICE Agency towards interested parties and that any offers do not entail any preferential rights for the award with contract by the ICE Agency.

As required, please attach a copy of your identity card to this offer:

Signed at (place): _____ on (date): _____

Signature and stamp of the company:

