



**social development**

Department  
Social Development  
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001

Enquiries: Z Mantantana, Email: [ZolisaM@dsd.gov.za](mailto:ZolisaM@dsd.gov.za)

Sir/Madam

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
24 HOURS SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF SOCIAL  
DEVELOPMENT AT THE HSRC BUILDING AND AT THE SALVOKOP GENDER BASE VIOLENCE  
COMMAND CENTRE (GBVCC) FOR A PERIOD OF TWO (2) YEARS**

1. Tender No: **SD10/2021**
2. Closing Date: 27 August 2021 at 11:00
3. The following documents form part of this invitation for a proposal:  
SBD1: Invitation to bid  
SBD3.3: Pricing Schedule  
SBD4: Declaration of Interest  
SBD6.1: Preference points Claim Form  
SBD8: Declaration of Bidders past SCM Practices  
SBD9: Certificate of Independent Bid Determination
4. **All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.**
5. Please make sure that your bid reaches this office before the closing time and date
6. When submitting your bid the following information must appear on the sealed envelope:
  - i. Name and address of the Bidder
  - ii. Bid number
  - iii. Closing Date
7. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria

Kind regards

**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

DATE: 06/08/2021

# **PART A INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)**

BID NUMBER:	SD10/2021	CLOSING DATE:	27 AUGUST 2021	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO RENDER 24 HOURS SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT AT THE HSRC BUILDING AND AT THE SALVOKOP GENDER BASE VOLIENGE COMMAND CENTRE (GBVCC) FOR A PERIOD OF TWO (2) YEARS				

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria

## SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
	TCS PIN:		OR CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT
	<input type="checkbox"/> No		<input type="checkbox"/> Yes
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?	<input type="checkbox"/> No		
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	Social Development	CONTACT PERSON	
CONTACT PERSON	Mr Z Mantantana	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	ZolisaM@dsd.gov.za		

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |  |  |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?           | <input type="checkbox"/> YES <input type="checkbox"/> NO |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

**PRICING SCHEDULE**  
(Professional Services)

SBD 3.3

BID NO: SD10/2021

CLOSING TIME 11:00 ON 27 AUGUST 2021

NAME OF SERVICE PROVIDER:

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX
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**APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOURS SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT AT THE HSRC BUILDING AND AT THE SALVOKOP GENDER BASE VIOLENCE COMMAND CENTRE (GBVCC) FOR A PERIOD OF TWO (2) YEARS**

- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
- PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

R.....

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

.....

.....

.....

.....

R.....

R.....

R.....

R.....

R.....

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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....

.....

.....

.....

R.....

R.....

R.....

R.....

..... days

..... days

..... days

..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

R.....

R.....

R.....

R.....

Bid No.: .....

Name of Bidder: .....

TOTAL: R. ....

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R. ....
.....	.....	.....	R. ....
.....	.....	.....	R. ....
.....	.....	.....	R. ....
TOTAL: R. ....			.....

6. Period required for commencement with project after acceptance of bid

.....

7. Estimated man-days for completion of project

.....

8. Are the rates quoted firm for the full period of contract?

\*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

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.....

.....

Any enquiries regarding bidding procedures may be directed to the –

Mr. Zolisa Mantantana  
Email: [ZolisaM@dsd.gov.za](mailto:ZolisaM@dsd.gov.za)

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
  - 2.4 Company Registration Number: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

.....

.....

.....

YES/NO

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.....

.....

**YES/NO**

.....

.....

.....

[illegible]



**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

May 2011

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and  
(b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section

- 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
  - (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
  - (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
  - (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
  - (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
  - (g) **“prices”** includes all applicable taxes less all unconditional discounts;
  - (h) **“proof of B-BBEE status level of contributor”** means:
    - 1) B-BBEE Status level certificate issued by an authorized body or person;
    - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
    - 3) Any other requirement prescribed in terms of the B-BBEE Act;
  - (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
  - (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20

2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name ..... of  
company/firm:.....

8.2 VAT ..... registration  
number:.....

8.3 Company ..... registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....  
.....  
.....  
.....

**8.6 COMPANY CLASSIFICATION**

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

**WITNESSES**

- 1. ....
- 2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

### CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION  
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,  
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js914w 2

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOURS SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT AT THE HSRC BUILDING AND AT THE SALVOKOP GENDER BASE VIOLENCE COMMAND CENTRE (GBVCC) FOR A PERIOD OF TWO (2) YEARS**

**1. PURPOSE**

The purpose of this tender is to outsource the operational security in the department by appointing a Service Provider for a period of two (2) years.

**2. BACKGROUND**

**Legal mandate**

**The following Acts, Policies and Procedures must be complied with:**

- The Protection of Information Act, 1982 (Act No.84 of 1982)
- Control of Access to Public Premises and Vehicles Act, 1985 (Act No.53 of 1985).
- Minimum Information Security Standards (M.I.S.S)
- Minimum Physical Security Standards
- Internal Security Policies and Procedures
- Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001)

Since access control is multifunctional, it requires that different levels of security must be applied in accordance with the needs of the Department, regarding the protection of Departments property and staff. Security officials control access to the building by monitoring and identifying people and equipment before they are allowed access. The Head of the Department is responsible for the enforcement of the provisions of the Control of Access to Public Premises and Vehicles Act, 1985 (Act No.53 of 1985). The primary purpose is to safeguard the building under the control of Government Departments.

The Control of Access to Public Premises and Vehicles Act, 1985 (Act No.53 of 1985) entails the furnishing of information, the furnishing of identification, declarations concerning hazardous objects and to search the contents of any suitcase, briefcase, handbag, bag, etc, the subjection of persons to electronic examinations and the handing over of any hazardous objects to the security official.

### **3. SCOPE OF WORK**

#### **3.1 The successful service provider will be expected to undertake the following functions:**

- 3.1.1 Physical safeguarding of the property, documentation, assets, personnel and visitors;
- 3.1.2 Prevent unauthorised access into the building and the immediate surrounding area;
- 3.1.3 Prevent unauthorised removal of property, documents and assets;
- 3.1.4 Detect and prevent intrusion and respond to alarms by detection devices;
- 3.1.5 The combating and prevention of malpractices e.g. any illegal activities that may take place within the building;
- 3.1.6 Identify hazards and risks in the building; and
- 3.1.7 Incident management and reporting such incidents to the department on a regular basis.
- 3.1.8 Assist the department with security management with opening and closing of office during office hours when DSD Security Management is short of staff. Those officers will sign declaration of secrecy and will be vetted by the department. All private security officers will also undergo a personnel suitability check (PSC) as well as the company that is awarded the contract will be subject to State Security Agency screening process.

#### **3.2 Deploy/dispatch grade C security officers to execute the physical security service.**

#### **3.3 Deploy/dispatch grade B security officers to exercise complete supervision and control over all security personnel at the site/s where the security service is rendered by the Service Provider.**

#### **3.4 Manage and control labour unrest incidents such as:**

- 3.4.1 Provide guarding services during any unrest actions by redeploying onsite guards to hot spots during unrest;
- 3.4.2 Respond and assist DSD security to illegal gatherings;
- 3.4.3 Respond and assist DSD security to protected and unprotected strike actions;

#### **3.5 Manage the Reception Area**

- 3.5.1 At HSRC building to assist Customer Care in registering visitors visiting NPO and DSD by completing visitors registration book of all visitors entering the DSD buildings according to the Access to Public Premises and Vehicles Act;
- 3.5.2 Attend to all visitors in-line with the Batho Pele principles;

- 3.5.3 Complete the visitors register for visitors and ensure that visitors and staff have the correct proof of identification when entering the building; and
- 3.5.4 Contact personnel being visited to confirm appointment and request official being visited to collect visitor.

### **3.6 Manage the Turnstiles**

- 3.6.1 Ensure that the visitor has a visitors permit to enter the building;
- 3.6.2 Check if the visitor has any equipment, if so it must be recorded;
- 3.6.3 Check personnel entering the building;
- 3.6.4 Redirect personnel without access cards to the reception.
- 3.6.5 Report personnel who fail to produce access cards or that make use of visitors slips on a regular basis to DSD security management.

### **3.7 Manage the Ministry Access area**

- 3.7.1 Ensure that the visitor has proper authorization to enter the Ministry, Deputy Ministry and Director General offices on the executive floor; and
- 3.7.2 Contact the personnel and request he/she collect their visitor at the security reception area.

### **3.8 Manage the Parking Area**

- 3.8.1 Manage access and flow of vehicles entering and leaving the premises; and
- 3.8.2 Check and maintain a record of all government vehicles entering and exiting the building.
- 3.8.3 Record all visitors that enter the parking and liaise with HSRC security if parking was approved for visitor access. Visitors should provide proper identification when entering parking.

### **3.9 Patrols**

- 3.9.1 Security officers will patrol the building two (2) times during office hours and two (2) times during night shifts and report all deficiencies such as doors not locked, water leaks, emergency/access doors not closed and or incidents in the Information Book (I/B) and to Security Management. Electronic monitoring patrol system need to be installed by appointed private security company to monitor guards patrolling and to provide patrolling reports on monthly basis at all sites the appointed company will be providing a security service at.

### **3.10 Security Control Room**

- 3.10.1 Security officers will monitor the CCTV system in the control room and at designated viewing stations. The officers in this area must be rotated every 2 hours and report all deficiencies and or incidents in the Information Book (I/B) and to Security Management.

### **3.11 After hours support and emergencies**

- 3.11.1 Private security company to provide after hours support and armed reaction vehicle in case of emergencies linked to criminal activities or Occupational Health and Safety emergency at all DSD sites mentioned in this TOR.
- 3.11.2 Security officials to be equipped with emergency panic button per site due to them not being armed and if the control room do not respond on the radio they can use the panic button to activate the response vehicle on short notice. **There is a requirement for a working Cellular phone for the Security Guards on each site to ensure that they are able to communicate in any emergency and are not dependent of DSD land lines.**
- 3.11.3 Response vehicle service should be available on a 24 hours basis. Reaction vehicle must be onsite within period of five to eight minutes to assist security officials and the department during an emergency situation. The armed response company need to comply with the same evaluation criteria as the company that will provide the service to the department if the company is sub-contracting the service of armed response.

## **4. SKILLS AND KNOWLEDGE REQUIRED**

### **4.1 SUPERVISORS GRADE B**

- 4.1.1 Supervisors must have a good grounding in their post description and duties;
- 4.1.2 Supervisors must at all times be capable of leading/controlling and supervising their subordinates.

### **4.2 SECURITY OFFICERS GRADE C**

- 4.2.1 Security Officers must be able to read and write;
- 4.2.2 Security Officers may not be younger than the minimum of age applicable.

### **4.3 SUPERVISORS AND SECURITY OFFICERS**

- 4.3.1 Supervisors and security officers must have undergone and passed the formal security officers training course;
- 4.3.2 Supervisors must have a fair proficiency of the English language and at least three (3) other official languages;



- 4.3.3 At all times supervisors and security officers must present an acceptable image /appearance which implies, *inter alia*, that they may not sit, lounge about, smoke, eat or drink whilst attending to people;
- 4.3.4 Supervisors and security officers must at all times present a dedicated attitude/ approach to security, which attitude/ approach shall apply, *inter alia*, that there shall be no unnecessary arguments with visitors, personnel or discourteous behavior towards them;
- 4.3.5 Supervisors and security officers must be physically healthy and medically fit for the execution of their duties;
- 4.3.6 Supervisors and security officers must be registered as security officers, as required by Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);
- 4.3.7 Supervisors and security officers must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the Department;
- 4.3.8 No information concerning Department activities may be furnished to the public or the media by the Service Provider or his/her employees.
- 4.3.9 The Service Provider undertakes to ensure that each member of his/her security personnel will at all times, when on duty, be fully equipped in respect of:
  - 4.3.9.1 A uniform, neat and clearly identifiable with the companies' logo, including matching raincoats and Overcoats;
  - 4.3.9.2 A clear identification card of the company with the employees' photograph, identity and security registration number on it. This must be visible on the security officer at all times;

## **5. MONITORING, EVALUATION AND REPORTING**

- 5.1 Monitoring and evaluation of this service will be undertaken by Security Management at the site as well as by the Service Provider himself, on a daily basis. Service provider to do site inspections during each shift to ensure that all security officers are posted, sober and in uniform.
- 5.2 The Departmental representative will have the right to check daily, whether sufficient personnel are available at the site, in terms of the conditions of contract;
- 5.3 All personnel shortages must be noted down in the Occurrence Book and reported immediately to the Area Supervisor;
- 5.4 The Directorate: Security Management will manage the duties and performance of the successful service provider, in accordance with its internal departmental policies.

## **6. RESOURCES REQUIRED**

The Service Provider must ensure that the following resources are made available at all times at the site/s where the security officer renders security services:

- 6.1 Occurrence Book;
- 6.2 All Admission Control Registers, visitor's book or Forms;
- 6.3 Pocket Books;
- 6.4 Duty List/Roster;
- 6.5 Duty Sheet;
- 6.6 The following equipment:
  - Baton per security officer on duty;
  - Handcuffs per security officer on duty;
  - Two-way Radios;
  - Torch for night shifts to ensure they can conduct patrols when electricity is off
  - Reflective bib per security official marked security in case of emergency evacuations

## **7. COMMENCEMENT AND EXECUTION OF CONTRACT**

Service Providers' must be in a position to assume duty first day of that month after tender is awarded, Hours of operation will be from 06h00.

## **8. SPECIAL CONDITIONS OF CONTRACT**

- 8.1 The Department reserves the right to inspect the service rendered by the Service Provider at any time, in order to ensure that the service is rendered in accordance with the conditions of contract and the site specification.
- 8.2 The Department reserves the right to require from the Service Provider that any of his employees be replaced, in which case the employee must leave the site forthwith. The Department will not be held responsible for any damages or claims which may arise because of this and is indemnified against any such claims and legal expenses.
- 8.3 In terms of Section 3 of the Private Security Industry Regulation Act, (Act 56 of 2001), the Security Company is mandated to act in a professional, transparent, accountable, equitable and accessible manner towards its employees.
- 8.4 The Department has a duty in terms of Section 4(d) of the Private Security Industry Regulation Act to report the security company to the Authority to conduct investigations where it is apparent that there is abuse and violation of procedures contemplated in the Act.

- 8.5 According to section 34(1) of the Prevention and Combatting of Corrupt Activities Act, (Act 12 of 2004), the Department has a duty to report any offence of corruption or suspicious activities of corruption or fraud committed by the Security Company in terms of this Act, to any police official.
- 8.6 The norm/quality of the security service to be rendered, must be in accordance to PSIRA regulations with regards to the Code of Conduct for Security Service Providers.
- 8.7 All possible steps shall be taken by the Service Provider to ensure that the contract and intended execution of the agreement will take place.
- 8.8 The protection of Department's property at the intended site and the protection of the said property against any theft and vandalism.
- 8.9 The protection of the Department's officials against injuries, death or any other offences, including offences referred to in schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977).
- 8.10 The Service Provider must provide the security personnel required for the successful rendering of the service, as follows:
- 8.10.1 All security officers must be categorized, as defined in the Order made in terms of Section 51 A (2) of the Labor Relations Act, 1956 as published in the Government Gazette, no. 209333 dated 25 February 2000.
- 8.10.2 The Service Provider must pay his/her employees at least the minimum PSIRA monthly basic wage for shift days worked and overtime if they work more shift days than what is agreed upon as prescribed for the area concerned, as contained in the Order for the Security Services Trade (Government Gazette, No. 209333 dated 25 February 2000). Monthly wages should include all PSIRA benefits as prescribed in the yearly price adjustments.
- 8.11 The tender must include at least five (5) two-way radios for each site.
- 8.12. The Department of Social Development reserves the right to check the salaries paid to security officers working on the premises and if overtime is paid to those requested to work more than the required working hours per week. Proof of payment must be provided to the department when requested by the delegated officer of the Department within seven (7) working days (If companies do not comply with the minimum PSIRA wage, the department reserves the right to cancel the contract with immediate effect).

- 8.13 The Department reserves the right to ascertain from the SAPS whether security personnel in the employ of the company are in the possession of record clearance, as well as to ascertain from the Council of Security Officers (PSIRA) whether the security personnel are registered with the Council of Security Officers (PSIRA). Appointment will be subjected with the outcome of the SAPS and PSIRA report.
- 8.14 The Service Provider must keep available for inspection by the department contract manager or his/her delegate, at his/her headquarters, personnel files, as well as all appropriate documents as per TOR evaluation criteria point 14 and point 11 bid conditions of all security personnel in his/her service, who are employed for the rendering of services to the department.
- 8.15 Security Management will conduct security checks of all security officers that will be posted at the Department of Social Development.
- 8.16 The enclosed "site inspection certificate" must be completed and signed by the Departmental representative in respect of each site inspection.
- 8.17 The Service Provider shall, in order to secure the continuity of the service, in the application of the security measures, allocate specific personnel for the service to each site. Exchange of security personnel without the written consent of the Department Contract manager or representatives is not permissible.
- 8.18 The successful Service Provider will be required to enter into a Service Level Agreement with the Department.
- 8.19 **Service Providers must furnish the following particulars:**
- 8.19.1 Situation of Headquarters (NB: No sharing of control room or office with any unauthorized Service Provider). Departmental representatives will inspect the control room prior to the award of the bid.
- 8.19.2 The names, identity numbers and street addresses of all persons, partners or Close Corporation members.
- 8.19.3 Proof of training/experience and/or a condensed description of the training/experience of the Directors of the company.
- 8.19.4 A list of references must accompany the tender and particulars of any contacts.
- 8.19.5 Details of any successfully rendered contracts and/or present contracts, with clear indication.

- 8.19.6 Service Providers must provide satisfactory proof of registration as employer with the Workmen's Compensation Commissioner.
- 8.19.7 Service Providers must undertake to provide additional personnel, as and when requested, for the rendering of service at the site during a crisis situation. This will be at an additional payment to the service provider in line with signed contract tender pricing.
- 8.19.8 Service provider to ensure that private security personnel posted at DSD sites are registered with the Unemployment Insurance Fund and documented proof thereof need to be submitted to the satisfaction of DSD.
- 8.20 Price adjustments must not occur more than once a year. Adjustments will only be reviewed when proof of increase from PSIRA is submitted and upon written request to the Department.
- 8.21 Security personnel may not engage in any illicit personnel practices, such as, strike action, unrest or intimidation.
- 8.22 The service to the department should not be interrupted,
- 8.23 The Department of Social Development encourages the absorption of current security officials as they are familiar with the DSD sites, policies, procedures and processes; Current security officials if absorbed or newly appointed security officials need to be registered with the Provident fund and UIF immediately once the contract is signed and documented proof thereof should be provided to DSD contract manager or its representative on request to ensure compliance. Kindly inform the DSD in writing that your company will or will not absorb current security officials.

## 9. QUESTIONNAIRE

- 9.1 Are you, the company or close corporation and every Director of the company, or every member of the close corporation, registered in terms of Section 10 (1) of the Security Officers Act, 1987 (Act 92 of 1987)(PSIRA Act)

YES/NO

If yes, indicate the PSIRA Registration Number of the company:\_\_\_\_\_

Please attach a proof of registration.

**NB: If in process of registration, proof must be submitted.**

- 9.2 Are all the Board of Directors registered in terms of Section 10 (1) (b) of the PSIRA Act?

YES/NO

**NOTE: If documentary proof is not attached the bid will be invalidated.**

- 9.3 For the purpose of this contract, use will be made of Category B and C PSIRA registered security officers, as defined in the Basic Conditions of Employment act, 1997 (Act No. 75 of 1997) as published by the Government Gazette No. 20933 dated 25 February 2000.

YES/NO

Any decision of the Department regarding the adjudication of the contract is final.

- 9.4 Is the offer strictly in accordance with the conditions of the tender?

YES/NO

If not in accordance with the specifications, furnish the deviations.

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## 10. BID PROPOSALS

### HSRC BUILDING

#### Day Shift:

Mondays to Fridays 06h00 – 18h00

Twelfth (12) Security Officers –	Gr C	R _____	(Price per month)
One (1) Supervisors -	Gr B	R _____	(Price per month)

#### Day shift:

Saturdays, Sundays 06h00 – 18h00  
& Public Holidays

Three (3) Security Officers –	Gr C	R _____	(Price per month)
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#### Night shift:

Mondays to Sundays      18h00 – 06h00

Three (3) Security Officers – Gr C      R \_\_\_\_\_  
(Price per month)

Total per month for HSRC building      R \_\_\_\_\_

## Salvokop GBVCC

### Day shift:

**Mondays to Fridays 06h00 – 18h00**

One (1) Security Officers – Gr C R \_\_\_\_\_  
(Price per month)  
One (1) Supervisors - Gr B R \_\_\_\_\_  
(Price per month)

### Day shift :

**Saturdays, Sundays  
& Public Holidays 06h00 – 18h00**

Two (2) Security Officers – Gr C R \_\_\_\_\_  
(Price per month)

### Night shift:

**Mondays to Sundays 18h00 – 06h00**

Three (3) Security Officers – Gr C R \_\_\_\_\_  
(Price per month)

**Total per month for GBVCC R \_\_\_\_\_**

**Total tender price for all sites for a period of 24 months (2 years)**

**R \_\_\_\_\_**

## 10.1 Site closures

**Please note that the following will be applicable in the case were a site close down due to contract rental termination.**

- The Private Security company will be notified timeously (30 day notice) in order to give security officials notice of termination of specific site and of contract. Once the site is closed the contract price will be redused not to include the site pricing for the remainder of the tender. Alternatively with written concent of the contract manager the guards can be absorbed at the other DSD sites for the remainder of the contract.

**10.2 Note: The unit price will be calculated as follows: The number of security officers divided by the Price per month.**

In case additional security officers or equipment are required, during the contract period, the unit price will be applicable. The contract pricing will be used for events hosted by the DSD were additional security officers need to be deployed.



Such a request for additional security officers must be in writing and approved by the contract manager before deployment to the event.

Security Officer – Grade B

R \_\_\_\_\_

Security Officer – Grade C

R \_\_\_\_\_

Base Radio

R \_\_\_\_\_

Two way radios

R \_\_\_\_\_

**11. BIDS WILL BE INVALIDATED IF THE FOLLOWING CONDITIONS ARE NOT MET:**

11.1 Proof of PSIRA registration.

11.2 Proof of VAT registration (Companies will be given 14 days to submit proof).

11.3 Proof of the Board of Directors PSIRA registration as well as the company PSIRA registration.

11.4 Specifications of private security company Control room: base radio, occurrence book, telephone, batons, handcuffs, whistle, pocket books, Two-way Radios, torch, visitors slip book and electronic monitoring patrolling system, panic button per site.

11.5 Confirmation letter that the Control room will not be shared with any unauthorized company.

11.6 Proof of registration as employer, with the Workmen's Compensation Commissioner.

11.7 Proof of references and or current contracts.

11.8 Proof of U.I.F Registration.

11.9 Submission of a valid Tax clearance certificate.

11.10 Proof of response vehicle for emergency response in cases of emergency.

11.11 Company Directors will be subjected to State Security Agency screening process and need to be cleared before appointment. ID documents of Directors to be attached as supporting documents.

## **12. GENERAL CONDITIONS OF CONTRACT**

The General conditions of contract as prescribed by the National Treasury will apply in all instances.

## **13. PAYMENT**

13.1 An order valid for the two years will be issued to the successful Service Provider.

13.2 All payment invoices and reports will be handed to security management on the first working day of every new month during the contract period in order to discuss the report in the compulsory monthly meeting with the service provider.

13.3 Invoices will be paid on a monthly basis at the end of each month. Payment will be effected within 30 days after receipt of the invoice from the successful service provider.

## **14. EVALUATION CRITERIA**

14.1. Only bids that comply with the administrative requirements, as well as the minimum requirements in paragraph 11 will be evaluated. The qualifying bids will be evaluated in the following two (2) stages:

- Firstly the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale 1 - 5) in respect of functionality according to the criteria set out in paragraph 14.4. proposals scoring less than 60 points in respect of functionality will be disqualified and not be evaluated further.
- Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference points system as contemplated in the Preferential Procurement Regulations 2017, issued in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000).

14.2. The 80 points will be used to calculate price only and the 20 points will be used to calculate the BBBEE status level of contribution (SBD 6.1).

14.3. The points in respect of price will be calculated on the ceiling price for the service for 24 months (including wages, equipment, clothing, transport, overheads, profit as well as VAT).

14.4. Technical proposals will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows:

1 = Very Poor

2 = Poor

3 = Average

4 = Good

5 = Very good

No.	ELEMENT/CRITERIA	1	2	3	4	5	Weight	Total
1.	<b>At least 5 years' experience in the Security Industry with references to be included in the proposal.</b> 1= One year's experience in the security industry with only one reference included. 2= Two years' experience in the security industry with two reference included. 3= Three years' experience in the security industry with three reference included. 4= Four years' experience in the security industry with four reference included. 5= Five years' experience in the security industry with five reference included.						40	
2.	<b>Proposal that complies with the terms of reference per the scope of work in paragraph 3</b> 1= Proposal only covers 20% of the scope of work per the terms of reference. 2= Proposal only covers 40% of the scope of work per the terms of reference. 3= Proposal covers at least 60% of the scope of work per the terms of reference. 4= Proposal covers at least 80% of the scope per the terms of reference. 5= Proposal covers the entire scope of work per the terms of reference. <b>Total points</b>						40	
							80	

Evaluation will be conducted on the following cascading basis:

- (i) **Requirements as specified in the Special Conditions** (Only bidders who comply 100% with this phase will be considered for further evaluation)
- (ii) **Terms of Reference**
- (iii) **Price & Goals**
- (iv) **Infrastructure** (Mandatory infrastructural inspection of short-listed bidders to ascertain operational and business integrity)

## 15. SUBMISSION OF BIDS

Prospective bidders must submit their bid proposals in **two envelopes**:

One envelope with the **technical proposal** outlining in detail a realistic work-break schedule indicating different milestones to be achieved, and response to the terms of reference and evaluation criteria including other supportive documents, completed bid forms, tax clearance certificate issued by SARS and legal entity registration certificate. One **other envelope** with the **financial proposal** (pricing schedule (SBD 3.3) with all cost related items, cost breakdown).

The entire proposal should be placed on disc/memory stick in a PDF format

The following information must be endorsed on each envelope:

**Bid number** :  
**Closing date** :  
**Name of the Bidder:**  
**Technical Proposal or Financial Proposal**

The closing date for the submission of bid is **11h00 on 27 August 2021**.

Failure to comply with these conditions will result in a bid being disqualified.

Bids may only be submitted as follows:

Deposited in the DSD Tender Box,  
Foyer of the HSRC Building  
134 Pretorius Street, Pretoria

Bids received after the closing date and time will be regarded as late and will not be evaluated.

## 16. GENERAL ENQUIRIES

Enquiries may be directed to:  
Director Supply Chain Management  
Mr. Zolisa Matantana  
Email: ZolisaM@dsd.gov.za