

DESCRIPTION	REQUIRED	TENDER NO	CLOSING DATE																															
<p>Rendering of a Security Service for period of 36 months at the following offices (Eastern Cluster):</p> <ul style="list-style-type: none"> <li>• Bethlehem Labour Centre</li> <li>• Ficksburg Labour Centre</li> <li>• Harrismith Labour Centre</li> <li>• Phuthaditjhaba Labour Centre</li> </ul> <p>All bids response will be evaluated into four Phases:</p> <ul style="list-style-type: none"> <li>➤ Phase 1: Administrative Pre-qualification requirements</li> <li>➤ Phase 2: Mandatory requirements</li> <li>➤ Phase 3: Evaluation on Functionality requirements</li> <li>➤ Phase 4: Evaluation on Price and Specific Goals</li> </ul> <p><b>Functionality requirements:</b> Bidders should score 70/100 points or more in order to qualify to move to the Preference Point System:</p>	Department of Employment and Labour Free State: Management Support Service	FSDEL 04/2026	11/03/2026																															
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	<ul style="list-style-type: none"> <li>• 3 vehicles certificates= 15 points</li> <li>• 4 or More vehicles certificates= 20 points</li> </ul> <p>2. <b>Provide pictures</b> of staff in company uniform and security aid according to the specification requirements (5)</p> <p><b>NB:</b> Where certificates and pictures are not provided, the bidder will not be awarded points</p>		
<b>Total</b>		<b>100</b>	

**The 20 points for Specific goals for the Department are allocated as follows:**

Specific Goals	Points Allocated	Conditions
Women	05	Women ownership that is less than 100% will be proportionally allocated points based on percentage
SMME's	06	6 points will only be allocated to medium enterprises with annual turnover <R10 million, turnover above R10 million no points awarded.
HDI	04	HDI Ownership that is less than 100% will be proportionally allocated points based on percentage
Disabled	03	Disable Individual Ownership that is less than 100% will be proportionally allocated points based on percentage
Locality	02	No points will be awarded for bidders outside the <b>Thabo Mofutsanyana District Municipality</b>
Non-compliant contributor	0	No points will be allocated for non-compliant contributor

**NB: Bidders who fail to provide the following documents will be automatically disqualification:**

- National Bargaining Council for Private Security Sector (NCPSS) Certificate
- PSIRA Certificates (Company and all directors)
- SBDs (Missing or not fully completed SBDs)
- **ONLY FIRM PRICES WILL BE ACCEPTED**

Notes: DOCUMENT MUST BE NEATLY BINDED AND CLEARLY COMPLETED AND SIGNED.

**Non Compulsory Virtual Briefing Session:** A virtual Briefing Session will be scheduled on **05/03/2026 @ 10H00**.

Teams: Meeting ID: 348 713 185 448 21  
Passcode: Qe93Tm9m

Or

LINK:

<https://teams.microsoft.com/meet/34871318544821?p=A3jFTvfEjjeXqm6DCJ>

**Email Enquiries:** [FSTenderEnquiries@LABOUR.gov.za](mailto:FSTenderEnquiries@LABOUR.gov.za) (NB: turnaround timeframe to answer all enquiries within 5 working days.  
No enquiries will be accepted 5 working days' prior the closing date of the tender.  
Bidders can also request bid documents on this email without any costs.

**The bid must remain valid for a period of 120 days from the closing date.**

**No Site Inspection will be conducted.**

A set of standard bidding forms, instruction and other supporting documents will be obtained at no cost at the following Department of Employment and Labour

Website (<https://www.labour.gov.za/Tenders/Available-Tenders>) or National Treasury eTender Portal.

Alternatively, SBD documents can be downloaded at National Treasury Website, Instruction Note and other supporting documents can be downloaded at Department of Employment and Labour (<https://www.labour.gov.za/Tenders/Available-Tenders>)

Completed bid documents must be handed in at the office of the Department of Employment and labour: **Phuthaditjhaba Labour Centre – C/O Moropotsane and Lieta Streets, Phuthaditjhaba, 9866** by or before closing date **11/03/2026** at **11h00**. Note that No bids documents will be accepted except in the above mentioned option.



## employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

**BID NUMBER(S)**  
FSDEL04/2026

**BID DESCRIPTION**

RENDERING OF SECURITY GUARDING SERVICES AT EASTERN CLUSTER,  
FOR A PERIOD OF 36 MONTHS

**TENDER BOX PHYSICAL ADDRESS**

Phuthaditjhaba Labour Centre –  
C/O Moropotsane and Lieta Streets,  
Phuthaditjhaba, 9866

**CLOSING DATE**  
11 MARCH 2026

**CLOSING TIME**  
11:00 am

**Non Compulsory Virtual Briefing Session:**

Date: 05/03/2026  
Time: 10h00

**Teams: Meeting ID: 348 713 185 448 21**  
**Passcode: Qe93Tm9m**

**ENQUIRIES**

Central email address: [FSTenderEnquiries@LABOUR.gov.za](mailto:FSTenderEnquiries@LABOUR.gov.za)

BID DOCUMENTS MUST BE DELIVERED IN A SEALED ENVELOPE, WITH THE FOLLOWING INFORMATION WRITTEN OUTSIDE EACH SIDE OF THE ENVELOP: BID NUMBER, BID DESCRIPTION, BIDDERS NAME AND ADDRESS

**LIST OF REQUIREMENTS TO BE SUBMITTED WITH THE BID DOCUMENT**

<b>NO</b>	<b>DOCUMENTS</b>	<b>CHECKED (YES/NO)</b>
I.	SBD 1 - INVITATION TO BID	
II.	SBD 3.1. - PRICE SCHEDULE	
III.	SBD 4 - DECLARATION OF INTEREST	
IV.	SBD 6.1. - PREFERENCE POINTS CLAIM FORM	
V.	MINIMUM REQUIREMENTS SECURITY SPECIFICATION	
VI.	GENERAL CONDITION OF CONTRACT	
VII.	COMPANY REGISTRATION CERTIFICATES	
VIII.	PSIRA CERTIFICATE IRO COMPANY, OWNER(S) AND/OR DIRECTOR(S)	
IX.	PRISA PROFILE REFLECTING PRINCIPAL LOCAL ADDRESS	
X	CERTIFIED ID COPIES IRO OWNER(S) AND/OR DIRECTOR(S)	
XI.	COMPLAINECE CERTIFICATE IRO NBCPSS	
XII.	COMPLIANCE CERTIFICATE IRO UNEMPLOYMENT INSURANCE FUND	
XIII.	LETTER OF GOOD STANDING IRO COMPENSATION FUND	
XIV	COMPANY PROFILE	
XV	DETAILED CSD REPORT	
XVI	DETAILED PROJECT EXECUTION PLAN	
XVII	PROOF OF LIABILITY INSURANCE	
XVIII	PROOF OF PROVIDENT FUND REGISTRATION	
XIX	BANK GRADING CERTIFICATE	
XX	REFERENCE LETTERS IRO WORK EXPERIENCE	
XXI	ALL PAGES OF THE RETURNABLE DOCUMENTS MUST SIGNED	
XXII	VEHICLES REGISTRATION CERTIFICATES	
XXIII	PICTURES OF STAFF IN UNIFORMS	



**employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

## **MINIMUM REQUIREMENTS CONTRACT SECURITY SPECIFICATION**

**EASTERN CLUSTER**  
**36 MONTHS**

## 1. TERMS OF REFERENCE

### 1.1. DURATION

- a) The duration of the contract will be for a period of **36 months**, commencing from the date the company begins with the security services on site.
- b) The successful tenderer shall be obliged to sign a service level agreement on commencement of the service.

### 1.2. CONDITIONS

- 1.2.1. Tenderers shall provide the following information to the Department of Employment and Labour;
  - (i) The names, physical, postal addresses, telephone and fax numbers of their regional and headquarters offices.
  - (ii) Names, address, telephone numbers of their banks or other financial institutions that manage their finances and the names of a contact person at each financial institution;
  - (iii) Consent that the financial institutions may answer the company financial enquiries and supply statements on request by Department of Employment and Labour.
  - (iv) The names, identity numbers and street addresses of all partners, shareholders of their companies and/or members of their partnerships, companies or close corporations respectively and as applicable;
  - (v) All Security Officers registered in terms of the Private Security Industry Regulatory Act, 2001 (Act 56 of 2001);
  - (vi) In cases where a person, partnership, closed corporation, company or any other undertaking, enters business for the first time, the following information should be provided to Department of Employment and Labour.
    - Names of the persons or institutions that will help in cases of financial crises;
    - Names of the persons or institutions who helped with the calculation of this tender;
  - (vii) Consent that all Managing Directors, Shareholders of the company and Site Managers, Supervisors and Security officers assigned to the site will be subjected to pre-screening before they can assume duties with the Department of Employment and Labour;
  - (viii) A list of references must be attached;
  - (ix) National Senior Certificate
  - (x) Security clearances of security personnel when requested by Department of Employment and Labour; and
  - (xi) Consent of their employees that they do not object to signing a Declaration of Secrecy.
- 1.2.2. No site visit will be scheduled due to security reasons.

## 2. OPERATIONAL CONDITIONS

### 2.1. SPECIFICATIONS

ITEM NO	DESCRIPTION	YES	NO	REMARK
2.1.1	The rendering of Security Guarding Services for a period of 36 months, in line with Sectoral Determination 6 of Private Security. Sector. Bethlehem Labour Centre – 37 Louw Street, Bethlehem, 9700			
2.1.2.	<b>Security Personnel</b>			
	Item	Quantity		
2.1.2.1	Security Officers – Grade C unarmed with firearm competency certificate. Day shift (Monday to Sunday, including Public Holidays: 06H00 – 18:00)	03		
2.1.2.2.	Security Officers – Grade C unarmed. Night shift (Monday to Sunday, including Public Holidays: 18H00 – 06:00)	02		
2.1.3.	<b>Security Aids</b>			
	a) Portable hand-held 2 way radios (programmed to contractor's control room frequency)	03		
	b) Serviceable smart cellular phone with airtime all the times	01		
	c) Rechargeable Torches (10 000 lumens)	03		
	d) Patrol monitoring system with 10 clocking points	01		
	e) Pepper Spray	03		
	f) Batons	03		
	g) Handcuffs	03		
	h) Hand-held metal detector	03		
	i) Pocket books and pens (each security officer)	05		
	j) Occurrence Book (to be provided for the period of contract)	02		
	k) PPE's	05		

ITEM NO	DESCRIPTION	YES	NO	REMARK
2.1.4	The rendering of Security Guarding Services for a period of 36 months, in line with Sectoral Determination 6 of Private Security. Sector. Ficksburg Labour Centre – 28 Voortrekker Street, Ficksburg, 9730			
2.1.5	<b>Security Personnel</b>			
	Item	Quantity		
2.1.5.1	Security Officers – Grade C unarmed with firearm competency certificate. Day shift (Monday to Sunday, including Public Holidays: 06H00 – 18:00)	02		
2.1.5.2	Security Officers – Grade C unarmed. Night shift (Monday to Sunday, including Public Holidays: 18H00 – 06:00)	02		
2.1.6	<b>Security Aids</b>			
	a) Portable hand-held 2 way radios (programmed to contractor's control room frequency)	02		
	b) Serviceable smart cellular phone with airtime all the times	01		
	c) Rechargeable Torches (10 000 lumens)	02		
	d) Patrol monitoring system with 10 clocking points	01		
	e) Pepper Spray	02		
	f) Batons	02		
	g) Handcuffs	02		
	h) Hand-held metal detector	02		
	i) Pocket books and pens (each security officer)	02		
	j) Occurrence Book (to be provided for the period of contract)	02		
	k) PPE's	04		

ITEM NO	DESCRIPTION	YES	NO	REMARK
2.1.7	The rendering of Security Guarding Services for a period of 36 months, in line with Sectoral Determination 6 of Private Security. Sector. <b>Harrismith Labour Centre – 42 Stuart Street, Harrismith, 9880</b>			
2.1.8.	<b>Security Personnel</b>			
2.1.8.1	Item	Quantity		
	Security Officers – Grade C unarmed with firearm competency certificate. Day shift (Monday to Sunday, including Public Holidays: 06H00 – 18:00)	02		
2.1.8.2.	Security Officers – Grade C unarmed. Night shift (Monday to Sunday, including Public Holidays: 18H00 – 06:00)	02		
2.1.9.	<b>Security Aids</b>			
	a) Portable hand-held 2 way radios (programmed to contractor's control room frequency)	02		
	b) Serviceable smart cellular phone with airtime all the times	01		
	c) Rechargeable Torches (10 000 lumens)	02		
	d) Patrol monitoring system with 10 clocking points	01		
	e) Pepper Spray	02		
	f) Batons	02		
	g) Handcuffs	02		
	h) Hand-held metal detector	02		
	i) Pocket books and pens (each security officer)	04		
	j) Occurrence Book (to be provided for the period of contract)	02		
	k) PPE's	04		

ITEM NO	DESCRIPTION	YES	NO	REMARK
2.1.10	The rendering of Security Guarding Services for a period of 36 months, in line with Sectoral Determination 6 of Private Security. Sector. <b>Phuthaditjhaba Labour Centre – C/O Moropotsane and Lieta Streets, Phuthaditjhaba, 9866</b>			
2.1.11.	<b>Security Personnel</b>			
2.1.11.1	Item	Quantity		
	Security Officers – Grade C unarmed with firearm competency certificate. Day shift (Monday to Sunday, including Public Holidays: 06H00 – 18:00)	03		
2.1.11.2.	Security Officers – Grade C unarmed. Night shift (Monday to Sunday, including Public Holidays: 18H00 – 06:00)	02		
2.1.13..	<b>Security Aids</b>			
	a) Portable hand-held 2 way radios (programmed to contractor's control room frequency)	03		
	b) Serviceable smart cellular phone with airtime all the times	01		
	c) Rechargeable Torches (10 000 lumens)	02		
	d) Patrol monitoring system with 10 clocking points	01		
	e) Pepper Spray	03		
	f) Batons	03		
	g) Handcuffs	03		
	h) Hand-held metal detector	03		
	i) Pocket books and pens (each security officer)	05		
	j) Occurrence Book (to be provided for the period of contract)	02		
	k) PPE's	05		

## 2.2. DETAILED REQUIREMENTS

ITEM NO	DESCRIPTION	YES	NO	REMARK
2.2.1.	<p><b>Private Security Industry Regulatory Authority</b></p> <p>The organization and directors must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001). <i>As proof thereof, a copy of registration must be attached with the tender.</i></p>			
	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).			
2.2.2.	<p><b>Supervision of Emergency Assistance</b></p> <p>The tenderer must have a well-established and equipped (24) hour security control room.</p>			
	<p>The tenderer must furnish details of equipment, etc. which is available in the security control room.</p> <p><i>NB: The Department holds the right to inspect such control room.</i></p>			
2.2.3.	<p><b>National Minimum Wages</b></p> <p>It is expected that the tenderer shall pay his/her employees at least the minimum monthly basic wage, as prescribed by the law. <b>It is mandatory that an employer must pay his/her employees, Annual bonus, overtime every month as determined by Private Security Sectoral Determination 6: Private Security Sector.</b></p>			
2.2.4.	<p><b>Compliance with Labour Laws</b></p> <p>The tenderer must comply with the National Bargaining Council for the Private Security Sector, Unemployment Insurance Fund Act, Compensation for Occupational Injuries Diseases Act. Non-compliance will result in termination of contract</p>			
2.2.5	<p><b>Provision Of Personnel In Crisis Situation</b></p> <p>The tenderer must, in consultation with the Senior Manager: Security Services, or the Security Official delegated from the Department of Employment and Labour, undertake to provide certain and reasonable number of staff as required for the rendering of service at the site during crisis situations.</p>			
2.2.6	<p><b>Security Service</b></p> <p>The quality of the service to be rendered, must be in accordance with PSIRA .</p> <p>It is the responsibility of the successful tenderer to see that personnel in his service and especially those employed for the rendering of this service, meet the requirements at all times, which are incorporated in the legislations applicable. Failure to meet any of these requirements will result in the termination of the contract.</p>			
	<p>All possible steps shall be taken by the tenderer to ensure that the intended execution of this agreement takes place. These steps include, inter alia, the following:</p> <ol style="list-style-type: none"> <li>The protection of State 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);</li> <li>The protection of State property at the intended sites and the protection of said property against theft and vandalism;</li> <li>The Protection of Information; and</li> <li>The Protection of the business process of the Department against any Interruption.</li> </ol>			
	<p>The contractor will be held liable for any damages or loss suffered by the Department of Employment and Labour as a result of the contractors own or his employees negligence or intent, which originated on the site</p>			
	<p>The Department of Employment and Labour shall not be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the Departmental site.</p>			
	Supervision must be provided at least once per shift to all the sites.			
2.2.7.	<p><b>Security Personnel Compliance</b></p> <p>Security Officers must have obtained a minimum of National Senior Certificate..</p> <p>The Security Officers supplied to render the service, must at least have had (twelve months) one year security experience.</p> <p>Security Officers supplied to render the services must be trained to the standard set by PSIRA and trained in the PSIRA accredited center. The Security Officers must understand and be able to implement the Control of Access to Public Premises and Vehicle Act no 53 of 1985</p>			

ITEM NO	DESCRIPTION	YES	NO	REMARK
	The Department will screen the Security Officers supplied to render the service within (7) seven days after commencement of their respective service and request an immediate replacement should the Security Officer not meet the criteria or perform to the accepted standard.			
2.2.8.	<b>Declaration of Secrecy and Screening</b>			
	All security personnel as well as all personnel and management involved with the Security Services of the Department of Employment and Labour shall at the commencement of this agreement sign an "Oath of Secrecy" declaration and submit the declaration to the Responsible Manager: Security Services in the Department of Employment and Labour			
	The Supervisor 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 and the State in general.			
	The Supervisor and Security Officers are prohibited from reading documents or records in offices or the unnecessary handling thereof. No information concerning the state activities may be furnished to the public or media by the contractor or any of his/her employees			
	<b>ALL SECURITY PERSONNEL, DIRECTORS AND COMPANY SHALL BE SUBJECTED TO SECURITY SCREENING</b>			

ITEM NO	DESCRIPTION	YES	NO	REMARK
2.3.1.	<b>General Requirements for Security Service</b>			
	The following general requirements apply :			
	At all times Security Officers must present an acceptable image and appearance which implies, that they may not sit, lounge about, smoke, eat or drink while attending to employees of the Department and public.			
	The Supervisors and Security Officers must at all times present a professional dedicated attitude. A professional dedicated attitude approach shall imply, inter alia, that there shall be no unnecessary arguments with visitors / staff or discourteous behavior towards them.			
	The Supervisors and Security Officers must be physically healthy and medically fit for the execution of their duties.			
	The Department retains the right to ascertain from the Private Security Industry Regulatory Authority as to whether the Supervisors and Security Officers are in good standing with the Private Security Industry Regulatory Authority.			
	No visitors will be allowed in the guard room, on the premises or in the vicinity of the guard room			
2.3.2.	<b>Uniforms and Identification</b>			
	The contractor shall undertake to ensure that each member of his/ her security personnel will at all times when on duty be fully equipped in respect of :			
	a) A neat and clearly identifiable <b>corporate</b> uniform of the company, which will include matching rain coats and overcoats for personnel performing duties outside the building.			
	b) A clear identification card of the company with the member's photo, identification and staff number on it, worn conspicuously on his/her person at all times.			
	c) <b>Alternatively :</b> The valid identification card issued by the Private Security Industry Regulatory Authority.			
2.3.3.	<b>Records on Security Personnel</b>			
	Tenderers must keep proper files as well as appropriate documents of all security personnel, who are employed for rendering the service to the Department available for inspection by representatives of the Department. The appropriate documents shall include, inter alia, the following; Scholastic, training, registration and medical certificates			

ITEM NO	DESCRIPTION	YES	NO	REMARK
2.3.4.	<b>Registers to be Utilized and Maintained</b>			
	The contractor must ensure that the Occurrence Register, Asset register and Access Control Register / Forms, are available on the site, is utilized and maintained as required :			
	(a) <b>Occurrence Register</b> - The purpose of this register is to keep record of all incidents, occurrences, or observations made by the Security Officer's whilst on duty for later reference.			
	Compulsory Entries: All listed routine procedures such as patrols undertaken, handing over of shifts, etc., the procedures followed, by whom and the time of commencement. These entries must all be made clearly legible, in black ink.			
	All occurrence/events however important, slight or unusual, with reference to the correct time and relevant actions taken must be noted in a clearly legible black ink.			
	All security personnel activities - especially deviations in respect of the duty list - indicating particulars of the personnel and relevant times.			
	The issue and/or receipt of keys, indicating the time and by whom they were received and delivered.			
	The unlocking/locking of doors/gates, indicating the time and by whom they were locked/unlocked			
	The handing over of shifts, mentioning all names of all shift personnel and accompanying equipment and aids. In this case personnel taking over as well as personnel handing-over must sign the entries.			
	<b>Occurrence register - Read</b> : After handing-over of the shifts, the personnel who has come on shift must make an entry that he / she has read the occurrence register in order to acquaint himself / herself with events that occurred during the previous shift.			
	<b>All shifts by Supervisors and Management</b> : These entries must be done in legible red ink.			
	Officials of the Department shall pass on in writing, all additional requests in respect of the rendering of the service.			
	Under no circumstances may an entry in the occurrence register be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialed at the side.			
b)	<b>Shift Rosters</b> - Purpose: The purpose of the shift roster is to serve as proof, at all reasonable times, that all personnel who should be on duty per shift, are indeed on duty.			
	Drawing up a shift roster: Daily, weekly, monthly shift roster of all security personnel must be drawn up by the contractor and kept on site where the service is rendered.			
	Changes to the shift roster: Any changes to the shift roster shall be crossed out by a single line, initialed, dated and noted in the occurrence register.			
	<b>Duty sheet</b> - The purpose of the duty sheet is to ensure that all security personnel on duty are familiar with their duties as required for the contract.			
	The contractor must have a fully expounded duty sheet available at each duty point of the site.			
	<b>Two-way radios and smart cellular phone</b> - The purpose of the two-way radio and cellular phone is to ensure that there is immediate communication between the various duty points on the site and with the contractors control room.			
	<b>Hand held 2 way radios and smart cellular phones</b> : The hand held radios and smart cellular phone must be in good working condition at all times and they must be handed to the Security Officer patrolling the site for immediate communication with the base station and take pictures of evidence where it is deemed necessary.			
	(c) <b>Asset register</b> : The purpose of asset register is to keep record of all asset movements, by recording the serial numbers, mode and make of the assets including time, date the asset was moved out and in the premises.			

ITEM NO	DESCRIPTION	YES	NO	REMARK
	<p>(d) <b>Access control register:</b> The purpose of the access control register is to record all visitors entering the premises, all departmental officials without identification cards, register all officials worked after hours. This register is also applied during weekends and public holidays, and the following information should be recorded:</p> <ul style="list-style-type: none"> <li>• Date and time of visit and departure</li> <li>• Surname and initials of the visitor</li> <li>• Car registration number if applicable</li> <li>• Purpose of visit</li> </ul> <p>The Security Officer on duty must ensure that all personnel complete the register correctly. This means that the Security Officer ensures that the correct time and signature of the personnel is entered correctly.</p>			
	(e) All registers remain the (Intellectual) property of the Department of Employment and Labour			
2.3.5.	<b>Contact with Departmental Representative</b>			
	The Site Manager or Supervisor must immediately report any abnormal and or noteworthy incident to the Departmental Representative.			
	A meeting, where formal discussions can be held between the Departmental Representative and Contractors Supervisor / Manager or Contractor himself / herself, must be held at least quarterly or on request. The Department will keep the minutes of the meeting.			
	The contractors shall furnish a monthly and quarterly report of the security service, incidents, etc. which transpired in the previous month to the responsible manager or delegated official in the Department of Employment and Labour .			
2.3.6.	<b>Maximum Shift Hours</b>			
	No security personnel may be allowed to work a daily shift longer than (12) twelve hours.			
2.3.7.	<b>Lost Articles</b>			
	Definition: Lost articles found at the site and of which the ownership could not immediately be established.			
	All lost articles must immediately be handed in at the security control room on site for safekeeping and recorded in the occurrence register. Thereafter it must be handed to the Departmental Representative.			
2.3.8.	<b>Inspections</b>			
	A thorough inspection of the service shall be performed by Departmental officials as well as the contractor himself / herself at least monthly			
	The Department retains the right to inspect the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.			
	The Department retains the right to require from the contractor, that any of his / her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site immediately. The Department will not be held responsible for any damages or claims which may arise and the contractor or Successful tenderer indemnifies the department against any such claims and legal expenses.			
	<b>NOTE :</b> The Department's representative will have the right to daily check whether sufficient personnel are available on site in terms of the conditions.			
	All security personnel shortages must be noted in the occurrence register by the Contractor himself/herself or any of its employees on duty.			
2.3.9.	<b>Labour Unrest Incidents</b>			
	<b>Labour unrest on site :</b> If the service is interrupted / or temporary deferred because of any labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the contractor, the parties must come to an agreement on methods to ensure continuation of the security service. The contingency plan of the Department will be in place.			
2.3.10.	<b>General</b>			
	The contractor's personnel must at all-time refrain from littering and they must keep the grounds / building / work area occupied by them clean, hygienic and neat.			

ITEM NO	DESCRIPTION	YES	NO	REMARK
	Under no circumstances will any security personnel be allowed to trade on the premises.			
2.3.11	<b>References</b>			
	The contractor must provide a list of work references in progress.			
2.3.12.	<b>Additional Requirements</b>			
	A direct line of communication must be established between the security control room and the control room of the contractor.			
	The contract is valid for a period of (36) thirty-six months and the Department reserves the right to terminate the contract with immediate effect if the Contractor is not rendering the service in terms of the contract and service level agreement. This will be done in line with the policies of the Department of Employment and Labour.			

### 2.3. LEGISLATIVE REQUIREMENTS

The tender shall comply with the following labour legislations

NO	LEGISLATION
2.3.1.	Control of Access to Public Premises and Vehicles Act No.53 of 1985
2.3.2.	Occupational Health and Safety Act No.85 of 1993, OHS Risk Assessment & Act No. 37 Mandatory Agreement
2.3.3.	Compensation for Injuries and Diseases Act No.130 of 1993
2.3.4.	Labour Relations Amendment Act No.66 of 1995
2.3.5.	South African Revenue Services Act No.34 of 1997
2.3.6.	Basic Conditions of Employment Act No. 75 of 1997
2.3.7.	Employment Equity Act No.55 of 1998
2.3.8.	Private Security Industry Regulatory Act No.56 of 2001
2.3.9.	Unemployment Insurance Contribution Act No.04 of 2002
2.3.10.	Immigration Act No.13 of 2002
2.3.11.	Protection of Personal Information Act No.04 of 2013
2.3.12.	Employment Services Act No.04 of 2014
2.3.13.	National Minimum Wage Act No.09 of 2018

### 3. RESPONSIBILITES OF THE SUCCESSFUL BIDDER

- 3.1. To oversee all security activities performed by security personnel.
- 3.2. To handle all problems experienced by security personnel on site.
- 3.3. To attends all problems regarding payments of Security Officers.
- 3.4. To ensure that sufficient PPEs are provided at all times to Security Officers
- 3.5. To ensure that there is always security equipment required on site according to the specification.
- 3.6. To be involved in any security operational projects and manage special events from Contractor's point of view. (e.g.) Evacuation Drills etc.
- 3.7. To ensure that Security Officers are given continuous training. (i.e.) Customer Care, First AID, Fire Fighting etc.
- 3.8. To liaise with Head of physical security and where applicable, with senior Security Officer on duty.
- 3.9. To ensure that the supervisor records shortage of security personnel in the occurrence book. Department of Employment and Labour shall also keep their own record with regard to shortages of Security Officers.

- 3.10. To ensure that contractor's security staff is familiar and knowledgeable on how to handle emergency situations.
- 3.11. To ensure that registers are clean, neat, legible and updated at all times.
- 3.12. To ensure that Security Officers are always in uniform and display their PSIRA registration cards.
- 3.13. To attend quarterly meetings with Department Representative.
- 3.14. To ensure that all security staff understands the needs and expectation of the secondary clients (e.g. visitors) and primary clients (e.g. employees) of the Department of Employment and Labour.
- 3.15. To ensure that all security staff understands the principles of *Batho Pele* and apply at all times.
- 3.16. To provide adequate security personnel as required by the Department of Employment and Labour for the successful rendering of security service as stipulated in the contract.
- 3.17. To ensure that security personnel present themselves well to the staff members and to the public.
- 3.18. The contractor will be held liable for any damages or loss suffered by the State, as a result of the contractor's own or his employees' negligence or intent, which originated on the site.
- 3.19. The State is indemnified against any loss, expense or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and client costs, that may be instituted against or incurred by the Contractor, and which arise from or are the result of any act or Omission by the Contractor or an employee or agent of the Contractor in connection with the execution of the services in terms of this contract which may result in the following cases:
  - 3.19.1. Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.
  - 3.19.2. Damages to or destruction of any equipment or property of the contractor during the execution of their duties.
- 3.20. Any claims and legal costs which may ensue from the failure by or acts committed by security personnel against third persons, which acts include:
  - 3.20.1. Illicit frisking, arrests and other illicit or wrongful deeds. The contractor shall be notified in writing of the particulars of each claim he is liable for.
- 3.21. The contractor must, at his own expense, take out R10 Million insurance cover against any claims, costs, loss and / or damage ensuing from his obligations and he must ensure that such insurance remains operative for the duration of this agreement.
- 3.22. A copy of such insurance contract shall be handed to the departmental representative on commencement of the service and every quarter for the duration of the contract.

- 3.23. The contractor may not, unless otherwise specified, make use of any of the State's equipment, aids and / or property, for purposes of compliance with the conditions, which equipment, aids and / or property include, *inter alia*, vehicles, stationery, firearms, rooms and furniture.
- 3.24. The contractor is responsible for the training of his personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.
- 3.25. The contractor's personnel must at all times refrain from littering and must at all times keep the grounds occupied by them clean, hygienic and neat. The contractor shall, at the end of each shift, remove any littering caused by the dogs and/or security personnel of the contract.
- 3.26. Under no circumstances are security personnel allowed to carry on any trading within Department of Employment and Labour buildings/ premises.
- 3.27. The contractor shall not erect or display any sign, printer matter, painting, name plates, advertisement, article or object of any nature whatsoever, in, against State buildings or sites or any part thereof without written consent from Department of Employment and Labour.
- 3.28. Any sign, printed matter, printing, name plate, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable, will immediately be removed by Department of Employment and Labour and the contractor shall be penalized.

#### **4. RESPONSIBILITIES OF THE SECURITY OFFICER**

- 4.1. Practice Access Control procedures in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).
- 4.2. The Security Officers shall be responsible for the protection of State property, Assets and Personnel on the site, and the protection of the said property against theft, fire and vandalism.
- 4.3. The protection of the State's officials against any injuries, threat of any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, (Act 51 of 1977).
- 4.4. Protect State information against any espionage and/or leakage to the wrong hands.
- 4.5. Controlling or reporting on the movement of persons or vehicles through checkpoints or gates.
- 4.6. Conduct searches on staff members, members of the public and, if necessary, restrain them.
- 4.7. Patrol the premises of Department of Employment and Labour.
- 4.8. React to emergency situations.
- 4.9. Ensure that security registers are up to date and kept legible and neat at all times.
- 4.10. Check and record all movement assets.

- 4.11. Security Officers shall report on duty on time as requested by the Department of Employment and Labour.
- 4.12. Security Officers should avoid any conflicts with the staff members or members of the public.
- 4.13. Security Officers shall report any lost and found articles and goods to supervisors.
- 4.14. Security Officers who are under the influence of any intoxicated substance cannot be allowed on site.
- 4.15. Act as an emergency officer after hours and report immediately at all times to the Department of Employment and Labour's representative.
- 4.16. Report all incidents related to emergencies to the Departmental representative immediately.

**4.17. Render the following specific security services:**

- 4.17.1. All incidents/events must be recorded in an occurrence book and reported to the contractor (including Public Holidays and weekends)
- 4.17.2. Regular report to be made by radio to the security control room.
- 4.17.3. The Security Guard should refrain from disclosing any information.
- 4.17.4. Security Guards must not be allowed to access IT networks, registers and communication networks.
- 4.17.5. Key control must also not form part of their responsibilities.
- 4.17.6. Inspect the premises and the vehicles parked on the premises together with the relevant officials of the Department of Employment and Labour in the mornings and in the afternoons during shift changes.
- 4.17.7. Signing over of all equipment and registers during shift changes.
- 4.17.8. To patrol the premises concerned and exercise crowd control (personnel protection included)
- 4.17.9. All clock points should be visited during patrols and patrols should not be rushed.
  - 4.17.9.1. Intervals between patrols must not be longer than one hour.
  - 4.17.9.2. Patrols must not be done in the same sequence/duration.
  - 4.17.9.3. Time and route must be rotated.
  - 4.17.9.4. During patrols the Security Officer should ensure that:
  - 4.17.9.5. All outside doors to the building are closed.
  - 4.17.9.6. If there are any windows open on the ground floor special attention should be given to these windows.
  - 4.17.9.7. All vehicles doors are locked, windows are properly closed, boots are locked and that the spare wheels are not missing where fitted underneath vehicles.
- 4.17.10. To act as an authorized officer in terms of the Access to Public Premises and Vehicles Act. 1985 (Act 53 of 1985).

**4.17.11. Duties at gate:**

- 4.17.11.1. All vehicles leaving the premises must be stopped and the security officer must ensure that the driver of each vehicle is in possession of the vehicles' keys and trip authority.
- 4.17.11.2. Ensure that no person wanders between the vehicles.
- 4.17.11.3. All persons entering/leaving the premises must complete the after-hours register.
- 4.17.11.4. The gates must be kept locked at all times after normal working hours unless an authorized person is collecting/delivering a vehicle.

**4.17.12. Duties at the main entrance**

4.17.12.1. All persons entering/leaving the premises after hours must complete the after-hours register. (before 07:00 & after 16:30).

4.17.12.2. Security Officers found guilty of any offence stipulated in this agreement shall be removed from site immediately.

## 5. OTHER SECURITY REGISTERS

Apart from the occurrence book mentioned above the following registers shall be utilized by the Security Officers in rendering service to the Department of Employment and Labour .

### 5.1. Pocket book

Purpose: The purpose of the pocket book is to note down all incidents occurring or observations made by a security guard / officer during a turn of duty, for later reference.

Requirement: During their turns of duty all security personnel must have a pocket book on their possession.

#### 5.1.1. The following information must be noted down in the Pocketbook.

All occurrence / events, however important, slight or unusual, referring to the following:

- (i) Reporting on and off duty.
- (ii) Time the event occurred.
- (iii) Extent of occurrence or event.
- (iv) The Security Officer should record any incident taking place during the execution of the duty.
- (v) Supervisor visiting the site should sign in the Security Officers pocket book to ensure that he / she visited the officers on site. Supervisor's entry should be in a red pen.
- (vi) The pocket book also helps the Security Officer with his / her performance evaluation.

### 5.2. After-hour Register

5.2.1. The after-hours register is intended to exercise control over staff members and any other persons who enters the building afterhours. This register is also applied during weekends and public holidays.

5.2.2. All personnel leaving the building after hours should complete the after hour register.

5.2.3. The Security Officer on duty must ensure that all personnel complete the register correctly. This means that the Security Officer shall ensure that the correct time and signature of the personnel is entered correctly.

### 5.3. Removal Permit

5.3.1. This permit is the most essential in terms of control of goods and assets leaving the department. This register should be controlled in this manner.

5.3.2. State asset, information and other relevant goods are not allowed to leave the department before the proper authority is obtained. There is a control officer who has the authority to sign for the goods leaving the building.

5.3.3. The Security Officer shall verify the serial numbers and the goods before the goods can be removed from building. When the Security Officer is not certain with the serial numbers and other information, he/she should contact the Senior Officer to look at the matter before such goods can be removed from the building.

#### **5.4. Government Vehicle Register**

- 5.4.1. Security Personnel should control government vehicles at the exits and entrances of the buildings. The security personnel should look at the following;
  - 5.4.1.1. To determine whether the driver has the authority to drive the vehicle
  - 5.4.1.2. To report the abuse of Government vehicles by officials,
  - 5.4.1.3. To combat the theft of vehicles and their tools,
  - 5.4.1.4. To ensure that the vehicles are used for official purpose only,
  - 5.4.1.5. To ensure that the officials are not returning the vehicles without reporting them
  - 5.4.1.6. To check the date and time the vehicle departed and entered the premises

#### **6. COMPULSORY INSPECTION**

- 6.1. The Department of Employment and Labour shall have the prerogative to conduct inspection on the services rendered by the contractor:

- 6.1.1. Inspect the equipment provided by the contractor.
- 6.1.2. Record any Security Shortage on site
- 6.1.3. Inspection of service shall be conducted by the representative of the Department of Employment and Labour at any time they find it appropriate to do so.
- 6.1.4. The Department of Employment and Labour reserves the right to conduct inspection for the services rendered by the contractor at any time. This will be done in order to establish whether the service rendered by the contract is satisfactory and complies with the conditions of contract and the site specifications.

## 7. EVALUATION PHASES

### ➤ EVALUATION AND SELECTION CRITERIA

Department of Employment and Labour has set minimum standards (Phases) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Phase	Description	Applicable for this bid
Phase 1	Administrative Pre-qualification requirements	YES
Phase 2	Mandatory requirements	YES
Phase 3	Evaluation on Functionality requirements	YES
Phase 4	Evaluation on Price and Specific goals	YES

Table 1: Bid Phases

**NOTE:** The bidder must qualify for each phase to be eligible to proceed to the next stage of the evaluation.

#### 7.1.1. PHASE 1: ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if Department of Employment and Labour is unable to verify whether the pre-qualification requirements are met, then the Department reserves the right to –

- Reject the bid and not evaluate it in the case of discrepancies in terms of the costing,
- Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

**NB: No late bids shall be accepted**

#### 7.1.2. REQUIREMENTS

- a. The Service providers must be registered with the Central Supplier Database. Service providers are required to provide the Department with the CSD Summary Report.
- b. The total bidding price must be written correctly and in full on all required SBD forms as well as the proposal and quotation
- c. Fully Completed and Signed Standard Bidding Documents (SBD forms)
- d. Certified ID copies of Company Members and Shareholders, at the point of submission.
- e. A resolution of the Board of Directors for authority of signatory with the ID number of the appointee must be submitted with the bid.
- f. Bids should be held valid for a period of 120 days.
- g. Only firm prices will be accepted

### 7.1.3. PHASE 2: MANDATORY REQUIREMENTS/CONDITIONS

**NOTE:** *The bidder must comply with ALL the requirements by providing substantiating evidence in the form of documentation or information, failing which will be regarded as “NON COMPLIANT”.*

#### 7.1.3.1. MANDATORY GENERAL REQUIREMENTS.

- i. The bidder must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, the Department reserves the right to treat substantiation evidence that cannot be located in the bid response as “NON COMPLIANT”.
- ii. The bidder must complete the declaration of compliance as per section 2.2 below by marking with an “X” either “COMPLY”, or “NON COMPLIANT” with ALL of the technical mandatory requirements, failing which will be regarded as “NON COMPLIANT”.
- iii. The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS in order for the bid to proceed to the next stage of the evaluation.
- iv. NO grace period shall be allowed to submit mandatory documentation and all those bidders who did not comply with these requirements, will be disqualified.

#### 7.1.3.2. DECLARATION OF COMPLIANCE

The bidder declares by indicating with an “X” in either the “COMPLIANT” (Yes) or “NON COMPLIANT” (No) column that –

- (a) The bid complies with each and every TECHNICAL MANDATORY REQUIREMENT as specified in SECTION 2.2; AND
- (b) Each and every requirement specification is substantiated by evidence as proof of compliance.

NO	MANDATORY REQUIREMENTS	COMPLIANT	
		Yes	No
1	Valid PSIRA certificates for the owner / board member of the company		
2	Valid PSIRA certificates for the company		
3	Valid certificate of good standing for PSIRA		

4	Valid Registration with National Bargaining Council for the Private Security Sector (NBPSS) – certified copy		
5	Copy of a valid ICASA radio licence /  OR  A valid contract with a holder of a valid ICASA radio licence. NB: provide a valid contract signed by relevant authorities and a copy of the ICASA radio licence held by the third party.		
6	Declaration that your security company and the proposal to the Department addresses all the requirements as stipulated in Sections 6, 7, 8, 9 and 10.		

Table 2: Declaration of Compliance

- **IMPORTANT NOTE: ALL CERTIFIED COPIES TO SUBSTANTIATE COMPLIANCE MUST BE SUBMITTED ON THE CLOSING DATE AND TIME WITH YOUR PROPOSAL, AS INDICATED IN PAR 2.1 (i) ABOVE AND MUST BE VALID AT THE TIME OF CLOSING (AND MUST REMAIN VALID FOR THE PERIOD OF 120 DAYS).**

#### 7.1.4. PHASE 3: FUNCTIONALITY REQUIREMENTS:

Bidders should score 70/100 points or more in order to qualify to move to the second phase of evaluation

NO	EVALUATION CRITERIA	POINT														
1	<p><b>Project Execution Plan</b></p> <p>i. Tabling daily activities shift roster (2), Occurrence book (1) and supervisory activities (2) = <b>total points 5</b></p> <p>ii. Detailed response plan (6), Response time in an event of emergency (4) = <b>Total Points 10</b></p> <p>iii. Provide a detailed Operational Plan on how the work will be completed and managed in line with RFP =<b>Total points 10</b></p> <p>NB: No points will be allocated on information that is not provided by the bidder</p>	25														
2	<p><b>Security Service Experience:</b> Bidder must submit proof to demonstrate a minimum experience of delivering security service.</p> <table border="1"> <thead> <tr> <th>Years of Experience</th> <th>Points allocated</th> </tr> </thead> <tbody> <tr> <td>Less than 1 year experience</td> <td>(0)</td> </tr> <tr> <td>From 1 year but less than 2 years relevant experience</td> <td>(5)</td> </tr> <tr> <td>From 2 years but less than 3 years relevant experience</td> <td>(10)</td> </tr> <tr> <td>From 3 years but less than 4 years relevant</td> <td>(15)</td> </tr> <tr> <td>From 4 years but less than 5 years relevant</td> <td>(20)</td> </tr> <tr> <td>From 5 years and above</td> <td>(30)</td> </tr> </tbody> </table> <p>NB:</p> <ul style="list-style-type: none"> <li>• No points will be allocated where bidders did not provide any reference letter or copy of awarded contract.</li> <li>• Contract running concurrently will be regarded as one in years of experience.</li> </ul>	Years of Experience	Points allocated	Less than 1 year experience	(0)	From 1 year but less than 2 years relevant experience	(5)	From 2 years but less than 3 years relevant experience	(10)	From 3 years but less than 4 years relevant	(15)	From 4 years but less than 5 years relevant	(20)	From 5 years and above	(30)	30
Years of Experience	Points allocated															
Less than 1 year experience	(0)															
From 1 year but less than 2 years relevant experience	(5)															
From 2 years but less than 3 years relevant experience	(10)															
From 3 years but less than 4 years relevant	(15)															
From 4 years but less than 5 years relevant	(20)															
From 5 years and above	(30)															

	<ul style="list-style-type: none"> <li>Confirmation of experience will be made and any misrepresentation will lead to disqualification.</li> </ul>	
3	<b>Financial Management (Bank Grading Certificate)</b>  Grade A (20) Grade B (15) Grade C (10) Grade D (05)  NB: Grade E and below will not be awarded points (e.g. Grade F, Grade G, Grade H etc. will not be awarded points)	20
4	1. <b>Proof of Vehicles</b> Attach Valid Vehicles Registration Certificates under the company name: <ul style="list-style-type: none"> <li>1- vehicle certificate= 5 points</li> <li>2 vehicles certificates= 10 points</li> <li>3 vehicles certificates= 15 points</li> <li>4 or More vehicles certificates= 20 points</li> </ul> 2. <b>Provide pictures</b> of staff in company uniform and security aid according to the specification requirements (5)  NB: Where certificates and pictures are not provided, the bidder will not be awarded points	25
<b>Total</b>		<b>100</b>

#### 7.1.5. PHASE 4: PREFERENTIAL POINT SYSTEM & SPECIFIC GOALS: 80/20

##### a) Preferential Point System:

Price	80
Specific Goal	20
<b>Total</b>	<b>100</b>

##### b) Calculation of points for Specific Goals:

Points will be awarded to a bidder for attaining points on specific goals:

**As per the Preferential Procurement Regulations of 2022 in terms of the 80/20 Points system, the 20 points for Specific goals for the Department are allocated as follows:**

- 100% Women Ownership = 5 points (<100% ownership will be proportional allocated based on percentage)
- 100% SMME/ Exempted Micro Enterprise =6 points (points will be allocated to medium enterprises with annual turnover <R10million, turnover above R10 million no points awarded).
- 100% owned by HDI =4 points (<100% ownership points will be proportionally bases on percentage).
- 100% owned by Disabled individuals =3 points (<100% Ownership points will be allocated proportional bases on percentage).
- Locality (Thabo Mofutsanyane District Municipality) = 2 points (No points will be awarded for bidders outside the district municipality)
- 

Specific Goals	Number of Points (80/20 system)
Women	05
SMME's	06
HDI	04

Disabled	03
Locality	02
Non-compliant contributor	0

## 8. OTHER CONDITIONS

- 8.1. Any proposals received in response to this bid remain the (intellectual) property of the Department of Employment and Labour.
- 8.2. If there is tie between the bidders, SCM Practice Notes and Circulars will be applied to determine the successful bidder.
- 8.3. Bids should be held valid for a period of **120 days from the closing date**
- 8.4. The successful bidder will be required to sign a Service Level Agreement (SLA) and a contract.
- 8.5. Prospective bidders must be registered on CSD and must have a corresponding commodity with the advertised Bid; the bidder is required to update CSD profile with relevant commodity.
- 8.6. The Department of Employment and Labour will work strictly according to the shift roosters indicated on item no 2.4.4 (b).
- 8.7. The Department will conduct reference checks on submitted reference letters to confirm the authenticity, accuracy and quality of service rendered.
- 8.8. Only firm prices will be accepted

## 9. BRIEFING SESSION

- 10.1. A Non-Compulsory virtual Briefing Session will be scheduled on **05/03/2026 @ 10H00**.  
Teams: Meeting ID: 348 713 185 448 21  
Passcode: Qe93Tm9m

Central Email for enquiries:**FSTenderEnquiries@LABOUR.gov.za** (NB: turnaround timeframe to answer all enquiries within 5 working days. No enquiries will be accepted 5 working days' prior the closing date of the tender. Bidders can also request bid documents on this email without any costs.

## 10. CLOSING DATE AND TIME

- 10.1. Closing date and time for this bid is the **11/03/2026 at 11H00**. No bid document will be accepted after the specified date and time.
- 10.2. Bids must **only** be submitted to the following:
  - Department of Employment and Labour, Tender Box, Phuthaditjhaba Labour Centre – C/O Moropotsane and Lieta Streets, Phuthaditjhaba, 9866

## 11. SITE INSPECTION

- 11.1. There will be no site inspection.

**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>				
BID NUMBER:	CLOSING DATE:		CLOSING TIME:	
DESCRIPTION				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON	
TELEPHONE NUMBER			TELEPHONE NUMBER	
FACSIMILE NUMBER			FACSIMILE NUMBER	
E-MAIL ADDRESS			E-MAIL ADDRESS	
<b>SUPPLIER INFORMATION</b>				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>				
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO				
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO				
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO				
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO				
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <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 REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.				

**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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

**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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**SIGNATURE OF BIDDER:** .....

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....

(Proof of authority must be submitted e.g. company resolution)

**DATE:** .....

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE:** **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-------------	----------	-------------	---

- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery basis .....

\*Delivery: Firm/not firm

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

## 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.

“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

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

#### 2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

### 3 Full details of directors / trustees / members / shareholders.

#### 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 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**  
*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10** or **80/20** preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20 on

90/10

$$P_S = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } P_S = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P<sub>min</sub> = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
WOMEN	5	
SMME'S	6	
HDI	4	
DISABILITY	3	
LOCALITY	2	
TOTAL	20	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One-person business/sole property
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....