



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA



CALL FOR TENDERS

PROCUREMENT OF SECURITY SERVICES

REQUEST FOR TENDER (RFT)

APPOINTMENT OF SECURITY SERVICES FOR UMSUNDUZI MUSEUM

BIDDER REFERENCE NUMBER : MST 01 OF 2026

ISSUE DATE : Monday, 12 October 2026

COMPULSORY SITE BRIEFING : Tuesday, 20 October 2026 at 11H00

CLOSING DATE AND TIME : Monday, 02 November 2026 at 12H00

SUBMISSIONS DELIVERY : uMsunduzi Museum

351 Langalibalele street

Pietermaritzburg

3201

FOR ATTENTION : **Mr Msizi Mfeka**

033 394 6834(t)

033 394 6834 (f)

Email: mmfeka@msunduzimuseum.org.za

PLEASE NOTE THAT ALL QUERIES MAYE BE EMAILED TO THE ABOVE LISTED INDIVIDUALS FROM 20 OCTOBER 2026 TO 30 OCTOBER 2026 (CUT-OFF DATE). QUERIES RECEIVED AFTER THE CUT-OFF DATE WILL NOT BE ADDRESSED.

BIDDER NAME

:

BIDDER DETAILS/STAMP

:

Dear Sir/Madam

PROCUREMENT OF SECURITY SERVICES FOR UMSUNDUZI AND NCOME MUSEUMS

The uMsunduzi and Ncome Museums wishes to invite qualifying service providers to submit tender for the supply of the security services as per attached documents.

The conditions contained in the uMsunduzi and Ncome Museums policy documents and all other conditions quoted in this RFT, will apply to your submission.

This call for Tender as formulated, contains relevant uMsunduzi and Ncome Museums tender documents/forms that must be completed.

Kindly make your submission using relevant forms and deposit the documents in the tender box at the uMsunduzi Museum, 351 Langalibalele Street, Pietermaritzburg, 3201 as specified on page 1 before the closing date, 02 November 2026.

No late submissions will be accepted, whatever the reason for not meeting the deadline may be.

Yours sincerely

.....

Mr. Msizi Mfeka

Senior Finance Officer: Finance and Administration

1. BACKGROUND

UMsunduzi and Ncome Museum's is an entity of the National Department of Sport, Arts and Culture established in terms of the Cultural Institutions Act 119 of 1998. The Museum is cultural history museum committed to preserving, interpreting and sharing South Africa's diverse cultural history and heritage. We are required to comply with the Public Finance Management Act (PFMA), 1999 (Act no.1 of 1999) as amended.

2. OVERVIEW

The uMsunduzi and Ncome Museum's invites interested bidders registered with the Private Security Industry Regulatory Authority (PSIRA) to submit a bid for provision of 24/7 security services for a period of 3 years (36 months).

3. PROJECT BRIEF

The work to be undertaken includes provision of security personnel to provide security services at uMsunduzi Museum, 351 Langalibalele, Pietermaritzburg, 3201.

4. SECURITY REQUIREMENTS AT NCOME MUSEUM

SECTION A

Stipulated Requirements

1. Weekdays Guards required per 24-hour shift as below

1.1. Three (3) guards required per 24 hour shift as follows:

1.1.1 One (1) day shift guard (minimum grade Cs)

1.1.2 Two (2) night shift guards (grade Cs)

1.2 Weekends and public holiday 4 guards required per 24 hour shift as follows:

1.2.1 Two (2) day shift guards (minimum grade Cs)

1.2.2 Two (2) nights shift guards (grade C)

2. The company must have a minimum of five (5) years' experience in providing security services.

3. A 24-hour working control room near Pietermaritzburg with a direct radio link to the security guards onsite
4. The company guards must have two-armed response vehicles situated in Pietermaritzburg.
5. Day guards must have a torch, handcuffs, pen, pepper spray, radio linked to control room, and baton at all times.
6. This call is for a three-year contract and, as much, as itemised budget reflecting three separate years and a grand total for the three years must be submitted on the company's letterhead. The total price for three years as a total bid price must be inclusive of VAT.
7. The company must ensure that security guards are paid according to the stipulated rates set by the security body.
8. The company must provide their grade CPIC Certificate as well as three Curriculum Vitae & Qualification of their resources with certified copies of certificate.
9. Provide the proof of address for office and photos of control room.
10. Provide company profile
11. Provide two (2) photos of armed response vehicles
12. Security company vehicles minimum of two (2) attach copies of logbooks or valid lease agreement.

SECTION B

INTERNAL SECURITY

The contractor must ensure:

1. Control of visitors awaiting attention, ensuring orderly queue control and giving directions where and when necessary.
2. Record and report irregularities to security Manager, control room and in cases of unrest also to the South African Police Services.
3. Remove or assist with the controlling of unruly visitors, staff members or other persons as instructed by security Manager.
4. Accurately record and verify visitors and private equipment on the registers upon entry and exit.

5. Inspect functionality of security equipment inclusive of doors, card readers, door locks etc.

5.1 Control, accurately record movement /removal of museum equipment from the building ensuring correct authorisation have been obtained.

5.2 Keep accurate records (include recording and verification of serial numbers, staff members identity, entry times etc.)

6. Monitor CCTV.

SECTION C

PATROL DUTIES

Security staff patrolling the premises is required to:

1. Patrol a pre –determined route as stipulated by the security Manager and free roving route on the premises hourly during hours of daylight, and hourly during the hours of darkness.
2. Accurately record the patrol findings on the occurrence Book.
3. Check and report on the following **Compulsory aspects**
 - 3.1 Whether external doors are locked after hours.
 - 3.2 Whether office doors are locked during the day when the office is not occupied.
 - 3.3 Whether external lights are operational and illuminated during hours of darkness
 - 3.4 Whether there are any broken windows and doors, etc.
 - 3.5 Whether vehicle parking areas are illuminated, secured, museum vehicles are secured.
 - 3.6 Any adverse activities that are observed.

SECTION D

SITE MANAGEMENT

1. The successful bidder (security company) must be based or have a functional 24 hour operational branch office in the area where the sites are situated.
2. The bidder shall be responsible for the transportation of his or her staff to and from the sites.
3. The officer acting as a site supervisor on the premises must be at least a Grade B officer.

4. The originals of the mandatory certificates/ documents must be readily available and must be produced by the bidder at the request of the museum.
5. All security officers deployed on the site(s) must comply with the PSIRA security industry's minimum standard of education.
6. All security officers deployed on the site(s) must have attended and passed the prescribed security course at one of the official training centers accredited with the Department of Labour, SASSETA and recognized by the PSIRA.
7. Shift duration shall be as follows: day shift (06:00-18:00) and after hour shift (18:00-06:00) including public holidays and weekends. The uMsunduzi Museum reserves the right to amend the conditions of the contract including the required shifts in consultation with the contractor and within the parameters of the law.
8. Security Officers must be equipped with hand-held radios with sufficient power resilience to cover the duration of the shifts, in order to facilitate efficient communication between the guard room, control room and the guard/patrol points. Radio connectivity is imperative.
9. Security Officers at the premises must be in radio contact via a Base Radio with the Contractor's Control room at all times.
10. The company management must examine the premises and his/her staff on a daily basis, in order to establish whether any problems are being experienced.
11. The service is to be provided 7 days a week, for the entire year (365 days a year).
12. The company management shall supply the uMsunduzi Museum within Security and Risk Management services, on a weekly basis, at least a week in advance, a list of names of the security officers who will be performing duties at the premises that week.

13. The company management must ensure that security officers are on duty timeously and are present at all times for the duration of their shift.
14. The company management must ensure that there are suitable qualified and experienced replacement officers for each shift available within one hour in the event of emergencies, illness etc.

5.COMPULSORY DOCUMENTS

The service provider must follow the Museum's Supply Chain Management policies and procedures by submitting the following documents in the order that the documents are listed in the table below.

Table 1: The proposal should include the following mandatory documents

Order	Mandatory documents to be submitted:
1	Valid BBBEE certificate (Who those whom are BBBEE registered) or Sworn Affidavit.
2	Three references (with names and contact details and museum officials will do site visitation on their offices / control room.
3	Company registration e.g. CIPC, Company Profile and as three Curriculum Vitae & Qualification of their resources with certified copies of certificate.
4	Proof of registration with the Private Security Industry Regulation Authority (PSIRA)
5	Certificate /proof for Grade C Guard
6.	Certified ID Copy of the Director
7.	Breakdown of quote submitted on company letterhead

All compulsory documents to be provided fully completed. Failure to comply /satisfy all mandatory requirements set out in this tender document will results in the disqualification of the bid.

Table 2 : The submission should include the below essential documents

Order	Essential documents
1.	Valid Tax Clearance Certificate (Must be valid on closing date of submission of the proposal) and SARS issued pin.
2.	CSD report/ CSD reference number
3.	The completion of the following enclosed documentation: SBD 1 - Invitation to submit a Quotation SBD 3.3 - Pricing Schedule (Professional Services) SBD 4 - Declaration of Interest SBD 6.1 - Preference Points Claim 2022 — SBD 7.2 -Contract form: Rendering of Services SBD 8 - Declaration of bidder's past Supply Chain Management Practices SBD 9 - Certificate of Independent Bid Determination

BIDDERS TO NOTE

1. The uMsunduzi Museum reserves the rights not award to the LOWEST bidder.
2. The Museum will conduct a detailed risk assessment prior to the award.
3. Late bids will not be considered.
4. Faxed or e-mailed bids will not be accepted
5. Tender is valid for 120 days.
6. Security contracts it for three years.
7. A Service Level Agreement will be required to be signed by security company and uMsunduzi Museum.
8. Control rooms will be inspected to check if they are in the good working condition.

6.EVALUATION CRITERIA

Proposals will be evaluated in accordance with the **80/20** preference point system, as contemplated in the Preferential Procurement Regulations of 2022 and will be apportioned and weighted accordingly.

Preference Point System	
Description	Points allocated
Price	80 points
Specific goals	20 points

Proposal for the appointment of the service provider will be evaluated on price and functionality in accordance with the Preferential Procurement Policy Framework Act of 2000, Preferential Procurement Regulations of 2022 and Supply Chain Management Procurement policies.

Technical Proposal evaluation criteria and point system

A minimum of 70 points (70%) will be required in the technical proposal to qualify. Bidders who do not meet the 70 points requirement will be disqualified based on the criteria set out below:

Functionality formula

$$P_s = \frac{S_o}{M_s} \times 100$$

Ms

Preference Point system formula

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

2.1 Functionality

The following functionality criteria which have been divided into two phases will be used for evaluating all proposals, where proposals must score an overall minimum of 70 points for functionality criteria to qualify for further evaluation for preference points.

Functionality Criteria	Points allocated
Contactable References /track record	40
Qualifications and Experience	40
Vehicles for site monitoring	10
Control room	10
Total	100
Minimum stipulated threshold to be met	70

No.	Functionality	Criteria	Max points	Points scored
1	i. Contactable References: A list of contactable references of security services successfully undertaken by simply stating the following: Name of the client, Contact, telephone numbers, dates when work performed (start and end date)	i)5 (five) or more written contactable reference letters on the company letterhead in provision of security services = 40 points. ii)4 (four) written contactable reference letters on the company letterhead indicating the provision of security services was successfully completed= 30 points	40	

	Written contactable reference letters. Reference letters must be on a company letterhead and signed.	iii)3 (three) written contactable reference letters on the company letterhead indicating the provision of security services was successfully completed= 20 points iv) 1-2 (one-two) written contactable reference letters on the company letterhead indicating that the provision of security services was successfully completed =10 points. v)No reference letters on the company letterhead on the provision of security services = 0 points.		
2	Qualifications and experience The service provider must provide an organogram including detailed Curriculum Vitae (CV) of the staff that will be assigned to this project with defined roles and responsibilities of each staff member. The CV must include details of			

2.1	experience. The security team must consist of the following: A) Site supervisor = Max points = 20 points A site supervisor must have 5 years or more relevant experience in providing Security Services, minimum Grade B and comply with PSIRA security industry minimum standard of education. Attach CV and certified copy of qualification/certificate.	i)Site Supervisor with 5 or more years of relevant experience on Security Services, proof of Grade B certificate and comply with PSIRA registration = 20 points ii) Site Supervisor with 4 years of relevant experience on Security Services, proof of Grade B certificate and comply with PSIRA registration = 10 points. iii)Site Supervisor with 1 or no relevant experience = 0 point		
2.2	B) Security Officers on site: must have 3 years experience, valid PSIRA registration Max points= 20 points	i)Security officers with 3 or more years of experience in security services , proof of Grade C Certificate, and valid PSIRA registration=20 points ii)Security officers with 2		

		years of experience in security services, proof of Grade C certificate and valid PSIRA registration= 10 points iii)Security officers with 1 year of experience in security services, proof of Grade C certificate and valid PSIRA registration= 5 points iv)Security officers with zero years of experience on providing security services = 0 points		
3.	Vehicles for site monitoring: Submit proof of ownership and roadworthy certificates for vehicles: attach copies of log book or valid lease agreement.	i)Security company with 2 (two) or more vehicles for site monitoring or valid lease agreement situated in Pietermaritzburg = 10 points. ii)Security company with 2 (two) or more vehicles for site monitoring or valid lease agreement and situated out Pietermaritzburg = 5 points. iii)Security company with 2 (two) or more vehicles for	10	

		site monitoring or valid lease agreement situated outside of the province (KZN) = 2 points. v)Security company with less than two (2) vehicles for site monitoring or valid lease agreement = 0 point.		
4.	Control room : Provide photos of control room	i)Security company with control room situated in uMgungundlovu District = 10 points. ii)Security company with control room situated outside uMgungundlovu district but within the province (KZN)= 5 points. iii)Security company with control room situated outside KZN = 2 points. v) No control room/proof of control room = 0 point	10	

Service providers who fail to score a minimum of 70 points out of a possible 100 points on functionality will not be eligible for further consideration.

Tender Evaluation Criteria and Scoring Price and BBBEE			
Evaluation criteria	Deliverables		Points
Price	The lowest responsive	80	Points

	and responsible		
Preference Points	In terms of Regulation 4 (2) and 4 (2) of the Preferential Procurement Regulations, preference points may be awarded to a bidder for the specific goal specified for the tender in accordance with the table below.	20	points
	Black Ownership	12	Points
	Women Ownership	4	Points
	Disability Ownership	2	Points
	Youth Ownership	2	Points
	Non-complaint	0	Points

Black Ownership	% of Preferential points
Bidder with 100% black ownership	100%
Bidder with 51% to 99% black ownership	50%
Bidder with less than 51% black ownership	25%
Bidder with no black ownership	0%
Woman ownership	% of Preferential points
Bidder with 100%-woman ownership	100%
Bidder with 51%-to-99%-woman ownership	50%

Bidder with less than 51%-woman ownership	25%
Bidder with no woman ownership	0%
Disability Ownership	% of Preferential Points
Bidder with 100% disability ownership	100%
Bidder with 51% to 99% disability ownership	50%
Bidder with less than 51% disability ownership	25%
Bidder with no disability ownership	0%
Youth Ownership	% of Preferential Points
Bidder with 100% youth ownership	100%
Bidder with 51% to 99% youth ownership	50%
Bidder with less than 51 % youth ownership	25%
Bidder with no youth ownership	0%

SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *(NAME OF DEPARTMENT/ PUBLIC ENT)*

BID NUMBER:	MST 01 OF 2026	CLOSING DATE:	02 November 2026	CLOSING TIME:	12H00
DESCRIPTION	Appointment of Security Services for uMsunduzi Museum.				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

351 Langalibalele street , Pietermaritzburg,3201

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO	
CONTACT PERSON	Mr. Msizi Mfeka	CONTACT PERSON	Mr.Radikobo Ntsimane

TELEPHONE NUMBER	+27 (0)33 394 6834	TELEPHONE NUMBER	033 394 6834/5
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	mmfeka@msunduzimuseum.org.za	E-MAIL ADDRESS	rntsimane@msunduzim

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					
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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) 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**APPOINTMENT OF SECURITY SERVICES FOR NCOME MUSEUM**

NAME	OF	BIDDER:
.....		NO.:
CLOSING TIME 12h00		CLOSING
DATE.....		

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

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

1. The accompanying information must be used for the formulation of proposals.

2. 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.
R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE

RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION DAILY RATE	HOURLY	RATE
----- -----	-----	R--
----- -----	-----	R--
----- -----	-----	R--
----- -----	-----	R--
----- -----	-----	R--
----- -----	-----	R--

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

----- -----	-----	R--
days	-----	
----- -----	-----	R--
days	-----	
----- -----	-----	R--
days	-----	

----- R--

 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

.....	R.....	

.....	R.....	

.....	R.....	

.....	R.....	
	TOTAL:	
R.....		

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

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
---------------------------------------	------	----------

-----		
-----		
-----		
-----		

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? *YE

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.

.....

.....

.....

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the Government of Karnataka?

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in
submitting the accompanying bid, do hereby make the following statements that I
certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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

² 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.

Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME
IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22
ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN
MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE
FALSE.

.....	
Signature	Date

.....	
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals outlined in point 3 below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to this bid:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included). The lowest acceptable will be used to determine the applicable preference point system.

1.2 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference Points based on specific goals.

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

	POINTS
PRICE	80
Preference Points	20
Total points for Price and Preference Points must not exceed	100

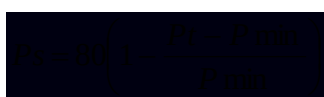
- 1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.5 The Museum reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the Museum.

2. POINTS AWARDED FOR PRICE

2.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20



Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

3. PREFERENCE POINTS AWARDED

- 3.1 In terms of Regulation 4(2); 5(2); 6(2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for the specific goals specified of tender in accordance with the table below:

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 (90/10 system)	Number of points allocated (80/20)	Number of points claimed (90/10 system)	Number of points claimed (80/20 system) (To be
---	---	------------------------------------	---	--

	(To be completed by the organ of state)	system) (To be completed by the organ of state)	(To be completed by the tenderer)	completed by the tenderer)
Black Ownership		12		
Women Owned		4		
Youth Owned		2		
Disability Owned		2		
Non-complaint		0		

Preference points for black ownership will be awarded as follows:

Black Ownership	% of Preferential Point
Bidder with 100% black ownership	100%
Bidder with 51% to 99% black ownership	50%
Bidder with less than 51% black ownership	25%
Bidder with no black ownership	0%

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

4.1 Name of company/firm:.....

4.2 VAT registration number:.....

4.3 Company registration number:.....

4.4 **TYPE OF COMPANY/ FIRM**

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

4.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

4.6 **COMPANY CLASSIFICATION**

☐ Manufacturer

☐ Supplier

☐ Professional service provider

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

[TICK APPLICABLE BOX]

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

4.8 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 specific goals of contributor indicated in paragraphs 1.4 and 3.1 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 and specific goals 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 1.3 and 3.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the preference points 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.

..... SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME..... DATE: ADDRESS:

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

WITNESSES

1

2

NAME OF FIRM

DATE

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

--	--	--	--	--

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

SBD 8

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	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? (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). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		

4.3	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?	Yes ☐	No ☐
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 ☐	No ☐
4.4.1	If so, furnish particulars:		

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 bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

SBD 9

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.

SBD 9

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 consortium³ 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.

³ 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.

SBD 9

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

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.
disqualification.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

