

TENDER NOTICE

**BID & SPECIFICATIONS ENQUIRIES
CONTACT DETAILS**

**:Supply Chain Management
:scm@atlantissez.co.za**

BID NO.

: ASEZ 005 2025

CLOSING DATE

: 10 April 2026 @ 11:00

VALIDITY PERIOD

: 120- Working Days (Calculated from Closing Date)

SERVICE: PROJECT DISCRPTION

1. Bidders are invited to submit their proposals for the **Appointment of a Service Provider to Provide Security Services for a Period of 36 Months** in accordance with the attached Terms of Reference.

2. This bid is subject to the General Conditions of Contract (GCC) and, where applicable, any other special conditions of contract.

3. Kindly note that the Bid applications **MUST** be submitted via e-Tender Portal:

3.1 SEE GUIDE BELOW ON HOW TO SUBMIT A RESPONSE ON THE E-TENDER PORTAL

Submit on E tender portal, following the below:

1. (<https://www.etenders.gov.za/>)

2. Search/Click Browse Opportunities by organ of state (Economic Development and Tourism) / search by Tender reference number.

3. Click the + sign to expand the tender / RFQ information.

4. Start the e-submission process.

5. Supplier login

6. Use your CSD Credentials to Login. Contact CSD on (csd@treasury.gov.za) in case you forgot

7. Select supplier.

8. Check the submission checklist and attached the compulsory documents.

9. Confirm and proceed.

4. If the application is not going through on the E-tender portal Contact:

eTenders Contact Centre

+27(0)12 406 9222 / 012 406-9229 / 012 312-5000

etenders@treasury.gov.za

<https://etenders.treasury.gov.za>

4. Bids forwarded by e-mail or similar process will not be considered.

5. Bidders are strongly advised to complete their electronic submissions at least one day before the closing date. This helps avoid last-minute technical issues that may arise due to slow internet, limited bandwidth, or large file uploads. Late submissions will not be accepted by the system.

PART A
INVITATION TO BID

ZERO-TOLERANCE TO FRAUD, THEFT AND CORRUPTION (ANTI-FRAUD, THEFT AND CORRUPTION)

THE WCG IS COMMITTED TO GOVERN ETHICALLY AND TO COMPLY FULLY WITH ANTI-FRAUD, THEFT AND CORRUPTION LAWS AND TO CONTINUOUSLY CONDUCT ITSELF WITH INTEGRITY AND WITH PROPER REGARD FOR ETHICAL PRACTICES.

THE WCG HAS A ZERO TOLERANCE APPROACH TO ACTS OF FRAUD, THEFT AND CORRUPTION BY ITS OFFICIALS AND ANY SERVICE PROVIDER CONDUCTING BUSINESS WITH THE WCG.

THE WCG EXPECTS ALL ITS OFFICIALS AND ANYONE ACTING ON ITS BEHALF TO COMPLY WITH THESE PRINCIPLES TO ACT IN THE BEST INTEREST OF THE WCG AND THE PUBLIC AT ALL TIMES.

THE WCG IS COMMITTED TO PROTECTING PUBLIC REVENUE, EXPENDITURE, ASSETS AND REPUTATION FROM ANY ATTEMPT BY ANY PERSON TO GAIN FINANCIAL OR OTHER BENEFIT IN AN UNLAWFUL, DISHONEST OR UNETHICAL MANNER.

INCIDENTS AND SUSPICIOUS ACTIVITIES WILL BE THOROUGHLY INVESTIGATED AND WHERE CRIMINAL ACTIVITY IS CONFIRMED, RESPONSIBLE PARTIES WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ASEZ 005 2025	CLOSING DATE:	10 April 2026	CLOSING TIME:	11h00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY SERVICES FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS TO BE SUBMITTED AS SPECIFIED BELOW:					
<ul style="list-style-type: none"> ▪ Electronically via the National Treasury e-Tender Portal at https://www.etenders.gov.za OR ▪ Physical submission in the tender box situated at Atlantis Special Economic Zone, Atlantis Foundries Business Park, Atlantis. <u>Physical submission must be accompanied by a digitally reproduced PDF version on a USB memory stick.</u> 					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Management	Chain	CONTACT PERSON	Supply Management	Chain
TELEPHONE NUMBER	021 495 4400		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	scm@atlantissez.co.za		E-MAIL ADDRESS	scm@atlantissez.co.za	
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?	<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 ENCLOSE PROOF]			[IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA <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, 2022 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**

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:

To:	The Bidder
From:	Supply Chain Management Unit

BID PARTICULARS

Project Description	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY SERVICES FOR A PERIOD OF 36 MONTHS		
Bid/Specification Enquiries	Supply Chain Management		
	scm@atlantissez.co.za		
Bid Reference	ASEZ 005 2025		
Bid Closing Date	10 April 2026	Bid Closing Time	11h00
Bid Briefing Session	A non-compulsory briefing session will be held on the 17th of March 2026 at 11h00 at Atlantis Special Economic Zone (13 Charles Uys Drive, Atlantis Industrial) <i>33°35'08.4"S 18°28'31.5"E</i>		

BID RESPONSE DOCUMENTS TO BE SUBMITTED AS SPECIFIED BELOW

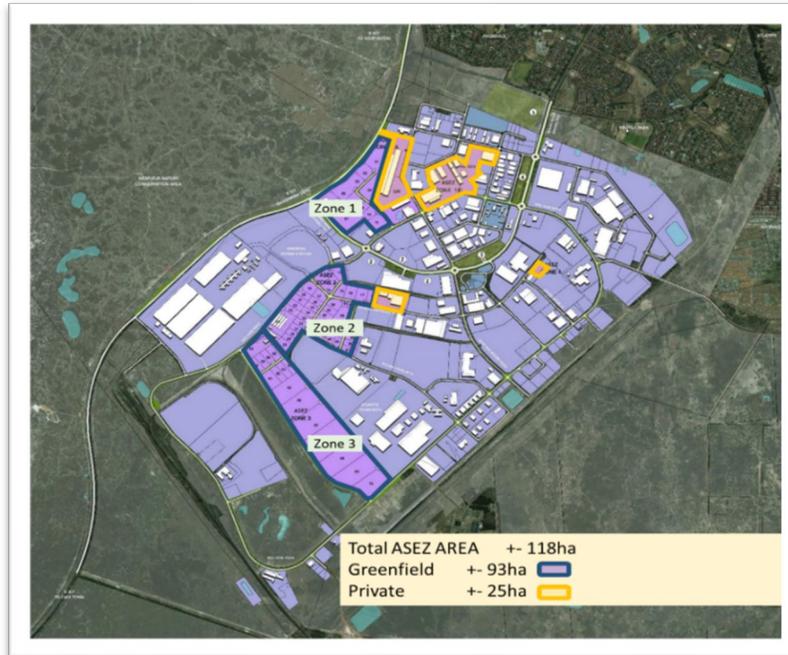
- Electronically via the National Treasury e-Tender Portal at <https://www.etenders.gov.za>
OR
- Physical submission in the tender box situated at Atlantis Special Economic Zone, Atlantis Foundries Business Park, Atlantis. **Physical submission must be accompanied by a digitally reproduced PDF version on a USB memory stick.**
No other method of submission will be accepted.

1. INTRODUCTION

The Atlantis Special Economic Zone (ASEZ) is a greentech zone, which focuses on attracting companies and investors that contribute to zero carbon emissions, resource-efficiency, and socially inclusive investment. It is building a sustainable manufacturing environment and actively explores how to also run a zero carbon, resource efficient, and socially inclusive zone. In doing so it contributes directly to the objectives of the “just transition.” The entity has ambitious goals such as building skills and enterprises in and around the Atlantis environment for application in the green economy, generating and supplying renewable energy to its future investors, being a net-zero water user, and having no waste go to landfill.

The Atlantis Special Economic Zone Company SOC Ltd (ASEZCo) is a state-owned entity as defined in the Companies Act and a provincial public entity listed under schedule 3D of the PFMA and is characterized as a government business enterprise. The ASEZCo is mandated by its shareholders to manage and operate the ASEZ.

The ASEZ is a geographical area of 118 hectares in the industrial area of Atlantis. It is a Greentech SEZ with the objective of attracting Greentech manufacturers. The ASEZ currently consists of a number of investors on privately owned land (about 25ha) as well as three separate portions of industrial zoned land acquired from the City of Cape Town.



The ASEZCo aims to contribute to green industrial development in Atlantis and creating decent work and other economic and social benefits in the region of Atlantis, including the broadening of economic participation by promoting small, micro and medium enterprises and co-operatives, and promoting skills and technology transfer. The area will no doubt become a key platform for Greentech industrial development in the Western Cape.

2. PURPOSE

The purpose of the security services is to safeguard ASEZCo’s properties, facilities, infrastructure, and assets against theft, vandalism, land invasion, and any other unlawful or criminal activity. The Atlantis Special Economic Zone Company SOC Ltd (“ASEZCo”) intends to appoint a suitably qualified and accredited security service provider to render continuous twenty-four (24) hour, seven (7) days per week physical security services at all its zones, properties, facilities, primarily for access control purposes and ad hoc services. The security services shall be rendered for a period of thirty-six (36) months, commencing from the official date of contract award.

The security service provider will render services to the ASEZCo by evaluating and enhancing the effectiveness of its security measures, risk management protocols, and overall safety governance to safeguard its operations and assets.

The scope of services shall include, but not be limited to, continuous monitoring and routine day and night time patrolling of all designated ASEZCo premises. The appointed service provider shall be required to supply, implement, and utilize an approved patrol monitoring system, including Bloodhound patrol monitoring equipment or similar, as an operational tool to record, monitor, and verify patrol activities.

3. BACKGROUND

The Atlantis Special Economic Zone Company SOC Ltd (“ASEZCo”) is responsible for the development, management, and operation of the Atlantis Special Economic Zone. In fulfilling its mandate, ASEZCo is required to ensure the safety, security, and protection of its properties, facilities and infrastructure- In line with its risk management, governance, and compliance obligations. ASEZCo seeks to appoint a suitably qualified and accredited security service provider to render physical security services across its designated sites within Atlantis.

4. NATURE AND SCOPE OF SERVICES TO BE RENDERED

4.1 Scope of Service

The scope of services for the thirty-six (36) months contract period shall comprise the following primary functions:

Zone	Area	Perimeter	Description
Zone 1	22 ha		Fenced and developed
Zone 2	34 ha		Greenfields (no fence)
Zone 3	38 ha		Greenfields (no fence)
Zone 4 (EGL)	0.7 ha		Operational factory

4.1.1 Physical Guarding and Patrol Services

- The Service Provider shall provide full-time guarding and patrolling services at the ASEZCo in Zone 1 and the Building located on 30 Charles Matthews Street. Zone 2 and Zone 3 is classified as Greenfield areas; these areas shall be patrolled hourly over a twenty-four (24) hour cycle.
- Patrol activities shall be recorded in the occurrence book provided by the Service Provider and in the pocketbooks of the deployed security personnel.
- Security personnel shall perform access control duties in Zone 1 and 30 Charles Matthews Building and patrols in Zone 2 and 3 in all of the zones to prevent unauthorised entry, theft, land invasion, illegal occupation, illegal dumping, or the erection of unlawful structures on the ASEZCo property.
- The Service Provider shall guard and protect all ASEZCo equipment, materials, and assets against damage, theft, and vandalism, and shall take appropriate action, within the limits of the law, against any suspicious persons found on the premises. All suspicious actions, incidents, or unusual occurrences shall be reported to the designated ASEZCo representative within thirty (30) minutes of discovery or occurrence.
- A warning and early-detection system shall be implemented to support proactive intervention.
- Conduct bag and vehicle inspections to prevent theft and to control the entry of prohibited or unauthorized items onto ASEZCo premises.

4.1.2 Access Control & Surveillance

- Oversee and manage all physical and electronic access control points.
- Ensure continuous operation and monitoring of surveillance systems.
- Maintain a fully functional and staffed control room.
- Ensure secure storage, retention, and retrieval of video footage in line with legal, regulatory, and organizational requirements.
- Report incidents, system failures, and breaches in accordance with approved reporting protocols.
- Recording visitors' particulars in a Visitors Register and booking them out on departure. This should include the driver and all passengers in a vehicle, and pedestrians.
- Recording details of all staff and Service Providers' members visiting the premises after normal working hours in an After-hours register.
- Recording all events/ incidents in the prescribed Occurrence Book

- Advising the ASEZCo personnel of all access control implications, deficiencies, or imminent or perceived security crime risks occurring at the entrance gate or its vicinity.
- Perform other access control duties as may be instructed from time to time

4.1.3 Supervision, Operations, and Incident Management

- Security personnel shall be adequately supervised daily by appointed supervisors.
- Supervisors shall present themselves to ASEZCo for operational discussions.
- All security guards shall be always properly equipped and dressed in the distinctive uniform of the Service Provider while on duty.
- All issued equipment shall remain under the control of the assigned guard for the duration of the shift.
- If any property or material defect or theft is discovered that may implicate the Service P Provider or tenant, it must be reported to security management prior to the commencement of any related work.
- The service provider shall always ensure uninterrupted security coverage. In the event of strike action or labour-related disruptions, the service provider shall remain fully responsible for maintaining security services. Any claims arising from non-coverage of posts shall be for the account of the service provider, and provision for such risks shall be included in the bid price.
- The service provider must ensure that all issues affecting security officers on site, including labour-related disputes, are managed and resolved amicably and timeously. The Service Provider must comply fully with all applicable legislation relating to salaries, wages, and remuneration, including the Basic Conditions of Employment Act, PSIRA rates and the relevant Bargaining Council agreements. The Service Provider shall ensure the maintenance of order and uninterrupted security services during any strike action or lockouts.
- ASEZCo reserves the right to increase or decrease the number of security personnel during the contract period in line with operational requirements. The service provider shall be capable of providing additional guards and vehicles within twelve (12) hours of written or verbal request.
- Electronic monitoring of all guards shall be mandatory, and consolidated monitoring reports shall be submitted to ASEZCo monthly.

4.1.4 Reporting Requirements:

- Submit a comprehensive security incident report to ASEZCo Management after each significant security event or assessment, detailing the nature of the incident, response actions taken, and any **recommended security improvements**.
- Provide a monthly security report and summary report to the ASEZCo Management outlining critical security issues, ongoing threats, time sheets, monthly employee pay slips and a guard patrol report (checkpoints and time taken patrolling each zone).
- Quarterly submit a detailed security assessment report to ASEZCo Management, outlining the effectiveness of security controls, operational procedures, risk management strategies and identifying emerging security risks or trends affecting the organization and the effectiveness of implemented security measures, along with suggested enhancements.

4.1.5 Training and Drills:

- Help facilitate periodic drills (e.g., fire drills, evacuation drills) by the ASEZ for both security personnel, tenants and ASEZCo employees. Provide specialized training for handling high-risk situations, such as active shooter scenarios or crime related scenarios.

4.2 Compliance, Governance, and Regulatory Requirements

- The appointed service provider and security personnel deployed shall, for the full duration of the agreement, be duly registered with the Private Security Industry Regulatory Authority (PSIRA) in terms of the Private Security Industry Regulation Act, 2001 (Act 56 of 2001).
- Certified copies of valid PSIRA registration certificates shall be submitted with the tender, and validity shall be maintained throughout the contract period.
- All security personnel must be free of criminal records.
- The Service Provider shall comply with all applicable legislation governing the private security industry, including but not limited to the Private Security Industry Regulation Act, the Firearms Control Act, and all relevant labour and occupational health and safety legislation.
- The Service Provider shall maintain licensed radio communication systems, either owned or leased, duly authorised by the Independent Communications Authority of South Africa (ICASA).
- The ASEZCo may delegate any powers or functions in terms of this agreement to an authorised representative, and the Service Provider shall recognise and comply with such delegation upon written notification.

4.3 Manpower Requirements and Deployment

The schedule of the tender will show the following:

- Security grades A and B are required for all the sites. Please refer to the pricing schedule.
- The total number of guards required is four (04) in Zone 1, two (02) in Zone 4 (30 Charles Matthew Building) and two (02) guards in Zone 2 and 3.
- Hours of duty and shift coverage, including day shifts, night shifts, and continuous 24/7 operations.
- One branded ≥ 2500 cc vehicle with spotlights for patrolling.
- Tactical Response Team that is available as and when required.
- A training plan that outlines regular training sessions for security personnel on current security protocols, emergency procedures, and customer service.

4.4 Required Security Aids, Equipment, and Control Room Infrastructure

The Appointed Security Service Provider shall provide the following;

Each security guard should be in possession of;

- Portable handheld 2-way radios/cell phone(s)/SOS communication link to the control room
- Torches including batteries
- Batons
- Pocket books
- Handcuffs
- Security registers
- Pepper spray
- Registers for visitors, contractors etc.
- Occurrence books
- Fully equipped 24/7 security control room for continuous communication with on-site security officers, including duty reporting, hourly or two-hourly status reports, and emergency response coordination
- Patrolling system and related equipment
- Walk-through metal detectors
- Additional aids, systems, or facilities proposed by the service provider to enhance security operations (not limited to the above)

5. AD HOC SERVICES

Not all aspects of ASEZCo's security services are within the scope of these terms of reference. The requirements listed below shall be deemed part of this agreement on an ad hoc, per-quote basis. These include, but are not limited to;

- Physical guarding at after-hours events i.e. Information Sessions, Marketing events.
- Escorting ASEZCo staff, high profile individuals or foreign dignitaries attending events organised by ASEZCo
- Drone footage may be required from a pilot using a drone for commercial operations which must be a pilot to be registered and operated under Part 101 of the SACAA regulations.
- Any other security related Services.

6. DELIVERABLES

The Appointed Security Service Provider will be responsible for the following outcomes:

6.1 On-Site Security Services

- Provide a trained, uniformed, and adequately resourced security team for 24/7 coverage of all ASEZCo sites, including foot and vehicle patrols.
- The service provider must conduct regular day and night patrols of designated zones, using patrol monitoring equipment after hours. Duties include protecting staff and property from injury, theft, vandalism, or criminal activity; securing strategic installations, key areas, and perimeter fences; identifying intruders or unauthorized persons; ensuring doors, windows, gates, and security lighting are operational; and inspecting for fire and safety hazards or physical issues around the site.

6.2 Security Planning & Risk Management

- Develop a comprehensive Security Plan within 30 days, including risk assessments, protocols, emergency procedures, and ongoing advisory support.

6.3 Incident Management & Emergency Response

- Implement response procedures for security and emergency events; report incidents promptly and cooperate with authorities.

6.4 Security Audits & Equipment Oversight

- Conduct regular audits and inspections of sites and security systems to ensure operational effectiveness.

6.5 Reporting & Performance Management

- Submit monthly reports as required for monitoring and zone coverage including statement of account, Invoices, time sheets, registers and patrol reports.
- In the event of an incident, this should be reported within the 30 minutes of occurrence and a report submitted to the Zone Operations Officer before closure of business as per the specification.
- Quarterly reports on trends, KPIs, and recommendations are to be submitted to the Zone Operations Officer.

6.6 Continuous Improvement & Stakeholder Support

- Proof of review meetings, enhanced security procedures based on feedback, and professional support to ASEZCo staff.
- Ensure that all security personnel are uniformed, equipped, and carry appropriate identification. This will be checked in person by the Zone Operations Officer on a weekly basis.

7. OTHER REQUIREMENTS

7.1 Vetting/ Screening

The successful bidder will be required to submit SAPS Criminal Record Centre clearance certificates, in respect of all personnel rendering a security service to the ASEZCo premises, before commencement of duties. The bidder shall be fully liable for costs.

7.2 Minimum wages

The successful bidder must ensure that all appointed Security Officers are remunerated according to the minimum monthly basic wage of as Gazetted and determined by the Private Security Industry Regulatory Authority tariffs (applicable to the relevant area).

The project manager at ASEZ will from time to time, verify whether appointed security officers are indeed remunerated according to the minimum monthly basic wage of Security Officer as determined by the Private Security Industry Regulatory Authority tariffs. If it is determined that the appointed bidder does not comply with the minimum monthly basic wage, the contract may be immediately terminated.

The appointed bidder shall ensure that the wages of appointed security officers are paid on time to prevent possible security breaches because of late payment.

Proof of the security office's payment must be submitted with the invoice.

Failure of the successful bidder to pay employees timeously may result in the immediate termination of the contract

7.3 Penalties

In the event of the bidder failing to man any site as per specifications, a penalty of the time taken to fill the site or one (1) 12- hour shift will be payable to the ASEZ. The successful bidder will be responsible for a replacement officer in the event of a security guard(s) not reporting for duty and for full payment thereof, within 2 hours of commencement of the shift.

8. PRE-CONDITIONS FOR AWARD

Once the appointed service provider has been notified of the award in writing, the service provider shall be required to appoint security guards based in Atlantis. Prior to the signing of the contract, curriculum vitae (CVs), employment contracts, and valid police clearance certificates for all proposed security personnel must be submitted as a mandatory precondition. No Service Level Agreement (SLA) shall be concluded until all required documentation has been submitted within the prescribed timeline and verified to the satisfaction of ASEZCo

9. COST PROPOSAL

The quoted rates must be all-inclusive and shall cover all costs associated with the execution of the services.

9.1 No unspecified or additional costs will be permitted to ensure a fair and equitable evaluation of all bids

9.2 Quote to include all applicable taxes, including VAT, and all costs to deliver the services specified under this ToR.

9.3 Actual Prices charged by the bidder for services performed for this bid shall not vary from the prices quoted by the bidder in the submitted bid.

9.4 Bidders to comply with Tariffs and Rates charged, in accordance with those prescribed by PSIRA Sectorial Determination as per respective security classification.

9.5 A detailed quotation on the company letterhead must be attached.

9.6 Offer to be valid for 120 working days from the bid closing date.

Table 1a: Pricing schedule

Description of service	No. of Guards Required	Cost for Year 1 (Excl VAT) (12 months)	Cost for Year 2 (Excl VAT) (12 months) Including escalation	Cost for Year 3 (Excl VAT) (12 months) Including escalation
Full-time Security Services 24/7/365 Zone 1 : Grade A	4 guards per shift	R	R	R
Full-time Security Services 24/7/365 30 Charles Matthew Building : Grade B	2 guards per shift	R	R	R
Patrolling services Zone 2 and 3 : Grade B	2 guards per shift	R	R	R
Vehicle patrol	1 Vehicle per shift for all zones	R	R	R
Other applicable cost (bidder to specify)				
SUBTOTAL PER YEAR EXCL VAT		R	R	R
VAT (15%)		R	R	R
TOTAL COST PER YEAR INCLUDING VAT		R	R	R
TOTAL COST FOR 36 MONTHS INCL. VAT	R			

Table 1b: Pricing Schedule Ad hoc

The rates specified in the pricing schedule below shall apply to any additional ad hoc guarding or security services, if required. Such services will be billed separately in accordance with the available budget.

Description of service	Rate per hour, Inclusive of VAT
Ad hoc support guarding (Events, Staff etc)	R
Drone Footage	R

10. COMPLIANCE REQUIREMENTS FOR A VALID BID

- 10.1. **Bidders** that fail to adhere to any of the following will be rendered non-responsive and will not be further evaluated. All documentation listed below must be submitted on or before the closing date.
- 10.1.1 Bidder must submit a proposal, including the cost proposal, on or before the closing date. The bidder may only submit ;
- **Electronically via the National Treasury e-Tender Portal at <https://www.etenders.gov.za> OR**
 - **Physical submission in the tender box situated at Atlantis Special Economic Zone, Atlantis Foundries Business Park, Atlantis.**
- No other method of submission will be accepted.
- 10.1.2 Bidder must be registered on Central Supplier Database (CSD) and have active status on or before the closing date and time of the bid
- 10.1.3 Bidder must submit a duly completed and signed WCBD 4 certified by the Commissioner of Oaths. The WCBD4 must be within the 12-month validity period.
- 10.1.4 Bidders who wish to respond to this tender as a Joint Venture / Consortium / intending to subcontract must state their intention to do so in writing.
- 10.1.5 Each party participating in a Joint Venture or Consortium must provide a WCBD 4 for each party.
- 10.1.6 The bidder must be registered as a security service provider with the Private Security Industry Regulatory Authority (PSIRA). A valid copy of the PSIRA certificate must be submitted.
- 10.1.7 Certified copy of PSIRA letter of good standing for the security company (Manpower list) with a list of not less than 24 guards (12 grade A's and 12 grade B's) must be submitted.
- 10.1.8 Public Liability- The service provider must provide and maintain public liability insurance.
- 10.1.9 The service provider shall submit a valid vehicle registration document for **at least one (1) vehicle** dedicated exclusively for patrolling.

10.1.10 Bidders must submit the documents listed in the table below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). The bidders' proposal may be disqualified for non-submission of any of the documents.

Document to be submitted	Disqualification	Description / Instruction
WCBD 1	Yes	Invitation to Bid 1) Authorised representative to sign bid. 2) Complete and sign.
WCBD 4	Yes	Declaration of Interest, Declaration of Bidder's Past Supply Chain Management Practices and Certificate of Independent Bid Determination 1) Complete and sign.
WCBD 6.1	No	Preference Points Claim Form 1) Non-submission will lead to zero (0) score for B-BBEE points. 3) Complete and sign.

11. SERVICE PROVIDERS PROPOSAL

11.1. The bidder must provide a detailed and comprehensive proposal that demonstrates a thorough understanding of the above scope of work and how the services will be executed. The bidder must clearly demonstrate experience to execute the work. A detailed proposal submitted should include but not limited to:

11.1.1. A detailed cost proposal inclusive of all cost related

11.1.2. Fully completed Annexure A must be submitted, including a list of professional references/clients for whom security services were satisfactorily rendered, to demonstrate the bidder's experience in providing security services. The information must include proven experience in guarding industrial or commercial areas of at least ten (10) hectares. Failure to complete Annexure A, or to provide all information requested therein in full, will result in no points being allocated.

- 11.1.3. Evidence of the proposed systems and sample reports
- 11.1.4. Proof of address (lease/ utility bill or CIPC document) for locality operations.
- 11.1.5. Fully completed and signed standard bidding document.

It is the bidder's responsibility to ensure that all applicable documents are submitted in alignment with the requirements for a bid to be responsive and to provide for a proper evaluation.

12. EVALUATION METHODOLOGY

21.1 Bids shall be evaluated in terms of the following phases:

Phase 1 - Compliance Checking

During this phase, bids will be evaluated against the minimum compliance requirements outlined in paragraph 10. Bids that failed to meet the minimum compliance requirements will be deemed non-responsive and will not be evaluated further.

Phase 2 – Technical /Functionality Evaluation

Only responsive bids will, thereafter, be evaluated against the criteria for functionality depicted in the following table.

Functionality and Capability Requirements

A minimum of 80 points will be required to qualify for the next stage of Price and preference evaluation. Failure to reach the minimum points will lead to disqualification.

Table 2: Technical / Functional Evaluation

Document Name	Maximum Claimable Points
Company Track Record	75
Reporting and System Requirements	15
Location/ Base of Operations	10

Table 3: Evaluation methodology

NO	CRITERIA	WEIGHT	REFERENCE
1	<p align="center">COMPANY TRACK RECORD</p>	75	
	<p>The bidding company must demonstrate the relevant experience in rendering comprehensive security services. Bidders must complete Annexure A provided.</p> <p>Failure to complete Annexure A, or to provide all information requested therein in full, will result in no points being allocated.</p> <p>Reference letters will not be considered for evaluation.</p> <p>Referees will be contacted as part of the evaluation.</p> <p>In order to comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), bidders have a responsibility to obtain the consent of the Submitted references before sharing their personal information with ASEZCo.</p> <p>Points will be allocated based on the information provided by the referees. Any concerns or risks raised by the clients will be taken into consideration and may negatively impact the allocation of points and may result in no points being allocated.</p> <p>Failure of any referee to respond within the stipulated timeframe may result in no points being awarded for the reference. ASEZCo reserves the right to exercise its discretion in interpreting and evaluating the information provided by the referee.</p> <p>*A project, for the purpose of this tender, is the provision of physical guarding security services.</p>		Par 11.1.2

<p>1.1</p>	<p>The bidder must have experience in monitoring and guarding Industrial or Commercial areas of at least 10 hectares as required by this bid.</p> <p>Scoring relating to the size of the precinct:</p> <ul style="list-style-type: none"> • At least 1 project above 20 hectares = 25 points • At least 10 - 20 hectares = 10 points • Less than 10 hectares = 0 points 	<p>25</p>	
<p>1.2</p>	<p>The bidder must list a minimum of three (3) projects in which security services were satisfactorily rendered within the past ten (10) years. Each contract must have been awarded for a period of not less than thirty-six (36) months.</p> <p>Scoring criteria:</p> <ul style="list-style-type: none"> • All 3 projects successfully completed with positive feedback from clients = 50 Points • No points will be allocated where feedback is poor, where positive feedback is not received from a minimum of three (3) referees, or where no response is received. 	<p>50</p>	

2	REPORTING AND SECURITY SYSTEMS	15	
2.1	<p>Bidders must demonstrate that they have an existing patrol monitoring system (e.g. Bloodhound or similar) that will be used for operational monitoring and reporting throughout the duration of the contract.</p> <p>The proposed system must be able to:</p> <ul style="list-style-type: none"> • Record and monitor patrol activities. (Geo locations, time and activities) • Verify that patrols have been completed. (Photographic evidence when needed) • Generate operational reports. <p>Bidders must submit proof of an existing patrol monitoring system, including sample reports and a clear daily, weekly, and monthly reporting structure covering operations, incidents, compliance, and performance. Proposals must also include details of a backup system, as well as measures to ensure data accuracy, secure access, storage, backups, and POPIA compliance. The system should further support performance monitoring through dashboards, and exception reporting tools.</p> <p style="text-align: center;">Scoring Criteria</p> <p>15 Points: Fully compliant – An existing and functional patrol monitoring system is provided with comprehensive reporting and backup measures in place.</p> <p>10 Points: Partially compliant – The proposed system meets most of the requirements but has minor gaps in functionality or reporting.</p> <p>5 Points: Limited compliance – The proposed system meets some requirements but lacks full functionality and reporting capability.</p> <p>0 Points: Non-compliant – No evidence provided or insufficient supporting evidence submitted.</p> <p>Support service delivery, compliance monitoring, and decision-making. *</p> <p><i>NB. Failure to submit the required information, supporting documentation, or sample reports as requested under this criterion will result in a score of zero (0) being awarded for the Systems and Reporting Requirements criterion.</i></p>		Par 11.1.3

3	LOCALITY OPERATIONS	10	
	Bidders' base of operations and or local footprint (Cape Town and Surroundings) Within the CoCT Metro = 10 points Western Cape (outside CoCT metro) = 8 points National = 5 points		Par 11.1.4
A minimum of 80 points will be required to qualify for the next stage of Price and preference evaluation. Failure to reach the minimum points will lead to disqualification.			

Phase 3: 80/20 Preference Points System

Only Bidders that have met the requirements in Phase 2 will qualify to be evaluated in terms of the 80/20 preference points system as per the Preferential Procurement Policy Framework Act, 2000, and the Preferential Procurement Regulations, 2022. Up to 80 points will be awarded for price, and up to a maximum of 20 points will be allocated to the bidder for attaining B-BBEE status level in accordance with the table below.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (WCBD 6.1); and
- B-BBEE Certificate / Affidavit

The bid will be awarded to the bidder with the highest score unless other objective criteria allow in accordance with section 2(1)(f) of the PPPFA and regulations 4 of PPR 2022 are applicable.

13. DUE DILIGENCE

ASEZCo reserves the right to perform due diligence prior to the appointment of the service provider.

14. BRIEFING SESSION

A non-compulsory briefing session will be held **on 3/17/2026 on 11h00** at Atlantis Special Economic Zone (ZONE 1) *33°35'08.4"S 18°28'31.5"E*.

15. DURATION OF CONTRACT

The contract period is for three (3) years, from date of appointment.

The agreement will commence on the date of signature and will remain in effect for the full three-year duration.

The contract is subject to the service provider fulfilling the pre-conditions set out in paragraph 8 of this Terms of Reference.

No Service Level Agreement (SLA) shall be concluded until all required documentation has been submitted within the prescribed timeframe and verified to the satisfaction of ASEZCo

16. REPORTING AND MONITORING

The service provider will be expected to provide the AZSEZ with the following:

- Presenting a security report to Management after each security assessment and a quarterly summary report on critical and significant matters to the ASEZCo related to the processes for controlling the activities of the ASEZCo, including potential improvements to those processes, and providing information concerning such issues through active and constructive resolution.
- Periodically providing information on the status and results of the annual security plan and the sufficiency of the security service function's resources.
- Providing annually an objective assessment on the adequacy and effectiveness of the ASEZCo's processes, internal controls, and managing its risks and opportunities set forth under the scope of security services.

- Monthly provide a written report of the security risk environment to the ASEZCo. A detailed assessment is to be provided annually, as stipulated in the scope of works.

17. BID VALIDITY

Any bid submitted shall remain valid, irrevocable, and open for written acceptance by AZESCo for a period of 120 working days. Where deemed necessary, AZESCo may request the period to be extended. Any further conditions that the bidder may introduce will be considered at the sole discretion of AZESCo.

18. LATE BID SUBMISSIONS

Late submissions will NOT be considered for evaluation.

19. APPEALS

The appeal period will be open for a period of 14 calendar days subsequent to the awarding of the tender to the successful bidder

20. JOINT VENTURE / CONSORTIUM / TRUST

A joint venture, consortium or trust will qualify for points on evaluation of their B-BBEE status level as a legal entity, provided that the entity submits the requisite B-BBEE status level certificate.

Bidders must submit substantive proof of the existence of joint ventures and/or consortium arrangements. The ASEZco will accept signed agreements as satisfactory proof for the existence of a joint venture and/or consortium arrangement.

Joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the lead partner. The agreement must also clearly identify the lead partner that is accordingly provided with a power of attorney to bind the other co-parties in all matters pertaining to the joint venture and/or consortium arrangement.

21. REGISTRATION ON SUPPLIER DATABASES

Prospective bidders must be registered on the CSD at the time of bid closure.

All prospective bidding agencies that are not registered on the CSD are requested to self-register on www.csd.gov.za.

Registration on databases and compliance of tax status will be verified at the time of the award.

Where a bidder is not tax compliant, the ASEZco will notify the bidder in writing of their non-compliant status and the bidder will be requested to submit written proof from SARS of their tax compliance status or proof that they have made an arrangement to meet their outstanding tax obligations within 7-working days.

22. CONTRACTUAL ASPECTS

The contents of this document shall be deemed to constitute the Special Conditions of Contract applicable to this bid and shall be read together with the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations.

Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.

The bid document, together with the specifications contained in this document, shall constitute part of the Contract.

Bidders shall not perform any work or render any services in terms of the Contract unless in receipt of a written instruction to this effect by the ASEZco.

The successful bidder may not assign its obligations.

The successful bidder must advise the CFO of ASEZco immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

23. LOCAL LABOUR / EMPLOYMENT

Awarded bidders will be required to utilise local labour for employment (as appropriate)

The following to be actively considered/requested at time of project scoping:

- The provision of opportunities for Small, Medium and Micro- Business Enterprises (SMMEs).
- The provision of work opportunities for local labour in the Atlantis and surrounding areas, including consideration for internships, job shadowing and work experience.

24. PERFORMANCE VERIFICATION

The ASEZco's appointed contract manager or agent verifies that the performance of this contract in terms of services, delivery service, goods, labour and any other element specified in this contract is at the contracted performance level and/or the goods meet the contracted specifications with the represented of the contracted provider. Both parties verify this through signing the verification documentation. Both parties, at this time, agree on quantity, unit cost and total value on the same signed document.

25. DISCLAIMER

The ASEZco has produced this document in good faith. The ASEZco, its agents, and its employees and associates do not warrant its accuracy or completeness; make no representation, warranty, assurance, guarantee or endorsements to any third parties concerning the document. The ASEZco has no liability towards the bidders in connection therewith.

Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of all aspects of the bid. The ASEZco will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.

The ASEZco reserves the right not to appoint any contracted partner who does not comply with the conditions of this bid or if information is obtained by the ASEZco about a bidder that could put the ASEZco at risk.

The ASEZco reserves the right to cancel this bid should the budget not be available at the time of award to cover the full quote of this tender or if the need does not exist anymore or the specification has changed.

It must be noted that the Atlantis Special Economic Zone reserves its right to:

- a) Award the tender to a bidder other than the highest scoring bidder where objective criteria allow.
- b) To reject the lowest acceptable tender received; and/or
- c) Cancel this tender.

26. ABSENCE OF OBLIGATION

No legal or other obligation shall arise between bidders and the ASEZco unless and until the formal appointment documentation has been signed. The ASEZco is not obliged to proceed with any proposals of any bidder. The ASEZco also reserves the right to request changes to any proposed consortium.

27. COMMUNICATION

The contracted parties communicate in writing through mail, delivery, or email. The contracted party states the contract number and purchase order number, if the latter is applicable, on communication documentation. The contract party does not act upon any communication without the contract number or must verify such communication with the assigned ASEZco's contract manager prior to acting upon it.

28. CONTRACTED PARTY DUE DILIGENCE

The ASEZco has the right to conduct supply chain due diligence including site visits and inspections at any time during the contract period.

29. TERMINATION OF CONTRACT DUE TO NON-PERFORMANCE

In the event of non-performance as per the agreed contract, the ASEZco will appoint an alternative at the cost of the appointed third party. The defaulting third party is obliged to settle the damages/additional costs that the ASEZco has incurred as result of the non-performance of the appointed bidder.

30. INDEMNITY

The successful bidder will indemnify, protect, defend and hold harmless the ASEZco from and against any and all claims, demands, actions and proceedings whatsoever including all fees, costs and expenses incurred in respect thereof arising out of:

- a) Any claim of any taxes payable by the bidder.
- b) Any claim for Workmen's Compensation Insurance or for any loss for which the bidder is liable.
- c) Any claim by a third party including any employees of the ASEZco or of the bidder for any loss resulting from any bodily injury and or damages to property by any act or omission of the bidder or any of its employees, servants or agents.

31. OCCUPATIONAL HEALTH AND SAFETY WHEN WORKING ON THE ASEZCO'S SITES:

All personnel performing work on the ASEZco's site/s as part of this contract are responsible to obtain safety induction.

Over and above the obligations provided by the Act, the contracted party meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment as per ASEZco of Health's specification, closed safety shoes, hard hats, height safety equipment, and high visibility vests are worn at all times while on the work site. All personnel are to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.

The contracted party is responsible for itself, its employees, and those people affected by its operations in terms of the Occupational Health and Safety Act the regulations promulgated in terms thereof (OHS Act No 85 of 1993 and its Regulations, known as 'The Act'). The contracted party performs all the work and uses equipment on site complying with the provisions of the Occupational Health and Safety Act.

The contracted party maintains a health and safety plan complying with the requirements of The Act at the work site during the period that contracted work takes place on the site.

The ASEZco manages the contracted party in its capacity for the execution of this contract to meet the provisions of the said Act and the regulations promulgated in terms thereof. The contracted party accepts liability for any contraventions of the Act. Each member of the contracted party's team (including sub-contracted personnel), submits a signed indemnity form prior to entering the work site and kept in the contracted party's health and safety file.

32. FRONTING

The ASEZco supports the spirit of broad based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and garnering opportunities in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the ASEZco strongly condemns any form of fronting.

The ASEZco, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries / investigations in determining the accuracy of the representations made in bid documents / proposals. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade Industry and Competition (“dtic”), be determined during such enquiry / investigation, the onus will be on the bidder to prove that the allegation of fronting does not exist. Failure to do so within a period of 14-days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10-years, in addition to any other remedies the ASEZco may have at its disposal and accordingly wish to institute against such bidder concerned.

33. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

The ASEZco reserves the right to disqualify any potential bidding agency who either itself, or through any of its members (save for such members who hold a minority interest in the bidding agency through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of the ASEZco or any other organ or entity and whether from the Republic of South Africa or otherwise:

- a) Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid.
- b) Seeks any assistance, other than assistance officially provided by an ASEZco, from any employee, advisor or other representative of a ASEZco in order to obtain any unlawful advantage in relation to the procurement or services provided or to be provided to the ASEZco employees, advisors or other representatives.
- c) Makes or offers any gift, gratuity, anything of any value or other inducement, to any ASEZco, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to an entity
- d) Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to an entity.

- e) Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift, or any other consideration, that is contingent upon or results from, the awarding of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to an entity.
- f) Has in the past engaged in any matter referred to above.
- g) Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such a bidding agency, member or director's name(s) not specifically appearing on the List of Tender Defaulters kept at National Treasury.

34. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

The bidding agency should note that the terms of its tender will be incorporated in the proposed contract by reference and that the ASEZco relies upon the bidder's tender as a material representation in making an award to a successful bidding agency and in concluding an agreement with said bidding agency.

It follows therefore that misrepresentations in a tender may give rise to service termination and a claim by the ASEZco against the bidder notwithstanding the conclusion of the SLA between the ASEZco and the bidding agency for the provision of the service(s) in question. In the event of a conflict between the bidder's proposal and the SLA concluded between the parties, the contents of the SLA will prevail.

35. COPYRIGHT AND INTELLECTUAL PROPERTY

Intellectual property refers to creation of the mind, such as inventions; literary and artistic works; designs; and symbols, names, images used in commerce; and includes copyright (a legal term describing the rights that creators have over their literary and artistic works including books, music, paintings, sculpture and films, to computer programs, databases, advertisements, maps and technical drawings); trademark (a legal term describing a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises); and patents (a legal terms describing an exclusive right granted for an invention providing the patent owner with the right to decide how - or whether - the invention can be used by others).

Background intellectual property is defined as the intellectual property pertaining to this contract, created and owned by any of the contracted parties to this contract prior to the effective date of this contract.

Contract intellectual property is defined as intellectual property created by the parties to this contract for and in the execution of the contract.

All background intellectual property (existing prior to this contract) invests in and remains the sole property of the contracted parties to this contract. Both parties disclose openly such intellectual property ownership to the parties in writing at the commencement of this contract.

The contracted party grants the ASEZco a fully paid up, irrevocable, and non-exclusive licence to use its background intellectual property for the exploitation of this contract to enable the ASEZco to obtain the full benefit of the contracted deliverables for this contract.

The parties agree that all right, title, and interest in contract intellectual property created during the execution of this contract invests with the ASEZco unless where agreed in writing to a different allocation of the ownership of the contract intellectual property with such allocation being appended to this contract.

Both parties to this contract shall keep the intellectual property created during this contract confidential and shall fulfil its confidentiality obligations as set out in this document.

The contracted party agrees to assist the ASEZco in obtaining statutory protection for the contract intellectual property at the expense of the ASEZco wherever the ASEZco may choose to obtain such statutory protection. The contracted party shall procure where necessary the signatures of its personnel for the assignment of its respective contract intellectual property to the ASEZco or as the ASEZco may direct, and to support the ASEZco or its nominee, in the prosecution and enforcement thereof in any country in the world.

The contracted party irrevocably appoints the ASEZco to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and forms that the ASEZco, in its discretion, requires in order to give effect to the terms of this clause.

The third party hereby gives the ASEZco permission, in terms of the Protection of Private Information Act 4 of 2013, to process, collect, receive, record, organise, collate, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy personal information received. By submitting a bid, the third party gives its voluntary explicit consent to the terms of this special condition

36. CONFIDENTIALITY

The recipient of confidential information shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during its involvement with the ASEZco and after termination of its involvement with the ASEZco, the recipient shall not:

- a) Disclose the confidential information, directly or indirectly, to any person or entity, without the ASEZco's prior written consent.
- b) Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the deliverables or
- c) Copy, reproduce, or otherwise publish confidential information except as strictly required for the execution of the contract.

The recipient shall ensure that any employees, agents, directors, Service ProviderService Providers, service providers, and associates which may gain access to the confidential information are bound by agreement with the recipient both during the term of their associations with the recipient and after termination of their respective associations with the recipient, not to

- a) Disclose the confidential information to any third party, or
- b) Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,
- c) The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party.

The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:

- a) Was independently developed by the recipient prior to its involvement with the ASEZco or in the possession of the recipient prior to its involvement with the ASEZco;
- b) Is now or hereafter comes into the public domain other than by breach of this contract by the recipient;
- c) Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from the ASEZco, or
- d) Required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the ASEZco of such requirement prior to any disclosure.

The recipient shall within one (1) month of receipt of a written request from the ASEZco to do so, return to the ASEZco all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:

- a) All written disclosures received from the ASEZco;
- b) All written transcripts of confidential information disclosed verbally by the ASEZco; and
- c) All material embodiments of the contract intellectual property.

The recipient acknowledges that the confidential information made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein

Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or relationships by furnishing of confidential information by either party pursuant to this contract.

The recipient acknowledges that the unauthorised disclosure of confidential information may cause harm to the ASEZco. The recipient agrees that, in the event of a breach or threatened breach of confidentiality, the ASEZco is entitled to seek injunctive relief or specific performance, in order to obtain immediate remedies. Any such remedy shall be in addition to and not in lieu of any other remedies available at law, including monetary damages.

37. FORCE MAJEURE

"Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, 12 damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

End.

ANENEXURE A: COMPANY TRACK RECORD

This annexure is critical for the evaluation of the company’s experience, as required under Criteria 1.

The bidder must ensure that the contact details provided for each project are accurate, as the referees will be contacted during the evaluation. The annexure must be completed **ELECTRONICALLY**.

The allocation of points will depend on the information provided by the referees.

EMPLOYER/CLIENT	Client	Nature of service relating to the scope of work	Value of contract	Period	Size of the area covered (in hectares)
Name: Contact Details: Cell Email:					
Name: Contact Details: Cell email					
Name: Contact Details: Cell email					
Name: Contact Details: Cell email					
Name: Contact Details: Cell email					

.....
SIGNATURE
 (of person authorised to sign on behalf of the Bidder)

.....
DATE

PROVINCIAL GOVERNMENT WESTERN CAPE

DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Public Finance Management Act (PFMA) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest, Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. 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.
3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).
4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.
5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

6. Definitions

"bid" means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

"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;

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

“business interest” means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, or
- (d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

“Consortium or Joint Venture” 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;

“Controlling interest” means, 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;

“Corruption”- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly -

- (a) accepts or agrees or offers to accept an! gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person., in order to act personally or by influencing another person so to act, in a manner—
 - (i) that amounts to the-
 - (aa) illegal. dishonest. unauthorised. incomplete. or biased: or
 - (bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation:
 - (ii) that amounts to-
 - (aa) the abuse of a position of authority;
 - (bb) a breach of trust; or
 - (cc) the violation of a legal duty or a set of rules;
 - (iii) designed to achieve an unjustified result; or
 - (iv) that amounts to any other unauthorised or improper inducement to do or 45 not to do anything. of the, is guilty of the offence of corruption.

“CSD” means the Central Supplier Database maintained by National Treasury;

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

“employee”, in relation to –

- (a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

“entity” means any -

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

“entity conducting business with the Institution” means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

“Family member” means a person's -

- (a) spouse; or
- (b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);

“intermediary” means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;

“Institution” means –

a provincial department or provincial public entity listed in Schedule 3C of the Act;

“Provincial Government Western Cape (PGWC)” means

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

“RWOEE” means -

Remunerative Work Outside of the Employee's Employment

“spouse” means a person's -

- (a) partner in marriage or civil union according to legislation;
- (b) partner in a customary union according to indigenous law; or
- (c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
 - a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:
 - (i) resigned as an employee of the government institution or;
 - (ii) cease conducting business with an organ of state or;
 - (iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.
8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, 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 Institution.
9. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; disclosure is found not to be true and complete; or failed to perform on any previous contract.
10. 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). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
11. 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 authorises 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.
12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.

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This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES			
To enable the prospective bidder to provide evidence of past and current performance.			
C1.	Did the entity conduct business with an organ of state in the last twelve months? (If yes complete Table C)	NO	YES

C2. TABLE C

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT/ ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT
C3.	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?			NO	YES
C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?			NO	YES
<i>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.)</i>					
C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?			NO	YES
C6.	Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?			NO	YES
C7.	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?			NO	YES

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This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT
This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.

- I, hereby swear/affirm;
- i. that the information disclosed above is true and accurate;
 - ii. that I have read understand the content of the document;
 - iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
 - iv. that the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification, 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;
 - v. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract; and
 - vi. that there have been no consultations, communications, agreements or arrangements made 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 that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

.....
DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

- 1.1 Do you know and understand the contents of the declaration? ANSWER:
- 1.2 Do you have any objection to taking the prescribed oath? ANSWER:
- 1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....
- 1.4 Do you want to make an affirmation? ANSWER:
- 2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....
 SIGNATURE FULL NAMES Commissioner of Oaths

Designation (rank) ex officio: Republic of South Africa

Date:..... Place

Business Address:

.....

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND IN TERMS OF THE WESTERN CAPE GOVERNMENTS INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS (TENDERERS) MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE

1. DEFINITIONS

- 1.1 **“acceptable tender”** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- 1.2 **“affidavit”** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.
- 1.3 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.6 **“bid”** means a written offer on the official bid documents or invitation of price quotations and **“tender”** is the act of bidding /tendering;
- 1.7 **“Code of Good Practice”** means the generic codes or the sector codes as the case may be;
- 1.8 **“consortium or joint venture”** 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;
- 1.9 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

- 1.10 **“EME”** is an Exempted Micro Enterprise with an annual total revenue of R10 million or less.
- 1.11 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.12 **“Large Enterprise”** is any enterprise with an annual total revenue above R50 million;
- 1.13 **“non-firm prices”** means all prices other than “firm” prices;
- 1.14 **“person”** includes a juristic person;
- 1.15 **“price” means an amount of money tendered for goods or services, and** includes all applicable taxes less all unconditional discounts;
- 1.16 **“proof of B-BBEE status level contributor”** means-
- (a) The B-BBEE status level certificate issued by an authorized body or person;
 - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
 - (c) Any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.
- 1.17 **QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- 1.19 **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 1.20 **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- 1.21 **“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;
- 1.22 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 **“the Regulations”** means the Preferential Procurement Regulations, 2022;

- 1.24 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette on 11 October 2013*;
- 1.25 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.26 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

2. GENERAL CONDITIONS

- 2.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 2.2 Preference point system for this bid:
- (a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- (b) Either the 80/20 or 90/10 preference point system will be applicable to this tender
(delete whichever is not applicable for this tender).
- 2.3 Preference points for this bid (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
- (b) B-BBEE Status Level of Contribution.
- 2.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

- 2.5 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit confirming annual total revenue and level of black ownership together with the bid or an affidavit issued by Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

2.6 The organ of state 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 organ of state.

3. ADJUDICATION USING A POINT SYSTEM

3.1 Subject to Section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the **bidder obtaining the highest number of total points** will be awarded the contract.

3.2 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

3.3 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE will not be disqualified but will only score:

(a) points out of 80 for price; and

(b) 0 points out of 20 for B-BBEE

3.4 Points scored must be rounded off to the nearest 2 decimal places.

3.5 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.6 As per section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act that justifies the award to another tenderer provided that it has been stipulated upfront in the tendering conditions.

3.7 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4.1 POINTS AWARDED FOR PRICE

4.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of tender under consideration

P_{\min} = Price of lowest acceptable tender

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

5.1 POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \\
 & \mathbf{or} &
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6.2 An **EME** must submit a valid, originally certified affidavit confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission

6.3 A **QSE that is less than 51 per cent (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.

6.4 A **QSE that is at least 51 per cent black owned (51% or higher)** must submit a valid, originally certified affidavit confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

- 6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 6.6 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.7 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.
- 6.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

7. BID DECLARATION

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

8. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPH 6

- 8.1 B-BBEE Status Level of Contribution..... = **(maximum of 20 points)**

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 6.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the tender.

9. SUB-CONTRACTING

- 9.1 Will any portion of the contract be sub-contracted? **YES/NO** (delete which is not applicable)

- 9.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%

- (ii) the name of the sub-contractor?

- (iii) the B-BBEE status level of the sub-contractor?

- (iv) whether the sub-contractor is an EME or QSE? **YES/NO** (delete which is not applicable)

- 9.1.2 Sub-contracting relates to a **particular** contract and if sub-contracting is applicable, the bidder to state in their response to a particular RFQ that a portion of that contract will be sub-contracted.

10. DECLARATION WITH REGARD TO COMPANY/FIRM

10.1 Name of company/ entity:

10.2 VAT registration number:

10.3 Company Registration number:

10.4 TYPE OF COMPANY/ FIRM

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

[SELECT APPLICABLE ONE]

10.5 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 above, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

- (a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.
- (b) As set out in Section 13O of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:
 - (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
 - (ii) provides false information or misrepresents information to a B-BBEE Verification Professional in order to secure a particular B-BBEE status or any benefit associated with compliance to the B-BBEE Act;
 - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
 - (iv) engages in a fronting practice.
- (c) If a B-BBEE verification professional or any procurement officer or other official of an organ of state or public entity becomes aware of the commission of, or any attempt to commit any offence referred to in paragraph 10.5 (a) above will be reported to an appropriate law enforcement agency for investigation.

- (d) Any person convicted of an offence by a court is liable in the case of contravention of 10.5 (b) to a fine or to imprisonment for a period not exceeding 10 years or to both a fine and such imprisonment or, if the convicted person is not a natural person to a fine not exceeding 10 per cent of its annual turnover.
- (e) The purchaser may, if it becomes aware that a bidder may have obtained its B-BBEE status level of contribution on a fraudulent basis, investigate the matter. Should the investigation warrant a restriction be imposed, this will be referred to the National Treasury for investigation, processing and imposing the restriction on the National Treasury's List of Restricted Suppliers. The bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, may 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.
- (f) The purchaser may, in addition to any other remedy it may have –
 - (i) disqualify the person from the bidding process;
 - (ii) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (iii) 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; and
 - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

SIGNATURE(S) OF THE BIDDER(S):

DATE:

ADDRESS:

.....

WITNESSES:

1.

2.