



**land reform &
rural development**

Department:
Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA



Provincial Shared Service Centre: Gauteng, 524 Stanza Bopape and Steve Biko Streets, Suncardia Building Arcadia, Private Bag X 09, Hatfield, 0028, Tel: 012 337 3600

REQUEST FOR QUOTATION: CASE NO: 005/04/2026

SUBJECT: TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES IN RESPECT OF PORTION 41 OF THE FARM GROENFONTEIN 526 JR FOR A PERIOD OF THREE MONTHS FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT: PSSC IN GAUTENG PROVINCE

Name of Tenderer : _____

Name of duly authorised person : _____

Address: _____

Tel. Number : _____

Cell number : _____

Fax number : _____

E-mail : _____

CLOSING DATE: 28 APRIL 2026

CLOSING TIME: 11H00 AM

ISSUED BY:

**Director: Finance and Supply Chain Management
Department of Land Reform and Rural Development**
Provincial Shared Service Centre: Gauteng Province
524 Suncardia Shopping Centre
Cnr Steve Biko and Stanza Bopape Streets
Arcadia, Pretoria
Gauteng
Tel: (012) 337 3600



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Provincial Shared Service Centre: Gauteng, 524 Stanza Bopape and Steve Biko Streets, Sancardia Building Arcadia, Private Bag X 09, Hatfield, 0028, Tel: 012 337 3600

QUOTATION NO: CASE NO: CASE NO: 005/04/2026 CLOSING DATE: 28 APRIL 2026 AT 11:00 AM

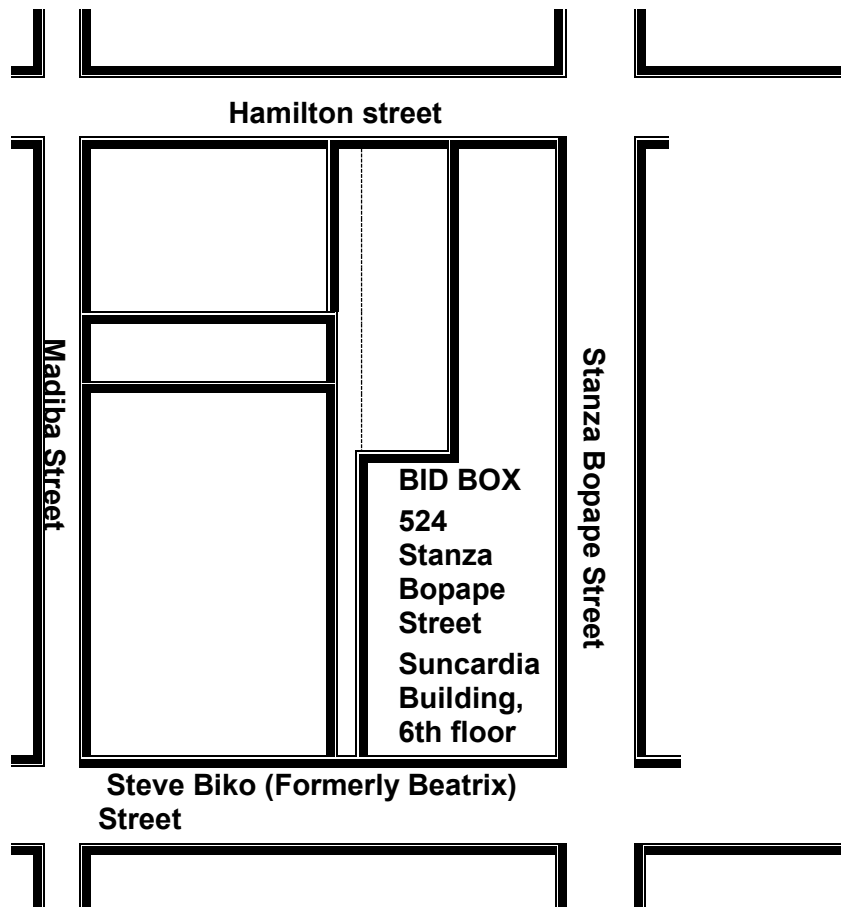
YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA (DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT)

QUOTATIONS/ PROPOSAL RECEIVED AFTER THE CLOSING DATE AND TIME ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION.

SUBMIT ALL BIDS ON THE OFFICIAL FORMS – DO NOT RETYPE.

The Bid documents must be deposited in the Bid box which is identified as the “Bid/tender box.”

Department of Land
Reform and Rural
Development
Acquisition
Management
(BIDS)
524 SUNCARDIA
BUILDING, 6th FLOOR
STANZA BOPAPE
STREET, CNR
STANZA BOPAPE
AND STEVE BIKO,
ARCADIA,
0001



NOTE THAT THE OFFICE OF THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT IS SITUATED IN SUNCARDIA MALL 6TH FLOOR. THE BID BOX WILL BE OPENED ON MONDAY TO FRIDAY: 07H00 AM TO 06H00 PM, 5 DAYS A WEEK. THE BID BOX WILL BE CLOSED AT 11H00 WHICH IS THE CLOSING TIME OF BIDS.



Provincial Shared Service Centre: Gauteng, 524 Stanza Bopape and Steve Biko Streets, Sancardia Building Arcadia, Private Bag X 09, Hatfield, 0028, Tel: 012 337 3600

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT: PSSC IN GAUTENG PROVINCE.

1. DURATION AND CONDITIONS:

2. BACKGROUND

The contract will resume on **08 May 2026 to 07 August 2026** with the Department of Land Reform and Rural Development (DLRRD) for PSSC Office in the Gauteng Province.

3. OPERATIONAL CONDITIONS

3.1 Service required. The rendering of security services at the following departmental site:

**DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT
Portion 41 of the farm Groenfontein 526 JR**

NB: In the event that the operational activities of a facility are suspended or permanently discontinued, the provision of security guarding services at that site will automatically be terminated

ITEM	NUMBER
<p>3.2 (a) The following security officers and operational hours required:</p> <p>Day Shift: 06:00 - 18:00 - Monday to Sunday, Weekends and Public Holidays included Security Officer – Grade C (3 X Armed Male Officer).</p> <p>Night Shift: 18:00 – 06:00 – Monday to Sunday, Weekends and Public Holidays Security Officer – Grade C (5 x Armed Male Officer).</p> <p>Branded Bakkie 24 hours - Monday to Sunday, Weekends and Public Holidays included</p>	<p>3</p> <p>5</p> <p>1</p>

3.2 (b) The bidder shall ensure the continuity of the service to be rendered, allocate specific personnel to the specific site for the duration of this contract. A list of officers must be supplied once the contract is awarded to a successful bidder.

3.2 (c) Replacement of any security officers may only be executed with prior consent of the Assistant Director: Physical Security. For bidder to be successful must comply with the bid requirement as per paragraph 3.2 (a).

3.2.1 The following functional Security Equipment is required:

	<p>(a) The bidder to be successful must have a fully Operational Control Room equipped with a base radio, telephone, printing machine and or any other reliable communication system for the contract period. The Control Room must be operational for 24 hours, seven days a week.</p> <ul style="list-style-type: none"> - The Department will from time to time inspect the Operational Control Room. If the Control Room is not operational, the Department may consider terminating the contract.
	<p>(b) The bidder to be successful must have an electronic clocking system in place to monitor the movement and patrols conducted by the security officers on sites.</p> <p>The successful bidder must submit monthly reports per site with regards to the monitoring of the movement of security officers and security vehicles to the Assistant Director: Physical Security.</p>
	<p>(c) Each security officer on duty must have the following equipment:</p> <ul style="list-style-type: none"> - A portable handheld 2-way radios (to be programmed to successful bidder's frequency at all times). - Minimum of 120 000 lumens Torches (including batteries) or charged (with extra batteries) - Batons and baton ring; - Pocket books; and - Handcuffs with key and spare key. - Firearms (If required or where applicable) - Pen: occurrence book will only be written in black and red. - Occurrence book (OB) - Two-way radio. - Fully licensed firearms as per Firearms Control Act of 2000 (where applicable). - Branded uniform including safety boots - Whistle - Pepper Spray
	<p>(d) Security officers must be issued with fully licensed firearms.</p> <p>Security officers must also be fully trained in the usage of firearms and must have a competency certificate.</p>
	<p>(e) The successful bidder must ensure that security registers as required in terms of paragraph 3.5.4 are always available for the duration of the contract period.</p>
	<p>(f) The successful bidder must have and use only branded vehicles (either by branding or sticker) for inspections/site visits and emergency response.</p>
	<p>(g) The successful bidder must ensure that all appointed security officers wear branded uniforms while on duty.</p>
3.3.	Registration in terms of Private Security Industry Regulatory Authority, minimum qualification, and minimum requirements of security officer
3.3.1	The bidder and the Directors of the company must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001). Certified copies of registration must be attached with the bid.
3.3.2.	All appointed security officers must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001).
3.3.3	<p>The successful bidder must submit certified copies of valid PSIRA registration certificates and Identity Documents of each security officer appointed on commencement of the contract.</p> <p>The documents will be filed with the Directorate: Physical Security Services of the Department for reference purposes as part of the contract.</p>
3.3.4	All appointed security officers must have completed at least a Grade 10 Certificate.
3.3.5	All appointed security officers must be South African citizens and not be younger than 18 years of age.
3.3.6	The appointed security officers must able to read and write in English.
3.3.7	The appointed security officers must be medically fit.

3.3.8	The Department will screen all appointed security officers to determine whether they comply with the Department's requirements. If the appointed security officer does not meet the Department's requirements, the Department may request that the security officer be replaced with a suitable security officer.
3.3.9	The successful bidder will be required to submit SAPS Criminal Record Centre clearance certificates, at the bidder's own expense, to the Directorate: Security Services of the Department, in respect of all personnel rendering a security service to the Department before commencement of duties.
3.3.10 than twelve	The successful bidder must ensure that no appointed security officer be allowed to work a daily shift longer than twelve hours. The Department will monitor the compliance.
3.3.11	All appointed security officers must ensure compliance to the Control of Access to Public Premises and Vehicle Act, 1985 (Act No. 53 of 1985 as well as the Trespass Act, 1959 (Act No. 6 of 1959) as amended at all times.
3.3.12	Upon the appointment of the successful bidder, the security officer's profiles must be provided.
3.4	Minimum wages
3.4.1	The successful bidder must ensure that all appointed Security Officers are remunerated according to the minimum monthly basic wage of Security Officer – Grade C as Gazetted and determined by the Private Security Industry Regulatory Authority tariffs (applicable to the relevant area).
3.4.2	The Department will from time to time verify whether appointed security officers are indeed remunerated according to the minimum monthly basic wage of Security Officer – Grade C as determined by the Private Security Industry Regulatory Authority tariffs. If it is determined that the successful bidder does not comply with the minimum monthly basic wage of Security Officer – Grade C as determined by the Private Security Industry Regulatory Authority tariffs, the Department may immediately terminate the contract.
3.4.3	The successful bidder must ensure that wages of appointed security officers are paid on time to prevent possible security breaches on the premises of the Department as a result of late payment. Proof of security office's payment must be submitted with the invoice.
3.4.4	Failure of the successful bidder to pay employees timeously may result in the immediate termination of the contract.
3.5.	Assumption of duty
3.5.1	The successful bidder must be in a position to supply security services to the Department within one week after the date of signing of the contract or as per contract agreement by both parties.
3.6	Provision of personnel in crisis
3.6.1	The successful bidder must provide alternative security personnel in cases of labour disputes on condition that the alternative personnel comply with the minimum requirements as per this bid requirements and contract conditions.
3.6.2	The Department must be informed prior to the placement of alternative personnel.
3.7	The successful bidder must provide the following protection services:
3.7.1	The protection of State officials against injuries, death or any other offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977).
3.7.2	The protection of State property at the intended sites and the protection of said property against theft and vandalism;
3.7.3	The protection of information of the department.
3.7.4	The protection of the business process of the Department against any interruption.

3.7.5	Any breach of the above incidents must immediately be reported to the Assistant Director: Security Services and South African Police Services.
3.7.6	The protection of DLRRD's property at the intended site and the protection of the said property against theft and vandalism.
3.7.7	The protection of DLRRD's officials against injuries, death or any offence, including offences referred to in schedule 1 of Criminal Procedure Act, (Act 51 of 1977); and
3.7.8	The protection of public premises and vehicle for the protection of people therein in terms of the Control of Access to public Premises and Vehicle Act, (Act No. 53 of 1985).
The Department will from time to time inspect the Operational Control Room. If the Control Room is not operational, the Department may consider terminating the contract.	
3.8 Oath of secrecy	
3.8.1	All appointed security officers, personnel and management of the successful bidder involved with the security services of the Department of Land Reform and Rural Development, shall at the commencement of this agreement sign an "Oath of Secrecy" declaration and submit the declaration form to the Directorate: Security Services of the Department.
3.8.2	The supervisor and security officers must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the Department and the State in general.
3.8.3	The supervisor and security officers are prohibited from reading documents or records in offices or the unnecessary handling thereof.
3.8.4	No information concerning the State activities may be furnished to the public or media by the successful bidder or any of his/her employees.
3.9 Vetting/ Screening	
3.9.1	The successful bidder, its Directors and staff shall be subjected to security screening.
3.9.2	In cases where a negative screening result is submitted by the State Security Agency of the successful bidder and/or its Directors, it will result in the termination of the contract.
3.9.3	In cases where a negative screening result is submitted by the State Security Agency of the security officers, the individual must be immediately replaced with a suitable cleared security officer.
3.10 General requirements for appointed security officers	
3.10.1	The following general requirements apply:
3.10.2	Appointed security officers must always be presentable, that implies that they may not sit, smoke, eat or drink while attending to clients.
3.10.3	Appointed security officers must at all times present a professional attitude that implies that they shall not argue or behave discourteous towards clients.
3.10.4	Appointed security officers must be physically, mentally sound and medically fit for the execution of their duties.
3.10.5	The Department may from time to time ascertain whether appointed security officers are in good standing with the Private Security Regulatory Authority.
3.10.6	If any appointed security officers are not in good standing with the Private Security Regulatory Authority the appointed security officers must be immediately replaced with suitable security personnel.
3.10.7	No appointed security officer must sleep on duty. If an appointed security officer is found guilty of sleeping on duty, he/she must immediately be replaced.
3.11.	Uniforms and identification for security officers

3.11.1	Each appointed security officer must at all times be dressed in a neat and clearly identifiable uniform of the successful bidder. The uniform must include amongst others matching raincoats, overcoats, jackets, jerseys, shoes (safety boots) etc.
3.12	Security equipment
3.12.1	<p>Security equipment which are to be worn or kept on the person at all times whilst on duty, to be issued by the bidder are:</p> <ul style="list-style-type: none"> (a) Baton and baton ring (b) Handcuffs; with key and spare key (c) Pen; occurrence book will only be written in black and red. (d) minimum of 120 000 lumens Torch (whilst on night shift); with extra batteries and globes. (e) Two-way radio; (f) Fully licensed firearms as per Firearms Control Act of 2000 (g) Branded uniform. (h) Pocket book (i) Occurrence book(OB) (j) Whistle (k) Peppers pry (l) Handheld metal detector (m) Short gun Firearm (9mm) <p>Failure to provide the above equipment will result in penalties</p>
3.12.2	<p>The successful bidder must keep proper files and appropriate documents of all appointed security officers, who are employed for rendering the service to the Department. These files and documents must be available for inspection by representatives of the Department.</p> <p>The required documents shall include, amongst others, academic qualifications, training, PSIRA registration, medical certificate, payslips, copy of identification documents, etc.</p>
3.12.3	<p>The successful bidder is required to keep the following registers to be utilised and updated by all appointed security officers:</p> <ul style="list-style-type: none"> (i) Occurrence Book; (ii) Information Register; (iii) Staff After Hour Register; (iv) Private Property Register; (v) Visitors Register; (vi) Departmental Vehicle Register; (vii) Firearm Register; (viii) Contractor Register; (ix) Asset Removal Permit Register; (x) Staff Without Access Card Register; (xi) Key Register; and (xii) Pocket Book. <p>All entries in the above registers must be completed in a black or red pen.</p> <p>The Department will provide the required standards that the registers must comply with.</p> <p>The successful bidder will be responsible to provide all stationery.</p>
3.13	Responsibilities of the successful bidder
3.13.1	The successful bidder must oversee all security activities performed by appointed security officers for the duration of the contract on a 24 hours coverage per day and 7 days per week at the above-mentioned site
3.13.2	Manage and resolve all problems experienced by appointed security officers on site, which must include among others timeous payment of wages, solving family problems, management of shift rotations, various types of leaves and all other human resource related matters.
3.13.3	The successful bidder must ensure that all security equipment issued to appointed security officers are in good working condition for the duration of the contract.
3.13.4	The successful bidder must ensure that all appointed security officers are continuously trained in security related prescripts, methods, handling of emergency situations, etc.
3.13.5	The successful bidder must continuously liaise with the supervisors and Assistant Director: Safety and Security of the department on all matters related to security issues.

3.13.6	The successful bidder must have formal monthly and quarterly meetings with the Sub Directorate: Security Services of the department and submit monthly and quarterly reports of incidents, breaches etc. which transpired in the three (3) month to the Assistant Director: Safety and Security of the department on all matters related to security issues.
3.13.7	The successful bidder must ensure that all security officers understand the Batho Pele principles and apply it at all DLRRD buildings/sites.
3.13.8	The successful bidder may under no circumstances make use departmental equipment unless prior approval has been granted by the Assistant Director: Safety and Security of the department.
3.13.9	The successful bidder must inspect the appointed security officers deployed at the premises of the Department once per day (weekends and public holidays included) and twice per nightshift.
3.13.10	The successful bidder must establish a direct line of communication between the Departments security control room and its control room.
3.13.11	The successful bidder must take full responsibility for the deployment of appointed Security Officers.
3.13.12	The successful bidder must ensure that a shift roster is displayed at all times to serve as proof that all security officers are on duty per shift.
3.13.13	The supervisor of the appointed security officers must draw up a shift roster: The supervisor of the successful bidder must ensure that a daily, weekly, monthly shift roster of all security officers are drawn up and kept on site where the service is rendered.
3.13.14	The successful bidder must ensure that each security officer per duty point on the site must have a detailed duty sheet to ensure that all security personnel on duty are familiar with their duties as required in terms of this bid and contract requirements.
3.13.15	The successful bidder must have a guard monitoring system in place to ensure that the site is patrolled / inspected according to instructions and any deviation is immediately reported to supervisors and addressed accordingly. The guard monitoring points must be visited at least once per hour per day. Proof of the visits must be kept as evidence.
3.13.16	The successful bidder must ensure that there is a contingency plan in place to ensure uninterrupted security service to the Department in cases amongst others, labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the successful bidder.
3.13.17	The successful bidder must ensure that appointed security officers must at all-times refrain from littering and they must keep the grounds/building/work area occupied by them clean, hygienic and neat.
3.13.18	The successful bidder must ensure that appointed security officers are not be allowed to trade on the departmental premises.
3.13.19	The successful bidder shall not erect or display any sign, printed matter, painting, name plates, advertisement, articles or objects of any nature whatsoever, in, or against the Department's buildings or sites or any part thereof without written consent.
3.13.20	The successful bidder shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable. Any sign, printed matter, painting, name plates, advertisements, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed. The successful bidder shall be held responsible for the costs of such removal and also the damages incurred as a result of such removal.
3.13.21	The successful bidder shall ensure regular patrols and site visits from offsite Security Supervisor (1 x Day and 1x Night shift) to the site twice a week failure will result in a penalty of R2500.00 per visit per shift
3.14	Responsibility of appointed security officers All appointed security officers deployed at the duty points/sites of the Department are responsible for amongst others:
3.14.1	To act as an authorised official in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

3.14.2	To perform access control duties as prescribed, patrol premises, and execute functions required by the Departmental shift supervisors (including the safeguarding of personnel, property and information).
3.14.3	To record events/incidents in the prescribed registers and report it to the shift supervisor and successful bidder.
3.14.4	The protection of State property on the site, and the protection of the said property against theft, fire and vandalism.
3.14.5	The protection of the State's officials against any injuries, threat of any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act (Act 51 of 1977).
3.14.6	The protection of State information against any espionage and/or leakage to the wrong hands.
3.14.7	Controlling/reporting/registering on the movement of persons or vehicles through checkpoints or gates.
3.14.8	Conducting searches on staff members, members of the public and, if necessary, restrain them.
3.14.9	Patrolling the premises and the offices of Department of Agriculture, Land Reform and Rural Development.
3.14.10	Ensuring that security registers are up to date and kept legible and neat at all times.
3.14.11	Escorting employees or visitors.
3.14.12	Appointed Security Officers shall report on duty at least 15 minutes before the shift starting times to ensure proper shift rotation and handing over. All signatures/information regarding the handing-over must be provided.
3.14.13	Avoiding any conflicts with the staff members or members of the public.
3.14.14	Reporting any lost and found articles and goods to the shift supervisor.
3.14.15	Acting as an emergency officer during emergency situation until the arrival of Departmental Security Officials.
3.14.16	The issue and/or receipt of gate keys, indicating the time and by whom it was received.
3.14.17	The unlocking/locking of doors/gates, indicating the time and by whom they were locked/unlocked.
3.14.18	Under no circumstances must an entry in the registers be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled at the side. No lines must be skipped, no blank spaces must be left.
3.14.19	Lost articles found at the site and of which the owner could not immediately be found, must be handed in at the security control room on site for safekeeping and recorded in the occurrence register. These lost articles must then be handed over to the Assistant Director: Safety and Security of the department.
3.14.20	No documentation or any other deliveries must be received or accepted by the security officer of the successful bidder. In these cases, a representative of the Department must be informed to ensure collection of delivery of documentation and/or goods or services.
3.14.21	The successful bidder must ensure that all governmental vehicles which enter or exit the departmental premises do so with a valid trip authorisation sheet and complete the government vehicle register.
3.14.22	The following must be inspected and verified:
	(i) Determine whether the driver has the authority to drive the vehicle.
	(ii) Check the driver's licence
	(iii) Check whether the number of passengers in the vehicle correspond with the passenger name list on the trip authorisation sheet.
	(iv) Check if the damages on the vehicle correspond with the damages identified on the trip authorisation sheet.
	(v) Check whether the spare wheel, jack and wheel spanner correspond with the utilities identified on the trip authorisation sheet.
	(vi) Ensure that returning vehicles forms and all the tools are corresponding with the checklist book issued are recorded.
3.15	Communication between the Department and the successful bidder

3.15.1	Meetings between the representatives of the Department and the successful bidder must be held at least once a month. The Department will keep the minutes of the meeting. On a month-to-month basis the service provider should provide their reports and present them together with their invoices.
3.15.2	The successful bidder shall furnish a monthly and quarterly report of the security service, incidents, breaches etc. which transpired in the previous month to the Assistant Director: Safety and Security of the department.
4.	CLAIMS AND LIABILITIES OF THE SUCCESSFUL BIDDER
4.1	The successful bidder shall be held liable for any damages or loss suffered by the Department, as a result of the successful bidder's own or his employees' negligence or intent, which originated on the site.
4.2	The Department shall not be liable for any loss or damage of any nature to any of the successful bidder's properties or any items kept at the Department's sites, even in cases where the loss originated as a result of negligence or intent on the part of the Department.
4.3	The Department is indemnified against any loss, expense or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and client costs, that may be instituted against or incurred by the successful bidder, and which arise from or are the result of any act or omission by the successful bidder or an employee or agent of the successful bidder in connection with the execution of the services in terms of this contract which may result in loss of life or injuries which may be sustained by the appointed security personnel during the execution of their duties, damages to or destruction of any equipment or property of the successful bidder during the execution of their duties and any claims and legal costs which may ensue from the failure by or acts committed by security personnel against third persons, which acts. This includes illicit frisking, arrests and other illicit or wrongful deeds. The successful bidder shall be notified in writing of the particulars of each claim he is liable for.
5.	EVALUATION CRITERIA
	Tenders will be evaluated in terms of the evaluation criteria stipulated below:
5.1	Evaluation for mandatory criteria
5.2	Evaluation in terms of 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2022.
5.1	NB: Failure to submit the following requirements with the proposal will disqualify the bidder's proposal.
5.1.1.	The Tenderer submits a duly and dated relevant resolution of their members or their board of directors, as the case may be, on their company letterhead . In the case of a One-Person Concern submitting a tender, this shall be clearly stated on the company letter head. In case of a Company submitting a tender, include a copy of a resolution by its board of directors authorising a director or any other official of the company to sign the documents on behalf of the company. In the case of a Closed Corporation submitting a tender, include a copy of a resolution by its members authorising a member or any other official of the corporation to sign the documents on each member's behalf. In the case of a Partnership submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has been authorised to sign on behalf of each partner, in which case proof of such an authorisation shall be included in the Tender. In the case of a Joint Venture submitting a tender, include a resolution of each company of the Joint Venture together with a resolution by its members authorising a member of the Joint Venture to sign the documents on behalf of the Joint Venture. " i.e. the Joint Venture must submit three Letters of Authority as per the aforesaid Joint Venture requirement.
5.1.2.	Attendance of the Compulsory Tender Clarification meeting as stipulated above
5.1.3.	Supplier to submit the detailed quotation that is on the company letterhead and it must be signed/approved by an authorized person.
5.1.4.	Valid PSIRA Certificate of the company bidder's (company/close co-operation/sole traders) accreditation and registration by the Private Security Industry Regulatory Authority;
5.1.5.	Valid Letter of good standing of the company from Private Security Industry Regulatory Authority (PSIRA)
5.1.6.	Valid Copies of PSIRA Certificate(s) of Directors/Owners registered as grade A/B security officers
5.1.7.	The Tenderer is registered and in good standing with respect to Compensation for Occupational Injuries and Diseases Act (COIDA) for Security Services , with Department of Labour or with a licensed compensation insurer. The Tenderer must submit the letter of good standing for Security Services . In the event of the Tenderer being a joint venture/consortium, the letter of good standing for Security Service of the individual members must also be provided
5.1.8.	Valid letter of good standing from Private Security Sector Provident Fund (PSSPF)

- 5.1.9. Valid letter of confirmation of registration and paid up levies from National Bargaining Council for Private Security Sector (NBCPSS)
- 5.1.10. The bidder must provide minimum of 10 valid firearm licenses as per Firearms Control Act of 2000
- 5.1.11. The Service Provider must submit the existing cover for Public Liability insurance policy from any registered insurance company or submit documentary proof/letter of intent/quotation from registered insurers. The cover should be of the minimum value of R 1 million for the duration of the contract.
- 5.1.12. **The wages must be in line with 2025/2026 National bargaining council for private security sector pricing guide.**

NOTE: Additional Required Documents (Not for elimination/disqualification)

a) TAX COMPLIANCE STATUS: Attach a Valid Tax Clearance Certificate and/or SARS issued pin code. Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

b) Bidder should be registered with National Treasury **Central Supplier Database (CSD)**. Attach proof of registration

5.2 EVALUATION IN TERMS OF 80/20 PREFERENCE POINT SYSTEM AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

Apply the **80/20 Preference Point system** where a maximum of Eighty (80) tender adjudication points will be awarded for price. Twenty (20) points will be awarded for preference in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Preferential Procurement Regulation, 2022

POINTS AWARDED FOR PRICE

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

80/20

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

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

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

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point

system.

Specific goals for the tender and points claimed are indicated per the table below.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Who had no franchise in national elections before the 1983 and 1993 Constitution		10		
Who is female		5		
Who has a disability		2		
Specific goal: Youth		3		

NB : The Site visits for a bidders that met all requirements. Department will conduct site inspect and following equipment's must be made available.

Minimum of 5 Branded Vehicle registered on company name (no stickers)	Yes	No
Full uniform on company Logo both corporate and combat	Yes	No
Control room with communications system, valid radio license, vehicle tracking system in control room computers, electronic OB in control room computers must be able to send both sms and email notification to client immediately incident is captured.	Yes	No
Minimum of 10 Firearms with strong room storage with the firearm control register including valid licenses.	Yes	No
Designated / appointed control room operate 1 per day 1 per night (duty roster to be available)	Yes	No
NB: Failure to produce any of the above equipment will lead to disqualification of the bidder		

5. UNSATISFACTORY PERFORMANCE

- 5.1. The stipulations of the General Contract Conditions, apply
- 5.2. Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent through the Department.

6. PRICING SCHEDULE (QUOTATION)

- 6.1. Pricing schedule/quotation must be in rand monetary value (**PRICING SCHEDULE**).
- 6.2. The service provider will provide the rates for the project (Grade C guards)

SERVICE PROVIDER SIGNATURE: _____

DATE:

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract. with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

Signature	Date
Position	Name of bidder

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

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

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

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

1. DEFINITIONS

(a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of tender invitation, and includes all applicable taxes;

(d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;

(e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and

(f) **“Historically Disadvantaged individuals”** means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -

- Before 27 April 1994; or
- On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

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

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

2.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

(a) Price; and

(b) Specific Goals.

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

2.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor’s letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

The number of points claimed for specific goals, are calculated as follow:

(I) A maximum of 10 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:

• **Percentage ownership equity** x 10 ÷ 100 = number of points claimed.

(II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:

• **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.

(III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:

• **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.

(IV) A maximum of 3 points may be allocated to tenderers who are youth, on the following basis:

• **Percentage ownership equity** x 3 ÷ 100 = number of points claimed.

2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in the table in paragraph 2.12 above as may be supported by proof/documentation stated in the conditions of this tender.
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.
- 4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.
- 4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.
- 4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?
(*Tick applicable box*)

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

- i) What percentage of the contract will be subcontracted:%
- ii) The name of the sub-contractor:
- iii) Points claimed for HDI by the sub-contractor:

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm:

6.2. Company registration number:

6.3. 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

[TICK APPLICABLE BOX]

6.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT: PSSC IN GAUTENG PROVINCE.

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

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

