

INVITATION FOR PROPOSAL

APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY GUARDING SERVICES FOR THE KWAZULU-NATAL DEPARTMENT OF HUMAN SETTLEMENTS AT 203 CHURCH STREET AND 199 PIETERMARITZ STREET, IN PIETERMARITZBURG FOR A PERIOD OF 36 MONTHS

BID NUMBER ZNB137/2025/26HSE
CLOSING DATE 07 NOVEMBER 2025
BID BOX NO. 01 (SITUATED AT THE 12TH FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 356 DR PILELY KASEME STREET, DURBAN, 4001).

COMPULSORY BRIEFING SESSION: **DATE:** 21 OCTOBER 2025
TIME: 11:00AM
KZN DEPARTMENT OF HUMAN SETTLEMENTS
203 CHURCH STREET
4TH FLOOR BOARDROOM
PIETERMARITZBURG
3201

BID DOCUMENT CAN BE DOWNLOADED FROM www.kzndhs.gov.za/tenders/advertisements **or** www.etenders.gov.za

BIDDERS TO NOTE THE FOLLOWING:

1. NO BID DOCUMENT WILL BE ISSUED BY THE DEPARTMENT OR DURING THE BRIEFING SESSION.
2. NO BRIEFING SESSION PAGE (SECTION D) WILL BE ISSUED BY THE DEPARTMENT AT THE BRIEFING VENUE

ELIGIBILITY CRITERIA:

Key aspect of Eligibility	BASIS FOR POINT ALLOCATION	Score	Max Points
Detailed Company Profile	Provide company organogram indicating management as well as the summary of their responsibilities, to include the following key personnel: <ul style="list-style-type: none"> • Security Manager= 10 points • Supervisor= 10 points • Office Administrator or Satellite Office Operator = 7 points • Security guards = 8 points NB: Please note 1 point will be awarded for listing the name of a security personnel on the organogram, 1 point will be awarded for attaching CV's of the listed personnel and the remainder will be allocated for providing a summary of their responsibilities. Bidders are to ensure that the CV's of the security personnel are attached.	Good	22-35
	Company organogram moderately covers key personnel as indicated above	Fair	15-21
	Company organogram does not adequately provide information relating to the key personnel listed above No information furnished = 0 points	Poor	0-14

Response Plan	Provide a plan detailing what the company will do in the event of the following: <ul style="list-style-type: none"> • Security breach = 6 points • Labour unrest and picketing = 6 points • Fire and bomb scare = 6 points • The role of the office administrator or satellite office operator during natural disasters = 6 points • Threat and Risk Assessments by the service provider = 6 points • Operational plan and security standing orders = 5 points Provide a detailed response plan covering all of the above aspects.	Good	22-35
	Response plan moderately covers key aspects as above	Fair	15-21
	Response plan does not adequately cover the key aspects. No response plan = 0	Poor	0-14
Security Services Experience	Provide a maximum of 6 references in a letterhead of the company where similar work has been undertaken in the last 8 years. <ul style="list-style-type: none"> • Letters must indicate brief description - 1 • Value of the project - 1 • Contract period – 1 • Be signed duly authorized personnel - 1 • Have contact details of the company - 1 4-6 reference letters Service provider has extensive security related experience.	Good	16-30
	Service provider has moderate security related experience. 2-3 reference letters.	Fair	6-15
	Service provider has limited security related experience. 1 reference letter No reference letters = 0 points	Poor	0-5
	NB: The Department reserves the right to verify the authenticity of the reference.		
Total			100

SPECIFIC GOALS:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise is at least 51% Black Owned - Provide a certified copy of Director(s) or Member(s) ID and a Central Suppliers Database report.	4	
Enterprise is at least 51% owned by Female - Provide a certified copy of Director(s) or Member(s) ID and a Central Suppliers Database report.	4	
Enterprise is at least 51% owned by disabled person	4	

- Provide a Letter from a Medical Practitioner confirming the disability and a Central Suppliers Database report.		
Enterprise is at least 51% owned by Youth - Provide a certified copy of Director(s) or Member(s) ID and a Central Suppliers Database report.	4	
Enterprises located in the uMgungundlovu District - Attach the company's Municipality Utility Bill/Lease Agreement/Letter from the Councilor.	4	

TECHNICAL ENQUIRIES

MR E. NDABA: 031 336 5102

BID ENQUIRIES

MRS R. GAFOOR 031 336 5142 / MR. S. MKHIZE 031 336 5241/ MR. S. BIYASE 031 336 5165/ MR. V. MKHWANAZI 031 336 5420.