



**public works &  
infrastructure**

Department of  
Public Works & Infrastructure  
FREE STATE PROVINCE

**HEAD OF DEPARTMENT**

**MR. MOTSAMAI MOHLAHLA**

**PUBLIC WORKS & INFRASTRUCTURE**

**TENDER NO: DPWFS (RFP) 009/2023**

**BID DOCUMENTATION**

**APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON “AS AND WHEN BASIS” FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

**DECEMBER 2023**

TENDER NO: DPWFS (RFP) 009/2023

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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**BEWARE OF SCM FRAUD AND PHISHING**  
**WHAT IS FRAUD AND PHISHING?**

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organisation, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

**How does phishing work?**

- The phisher may begin by **determining who their targeted victims** will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create **methods like fake emails or phony web pages to send messages** that lure data from their victims.
- Phishers then send messages that **appear trustworthy** to the victims and begin the attack.
- Once the attack has been deployed, phishers will **monitor and collect the data** that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or **commit fraudulent acts**.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

**IMPORTANT:**

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111 **AND**;
- National Ant-Corruption Hotline: 0800 701 701 (toll free number) **OR**
- Email to: [integrity@publicservicecorruptionhotline.org.za](mailto:integrity@publicservicecorruptionhotline.org.za)

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## Tender Notice and Invitation to Tender:

The Department of Public Works and Infrastructure, invites suitably qualified, registered security companies on A panel of security service providers (Only Grade C Officers will be considered) on "As and when basis" for a period of three years (03) by the Department of Public Works and Infrastructure

<b>TENDER No:</b>	DPWFS (RFP) 009/2023		
<b>Advertising date:</b>	08 December 2023	<b>Closing date:</b>	26 January 2024
<b>Closing time:</b>	11:00	<b>Bid Validity period</b>	90 Days
<b>Compulsory clarification</b> <b>Date:</b> <b>Time:</b>	15 January 2024 11:00	<b>Compulsory clarification Meeting</b> <b>Venue:</b>	18 Hartley Road, Hamilton, Bloemfontein, 9301 (Public Works and Infrastructure: Property Management).
Tenders are to be delivered to the following address on the stipulated closing date and time:	Department of Public Works and Infrastructure: Ground Floor (Main Entrance Foyer) at OR Tambo House (Old Lebohang Building); St Andrew Street; Bloemfontein		

### **COLLECTION OF TENDER DOCUMENTS**

- Please note that bid documents are obtainable from e-tender portal on [www.etenders.gov.za](http://www.etenders.gov.za) from 08 December 2023 **OR**
- Bid documents will also be available from 08 December 2023 from 09h00 to 14h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaf and St Andrews Street, Bloemfontein. However, a non-refundable tender / bid deposit of R587.00 is payable in cash (please bring the exact amount) on collection of the bid documents. [Payments to be made at Room 102, 01st Floor, OR Tambo House].

**The physical address for collection of tender documents is:**

### **FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

Cnr St Andrews Street and Markgraaff Street  
OR Tambo House  
Room 101B, 1<sup>st</sup> Floor  
Bloemfontein  
9301

### **ENQUIRIES**

**BIDDING PROCESS:** MR. MOSIUOA KOLOBE: 051 492 1750/3886

**TECHNICAL:** DR. NOMSHATO MATSELANE: 051 492 3841 OR 066 307 2580

**BIDS ARE TO BE COMPLETED IN ACCORDANCE WITH THE CONDITIONS AND BID RULES CONTAINED IN THE BID DOCUMENTS. BID DOCUMENTS MUST BE PROPERLY INDEXED AND NEATLY BOUNDED.**

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## **SECTION 1: RETURNABLE DOCUMENTS**

TENDER NO: DPWFS (RFP) 009/2023

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



## REASONS FOR DISQUALIFICATION

The department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

- a. Bidders who's tax matters are not compliant with SARS requirements as reflected on e-Filing and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days;
- b. Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document;
- c. Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- d. Bidders who received information not available to other bidders through fraudulent means.

## 1. EVALUATION CRITERIA

### 1.1. STAGE 1(a) - MANDATORY REQUIREMENTS:

- 1.1.1 A valid Tax Compliance Status which will be verified by a unique security Personal Identification number (PIN) issued by the South African Revenue Services and/or CSD report showing a compliant tax status (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must have a compliant tax status) which will be confirmed at the time of award.
- 1.1.2 A valid proof of registration on the National Treasury's Central Supplier's Database must accompany this bid. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate CSD Master Registration Number.
- 1.1.3 A valid / active Private Security Industry Regulatory Authority (PSIRA) registration certificate in the name of the respective security service company (Certified copy).
- 1.1.4 Attach proof of UIF registration (Certified copy).
- 1.1.5 Duly Signed and Completed SBD 1 – Invitation to Tender.
- 1.1.6 Duly Signed and Completed SBD 3.3 – Pricing Schedule (Professional Service).
- 1.1.7 Duly Signed and Completed SBD 4 - Bidder's disclosure
- 1.1.8 Duly sign and completed Annexure A - Record of Addenda to tender documents.
- 1.1.9 Duly sign and completed Annexure B - Proposed amendments and qualifications.
- 1.1.10 Duly sign and completed Annexure D - Compulsory Declaration.
- 1.1.11 Complete and sign the Annual Financial Statements Declaration (Attach income statement and the balance sheet as support for the declaration) attached to the RFP document.
- 1.1.12 Attendance of the mandatory clarification meeting details of which are provided in the advert and in this tender document.
- 1.1.13 **Bidder will be expected to complete the document with black pen.**

### 1.2. STAGE 1(b) - NON – MANDATORY

- 1.2.1 Duly Signed and Completed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.2.2 Duly completed and signed schedule of equipment offered. (Refer to the relevant section in the specification).

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1.2.3 Duly completed and signed schedule of bidder’s experience. (Refer to the relevant section in the specification).

**1.3. STAGE TWO – FUNCTIONALITY CRITERIA:**

1.3.1. Each bidder must obtain a minimum of **63** points out of **90** points for functionality in order to qualify for evaluation on price and preference using the 80 / 20 preference points systems.

1.3.2. A Functionality (Separate from price) \_\_\_\_\_ **90** points

1.3.3. The functionality criteria will be as follows:

NO	CRITERIA	GUIDELINE FOR CRITERIA	MAXIMUM SCORE
1.	Provide details of current or previous Security Services (Proof in the form of appointment letters and reference letters must be attached)	<p>The (24/7) Security services rendered must be at a Grade C Security Service. Not more than two (2) combined appointment letters, which are accompanied by the applicable original/certified letters of reference in the company logo of the employer and signed by the authorised person for projects awarded and completed in the last 5 years, will be accepted). Project value for which a similar service was rendered:</p> <ul style="list-style-type: none"> <li>• Value of up to – R600 000 – 30 Points</li> <li>• Value of up to – R500 000 – 24 Points</li> <li>• Value of up to – R400 000 – 18 Points</li> <li>• Value of up to – R300 000 – 12 Points</li> <li>• Value of up to – R200 000 – 6 Points</li> </ul> <p>Only successfully completed projects with a duration of more than three (3) months will be considered.</p>	30 Points
2.	Methodology and Approach	<p>The bidder must provide a detailed Project / Work Plan indicating the following:</p> <ul style="list-style-type: none"> <li>• The use and tabling of a daily activities shift roster, occurrence register and other registers as well as supervisory activities – <b>10 Points</b></li> <li>• A Contingency Plan together with a Response Plan which address how the following emergencies will be handled: – <b>10 Points</b> <ul style="list-style-type: none"> <li>○ security breach,</li> <li>○ labour unrest and picketing,</li> <li>○ fire and bomb scare</li> </ul> </li> <li>• List of resources to be utilised – <b>10 Points</b> <ul style="list-style-type: none"> <li>○ The bidder must provide proof of the number of Category C guards registered with PSIRA. Furthermore, the bidder must provide CV’s and individual proof of each resource’s PSIRA registration to verify the bidder’s claims:                             <ul style="list-style-type: none"> <li>▪ 5 Guards – 2 Points</li> <li>▪ 10 Guards – 4 Points</li> <li>▪ 15 Guards – 6 Points</li> <li>▪ 20 Guards – 8 Points</li> <li>▪ ≥ 25 Guards – 10 Points</li> </ul> </li> </ul> </li> <li>• List of vehicles to be utilised (Include purchase, rental or ownership documentation) – <b>5 Points</b> <ul style="list-style-type: none"> <li>▪ 3 or more vehicles – 5 points</li> <li>▪ 2 vehicles – 3 points</li> <li>▪ 1 vehicle – 1 point</li> </ul> </li> </ul>	50 Points

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		<ul style="list-style-type: none"> <li>• List of equipment to be utilised (attach proof of purchase/ownership) – <b>5 Points</b> <ul style="list-style-type: none"> <li>▪ 2 pairs of Hand Cuffs</li> <li>▪ Tonfas</li> <li>▪ Pepper Sprays</li> <li>▪ 2 - Torches</li> <li>▪ 2 - Two-Way Radios</li> </ul> </li>   <li>All five pieces of equipment available – <b>5 points</b> Less than five pieces of equipment available – <b>0 points</b></li> <li>• After recommendations, companies will be requested to bring these equipment as proof of having them before appointments can be made.</li>   <li>• Demonstrate the electronic monitoring system that will be used at the site – <b>5 Points</b> <ul style="list-style-type: none"> <li>▪ Live Guard Patrol system available – <b>5 points</b></li> <li>▪ No Live Guard Patrol system available – <b>0 points</b> <ul style="list-style-type: none"> <li>○ Live Guard Patrol system is a technologically based effective way of securing a property of any size. The system helps with logging the rounds of guards in a variety of situations such as security guards patrolling property. It can be a cell phone APP, ID points, Cloud monitoring systems, Baton with a Sim card and unique ID and many others.</li> </ul> </li> </ul> </li> <li>• Discuss the role of the control room during the following emergency situations: – <b>5 Points</b> <ul style="list-style-type: none"> <li>▪ security breach,</li> <li>▪ labour unrest and picketing,</li> <li>▪ fire and bomb scare</li> </ul> </li> </ul>	
<p>3.</p>	<p>Finances</p>	<ul style="list-style-type: none"> <li>• Confirmation of the availability of cash flow in the form of bank statements from a financial institution – <b>5 points</b> <ul style="list-style-type: none"> <li>▪ Above R 500 000 – <b>5 points</b></li> <li>▪ R300 000 – R 500 000 – <b>4 points</b></li> <li>▪ R200 000 – R 300 000 – <b>3 points</b></li> <li>▪ R150 000 – R 200 000 – <b>2 points</b></li> <li>▪ R100 000 – R 150 000 – <b>1 point</b></li> </ul> </li> <li>• Complete and attach Annual Financial Declaration and its supporting documents – <b>5 Points</b></li> </ul>	<p><b>10 Points</b></p>
<p><b>TOTAL SCORE</b></p>			<p><b>90 Points</b></p>



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The following scoring rubric will be used to score the functionality table above:

Rating	Score out of 5	Score out of 10	Score out of 15	Score out of 20	Approach and methodology
Poor	1	2	3	4	The approach and / or methodology is poor / is very unlikely to satisfy project objectives or requirements. The tenderer has completely misunderstood all aspects of the scope of work and does not deal with any critical aspects of the project.
Average	2	4	6	8	The approach and / or methodology is not good / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Good	3	6	9	12	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.
Very Good	4	8	12	16	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc., is specifically tailored to the critical characteristics of the project.
Excellent	5	10	15	20	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

#### 1.4. STAGE 3 – PRICE AND PREFERENCE

- 1.4.1 The Department is committed to achieving the government’s radical economic transformation objectives as set out in the Departmental SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE act and the Preferential Procurement Regulations of 2022.
- 1.4.2 The 80/20 preference point system applicable to price quotations and tenders with a rand value of up to R50 million or below (all applicable taxes included), will be used for evaluation of this bid.
- 1.4.3 The scoring of points for price and preference system in terms of the 80/20 preference point system where the lowest price score 80 points for price.
- 1.4.4 The points for preference will be allocated to bidders in accordance with the following specific goals.

Table 1:

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

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

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

1.4.7 Allocation of points in terms of the 80/20 preference point system.

Where

Ps = Points scored for price of bid under consideration  
 Pt = Price of bid under consideration  
 Pmin = Price of lowest acceptable bid

1.4.8 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 2 below as may be supported by proof/documentation stated in the conditions of this tender.

Table 2:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Free State Based companies 100% (FICA approved documents in the name of the bidder must be attached)	8	
Gender: Women ownership 100%	6	
Race: Black ownership 100%	4	
People living with Disability 100%	2	
<b>Total Points Claimed out</b>	<b>20</b>	

1.4.9. Claiming of preference points for Specific goals:

- a. Bidders will be required to submit CIPC and FICA approved documents with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goal on companies from Free State.
- b. Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy / (ies) in order to claim points for specific goal on Gender: Women ownership 100%.
- c. Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goal on Race: Black ownership 100%.
- d. Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Labour confirming the bidder’s disability in order to claim points for specific goal on People living with disability.

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**NB:** 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.

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.

**1.4.9** The Department will issue out quotations in line with PSIRA guidelines on and "as and when" the service is needed by the Department. The service providers will be expected to respond in writing on all issued quotations to confirm their prices before the service can be rendered.

## **1.5 Returnable Documents**

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract.

The tenderer must return the following returnable documents legibly completed and signed in **FULL**.

- 1.5.1** Resolution of Board of Directors
- 1.5.2** Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia)
- 1.5.3** Special Resolution of Consortia or Joint Ventures.
- 1.5.4** Standard Bidding Document 1 (SBD 1) – Invitation to Bid
- 1.5.5** Standard Bidding Document 3.3 – Pricing Schedule (Professional Services).
- 1.5.6** Standard Bidding Document 4 (SBD 4) – Bidders Disclosure
- 1.5.7** Standard Bidding a Document 6.1 (SBD 6.1) – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.5.8** Annexure A: Record of Addenda to tender documents
- 1.5.9** Annexure B: Proposed amendments and qualifications
- 1.5.10** Annexure D: Compulsory Declaration
- 1.5.11** Annual Financial Statements Declaration.
- 1.5.12** Schedule of the Tenderer's Experience (Particulars of Tenderers Projects).
- 1.5.13** All other relevant documents, including but not limited to the company registration documents, curriculum vitae's (resource information sheet format) of all relevant officials and identity documents of all directors and relevant officials.
- 1.5.14** Schedule of Plant and Equipment

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## LIST OF RETURNABLE DOCUMENTS

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Bid Document Name:	Number of Pages:	Returnable document:
Resolution of Board of Directors	1 Page	<input type="checkbox"/>
Resolution of Board of Directors to enter into Consortia or Joint Venture	3 Pages	<input type="checkbox"/>
Special Resolution of Consortia or Joint Ventures	2 Pages	<input type="checkbox"/>
SBD 1: Invitation to Bid	2 Pages	<input type="checkbox"/>
SBD 3.3: Pricing Schedule (Professional Service).	4 Pages	<input type="checkbox"/>
SBD 4: Bidder's Disclosure	3 Pages	<input type="checkbox"/>
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022	5 Pages	<input type="checkbox"/>
Annexure A: Record of Addenda to tender documents	1 Page	<input type="checkbox"/>
Annexure B: Proposed amendments and qualifications	1 Page	<input type="checkbox"/>
Annexure D: Compulsory Declaration	4 Pages	<input type="checkbox"/>
Annual Financial Statements Declaration	1 Page	<input type="checkbox"/>
Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)	6 Pages	<input type="checkbox"/>
Schedule of Plant and Equipment	1 Pages	<input type="checkbox"/>

Name of Bidder	Signature	Date

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## RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_

*(legally correct full name and registration number, if applicable, of the Enterprise)*

Held at \_\_\_\_\_ *(place)*

on \_\_\_\_\_ *(date)*

### RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

\_\_\_\_\_

*(project description as per Tender Document)*

Tender Number: \_\_\_\_\_ *(Tender Number as per Tender Document)*

- 2 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ *(Position in the Enterprise)*

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

#### Note:

- \*Delete which is not applicable.
- NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.

ENTERPRISE STAMP

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## RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_

\_\_\_\_\_

*(Legally correct full name and registration number, if applicable, of the Enterprise)*

held at \_\_\_\_\_ (place) ON \_\_\_\_\_ (date) **RESOLVED that:**

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

\_\_\_\_\_

\_\_\_\_\_

*(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)*

to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Project description as per Tender Document)*

Tender Number: \_\_\_\_\_ *(Tender Number as per Tender Document)*

2 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ *(Position in the Enterprise)*

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

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Physical address:

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(code) \_\_\_\_\_

Postal address:

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(code) \_\_\_\_\_

Telephone number: \_\_\_\_\_(code)\_\_\_\_\_

Fax number: \_\_\_\_\_(code)\_\_\_\_\_

TENDER NO: DPWFS (RFP) 009/2023

DESCRIPTION:

APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note:**

1. \* Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

ENTERPRISE STAMP



TENDER NO: DPWFS (RFP) 009/2023

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



## SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture).*

- 1 \_\_\_\_\_  
\_\_\_\_\_
- 2 \_\_\_\_\_  
\_\_\_\_\_
- 3 \_\_\_\_\_  
\_\_\_\_\_
- 4 \_\_\_\_\_  
\_\_\_\_\_
- 5 \_\_\_\_\_  
\_\_\_\_\_
- 6 \_\_\_\_\_  
\_\_\_\_\_
- 7 \_\_\_\_\_  
\_\_\_\_\_
- 8 \_\_\_\_\_  
\_\_\_\_\_

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### RESOLVED that:

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_  
*(Project description as per Tender Document)*

Tender Number: \_\_\_\_\_ *(Tender Number as per Tender Document)*

B. Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ *(Position in the Enterprise)*

and who will sign as follows: \_\_\_\_\_

**TENDER NO:** DPWFS (RFP) 009/2023

**DESCRIPTION:** **APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.**



be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code) \_\_\_\_\_

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code) \_\_\_\_\_

Telephone number \_\_\_\_\_ (code): \_\_\_\_\_

Fax number: \_\_\_\_\_

TENDER NO: DPWFS (RFP) 009/2023

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



SBD 1

PART A  
INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	DPWFS (RFP) 009/2023	CLOSING DATE:	26 JANUARY 2024	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohag Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr. Mosiuoa Kolobe		CONTACT PERSON	Dr. Nomshado Matselane/ Mr. T. Mabope	
TELEPHONE NUMBER	051 492 1750/3886		TELEPHONE NUMBER	051 492 3841/3821 / 066 307 2580 or 082 566 8728	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:kolobem@fsworks.gov.za">kolobem@fsworks.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:matselanen@fsworks.gov.za">matselanen@fsworks.gov.za</a> / <a href="mailto:mabopet@fsworks.gov.za">mabopet@fsworks.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

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SBD 1

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 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: .....

TENDER NO: DPWFS (RFP) 009/2023

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SBD 3.3

**PRICING SCHEDULE  
(Professional Services)  
AREA 1 & 2 (URBAN)**

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 11:00	CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	Security Officer Grade C	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
Supply, delivery and servicing of Guard House per site where applicable	.....	1	R.....
Supply, delivery and servicing of Toilet per site where applicable	.....	1	R.....
Supply and delivery of Drinking Water per site where applicable	.....	20L/per day	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
<b>TOTAL:</b>			R.....

TENDER NO: DPWFS (RFP) 009/2023

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



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

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....
TOTAL:			R.....

- 6. Period required for commencement with project after acceptance of bid.....
- 7. Estimated man-days for completion of project .....
- 8. Are the rates quoted firm for the full period of contract?  
\*YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
.....  
.....  
.....

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(MR. MOSIUOA KOLOBE)

Tel: 051 492 1750 / 3886

Or for technical information –

(DR. NOMSHATO MATSELANE)

Tel: 051 492 3841 OR 066 307 2580

TENDER NO: DPWFS (RFP) 009/2023

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



SBD 3.3

**PRICING SCHEDULE  
(Professional Services)  
AREA 3 (RURAL)**

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 11:00	CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
2.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	Security Officer Grade C	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
Supply, delivery and servicing of Guard House per site where applicable	.....	1	R.....
Supply, delivery and servicing of Toilet per site where applicable	.....	1	R.....
Supply and delivery of Drinking Water per site where applicable	.....	20L/ per day	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....
TOTAL:			R.....

TENDER NO: DPWFS (RFP) 009/2023

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

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

- 6. Period required for commencement with project after acceptance of bid.....
- 7. Estimated man-days for completion of project .....
- 8. Are the rates quoted firm for the full period of contract?  
\*YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
.....  
.....  
.....

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(MOSIUOA KOLOBE)

Tel: 051 492 1750 / 3886

Or for technical information –

(DR. NOMSHATO MATSELANE)

Tel: 051 492 3841 OR 066 307 2580



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SBD 4

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. BIDDERS'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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

<sup>1</sup> 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.

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**SBD 4**

2.2 Do you, or any person connected with the bidder, have a relationship 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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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.

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SBD 4

- 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

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SBD 6.1

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

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

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

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## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

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DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State Based companies 100% (FICA approved documents in the name of the bidder must be attached)	8	
Gender: Women ownership 100%	6	
Race: Black ownership 100%	4	
People living with Disability 100%	2	
<b>Total Points Claimed out -</b>	<b>20</b>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company

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- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

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**Annexure A - Record of Addenda to tender documents**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature ..... Date .....

Name ..... Position .....

Tenderer .....



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**Annexure B: Proposed amendments and qualifications**

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

Page	Clause or item	Proposal

Signature ..... Date \_\_\_\_\_

Name ..... Position \_\_\_\_\_

Tenderer .....

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**Annexure D: Compulsory Declaration**

The following particulars must be furnished. In the case of a joint venture, separate declaration in respect of each partner must be completed and submitted.

**Section 1: Enterprise Details**

Name of enterprise:	
Contact person:	
Email:	
Telephone:	
Cell no	
Fax:	
Physical address	
Postal address	

**Section 2: Particulars of companies and close corporations**

Company / Close Corporation registration number	
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**Section 3: SARS Information**

Tax reference number	
Tax compliance status pin number	
VAT registration number:	<i>State Not Registered if not registered for VAT</i>

**Section 4: CIDB registration number**

CIDB Registration number (if applicable)	
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**Section 5: National Treasury Central Supplier Database**

CSD Master Registration Number Attach CSD registration report	
--	--

**Section 6: Particulars of principals**

**principal:** means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984).

Full name of principal	Identity number	Personal tax reference number
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Attach separate page if necessary

**Section 7: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of principal	Name of institution, public office, board or organ of state and position held	Status of service <i>(tick appropriate column)</i>	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 8: Record of family member in the service of the state**

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**family member:** a person’s spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Indicate by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

Name of family member	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 9: Record of termination of previous contracts with an organ of state**

Was any contract between the tendering entity including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

- Yes       No (Tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

**Section 10: Declaration**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity confirms that the contents of this Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:

- i) neither the name of the tendering entity or any of its principals appears on:

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- a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004)
- b) National Treasury's Database of Restricted Suppliers (see [www.treasury.gov.za](http://www.treasury.gov.za))
- ii) neither the tendering entity of any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers
- v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc) or intention to not win a tender;
- vi) has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the tenderer or any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are not in arrears for more than 3 months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by the National Treasury, for SARS to do likewise.

Signature ..... Date .....

Name ..... Position .....

Enterprise name .....

**NOTE 1** The Standard Conditions of Tender contained in SANS 10845-3 prohibits anticompetitive practices (clause 3.1) and requires that tenderers avoid conflicts of interest, only submit a tender offer if the tenderer or any of his principals is not under any restriction to do business with employer (4.1.1) and submit only one tender either as a single tendering entity or as a member in a joint venture (clause 4.13.1). Clause 5.7 also empowers the Employer to disqualify any tenderer who engages in fraudulent and corrupt practice. Clause 3.1 also requires tenderers to comply with all legal obligations.

**NOTE 2:** Section 30(1) of the Public Service Act, 1994, prohibits an employee (person who is employed in posts on the establishment of departments) from performing or engaging remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department. When in operation, Section 8(2) of the Public Administration Management Act, 2014, will prohibit an employee of the public administration (i.e. organs of state and all national departments, national government components listed in Part A of Schedule 3 to the Public Service Act, provincial departments including the office of the premier listed in Schedule 1 of the Public Service Act and

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provincial departments listed in schedule 2 of the Public Service Act, and provincial government components listed in Part B of schedule 3 of the Public Service Act) or persons contracted to executive authorities in accordance with the provisions of section 12A of the Public Service Act of 1994 or persons performing similar functions in organs of state from conducting business with the State or to be a director of a public or private company conducting business with the State. The offence for doing so is a fine or imprisonment for a period not exceeding 5 years or both. It is also a serious misconduct which may result in the termination of employment by the employer.

**NOTE 3:** Regulation 44 of Supply Chain Management regulations issued in terms of the Municipal Finance Management Act of 2003 requires that organs of state and municipal entities not award a contract to a person who is the service of the state, a director, manager or principal shareholder in the service of the state or who has been in the service of the state in the previous twelve months.

**NOTE 4:** Regulation 45 of Supply Chain Management regulations requires a municipality or municipal entity to disclose in the notes to the annual statements particulars of any award made to a close family member in the service of the state.

**NOTE 5:** Corrupt activities which give rise to an offence in terms of the Prevention and Combating of Corrupt Activities Act of 2004) include improperly influencing in any way the procurement of any contract, the fixing of the price, consideration or other moneys stipulated or otherwise provided for in any contract and the manipulating by any means of the award of a tender.

**NOTE 6:** Section 4 of the Competition Act of 1998 prohibits restrictive horizontal practice including agreements between parties in a horizontal relationship which have the effect of substantially preventing or lessening competition, directly or indirectly fixing prices or dividing markets or constitute collusive tendering. Section 5 also prohibits restrictive vertical practices. Any restrictive practices that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.

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**Annual Financial Statements Declaration**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is .....
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:  
 internally  independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]  
 enterprise has had its financial statements audited;  
name of auditor .....
- enterprise is required by law to have an independent review of its financial statements  
name of independent reviewer .....
- enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.  
*[Attach the income statement and the balance sheet contained in the financial statement]*
- 6) The annual turnover for the last financial year is R .....
- 7) The total assets as at the end of the last financial year is R .....
- 8) The total liabilities as at the end of the financial year is R .....

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature .....

Date .....

Name .....

Position .....

Tenderer .....

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**Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)**

FORM: PARTICULARS OF TENDERERS PROJECTS			
Project title:	APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON “AS AND WHEN BASIS” FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE		
Contract no:	DPWFS RFP 009/2023	Closing date:	26 January 2024
Advertising date:	08 December 2023	Validity period:	90 days

**Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.**

**1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS**

1.1. Current projects: Appointment letter(s) must be provided to buttress the information supplied below.

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
1						



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Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
2						
3						
4						
5						
6						
7						

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Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
8						
9						
10						
11						
12						

Name of Tenderer	Signature	Date

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1.2. Completed projects: Both appointment letter/(s) and reference letters linked to the project(s) listed below must be provided to buttress the information provided.

Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1						
2						
3						
4						
5						

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Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
6						
7						
8						
9						
10						
11						

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	Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
12							

Name of Tenderer	Signature	Date

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### SCHEDULE OF PLANT AND EQUIPMENT

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### Schedule of Plant and Equipment

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signature.....

Date.....

Name.....

Position.....

Tenderer.....

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## **SECTION 2: TERMS OF REFERENCE**



**TENDER NO:** DPWFS (RFP) 009/2023

**DESCRIPTION:** APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON “AS AND WHEN BASIS” FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



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## SECTION 2: TERMS OF REFERENCE

APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON “AS AND WHEN BASIS” FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

**BID NO: DPWFS (RFP) 009/2023 – SECURITY SERVICE PROVIDERS**

**Proposed Advert Date:** 08 December 2023

**Proposed Compulsory Briefing Date:** Enquiries will be addressed via Emails to relevant officials provided.

**Proposed Closing date:** 26 January 2024 @ 11h00

**Validity Period of the Proposal:** 90 Days.

**Proposed Contract Duration:** Three (3) Years or (on as and when basis)

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DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



## Department of Public Works, Free-State Province

### Supply Chain Management

## 2. TERMS OF REFERENCE

### 2.1 THE SCOPE OF WORKS FOR THE APPOINTMENT OF SECURITY SERVICE PROVIDER(S)

- 2.1.1 The security service providers will be appointed on "as and when" basis, for a period of three years on a panel of service providers, per rural and urban areas.
- 2.1.2 Quotations will be sourced only from the service providers who are appointed into the panel on an, "As and When" basis.

### 2.2 SITE SPECIFICATION/REQUIREMENTS

- 2.2.1 Must be able to provide guards with Grade C for day and night shift certified by PSIRA (Private Security Industry Regulatory Authority).
- 2.2.2 Must be able to supply, deliver and service a Guard House on request.
- 2.2.3 Must be able to supply, deliver and service a Toilet for guards on request.
- 2.2.4 Provision of light in the Guard House provided where there is no electricity.
- 2.2.5 Provision of drinking water to the guards for areas where there is no water.
- 2.2.6 Must be able to deploy within 24 hours of request.
- 2.2.7 Must be able to deploy guards in all areas of the Free State Province in all five (5) districts

### 2.3 TERMS OF REFERENCE FOR THE SECURITY SERVICE PROVIDER(S)

The appointment and/or allocation of specific sites which require security services will be done on "As and When basis".

**2.3.1 The appointed service provider/s must be able to deploy to any part of the Free State (rural and urban).**

**2.3.2 Applicable Shifts - Monday to Sunday [Seven (7) days a week]**

a) **Day Shift – 06h00 to 18h00**

- i) Deployment of minimum Grade C Security Officer/s per shift, per site.
- ii) The number of Security Officer/s deployed per site will be determined by the size of each site.

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**DESCRIPTION:** APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE C OFFICERS WILL BE CONSIDERED) ON “AS AND WHEN BASIS” FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



- iii) The Departmental Security Services will compile and approved the report prior to sourcing of quotations).
- b) **Night Shift – 18h00 to 06h00**
  - i) Deployment of minimum Grade C Security Officer/s per shift, per site.
  - ii) The number of Security Officer/s deployed per site will be determined by the size of each site.
  - iii) The Departmental Security Services will compile and approved the report prior to sourcing of quotations).
- c) **Relief Officers**
  - i) Must have a minimum Grade C Security Officer/s Certificate
  - ii) The number of designated relief Security Officer/s is subjected to approval by the relevant Departmental Official/s.

**2.3.4 The Security Services will be rendered in the following Districts (all towns, resorts and farms) on “as and when” needed:**

- a) Mangaung Metropolitan Municipality
- b) Xhariep District Municipality
- c) Lejweleputswa District Municipality
- d) Fezile Dabi District Municipality
- e) Thabo Mofutsanyana District Municipality.

**2.3.5 Contract pricing will be guided by the latest pricing schedule of the Private Security Industry Regulatory Authority as per the Municipal District and/or geographic area.**

- a) Bidders must complete SBD 3.3 in full and provide a price for each site and add their total price (of each unit) as bid price which will used to evaluation all bids received and compliant with mandatory requirement on the 80/20 preference point system.
  - i. The Department further will conduct market analysis for all items whose prices are not regulated by PSIRA to determine market related price for negotiating the flat rate which will used for issuing of task orders in line with PSIRA guidelines for the duration of the contract.
  - ii. The issuing of task orders will be done on rotational basis taking in consideration that the total expenditure is districted fairly to each appointed services provided over the duration of the contract.

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Bidder will be expected to provide a flat rate on SBD 3.3 and service providers will be appointed for work on "as and when" basis through normal supply chain process.

**2.3.6** All the annual pricing adjustments will also be subject to the annual pricing schedule adjustments of the Private Security Industry Regulatory Authority.

**2.3.7** Bids containing misrepresentation of any facts will upon discovery be immediately disqualified. The Department reserves the right to cancel the contract of the winning bidder/s if this misrepresentation is discovered.

## **2.4 DELIVERABLES**

**2.4.1** Safe guarding of government property, including but not limited to Buildings and other immovable property.

**2.4.2** When completing the bid proposal, the bidder may not deviate from specifications provided unless allowed to so by the Department in writing.

**2.4.3** Bidders must submit their bids on the stipulated closing date and time. Late bids will not be considered.

**2.4.4** Each bid, once submitted, constitutes a binding and irrevocable offer to provide the goods on the terms set out in the bid, which offer cannot be amended or withdrawn after its date of submission.

**2.4.5** The Department may, for any reason and at any time during the evaluation process, request any bidder to supply further information and/or documentation for clarity reasons.

**2.4.6** All bidders are to be advised further on the following:

- a) Examination of all specifications prior to submitting of proposals.
- b) Assessment of the nature of the requirements.

**2.4.7** All bid prices accepted from the successful bidder will remain fixed and firm from date of acceptance until delivery and installation.

**2.4.8** The appointment of the successful service is subject to the conclusion of Service Level Agreement (SLA) between agency and the successful Bidder governing all rights and obligations related the required services in line with PSIRA guidelines.

## **2.5 CONDITIONS OF THE BID**

**2.6.1** Each security officer deployed on site must always wear a full security uniform with the company logo and a visible PSIRA ID Card.

**2.6.2** The General Conditions of Contract will be applicable for these bid.

**2.6.3** Any shortcoming in this specification must be identified by the bidder prior to awarding of contract. Any shortcoming identified by the supplier after the contract has been awarded and that would have an impact on the contract price will be for the account of the supplier.

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- 2.6.4 Any damages to items incurred during the delivery, assembly and/or fitting will be for the supplier`s account and must be replaced with the same item(s) with fourteen (14) days. e.g. Mobile Guard Room.
  - 2.6.5 The Departments commits to settling any monies due to the service provider within thirty (30) days of receiving a legitimate and genuine invoice/s for the goods and services delivered.
  - 2.6.6 The Department reserves the right to award these bid as a whole, or in parts, or not to award the bid at all.
  - 2.6.7 All quoted prices must be firm, fixed, and inclusive of all costs and taxes.
  - 2.6.8 Appointment of Security Officers by Security Companies must be strictly South Africans.

## **2.6 CLASSIFICATION OF WORKS**

The work is classified as specialised work.

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**SECTION 3:**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**

