



REQUEST FOR BID

GOODS	
SERVICES	X

DESCRIPTION:	THE PROVISION OF PHYSICAL SECURITY AND ARMED ALARM RESPONSE SERVICES TO THE DEPARTMENT OF SPORTS, ARTS, CULTURE AND RECREATION BUILDINGS ACROSS THE FREE STATE PROVINCE OFFICE FOR THIRTY-SIX (36) MONTHS		
RFB NUMBER:	DSACRSEC2025/26		
CLOSING DATE AND TIME:	19 DECEMBER 2025 @ 11H00		
PROPOSALS TO BE SUBMITTED TO:	Cnr Henry and Hill Street, no 3 Zana building, Ground floor Bloemfontein 9300		
PREFERENCE POINTS SYSTEM:	80/20		
DELIVERY INFORMATION -			
LOCATION:	BLOEMFONTEIN		
Enquiries relating to bidding procedures may be directed to:		Technical enquiries may be directed to:	
Contact person:	Takalani Ramabulana	Contact person:	Lerato Lengau
E- Mail address:	ramabulana.ta@sacr.fs.gov.za	E- Mail address:	leratol@sacr.fs.gov.za
Telephone No:	083 707 0210	Telephone No:	066 479 1583

NB. ALL BIDDERS MUST ENSURE THAT THEY SIGN THE TENDER SUBMISSION REGISTER THAT WILL BE KEPT AT THE RECEPTION AREA AT ZANA BUILDING CORNER HENRY AND HILL STREET, BLOEMFONTEIN UPON SUBMISSION OF THEIR BID.



BRIEFING SESSION SCHEDULE

VENUE	TOWN	DATE	TIME
BOLOKANANG LIBRARY	PETRUSBURG	09 DECEMBER 2025	09H00
FSSI PSYCHIATRIC HOSPITAL	BLOEMFONTEIN	09 DECEMBER 2025	14H00
WELKOM LIBRARY	WELKOM	10 DECEMBER 2025	10H00
BASOTHO CULTURAL VILLAGE (BCV)	QWAQWA	11 DECEMBER 2025	10H00
SASOLBURG LIBRARY	SASOLBURG	12 DECEMBER 2025	10H00

**THE BRIEFING SESSION SERVES AS A FORUM
FOR INFORMATION SHARING AND A CLARITY
MEETING,**



SECTION 1: TERMS OF REFERENCE

1. PURPOSE

- 1.1 The provision of physical security and armed alarm response services to the department of sports, arts, culture and recreation buildings across the free state province office for thirty-six (36) months

2. SERVICE DEFINITION

- 2.1 The Department of Sport, Arts, Culture, and Recreation requests the Security Management Companies to render the service. As mentioned, qualified and interested companies specializing in security services are invited to submit a proposal to provide these services for the department.
- 2.2 The Department of Sport, Arts, Culture, and Recreation requires a service provider that complies with the Private Security Industry Regulations Act (Act No. 56 of 2001) as amended to render physical security and Armed Alarmed response services on a 24/7-hour shift seven days a week, Monday through Friday including weekends and public holidays to hundred and Sixty Eight (168) buildings or sites of the department inclusive of Critical Infrastructure Protection Act of 2019 (NKP), and Fire Arms and Ammunition Controls Act of 2000, for thirty-six months to ensure a safe environment and secure physical site for the department and its employees.

3. PROPRIETARY INFORMATION

- 3.1 The Department of Sport, Arts, Culture, and Recreation (SACR) treats this REQUEST FOR BID (RFB) and all associated information, whether written or verbal, as confidential and proprietary. Respondents, along with their officers, employees, agents, and representatives, must keep this information confidential. They are not permitted to disclose, publish, or share any details of the RFB or related information with third parties without obtaining prior approval from the department.

4. ENQUIRIES

- 4.1 All communication and attempts to solicit information of any kind relative to this RFB should be channelled **in writing** to:

Name : **Mr AT RAMABULANA**

Telephone Number : 083 707 0210

Email address: ramabulana.ta@sacr.fs.gov.za

- 4.2 Enquiries for this Request for Bid (RFB) will not be accepted after 4:00 PM daily.
- 4.3 The enquiries will be consolidated, and SACR will issue one response within 24 hours, which will be posted within two days after the last day of enquiries.
- 4.4 The department may respond to any inquiry in its absolute discretion, and the bidder acknowledges that it will have no claim against the department on the basis that its bid was disadvantaged by a lack of information or an inability to resolve ambiguities.



5. ADMINISTRATIVE COMPLIANCE

All returnable documents marked mandatory ('M'), must be completed or submitted by service providers in order to proceed to be evaluated further in Functionality.

Returnable Document/ Schedule	Mandatory (M) / Optional (O)
Signed SBD 1 form	M
Signed and completed the SBD 3.1 form (pricing schedule)	M
Signed and completed the SBD 4 form	M
Signed and completed the SBD 6.1 form	M
Signed SBD 7.2 (After Award)	M



SBD 1 INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE DEPARTMENT OF SPORTS, ARTS, CULTURE, AND RECREATION FS					
BID NUMBER:	DSACRSEC2025/26	CLOSING DATE:	19 th DEC 2025	CLOSING TIME:	11H00
DESCRIPTION	THE PROVISION OF PHYSICAL SECURITY AND ARMED ALARM RESPONSE SERVICES TO THE DEPARTMENT OF SPORTS, ARTS, CULTURE AND RECREATION BUILDINGS ACROSS THE FREE STATE PROVINCE OFFICE FOR THIRTY-SIX (36) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
3 HILLS STREET					
ZANA BUILDING					
BLOEMFONTEIN					
9300					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr AT RAMABULANA		CONTACT PERSON	Mr L LENGAU	
TELEPHONE NUMBER	083 707 0210		TELEPHONE NUMBER	066 479 1583	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	ramabulana.ta@sacr.fs.gov.za		E-MAIL ADDRESS	leratol@sacr.fs.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [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]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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.					



PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



**SBD 3.1 PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES
SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING
SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder _____	Bid number: DSACRSEC2025/26
Closing Time 11:00 _____	Closing date 19TH DECEMBER 2025

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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1	_____	_____	R _____
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- Required by:
- At:
.....
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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



**NOTE: PRICES MUST BE DONE PER DISTRICT AND DEPARTMENT
RESERVED A RIGHT APPOINT MORE THAN ONE SERVICE PROVIDER**

LEJWELEPUTSWA: DISTRICT ONE (1)

SITE/BUILDING	AREA	RISK LEVEL	DAY SHIFT DESCRIPTION	NIGHT SHIFT DESCRIPTION
1. Allanridge Public Library	Allanridge	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
2. Nyakallong P. Library	Allanridge	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
3. Welkom P. Library	Welkom	Low	X1 Gr C Security Guard, include public holidays & weekends	Armed Alarm Response, include public holidays & weekends
4. Thabong 2 P. Library	Welkom	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
5. Bronville P. Library	Welkom	Low	X1 Gr C Security Guard, include public holidays & weekends	Armed Alarm Response, include public holidays & weekends
6. Virginia P. Library	Virginia	Low	X1 Gr C Security Guard, include public holidays & weekends	Armed Alarm Response, include public holidays & weekends
7. Meloding P. Library	Virginia	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
8. Hennenman P. Library	Hennenman	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
9. Phomolong P. Library	Hennenman	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
10. Ventersburg P. Library	Ventersburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
11. Mmamahabane P. Library	Venersburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
12. Odendaalsrus P. Library	Odendaalsrus	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
13. Bothaville P. Library	Bothaville	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
14. Kgotsong P. Library	Bothaville	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
15. Wesselsbron P. Library	Wesselsbron	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends



SITE/BUILDING	AREA	RISK LEVEL	DAY SHIFT DESCRIPTION	NIGHT SHIFT DESCRIPTION
16. Monyakeng P. Library	Wesselsbron	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
17. Bultfontein P. Library	Bultfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
18. Phahameng P. Library	Bultfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
19. Hoopstad P. Library	Hoopstad	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
20. Tikwana P. Library	Hoopstad	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
21. Dealesville P. Library	Dealesville	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
22. Hertzogville P. Library	Hertzogville	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
23. Boshof P. Library	Boshof	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
24. Winburg P. Library	Winburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
25. Makeleketa P. Library	Winburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
26. Brandfort P. Library	Brandfort	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
27. Majwemasweu P. Library	Brandfort	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
28. Theunissen P. Library	Theunissen	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
29. Masilonyana P. Library	Theunissen	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
30. Thabong 1 P. Library	Welkom	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
31. Riebeckstad P. Library	Welkom	Medium	X1 Gr C Security Guard, include public holidays & weekends	X2 ARMED Gr C Security Guards, Armed Alarm Response, include public holidays & weekends
32. Motati P. Library	Verkeerdelei	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends



SITE/BUILDING	AREA	RISK LEVEL	DAY SHIFT DESCRIPTION	NIGHT SHIFT DESCRIPTION
33. Kutlwanong P. Library	Odendalsrus	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
34. Winnie Mandela Museum	Brandford	Medium	X1 Gr C Security Guard, include public holidays & weekends – NKP requirements	X1 ARMED Gr C Security Guard, include public holidays & weekends – NKP requirements
35. Lejweleputswa Arts & Culture Centre	Welkom	Medium	X1 Gr C Security Guard, include public holidays & weekends – NKP requirements	X1 ARMED Gr C Security Guard, include public holidays & weekends – NKP requirements with armed response alarm system
36. Kopanong Indoor Sport Centre	Welkom	Medium	X1 Gr C Security Guard, include public holidays & weekends – NKP requirements	X1 ARMED Gr C Security Guard, incl public holidays & weekends – NKP requirements with armed response alarm system
37. Voortreker Pioneer Museum	Winburg	Medium	X1 Gr C Security Guard, include public holidays & weekends – NKP requirements	X2 ARMED Gr C Security Guard, include public holidays & weekends – NKP requirements with armed response alarm system

MOTHEO DISTRICT: DISTRICT TWO (2)

SITE/BUILDING	AREA	RISK LEVEL	DAY SHIFT DESCRIPTION	NIGHT SHIFT DESCRIPTION
1. Adelaide Tambo Library	Bloemfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
2. Bainsvlei Library	Bloemfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	Armed Alarm Response, include public holidays & weekends
3. Boitumelo Sebothelo Library	Bloemfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
4. Borwa Library	Tweespruit	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
5. Botshabelo Library	Botshabelo	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
6. BP Leinaeng Library	Bloemfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
7. Dewersdorp Library	Dewersdorp	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
8. Dipelaneng Library	Hobhouse	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
9. Excelsior Library	Excelsior	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends



10. Fichardtpark Library	Bloemfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
11. Jan Lebesse Library	Vanstadensrus	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
12. Ladybrand Library	Ladybrand	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
13. Mahlatswetsa Library	Excelsior	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
14. Mangaung Library	Bloemfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
15. Manyatseng Library	Ladybrand	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
16. Morojaneng Library	Dewersdorp	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
17. Sechaba Mahobe Library	Botshabelo	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
18. Selosesha Library	Thabanchu	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
19. Trevor Barlow Library	Bloemfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
20. Qibing Library	Wepener	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
21. Fort Military Museum	Bloemfontein	High	X2 Gr C Security Guard, include public holidays & weekends - NKP requirements	X2 ARMED Gr C Security Guards, include public holidays & weekends – NKP requirements with armed response alarm system.
22. Presidency Museum	Bloemfontein	Low	X1 Gr C Security Guard, include public holidays & weekends - NKP requirements	Armed Alarm Response, include public holidays & weekends
23. NALN Literature Museum	Bloemfontein	Low	X1 Gr C Security Guard, include public holidays & weekends - NKP requirements	Armed Alarm Response, include public holidays & weekends



24. Wesleyan Church Museum	Bloemfontein	High	X1 Gr C Security Guard, include public holidays & weekends - NKP requirements	X2 ARMED Gr C Security Guards, include public holidays & weekends – NKP requirements with armed response alarm system
25. MUSICON	Bloemfontein	Medium	X2 Gr C Security Guard, include public holidays & weekends - NKP requirements	X2 ARMED Gr C Security Guards, include public holidays & weekends – NKP requirements with armed response alarm system.
26. FSSSI	Bloemfontein	Medium	X2 Gr C Security Guard, include public holidays & weekends - NKP requirements	X2 ARMED Gr C Security Guards, include public holidays & weekends – NKP requirements with armed response alarm system.
27. ZANA Building	Bloemfontein	Medium	X3 Gr C Security Guard, include public holidays & weekends - NKP requirements	X1 Gr C Security Guards, include public holidays & weekends – NKP requirements with armed response alarm system.
28. Motheo District Library Offices	Bloemfontein	Medium	X1 Gr C Security Guard, include public holidays & weekends - NKP requirements	X2 Gr C Security Guards, include public holidays & weekends – NKP requirements with armed response alarm system.
29. Provincial Archives	Bloemfontein	Medium	X1 Gr C Security Guard, include public holidays & weekends – NKP requirements	X2 Gr C Security Guards, include public holidays & weekends – NKP requirements with armed response alarm system
30. Bloemfontein Records Centre	Bloemfontein	Low	X1 Gr C Security Guard, include public holidays & weekends – NKP requirements	Armed response alarm system, include public holidays & weekends – NKP requirements



FEZILE DABI DISTRICT THREE(3)

SITE/BUILDING	AREA	RISK LEVEL	DAY SHIFT DESCRIPTION	NIGHT SHIFT DESCRIPTION
1. Sasolburg City Library	Sasolburg	Low	X1 Gr C Security Guard, include public holidays & weekends	Armed Alarm Response, include public holidays & weekends
2. Schonkenville Library	Parys	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
3. Refengkgotso Library	Deneysville	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
4. Brentpark Library	Kroonstad	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
5. Koppies Library	Koppies	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
6. Kroonstad Library	Kroonstad	Low	X1 Gr C Security Guard, include public holidays & weekends	Armed Alarm Response, include public holidays & weekends
7. Parys Library	Parys	Low	X1 Gr C Security Guard, include public holidays & weekends	Armed Alarm Response, include public holidays & weekends
8. Steynsrus Library	Steynsrus	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
9. Deneysville Library	Deneysville	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
10. Oranjeville Library	Oranjeville	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
11. Viljoenskroon Library	Viljoenskroon	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
12. Vredefort Library	Vredefort	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
13. Thutong Library	Parys	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends



SITE/BUILDING	AREA	RISK LEVEL	DAY SHIFT DESCRIPTION	NIGHT SHIFT DESCRIPTION
14. Zamdela Library	Sasolburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
15. Vooruitsig Library	Kroonstad	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
16. Tswelopele Library	Kroonstad	Medium	X1 Gr C Security Guard, include public holidays & weekends	X2 Gr C Security Guards, Armed Alarm Response, include public holidays & weekends
17. Rammulutsi Library	Viljoenskroon	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
18. Phiritona Library	Heilbron	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
19. Sedibeng Library	Kroonstad	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
20. Vredeshoop Library	Vredefort	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
21. Kwakwatsi Library	Koppies	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
22. Namahadi Library	Cornelia	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
23. Cornelia Library	Cornelia	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
24. Frankfort Library	Frankfort	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
25. Tweeling Library	Tweeling	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
26. Matlwangtlwang Library	Steynsrus	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
27. Edenville Library	Edenville	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends



SITE/BUILDING	AREA	RISK LEVEL	DAY SHIFT DESCRIPTION	NIGHT SHIFT DESCRIPTION
28. Heilbron Library	Heilbron	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
29. Sandersville Library	Heilbron	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
30. Fezile Dabi District Library Office	Kroonstad	Medium	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, Armed Alarm Response, include public holidays & weekends
31. Villiers Library	Villiers	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends.
32. Qalabotjha Library	Villiers	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
33. Local Talent Development Centre (LTDC)	Sasolburg	Medium	X1 Gr C Security Guard, include public holidays & weekends – NKP requirements	X1 ARMED Gr C Security Guard, include public holidays & weekends – NKP requirements with armed response alarm system
34. Fezile Dabi Arts & Culture Centre	Sasolburg	Medium	X1 Gr C Security Guard, include public holidays & weekends – NKP requirements	X1 ARMED Gr C Security Guard, include public holidays & weekends – NKP requirements with armed response alarm system



XHARIEP DISTRICT FOUR(4)

SITE/BUILDING	AREA	RISK LEVEL	DAY SHIFT DESCRIPTION	NIGHT SHIFT DESCRIPTION
1. Matlakeng Library	Zastron	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
2. Zastron Library	Zastron	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
3. Rouxville Library	Rouxville	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
4. Albert Nzula Library	Rouxville	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
5. Smithfield Library	Smithfield	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
6. Reddersburg Library	Reddersburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
7. Edenburg Library	Edenburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
8. Albertina Sisulu School Library	Edenburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
9. Trompsburg Library	Trompsburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
10. Springfontein Library	Springfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
11. Gariep dam Library	Gariep dam	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
12. Hydropark Library	Gariep dam	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
13. Bethulie Library	Bethulie	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends



14. Lephoi Library	Bethulie	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
15. Philippolis Library	Philippolis	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
16. Fauresmith Library	Fauresmith	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
17. Jagersfontein Library	Jagersfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
18. Itumeleng Library	Jagersfontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
19. Petrusburg Library	Petrusburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
20. Bolokanang Library	Petrusburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
21. Jacobsdal / Ratanang Library	Jacobsdal	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
22. Koffiefontein Library	Koffiefontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
23. Dithlake Library	Koffiefontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
24. Diamanthoogte School Library	Koffiefontein	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
25. Oppermansgronde Library	Oppermansgronde	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
26. Luckhoff Library	Luckhoff	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
27. Caledon River Museum	Smithfield	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
28. Transgariep Museum	Phillipolis	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends



THABO MOFUTSANYANA DISTRICT FIVE(5)

SITE/BUILDING	AREA	RISK LEVEL	DAY SHIFT DESCRIPTION	NIGHT SHIFT DESCRIPTION
1. Fateng Tse Ntsho	Pau; Roux	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
2. Senekal	Senekal	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
3. SL Sefatsa	Senekal	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
4. Thembalihle	Vrede	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
5. Zamani	Memel	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
6. Vrede	Vrede	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
7. Petrus Steyn	Petrus Steyn	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
8. Mamafubedu	Petrus Steyn	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
9. Clarens	Clarens	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
10. Mashaeng	Fourisburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
11. Marquard	Marquard	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
12. Moemaneng	Marquard	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
13. Lindley	Lindley	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends



SITE/BUILDING	AREA	RISK LEVEL	DAY SHIFT DESCRIPTION	NIGHT SHIFT DESCRIPTION
14. Ntha	Lindley	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
15. Leratswana	Arlington	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
16. Ezenzeleni	Warden	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
17. Warden	Warden	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
18. Ficksburg	Ficksburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
19. Meqheleng	Ficksburg	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
20. Bethlehem	Bethlehem	Low	X1 Gr C Security Guard, include public holidays & weekends	Armed Alarm Response, include public holidays & weekends
21. Bohlokong	Bethlehem	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
22. Bakenpark	Bethlehem	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
23. RJR Masiea	Phuthaditjhaba	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
24. RJR Masiea Children	Phuthaditjhaba	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
25. Kestell	Kestel	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
26. Harrismith	Harrismith	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
27. Intabazwe	Harrismith	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
28. Reitz	Reitz	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends



SITE/BUILDING	AREA	RISK LEVEL	DAY SHIFT DESCRIPTION	NIGHT SHIFT DESCRIPTION
29. Petsana	Reitz	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
30. Clocolan	Clocolan	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
31. Hlohlolwane	Clocolan	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
32. Tshiame	Tshiame	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
33. Morena Likhanga Moloi		Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
34. Diyatalawa	Diyatalawa	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
35. Thabo Mofutsanyana District Library Offices	Bethlehem	Low	X1 Gr C Security Guard, include public holidays & weekends	Armed Alarm Response, include public holidays & weekends
36. BCV Museum	Phuthaditjhaba – Golden Gate	Medium	X1 Gr C Security Guard, include public holidays & weekends – NKP requirements	X2 ARMED Gr C Security Guard, include public holidays & weekends – NKP requirements with armed response alarm system
37. Thabo Mofutsanyana Arts & Culture Centre	Phuthaditjhaba	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends
38. Thabo Mofutsanyana LTDC	Phuthaditjhaba – Charles Mopeli Stadium	Low	X1 Gr C Security Guard, include public holidays & weekends	X1 Gr C Security Guard, include public holidays & weekends

THE SERVICE PROVIDER(S) ARE EXPECTED TO QUOTE ALL ONE HUNDRED AND SIXTY EIGHT (168) SITES AS PER THE SPECIFICATION AND SHOULD BE DONE ON THE COMPANY LETTERHEAD AND SBD 3.1

SECURITY SERVICES	TOTAL COST PER MONTH
Overheads	R
Total bid price year 1	R
Total bid price year 2	R
Total bid price year 3	R
Total bid price (all costs included)	R



PRICE STRUCTURE TEMPLATE (SBD 3.1)

N.B. ALL Bid Price Proposals must be completed in line with the following requirements:

1. Provincial Office Bid price proposal must be based on **ALL OF THE BID SPECIFICATIONS, AND NOTHING MUST BE LEFT OUT**
2. A Bid Price Proposal excluding some of the required services (as outlined in the bid specifications) shall not be accepted
3. The Labour costs for the security staff (Supervisor and junior employees must not be below the approved sectoral wage determination as determined by the Department of Employment and Labour.

ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH THIS TEMPLATE SHALL BE ACCEPTED

Supervisor (only where a full-time supervisor is required)	Full Time (per month)
Basic salary	R
Provident Fund	R
Sick leave	R
Skills Development Levy (SDL)	R
UIF	R
Bonus	R
Other allowances (please specify)	R
	R
Total	R



Security officers (full time)	Full Time (per month)
Basic Salary	R
Provident Fund	R
Sick leave	R
Skill Development Levy (SDL)	R
UIF	R
Bonus	R
Other allowances (please specify)	R
Total monthly cost per security officer	R
Numbers of security officers	
Total monthly cost as per number of security officers	R

OVERTIME COST	
SUPERVISOR	
Saturday	R
Number of sessions (refer to tender document for specifications for after hours services)	
Sunday	R
Number of sessions (refer to tender document for specifications for after hours services)	R
SECURITY OFFICER	
Saturday	R
Number of sessions (refer to tender document for specifications for after house services)	R
Sunday	R
Number of sessions (refer to tender document for specifications for after hours)	
TOTAL COST FOR SECURITY OFFICERS	R
TOTAL COST (SUPERVISOR AND SECURITY OFFICERS COMBINED)	R



3. EVALUATION PROCESS

Phase 1:	Administrative compliance/submission of all returnable documents and completion of all returnable schedules
Phase 2	Functionality (specification evaluation)
Phase 3:	<p>80/20 preferential point system in terms of PREFERENTIAL PROCUREMENT REGULATIONS, 2022</p> <ul style="list-style-type: none">- 80 – Price (VAT and all taxes included)- 20- Specific goals Refer to SBD6.1 <p>- Specific goals: <i>relevant in accordance with the PPPFA that are contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender, or disability</i></p>

**SBD 4****BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the 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:

.....
.....

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.



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

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.



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, BIDDERS 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

1.2 To be completed by the organ of state

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

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
Total points for Price and SPECIFIC GOALS	100

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.



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:

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

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:

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

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

SPECIFIC GOALS	POINTS	POINTS	SUPPORTING DOCUMENTS TO ATTAIN POINTS
Women	5		COPY OF IDENTITY DOCUMENT SUPPORTED BY THE FOLLOWING: 1). COMPANY REGISTRATION DOCUMENTS (CK2) 2). CURRENT CSD REPORT
Free State and district-based company	15		1. Municipal Account 2. Lease agreement 3. Title deeds 4. Permission to occupy land signed by the traditional authority 5. A letter of confirmation of the address signed by the ward councillor Submission of either of the above support documents must be attached



4. DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.2. Company registration number:

4.3. 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]

4.4.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 the 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 forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....
.....



SECTION 2: INSTRUCTIONS ON SUBMISSION OF BIDS

1. BID VALIDITY PERIOD AND GENERAL REQUIREMENTS

- 1.1 Responses to this Request for Bid (RFB) received from bidders will be valid for 120 days starting from the closing date.
- 1.2 Bids must be submitted in a sealed envelope marked DSACRSEC2025/26. This is a request for bid for the provision of physical security and armed alarm response services to the department of sports, arts, culture and recreation buildings across the free state province office for thirty-six (36) months
- 1.3 The sealed envelope must be placed in the bid box at the Main Reception area of the SARC-Zana Building, Cnr Henry and Hill Street, No 3, Bloemfontein, by 11:00 a.m. on Friday, **19th DECEMBER 2025**.
- 1.4 Bids must be submitted in the prescribed response format, herein reflected as **Response Format.(PDF)**
- 1.5 The bid closing date, bidder name, and return address must also be endorsed on the envelope.
- 1.6 Suppose a courier service company is being used to deliver the bid response. In that case, the bid description must be endorsed on the delivery note/courier packaging, and the courier must ensure that documents are placed/deposited into the bid box, and the bid submission register is signed thereof. **The DSACR will not be held responsible for delays in submitting bid documents to the DSACR-SCM Office.**
- 1.7 Where a bid response is not in the bid box at the bid closing, such a bid document will be regarded as a late bid. **The SACR's policy is not to consider late bids for tender evaluation.**
- 1.8 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.
- 1.9 Bidders shall provide complete and accurate answers to all (including mandatory) questions posed in this document, and are required to explicitly state either "Comply" or "Not Comply" or "Partial" (with a ☐) regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.
- 1.10 **It is mandatory for the bidders to comply with the bid conditions.**

2. BID REQUIREMENTS:

- 2.1 All bidders must have a Valid verified bank account
- 2.2 All the relevant forms attached to these bidding documents must be completed and signed in ink, where applicable, by a duly authorized official.



3. SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO TAKE NOTE OF:

3.1 FRAUD AND CORRUPTION

All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004, and any other Act applicable.

3.2 NEGOTIATION

- 3.2.1 The department has the right to enter into negotiations with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.
- 3.2.2 The department shall not be obliged to accept the lowest of any bid, offer, or proposal in part or in whole.
- 3.2.3 All responses will be published within 10 days after the closing of the bid. A contract is only considered valid when it is reduced to writing in a contract form signed by the authorized representatives of both parties.
- 3.2.4 The designated responsible person of the department is the Accounting Officer or his/her written authorised delegate.

3.3 REASONS FOR REJECTION

- 3.3.1 The department shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.3.2 The Department may disregard the bidders that are restricted, or any of its directors:
 - Have abused the department's SCM system.
 - Have committed proven fraud or any other improper conduct in relation to such a contract.
 - Have failed to perform on any previous contract, and the proof exists.
 - Such actions shall be communicated to the National Treasury.

3.4 PAYMENTS

- 3.4.1 The department will pay the service provider the fee set out in the final contract.
- 3.4.2 No additional amounts will be payable by the department to the Contractor.
- 3.4.3 The Contractor shall, from time to time during the course of the contract, invoice the department for the services rendered.
- 3.4.4 No payment will be made to the contractor unless an invoice complying with section 20 of the VAT Act No 89 of 1991 has been submitted to the department
- 3.4.5 Payment shall be made into the bidder's bank account, generally within 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this BID is awarded.)
- 3.4.6 The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT, or other amounts of money required to be paid in terms of applicable law.

3.5 PRESENTATION / DEMONSTRATION

- 3.5.1 The department reserves the right to request site visits/presentations/demonstrations from the short-listed bidder/s if needed.



SECTION 3 EVALUATION AND CRITERIA

1. EVALUATION PROCESS

- 1.1 Criteria for preferential procurement shall be as stated when in our bid documents
- 1.2 All bids will be evaluated in terms of the preference point system, which comprises of the following:
 - 1.2.1 Phase 1: Pre-Evaluation
 - 1.2.2 Phase 2: Functionality Criteria
 - 1.2.3 Phase 3: Preference Point System
- 1.3 Compliance with minimum requirements and response requirements:

2. PRE-SELECTION: PHASE1

The Supply Chain Management will do pre-selection on the following requirements

NO.	DESCRIPTION	REQUIREMENTS: MANDATORY OR NON-MANDATORY	COMMENTS
1	Central Supplier Database (CSD) Report	MANDATORY	Bidders must be registered on the Central Supplier Database (CSD) on the National Treasury Website – www.csd.gov.za before submitting a bid.
2	Completed and duly signed Invitation to Bid Form- SBD 1	MANDATORY	Non-submission as well as incomplete SBD 1 form will result in disqualification.
3	Completed and duly signed Invitation to Bid Form- SBD 3.1	MANDATORY	Non-submission as well as incomplete SBD 3.1 form will result in disqualification.
4	Completed and duly signed Bidder's Disclosure Form- SBD 4	MANDATORY	Non-submission, as well as an incomplete SBD 4 form, will result in disqualification.
5	Completed and duly signed Preference Points Claim Form- SBD 6.1	MANDATORY	Failure to provide a completed and duly signed SBD 6.1 form will result in the forfeiture of preference points.
6	Valid Proof of registration with PSIRA as a security service provider as per section 21	MANDATORY	Valid proof of registration with PSIRA issued to the bidder. (Attach proof of valid PSIRA certificate)
7	Valid Proof of registration with PSIRA for all Member (s)/ Director(s)/ Partner(s) and Trustee(s) must be registered as a security service provider as per section 20	MANDATORY	Valid proof of registration with PSIRA issued to the Member's (Director(s), Partner(s), and Trustee(s) must be registered as a security service provider w (Attach proof of valid PSIRA certificate).
8	COIDA Letter of good standing or letter for tender purposes.	MANDATORY	Valid letter (not expired at submission date) of Good standing for the Compensation for Occupational Injuries and Disease Act (COIDA) relevant to security services. (Attach proof of valid COIDA certificate or letter for tender purposes).
9	Valid Letter of Compliance from the Private Security Services Provident Fund (PSSPF) or a letter for tender purposes.	MANDATORY	Valid Letter (not expired at date of submission) of compliance from the Private Security Services Provident Fund (PSSPF) certificate or letter for tender purposes. (Attach proof of valid letter of compliance, certificate, or letter for tender purposes)
10	The service provider must provide a valid ICASA license to operate a 2-way radio.	MANDATORY	Attach proof of a valid ICASA license. NB: If the ICASA license belongs to a third party, please submit the signed service level agreement.
11	The service provider must comply with the basic condition of employment act as well as labour relation act	Mandatory	Salary slip of supervisor and the security guard



3. FUNCTIONALITY CRITERIA: PHASE 2

- 3.1 Criteria for preferential procurement shall be as stated when in our bid documents.
- 3.2 All remaining bids that have complied with the pre-selection criteria will be evaluated as follows:
 - 3.2.1 Functionality will be done according to the evaluation criteria as set, whereby respondents who do not achieve the minimum score will be eliminated.
 - 3.2.2 The minimum threshold to qualify for the next phase is 70 points. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price or specific goals.

4. PREFERENCE POINT SYSTEM AND PRICE: PHASE 3

- 4.1 The financial proposal should include VAT (If applicable) and other costs.
- 4.2 Bidders should indicate the price per milestone/deliverable to be executed.
- 4.3 Bidders are also required to complete the pricing schedule following the scope of work
- 4.4 All bids will be evaluated in terms of the preference point system, as follows:

CRITERIA	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL	100 points

5. KINDLY NOTE THAT:

- 5.1 If not all of these documents are included, the bidder may be disqualified for non-compliance.
- 5.2 The same documents must be submitted for all other companies involved in the tender in case of a consortium.
- 5.3 All prospective bidders will be subjected to security company screening (SSA)
- 5.4 Mandatory documents are as follows:
 - 5.4.1 Letter of good standing from PSIRA
 - 5.4.2 Certified copy of proof of registration with PSIRA
 - 5.4.3 Valid Tax compliance status pin issued by SARS
 - 5.4.4 A copy of the company registration documents (CK)
 - 5.4.5 Certified copy/s of the company owner(s) ID book(s), not older than three (03) months certification.
 - 5.4.6 Attach proof of municipal rates Account not for more than (03) months, OR a formal lease agreement for rental premises, OR a letter from the traditional authority in cases of non-ratable areas. (Attach for both the entity and the directors of the company)

6. FUNCTIONALITY AND PREFERENCE POINTS SYSTEM (PRICE AND SPECIFIC GOALS)

- 6.1 All remaining bids that have complied with the pre-selection criteria will be evaluated as follows:
 - 6.1.1 Functionality will be done in terms of the evaluation criteria as set out below, whereby respondents who do not achieve the minimum score will be eliminated.
 - 6.1.2 The minimum threshold to qualify for the next phase is 70% of 125 points. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and specific goals .



7. FUNCTIONALITY CRITERIA AND WEIGHT

No	Criteria	Weights
1	<p>CONTACTABLE REFERENCES LETTERS</p> <p>Provide letters that indicate contactable references where physical security services have been delivered. The list must contain the following information: Client name and contact details; Contract description and services performed; Contract period (start and end dates not older than 5 years, with all the required information that states the quality and performance of the service rendered); Years to be considered (2020-2025)</p> <ul style="list-style-type: none"> Reference Letter and corresponding purchase order/award letters amounting to R20 million or more over three years = (25 points) Reference Letter and with corresponding purchase order/award letters amounting to R15 million to R20 million rand over three years = (15 points) Reference Letter and with corresponding purchase order/award letters amounting to R10 million to R15 million rand over three years = (10 points) Reference Letter and with corresponding purchase order/award letters below R10 million rand and over three years = (05 points) Non-submission or reference letter without Purchase order/ Award letter or Purchase Order without Reference letter (0 points) <p>Department reserves the right to contact these references directly and without your intervention, and if your reference does not confirm the information provided, the reference letter will not be considered</p>	25
2	<p>EXPERIENCE OF THE TENDERING ENTITY FOR RENDERING SECURITY SERVICES</p> <p>Company profile demonstrating years of active experience in security services rendered, within a National Key Point environment or High Security Environment, and high-value commodities. Bidders are required to indicate the years they have provided security services (this refers to the years in which they have been involved in security operations, not the year of company registration).</p> <ul style="list-style-type: none"> More than 5 years' experience within a National Key Point environment or High-Security Environment, similar to a department and high-value commodities (15 points) More than 3-5 years' experience within a National Key Point environment or High Security Environment, similar to a department and high-value commodities. = (10 points) More than 2-3 years' experience within a National Key Point environment or High-Security Environment, similar to department and high-value commodities = (5 points) 1-2 years' experience within a National Key Point environment, similar to a department or a High-Security Environment and high-value commodities = (0 points) 	15
3	<p>EXPERTISE OF THE KEY PERSONNEL & QUALIFICATION FOR RESOURCES ASSIGNED TO UNDERTAKE THE WORK</p> <p>EXPERIENCE OF THE SITE MANAGER</p> <ul style="list-style-type: none"> More than 5 years' Experience in Security as the site manager, Grade 12 or NQF L6 registered with PSIRA Grade A, = 10 points 3-5 years' Experience in Security as the site Manager, Grade 12, registered with PSIRA Grade A, = 5 points Less than 3 years' experience = 0 points <p>Please attach a CV with clear years of experience for the proposed Site Manager and Copies of their qualifications, including affiliations with relevant professional bodies</p>	10



4.	<p>EXPERIENCE OF THE SHIFT SUPERVISORS: -</p> <ul style="list-style-type: none"> Over 5 years' Experience in Security as the site supervisor with Security Grade B Certificate, Grade 12, (registered Grade B with PSIRA), = 10 points Over 3-5 years' Experience in Security as the site supervisor with a Security Grade B Certificate and Grade 12, registered Grade B with PSIRA = 5 points 3 years and lesser experience = 0 points <p>Please attach a CV with clear years of experience for the proposed Site Manager and Copies of their qualifications, including affiliations with relevant professional bodies.</p>	10
5	<p>BIDDER'S CAPACITY TO DELIVER - MANPOWER</p> <p>The service provider must demonstrate that they have the necessary capacity to provide the required service to the department throughout this contract, which may include, but is not limited to, the following:</p> <ul style="list-style-type: none"> ➤ The company has the capacity to deliver in terms of available resources, staff, and security guards. <p>NB:</p> <ul style="list-style-type: none"> ▪ Submit a list of security guards registered with PSIRA under the company's employment who are readily available or can be allocated for this project. The list must indicate the guard's name, ID Number, and PSIRA registered grade. ➤ NB: The List should be retrieved from the PSIRA website ▪ More than 135 security guards in the company, excluding office staff = (20 points) ▪ 100 – 135 security guards in the company, excluding office staff = (10 points) ▪ 80 - 100 security guards in the company, excluding office staff = (05 points) ▪ Less than 80 security guards in the company, excluding office staff = (0 points). 	20
6	<p>BIDDER'S CAPACITY TO DELIVER – VEHICLES</p> <p>Bidder to provide proof that they have the vehicles/capacity available to service the department as per the tender scope – Own and/or Leased Vehicles. The service provider must provide the necessary vehicles with armed guards specifically for the department, Contract:</p> <ul style="list-style-type: none"> ▪ 10x rapid response team vehicles– (20 points) ▪ 5 x rapid response team vehicles – (10 points) ▪ Below 5 rapid response team vehicles – (0 points) <p>Bidders must attach vehicle registration documents or a lease agreement supported with all vehicle information</p>	20
7	<p>FINANCIAL STANDING OF THE TENDERING ENTITY</p> <p>The bank rating letter was stamped within three (3) months of the closing date of this tender, signed by the issuing institution, and supported by audited financial statements for the past three (3) years or since the institution's establishment.</p> <ul style="list-style-type: none"> • Bank Code A = (25 points) • Bank Code B = (15 points) • Bank Code C = (05 points) • No Bank Code or Bank Code below a C = (0 points) <p>Bidder must attach the tendering entity's Bank-stamped (physical or e-stamped) and signed Bank Rating Letter. The Bank rating letter must be stamped within 3 months of the closing date. The department reserves the right to validate the bank letter and report any misrepresentation to the Bank and Treasury.</p>	25
	TOTAL POINTS	125



8. SAFETY AND CONTROL ROOM EVALUATION FORM

	CRITERIA	REMARKS FROM EVALUATION OFFICER	POINTS AWARDED
1	CONTROL ROOM		15 POINTS
1.1	Base Radio		
1.2	Patrolling system: Checkpoints should be installed at strategic places on the site.		
1.3	An emergency call-out system should be installed at the side.		
2.	SECURITY AIDS		15 POINTS
2.1	Handheld two-way radios or cell phones		
2.2	Torches		
2.3	Batons		
2.4	Handcuffs		
2.5	Registers: Occurrence books and access Control permits should be available.		
2.6	Uniforms/Marked & Equipped Vehicles		
2.7	Firearm (where necessary)		
3.	BASIC CONDITIONS OF EMPLOYMENT		05 POINTS
3.1	Proof of basic salary should be given on the day of inspection (PSIRA, COID, UIF, AND PROVIDENT FUND)		
	PRISA COMPANY ACCREDITATION	05 POINTS	15 POINTS
	Valid certified certificate		
	POINTS SCORED		
	MAXIMUM POINTS		50

COMPULSORY DOCUMENTS Stage 1: Check for compulsory documents. All compulsory documents must be submitted; otherwise, the bidder will be disqualified



SECTION 4. CONDITIONS AND UNDERTAKINGS BY BIDDER(S)

1. BID CONDITIONS

- 1.1 The Tender forms should not be retyped or redrafted, but photocopies may be prepared and used. However, only documents with the original signature in black ink shall be accepted.
- 1.2 Black ink should be used when completing Bid documents.
- 1.3 Bidders should check the numbers of the pages to satisfy themselves that none is missing.
- 1.4 DSACR will accept NO liability in regard to anything arising from the fact that pages are missing.
- 1.5 I/We hereby tender to supply all or any of the supplies and/or to procure all or any of the service described in the attached documents to DSACR on the terms and conditions and in accordance with the specifications stipulated in the Tender documents (and which shall be taken as part of, and incorporated into, this Tender) at the prices inserted therein.
- 1.6 I/We agree that -
 - 1.6.1 The offer herein shall remain binding upon me/us and open for acceptance by DSACR during the validity period indicated and calculated from the closing hour and date of the Tender.
 - 1.6.2 The laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Tender and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and
- 1.7 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Tender that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 1.8 I/We hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this Tender as the Principal(s) liable for the due fulfillment of this contract.

2. TENDER CONDITIONS

- 2.1 Bidders shall provide full and accurate answers to all questions posed in this document, and, are required to explicitly state either "Comply" or "Not Comply" or "Partial" (with a)" regarding compliance with the requirements. Where necessary, the tenderer shall substantiate their response to a specific question.
- 2.2 A " " under "Accept" will be interpreted as full compliance/acceptance to the applicable paragraph.
- 2.3 A " " under "Accept" will be interpreted that the tenderer/s has/have read and understood the paragraph, but the tenderer does not accept the content of the applicable paragraph.
- 2.4 The following Tender conditions will govern the contract between the DSACR and the successful tenderer:



2.4.1 BIDDERS ACCEPTANCE QUESTIONNAIRE

NO	REQUIREMENT	ACCEPT	NOT ACCEPT
1	Bidders are invited to offer the Services/Products in accordance with the attached Specifications and the conditions within this document.		
2	Fully comprehensive service documentation shall be supplied in English by each Tenderer, which shall explicitly and in detail describe the service/s offered. This documentation shall include sufficient detail to give the reader a precise and unambiguous description of the service/s offered. Incomplete or incomprehensive service documentation will result in rejection of the offer.		
3	DSACR reserves the right to evaluate and consider any bid that do not comply strictly to this RFB		
4	Acceptance of any bid will only indicate, without any obligations on the part of either DSACR and/or a Tenderer, the willingness of such parties to enter into negotiations, which may or may not result in a contract/order as the case may be.		
5	DSACR reserves the right to make a selection solely on the information received in the bid to negotiate further with one or more Tenderer/s.		
6	The Tenderer/s selected for further negotiations, if any, will be chosen on the basis of the greatest benefit to DSACR and not necessarily on the basis of lowest price or any other criteria.		
7	Should DSACR consider it necessary, the Tenderer/s shall agree to an inspection of the resources and works of the Tenderer, if so required?		
8	Should DSACR consider it necessary, will visit the Tenderer/s customer sites.		
9	DSACR reserves the right: <ul style="list-style-type: none"> To cancel this Request at any time. Not to accept any Tender. To accept one or more Tenders for further negotiation AND. To make a selection solely on the information received in the Tenders or to negotiate further with one or more Tenderer/s. AND To contact any Tenderer during the evaluation period, to clarify information only, without informing any other Tenderer. 		

3. CHECKLIST OF DOCUMENTS TO BE SUBMITTED - PLEASE TICK IN THE RELEVANT BLOCK BELOW

YES	NO	Compulsory Documents
		One original tender document and a Memory stick with a PDF document saved.
		Recent Proof that the service provider is registered with CSD must be tax-compliant as of the date of the advertisement.
		List and letters of references for past and present clients (Company Name, Department, contact person, Telephone Number, and e-mail address) must be on the client's company letterhead, corresponding with appointment letters or Purchase orders for work experience.
		Detailed company profile (company information)
		PSIRA Security registered body documents



4. BIDDER'S UNDERTAKINGS/ COMMITMENTS

Bidders must indicate their compliance to the requirements with YES/NO in the table provided below:

		CONFIRM COMPLIANCE (YES / NO)
1.	All security guards provided by the bidder must be registered as security officers in accordance with Section 20 of the Private Security Industry Regulation Act. The valid certificates must be provided to the department on inception of the contract and on an annual basis for the duration of the contract.	
2.	The number of security guards must be representative of both genders (male and female).	
3.	For emergency services, staff should be replaced with backup staff as per department requirements.	
4.	The service provider undertakes to comply with the Occupational Health and Safety Act 85 of 1993.	
5.	The service provider must provide all staff working under this contract with branded uniforms, which state the name of the service provider and can be clearly distinguished from other service providers, department staff, etc. The department reserves the right to order the immediate removal of a staff member who does not adhere to this arrangement.	
6.	The service provider must provide all staff working under this contract with name tags.	
7.	The service provider must ensure that all staff working under this contract are adequately trained as per the department requirements prior to the commencement of the contract.	

5. REASONS FOR DISQUALIFICATION

5.1 DACR reserves the right to disqualify any bidder that does any one or more of the following, and such disqualification may take place without prior notice to the offending tenderer, however the tenderer shall be notified in writing of such disqualification:

- 5.1.1 Bidders who are blacklisted.
- 5.1.2 Bidders who are not registered on Central Supplier Database. / Not applicable to international companies.
- 5.1.3 Bidders who submitted incomplete information and documentation according to the requirements of BID
- 5.1.4 Bidders who submitted information that is fraudulent, factually untrue, or inaccurate, for example memberships that do not exist, company credentials, experience, etc.
- 5.1.5 Bidders who received information not available to other vendors through fraudulent means.
- 5.1.6 Bidders who in the past abused DSACR's procurement system:
- 5.1.7 Bidders who failed to perform on their previous contracts with DSACR or any of their references
- 5.1.8 Bidders that do not have the relevant Qualification will be disqualified.



SECTION 5. OBJECTIVES OF THE REQUIRED SERVICE

1. OBJECTIVE OF SERVICE

- 1.1 The department in terms of its mandate, conducts specialised operations. This requires that the building in which the department operates, as well as the personnel and assets, be protected by security officers on a 24/7 hour shift and 5 days a week (Monday to Friday), including weekends and holidays.

2. SCOPE OF WORK

- 2.1 The purpose of the security service is to prevent unauthorized access by persons and vehicles, introduce any dangerous objects at the department buildings, and safeguard the people, property, premises, and vehicles. The bidder must execute the service in accordance with the following acts:
- 2.1.1 The application of the Control of Access to Public Premises and Vehicle Act, 1985, Sections 2, 3, and 4, and C5.
 - 2.1.2 The application of the Criminal Procedure Act, Act 51 of 1977, Section 20, 23(b) (as amended in the Criminal Procedure Amendment Act, 33 of 1986) Section 24, 29, and 42 (as amended in the Amendment of the Criminal Law Amendment Act, 59 of 1983) as well as Sections 46, 49, 50, and 51
 - 2.1.3 Section 13 of the Constitution regarding violations must be avoided.
- 2.2 A service provider is required to provide physical security services per shift: day shift from 06h00 to 18h00 and relief shift from 18h00 to 06h00, if stated in the specification.
- 2.3 Physical security should also cover public holidays and the annual shutdown period between December and January.
- 2.4 The department does not provide transport to and from the premises.
- 2.5 The appointed service provider must ensure that the security personnel come to work on time. When the service provider replaces his / her resources, the department will be required to see the same confirmation as above.
- 2.6 The security company must have a well-established and equipped 24-hour security control room within a 50km of the deployment site, accessible during emergencies. (Site inspection will be conducted for the shortlisted candidates)
- 2.7 Response time in emergency must consist of an armed response team (large enough to adequately deal with an emergency), including, where required, a hostage negotiator who can reach the department office(s) within 10 minutes of the callout.
- 2.8 The security company is to provide an occurrence book.
- 2.9 The security personnel on site must ensure that all incidents are recorded in the Occurrence book and reported to the site supervisor and the relevant person at the department.
- 2.10 The book must be made available to the department as and when required.
- 2.11 The book shall remain the property of the department
- 2.12 The department has thus identified the requirements for this specific type of service as listed below:
- 2.12.1 Proposed Requirements:
 - (a) 2 x Grade C security officers during the day on weekdays (Mon–Fri). At least one security officer must be a female.
 - (b) 2x PTT (Push to Talk solution) at no cost to the department.
 - (c) A panic button linked to armed response at no cost to the department.
 - (d) The security company must provide two (2) sets of corporate uniforms for security officers, covering two (2) seasons—winter and summer—and should pre-communicate this to the department.



2.13 Security Officer assigned:

- 2.13.1 The security officer should sign a “Standard Operating Procedures” agreement stipulating their responsibilities and behaviour when on site.
- 2.13.2 The service provider should provide a pro-forma agreement relevant to the above roles.
- 2.13.3 The department reserves the right to amend the agreement to suit the specific needs of the department
- 2.13.4 All relevant security training must be provided to all security officers before they are allowed on site. They should also receive regular, updated training. Details of the training schedules and content should be provided in the tender response.
- 2.13.5 Minimum training expected is as follows:
 - 2.13.5.1 Standard operating procedures.
 - 2.13.5.2 Close-quarter combat
 - 2.13.5.3 Basic Firefighting/ Marshall
 - 2.13.5.4 Basic First Aid
- 2.13.6 Monthly meetings between the department representative and the service provider’s site/operations manager must be held. The topics discussed at these meetings will be discussed with department management. The service provider will provide minutes of these meetings.
- 2.13.7 The service provider site manager must send the department monthly reports containing all issues, incidents, and occurrences and the required remediation responses.
- 2.13.8 The service provider must document specific duties for Grade C security officers. The tender response should include a list of standard duties for Grade C.
- 2.13.9 The minimum duties for a specified grade of security officers are stipulated below:
 - 2.13.9.1 Grade C Security Officer:
 - (a) Always wear a corporate uniform when on duty.
 - (b) Proper shift handover to be followed per procedure drafted by the Centre and service provider.
 - (c) Ensure all posts are constantly manned.
 - (d) Proper and professional communication must always be practiced.
 - (e) Recording, updating, and reporting of incidents and occurrences in the records book with actions taken
 - (f) Random visual external observations must be made from time to time to determine external risk
 - (g) Comply with standard operating procedure.
 - (h) Must be able to operate the X-Ray scanners for goods and people at the building entrances.
 - (i) Must keep a record of all electronic devices not belonging to the department that are brought into the department, and a register book will be provided.
 - (j) Regular patrolling of the building.
 - (k) Keep a record of the visitor’s firearm. (A register will be provided.)



3. SPECIAL TERMS & CONDITIONS

- 3.1 Bidders must provide the names, physical and postal addresses, telephone and fax numbers of their Gauteng provincial offices, control room (s), and head office.
- 3.2 Bidders must provide the names, identity numbers, and street addresses of all directors, stakeholders, and members or partners of their companies or close corporations or partnerships, respectively.
- 3.3 The prospective service provider must be a South African registered entity and a Controlled entity, and all its security officers must be South African citizens with valid South African identity (ID) documents or smart cards.
- 3.4 Provide the South African Police Services with the criminal status Clearances of the security officers who will form part of the deployment complement.
Provide proof of school/tertiary qualifications, firearm training, and PSIRA qualifications of the site manager and security officers. Certificates are to be verified and examined by department officials and produced for inspection as and when required.
- 3.5 On award, bidders must consent to signing a Declaration of Confidentiality or Oath of Secrecy regarding any department and/or concession clients' information handled by the service provider.
- 3.6 Additional security officers who will be utilised for ad hoc situations at department premises shall also undergo the necessary security record checks conducted by the State Security Agency (SSA) and/or South African Police Services (SAPS).

4. SPECIAL CONDITIONS AND CONTRACT MANAGEMENT

4.1 SPECIAL CONDITIONS APPLICABLE TO THIS BID

The Department may, at its sole discretion, cancel this bid.

- 4.1.1 Thirty days (30 days) referred to in the General Conditions of Contract paragraph 27.2 applies. Suppose the service provider is found to have engaged in fraudulent activities or caused the Department to incur irregular expenditure. In that case, the Department reserves the right to cancel the bid and any subsequent SLA immediately. The repercussions for the Service Provider's conduct may include blacklisting, which would prevent them from doing business with the government for 10 years.
- 4.1.2 The Department may, at its discretion, require that each employee of appointed service providers, contractors, or other participants sign a code of conduct to promote ethical behaviour. The Department may, at its sole discretion, prohibit any person found to be in breach of such code of conduct from further participation or involvement in the project.
- 4.1.3 Additional conditions for an applicant who wants to apply as a Consortium / Joint Venture. It is recognised that applicants may wish to form consortia or joint ventures to respond to this bid. The following guidelines apply:
 - 4.1.3.1 Bidders are prohibited from being part of more than one consortium / joint venture and from submitting an individual bid and a bid as part of a consortium / joint venture.
 - 4.1.3.2 The others shall nominate one of the members as authorised to be the lead applicant, and this authorisation shall be included in the agreement between the consortium members.
 - 4.1.3.3 The lead applicant in the Consortium or Joint Venture must satisfy all the administrative requirements contained in the ToR and submit all the relevant documents necessary to meet the minimum application requirements.
 - 4.1.3.4 Other consortium or joint venture members must comply with the requirements in line with the Service Provider Funding Policy prescripts for the respective Service Provider categories.
 - 4.1.3.5 The consortium/joint venture submission must be signed off by each institution/organisation to be legally binding on all consortium members.



- 4.1.3.6 The lead applicant shall be the only authorised party to make legal statements, communicate with the department, and receive instructions for and on behalf of all the consortium members.
- 4.1.3.7 The lead applicant is responsible for delivering services and meeting the conditions outlined in this bid.
- 4.1.3.8 A copy of the agreement entered and signed by all members of the consortium or joint venture, indicating each party's respective responsibilities, shall be submitted with the consortium proposal.
- 4.1.3.9 Indicate how the joint venture/ consortium will be managed in case of a dispute arising during the programme's implementation period (Provide a contingency plan of managing any possible conflicts).

4.2 CONTRACT MANAGEMENT

- 4.2.1 The successful bidder will be expected to enter a service-level agreement (SLA) with the Department of Sport, Arts, Culture and Recreation. The National Treasury General Conditions of Contract (GCC) will form part of the SLA, which will be concluded between the Department and the successful bidder.
- 4.2.2 The SLA will include project assignments that will address each project deliverable. The SLA may further establish a Project Steering Committee to manage, monitor, and oversee the project, such as:
 - 4.2.2.1 Ensure that services are rendered in a timely manner.
 - 4.2.2.2 Render a quality assurance function; and
 - 4.2.2.3 Ensure that the project remains within the allocated budget.
- 4.2.3 The SLA will include a detailed payment schedule. Therefore, payments will only be approved and processed based on the achievement of deliverables as outlined in the implementation plan and/or project plan, as well as the completion of related project tasks.
- 4.2.4 If the parties (the Department and the appointed service provider) are unable to reach an agreement on the special conditions of contract (SLA) after 14 calendar days of the date on which the bid award is communicated to the service provider, then the Department reserves the right to cancel the award to the service provider and to appoint another service provider.

4.3 BIDDERS SHOULD NOTE THAT:

- 4.3.1 All information related to this bid, or information provided to the service provider after the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of the department
- 4.3.2 All rights, title, and ownership of any Intellectual Property developed by or for the service provider or independently and outside of the execution/production of the deliverables related to this bid and provided during this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- 4.3.3 To the extent that the service provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the service provider's property and the department shall acquire no right or interest therein. Service Provider shall grant Department a non-exclusive, royalty-free, nontransferable licence to use such Background IP strictly to benefit from the Deliverables into which such Background IP has been incorporated.
- 4.3.4 No amendments to the SLA or any variation, waiver, relaxation, or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

5. DURATION OF THE CONTRACT

- 5.1 The department wishes to enter a thirty-six (36) month contract from the date of appointment, which is reviewed annually.
- 5.2 The department reserves the right to terminate the contract if the service provider does not perform according to the service requirements