

DESCRIPTION	REQUIRED	TENDE R NO	CLOSING DATE																										
<p>Rendering of a Security Service for period of 36 months at the following offices (Northern Cluster):</p> <ul style="list-style-type: none"> • Kroonstad Labour Centre • Welkom Labour Centre • Sasolburg Labour Centre • Parys Satellite Office <p>All bids response will be evaluated into four Phases:</p> <ul style="list-style-type: none"> ➤ Phase 1: Administrative Pre-qualification requirements ➤ Phase 2: Mandatory requirements ➤ Phase 3: Evaluation on Functionality requirements ➤ Phase 4: Evaluation on Price and Specific Goals <p>Functionality requirements: Bidders should score 70/100 points or more in order to qualify to move to the Preference Point System:</p>	<p>Department of Employment and Labour Free State: Management Support Service</p>	<p>FSDEL 03/2026</p>	<p>11/03/2026</p>																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="118 577 181 607">NO</th> <th data-bbox="181 577 922 607">EVALUATION CRITERIA</th> <th data-bbox="922 577 1102 607">POINT</th> </tr> </thead> <tbody> <tr> <td data-bbox="118 607 181 898">1</td> <td data-bbox="181 607 922 898"> <p>Project Execution Plan</p> <ul style="list-style-type: none"> i. Tabling daily activities shift roster (2), Occurrence book (1) and supervisory activities (2) =Total points 5 ii. Detailed response plan (6), Response time in an event of emergency (4) = Total Points 10 iii. Provide a detailed Operational Plan on how the work will be completed and managed in line with RFP =Total points 10 <p>NB: No points will be allocated on information that is not provided by the bidder</p> </td> <td data-bbox="922 607 1102 898">25</td> </tr> <tr> <td data-bbox="118 898 181 1682">2</td> <td data-bbox="181 898 922 1682"> <p>Security Service Experience: Bidder must submit proof to demonstrate a minimum experience of delivering security service.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="181 987 517 1016">Years of Experience</th> <th data-bbox="517 987 922 1016">Points allocated</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 1016 517 1077">Less than 1 year experience</td> <td data-bbox="517 1016 922 1077">(0)</td> </tr> <tr> <td data-bbox="181 1077 517 1167">From 1 year but less than 2 years relevant experience</td> <td data-bbox="517 1077 922 1167">(5)</td> </tr> <tr> <td data-bbox="181 1167 517 1256">From 2 years but less than 3 years relevant experience</td> <td data-bbox="517 1167 922 1256">(10)</td> </tr> <tr> <td data-bbox="181 1256 517 1346">From 3 years but less than 4 years relevant experience</td> <td data-bbox="517 1256 922 1346">(15)</td> </tr> <tr> <td data-bbox="181 1346 517 1435">From 4 years but less than 5 years relevant experience</td> <td data-bbox="517 1346 922 1435">(20)</td> </tr> <tr> <td data-bbox="181 1435 517 1464">From 5 years and above</td> <td data-bbox="517 1435 922 1464">(30)</td> </tr> </tbody> </table> <p>NB:</p> <ul style="list-style-type: none"> • No points will be allocated where bidders did not provide any reference letter. • Contract running concurrently will be regarded as one in years of experience. • Confirmation of experience will be made and any misrepresentation will lead to disqualification </td> <td data-bbox="922 898 1102 1682">30</td> </tr> <tr> <td data-bbox="118 1682 181 1973">3</td> <td data-bbox="181 1682 922 1973"> <p>Financial Management (Bank Grading Certificate)</p> <p>Grade A (20) Grade B (15) Grade C (10) Grade D (05)</p> <p>NB: Grade E and below will not be awarded points (e.g. Grade F, Grade G, Grade H etc. will not be awarded points)</p> </td> <td data-bbox="922 1682 1102 1973">20</td> </tr> <tr> <td data-bbox="118 1973 181 2132">4</td> <td data-bbox="181 1973 922 2132"> <p>1. Proof of Vehicles</p> <p>Attach Valid Vehicles Registration Certificates under the company name:</p> <ul style="list-style-type: none"> • 1 vehicle certificate= 5 points • 2 vehicles certificates= 10 points </td> <td data-bbox="922 1973 1102 2132">25</td> </tr> </tbody> </table>	NO	EVALUATION CRITERIA	POINT	1	<p>Project Execution Plan</p> <ul style="list-style-type: none"> i. Tabling daily activities shift roster (2), Occurrence book (1) and supervisory activities (2) =Total points 5 ii. Detailed response plan (6), Response time in an event of emergency (4) = Total Points 10 iii. Provide a detailed Operational Plan on how the work will be completed and managed in line with RFP =Total points 10 <p>NB: No points will be allocated on information that is not provided by the bidder</p>	25	2	<p>Security Service Experience: Bidder must submit proof to demonstrate a minimum experience of delivering security service.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="181 987 517 1016">Years of Experience</th> <th data-bbox="517 987 922 1016">Points allocated</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 1016 517 1077">Less than 1 year experience</td> <td data-bbox="517 1016 922 1077">(0)</td> </tr> <tr> <td data-bbox="181 1077 517 1167">From 1 year but less than 2 years relevant experience</td> <td data-bbox="517 1077 922 1167">(5)</td> </tr> <tr> <td data-bbox="181 1167 517 1256">From 2 years but less than 3 years relevant experience</td> <td data-bbox="517 1167 922 1256">(10)</td> </tr> <tr> <td data-bbox="181 1256 517 1346">From 3 years but less than 4 years relevant experience</td> <td data-bbox="517 1256 922 1346">(15)</td> </tr> <tr> <td data-bbox="181 1346 517 1435">From 4 years but less than 5 years relevant experience</td> <td data-bbox="517 1346 922 1435">(20)</td> </tr> <tr> <td data-bbox="181 1435 517 1464">From 5 years and above</td> <td data-bbox="517 1435 922 1464">(30)</td> </tr> </tbody> </table> <p>NB:</p> <ul style="list-style-type: none"> • No points will be allocated where bidders did not provide any reference letter. • Contract running concurrently will be regarded as one in years of experience. • Confirmation of experience will be made and any misrepresentation will lead to disqualification 	Years of Experience	Points allocated	Less than 1 year experience	(0)	From 1 year but less than 2 years relevant experience	(5)	From 2 years but less than 3 years relevant experience	(10)	From 3 years but less than 4 years relevant experience	(15)	From 4 years but less than 5 years relevant experience	(20)	From 5 years and above	(30)	30	3	<p>Financial Management (Bank Grading Certificate)</p> <p>Grade A (20) Grade B (15) Grade C (10) Grade D (05)</p> <p>NB: Grade E and below will not be awarded points (e.g. Grade F, Grade G, Grade H etc. will not be awarded points)</p>	20	4	<p>1. Proof of Vehicles</p> <p>Attach Valid Vehicles Registration Certificates under the company name:</p> <ul style="list-style-type: none"> • 1 vehicle certificate= 5 points • 2 vehicles certificates= 10 points 	25
NO	EVALUATION CRITERIA	POINT																											
1	<p>Project Execution Plan</p> <ul style="list-style-type: none"> i. Tabling daily activities shift roster (2), Occurrence book (1) and supervisory activities (2) =Total points 5 ii. Detailed response plan (6), Response time in an event of emergency (4) = Total Points 10 iii. Provide a detailed Operational Plan on how the work will be completed and managed in line with RFP =Total points 10 <p>NB: No points will be allocated on information that is not provided by the bidder</p>	25																											
2	<p>Security Service Experience: Bidder must submit proof to demonstrate a minimum experience of delivering security service.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="181 987 517 1016">Years of Experience</th> <th data-bbox="517 987 922 1016">Points allocated</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 1016 517 1077">Less than 1 year experience</td> <td data-bbox="517 1016 922 1077">(0)</td> </tr> <tr> <td data-bbox="181 1077 517 1167">From 1 year but less than 2 years relevant experience</td> <td data-bbox="517 1077 922 1167">(5)</td> </tr> <tr> <td data-bbox="181 1167 517 1256">From 2 years but less than 3 years relevant experience</td> <td data-bbox="517 1167 922 1256">(10)</td> </tr> <tr> <td data-bbox="181 1256 517 1346">From 3 years but less than 4 years relevant experience</td> <td data-bbox="517 1256 922 1346">(15)</td> </tr> <tr> <td data-bbox="181 1346 517 1435">From 4 years but less than 5 years relevant experience</td> <td data-bbox="517 1346 922 1435">(20)</td> </tr> <tr> <td data-bbox="181 1435 517 1464">From 5 years and above</td> <td data-bbox="517 1435 922 1464">(30)</td> </tr> </tbody> </table> <p>NB:</p> <ul style="list-style-type: none"> • No points will be allocated where bidders did not provide any reference letter. • Contract running concurrently will be regarded as one in years of experience. • Confirmation of experience will be made and any misrepresentation will lead to disqualification 	Years of Experience	Points allocated	Less than 1 year experience	(0)	From 1 year but less than 2 years relevant experience	(5)	From 2 years but less than 3 years relevant experience	(10)	From 3 years but less than 4 years relevant experience	(15)	From 4 years but less than 5 years relevant experience	(20)	From 5 years and above	(30)	30													
Years of Experience	Points allocated																												
Less than 1 year experience	(0)																												
From 1 year but less than 2 years relevant experience	(5)																												
From 2 years but less than 3 years relevant experience	(10)																												
From 3 years but less than 4 years relevant experience	(15)																												
From 4 years but less than 5 years relevant experience	(20)																												
From 5 years and above	(30)																												
3	<p>Financial Management (Bank Grading Certificate)</p> <p>Grade A (20) Grade B (15) Grade C (10) Grade D (05)</p> <p>NB: Grade E and below will not be awarded points (e.g. Grade F, Grade G, Grade H etc. will not be awarded points)</p>	20																											
4	<p>1. Proof of Vehicles</p> <p>Attach Valid Vehicles Registration Certificates under the company name:</p> <ul style="list-style-type: none"> • 1 vehicle certificate= 5 points • 2 vehicles certificates= 10 points 	25																											

- 3 vehicles certificates= 15 points
 - 4 or More vehicles certificates= 20 points
2. **Provide pictures** of staff in company uniform and security aid according to the specification requirements (5)

NB: Where certificates and pictures are not provided, the bidder will not be awarded points

Total **100**

The 20 points for Specific goals for the Department are allocated as follows:

Specific Goals	Points Allocated	Conditions
Women	05	Women ownership that is less than 100% will be proportionally allocated points based on percentage
SMME's	06	6 points will only be allocated to medium enterprises with annual turnover <R10 million, turnover above R10 million no points awarded).
HDI	04	HDI Ownership that is less than 100% will be proportionally allocated points based on percentage
Disabled	03	Disable Individual Ownership that is less than 100% will be proportionally allocated points based on percentage
Locality	02	No points will be awarded for bidders outside the Fezile Dabi and Lejweleputswa District Municipality
Non-compliant contributor	0	No points will be allocated for non-compliant contributor

NB: Bidders who fail to provide the following documents will be automatically disqualification:

- National Bargaining Counsel for Private Security Sector (NBCPSS) Certificate
- PSIRA Certificates (Company and all directors)
- SBDs (Missing or not fully completed SBDs)
- **ONLY FIRM PRICES WILL BE ACCEPTED**

Notes: DOCUMENT MUST BE NEATLY BINDED AND CLEARLY COMPLETED AND SIGNED.

Non Compulsory Virtual Briefing Session: A virtual Briefing Session will be scheduled on :**05/03/2026 @ 10H00.**

Teams: Meeting ID: 348 713 185 448 21
Passcode: Qe93Tm9m

Or

LINK:

<https://teams.microsoft.com/meet/34871318544821?p=A3jFTvfEjjeXqm6DCJ>

Email Enquiries: FSTenderEnquiries@LABOUR.gov.za (NB: turnaround timeframe to answer all enquiries within 5 working days.

No enquiries will be accepted 5 working days' prior the closing date of the tender. Bidders can also request bid documents on this email without any costs.

The bid must remain valid for a period of 120 days from the closing date.

No Site Inspection will be conducted.

A set of standard bidding forms, instruction and other supporting documents will be obtained at no cost at the following Department of Employment and Labour Website (<https://www.labour.gov.za/Tenders/Available-Tenders>) or National Treasury eTender Portal.

Alternatively, SBD documents can be downloaded at National Treasury Website, Instruction Note and other supporting documents can be downloaded at Department of Employment and Labour (<https://www.labour.gov.za/Tenders/Available-Tenders>)

Completed bid documents must be handed in at the office of the Department of Employment and labour:

**Kroonstad Labour Centre, 02 Buitekant Street,
Kroonstad, 9500** by or before closing date **11/03/2026** at **11h00**.

Note that No bids documents will be accepted except in the above mentioned option.