



REQUEST FOR QUOTATIONS (RFQ)

| | | |
|--|---|--|
| <p>You are hereby invited to submit Quotation for the requirements of</p> <p>SAFCOL SOC LTD</p> | | |
| RFQ number: | RFQ142/70/15/2025 | |
| RFQ Issue Date | 04/06/2025 | |
| Closing date and Time | 19/06/2025 At 12:00PM (Late submissions will NOT be considered) | |
| RFQ validity period: | 60 days (commencing from the RFQ Closing Date) | |
| RFQ Description: | APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY SERVICES AT PLATORAND TRAINING CENTRE FOR A PERIOD OF TWELVE (12) MONTHS | |
| Technical/Specification queries must be emailed to: | | <p>LindiweB@safcol.co.za Please use the RFQ Number on the subject of the email when submitting your query</p> <p>013 754 2700 /Cell: 060 960 6579</p> |
| RFQ responses must be emailed to : | | <p>RFQHighveld@safcol.co.za Please use the RFQ Number and Description on the subject of the email when responding to this RFQ.</p> <p>Submission/quotations not sent to RFQHighveld@safcol.co.za will not be considered</p> |

NAME OF SERVICE PROVIDER: _____

TOTAL PRICE (INCL VAT): _____

CONDITIONS OF THIS RFQ

- Service providers must complete in full the RFQ document and ensure that quotation is on the **company letterhead**.
- Quotations must be e-mailed to the address provided herein All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System (SANAS) OR an EME/ QSE sworn affidavit **signed by the EME representative and attested by a Commissioner of Oaths**
- Late and incomplete submissions will not be accepted.
- Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SAFCOL before RFQ closing date.
- All SBD documents must be always signed and sent back with the quotation
- Service Providers bidding as a Joint Venture - Consolidated BEE certificate in cases of Joint Venture
- Appointed Service Providers who fail to remunerate their employees in time and in line with legislation will be terminated with immediate effect.

SPECIAL CONDITIONS OF THIS RFQ

- Accepted RFQ's will be communicated by way of an official purchase order or a promisory note signed by a duly authorised official . Accordingly no goods; services or works must be prepared or delivered before an official purchase order or a promisory note is received by the respondent, .
- All prices quoted must be firm and be inclusive of Value Added Tax(VAT), where applicable
- The lowest or any offer will not necessarily be accepted and SAFCOL reserves the right to accept any offer either in full or in part.
- The offer shall remain binding and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing time and date of this RFQ.
- SAFCOL reserves the right not to make an appointment for this RFQ.

PROTECTION OF PERSONAL INFORMATION

- In responding to this RFQ , SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that it shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
- Furthermore, SAFCOL will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SAFCOL requires Respondents to process any personal information disclosed by SAFCOL in the bidding process in the same manner

REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
2. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts and or;
4. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
5. Failure to quote in line with the specification

I hereby accept the above-mentioned conditions

This RFQ is subject to the SAFCOL general conditions of the RFQ, and SAFCOL's general conditions of purchase , if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER_(COMPANY_NAME)..... SIGNATURE.....

CAPACITY..... DATE.....

TERMS OF REFERENCE/SCOPE OF WORK

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY SERVICES AT PLATORAND TRAINING CENTRE FOR A PERIOD OF TWELVE (12) MONTHS

SAFCOL SOC LTD, Platorand Training Centre invites bidders to provide a quotation for security services as listed below for a period of twelve (12) months at Platorand Training Centre.

Team composition

1. Require a team of 4 Static Grade C Unarmed Guards for twelve (12) months.
2. Require 2 armed guards for the month of August 2025 (ad hoc request).

Scope of Work

3. The service provider provides 4 unarmed static guards to reside on Platorand Training Centre, posted in the Classrooms/office area
 - 3.1. Two guards at the– Platorand Training Centre, posted in the Classrooms/office area dayshift - 7 days a week, for the for twelve (12) months period.
 - 3.2. Two guards at the– Platorand Training Centre, posted in the Classrooms/office area nightshift - 7 days a week, for twelve (12) months period.
4. The service provider must be trained in forest guarding.
5. The teams must have the ability to gather intelligence regarding illegal activities, robberies and theft at the training Centre for successful prosecution/conviction of the perpetrators.
6. Alternate shift relivers will be necessary. The team must always be complete and report to all posts daily as described above.
7. All incidents occurring on the plantation must be reported to the Plantation Manager immediately.
8. The service provider operations Manager is responsible to provide a detailed report on incidents that happened within 24 hours of the incident taking place.
9. Detain/apprehend suspects, collect evidence and conduct detailed investigation for successful prosecution of perpetrators.
10. All relevant incidents are reported to sabie Police Station and case numbers obtained.

11. The Operations Manager shall be responsible to ensure patrols are taking place by providing proof of monitoring/reports (daily, weekly, monthly) for the unit upon request. Weekly and monthly reports compulsory.
12. The communication medium is two-way radios, including cellular phones due to some areas not having proper network coverage.
13. All guards employed by the service provider shall be credible, loyal and have been vetted.
14. All guards must at all material times be uniformed with company insignia and have on their individual firearm licenses and PSIRA identification cards.
15. All activities conducted by the service provider must be within the framework of all applicable legislation.

Applicable to security services, prior to commencement of services, the following will be inspected for compliance:

1. Fire arm competency certificates
2. Fire arms
3. Medical certificates
4. Road worthy branded vehicles
5. COIDA
6. Company PSIRA, and guards grade certificates
7. SHE file
8. Appointed She reps
9. Appointed First-Aiders
10. First aid kit
11. Occurrence books
12. PPE(full security uniform, helmets, safety boots, relector vests,etc)
13. Handcuffs
14. Two-way radio

Failure to adhere with all of the above, the appointment will be terminated with emmediate effect.

The service provider must comply with the below requirements:

1. SAFETY, HEALTH, ENVIRONMENTAL & QUALITY (SHEQ) REQUIREMENTS

Prospective service providers to comply with, but not limited to, the following SHEQ requirements:

- 1.1. SAFCOL SHEQ Standard and NOSA
- 1.2. Forestry Stewardship Council (FSC)
- 1.3. Best Operating Practices (BOP)

2. LEGAL REQUIREMENTS

Prospective service providers to provide security services compliant with at least, but not limited to, the following legislation, as may be applicable:

- 2.1. Section 13 of the Constitution
- 2.2. Criminal Procedure Act, No.51 of 1977
- 2.3. Firearms Control Act 60 of 2000, section 10, 34, 90 and 106
- 2.4. Private Security Industry Regulation Act 56 of 2001
- 2.5. Protection of Information Act 84 of 1982
- 2.6. Mineral and Petroleum Resources Development Act, No 28 of 2002
- 2.7. Occupational Health and Safety Act 85 of 1993
- 2.8. Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, No19 of 1998
- 2.9. Extension of Security of Tenure Act, No 62 of 1997
- 2.10. Veld and Forest Fire Act, No 101 of 1998
- 2.11. National Forest Act, No 84 of 1998

The successful service provider will remain responsible at all times to ensure that the services rendered are compliant to all legislation and/or regulations applicable to the services rendered, irrespective as to whether or not such legislation and/or regulations are included in the list above.

3. LABOUR STATUTORY REQUIREMENTS

Employment of contracted employees to be according to the Basic Conditions of Employment and Labour Relations Act with respect to:

- 3.1. Working hours, Vacation leave, sick leave, maternity, family responsibility and study provision.
- 3.2. Overtime payments.

Evaluation Criteria

Quotations will be evaluated in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022; the bid evaluation process shall be carried out in the following phases namely:

Phase 1: Administrative Compliance Evaluation

Phase 2: Mandatory Evaluation

Phase 3: Price and Specific Goals Evaluation

Phase 1: Administrative Compliance requirements

1. Completion in full of the Request for Proposal document
2. Completion of all SBD Forms(Declaration Forms)
3. Proof that tax matters with SARS are in order(SARS Pin Number/ Tax Clearance Certificate)
4. Proof of company registration documents(e.g Pty;Trust; CC etc)
5. Original or copy of B-BBEE Level of contribution Certificate or Sworn Affidavit signed by the deponent and the Commissioner of Oath (Failure to attach certificate will lead to non-allocation of points)
6. Registration with National Treasury Central Supplier Database (CSD), if not registered on CSD, successful bidder must register within 7 working days of award
7. ID copies of company directors

Phase 2: Mandatory Evaluation

| Description | Comply/Not Comply |
|---|-------------------|
| <p><u>Company Experience</u></p> <p>Prospective service providers must provide reference letters accompanied with the official purchase order (Purchase orders are subjected to verification) where it has rendered security services for a minimum of 5 years and more. Both reference letters and Purchase orders must be submitted together and if only a purchase order or a reference letter is submitted, will lead to a disqualification on the company experience criteria. Experience must have been rendered in the following industries:</p> <ul style="list-style-type: none"> •Forestry •Agriculture •Mining <p>Nature Conservation</p> <p>Reference letters outside the above mentioned industries will not be considered.</p> <p>Service provider to submit traceable and contactable references in the form of either:</p> <ul style="list-style-type: none"> • Reference letters with client’s contact details on a company letterhead and signed; or • List of references with client contact persons and details (see below attached reference list). <p>SAFCOL will confirm and verify the information ,references that cannot be adequately verified by clients will result in disqualification.</p> | |
| Proof of Valid PSIRA registration – company | |
| Proof of Valid PSIRA registration – company directors | |
| A Valid letter of good standing with PSIRA (for the company) | |
| <p>Confirmation letter of the prospective service provider’s commitment and capability to comply with all the below requirements:</p> <ul style="list-style-type: none"> • SHEQ requirements (on point 1 of the specification); pg 6 • Legal requirements (on point 2 of the specification); pg 6 and • Labour statutory requirements (on point 3 of the specification). pg 6 | |

REFERENCE LIST

| Client Name | Tender/Contract/ Project Reference Number | Description of Tender/Contract/ Project | Duration and completion date |
|---|--|--|---|
| Name of Company: Contact Person: Cell: E-mail: | | | |
| Name of Company: Contact Person: Cell: E-mail: | | | |
| Name of Company: Contact Person: Cell: E-mail: | | | |
| Name of Company: Contact Person: Cell: E-mail: | | | |

Phase 3: Price and Specific Goals Evaluation

Only bids that meet the requirement will be evaluated further in terms of price and specific goals evaluation, as follows:

| CRITERIA | POINTS |
|-----------------|-------------------|
| Price | 80 |
| Specific Goals | 20 |
| TOTAL | 100 points |

SPECIFIC GOALS FOR THIS RFQ AND POINTS THAT MAY BE CLAIMED ARE INDICATED AS PER TABLE BELOW:

| Criteria | Points |
|------------------------------------|-----------------------|
| | (80/20 system) |
| 51% and above Black Owned entities | 20 |
| Total Points | 20 |

DOCUMENTS REQUIREMENT FOR VERIFICATION OF POINTS ALLOCATION:

| No. | Procurement Requirement | Required Proof Documents |
|-----|---|---|
| 2.1 | 51% and above Black Owned entities | <ul style="list-style-type: none"> • CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document |
| 2.2 | 30% and above Black Women Owned | <ul style="list-style-type: none"> • CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document |
| 2.3 | Atleast 51% Owned By People With Disabilities | <ul style="list-style-type: none"> • Letter from the Doctor confirming Disability • South African Identification Document |
| 2.4 | Atleast 51% Black Youth Owned | <ul style="list-style-type: none"> • CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document |
| 2.5 | Implementation of RDP goals (Locality) Points | <ul style="list-style-type: none"> • Proof of residence in a form of a Municipal Bill or letter from recognized council confirming business address of the bidder • South African Identification Document |

SAFCOL SUPPLIER CODE OF CONDUCT

Click on the following link to access the SAFCOL Supplier Code of Conduct and confirm as indicated below:

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.safcol.co.za/wp-content/uploads/2023/12/SCM-DOC-001-SUPPLIER-CODE-OF-CONDUCT.pdf>

I confirm that I have read and understood SAFCOL supplier code conduct and that I will adhere to all the conditions contained therein.

NAME OF BIDDER_(COMPANY_NAME)..... SIGNATURE.....

CAPACITY..... DATE.....

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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.

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.

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| 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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{min} = 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 points is allocated for price on the following basis:

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

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 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 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 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 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 the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--|--|
| 51% and above Black Owned entities | 20 | |
| Total | 20 | |

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company _____ registration _____ number: _____

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

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

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