



labour

Department:  
Labour  
REPUBLIC OF SOUTH AFRICA

## **REQUEST FOR QUOTATION**

TEL NO: 053 8381509

EMAIL: [Kimberley.POQuotations@labour.gov.za](mailto:Kimberley.POQuotations@labour.gov.za)

Date: 19.10.2022

**Dear Service provider**

You are requested to submit a written quotation for the following services:

No	Item	Detail
1	Services needed	The Department of Labour requires a Security company to provide security services  See attached specification
	Office where the service is to be provide	<b>Kimberley</b>
2	Address where services are required	Laboria House Cnr. Pniel and Compound Road Kimberley 8301
3	Contract period	<b>6 months</b>
4	Compliance requirements and documents which must accompany your quotation	A company profile with references of previous customers is compulsory (attached letters as proof)  2 years' experience rendering security services to organs of state  A valid tax clearance certificate/ TCC pin  Proof of CSD registration  A copy of B-BBEE certificate SANAS approved/ Sworn affidavit/ DTI

		<p>A valid PSIRA certificate of company</p> <p>A valid PSIRA certificate of company directors/ members</p> <p>UIF – A valid Certificate of compliance</p> <p>COIDA – A valid letter of good standing</p> <p>SBD 4 – Declaration of interest (Make sure it is fully and correctly completed and signed)</p> <p>Bank entity form - (Make sure it is completed fully and correctly and signed with an original bank stamp)</p> <p>The appointed service provider must have a control room or establish one upon appointment</p> <p>Please note that submitting a quotation subject your business enterprise to be inspected for compliance by BCEA inspectors to determine compliance. Non-compliant bidders will be disqualified.</p>
5	Closing date	<b>26.10.2022 before 11h00</b>
6	Quotation validity period	30 days, must reflect on quotation
7	submission	<p>Quotations must be emailed to:</p> <p><a href="mailto:Kimberley.POQuotations@labour.gov.za">Kimberley.POQuotations@labour.gov.za</a></p>
8	Enquiries	<b>053 838 1674/1509/ 1002/1605</b>

Please find attached the department security services specification for your attention

Regards

Supply Chain Management  
Tel: 053 8381509



# **MINIMUM REQUIREMENT CONTRACT SECURITY SPECIFICATION**

**DEPARTMENT OF EMPLOYMENT AND LABOUR BUILDINGS**



## 1. CONDITIONS OF THE TENDER

### 1.1 DURATION

- (a) The duration of the contract will be for a period of 06 months, commencing from the date the company begins with the security services on site.
- (b) The successful bidder shall be obliged to sign a service level agreement on commencement of the service.

### 2.1 OPERATIONAL CONDITIONS

**SPECIFICATION (Please mark appropriate block with an X)**

ITEM NO	DESCRIPTION	YES	NO	REMARKS
2.1.1	<b>Service required</b>			
	The rendering of a Guarding Service for a period of 06 months on the following premises: <b>Laboria House, 42 Pniel Road, Kimberley, 8301</b>			
	<i>Item</i>	<i>Number</i>		
2..1.1.1	2 x Security Officers - Grade C Day Shift : 06:00 - 18:00	2		
2..1.1.2	2 x Security Officers Grade C Night Shift : 18:00 - 06:00	2		
2..1.1.3	<b>Security Aids</b>			
	(a) Portable hand held 2 way radios (to be programmed to contractor's frequency).			
	(b) Torches (including batteries)			
	(c) Batons			
	(d) Pocket books			
	(e) Handcuffs			
	(f) Cellphone			
	(g) Whistle			
	(h) 2 x Hand held metal detectors			
	(i) Patrol Points			

#### Detailed requirements

2.1.2	<b>Private Security Industry Regulatory Authority</b>			
2.1.2.1	The organization must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001). <i>As proof thereof, a copy of registration must be attached with the tender.</i> All Security officers that the tenderer supplies to render the service must be registered as Security Officers in terms of The Private Security Industry Regulatory Act (Act 56 of 2001).			
2.1.2.2	A copy of the registration certificates in respect of all the Security officers must be attached to the bid/tender documents.			
2.1.3	<b>Supervision of Emergency Assistance</b>			
	The tenderer/bidder must have a well established and equipped (24) hour security control room. The Tenderers/bidders must furnish details of security			

ITEM NO	DESCRIPTION	YES	NO	REMARKS
	equipment, registers, and security systems which is available in the security control room. <i>NB: The Department holds the right to inspect such control room.</i> Tenderers/bidders must be reachable within twenty four (24 hours) - during emergency 8 hours terms.			
2.1.4	<b>Minimum wages</b>			
	It is expected that the tenderer shall pay his/her employees at least the minimum monthly basic wage, as prescribed by the law.			
2.1.5	<b>Provision of personnel in crisis situation</b>			
	Tenderers/bidders must, in consultation with the responsible Manager in charge of Security Services, or the Security Official delegated from the Department of Labour, undertake to provide certain and reasonable number of staff as required for the rendering of the service at the site during crisis situations. Failure to consult with responsible Manager or such delegated official will result in this matter being regarded as been illegitimate			
2.1.6	<b>Security Service</b>			
2.1.6.1	The quality of the service to be rendered must be in accordance with Private Security Industry Regulatory Authority standards. It is the responsibility of the successful tenderer to see that personnel employed for the rendering of this service, meet the requirements at all times, which is incorporated in the legislations listed below. Failure to meet any of these requirements will result in the termination of the contract. All possible steps shall be taken by the tenderer to ensure that the intended execution of this agreement takes place. These steps include, inter alia, the following : a) The protection of Department of Labour officials against injuries, death or any other offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977); b) The protection of State property at the intended sites and the protection of said property against theft and vandalism; c) The Protection of Information; and d) The Protection of the business process of the Development against any Interruption.			
2.1.6.2	The contractor will be held liable for any damages or loss suffered by the Department of Labour as a result of the contractor's own or his employees' negligence or intent, which originated on the site.			
2.1.6.3	The Department of Labour shall not be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the department's site.			
2.1.7	<b>Security personnel compliance</b>			
2.1.7.1	Security Officers must have obtained a Senior Certificate or equivalent qualification.			
2.1.7.2	The Security Officers supplied to render the service, must at least have had (2) two years security experience.			
2.1.7.3	Security Officers supplied to render the service, must be trained to the standard set by the Private Security Industry Regulatory Authority, and trained in a Private Security Industry Regulatory Authority accredited centre. The Security Officers must understand and be able to implement the Control of Access to Public Premises and			

ITEM NO	DESCRIPTION	YES	NO	REMARKS
	Vehicle Act No. 53 of 1985.			
2.1.7.4	<b>The Department will screen (and interview) the Security Officers supplied to render the service within (7) seven days after commencement of their respective service and to verbally request an immediate replacement should the Security Officer not meet the criteria or perform to the accepted standard.</b>			
2.1.8	<b>Declaration of secrecy and screening</b>			
2.1.8.1	All security personnel and management involved with the Security Services of the Department of Labour shall at the commencement of this agreement sign an "Oath of Secrecy" declaration and submit the declaration to the responsible Manager in charge of Security Services in the Department of Labour.			
2.1.8.2	The Supervisor and Security Officers must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the Department and the State in general.			
2.1.8.3	The Supervisor and Security Officers are prohibited from reading documents or records in offices or the unnecessary handling thereof. No information concerning the State activities may be furnished to the public or media by the contractor or any of his/her employees..			
2.1.9	All Directors in the Company will be subjected to security screening.			

<b>2.2.</b>	<b>General requirements for security service</b>			
2.2.1	The following general requirements apply :			
2.2.1.1	At all times Security Officers must present an acceptable image and appearance which implies, that they may not sit, lounge about, smoke, eat or drink while attending to employees of the department and public.			
2.2.1.2	The Supervisors and Security Officers must at all times present a professional dedicated attitude. A professional dedicated attitude approach shall imply, that there shall be no unnecessary arguments with visitors / staff or discourteous behavior towards them.			
2.2.1.3	The Supervisors and Security Officers must be physically healthy and medically fit for the execution of their duties.			
2.2.1.4	The Department retains the right to ascertain from the Private Security Industry Regulatory Authority as to whether the Supervisors and Security Officers are in good standing with the Private Security Industry Regulatory Authority.			
2.2.2	<b>Uniforms and identification</b>			
	The contractor shall undertake to ensure that each member of his security personnel will at all times when on duty be fully equipped in respect of : a) A neat and clearly identifiable uniform of the company, which will include matching rain coats and overcoats for personnel performing duties outside the building.  b) A clear identification card of the company with the member's photo, identification and staff number on it, worn conspicuously on his/her person at all times.  c) <b>Alternatively :</b>			

ITEM NO	DESCRIPTION	YES	NO	REMARKS
	The valid identification card issued by the Private Security Industry Regulatory Authority.			
2.2.3	Records on Security Personnel			
	Tenderers must keep proper files as well as appropriate documents of all security personnel, who are employed for rendering the service to the Department available for inspection by representatives of the Department. The appropriate documents shall include, the following; Scholastic, training, registration and medical certificates.			
2.2.4	<b>Registers to be utilized and maintained</b>			
2.2.4.1	The contractor must ensure that the Occurrence Register and Access Control Register / Forms, which are available on the site, is utilized and maintained as required :			
	(a) <b><u>Occurrence Register</u></b> - The purpose of this register is to keep record of all incidents, occurrences, or observations made by the Security Officer's whilst on duty for later reference. - <b><u>Compulsory Entries:</u></b> All listed routine procedures such as patrols undertaken, handing over of shifts, etc., and the procedures followed, by whom and the time of commencement. These entries must all be made clearly legible, in black ink. - All occurrence/events however important, slight or unusual, with reference to the correct time and relevant actions taken must be noted in a clearly legible black ink. - All security personnel activities - especially deviations in respect of the duty list - indicating particulars of the personnel and relevant times. - The issue and/or receipt of keys, indicating the time and by whom they were received and delivered. - The unlocking / locking of doors / gates, indicating the time and by whom they were locked / unlocked. - The handling over of shifts, mentioning all names of all shift personnel and accompanying equipment and aids. In this case personnel taking over as well as personnel handing-over must sign the entries.			
	- <b><u>Occurrence register - Read</u></b> : After handing-over of the shifts, the person who has come on shift must make an entry that he / she has read the occurrence register in order to acquaint himself / herself with events that occurred during the previous shift.			
	- <b><u>All shifts by Supervisors and Management:</u></b> These entries must be done in legible red ink. Officials of the Department shall pass on in writing, all additional requests in respect of the rendering of the service.			
	- Under no circumstances may an entry in the occurrence register be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialed at the side.			
	b) <b><u>Shift Rosters</u></b> - Purpose: The purpose of the shift roster is to serve as proof, at all reasonable times that all personnel who should be on duty per shift, are indeed on duty. - Drawing up a shift roster: Daily, weekly, monthly shift roster of all security personnel must be drawn up by the contractor and kept on site where the			



ITEM NO	DESCRIPTION	YES	NO	REMARKS
	service is rendered. - <b>Changes to the shift roster:</b> Any changes to the shift roster shall be crossed out by a single line, initialed, dated and noted in the occurrence register.			
	c) <b>Duty sheet</b> - The purpose of the duty sheet is to ensure that all security personnel on duty are familiar with their duties as required for the contract. - The contractor must have a fully expounded duty sheet available at each duty point of the site.			
	d) <b>Two-way radio's</b> - The purpose of the two-way radio communication is to ensure that there is immediate communication between the various duty points on the site and with the contractors control room. - Hand held 2 way radios: The hand held radios must be in good working condition at all times and they must be handed to the Security Officer patrolling the site for immediate communication with the base station.			
	e) <b>Patrols</b> - The purpose of patrolling is to ensure that the site is inspected according to instructions and any deviation is immediately reported to supervisors and addressed accordingly.			
	f) Other Registers			
<b>2.2.5</b>	<b>Contact with Departmental Representative</b>			
2.2.5.1	The Site Manager or Supervisor must immediately report any abnormal and or noteworthy incident to the Departmental Representative .			
2.2.5.2	A meeting, where formal discussions can be held between the Departmental Representative and Contractors Supervisor / Manager or Contractor himself / herself, must be held at least once a month. The Department will keep the minutes of the meeting.			
2.2.5.3	The contractors shall furnish a monthly and quarterly report of the security service, incidents, etc. which transpired in the previous month to the responsible Manager or delegated official in the Dept of Labour.			
<b>2.2.6</b>	<b>Maximum shift hours</b>			
	No security personnel may be allowed to work a daily shift longer than (12) twelve hours.			
<b>2.2.7</b>	<b>Lost articles</b>			
	<b>Definition:</b> Lost articles found at the site and of which the ownership could not immediately be established. All lost articles must immediately be handed in at the security control room on site for safekeeping and recorded in the occurrence register. Thereafter it must be handed to the Departmental Representative.			
<b>2.2.8</b>	<b>Inspections</b>			
2.2.8.1	A thorough inspection of the service shall be performed by Departmental officials as well as the contractor at least once monthly.			
2.2.8.2	The Department retains the right to inspect the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.			
2.2.8.3	The Department retains the right to require from the contractor, that any of his / her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site immediately. The Department will not be held responsible for any damages			

ITEM NO	DESCRIPTION	YES	NO	REMARKS
	or claims which may arise and the contractor or successful tenderer indemnifies the department against any such claims and legal expenses.			
	NOTE: The Department's representative will check daily whether sufficient personnel are available on site in terms of the conditions.			
2.2.8.4	All security personnel shortages must be noted in the occurrence register by the Contractor or any of its employees on duty.			
2.2.9	<b>Labour unrest incidents</b>			
	<u>Labour unrest on site:</u> If the service is interrupted/or temporary deferred because of any labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the contractor, the parties must come to an agreement on methods to ensure continuation of the security service. The contingency plan of the department will be in place.			
2.2.10	<b>General</b>			
	The contractor's personnel must at all times refrain from littering and they must keep the grounds / building / work area occupied by them clean, hygienic and neat.			
	Under no circumstances will any security personnel be allowed to trade on the premises.			
2.2.11	<b>References</b>			
	The contractor must provide a list of work references in progress which must not be less than three (3) in number.			
2.2.12	<b>Additional requirements</b>			
	A direct line of communication must be established between the security control room in the department and the control room of the contractor.			
	<b>The contract is valid for a period of 6 months and the Department reserves the right to terminate the contract with immediate effect if the contractor is not rendering the service in terms of the contract and Service Level Agreement. This will be done in line with the policies of the Department of Labour.</b>			

### 3. CONTRACTOR'S RESPONSIBILITIES

- 3.1 The contractor must, at his own expense, take out sufficient insurance cover against any claims, costs, loss and damage ensuing from his obligations and he must ensure that such insurance remains operative for the duration of this agreement.
- 3.2 A copy of such insurance contract shall be handed to the departmental representative on commencement of the service.

#### 4. OTHER SECURITY REGISTERS

Apart from the occurrence book mentioned above the following registers shall be utilised by the Security Officers in rendering service at Department of Labour buildings.

##### 4.1 Visitors register

Purpose: The purpose of the visitor's register is to have information available at all times regarding persons allowed entry to the site within a specific period, in case occurrences should take place which might lead to judicial enquiry or investigations. Register should be kept clean, legible and neat all times. These register forms must be completed correctly and legibly by the security guard / officer on duty and the following information from the visitor should be noted:

- Date and time of visit and departure
- Surname and initials of the visitor
- ID number and proof of identity of the visitor
- Home and work address of the visitor
- Name of person to be visited
- Telephone numbers at work or home
- Duration of the visit
- Purpose of visit
- Signature of the visitor

##### 4.2 Pocket book

Purpose: The purpose of the pocket book is to note down all incidents occurring or observations made by a security guard / officer during a turn of duty, for later reference.

Requirement: During their turns of duty all security personnel must have a pocket book on their possession.

**The following information must be noted down in the Pocketbook.**

All occurrence / events, however important, slight or unusual, referring to the following:

- 4.2.1. Reporting on and off duty.
- 4.2.2. Time the event occurred.
- 4.2.3. Extent of occurrence or event.
- 4.2.4. The Security Officer should record any serious event taking place during the execution of the duty.
- 4.2.5. Supervisor visiting the site should sign in the Security Officers pocket book to ensure that he / she visited the officers on site. Supervisor's entry should be in a red pen.

#### 4.3 **Staff after hours register**

- 4.3.1 The after hours register is intended to exercise control over staff members and any other people who entered the buildings after hours. This register is also applied during weekends and public holidays.
- 4.3.2 All personnel leaving the building after hours should complete the after hours register.
- 4.3.3 The Security Officer on duty must ensure that all personnel completing the register complete it correctly. This means that the Security Officer shall ensure that the correct time and signature of the personnel is entered correctly.

#### 4.4 **Information register**

- 4.4.1 The information register plays an essential role regarding communication of security matters, particularly for shift workers. Instructions, incidents and any other matters are recorded in the book so that shift-workers can receive messages.
- 4.4.2 Security Officers reporting for duty should read the information register, so that they can have the necessary information regarding security activities. After the message the officer should sign so as to acknowledge that he / she has received the message.
- 4.4.3 Each entry should have a serial number, date, time and the name of the officer who made the entry.

#### 4.5 **Removal permit**

This permit is the most essential in terms of control of goods and assets leaving the department. This register should be controlled in this manner.

- 4.5.1 State asset, information and other relevant goods are not allowed to leave the department before the proper authority is obtained. There is a control officer who has the authority to sign for the goods leaving the building.
- 4.5.2 The Security Officer shall verify the serial numbers and the goods before the goods can be removed from the building. When the Security Officer is not certain with the serial numbers and other information, he / she should contact the senior officer to look at the matter before such goods can be removed from the building.

#### 4.6 **Government vehicle register**

Security personnel should control government vehicles at the exits and entrances of the buildings. The security personnel should look at the following issues:

- 4.6.1 To determine whether the driver has the authority to drive the vehicle.
- 4.6.2 To report the abuse of Government vehicles by officials.
- 4.6.3 To combat the theft of vehicles and their tools.
- 4.6.4 To ensure that the vehicles are used for only official purposes only.
- 4.6.5 To ensure that the officials are not returning the vehicles without reporting them.
- 4.6.6 To check the date and time the vehicle departed and entered the premises.

### **QUOTATIONS MUST BE E-MAILED TO:**

[Kimberley.POQuotations@LABOUR.gov.za](mailto:Kimberley.POQuotations@LABOUR.gov.za)

## 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 interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 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

**SBD 6.1 (1 AUGUST 2017)****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100



- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE  
Status level certificate issued by an authorized body or person;
  - 2) A sworn  
affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other  
requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

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

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

**80/20**

**or**

**90/10**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

### 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:

8.2 VAT registration Number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

## WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS



# DEPARTMENT OF LABOUR REPUBLIC OF SOUTH AFRICA

## SUPPLIER MAINTENANCE:

BAS ☐ PMIS ☐ LOGIS ☐ WCS ☐ CONTRACTOR  
CONSULTANT ☐

OFFICE: .....

Head Office Only	
Captured By:	
Date Captured:	
Authorised By:	
Date Authorised:	
Supplier code:	
Enquiries :	
Tel. No.:	

### The Director General : DEPARTMENT OF LABOUR

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure

information is validate as per required bank screens .

I/We understand that bank details provided should be exactly as per record held by the banks.  
I/We understand that the Department will not held liable for any delayed payments as a result of Incorrect information supplied.

Company / Personal Details	
Registered Name	
Trading Name	
Tax Number	
VAT Number	
Title:	
Initials:	
First Name:	
Surname:	
Address Detail	
Payment Address (Compulsory if Supplier)	
Postal Code	
New Detail	
<input type="checkbox"/> New Supplier information <input type="checkbox"/> Update Supplier information	
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Department <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other (Specify)
Department Number	

<b>MUST BE COMPLETED BY THE BANK AND NOT BY THE SUPPLIER</b>			
<b>Supplier Account Details</b>			
(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).			
Account Name	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>		
Account Number	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>		
Branch Name	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>		
Branch Number	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>		
Account Type <input type="checkbox"/> Cheque Account <input type="checkbox"/> Savings Account <input type="checkbox"/> Transmission Account <input type="checkbox"/> Bond Account <input type="checkbox"/> Other (Please Specify) <div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div>		<b>Bank stamp</b> ABSA-CIF screen FNB-Hogans system on the CIS4/CUPR STD Bank-Look-up-screen Nedbank- Banking Platform under the Client Details Tab	
ID Number	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>		
Passport Number	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>		
Company Registration Number	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>		
*CC Registration	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>		
*Please Include CC/CK where applicable			
Practise Number	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>		
<b>Contact Details</b>			
Business	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>
	Area Code	Telephone Number	Extension
Home	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>
	Area Code	Telephone Number	Extension
Fax	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>	
	Area Code	Fax Number	
Cell	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>	
	Cell Code	Cell Number	
Email Address	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>		
Contact Person:	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>		
Supplier Signature		Regional Office Sender	
Print Name		Print Name	
Rank		Rank	
Date (dd/mm/yyyy)		Date (dd/mm/yyyy)	
NB: All relevant fields must be completed			

**PLEASE RETURN TO THE RELEVANT PROVINCIAL OFFICE THAT SUPPLIED THE FORM OR THE FOLLOWING ADDRESS:**

DEPARTMENT OF LABOUR  
 PRIVATE BAG X 117  
 PRETORIA  
 0001  
 ATT: SECTION: FINANCIAL SYSTEMS  
 LABORIA HOUSE  
 CNR OF PAUL KRUGER AND SCHOEMAN STR