

SDT 01/2025

**PROVISION OF PHYSICAL SECURITY SERVICES FOR STATE DIAMOND TRADER FOR A
PERIOD OF 36 MONTHS**

011 334 2691 | infosdt@statediamondtrader.gov.za | www.statediamondtrader.gov.za

Tel: +27 11 334 2691 Fax: +27 11 334 1540

Cnr Bonaero Drive and Elgin Road, ACSA Precinct 1619

Mr Abbey Chikane (**Chairperson**), Mr. Ernest Blom, Ms. Komathie Kisten Govender, Adv. Mpati Lebakeng, Dr. Olga Masekoa, Ms. Hellen Diatile, Mr. Johan Du Toit Böning (Alternate), Mr. Mosepedi Sanane (Alternate), Ms. Adele Rossouw, Mr. Jacques Hugo, Ms. Danile Nyakale, Mr. Lefu Dlamini (Alternate), Mr. Cecil Khosa (ex officio), Ms. Nosiphiwo Mzamo (Chief Executive Officer), Mr Sihle Mhlangu (Company Secretary)

1. Introduction to State Diamond Trader

The State Diamond Trader is a state-owned entity established in 2007 in terms of Section 14 of the Diamonds Act (Act No 56 of 1986). It is classified as a schedule 3B entity of the Public Finance Management Act. The vision of the state diamond trader is the trusted diamond trader for beneficiation. Aligned with this vision, the entity has as one of its strategic objectives is to ensure acquisition of and equitable access to rough diamonds, with a focus on historically disadvantaged groups.

The State Diamond Trader invites certain qualified bidders to submit tenders and proposals in accordance with the rules set out in this RFP for the provision of the:

- Physical security services for a period of three (3) years

A submission of a tender by you in response to this Invitation will be deemed as your acceptance of the State Diamond Trader terms and conditions of this tender.

2. Structure of the RFP

No	Description of the document content	Document Name
2.1	Documents outlining the RFP background, conditions and instructions.	Main RFP
2.2	Document outlines the business requirements, technical competency requirements and any other information related to the tender requirement.	Technical specification
2.3	Documents required (Standard Bidding Documents) as per National Treasury for all competitive bidding process and must be returned with bid submission.	SBD Documents
2.4	The proposed agreement under which SDT wishes to contract the services.	Draft service level agreement

2.5	Response templates. Templates that are required to form part of the Bidder's Tender response.	Pricing Schedule
-----	---	------------------

3. Key Timelines & Activities

The table below highlights all the important dates and times for this bid from the time of bid publication until closing date for submission.

No	Activity	Date & Time
3.1	Bid Publication on National Treasury's eTender website, SDT website and other applicable media	28 November 2025 at 15h00pm
3.2	Compulsory briefing session via Teams	<p>Compulsory Briefing session will be conducted on the 11th December 2025 at 10h00am-11h30am via Teams.</p> <p>The teams link is:</p> <p>https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F%20%2Fmeetup-join%2F19%3Ameeting_YmNkNGQxZjU0NWE3NC00YjQzLTgzOGU0MDEyYzJiNTJjMWlw%40thread.v2%2F0%3Fcontext%3D%2527b%2522Tid%2522%253a%2522eff61392-3185-41c3-90cd-8737ebd2df97%2522%252c%2522Oid%2522%253a%2522f70cd0d6-44f1-4aa6-89cd-a73cc68b98bd%2522%2527d%26a%20non%3Dtrue&type=meetup-join&deeplinkId=c5a0ec35-a1da-4549-a4a2-4bb2a04f80f8&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true</p>

		<ul style="list-style-type: none"> Bidders are to send any queries to archellisr@statediamondtrader.gov.za
3.3	Bidders to submit written questions	28 th November 2025 until 16 th January 2026 at 14h00pm.
3.4	SDT to respond to written questions posed by bidders	29 th November 2025 until 19 th January 2026 close of business at 15h00pm.
3.5	Tenders due ("Closing Date and time")	20th January 2026 at 11h00am Bidders to submit their documents at State Diamond Trader offices on 2nd floor.

4. Instructions to Bidders

4.1 General Instructions

This document constitutes a Request for Proposal (RFP) which details State Diamond Trader's requirements for service provider for the provision of physical; security for a period of three (3) years. All bidders must comply with the requirements and instructions as set out in the RFP.

Bidders must ensure that information and documentation supplied can be easily understood and thus, evaluated in a fair and consistent manner. All pricing information must be fully disclosed with all charges clearly defined.

5. Scope of Service

5.1 The appointed service provider will be expected to provide security service as follows:

5.1.1 The Company/Service Provider

5.1.1.1 The service provider must have a minimum of ten (10) years' experience in office receptionist and office floor security guarding.

5.1.1.2 The service provider must be registered with PSIRA and in good standing for the past 10 years.

- 5.1.1.3 The service provider must have fully functional equipped office as per PSIRA requirements and that office must be based in the Gauteng Province.
- 5.1.1.4 The service provider must have more than 5 sites in Gauteng whereby they are contracted for office/building security services.
- 5.1.1.5 The service provider must have licenced firearms/pistols under their name.
- 5.1.1.6 The service provider must have patrol cars to check the office during office shutdown holidays.
- 5.1.1.7 The service provider shall take all possible steps to ensure that the execution of its duties is as intended in the agreement.
- 5.1.1.8 The service provider must supply SDT with information of security screening records of their security officers.
- 5.1.1.9 The company shall provide PSIRA records to re-affirm that the security officers are properly registered. The Security Company will be subjected to security screening including their directors. This will be in compliance with the Protection of Personal Information Act (POPIA) requirements
- 5.1.1.10 The service provider will be required to do inspections during shutdown period such as Festive season and Easter holidays.
- 5.1.1.11 The service provider must submit the individual CV's of Supervisor and security officers on appointment.

5.1.2 The Security Service to be Rendered

- 5.1.2.1 Provide 2-armed grade C Security Officers on a 07H00 – 18H00 day shift from Monday to Friday.
- 5.1.2.2 Provided 2-armed Security Officers shall guard the State Diamond Trader reception area, patrol the 960(nine hundred and sixty) square meter office floor.

- 5.1.2.3 Dispatch the Supervisor once a week to check the 2 officers and their service to State Diamond Trader.
- 5.1.2.4 Firearms provided to Security Officers must be licensed in the company name. They must be not older than 10 years and they must be regularly serviced. (Provide proof on annual basis that firearms were serviced).
- 5.1.2.5 Monitor security systems at State Diamond Trader office.
- 5.1.2.6 Perform On-site patrolling of State Diamond Trader building during holidays.

5.1.3 Security Officers

- 5.1.3.1 The Security Officers must have grade C qualifications.
- 5.1.3.2 The Security Officers must always have valid PSIRA registration.
- 5.1.3.3 The Security Officers must be licensed to carry firearms.
- 5.1.3.4 The Security Officers must have Occupational Health and Safety training.
- 5.1.3.5 Security Officers (including their supervisor) must always be on formal uniform.
- 5.1.3.6 Security Officers (including the supervisor) must always be clean and presentable to welcome SDT guests.
- 5.1.3.7 Security Officers (including supervisor) must always be presentable, dedicated and display professionalism in their conduct.
- 5.1.3.8 Declaration that the security officers (including supervisor) shall refrain from any action which might be to the detriment of the SDT or its employees.

- 5.1.3.9 Security Officers and/or their supervisor are prohibited from reading and handling documents or records, (save for the purposes of distribution as necessary), therefore no information concerning the SDT or third party must be furnished to the public or any media by the Security Company and/or its employees.
- 5.1.3.10 Security Officers must be able to record all security related incidents in relevant registers.
- 5.1.3.11 Security Officers must be inspected once per week by the security company or its representative, while records of such visits must be kept.
- 5.1.3.12 Adaptability of the security officers to the nature of the environment and appropriate response to same as necessary from time to time.
- 5.1.3.13 Security Officers deployed at State Diamond Trader must be permanent during the service contract period. Only when one (1) officer is on leave and can be replaced by other officers.
- 5.1.3.14 Security Officers must be fluent in English and be able to use a computer to write word documents and outlook e-mails
- 5.1.3.15 The security officers will be required to perform duties in compliance with Occupational Health and Safety regulations.

5.1.4 Security Officers Duties

- 5.1.4.1 Patrol the SDT office every 60 minutes and report identified security and OHS risks.
- 5.1.4.2 Liaise with the landlord security team to assist SDT guests to enter the SDT office.
- 5.1.4.3 Handover SDT guests to the Receptionist.
- 5.1.4.4 Escort service providers working inside SDT offices.
- 5.1.4.5 Write incident reports as and when they happen.

- 5.1.4.6 Monitor SDT cameras and report security risk activities.
- 5.1.4.7 Manage the safekeeping of their firearms.
- 5.1.4.8 Perform other security and OHS related duties as and when required.

6. Project Outcome

- 6.1 Employees and Assets of the SDT Office are protected, 5 days a week.
- 6.2 Additionally, the service provider is expected to provide service as and when required on weekends and public holidays.

7. Reporting Requirements

- 7.1 The Security Officers must report all security breach incidents to their SDT Manager and their supervisor.
- 7.2 Security breach incidents written reports must be provided in 24 hours after they happened.
- 7.3 Written monthly reports and the meetings will be held between Service provider and SDT representative when need arise.

8. Contract Duration

The appointed service provider shall provide security services for a period of thirty-six (36) months.

9. Evaluation Process

After the closing date of the bid invitation, all received bid proposals will be evaluated for compliance and selection. The following evaluation method will be used to evaluate bids.

9.1 Gate 0 - Administration Evaluation

Bidders must submit the following administrative standard bidding documents (SBDs) fully completed and signed.

- 9.1.1 SBD 1 Invitation to Bid.
- 9.1.2 SBD 4 - Declaration of Interest.
- 9.1.3 SBD 6.1 - Preferential Point Claim Form – **Non-submission will result into a zero score on Specific goals points.**

9.1.4 Pricing Schedule attached is compulsory to be completed

9.2 Gate 1 – Mandatory Evaluation

Failure to meet the requirements stated on the table below will result into instant disqualification.

No.	Mandatory Requirement	Document to be submitted as proof of evidence
9.2.1	The service provider must be registered with Private Security Industry Regulatory Authority (PSIRA).	A valid certified copy of PSIRA registration certificate
9.2.2	The service provider must have 2 licenced firearms under the company name	Valid 2 firearms/pistols (handguns) licences
9.2.3	The service provider must have a security training plan in place	Detailed security training plan in line with SDT scope of work
9.2.4	A valid tax certificate with PIN to be provided	Proof of valid tax certificate

9.3 GATE 2 – FUNCTIONALITY EVALUATION

Only bidders that have met mandatory requirements in gate 1 will be evaluated in gate 2 for functionality. In the technical analysis criteria, bidders will need to attain a **minimum 70 of out of 100 points** to proceed to the next stage, i.e., price and Specific goals. All documents submitted as evidence on section 9.3 must be labelled using numbers 9.3.1 to number 9.3.4. on the tender pack.

No.	Criteria	Measure of criteria	Weight
9.3.1	Company Experience -	The Company/bidder must have a minimum of ten (10) cumulative or/ non-	35

	<p>Reference Letters</p>	<p>cumulative years of experience in providing security services on businesses that are trading on high value goods and office reception management.</p> <ul style="list-style-type: none"> • (Meaning: cumulative when contract starts for the past ten years and is still active • Non- cumulative is when there are different contracts that made up to ten years as requested by the TOR.) <p>Required documents for proof:</p> <ul style="list-style-type: none"> • A detailed company profile showing when the company was established and the list of their clientele. • A minimum of three (3) traceable reference letters on the letterhead of the company providing reference letters. Reference letters must be submitted as follows: <ul style="list-style-type: none"> ➤ Reference letters must show ten (10) years cumulative or non-cumulative experience uninterrupted. ➤ Reference letters must be labelled correctly on the submitted pack to show that they are submitted as proof of ten (10) years cumulative or non-cumulative uninterrupted experience. ➤ The company profile section of the business experience will not 	
--	---------------------------------	---	--

		<p>be considered as submitted full proof of the ten (10) years cumulative or non-cumulative uninterrupted experience. Therefore, full proof of ten (10) years cumulative and non-cumulative uninterrupted experience will be established on both the business profile document and a minimum of three (3) reference letters.</p> <p>Points allocation:</p> <ul style="list-style-type: none"> • Less than ten (10) years = 0 • Ten (10) years and above = 35 	
9.3.2	Infrastructure	<p>The bidder/company must have an office in the Gauteng Province that is equipped as per PSIRA requirements and be recognized by PSIRA as the registered office in terms of accreditation, that include at least a telephone line, e-mail address and is accessible 24 hrs, 7 days a week.</p> <p>Required documents for proof:</p> <p>The bidder/company must submit a Gauteng province municipality letter/bill not older than 3 months, or a lease agreement showing the period and it must be certified.</p> <p>Points allocation:</p> <ul style="list-style-type: none"> • No office in the Gauteng province = 0 	20

		<ul style="list-style-type: none"> Office in the Gauteng province = 20 	
9.2.3	Site Supervisor Experience	<p>The site supervisor must have a grade B security qualification with a minimum of 5 years 'experience within high value goods and office floor reception security industry</p> <p>Required documents for proof:</p> <p>Supervisor's CV, qualification certificates and supervisor's licence to carry a firearm/pistol</p> <p>Points allocation:</p> <ul style="list-style-type: none"> No grade B qualification and or no five (5) years' experience = 0 Grade B qualification with five (5) years' experience = 25 	25
9.3.4	Current security sites	<p>Currently, the bidder/company must have two (2) office floor reception security sites/contracts in Gauteng</p> <p>Required documents for proof</p> <p>Two reference letters (one reference letter per site) on the business letterhead showing proof of current rendered security service in Gauteng</p> <p>Points allocation:</p> <ul style="list-style-type: none"> No proven two (2) sites in office floor reception security service in Gauteng = 0 	20

		<ul style="list-style-type: none"> Proven two (2) sites in office floor reception security service in Gauteng = 20 	
		Threshold	70
Total			100

9.4 Gate 3 – Price and Specific goals Evaluation

9.4.1 In the third stage of the evaluation, Tenders that passed the prescribed technical threshold will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2022.

9.4.2 Provide fixed price quotation for thirty-six months (36).

9.4.3 Only one price adjustment per annum will be accommodated based on the statutory/or sector agreements increases as per PSIRA tariffs. Cost must be VAT inclusive and quoted in South African Rand.

Criterion	Points
Price	80
Specific goals	20
Total	100

Stage 1 – Price Evaluation

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

Where:

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{min} = Rand value of lowest acceptable bid

Stage 2 – Specific Goals

Criterion	Points
Submission of SBD 6.1	20

10 Special Conditions of Contract

10.1 Security Officer's to be deployed (Experience and Training)

10.1.1 The officer should have a minimum of five (5) years 'experience within the security industry, attach CV.

10.1.2 Security Officers should have a Grade C PSIRA certificate.

10.1.3 Security Officers should have a Firearm competency certificate - Hand Gun.

11 Other Conditions

11.1 Individuals and company registration with PSIRA will be verified for the appointed service provider.

11.2 The SDT reserves the right to end the contract at any stage in accordance with the General Conditions of Contract.

11.3 SDT reserves the right not to appoint any bidder.

12 Bid Validity

Bid must be valid for a minimum period of **120 days** from the closing date of the tender.

13 Submission of Proposal

13.1 Bid documents will only be considered if received on or before the Closing Date and Time, regardless of the method used to send or deliver such documents to State Diamond Trader. Bids can be hand delivered to the second floor or posted using the addresses below.

13.2 No Emailed bids will be accepted

13.3 Late tenders will not be accepted

13.4 Physical and Postal Address:

State Diamond Trader

**OR Tambo International Airport Special Economic Zone (ORTIA SEZ
PRECINCT 1)**

2nd Floor GIDZ (Superblock Building)

Bonaero Drive, ACSA Precinct

Bonaero Park

1619

14 Standard Tender Special Conditions

- 14.1** The Bidder must be fully tax compliant. As an organ of state, State Diamond Trader cannot conduct business with a company whose tax matters are not in order as declared by SARS.
- 14.2** Bidders who wish to render services to State Diamond Trader must be on or will register on the National Treasury Central Supplier Database (CSD) as per National Treasury Circular No.3 of 2015/6- Central Supplier Database.
- 14.3** State Diamond Trader will disqualify a bidder/s who engages in the following:
 - 14.3.1** Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder in respect of the subject matter of this RFP.
 - 14.3.2** Seeks any assistance, other than assistance officially provided by a government entity, from any employee, advisor or other representative of a government entity in order to obtain any unlawful advantage in relation to procurement or services to be provided to a government entity.
 - 14.3.3** Makes or offers any gift, gratuity, anything of value other inducement, whether lawful or unlawful, to any of SDT official or other representatives.

- 14.3.4** Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to the procurement or service to be provided to the entity.
- 14.3.5** Pays or agrees to pay to any person any fee, commission, percentage, brokage fee, gift or any other consideration, that is contingent upon or result from the award of any tender, contract, right or entitlement which is in any way related to services to be rendered to the entity.
- 14.3.6** whose Tender contains a negligent misrepresentation which is materially incorrect or misleading
- 14.3.7** who materially fails to comply with any conditions or requirements of this RFP.

15. Enquires

SCM Enquires: Supply Chain Management Offices

Email: archellisr@statediamondtrader.gov.za only