



TENDER for CONTRACT No.: DRT 05/02/2026

PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

TENDER DOCUMENT FOR CONTRACT NO.

The Tender (Tendering Procedures, Returnable Documents),
The Contract (Agreements and Contract Data, Pricing Data, Scope of Work)

FEBRUARY 2026

Issued by:

**The Head of Department
Department of Roads and Transport
Gauteng Province
Private Bag X83
MARSHALLTOWN
2107**

NAME OF TENDERING

ENTITY:.....

ADDRESS:

TEL NO. **EMAIL:**

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PART T1: TENDERING PROCEDURES

TENDER NOTICE AND INVITATION TO TENDER

Refer to the published Tender Notice and Invitation to Tender

Part T1.1 Tender Notice and Invitation to Tender

THE GAUTENG PROVINCE, DEPARTMENT OF ROADS AND TRANSPORT REQUESTS INTERESTED TENDERERS TO BID FOR THE FOLLOWING TENDER:

TENDER NUMBER	SERVICE	COMPULSORY BRIEFING	SITE	CLOSING DATE
DRT 05/02/2026	Provision of Security Guarding Services to the Gauteng Department of Roads and Transport for a Period of Thirty-Six [36] Months for Twenty-Seven (27) Sites	Venue: Main Boardroom, Department of Roads and Transport 1215 Nico Smith Street Koedoespoort Pretoria Date: 10 March 2026 Time: 10h00 NB: Failure to attend site briefing will result in disqualification		Date: 27 March 2026 Time: 11h00 Tender Box: Gauteng Department of Roads and Transport, Ground floor, Life Centre Building. 45 Commissioner Street, Johannesburg. Tenderers are advised to timeously submit documents earlier than closing date to avoid crowding.

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The Gauteng Department of Roads and Transport adheres to all relevant Acts including but not limited to, the Constitution of the Republic of South Africa of 1996, the Black Economic Empowerment Act No.53 of 2003, Preferential Procurement Policy Framework Act No.5 of 2000, Employment Equity Act No. 55 of 1998 and the Public Finance Management Act No 1 of 1999.

Gauteng Department of Roads and Transport will apply the 80/20 or 90/10 preference point system in terms of Regulation 4 of the Preferential Procurement Regulations, 2022 (as published in the Government Gazette No. 47452 on 04 November 2022).

COMPULSORY/MANDATORY TENDER REQUIREMENTS:

Failure to submit the following required documents will render the bidder's tender disqualified:

- Completed and signed Standard Bidding Document SBD 1, SBD 4, SBD 6.1 & SBD 3.2 – which form part of tender document
- In the case of joint ventures both parties must submit certified copies of a Valid Compensation of Injury Diseases Act (COIDA) certificate.
- Certified Copy of a Valid Company Registration certificate with PSIRA
- Certified Copy of a Valid Company Owner/s Registration certificate with PSIRA.
- A certified copy of a valid Letter of Good Standing from PSIRA.
- A certified copy of a valid Letter of Good Standing from the PSSPF.
- A submission of a certified copy of Fire-arm licence in terms of the Fire-arms Control Act 60 of 2000.
This requirement will only be applicable for the following BILLS: 1,16 & 26
- A submission of a certified copy of the licence and the accompanying certificate, Company Registration Certificate in terms of the Performing Animals Protection Act 24 of 1935 **OR** a letter of intent from the supplier on the letter head accompanied by proof of license and accompanying certificate from the supplier **OR** a lease agreement between the bidder and the supplier accompanied by proof of license and accompanying certificate from the supplier. **This requirement will only be applicable for the following BILLS: 7,9,10,11,12,13,15,16,17,18,19,22,23 & 24.**
- In the case of joint ventures and consortia, a detailed signed agreement must be attached as part of the submitted tender document, which must be signed by all parties to the agreement detailing the percentage (%) split between the parties and portion/s of work to be shared.

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- Letter of intent to provide public liability insurance/Public Liability Insurance cover or proof of public liability insurance cover from the registered Financial Service Public Liability Insurance cover **must be** 10% inclusive of all Total bids amount.
- A bidder must attend a compulsory site briefing session, and the attendance register must be completed and signed, and it will be used as a proof of attendance. bidders that do not attend compulsory briefing session will be disqualified.

NB: Bidders who are listed on the National Treasury's register of defaulters and restricted suppliers will be automatically disqualified.

OTHER KEY RETURNABLES:

- Tax compliance status pin (A consortium or joint ventures (Including unincorporated consortia) must submit a consolidated Tax status pin of each partner in the consortium or joint ventures (Including unincorporated consortia).
- Registration Documents of the business with the Companies and Intellectual Property Commission (CIPC) OR Master of the High Court in South Africa, in case of a Joint Venture each partner must submit CIPC documents
- CSD summary report or MAAA number, in case of a Joint Venture each partner must submit CSD report
- Certified copy/s of Director/s ID/s, in case of a Joint Venture each partner must submit certified ID copies



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FUNCTIONALITY EVALUATION:

Functionality Evaluation will be conducted in two (2) phases

Phase 1: bidders will be scored out of 75 points and the minimum threshold to qualify is 60 points. Bidders who fail to meet the minimum threshold will not be considered for further evaluation

Key Personnel (30 Points)	Scoring Criteria	Max Score
<p>Bidders must complete T2.3 (form B1) attached in the bid documents for key personnel and MUST clearly indicate experience, employer, duration and contactable references.</p> <p>No CVs are to be submitted by bidders for key personnel</p> <p>Failure to complete T2.3 (form B1) will result in the bidder scoring zero points). Key Personnel must be unencumbered and unique to each tender bid</p>		
Operations Manager:	<ul style="list-style-type: none">• Certified copy of valid PSIRA Grade A or B Certificate (5 Points)• Certified copy of valid (from SAPS) Competency Firearm Certificate (5 Points) <li style="text-align: center;">Certified copy of Latest Firearm Refresher Reports (Weight 5 Points) • Re-fresher training attended 12 months before tender closure (5 points)• Re-fresher training attended between 18 months before tender closure (3 points)	30 Points



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	<ul style="list-style-type: none"> • Re-fresher training attended between 24 months before tender closure (2 points) • No Re-fresher training attended (0 point) <p>Experience:</p> <ul style="list-style-type: none"> • 10 years or more experience in security managerial guarding services (15 points) • 5 to less than 10 years' experience in security managerial guarding services (10 points) • 3 to less than 5 years' experience in security managerial guarding services (5 points) • Less than 3 years' experience in security managerial guarding services (0 point) 	
<p align="center">Company Experience (30 Points)</p>	<p align="center">Scoring Criteria</p>	<p align="center">Max Score</p>
<p>Bidders must submit relevant dated signed each reference letter(s) on the letterhead of the client(s) with contactable references with a minimum of 12 months indicating project description, project amount and reference/ contract number of the Security Services project(s) successfully completed in the last five years.</p> <p>(Failure to submit required dated signed and each contactable reference letters with a minimum of 12 months will result in the bidder getting zero points)</p> <p>Appointment letters and emails will not be accepted as reference letter.</p>		
<p>Bidders must have experience in the field and have a proven track record in Security Services and must submit reference letters and will be assessed as follows:</p>	<ul style="list-style-type: none"> • 5 reference letters (30 points) • 4 reference letters (25 points) • 3 reference letters (20 points) • 2 reference letters (15 points) • 1 reference letter (10 points) • No reference letters (0 point) <p>The department reserve the right to contact the Bidders client on the supplied reference letters</p>	<p align="center">30 Points</p>



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Contingency Plan (10 Points)	Scoring Criteria	Max Score
Contingency plans in the event of scenarios including but not limited to strikes, emergency lock-down, short posting, emergency situation or load shedding.		
Contingency plans will be assessed as follows:	<ul style="list-style-type: none"> • Contingency plans in the event of 5 scenarios listed above (10 points) • Contingency plans in the event of 4 scenarios listed above (7 points) • Contingency plans in the event of 3 scenarios listed above (5 points) • Contingency plans in the event of 2 scenarios listed above (3 points) • Contingency plans in the event of 1 scenario listed above (2 points) • No contingency plan (0 point) 	10 Points
Bank Rating (5 Points)	Scoring Criteria	Max Score
Failure to submit proof of bank rating from the relevant bank, dated within 12 months prior to the bid closing date, will result in the bidder scoring zero points		
Bank rating will be assessed as follows:	<ul style="list-style-type: none"> • Rating A (5 points) • Rating B (3 points) • Rating C (2 points) • Rating D (1 point) • No bank rating (0 point) 	5 Points

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COMPULSORY SITE VISIT

Phase 2: bidders will be scored out of 25 points and the minimum threshold to qualify is 20 points. Bidders who fail to meet the minimum threshold will not be considered for further evaluation.

Resources to be used daily as per specification (bidders will be required to demonstrate the use of the below-mentioned resources as per the TOR) (25 Points)

Uniform (5 Points)	Scoring Criteria	Max Score
Availability of supplier agreement for personnel uniform or letter of intent.		
UNIFORM	<ul style="list-style-type: none"> • Bidder to produce proof of supplier agreement or letter of intent on the supplier letter head showing/stating 5 days lead time from date of order by service provider (5 points) • Bidder to produce proof of supplier agreement or letter of intent on the supplier letter head showing/stating 6 -10 days lead time from date of order by service provider (2 points) • Bidder to produce proof of supplier agreement or letter of intent on the supplier letter head showing/stating 6 -10 days lead time from date of order by service provider (1 point) • No proof of supplier agreement or letter of intent (0 point) 	5 Points
Control Room (3 Points)	Scoring Criteria	Max Score
The availability of control room/s to monitor alarm activations and dispense the armed response vehicle/s		
CONTROL ROOM		3 Points



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	<ul style="list-style-type: none"> • Tested alarm activation and it functioned on 1st attempt (chosen site to press panic button and deployed system to function as expected) Service Provider to explain first how system functions before panel evaluation (1 point) • Called one site chosen by panel and call answered on 1st attempt using alternative communication method deployed by company (1 point) • Two-way radios = Control room to call site chosen by panel using base radio to test functionality of system. Chosen site to answer on 1st attempt (1 point) 	
OCCURANCE BOOK (2 Points)	Scoring Criteria	Max Score
OCCURANCE BOOK	<ul style="list-style-type: none"> • Proof of active occurrence book (1 point) • Proper usage of occurrence book (1 point) • No active occurrence book (0 point) 	2 Points
FIREARM (7 Points)	Scoring Criteria	Max Score
FIREARM	<ul style="list-style-type: none"> • Bidders' armourer to display safe handling procedure when issuing and receiving a firearm (1 points) <p>Storage of Firearms – compliance to the Firearms Control Regulations 86(4), 2004</p> <ul style="list-style-type: none"> • Bidder to produce proof of SAPS permission to store firearms (1 point) • Firearms stored in a safe or strongroom (1 point) <p>Firearms and their Licences Panel to choose one stored firearm for inspection and score compliance</p> <ul style="list-style-type: none"> • Chosen firearm to have corresponding license (1 point) 	7 Points

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	<ul style="list-style-type: none"> Chosen firearm must appear in bidder's firearm register (1 point) Bidder's designated firearms' officer to produce valid competency certificate (1 point) Availability of bullet trapping mechanism (1 point) 	
SECURITY PERSONNEL (8 Points)	Scoring Criteria	Max Score
5 x Personnel files will be required to be evaluated - records, procedures on management and control of sites.		
SECURITY PERSONNEL	<ul style="list-style-type: none"> ID Copies (2 points) Valid PSIRA Certificate (2 points) Employment Contract (2 points) Copy of Payslip showing contributions towards COIDA, UIF and PSSPF (2 points) 	8 Points

PRICE AND PREFERENCE POINT SYSTEM EVALUATION:

In terms of Preferential Procurement Regulation of 2022, the department will be applying either the 80/20 or 90/10 preference point system, which is applicable to bids with a Rand value lessor/equal or above R 50 million (all applicable taxes included), shall be applied, where a maximum of 80/90 points will be allocated for price and maximum of 20/10 will be allocated for the Specific Goals specified in this tender.

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The points will be allocated as follows:

PREFERENCE POINT SYSTEM	POINTS	POINTS
Price	80	90
Specific Goals (refer to requirements below)	20	10
Total points for Price and Preference Points	100	100

Specific Goals Requirements:

To qualify for Specific Goal points, Bidders must provide evidence of ownership of 51% or more per the specified Historically Disadvantaged Individuals (HDI) categories. Bidders must submit verifiable documentation as proof to claim the Preference Points.

Bidders who fail to submit valid B-BBEE credentials will forfeit their preference points.

SPECIFIC GOALS	PROOF OF EVIDENCE	20 POINTS	10 POINTS
HDI	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit with at least 51% black ownership to claim points.	1	1
Women	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit with at least 51% owned by women to claim points.	7	3
Youth	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit with at least 51% owned by youth. Identity Documents for Directors to claim points	5	2

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Disability	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit which is at least 51% owned by people with disabilities to claim points.	5	3
Bidder must be located within Gauteng Province	The bidder must submit a copy of a municipal rates & taxes invoice or statement not older than 3 months in the name of the Bidder or proof of lease agreement in the name of the Lessee signed by both parties.	2	1

Guidance on valid B-BBEE Certificates and/or valid Sworn Affidavits to substantiate preference points claims.

- Only B-BBEE Certificate that is issued by SANAS accredited agency will be considered.
- Consortium or JV must submit a valid consolidated B-BBEE Certificate issued by a SANAS accredited agency.
- The Department is requesting the B-BBEE certificates / sworn affidavits to validate and evaluate the points claimed by the bidder based on the Specific Goals outlined in the SBD 6.1.

NB:

1. The submission of a fraudulent B-BBEE certificate will result in the bidder being disqualified and criminal proceedings being instituted against the bidder. The bidder, the shareholders and / or directors will further be restricted from doing business with any organ of the state for a maximum period of 10 years.

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OBJECTIVE CRITERIA:

1. The Department will apply their work spread model as objective criteria to multiple tenderers, irrespective of highest total number of points scored, which comprises the following:
 - 1.1. A bidder who scores the highest on points for price and preference will not be awarded more than two (2) bills of quantity (contracts). The two (2) bills awarded will be the bills with the highest rand value in which the bidder was ranked first.
 - 1.2. The remaining bills will be awarded (maximum of two (2) per bidder) in terms of the bidder's ranking points. The rand value of the bills awarded to all subsequent bidders, will be based on the same principle applied to the bidder that was ranked first.

NB: In the event that there are insufficient qualifying bidders for the remaining bills of quantity, the Department reserves the right to award more than two (2) bills of quantity (contracts) to a qualifying tenderer, provided that the tenderer submitted a price proposal for the applicable bill of quantity (contract).

Bidders should note the following:

- Functionality will be scored out of 75 points then 25 points.
- Where the proposed prices of critical materials to be supplied to the Department are considerably less than the expected market price or rates, the Department reserves the right to verify the proposed prices by requesting quotations from the supplier(s) cited in the compilation of the bid.
- The bid validity period is 120 days (excluding public holidays) However, the Department reserves the right to request all bidders to extend such validity period should the need arise.
- Tender offers must be inclusive of all applicable taxes, e.g. VAT etc
- The successful bidder will be required to enter into a formal contract with the Department. Such contract will be governed in terms of the General Conditions of Contract dated 2015, 3rd Edition.
- The Department will not compensate the bidder for any costs incurred in the preparation and submission of a bid offer, including the costs of any testing necessary to demonstrate that aspect of the offer complies with requirements.
- Tenderers who are listed in the National Treasury's register of defaulters and restricted suppliers will be disqualified.
- The Department will conduct a detailed risk assessment of the recommended bidders.
- The Procurement document as issued by the Department must NOT be taken apart by bidders for purpose of submitting the Tender. In the case of the Request for Tender downloaded from the

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internet, the onus is on the bidder to submit a complete procurement document with no missing pages.

- The GDRT reserves the right to conduct security background checks in respect of the prospective Service Provider.
- The appointment of a Service Provider will be subject to Positive Security Clearance from the State Security Agency (SSA).
- Successful tenderers that are located outside Gauteng Province will be required to establish office/site within one (1) month period of an appointment in Gauteng Province.

NB: Potential suppliers must note that in terms of departmental policy, the Department reserves the right to cancel and blacklist any supplier for a period of at least 12 months if the supplier fails to adequately perform in terms of the awarded contract

Correspondence

- For the availability of the bid document and technical specification enquiries contact Supply Chain Management (SCM) on the following e-mail @ SCMBIDADMIN.SCMBIDADMIN@gauteng.gov.za
- Closing date for enquires: 17 March 2026
- Bidders to expect responses within 7 days prior to the closing date
- Bidders are not allowed to initiate communication with the Department after the closing date.
- Bidders must regularly check, ePortal and Departmental Websites for publication of responses and other communication

Please Note:

- 1. Amounts written in words take precedence over amounts in figures, in case of any discrepancy.**

OBTAINING TENDER DOCUMENT:

Prospective bidders can download and print the tender document by accessing the eTender Publication Portal website (www.etenders.gov.za). Bidders are advised to ensure that all tender documents are properly bound upon submission before the closing date and time. Late bids (bids submitted after the closing date and time) will NOT be accepted. Documents will be available on the E-tenders publication portal from 27 February 2026

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BID SUBMISSION:

Bidders must complete and submit all the required pages of the tender document, as published. The submission of bids either electronically, or by telegraphic, telephone, telex, facsimile, emails or similar apparatus will NOT be accepted.

Bid submissions must be clearly marked "TENDER No. 05/02/2026: Provision of Security Guarding Services to the Gauteng Department of Roads and Transport for a Period of Thirty-Six [36] Months for Twenty-Seven (27) Sites and bid documents must be submitted in a sealed envelope and deposited into the Tender Box situated at the Gauteng Department of Roads and Transport, Ground floor, Life Centre Building 45 Commissioner Street, Johannesburg by the closing date and before the closing time. Late bids will NOT be accepted.

Clearly numbered Bid Documents together with all applicable attachments must be deposited in the tender box at the ground floor, Life Centre Building, 45 Commissioner Street, Johannesburg, by no later than 11h00 on the 27 March 2026

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TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annexure F of the CIDB Standard for Uniformity in Construction Procurement, July 2015. The Conditions of Tender are included in Section T1.3 for the convenience of tenderers.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data hereafter shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the sub-clause in the Standard Conditions of Tender to which it mainly applies.

Clause Number	Description / Comment
F.1.1	The Employer is The Head of Department, Gauteng Province, Department of Roads and Transport
F.1.2	The Procurement Document issued by the Employer comprises the following: PART T1 TENDERING PROCEDURES T1.1 Tender Notice and Invitation to Tender T1.2 Tender Data T1.3 Standard Conditions of Tender PART T2 RETURNABLE DOCUMENTS T2.1 List of Returnable Documents T2.2 Returnable Schedules and Certificates T2.3 Returnable Schedules Required for Evaluation of Tender Offers PART C1 AGREEMENT AND CONTRACT DATA C1.1 Form of Offer and Acceptance C1.2 Contract Data C1.3 Agreement in terms of Occupational Health and Safety Act, 1993 PART C2 PRICING DATA C2.1 Pricing Instructions C2.2 Schedule of Quantities



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Clause Number	Description / Comment
	PART C3 SCOPE OF WORK
F2.1	Only those tenderers who satisfy the COMPULSORY/MANDATORY TENDER REQUIREMENTS as specified in the Tender Notice and Invitation to Tender are eligible to submit tenders and will be considered responsive.
F.2.7	A clarification meeting will take place at the time and venue as stated in the published “Tender Notice and Invitation to Tender” .
F.2.10.3	Rates and prices will be adjusted in line with PSIRA rates and approved sectoral determination.
F.2.12	No alternative offers will be accepted.
F.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original.
F.2.13.5	The Employer’s address and identification details to be shown on each tender offer package are: <u>Address:</u> Department of Roads and Transport, Life Centre Building, 45 Commissioner Street, Johannesburg. <u>Identification Details:</u> TENDER № 05/02/2026 PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES
F2.13.10	Bidders must duly complete and submit all the required pages of the Bid Document. Failure to provide the necessary supporting documentation / evidence required may result in the bidder forfeiting evaluation points or being disqualified, depending on the stipulated evaluation criteria requirements.
F2.13.11	Tenderers are encouraged to initial every page of this tender document in the bottom right hand corner.
F.2.15.1	The closing time for submission of tender offers is as stated in the published “Tender Notice and Invitation to Tender” .
F.2.16.1	The tender offer validity period is 120 days (after closing date for tender).

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Clause Number	Description / Comment
F.2.23	The tenderer is required to submit with his tender all the forms, schedules and certificates listed in T2.1.
F.3.5	A two-envelope system will not be followed.
F.3.11	Responsive tenders will be evaluated in accordance with the stages of evaluation as stated in the published “Tender Notice and Invitation to Tender” and in accordance with the Preferential Procurement Regulations, 2022.
F.3.11.3	The 80/20 or 90/10 preference point system outlined in Regulation 4 of the Preferential Procurement Regulations, 2022 will be applied during the price and preference point evaluation (per site)
F.3.11.7	The scoring of price will be in accordance with Regulation 6.(1) of the Preferential Procurement Regulations, 2022.
F.3.11.9	The scoring of functionality will be as stated in the published “Tender Notice and Invitation to Tender” and in accordance with Regulation 5 of the Preferential Procurement Regulations, 2022.
F.3.13	Add the following requirements to the list: <ul style="list-style-type: none"> i. The tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; ii. The tenderer has not abused the Employer’s Supply Chain Management System; and iii. The tenderer has not failed to perform any previous contract and has been given a written notice to this effect.
F.4.1	The appointed bidders will be expected to provide emergency security services as and when required. This procedure includes rapid response teams. The department will request an RFQ/RFP, and the service provider will deploy upon the DRT approval

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F.1 Standard Conditions of Tender

F.1.1 Actions

F.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

F.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

- Note:*
- 1) *A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*
 - 2) *Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

F.1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

F.1.3 Interpretation

F.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

F.1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

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F.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
 - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
 - ii) an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
 - iii) incompatibility or contradictory interests exist between an employee and the organisation which employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;
- e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body;
- f) **functionality** means the measurement according to the predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service and technical capacity and ability of a tenderer.

F.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

F.1.5 Cancellation and Re-Invitation of Tenders

F1.5.1 An organ of state may, prior to the award of the tender, cancel a tender if-

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received.
- (d) There is a material irregularity in the tender process

F1.5.2 The decision to cancel a tender must be published in the E-tenders website and in the government Tender Bulletin for the media in which the original tender invitation was advertised.

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F.1.6 Procurement procedures

F.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to F.3.13, be concluded with the tenderer who in terms of F.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

F.1.6.2 Competitive negotiation procedure

F.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of F.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of F.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

F.1.6.2.2 All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of F.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

F.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

F.1.6.2.4 The contract shall be awarded in accordance with the provisions of F.3.11 and F.3.13 after tenderers have been requested to submit their best and final offer.

F.2 Tenderer's obligations

F.2.1 Eligibility

F.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with the employer.

F.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by

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the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

F.2.2 Cost of tendering

F.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

F.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

F.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

F.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

F.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

F.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

F.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

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F.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least seven working days before the closing time stated in the tender data.

F.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

F.2.10 Pricing the tender offer

F.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

F.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

F.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

F.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

F.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

F.2.12 Alternative tender offers

F.2.12.1 Alternative offers will not be accepted

F.2.13 Submitting a tender offer

F.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

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F.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

F.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories are the lead partner, whom the employer shall hold liable for the purpose of the tender offer.

F.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

F.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

F.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

F.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

F.2.15 Closing time

F.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

F.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

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F.2.16 Tender offer validity

F.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

F.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

F.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

F.2.16.4 Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of F.2.13 with the packages clearly marked as "SUBSTITUTE".

F.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: *Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.*

F.2.18 Provide other material

F.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

F.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

F.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

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F.2.20 Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

F.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

F.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

F.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

F.3 The employer's undertakings

F.3.1 Respond to requests from the tenderer

F.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

F.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

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F.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

F.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

F.3.4 Opening of tender submissions

F.3.4.1 Bids will not be opened in the presence of service providers. Tender prices of bids received will be published within 10 days of closure. Service providers are encouraged to check the closing list on the eTender Publication Portal and Gauteng Digital Platform.

F.3.4.3 Make available the record outlined in F.3.4.1 to all interested persons upon request.

F.3.5 Two-envelope system

F.3.5.1 two envelope system will not be allowed.

F.3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

F.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

F.3.8 Test for responsiveness

F.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

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- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

F.3.9 Arithmetical errors, omissions and discrepancies

F.3.9.1 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - ii) the summation of the prices.

F3.9.2 The employer must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.

F.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

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F.3.11 Evaluation of tender offers

F.3.11.1 General

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

F.3.11.2 Method 1: Price and Preference

In the case of a price and preference:

- 1) Score tender evaluation points for price
- 2) Score points for Specific goals contribution
- 3) Add the points scored for price and Specific goals.

F.3.11.3 Method 2: Functionality, Price and special goals

In the case of a functionality, price and preference:

- 1) Score functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data.
- 2) No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender invitation.
- 3) Tenders that have achieved the minimum qualification score for functionality must be evaluated further in terms of the preference points system prescribed in paragraphs 4 and 4 and 5 below.

F.3.11.7 Decimal places

Score price, preference and functionality, as relevant, to two decimal places.

F.3.11.8 Scoring preferences

Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are not eligible for such preferences. Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.

F.3.11.9 Scoring functionality

Functionality scoring will be done according to Preferential Procurement Regulations 2022. Tenderers may download the Regulations on the following link: http://www.thedtic.gov.za/wp-content/uploads/PPPFA_Regulation.pdf

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F.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and/or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

F.3.13 Acceptance of tender offer

Accept the tender offer, if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the tender data, and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

F.3.14 Prepare contract documents

F.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the employer and the successful tenderer.

F.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

F.3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

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F.3.16 Notice to unsuccessful tenderers

F.3.16.1 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

F.3.16.2 After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

F.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

F.3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

F3.19 Transparency in the procurement process

F3.19.1 The employer must adopt a transparency model that incorporates the disclosure and accountability as transparency requirements in the procurement process.

F3.19.2 The transparency model must identify the criteria for selection of projects, project information template and the threshold value of the projects to be disclosed in the public domain at various intervals of delivery of infrastructure projects.

F3.19.3 The client must publish the information on a quarterly basis which contains the following information:

- Procurement planning process
- Procurement method and evaluation process
- Contract type
- Contract status
- Number of firms tendering
- Cost estimate
- Contract title
- Contract firm(s)

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- Contract price
- Contract scope of work
- Contract start date and duration
- Contract evaluation reports

F3.19.4 The employer must establish a Consultative Forum which will conduct a random audit in the implementation of the transparency requirements in the procurement process.

F3.19.5 Consultative Forum must be an independent structure from the bid committees.

F3.19.6 The information must be published on the employer's website.

F 3.19.7 Records of such disclosed information must be retained for audit purposes.

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PART 2: RETURNABLE DOCUMENTS

LIST OF RETURNABLE DOCUMENTS

This form has been included as an aid to ensure a tenderer's compliance with the completion of the returnable schedules and the inclusion of the required certificates.

SCHEDULE/CERTIFICATE DESCRIPTION	REQUIRED ACTION	TICK IF DONE
RETURNABLE SCHEDULES AND CERTIFICATES		
From A: Certificate of Authority for Signature	Complete	
Certificate of Good Standing from COIDA	Attach	
Proof of registration reflecting the UIF reference number	Attach	
Company Registration certificate with PSIRA	Attach	
Company Owner/s Registration certificate with PSIRA	Attach	
Letter of Good Standing from PSIRA	Attach	
Letter of Good Standing from the PSSPF	Attach	
Public liability cover	Attach	
Tax Compliance Requirements	Attach	
SBD 1: Invitation to tender	Complete	
SBD 3.2: Pricing Schedule – Non Firm Prices	Complete	
SBD 4: Declaration of Interest	Complete	
SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Complete	
Supporting documents for specific goals	Attach	
Company Registration Documents	Attach	
ID documents of the Principals of the Business	Attach	
Proof Of Registration on the National Centralised Supplier Database (CSD)	Attach	
Record of Addenda to Tender Documents	Complete	
Compulsory Enterprise Questionnaire	Complete	
Form B1-key personnel experience	Complete	



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RETURNABLE SCHEDULES AND CERTIFICATES

FORM A: CERTIFICATE OF AUTHORITY FOR SIGNATURE

FIRM

1.1 A "Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise there from, duly signed and dated, shall be provided by the Principals of the firm and shall be attached to this page. An example is given below.

JOINT VENTURE / CONSORTIA

- 2.1 The document of formation of the Joint Venture / Consortia shall be attached to this page.
- 2.2 A "Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise there from, duly signed and dated, shall be provided by the Principals of each member of the Joint Venture / Consortia and shall be attached to this page.

EXAMPLES OF A CERTIFICATE OF AUTHORITY FOR SIGNATORY

"By resolution of the Board of Directors passed at a meeting held on

Mr/Ms....., whose signature appears below, has been duly authorised to sign all documents in connection with the Tender No. DRT 05/02/2026 and any contract which may arise there from on behalf of:

.....
(Name of company or JV - block capitals)

SIGNED ON BEHALF OF THE COMPANY/JOINT VENTURE/CONSORTIA BY:
.....

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

- WITNESSES: 1.
2.



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T2.2-B: CERTIFICATE OF GOOD STANDING FROM COMPENSATION COMMISSIONER (COIDA)

The Tenderer shall attach to this page an original non-expired Certificate of Good Standing from the Compensation Commissioner.

In the case of a joint venture or consortium, each party shall provide its Certificate of Good Standing.

Similarly, each party shall provide its Compensation Fund Number below.

If the required information is not provided, then the Tender may be deemed to be non-responsive and therefore rejected.

Firm: Compensation Fund No:

Firm: Compensation Fund No:

Firm: Compensation Fund No:

SIGNED ON BEHALF OF THE TENDERER:

.....



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T2.2-C: BANK DETAILS

The Tenderer shall provide details of its banker and auditing accountant below.

Bank Details –

Bank Name:

Address:

Account Number:

Contact Person:

Tel No.:

Fax No.:

SIGNED ON BEHALF OF THE TENDERER:

.....



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CERTIFICATE OF INSURANCE COVER

Note to tenderer: In the event of the tenderer being a joint venture/consortium the details of the individual members must also be provided. The tenderer shall provide the following details of this insurance cover:

- i) Name of Tenderer:
 - ii) ii) Period of Validity:
 - iii) iii) Value of Insurance:
 - iv) • General public liability Company:
- Value:

SIGNED BY TENDERER:



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T2.2-E TAX COMPLIANCE REQUIREMENTS

Bidders must submit their SARS TCS PIN number and CSD Supplier number with their bid in order that the bidder's Tax Compliance Status can be verified. Should a bidder not be Tax Compliant at the time of verification, the bidder will be notified in writing of their non-compliant tax status and be requested to remediate their tax status within seven (7) working days. Failure to provide written proof of tax status remediation, within seven (7) working days of notification, will result in the rejection of the bid submitted by the Bidder.

Firm: TCS PIN:

Firm: TCS PIN:

Firm: TCS PIN:



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SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	DRT 05/02/2026	CLOSING DATE:	27 March 2026	CLOSING TIME:	11H00
-------------	----------------	---------------	---------------	---------------	-------

DESCRIPTION	Provision of Security Guarding Services to the Gauteng Department of Roads and Transport for a Period of Thirty-Six [36] Months for Twenty-Seven (27) Sites				
-------------	---	--	--	--	--

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Department of Roads and Transport 45 Commissioner Street Life Centre Building Ground floor Johannesburg					
---	--	--	--	--	--

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	SCMBIDADMIN.SCMBIDADMIN@gauteng.gov.za	E-MAIL ADDRESS	Mpho.mahoa@gauteng.gov.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA



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<p>2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]</p>	<p>2.2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
---	--	---	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> NO</p>	<p><input type="checkbox"/> YES</p>
<p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> NO</p>	<p><input type="checkbox"/> YES</p>
<p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> NO</p>	<p><input type="checkbox"/> YES</p>
<p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> NO</p>	<p><input type="checkbox"/> YES</p>
<p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> NO</p>	<p><input type="checkbox"/> YES</p>
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>	

**PART B
TERMS AND CONDITIONS FOR BIDDING**

<p>1. BID SUBMISSION:</p>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p>
<p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p>
<p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
<p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<p>2. TAX COMPLIANCE REQUIREMENTS</p>



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- 2.2 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.3 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.4 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.8 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:.....

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

DATE.....



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SBD 3.2

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....Bid number.....
Closing Time 11:00 Closing date.....

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

ITEM NO. ** (ALL APPLICABLE TAXES INCLUDED)	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
--	----------	-------------	---------------------------

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery: *Firm/not firm



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

*Delete if not applicable

SDB 3.2

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

- IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
- IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

- The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

- FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE



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B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

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T2.2-F SBD 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

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

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



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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.
- 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

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.



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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

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SBD 6.1

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

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

NB: BEFORE COMPLETING THIS FORM, 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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

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- 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	POINTS
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	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

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invitation, and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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3.2. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

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

4.6 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:

4.7 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the



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applicable preference point system,
then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where 80/20 or 90/10 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)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
HDI	1		1	
Women	7		3	
Youth	5		2	
Disability	5		3	
Bidder must be located within Gauteng	2		1	



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DECLARATION WITH REGARD TO COMPANY/FIRM

4.8 Name of company/firm.....

4.9 Company registration number:

4.10 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]

4.11 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



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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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T2.2-K ID DOCUMENTS OF THE PRINCIPALS OF THE BUSINESS

Certified copies of the ID documents of the principals of the business must be attached to this page.
The Principles of the business are as follows:

Form of Business	Principals
Company	The Directors of the company
Close Corporation	The key Members upon whom rests the direction of the affairs of the Close Corporation as a whole
Partnership	The key Partners upon whom rests the direction of the affairs of the Partnership as a whole
Joint Venture / Consortia	The key Partners upon whom rests the direction of the affairs of the Joint Venture / Consortia as a whole
Sole Proprietor	The Sole Owner of the business



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T2.2-L PROOF OF REGISTRATION ON THE NATIONAL CENTRALISED SUPPLIER DATABASE (CSD)

Only suppliers who are registered on the national Centralised Supplier Database (CSD) will be considered for appointment. Proof of registration on the national CSD must be attached to this page.



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T2.2-M RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

No.	Date	Title or Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

.....
Signature

.....
Date

.....
Position

.....
Name of Tenderer



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T2.2-N COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if applicable:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

** Complete only if sole proprietor or partnership and attach separate page if more than 3 partners*

Section 5: Particulars of companies and close corporations

Company registration number

...

Close corporation number

...

Tax reference number

...

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and



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iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

*Enterprise
name*



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T2.2-M



INTEGRITY PACT FOR BUSINESSES

FIGHTING CORRUPTION, PROMOTING INTEGRITY

1. INTRODUCTION

This agreement is part of the tender document, which shall be signed and submitted along with the tender document. The Chief Executive Officer of the bidding company or his/her authorised representative shall sign the integrity pact. If the winning bidder has not signed this integrity pact during the submission of the bid, the tender/proposal shall be disqualified.

2. OBJECTIVES

Now, therefore, the Gauteng Provincial Government and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as an integrity pact, to avoid all forms of corruption by following a system that is fair, transparent, and free from any influence/unprejudiced dealings before, during and after the currency of the contract to be entered, with a view to:

- 2.1 Enable the Gauteng Provincial Government to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
- 2.2 Enable bidders to abstain from bribing or any corrupt practice to secure the contract by assuring them that their competitors will refrain from bribing and other corrupt practices and the Gauteng Provincial Government will commit to preventing corruption, in any form by their officials by following transparent procedures.

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3. GOVERNANCE

3.1 The integrity pact seeks to ensure that both parties comply with all applicable provincial, national, continental, and international laws and regulations regarding fair competition and anti-corruption.

4. ENVIRONMENT

4.1 The integrity pact requires that both parties comply with all applicable environmental, health, and safety regulations.

5. PROTECTION OF INFORMATION

5.1 The integrity pact seeks to ensure that both parties undertake to protect the confidentiality of information. Each party, when given access to confidential information as part of the business relationship, should not share this information with anyone unless authorised.

6. REPUTATION

6.1 The Gauteng Provincial Government wants to work with bidders who are proud of their reputation for fair dealing and quality delivery.

6.2 The Gauteng Provincial Government wants to ensure that working with government is reputation enhancing for the supplier.

6.3 The Gauteng Provincial Government expects bidders/suppliers to be protective of government's reputation, and ensure that neither they, nor any of their partners or subcontractors, bring government to disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in government.

6.4 The Gauteng Provincial Government further requires its bidders/suppliers to always adhere to ethical conduct even outside their contractual obligation with the Gauteng Provincial Government.

7. VALUES OF THE GAUTENG PROVINCIAL GOVERNMENT

7.1 The value system of the Gauteng City Region is shown below:

GAUTENG CITY REGION VALUES SYSTEM	
CORE VALUES	ETHICAL VALUES



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Patriotism	Integrity
Purposefulness	Accountability
Team focused	Dignity
Integrity	Transparency
Accountability	Respect
Passionate	Honesty
Activism	

7.2 The Gauteng Provincial Government commits to ensure that the values system is embedded into the day-to-day operations of its institutions.

8. **COMMITMENTS OF THE GAUTENG PROVINCIAL GOVERNMENT**

The Gauteng Provincial Government commits itself to the following:

8.1 The GPG commits that its officials will at all times conduct themselves in accordance with Treasury Regulations 16A.81, copy of which is attached marked Annexure A, and that:

8.1.1 The GPG is committed to doing business with integrity and proper regard for ethical business practices.

8.1.2 The GPG hereby undertakes that no official of the GPG, connected directly or indirectly with the contract will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour, or any material or immaterial benefit or any other advantage from the bidder, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

8.1.3 The GPG further confirms that its officials have not favoured any prospective bidder in any form that could afford an undue advantage to that bidder during the tendering stage and will further treat all bidders alike.

8.1.4 The GPG will during the tender process treat all Bidder(s) with equity.



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8.1.5 All officials of the GPG shall report any attempted or completed violation of clauses to the following details:

	Gauteng Ethics Hotline	National Anti-Corruption Hotline
Toll-free number	080 1111 633	0800 701 701
SMS call-back	49017	N/A
E-mail	gpethics@behonest.co.za	nach@psc.gov.za
Fax	086 726 1681	0800 204 965
Website	www.thehotline.co.za	www.publicservicecorruptionhotline.org.za
Post	Chief Directorate: Integrity Management Private Bag X61 Marshalltown 2001	Public Service Commission Private X121 Pretoria 0001
Walk-in	Office of the Premier 55 Marshall Street Marshalltown Johannesburg 2001	Gauteng Provincial Office Public Service Commission Schreiner Chambers 6 th Floor 94 Pritchard Street Johannesburg

8.1.6 Following the report on the violation of the above clauses by the official(s), through any source, the GPG shall investigate allegations of such violations against the official or other role players and when justified:

- a) Take steps against such official and other role players (necessary disciplinary proceedings, and/or any other action as deemed fit, bar such officials from further dealings related to the contract process). In such a case, while an enquiry is being conducted by the Gauteng Provincial Government, the proceedings under the contract would not be stalled.
- b) Inform the relevant Treasury of steps taken in 8.1.5(a) against such officials; and

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- c) Report any conduct by such official and other role players that may constitute an offence to the South African Police Service.

9. COMMITMENTS OF THE BIDDERS

The bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his/her bid or during any pre-contract or post contract stage to secure the contract or in furtherance to secure it and commits himself/herself to the following:

- 9.1 The bidder is committed to doing business with integrity and proper regard for ethical business practices.
- 9.2 The bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to any official of the Gauteng Provincial Government, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 9.3 The bidder further undertakes that he/she has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to an official of the Gauteng Provincial Government or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Gauteng Provincial Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Gauteng Provincial Government.
- 9.4 The bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 9.5 The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 9.6 The Bidder(s)/Contractor(s) will, when presenting his / her bid, disclose any and all payments he /she has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

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- 9.7 In case of sub–contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub-Contractor.
- 9.8 The bidder shall report any attempted or completed violation of clauses 9.1 to 9.7 including any alleged unethical conduct to the Gauteng Ethics Hotline (details are provided at clause 8.1.4).
- 9.9 The bidder (or anyone acting on its behalf) warrants that:
- 9.9.1 It has not been convicted by a court of law for fraud and/or corruption with respect to the procurement/tendering processes; and/or
- 9.9.2 It has not been convicted by a court of law for theft or extortion; and/or
- 9.9.3 It is not listed on the National Treasury’s database of Restricted Suppliers or Register of Tender Defaulters.
10. SANCTIONS FOR VIOLATION
- 10.1 The breach of any aforesaid provisions or providing false information by employers, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws.
- 10.2 The breach of the Pact or providing false information by the Bidder, or anyone employed by him, or acting on his behalf (whether without the knowledge of the (Bidder), or acting on his/her behalf, shall be dealt with as per the provisions of the Prevention and Combating of Corrupt Activities Act (12 of 2004).
- 10.3 The Gauteng Provincial Government shall also take all or any one of the following actions, wherever required:
- To immediately call off the pre-contract negotiations without giving any compensation to the bidder. However, the proceedings with the other bidder(s) would continue.
 - To immediately cancel the contract, if already awarded/signed, without giving any compensation to the bidder.
 - To recover all sums already paid by the Gauteng Provincial Government.
 - To cancel all or any other contracts with the bidders and GPG shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value.
 - To submit the details of the bidder to the National Treasury to register on the database for tender defaulters.
11. CONFLICT OF INTEREST

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- 11.1 A conflict of interest involves a conflict between the public duty and private interest (for favor or vengeance) of a public official, in which the public official has private interest which could improperly influence the performance of their official duties and responsibilities. Conflicts of interest would arise in a situation when any concerned members of both parties are related either directly or indirectly or has any association or had any confrontation. Thus, conflict of interest of any tender committee must be declared in a prescribed form.
- 11.2 The bidder shall not lend or borrow any money from or enter any monetary dealings or transactions, directly or indirectly, with any member of the tender committee or officials of the Gauteng Provincial Government, and if he/she does so, the Gauteng Provincial Government shall be entitled forthwith to rescind the contract and all other contracts with the bidder.
12. LEGAL ACTIONS
- 12.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.
13. VALIDITY
- 13.1 The validity of this Integrity Pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the Gauteng Provincial Government and the bidder (service provider).
- 13.2 Should one or several provisions of the Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

GPG INTEGRITY PACT FOR BUSINESSES

BIDDER/SUPPLIER/SERVICE PROVIDER	
Signature of the CEO	
Full name of the CEO	
Tender number	
Date	



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Details of staff shall be provided in T2.3-B1 (Experience Summaries for all key personnel).

Please note:

- Failure to complete B1 forms with relevant experience will result in Bidder scoring zero points
- One person must be nominated for only one position.

NB: Bidders are allowed to make copies of the B forms to supplement key personnel credentials.

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T2.3-B1: RELEVANT EXPERIENCE OF OPERATIONS MANAGER

Name	Date of Birth	Position in team
		Operations Manager

RELEVANT EXPERIENCE

- Tenderers to add additional copies of this form if necessary to their tender submissions.*

Employer	Brief Description of the Experience(s)	Relevant Experience started	Relevant Experience ended	Position Held	Contact Person and position	Contact No.

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Employer	Brief Description of the Experience(s)	Relevant Experience started	Relevant Experience ended	Position Held	Contact Person and position	Contact No.

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Comments: _____

I confirm by my signature hereto that the information provided herein is true, that the positions occupied and the corresponding responsibilities are truly my own experiences

DATE AND SIGNATURE BY OPERATIONS MANAGER:

DATE: SIGNATURE:

SIGNED BY TENDERER:

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CONTRACT

	Page
CONTRACT	
PART C1 AGREEMENT AND CONTRACT DATA	C1.2
C1.1 Form of Offer and Acceptance	C1.2
C1.2 Contract Data	C1.6
C1.3 Agreement in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) (Section 37(2))	C1.9
PART C2 PRICING DATA	C2.1
C2.1 Pricing Instructions	C2.1
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AGREEMENT AND CONTRACT DATA

C1.1 FORM OF OFFER AND ACCEPTANCE

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of **PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES.**

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

The offered total of the price (inclusive of value added tax)

BILL 1.	Head Office	Johannesburg, Marshalltown
<p>.....</p> <p>..... (in words)</p> <p>(R in figures)</p>		



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The offered total of the price (inclusive of value added tax)

BILL 2.	Absa Building	76 Albertina Sisulu , Absa Building, JHB
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 3.	Derek Masoek	37 Cnr Village & Loveday
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 4.	Polly Street Building	1 Polly Str, Faraday, JHB, 2000
.....		
..... (in words)		
(R in figures)		



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The offered total of the price (inclusive of value added tax)

BILL 5.	Sage Life Building	41 Simmonds Street, Marshalltown, JHB
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 6.	Xavier Junction DLTC	5 Rente Street, Xavier, Ormonde, 2190
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 7.	Krugersdorp Regional Office	97 – 4th Street, Krugersdorp, 1741
.....		
..... (in words)		
(R in figures)		



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The offered total of the price (inclusive of value added tax)

BILL 8.	Pinehaven Weighbridge	13 Stein Street, Pinehaven
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 9.	Kagiso DLTC	8757 Emdeni Street, Kagiso 2, 1754
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 10.	Vereeniging Regional Office	05 Lager Str, Leeuhof, Vereeniging, 1930
.....		
..... (in words)		
(R in figures)		



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The offered total of the price (inclusive of value added tax)

BILL 11.	Meyerton Weighbridge	89 Meyerton Farms, Roads 59, Meyerton
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 12.	Heidelberg Regional Office	1 station Road, Heidelberg, 1441
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 13.	Germiston TOLAB	01 Hadarck Street, Germiston, 1400
.....		
..... (in words)		
(R in figures)		



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The offered total of the price (inclusive of value added tax)

BILL 14.	Benoni Regional Office	99 Main Reef Road, Benoni, 1501
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 15.	Bapsfontein Weighbridge	Pin 1023/20 IR, Delmas Road, Bronkhorsfontein farm
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 16.	Koedoespoort Regional Office	Koedoespoort Roads, 1215 Nico Smith Street Pretoria
.....		
..... (in words)		
(R in figures)		



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The offered total of the price (inclusive of value added tax)

BILL 17.	Bronkhorspruit Regional Office	No 2 Ovipro Street Industrial, Bronkhorspruit
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 18.	Old Tshwane TOLAB	Regulation and control 345, E'skia Mphahlele Street Pretoria
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 19.	Tshwane TOLAB (Absa Building / Towers)	230 Lillian Ngoyi, Cnr Pretorius
.....		
..... (in words)		
(R in figures)		



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The offered total of the price (inclusive of value added tax)

BILL 20.	Derdepoort Regional office	326 JR Portion 34 Derdepoort, Pretoria
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 21.	Zwartkop Training Centre	Portion 248 Farm, Zwartkop 356JR, Pretoria
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 22.	Temba DLTC	915 Makapanstad, Temba, Hammanskraal
.....		
..... (in words)		
(R in figures)		



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The offered total of the price (inclusive of value added tax)

BILL 23.	Mabopane DLTC	5204 Block A, Mabopane
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 24.	Ga-Rankuwa Regional Office	No 8915 LM Mangope Highway, Zone 5 Ga Rankuwa
.....		
..... (in words)		
(R in figures)		

The offered total of the price (inclusive of value added tax)

BILL 25.	Temba Workshop	1104 Makapanstad, Temba Hammanskraal
.....		
..... (in words)		
(R in figures)		



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The offered total of the price (inclusive of value added tax)

BILL 26.	g-FleeT Management Bedfordview	76 Boeing Road, Bedfordview, Germiston
<p>.....</p> <p>..... (in words)</p> <p>(R in figures)</p>		

The offered total of the price (inclusive of value added tax)

BILL 27.	Kliptown DLTC	Cnr Klipspruit, 11 valley & Union Road, Kliptown Soweto
<p>.....</p> <p>..... (in words)</p> <p>(R in figures)</p>		

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Contractor in the conditions of contract identified in the contract data.

For the Tenderer:

Signature.....

Name

Capacity:.....



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Name of Organisation:.....

Address of Organisation.....

Name of witness:.....

Date and Signature of witness: Date: Signature:

ACCEPTANCE

By signing this part of this form of offer and acceptance, subject to the specific schedule or schedules accepted, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1: Agreements and contract data, (which includes this agreement);
- Part C2: Pricing data;
- Part C3: Scope of work;
- Documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorised representative(s) of both parties.

The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data at, or just after, the date



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this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document including the schedule of deviations (if any). Unless the Tenderer (now Contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

For the Employer:

Signature:.....

Name:.....

Capacity:.....

Name of Organisation:

Address of Organisation:.....

Name of witness:.....

Date and Signature of witness: Date:..... Signature:

SCHEDULE OF DEVIATIONS

Item	Deviation Details



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By the duly authorised representatives signing this schedule of deviations, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

For the Tenderer:

Signature:.....

Name:.....

Capacity:.....

Name of Organisation:.....

Address of Organisation:.....

Name of witness:.....

Date and Signature of witness: Date: Signature:



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For the Employer:

Signature:.....

Name:.....

Capacity:.....

Name of Organisation:.....

Address of Organisation:.....

Name of witness:.....

Date and Signature of witness: Date: Signature:

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C1.2 CONTRACT DATA

The Conditions of Contract are the Standard Professional Services Contract (July 2009) published by the Construction Industry Development Board.

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

Part 1: Data Provided by the Employer

Clause	Data Item
1	The Employer is The Head of Department, Gauteng Province, Department of Roads and Transport
3.4 and 4.3.2	The authorised and designated representative of the Employer is: Name: Mr. Mpho Mahoa The address for receipt of communications is: Life Centre Building,45 Commissioner, Johannesburg, Marshalltown Telephone: 011 355 7456 E-mail: mpho.mahoa@gauteng.gov.za Address: Private Bag X83; Marshalltown; 2107; Johannesburg
1	PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY SEVEN (27) SITES
1	The Period of Performance is three years.
3.5	The location for performance of the Project are the sites/buildings under control of the Department in the Gauteng Province.
3.12	The penalty payable is R 5 000.00 per day subject to a maximum amount of R 500 000.00. refer to scope of works for schedule of offences and penalties imposed.
3.15.1	There are no time based fees included in the Pricing Data (only rates).
5.4.1	The Contractor is required to have professional indemnity insurance in an amount of not less than R 3 million in respect of each claim, without limit to the number of claims.
7.2	The Contractor is required to provide key personnel in accordance with Schedule T2.3A and to complete Schedules T2.3-B1
8.1	The Contractor is to commence the performance of the Services within 14 days of the date that the Contract becomes effective.



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Clause	Data Item
8.2.1	The Contract shall be considered to be concluded at the end of the three-year contract period or any extension of this period with no additional costs.
8.4.3 (c)	The maximum period of suspension is 12 months.
9.1	Copyright of documents prepared for the Project shall be vested with the Contractor.
12.1.2	Interim settlement of disputes is to be by mediation.
12.2.4	Final settlement is by litigation.
14	Remuneration will be based on progress as supported by deliverables.
C14 A	<p>The Additional Conditions of Contract are:</p> <p>Escalation:</p> <p>Given the multi-year nature of components of the Contract, escalation is applicable to the contract.</p> <p>The value of the invoice shall be increased or decreased by the contract price adjustment factor, rounded off to the fourth decimal place, determined according to the formula:</p> $CPAf = (1 - x) \left[\frac{Ct}{Co} - 1 \right]$ <p>And CPA = CPAf x Value of work claimed</p> <p>In which the symbols have the following meaning:</p> <p>CPAf = Contract Price Adjustment factor CPA = Contract Price Adjustment "x" is the proportion of the value of work which is not subject to adjustment, and unless stated in an Appendix shall be 0.1</p> <p>"C" is the Consumer Price Index, applicable to the Gauteng area and as published in the Statistical News Release (PO 141.1, Table 4.1) of Statistics South Africa.</p> <p>The suffix "o" denotes the Consumer Price Index applicable to the base month, which shall be the month prior to the month in which the closing date for the tender falls.</p>

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Clause	Data Item
	<p>The suffix “t” denotes the current Consumer Price Index applicable to the month in which the last day of the period falls to which the relevant Service Provider’s invoice relates. For this contract a Service Provider’s invoice will cover more than one month, for example February and March. The CPI applicable shall be taken as the arithmetic mean, rounded off to the second decimal place, of the relevant indices applicable to the two months.</p> <p>If the CPI relevant to any particular invoice is not known at the time when the invoice is prepared, the Service Provider shall estimate the value of such index. Any correction which may be necessary when the correct index becomes known shall be made by the Service Provider in a subsequent invoice.</p>
15	The interest rate will be prime interest rate of the Employer’s bank at the time that the amount is due.
16	Proof compliance to all South African Labour laws not limited to Labour relations Act No 66 of 1995, Skills Development Amendment Act No 31 of 2003 and Immigration Amendment Act No 13 of 2011, must be provided by the bidder prior to commencement of the contract. Contravention of these acts will result in immediate termination of the contract by the Department and penalties issued against the bidder.

Part 2: Data provided by the Contractor

Clause	
1	<p>The Contractor is:</p> <p>.....</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Telephone:</p> <p>Cell phone:</p>



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	Facsimile:
	E-mail:
5.3	The authorised and designated representative of the Contractor is: Name: The address for receipt of communications is: Telephone: Cell phone: Facsimile: E-mail: Address:



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C1.3 AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993) (SECTION 37(2))

THIS AGREEMENT made at

On this the day of in the year between THE DEPARTMENT OF ROADS AND TRANSPORT

(Hereinafter called "the Employer") of the one part, herein represented by

in his capacity as and delegate of the Employer in terms of the Employer's standard powers of delegation pursuant to the provisions of Act No 7 of 1998,

And

(Hereinafter called "the Mandatory") of the other part, herein represented by

in his capacity as and being duly authorised by virtue of a resolution appended hereto as Annexure C1.3-A;

WHEREAS the Employer is desirous that certain works be done, viz

..... and has accepted a Tender by the Mandatory for the execution of such works and whereas the Employer and the Mandatory have agreed to certain arrangements and procedures to be followed in order to ensure compliance by the Mandatory with the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993);

NOW THEREFORE THIS AGREEMENT WITNESSED AS FOLLOWS:

1. The Service Provider shall execute the work in accordance with the Contract Documents pertaining to this contract.
2. This Agreement shall hold good from its Commencement Date, which shall be the date of a written notice from the Employer or Engineer requiring him to commence the execution of the Works, to either -



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- (a) The date of the Final Certificate issued in terms of Clause 14 of the CIDB General Conditions of Contract (as contained in the "Standard Professional Services Contract", September 2015) (hereinafter referred to as "the GCC"), as contained in C1.2 of the Contract Documents pertaining to this Contract, or
 - (b) The date of termination of the Contract in terms of Clauses 8.4 of the GCC.
3. The Mandatory declares himself to be conversant with the following:
- (a) All the requirements, regulations and standards of the Occupational Health and Safety Act (Act 85 of 1993) as amended by the OHS Amendment Act No 181 of 1993, hereinafter referred to as "The Act", with special reference to the following Sections of The Act:
 - (i) Section 8: General duties of Employers to their employees
 - (ii) Section 9: General duties of Employers and self-employed persons to persons other than employees
 - (iii) Section 37: Acts or omissions by employees or mandatories
 - (iv) Sub-section 37(2) relating to the purpose and meaning of this Agreement
 - (v) Other safety regulations, as applicable.
 - (b) The procedures and safety rules of the Employer as pertaining to the Mandatory and to all his subcontractors.
4. The Mandatory is responsible for the compliance with the Act by all his subcontractors, whether or not selected and/or approved by the Employer.
5. The Mandatory warrants that all his and his sub-contractors' employees are covered in terms of the Compensation for Occupational Injuries and Diseases Act 1993 which cover shall remain in force whilst any such employees are present on site. A letter of good standing from the Compensation Commissioner to this effect must be produced to the Employer upon signature of the agreement.
6. The Mandatory undertakes to ensure that he and/or subcontractors and/or their respective employees will at all times comply with the following conditions:
- a) The Mandatory shall assume the responsibility in terms of Section 16.1 of the Occupational Health and Safety Act. The Mandatory shall not delegate any duty in terms of Section 16.2 of this Act without the prior written approval of the Employer. If the Mandatory obtains such approval and delegates any duty in terms of section 16.2 a copy of such written delegation shall immediately be forwarded to the Employer.



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- b) All incidents referred to in the Occupational Health and Safety Act shall be reported by the Mandatory to the Department of Labour as well as to the Employer. The Employer will further be provided with copies of all written documentation relating to any incident.
- c) The Employer hereby obtains an interest in the issue of any formal enquiry conducted in terms of section 32 of the Occupational Health and Safety Act into any incident involving the Mandatory and/or his employees and/or his sub-contractors.

In witness thereof the parties hereto have set their signatures hereon in the presence of the subscribing witnesses:

SIGNED FOR AND ON BEHALF OF THE EMPLOYER:.....

Witnesses: 1.....
2.

Names (in capitals): 1.....
2.

SIGNED FOR AND ON BEHALF OF THE MANDATORY:

.....

Witnesses: 1.....
2.

Names (in capitals): 1.
2.



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ANNEXURE C1.3-A

CERTIFICATE OF AUTHORITY FOR SIGNATORY TO AGREEMENT IN TERMS OF OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993) (SECTION 37 (2))

The signatory for the company that is the Contractor in terms of the above-mentioned Contract and the Mandatory in terms of the above-mentioned Act shall confirm his or her authority thereto by attaching to this page a duly signed and dated copy of the relevant resolution of the board of directors.

An example is given below:

"By resolution of the board of directors passed at a meeting held on 20.....,

Mr/Ms whose signature appears below, has been duly authorised to sign the AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993) on behalf of

.....

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS:

DATE:.....

SIGNATURE OF SIGNATORY:
.....

WITNESS 1 :

WITNESS 2:.....

NAME (in capitals):

NAME (in capitals):.....



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PART C2: PRICING DATA

C2.1 PRICING INSTRUCTIONS

- 1 The following words shall have the meanings hereby assigned to them:
 - Unit: The unit of measurement for each item of work for the activities as defined in the Scope of Work
 - Quantity: The number of units of work for each item of the activities
 - Rate: The payment per unit of work at which the Tenderer tenders to do the work for the activities
 - Amount: The product of the quantity and the rate tendered for an item
- 2 The quantities set out in the Pricing Schedule are approximate quantities. The quantities of work accepted and certified for payment of the services, and **not** the quantities given in the Schedule of Activities, will be used to determine payments to the Contractor.
- 3 The validity of the Contract shall in no way be affected by differences between the quantities in the Schedule of Activities and the quantities finally certified for payment. Work for the activities will be valued at the rates tendered, subject to the provisions of paragraphs 7 and 8 of this section.
- 4 If the Tenderer has tendered a rate but omitted the amount, or vice versa, the missing amount or rate will, if possible, be determined in conjunction with the Tenderer from the available data and the Tenderer must confirm his acceptance of these amounts and rates.
- 5 If the Tenderer groups a number of items together and tenders one lump sum for such group of items, this single tendered lump sum shall apply to that group of items and not to each individual item, or, should the Tenderer indicate against any item that full compensation for such item has been included in another item, the rate for the item included in another item shall be deemed nil.
- 6 The tendered lump sums and rates shall be valid irrespective of any change in the quantities during execution of the Contract.
- 7 The works executed are being measured for payment in accordance with the methods described in the Contract Documents under the various payment items, notwithstanding any custom to the contrary.
- 8 The short descriptions of the payment items in the Schedule of Activities are given to identify the items and to provide specific details. Reference shall inter alia be made to the Scope of Work, Conditions of Contract and Special Conditions of Contract (if any) for more detailed information regarding the extent of the work entailed under each item.
- 9 Subject to the conditions stated in paragraph 8, the rates and lump sums filled in by the Tenderer in the Schedule of Activities shall be final and binding with regard to submitting the Tender, and may not be adjusted should there be any mistakes in the extensions thereof and in the total sums



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appearing in the Tender. Should there be discrepancies between the Tender Sum and the correctly extended and totalled Schedule of Activities, the Tender Sum will be deemed correct, and the Employer will have the right to make such adjustments to the Tender Rates as he deems necessary to reconcile the total of the Schedule of Activities with the Tender Sum.

- 10 In such an event the Tenderer will be consulted but, failing agreement between the parties, the decision of the Employer will be final and binding. Adjustment of the Tender Sum will take place only after acceptance of the Tender, but prior to the signing of the Contract. In their own interests Tenderers should make doubly sure of the correctness of their tendered rates, the extensions and the Tender Sum.
- 11 A Tender may be rejected if the unit rates or lump sums for some of the items in the Schedule of Quantities are in the opinion of the Employer, unreasonable or out of proportion and if the Tenderer fails, within a period of seven (7) days of having been notified in writing by the Employer to adjust the unit rates or lump sums for such items, to make such adjustments.
- 12 All rates and sums of money quoted in the Schedule of Activities shall be in Rand and whole cents. Fractions of a cent shall be discarded.



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C2.2 SCHEDULE OF QUANTITIES

NB: TENDERERS MUST FULLY COMPLETE THE SCHEDULE OF ACTIVITIES IN BLACK INK. ALL RATES AND PRICES SHALL INCLUDE VALUE-ADDED TAX AND SHALL BE PROVIDED IN 2025/26 RATES.

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
1	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 1: Head Office Building	Johannesburg Marshalltown, 2001	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	1		
			Unarmed Guard	C	Day Shift	18		
			armed Guard	C	Day Shift	1		
			Unarmed Guard	C	Night Shift	7		
			armed Guard	C	Night Shift	1		



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No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Panic button linked with control room/SAPS	-	Day and Night shift	3		
			Torches	-	Day and Night shift	5		
			Base Radio	-	Day and Night shift	1		
			2-Way Radio	-	Day and Night shift	12		
			Metal Handcuffs	-	Day and Night shift	5		
			Baton Sticks	-	Day and Night shift	7		
			Handheld Metal Detector	-	Day and Night Shift	6		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
2	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 2: Derek Masoek	37 Cnr Village & Loveday	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	4		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	4		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
2-Way Radio			-	Day and Night shift	4			



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No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	2		
			Handheld Metal Detector	-	Day and Night shift	2		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
3	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 3: Sage Life Building	41 Simmonds Street Marshalltown, JHB, 2001	Site Supervisor	B	Day Shift	0		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	3		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	3		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	2					



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No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	2		
			Handheld Metal Detector	-	Day and Night shift	2		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
4	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 4: No. 1 Polly Street Building	1 Polly Str Faraday JHB 2000	Unarmed Guard	C	Day Shift	2		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	2		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
			2-Way Radio	-	Day and Night shift	2		
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	2		



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No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Handheld Metal Detector	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER)								

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No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
5	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 5: ABSA Building	76 Albertina Sisulu Absa Building, Johannesburg Marshalltown, 2001	Site Supervisor	B	Day Shift	0		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	3		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	3		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	2					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	2		
			Handheld Metal Detector	-	Day and Night shift	2		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



TENDER for CONTRACT No.: DRT 05/02/2026

PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
6	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 6: Kagiso DLTC Building	8757 Emdeni Street Kagiso 2 1754	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	6		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	4		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
2-Way Radio			-	Day and Night shift	2			



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	4		
			Handheld Metal Detector	-	Day and Night shift	2		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



TENDER for CONTRACT No.: DRT 05/02/2026

PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
7	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 7: Krugersdorp Regional Office	97 – 4th Street Krugersdorp 1741	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	13		
			armed Guard	C	Day Shift	1		
			Unarmed Guard	C	Night Shift	4		
			armed Guard	C	Night Shift	1		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	5		
			Base Radio	-	Day and Night shift	1		
2-Way Radio			-	Day and Night shift	7			



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	3		
			Baton Sticks	-	Day and Night shift	5		
			Handheld Metal Detector	-	Day and Night shift	2		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER)								



TENDER for CONTRACT No.: DRT 05/02/2026

PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
8	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 8: Pinehaven Weighbridge	13 Stein Street Pinehaven	Site Supervisor	B	Day Shift	0		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	3		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	3		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	3					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	2		
			Handheld Metal Detector	-	Day and Night shift	2		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER)								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
9	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 9: Koedoespoort Regional Office	Koedoespoort Roads 1215 Nico Smith Street Pretoria	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	1		
			Unarmed Guard	C	Day Shift	9		
			armed Guard	C	Day Shift	1		
			Unarmed Guard	C	Night Shift	8		
			armed Guard	C	Night Shift	1		
			Panic button linked with control room/SAPS	-	Day and Night shift	4		
			Torches	-	Day and Night shift	4		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	7					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	3		
			Baton Sticks	-	Day and Night shift	5		
			Handheld Metal Detector	-	Day and Night shift	6		
			Patrol Dog	-	Day and Night shift	2		
			Dog Kennel	-	Day and Night shift	2		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER)								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
10	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 10: Derdepoort Regional office	326 JR Portion 34 Derdepoort Pretoria	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	4		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	4		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	3		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	3					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	3		
			Handheld Metal Detector	-	Day and Night shift	2		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
11	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 11: Ga-Rankuwa Regional Office	No 8915 LM Mangope Highway Zone 5 Ga Rankuwa	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	3		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	3		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	3		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	3					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	3		
			Handheld Metal Detector	-	Day and Night shift	2		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
12	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 12: Temba Workshop Regional Office	1104 Makapanstad Temba Hammanskraal	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	3		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	3		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	3		
			Base Radio	-	Day and Night shift	1		
2-Way Radio			-	Day and Night shift	3			



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	3		
			Handheld Metal Detector	-	Day and Night shift	2		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER)								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
13	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 13: Old Tshwane TOLAB	345 E'skia Mphahlele Street Pretoria	Site Supervisor	B	Day Shift	0		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	3		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	3		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	3		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	3					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	3		
			Handheld Metal Detector	-	Day and Night shift	2		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
14	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 14: Tshwane TOLAB (ABSA Building/Towers)	230 Cnr Lillian Ngoyi and Pretorius	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	2		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	2		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	2					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	2		
			Handheld Metal Detector	-	Day and Night shift	2		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
15	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 15: Temba DLTC	915 Makapanstad Temba Hammanskraal	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	7		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	6		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	3		
			Torches	-	Day and Night shift	4		
			Base Radio	-	Day and Night shift	1		
2-Way Radio			-	Day and Night shift	5			



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	4		
			Baton Sticks	-	Day and Night shift	4		
			Handheld Metal Detector	-	Day and Night shift	4		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
16	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 16: Mabopane DLTC	5204 Block A Mabopane	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	1		
			Unarmed Guard	C	Day Shift	8		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	6		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	4		
			Torches	-	Day and Night shift	4		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	5					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	4		
			Baton Sticks	-	Day and Night shift	6		
			Handheld Metal Detector	-	Day and Night shift	6		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS	
17	BILL 17: Zwartkop Training Centre	Portion 248 Farm, Zwartkop 356 JR, Pretoria	Area Manager/Roving Supervisor Grade A to oversee all sites						
			Site Supervisor	B	Day Shift	1			
			Site Supervisor	B	Night Shift	0			
			Unarmed Guard	C	Day Shift	3			
			armed Guard	C	Day Shift	0			
			Unarmed Guard	C	Night Shift	3			
			armed Guard	C	Night Shift	0			
			Panic button linked with control room/SAPS	-	Day and Night shift	2			
			Torches	-	Day and Night shift	2			
			Base Radio	-	Day and Night shift	1			
2-Way Radio	-	Day and Night shift	2						



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	2		
			Handheld Metal Detector	-	Day and Night shift	2		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER)								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
18	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 18: Bronkhorspruit Regional Office	No 2 Ovipro Street Industrial Bronkhorspruit	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	5		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	5		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
2-Way Radio			-	Day and Night shift	3			



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	3		
			Baton Sticks	-	Day and Night shift	3		
			Handheld Metal Detector	-	Day and Night shift	2		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
19	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 19: Benoni Regional Office	99 Main Reef Road Benoni 1501	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	1		
			Unarmed Guard	C	Day Shift	4		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	4		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	3		
			Torches	-	Day and Night shift	3		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	4					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	4		
			Baton Sticks	-	Day and Night shift	5		
			Handheld Metal Detector	-	Day and Night shift	4		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



TENDER for CONTRACT No.: DRT 05/02/2026

PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
20	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 20: Germiston TOLAB	01 Hadarck Street Germiston 1400	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	4		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	3		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	3					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	2		
			Handheld Metal Detector	-	Day and Night shift	4		
			Patrol Dog	-	Day and Night shift	0		
			Dog Kennel	-	Day and Night shift	0		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



TENDER for CONTRACT No.: DRT 05/02/2026

PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
21	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 21: Bapsfontein Weighbridge	Pin 1023/20 IR Delmas Road Bronkhorsfontein farm	Unarmed Guard	C	Day Shift	2		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	2		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	1		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
			2-Way Radio	-	Day and Night shift	2		
			Metal Handcuffs	-	Day and Night shift	1		
			Baton Sticks	-	Day and Night shift	2		

**GAUTENG PROVINCE**ROADS AND TRANSPORT
REPUBLIC OF SOUTH AFRICA**TENDER for CONTRACT No.: DRT 05/02/2026****PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES**

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Handheld Metal Detector	-	Day and Night shift	0		
			Patrol Dog	-	Day and Night shift	0		
			Dog Kennel	-	Day and Night shift	0		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER)								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
22	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 22: g-FleeT Management Bedfordview	76 Boeing Road, Bedfordview, Germiston	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	1		
			Unarmed Guard	C	Day Shift	20		
			armed Guard	C	Day Shift	3		
			Unarmed Guard	C	Night Shift	11		
			armed Guard	C	Night Shift	3		
			Panic button linked with control room/SAPS	-	Day and Night shift	6		
			Torches	-	Day and Night shift	6		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	10					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	4		
			Baton Sticks	-	Day and Night shift	7		
			Handheld Metal Detector	-	Day and Night shift	8		
			Patrol Dog	-	Day and Night shift	2		
			Dog Kennel	-	Day and Night shift	2		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
23	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 23: Vereeniging Regional office	05 Lager Str Leeuhof Vereeniging 1930	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	4		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	5		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	4		
			Torches	-	Day and Night shift	3		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	3					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	4		
			Handheld Metal Detector	-	Day and Night shift	2		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
24	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 24: Heidelberg Regional Office	1 station Road Randburg Heidelberg 1441	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	5		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	5		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	2		
			Torches	-	Day and Night shift	3		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	3					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	3		
			Handheld Metal Detector	-	Day and Night shift	2		
			Patrol Dog	-	Day and Night shift	1		
			Dog Kennel	-	Day and Night shift	1		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
25	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 25: Meyerton Weighbridge	89 Meyerton Farms Roads 59 Meyerton	Unarmed Guard	C	Day Shift	2		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	2		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	1		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
			2-Way Radio	-	Day and Night shift	2		
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	2		



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Handheld Metal Detector	-	Day and Night shift	0		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
26	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 26: Xavier Junction	5 Rente Street Xavier Ormonde 2190	Site Supervisor	B	Day Shift	1		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	5		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	2		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	1		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	3					



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	2		
			Handheld Metal Detector	-	Day and Night shift	2		
			Patrol Dog	-	Day and Night shift	0		
			Dog Kennel	-	Day and Night shift	0		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
27	Area Manager/Roving Supervisor Grade A to oversee all sites							
	BILL 27: Kliptown DLTC	Cnr Klipspruit 11 valley & Union Road Kliptown Soweto	Site Supervisor	B	Day Shift	0		
			Site Supervisor	B	Night Shift	0		
			Unarmed Guard	C	Day Shift	2		
			armed Guard	C	Day Shift	0		
			Unarmed Guard	C	Night Shift	2		
			armed Guard	C	Night Shift	0		
			Panic button linked with control room/SAPS	-	Day and Night shift	1		
			Torches	-	Day and Night shift	2		
			Base Radio	-	Day and Night shift	1		
2-Way Radio	-	Day and Night shift	2					



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No.	SITE NAME	ADDRESS	COMPLEMENT PER GRADE	GRADE	DAYSHIFT/ NIGHT SHIFT	QUANTITY	RATE/UNIT PRICE	TOTAL FOR 36 MONTHS
			Metal Handcuffs	-	Day and Night shift	2		
			Baton Sticks	-	Day and Night shift	2		
			Handheld Metal Detector	-	Day and Night shift	2		
			Patrol Dog	-	Day and Night shift	0		
			Dog Kennel	-	Day and Night shift	0		
SUB-TOTAL TENDERED AMOUNT								
VAT (15%)								
TENDER SUM CARRIED FORWARD TO FORM OF OFFER								

SIGNED BY TENDERER _____



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

SCOPE OF WORKS

1. THE PURPOSE

The protection of Department's property at the intended site (s) against theft and vandalism with appropriate access control measures.

The protection of the Department's officials against injuries, personal threat, death or any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977).

2. THE CUSTOMER/CLIENT

Gauteng Department of Roads and Transport

3. APPLICABLE LEGISLATIVE FRAMEWORKS: ACTS AND REGULATIONS

- Constitution of the republic of South Africa, 1996 (Act 106 of 1996)
- Protection of Information Act, 1982 (Act no 84 of 1982)

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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

- Promotion of Access to Information Act, 2000 (Act no 2 of 2000)
- Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)
- Criminal Procedure Act, 1977 (Act 51 of 1977)
- Occupational Health and Safety Act, 1993 (Act no 85 of 1993)
- Criminal Procedures Act, 1997, (Act51 of 1977), as amended
- Private Security Industry Regulations Act, 2001 (Act 56 of 2001)
- Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985)
- Trespass Act, 1959 (Act 6 of 1959)
- Information Act,2002 (Act 70 of 2002)
- Labour Relations Act, 1995 (66 Of 1995)
- Employment Equity Act, 1998 (Act 55 of 1998)
- Fire-arms Control Act, 2000 (Act 60 of 2000) and regulations
- Immigration Amendment Act No 13 of 2011
- National Skills Development Amendment Act
- Performing Animals Protection Act 24 of 1935
- Animal Protection Act 71 of 1962

Note: Should there be any updated version of any stated regulation or standard in this Document; the updated version shall be applicable in practice until further notice.

4. SCOPE OF WORK FOR THE OVERAL PROJECT



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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES:

- a) Guard and protect assets from theft, arson, pilferage, robbery, and other unlawful acts committed by any person. This duty will be done on a 24/7 basis (Monday - Sunday).
- b) Protect officials (MEC and HOD), employees, and visitors from physical harm, harassment, threat, or intimidation, and other criminal acts, and enforce security rules within the premises or on land under the control of GDRT.
- c) The Service Provider shall conduct a search of all vehicles, baggage carried by people moving in and out of the premises.
- d) The Service Provider shall conduct searches of people, including staff members, coming in and out of the premises.
- e) Operate CCTV and access control equipment in the Control Room.
- f) Security control room operators will be operating the control room on a rotational basis.
- g) Ensure all posts are always manned according to their daily schedule.
- h) Conduct regular patrols in and around the GDRT premises.
- i) Manage crowd control in all the premises.
- j) Security officers should be able to effectively identify and respond to the emergency situations in line with basic First Aid and Fire Fighting skills.
- k) The Successful Service Provider must formulate an operational plan before commencing duties on the site, and this will be made available to the GDRT Safety and Security Unit.
- l) Provide a risk assessment report within six (6) months of the commencement of the contract and recommend measures to GDRT for the prevention of undesired illegal issues.
- m) The security officers must always wear a corporate uniform.
- n) Security officers must be of sound mind and moral character, courteous, and without any past criminal record/cases

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PROVISION OF SECURITY GUARDING SERVICES TO THE GAUTENG DEPARTMENT OF ROADS AND TRANSPORT FOR A PERIOD OF THIRTY-SIX [36] MONTHS FOR TWENTY-SEVEN (27) SITES

5. CONDITIONS OF CONTRACT

- (a) The Service Provider and his/her employees must sign a “Declaration of Secrecy” with the Department before commencement of services.
- (b) The Service Provider must make use of Category “B” and “C” Security Officers, as defined in the Private Security Industry Regulation Act 56 of 2001
- (c) All security officers deployed by the Service Provider in terms of this tender must be registered as Security Officers in terms of the Security Officers Act 92 of 1987, as amended by the Private Security Industry Regulation Act 56 of 2001.
- (d) All security officers must be trained according to the training specifications as prescribed by the Private Security Industry Regulatory Authority (“the PSIRA”).
- (e) The prospective Service Provider **may** be required to absorb or retain 100% of the security officers based at the sites of the Department in terms of the previous security contract.

6. PERSONNEL

6.1

1.1 The Service Provider’s Operations Manager (Security Officer Grade A) must be personally available to do the work as and when required.

1.2 First-level Security Supervisor (Security Officer Grade B) is the person exercising complete supervision and control over security staff at a site where security services are rendered by the Service Provider.

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1.3 Security Officer Grade C is the person who shall provide the physical security services (access control and patrols).

1.4 It is the responsibility of the Service Provider to see to it that the security personnel in his/her service and especially those employed for the rendering of this service, always meet the following requirements:

1.4.1 Supervisors: (Grade B)

1.4.2 Supervisors must have at least Grade 12 level and must have basic management skills.

1.4.3 Supervisors must have a good understanding in their post descriptions and duties.

1.4.4 Supervisors must always be capable of leading/controlling and supervising their subordinates.

1.4.5 The Service Provider shall, in order to ensure the continuity of the services, in the application of the security measures as contained in this tender and in the Contract, allocate specific personnel for the services on the site, keeping in mind that rotation from time to time of security personnel is a healthy practice.

8.4.6 The quality of the security services to be rendered must not only be in accordance with the acceptable standard of the trade concerned, but also be in line with specific standards as contained, amongst others, in legislation.

All possible steps must be taken by the Service Provider to ensure the correct intended execution of this contract.

8.4.7 Supervisors must be able to communicate, read and write.

6.3. Security Officers: (Grade C)

Security Officers must at least have a Grade 10.

Security Officers must be able to communicate read and write in English.

Security Officers must be **18 years of age** and older.



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6.4. General Manager, Supervisors and Security Officers):

Manager/ Supervisors and Security Officers must have undergone and passed security formal security training;

They must present an acceptable image/appearance which implies, inter alia, that they may not sit, lounge about, smoke, eat or drink while attending to people;

They must at all times present a dedicated attitude/approach to security issues, which shall imply, inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behaviour towards them;

They must be registered as Security Officers, as prescribed by the Security Officer's Act, Act 92 of 1987, section 10(1)(b); as amended by Private Security Industry Regulations Act, 2001 (Act 56 of 2001).

They must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the State;

They are prohibited from reading documents or records in offices or unnecessary handling thereof;

No information concerning State activities may be furnished to the public or news media by the Contractor and his employees;

The State reserves the right to ascertain from the PSIRA whether the security personnel in service of the company, are registered with PSIRA.

The Contractor undertakes to ensure that each member of his security personnel, will at all times when on duty, be fully equipped in respect of all necessary equipment to execute their responsibility;

A neat uniform (**formal, not combat uniform**), which clearly identify the company, must also include matching raincoats and overcoats.



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A clear identification card of the company with the member's photo, identification and file numbers on it, worn conspicuously on his person at all times.

6.5. Security Aids/Equipment

Access Control Registers or Forms

Duty Roster

Posting sheet

Baton stick

Handcuffs and Pouches

Whistles

Pocket book

Pen

Torch (at night)

Two-Way Radio (s)

Metal Detector (hand scanner)

Vehicle Search Mirror (where applicable)

On commencement of the contract, the Contractor must submit to the State representative, proper staff files as well as all appropriate documents of all security personnel in his service.

The appropriate documents shall include, inter alia, the following:

- Scholastic certificates (highest standard obtained)
- Registration certificates from PSIRA



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- Training certificates of successfully completed security courses as prescribed by PSIRA.
- Other relevant certificates
- Monthly proof of wages received by employees.

6.6 OCCURRENCE BOOK

PURPOSE

The purpose of the occurrence book is to give an overall picture of activities, inspections by Supervisors and other occurrences at the site.

COMPULSORY OCCURRENCE BOOK ENTRIES

The security personnel on duty must make the following entries in the occurrence book:

- All listed routine procedures such as patrols undertaken
- Handing over of shifts, etc.
- Mentioning the procedures followed, by whom and the time of commencement.
- These entries must be made clearly legible, with black ink.
- Incidences and special entries must be made with a red ink.

All occurrences, however important, slight or unusual with reference to the correct time and relevant actions taken.

All security personnel activities – especially deviations in respect of the duty list – indicating particulars of the personnel and relevant times.

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The issue and/or receipt of keys, indicating the time and by whom they were received or delivered.

The unlocking or locking of doors or gates, indicating the time and by who locked or unlocked. (Like the GG-vehicle garages, security gates, etc.)

The handing-over of shifts, mentioning all names of the shift personnel and equipment and aids. In this case, personnel taking over as well as personnel handing over must sign the entries.

Occurrence book read: After the taking-over of shifts, the Supervisor must make an entry declaring that he/she has read the occurrence- book in order to acquaint him/herself with events that occurred during the previous shift

All visits by Top management/Contractor: **These entries must be done in red ink.**

Officials of the State shall pass on in writing, all additional requests in respect of the rendering of the service.

NOTE: Under no circumstances may an entry in the occurrence book be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled on the side and no pages should be removed from the book. No Tipp-ex allowed in the OB. It is the sole responsibility of the contractor to ensure compulsory workstation is available at the commencement of the contract.

Storage Of Occurrence Books

The **Department** shall be responsible to store the used occurrence books for a period of the service contract and after.

ACCESS CONTROL REGISTERS OR FORMS



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PURPOSE

The purpose of the access control register or forms is to have information available at all times regarding pedestrians and vehicles admitted to the site within a specific period, in case occurrences should take place which might lead to a judicial enquiry.

Pedestrian Register/Pedestrian Access Control Form

This register/form must be completed correctly and legibly by the Security Officer on duty and shall make provision for the following:

- 6 Date of visit
- 7 Admission and exit times of the visitor to and from the site
- 8 Surname and initials of the visitor
- 9 Home or work address of the visitor
- 10 Official identity/passport number of visitor
- 11 Name of the person to be visited
- 12 Purpose of the visit
- 13 Signature of visitor
- 14 Signature of security officer

Vehicle Register/Vehicle Form

This register/form must be completed correctly and legibly by the Security Officer on duty and shall make provision for the following:

- 15 Date of visit



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- | | |
|----|--|
| 16 | Admission and exit times of the visitor to and from the site |
| 17 | Surname and initials of the driver |
| 18 | Home or work address of the driver |
| 19 | Registration number of the vehicle |
| 20 | Name of the person to be visited |
| 21 | Purpose of the visit |
| 22 | Number of passengers |
| 23 | Signature of driver |
| 24 | Signature of security officer |

Storage of Pedestrian and Vehicle Registers and Forms

The **State/Security Management** must store (keep safe) the fully entered pedestrian and vehicle registers and forms for the period the service contract. After completion of the contract, the Contractor must hand-over all Access Registers and Occurrence Books to the Department Representative

DUTY LIST

PURPOSE

The purpose of the duty list 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 DUTY LIST



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Daily, weekly or monthly duty lists of all security personnel on duty must be drawn up by the Contractor and kept in the security control office of each site where such service is rendered.

CHANGES TO THE DUTY LIST

Any change to the duty-list shall be crossed out by a single line, initialled, dated and noted in the occurrence book.

TWO-WAY RADIOS

PURPOSE

The purpose of radio communication is the establishment of immediate communication between the different duty points and control on the site, as well as between control on the site and control at the Contractor's headquarters or regional offices.

a. BASE RADIO

- See site specification for more particulars (a cellular telephone may be supplied for vertical communication in addition to a base station or two way radio).

b. HAND-CARRIED RADIOS

- The Contractor, if prescribed in the site specifications must at all times provide hand-carried radios in a good working condition.



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CLIENT LIASON

The Security Supervisor must make daily contact with the Departmental representative at the site in order to verify and handle mutual complaints, problems, bottle-necks and requests concerning the rendering of service.

Once a month, a meeting with the Top Management of the Company must be held and minutes taken, which must be kept by the Departmental representative.

NOTE: No security personnel are allowed to do continuous duty for longer than twelve hours.

LOST ARTICLES

DEFINITION

Lost articles are articles found at the site, for which ownership cannot be established immediately. It must be handed in at the Control Room or to the Departmental Representative.

All lost articles handed in at the control room must be recorded in the occurrence book and in the "lost and found" register after which they must be handed to the departmental representative immediately.

LABOUR UNREST INCIDENTS

DEFINITION

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Labour unrest incidents are incidents whereby the Department's personnel on site, or the security personnel, engage in illicit personnel practices such as strikes, unrest and intimidation.

LABOUR UNREST AT THE SITE

When the service is interrupted or temporarily deferred because of 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 the methods to ensure continuation of the security service.

When the service is interrupted because of labour unrest or labour dispute by the **security personnel** of the contractor the State reserves the right to terminate the contract.

The Service Provider acknowledges that it's non-compliance with legislation and standards may potentially negatively reflect on the image of the Department. As the Department, cannot be seen to condone unfair labour practices, non-compliance by the Service Provider shall be a ground for terminating the contract.

GDRT SITES SECURITY RISK PROFILES

GENERAL GDRT SECURITY & SAFETY RISKS	BUSINESS CATEGORY	IDENTIFIED RISK
	Head Office	<ul style="list-style-type: none"> ▪ Taxi Industry Protest / March ▪ Unauthorized access to premises or sensitive area. ▪ Theft or vandalism of property or equipment. ▪ Violence / aggression from the visitors / external parties.
	Regional Offices	
	DLTCs	
	TOLABs	
	Weighbridges	
	G-Fleet Bedfordview	



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EXERCISE CONTROL OVER THE SERVICE

Inspection of the service shall be done by supervisory staff at the site as well as by the Contractor him/ herself on at least a weekly basis. The following further points will also be applicable:

- The State reserves the right to check the service rendered by the Contractor at any time, to ensure that the service is rendered in accordance with the conditions or contract and the site specification.
- The Departmental representative will have the right to check daily whether sufficient personnel are available at the site in terms of the conditions.

NOTE:

- The State reserves the right to require from the Contractor without furnishing any reasons, that any of his/her employees be replaced, in which case the employee must leave the site forthwith. The State will not be held responsible for any damage or claims, which may arise because of this and is indemnified against any such claims and legal expenses.
- All personnel shortages must be noted down in the occurrence book.

LIABILITY

The Contractor will be held liable for any damage or loss suffered by the State, as a result of the Contractor's own or his employee's negligence or intent, which originated at the site.



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INSURANCE

The Contractor must, at his own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from his obligations and shall ensure that such insurance remains operative for the duration of this agreement.

PLEASE NOTE

A copy of such insurance contract must be handed to the Departmental representative on commencement of the service;

Evidence that such insurance premium have indeed been paid, must be furnished with the commencement of the contract and thereafter quarterly to the Department Representative.

GENERAL

The Contractor may not, unless otherwise specified, make use of any of the State's equipment, aids and/or property, for purposes of compliance with the conditions of contract, which equipment, aids and/or property include inter alia vehicles, stationary, firearms, rooms, furniture, equipment, etc.

The water and electricity required for the rendering of the service, shall be provided free of charge by the State.

The Contractor is responsible for the training of his personnel at the site in respect of the application of the guideline of the emergency plan applicable for the specific site and form part of the Safety Committee on site.

All keys required to obtain entry to those parts of the site where the service is to be rendered according to the conditions of contract, will be provided.



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The Contractor's personnel must at all times refrain from littering and must keep the grounds and buildings occupied by them, clean, hygienic and neat including their work space. If dogs are used, the Contractor at the end of each shift shall remove their faeces.

Under no circumstance is a security personnel allowed to carry on any trading on site

ADVERTISING

The Contractor shall not erect or display any sign, printed matter, painting, name plates, advertisement, and article or object of any nature whatsoever, in, or to the State buildings on the site of contract or on the periphery without written consent. The Contractor shall not publicly display at the site any article or object, which might be regarded as objectionable or undesirable.

Any sign, printed matter, painting, nameplate, advertisement, article or object, displayed without written consent or which is regarded as objectionable or undesirable, will immediately be removed. The Contractor shall be held responsible for the costs of such removal.

PAYMENTS AND PRO-RATA DECREASE OF PAYMENT

If the Contractor at any time does not comply with the conditions of Contract or the site specification, the State reserves the right to adjust payment pro-rata in respect of short postings and/or services not rendered by the Contractor. These adjustments will be made at the end of each month were short postings, or services not rendered, have occurred. The formula for this purpose to determine the daily (shift) tariff will be detailed in the Service Level Agreement.

The stipulation of the Public Finance Management Act 1999 Section 38(1) (f) and 76(4) (b) read together with Treasury Regulation 8.2 applies for payments after the rendering of monthly services.

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NOTE: No deviation from, or breach or failure to comply with any of the conditions, shall be deemed to be a condonation, waiving or ratification of such deviation, breach or failure to comply, unless such condonation, waiving or non-fulfilment has been agreed upon in writing, through Gauteng Department of Roads and Transport.

TERMINATION OF SERVICE

The stipulation of Treasury General Condition of Contract Practice Note: SCM 1 of 2003 applies to cases of any failure with any of the conditions of contract, or where an unsatisfactory service is rendered.

The contract will be terminated immediately should the Contractor no longer qualify as a Security Officer in terms of the Security Officer's Act, 1987, (Act 92 of 1987), as amended by Private Security Industry Regulations Act, 2001 (Act 56 of 2001)

The contract will be terminated immediately should the Contractor not comply to all requirement and qualifications in terms of the Security Officer's Act 1987 (Act 92 of 1987) as amended by Private Security Industry Regulations Act, 2001 (Act 56 of 2001) and if so, he immediately must:

Notify the State thereof; and Remove any of his employees who no longer qualify as Security Officers, from the site and replace them with security personnel who do qualify.

Notwithstanding anything to the contrary, or any other periods of time or terms that may be contained in this contract it is a specific condition hereof that the government shall have the right to terminate the contract with one month's written notice should the need for the service no longer exist and the service no longer be required.



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The Department may increase or decrease the number of personnel and or equipment required with one month's written notice if circumstances require such changes.

NOTE: Any amendment(s) or waiving from the stipulations of this contract must occur in writing by mutual concern through the Bid Adjudication Committee (BAC). Should the Contractor wish to alienate his rights and liabilities in terms of this contract, he must apply to the Bid Adjudication Committee (BAC) for the possible cession of the contract, which application will only be considered favourably if the Bid Adjudication Committee (BAC) is satisfied that the Contractor's legal successor possesses the ability to render an acceptable service.

AUTHORIZATION

DEFINITIONS

In terms of the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985, Section 2(1) (a) and 2(2) (g) read in conjunction with Government Notice 2142 of October 6, 1989. The Gauteng Provincial Government hereby authorize the appointed contractor to take the necessary steps to properly safeguard the premises and/or vehicles as well as the contents thereof and the people therein or thereon, which safeguarding is to be executed by applying:

- (a) Access control
- (b) Additional services
- (c) Personnel Requirement

(a) ACCESS CONTROL

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Purpose

The purpose of access control is to:

- Prevent unauthorized access of pedestrians, vehicles, possession of any dangerous object into State property in order to safeguard the people, the property and the premises.

(li). Rights and Obligations

In order to safeguard the premises and or vehicles and the contents thereof, as well as the people therein or thereon, the Contractor must:

(ii)(a) Apply the stipulations of the following Act: "Control of Access to Public Premises and Vehicles Act, 1985, Section 2, 3 and 4 as well as;

(ii)(b) Apply the stipulations of the Criminal Procedure Act, Act 51 of 1977, Section 20, 23(b) (as amended in the Criminal Procedure Amendment Act, Act 33 of 1986) Section 24, 29 and 42 (as amended in the Amendment of the Criminal Law Amendment Act, Act 59 of 1983) as well as Section 46, 49, 50 and 51.

(ii)(c) Whilst conducting access control the employees of the Contractor must ensure that:

(ii)(c)(a). No property of the State is removed from the premises without a proper letter of authorization issued and signed by a person authorized by the management of said premises.

(ii)(c)(b) No official vehicle of the State may be removed from the premises without a properly signed and completed trip authorization by a person authorized by the management of the said premises.

(iii)(a) Where Required



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Refer to Section 25.1.(c) of this Agreement

(iii)(b) Description of Functions

VEHICLE ENTRANCE

Control the flow of vehicles (no pedestrians allowed at this area).
Conduct searching of all incoming and exiting vehicles.

MAIN ENTRANCE

Control the flow of pedestrians IN and OUT of the premises.
All access control instructions as described in Section 25.1. (a) of this agreement is applicable in all the entrances.
All relevant access control registers must be completed clearly and legibly.

ADDITIONAL SERVICES

Additional Services refers to those services to be rendered at specific points on the premises or special services as described in this MOA and consist of:

(b)(I) Patrols

(ii)PURPOSE

The purpose of the patrolling of the premises is to detect any irregularities, which may occur on or around the premises.



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(b)(iii) Rights and Obligations

The rights and obligations of conduct for additional services are mutatis mutandis to conditions of contract.

(b)(iv) Description Of Functions

Patrols must be conducted in the following manner:

Patrols must be carried out along the prescribed routes and must be contained in the job description.

The security person must take notice of any irregularities, which may occur, and act according to the paragraphs 3.1 and 3.2, above.

Irregularities, which may occur, are:

Unauthorized persons.

Persons in the act of committing theft, vandalism or any Annexure 1 Contravention of the Criminal Procedure Act, Act 51 of 1977.