



**REQUEST FOR QUOTATION for 3 months Guarding Service as per specification**  
**RFQ: 23/24/09 I W.Cape**

You are hereby invited to submit quotations to South African Post Office, Limited for the Supply and Delivery of goods/Services as outlined in Annexure "A" [Price Schedule] of this Request for Quotation.

**SECTION 1 [to be completed by Bidder]**

SAPO Vendor No:

CSD Vendor No: **MAAA**

[if available]

Bidder [Company] Name:

Bidder Contact Person:

Bidder Contact Details:

Cell Phone Number:

E-mail Address:

**SECTION 2 [to be completed by Supply Chain Management]**

Request for Quotation No: **RFQ 23/24/09 I W/Cape**Issue date: **2023-07-06**Compulsory Site Visit: **N/A**Closing Date & Time: **19/07/2023 @ 11h00**Validity Period: **180 DAYS [from date of RFQ closure]**Physical Address for Service or Goods only: **As per Specification**Submission of Tender Documents: **TENDER BOX, Cape Mail Building, Gate D, Techno Road Epping**Enquiries: **SUPPLY CHAIN – W/Cape**Name: **Ingrid Pillay**Contact numbers: Office: **02105905521**E-mail Address: **Ingrid.pillay@postoffice.co.za**

**GATEKEEPER CRITERIA**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFQ 23/24/09 I Cape	CLOSING DATE:	19/07/2023	CLOSING TIME:	11h00
DESCRIPTION	3 months Guarding service for W/Cape as per specification				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Cape Mail Building, Gate D, Techno Road, Epping					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes  <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
		<input type="checkbox"/> A REGISTERED AUDITOR			
		NAME:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ANSWER PART B:3 BELOW ]
SIGNATURE OF BIDDER				DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE (ALL INCLUSIVE) *****	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	SAPO		CONTACT PERSON		
CONTACT PERSON	I. Pillay		TELEPHONE NUMBER		
TELEPHONE NUMBER	0215905521		FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS	Ingrid.pillay@postoffice.co.za				

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

#### **GATEKEEPER CRITERIA**

1. Bidders must submit a completed Pricing Schedule, Bill of Quantity in full and in the format provided by SAPO in this bid document and a quotation on the company letter head.
2. Attendance of compulsory briefing session and/or site inspection if there is one.
3. Bidders must submit the following mandatory documents.
  - 3.1 Bidder must be registered with PSIRA

#### **BID CONDITIONS**

1. Bidders are required to submit the following documents;
  - 1.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit full CSD report.
  - 1.2 Bidders must submit their unique personal identification number (pin) issued by SARS to enable the SAPO to view the bidder's profile and tax status. The unique personal identification number (pin) must be of the bidding company.  
SAPO will not do business with a supplier who is not tax compliant.
  - 1.3 Tenderers are required to submit proof of Specific goals [The Preferential Point System]
    - 1.3.1 The specific goal that this project seeks to achieve is the empowerment and development of micro enterprise that are 51% Black owned.
    - 1.3.2 Bidder must submit the below proof that the bidder is 51% black owned
      - BBBEE Certificate or
      - Sworn Affidavit
      - Only SANAS accredited BBBEE certificates are acceptable. In the event that this requirement changed by the DTI, the amendment shall apply.
      - Exempted Micro Enterprises shall submit with their bids Sworn Affidavit attested by the Commissioners of Oaths Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.
    - 1.3.3 20/10 Point will be scored for the proof that the bidder is 51% Black Owned Micro Enterprise
    - 1.3.4 The Preferential Point System that will be used for this tender are -20/80 (20 Preferential point and 80 Pricing) or 10/90 (10 Preferential point and 90 Pricing)
  - 1.4 Tenderers who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the tendering process. They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.
  - 1.5 However, should institutions stipulate a specific B-BBEE Status Level as prequalification criteria in terms of Regulation 4 and the tenderer does not meet this requirement; institutions must disqualify such tenderer as having submitted an unacceptable tender.
  - 1.6 A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.
  - 1.7 Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.
  - 1.8 AOs / AAs must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:
    - 1.8.1 Tenders other than EME
    - 1.8.2 Tenderers who qualify as EMEs
    - 1.8.3 Verification agencies accredited by SANAS; or Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths. B-BBEE certificate
  - 1.9 Bidders must complete and submit SBD4
  - 1.10 Bidders must complete and submit SBD1
  - 1.11 Bidder Referral letters: Bidders to submit two [2] or more original, signed referral letters from current clients on company letterheads not older than twelve [12] months
  - 1.12 Bidder Company Experience: reference should be applicable to service requirements as mentioned in this Bid Specification document, including number of years in Business

DECLARATION

I, the undersigned [name] \_\_\_\_\_ certify that I have read and understand the conditions of this Request for Quotation.

SIGNATURE : \_\_\_\_\_

NAME OF DELEGATED SIGNATORY : \_\_\_\_\_  
[PRINT IN FULL] In his/her capacity of

DESIGNATION OF SIGNATORY : \_\_\_\_\_  
[PRINT IN FULL] Who warrants his/her authority to sign on behalf of

NAME OF BIDDER [COMPANY] : \_\_\_\_\_

DATE : \_\_\_\_\_

## BID EVALUATION CRITERIA [as per Specification]

The bid will be evaluated in three [3] phases:

1. **Phase 1: Gatekeeping Criteria**  
Only bidders that have complied with the gatekeeping criteria will be evaluated for functionality
2. **Phase 2: Commercial**  
Price [80/100] and Preferential Point [20/100] according to threshold

## THE RFQ EVALUATION REQUIREMENTS

1. Stage 1 – Price Evaluation
2. Stage 2 – Preferential Point Evaluation

The RFQ will be evaluated on the 80/20 preference point system

The following formula will be used to calculate the points for price in respect of Bids/Procurement with a Rand value +up to a Rand value of R5 000 000.00 [Inc. VAT]

$$\text{Formula: PS} = 80 \left\{ 1 - \frac{\text{PT} - \text{P min}}{\text{P min}} \right\}$$

Commercial [Price [80] and Specific Goals [20] or [Price [90] and Specific Goals [10]]

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to Specific Goals	20/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goals table below:
<b>Specific Goal</b>		<b>Scores</b>
Bidding Company is an EME with a 51% Black ownership or more		20
Bidding Company is not an EME with a 51% Black Ownership or more		0
Or		
Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to Specific Goals	10/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goals table below:
<b>Specific Goal</b>		<b>Scores</b>
Bidding Company is an EME with a 51% Black ownership or more		10
Bidding Company is not an EME with a 51% Black Ownership or more		0

STATEMENT OF WORK SUCCESSFULLY COMPLETED BY THE BIDDER

Name of Bidder: \_\_\_\_\_

Bidders must insert in the space provided below, and submit with their bids the following statement showing the work, which they have successfully carried out.

FOR WHOM	NATURE OF WORK	VALUE	FROM	UNTIL

Signature: \_\_\_\_\_

Name of Delegate Signatory: \_\_\_\_\_  
[Print] In his / her capacity of

Designation of Signatory: \_\_\_\_\_  
[Print] Who warrants his / her authority to sign on behalf of

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

## BIDDER'S DECLARATION OF INTEREST

1. Any legal person or persons having a kinship with persons employed by the South African Post Office Limited may make an offer or offers in terms of this invitation to bid. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to a South African Post Office employee, it is required that the Bidder or his/her authorized Representative declare his/her position in relation to the evaluation/adjudication authority declaring his/her interest where –
  - The legal person on whose behalf the bidding document is signed, has a relationship with person/ a person who are/is involved in the evaluation/adjudication of the bid[s], or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

	QUESTIONS	ANSWER: YES/NO	IF, YES, STATE PARTICULARS
2.1	Are you or any person connected with the Bidder, employed by the South African Post Office?		
2.2	Do you or any person connected with this Bidder, have any relationship [family, friends, other] with a person employed by the South African Post Office and who may be involved with the evaluation and/or adjudication of this bid?		
2.3	Are you or any person connected with the Bidder, aware of any relationship [family, friends, other] with a person who may be involved with the evaluation and/or adjudication of this bid?		
2.4	Were you or any person in your company involved or assisted SAPO employees in the development and/or drafting of the specification for this bid?		
	<b>INITIALS AND SURNAME</b>	<b>IDENTITY NUMBER [ID]</b>	
2.5	Shareholders of this Company		
2.6	Directors		
2.7	Trustees		



2.8 Director/Trustee must declare as follows:

INITIALS AND SURNAME	IDENTITY NUMBER (ID)	EMPLOYEE NUMBER

3. Non-disclosures shall constitute a serious offence and shall entitle the South African Post Office to take the necessary legal action, which may include applying for an interdict and/or claiming for damages, to enforce this Agreement.
4. The Bidder acknowledge that the stipulation of this Agreement is fair and that all costs incurred by the South African Post Office to enforce this contract or to curb any breach or to claim damages resulting for a breach by the Bidder shall be payable by the Bidder should he/she be proven guilty.

## DECLARATION

I, the undersigned [FULL NAMES] \_\_\_\_\_  
 Certify that the information furnished in paragraph 2.1 to 2.8 above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false.

SIGNATURE : \_\_\_\_\_

NAME OF DELEGATED SIGNATORY : \_\_\_\_\_  
 [PRINT IN FULL] In his/her capacity of

DESIGNATION OF SIGNATORY : \_\_\_\_\_  
 [PRINT IN FULL] Who warrants his/her authority to sign on behalf of

NAME OF BIDDER (COMPANY) : \_\_\_\_\_

DATE : \_\_\_\_\_

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

### 2. BIDDER'S DECLARATION

- 2.1 Is the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

YES		NO	
-----	--	----	--

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

Full Names	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	
-----	--	----	--

- 2.2.1 If so, furnish particulars:

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

- 2.3 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:

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### 3. DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.  
The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder

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

**ANNEXURE A – PRICE SCHEDULE**

REQUEST FOR QUOTATION

**RFQ23/24/09 I Cape**

[RFQ] NUMBER:

NAME OF BIDDER:

CLOSING DATE AND TIME:

**19/07/2023 @ 11h00**

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE [EXCL. VAT]
1	Guarding services (for 3 months): 13 offices as per specification	As per BOQ	N/A	
2				
3				
4				
SUB TOTAL				
VAT [15%]				
TOTAL				

**PLEASE ATTACHED YOUR OFFICIAL QUOTE TO THIS PAGE****Key Requirements [to be attached on response]**

Requirements	Yes	No
• Valid Tax Clearance Certificate		
• Valid BEE Certificate or Sworn Affidavit		
• Proof of CSD Vendor Number		
• Proof of Relevant supporting documents		

(Please tick "yes" or "no" above)

In any of the above answers is "NO", please supply reason below.


- The Bidder warrants that the pricing quoted is free of any errors and that the pricing is in compliance to the specification.
- The Bidder provides the South African Post Office with an **unconditional discount** of \_\_\_\_\_ %.
- **NOTE:** If you have not been contacted within 30 days of the closing date of this RFQ, please accept that your quotation was unsuccessful.
- Delivery of goods will be made no later than 14 days from Official Purchase Order date.

**DECLARATION**

I, the undersigned [name] \_\_\_\_\_ certify that price quote is correct and free of any errors and that pricing is in compliance to the specification.

SIGNATURE :

NAME OF DELEGATED SIGNATORY :

[PRINT IN FULL]

DESIGNATION OF SIGNATORY :

[PRINT IN FULL]

NAME OF BIDDER [COMPANY] :

DATE :

## BOQ

## ANNEXURE A

<u>Somerset West</u>  Day shift: 06h00 – 18h00 Mondays to Sundays including public holidays  Night shift: 18h00-06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift  R .....
<u>Mitchell's Plain Depot</u>  Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift  R .....
<u>Kraaifontein</u>  Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift  R .....
<u>Kuilsriver</u>  Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift  R .....
<u>Grobblershoop</u>  Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift  R .....
<u>Wellington</u>  Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift  R .....
<u>Bellavista</u>  Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift  R .....
<u>Durbanville Depot</u>  Night shift: 18h00 – 06h00	1 unarmed guard per shift

Mondays to Sundays including public holidays	R .....
<u>Milnerton</u>  Day shift: 06h00-18h00 Monday to Saturday excluding public holidays	1 unarmed guard per shift  R .....
<u>Grootbrakrivier</u>  Day shift: 06h00-18h00 Monday to Saturday excluding public holidays	1 unarmed guard per shift  R .....
<u>Galeshewe</u>  Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift  R .....
<u>Pescodia</u>  Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift  R .....
<u>De Aar</u>  Night shift: 18h00 – 06h00 Mondays to Sundays including public holidays	1 unarmed guard per shift  R .....

Amount	R .....
15 % Vat	R .....
Total Cost	R .....

Name of service provider : .....

SAPO Vendor Number: .....

CSD Number: MAAA .....

<b>Subject</b>	<b>Specifications</b>
<b>Project Name</b>	<b>Appointment of Guarding Services for Western Cape and Northern Cape</b>
<b>Reference</b>	<b>RFQ: 23/24/09   W.Cape</b>



The information contained within this submission is considered proprietary and confidential. No inappropriate and/or unauthorised disclosure of this submission is allowed.

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## 1. Background & Objective of Bid

South African Post Office Limited requires a service provider/s to provide a guarding solution at Somerset West, Kraaifontein, Mitchell's Plain Depot, De Aar, Galeshewe, Pescodia, Grootbrakrivier, Durbanville Depot, Bella Vista, Wellington, Milnerton, Groblershoop and Kuilsriver.

The duration of this contract is three months (3 months).

## 2. Objective of bid

To appoint a reliable guarding company for guarding at Somerset West, Kraaifontein, Mitchell's Plain Depot, De Aar, Galeshewe, Pescodia, Grootbrakrivier, Durbanville Depot, Bella Vista, Wellington, Milnerton, Groblershoop and Kuilsriver.

## 3. Scope of work

The service provider shall achieve the following deliverables, each of which is a specific deliverable required by SAPO without limitation to the services or any related obligation, activity or responsibility described in this Scope of Work or the Contract:

- 3.1 To provide a guarding service as per Annexure A with Grade C levels. The security company must be PSIRA registered and provide PSIRA registered and accredited armed and unarmed guard.
- 3.2 To safeguard SAPO assets, employees, customers and service providers.
- 3.3 To control access into the premises and building during the day.
- 3.4 Security officers to have a form of communication possibly a radio or a cellphone.
- 3.5 To provide detailed reports to SAPO, Security and Investigations office of any incident or service irregularity within a 24 hour turnaround of the incident occurring. This does not however stop the security company from informing Security and Investigations immediately when a service irregularity or an incident occurs.

## 4. Requirements

- 4.1 The implementation of physical security, access control and other security measures, aimed at preventing and or deterring crime. Identified risks and threats to the sites listed in Annexure A and in so doing, safeguard SAPO assets, employees, customers and suppliers.
- 4.2 Reporting and documenting any damage, loss or incident of any nature within 48 hours of deployment, to the respective SAPO Regional Manager/ contact person.
- 4.3 Identify cause and prevent injury or death to any person within the deployment point/s.
- 4.4 Occurrence Book/s (OB) must be maintained at deployment point/s.
- 4.5 Respond to and report any irregularities, unsafe acts and unsafe conditions.
- 4.6 Regular patrolling of deployment point/s in order to enforce and maintain law and order and to prevent /detect damage, destruction, sabotage, vandalism, theft and assault.
- 4.7 Guards are to be visited three times per shift on a four hourly basis.
- 4.8 Have local SAPS telephone number at their disposal.
- 4.9 Report any suspicious people to your supervisor, branch manager and security and investigation personnel.
- 4.10 Implement physical and procedural measures, aimed at preventing identified risks and threats to the branches.

## 5. Resource Requirements

SAPO will contract with the successful bidder based on the (estimated) resources and the total price per grade. Bidders will submit their services rates per hour which must also be quantified in a monthly and annual rate, as per annexure A.

*The number of guarding resources indicated in the bid is but an estimate, the required resource could increase or decrease during the bidding process, at the contractual stage and during the course of the contract term.*

## 6. Uniform and Equipment Requirements

All guards deployed to SAPO premises must be dressed according to the following dress code.

### 6.1 Combat dress

All guards deployed to the under mentioned service areas must be dressed and equipped appropriately. Retail and Support sites - formal (collar, tie & step in / lace up shoes):

- Rain Suit
- Handcuffs
- Hand held metal detector
- Reflector jacket
- Baton
- Torch
- Pocket book and pen
- Occurrence book
- Hand held radio incorporating a panic facility and guard tracking capability
- Firearm Competency certificate

**NOTE:** The costing of radios, firearms and uniform is to be costed into the prices as reflected in Annexure A.

6.2 The following operational penalties / liabilities will apply in the event of, but not limited to the following:

➤ Late Posting	R200.00
➤ Incomplete Uniform	R100.00
➤ Short Posting	R200.00
➤ No OB or incomplete	R50.00
➤ No or insufficient site visits	R50.00
➤ Guards posted without firearms (Where required)	R200.00