



**employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

# **MINIMUM REQUIREMENT CONTRACT**

## **FOR**

### **SECURITY SERVICES AT (CAPRICORN CLUSTER)**

<b>PROVINCIAL OFFICE</b>	<b>POLOKWANE LABOUR CENTRE</b>
<b>SESHEGO LABOUR CENTRE</b>	<b>LEBOWAKGOMO LABOUR CENTRE</b>

**RENDERING OF SECURITY SERVICES AT THE DEPARTMENT OF EMPLOYMENT AND LABOUR, PROVINCIAL OFFICE: LIMPOPO (CAPRICORN CLUSTER) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

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**1. SPECIFICATION/SCOPE OF WORK:**

**1.1 RENDERING OF SECURITY SERVICES (CAPRICORN CLUSTER).**

**1.1.1 RENDERING OF SECURITY SERVICES AT PROVINCIAL OFFICE.**

Office/Labour Centre: **Provincial Office**  
 Address: **42a Schoeman Street**  
**Polokwane, 0699**

Duration: 36 Months

Scope of work:

Number of security personnel required on site:

	DESCRIPTION OF GUARDS	Required numbers for the contract/ Quantity
1	Security Officers - Grade C Day Shift: 06:00 - 18:00 Monday–Friday	05
2	Security Officers - Grade C Night Shift: 18:00 - 06:00 Monday – Friday	02
3	Security Officers - Grade C Day Shift: 06:00 - 18:00 Weekend/Public Holidays	02
4	Security Officers - Grade C Night Shift: 18:00 - 06:00 Weekend/Public Holidays	02

**1.1.2 RENDERING OF SECURITY SERVICES AT POLOKWANE LABOUR CENTRE.**

Office/Labour Centre: **Polokwane Labour Centre**  
 Address: **99 Landros Mare Street**  
**Polokwane, 0699**

Duration: 36 Months

Scope of work:

Number of security personnel required on site:

	DESCRIPTION OF GUARDS	Required numbers for the contract/ Quantity
1	Security Officers - Grade C Day Shift: 06:00 - 18:00 Monday–Friday	04
2	Security Officers - Grade C Night Shift: 18:00 - 06:00 Monday – Friday	02
3	Security Officers - Grade C Day Shift: 06:00 - 18:00 Weekend/Public Holidays	02
4	Security Officers - Grade C Night Shift: 18:00 - 06:00 Weekend/Public Holidays	02

**1.1.3 RENDERING OF SECURITY SERVICES AT SESHEGO LABOUR CENTRE.**

Office/Labour Centre: Seshego Labour Centre  
 Address: 4004 Nelson Mandela Drive  
 Seshego, 0742

Duration: 36 Months

Scope of work:

Number of security personnel required on site:

	DESCRIPTION OF GUARDS	Required umbers for the contract/ Quantity
1	Security Officers - Grade C Day Shift: 06:00 - 18:00 Monday–Friday	03
2	Security Officers - Grade C Night Shift: 18:00 - 06:00 Monday – Friday	02
3	Security Officers - Grade C Day Shift: 06:00 - 18:00 Weekend/Public Holidays	02
4	Security Officers - Grade C Night Shift: 18:00 - 06:00 Weekend/Public Holidays	02

**1.1.4 RENDERING OF SECURITY SERVICES AT LEBOWAKGOMO LABOUR CENTRE.**

Office/Labour Centre: Lebowakgomo Labour Centre  
 Address: Thabamooopo Magistrate Complex  
 Lebowakgomo, 0737

Duration: 36 Months

Scope of work:

Number of security personnel required on site:

	DESCRIPTION OF GUARDS	Required umbers for the contract/ Quantity
1	Security Officer - Grade C Day Shift: 06:00 - 18:00 Monday–Friday	03
2	Security Officers Grade C Night Shift: 18:00 - 06:00 Monday – Friday	02
3	Security Officers Grade C Day Shift: 06:00 - 18:00 Weekend/Public Holidays	02
4	Security Officers Grade C Night Shift: 18:00 - 06:00 Weekend/Public Holidays	02



1.2 Operational conditions, detailed requirements (Please mark appropriate block with an X):

ITEM NO	DESCRIPTION	YES	NO	REMARKS
1	<b>Security Aids Required:</b>			
	(a) Portable hand held two (2) way radios (to be programmed to contractor's frequency) = Equivalent to number of security guards on site			
	(b) Handheld metal detector = x 2 per site			
	(c) Rechargeable Torches = ( LED light 3hr torch emergency) x 2 per site			
	(d) Batons = Equivalent to number of security guards on site.			
	(e) Pocket books = Equivalent to number of security guards on site			
	(f) Handcuffs = Equivalent to number of security guards on site			
	(g) One (1) serviceable smart cell phone with airtime and data that caters for a WhatsApp per site = minimum 20 megapixel camera			
	(h) Fully installed patrol point system at Patrol points = The system must have capacity to generate daily and monthly user friendly analysis reports			
	(i) Occurrence Book = must be provided for the duration of the contract			
	(j) Pepper Gel Spray (SABS Approved) = Equivalent to number of security guards on site			
	(k) First aid kit for security guards per site			

N.B: Security aids must be functional at all times

ITEM NO	DESCRIPTION	YES	NO	REMARKS
2	<b>Private Security Industry Regulatory Authority</b>			
	The organization must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001). All Security officers that the bidder supplies to render the service must be registered as Security Officers in terms of The Private Security Industry Regulatory Act (Act 56 of 2001).			
3	<b>Supervision of Emergency Assistance</b>			
	The tenderer must have a well-established and equipped (24) hour security control room. The bidder must furnish details of security equipment, registers, and security systems, which is available in the security control room.  <i>NB: The Department holds the right to inspect such control room.</i> <b>It is a post appointment requirement that a tender must have an office /control room within the cluster of operation</b>			

	Tenderers must respond within one (1) hour in emergency circumstances.			
<b>4</b>	<b>Minimum wages</b>			
	It is expected that the tenderer must pay his/her employees at least the minimum monthly basic wage, as prescribed by the labour law. The tenderer must have the financial capability to remunerate his/her employees without being dependent on the Department of Employment and Labour for payment of his/her employees. Failure to do so, the Department of Employment and Labour serves the right to terminate the contract. <b>It is mandatory that an employer must pay his/her employees: Annual bonus and overtime as determined by Private Security Sectoral Determination 6: Private Security Sector.</b>			
<b>5</b>	<b>Provision of personnel in crisis situation</b>			
	Tenderers must, in consultation with the responsible Manager in charge of Security Services, or the Security Official delegated from the Department of Employment and Labour, undertake to provide certain and reasonable number of staff as required for the rendering of the service at the site during crisis situations. Failure to consult with the responsible manager or such delegated official will result in this matter being regarded as been illegitimate. Guards on leave should be replaced with temporary guards for the duration of leave or sick leave at all times.			
<b>6</b>	<b>Security Service</b>			
6.1	<p>The quality of the service to be rendered must be in accordance with Private Security Industry Regulatory Authority standards.</p> <p>It is the responsibility of the successful tenderer to see that personnel employed for the rendering of this service, meet the requirements at all times, which is incorporated in the legislations listed below. Failure to meet any of these requirements will result in the termination of the contract.</p> <p>All possible steps shall be taken by the bidder to ensure that the intended execution of this agreement takes place. These steps include, inter alia, the following:</p> <ul style="list-style-type: none"> <li>a) The Protection of the Department of Employment and Labour officials against injuries, death or any other offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977);</li> <li>b) The Protection of State Property at the intended sites and the protection of said property against theft and vandalism;</li> <li>c) The Protection of Information; and</li> </ul>			



	d) The Protection of the business process of the development against any development of interruptions.			
6.2	The contractor will be held liable for any damages or loss suffered by the Department of Employment and Labour as a result of the contractor's own or his employees' negligence or intent, which originated on the site.			
6.3	The Department of Employment and Labour shall not be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the Department's site.			
<b>7</b>	<b>Security personnel compliance/ Training</b>			
7.1	Security Officers must be able to read, write and communicate.			
7.2	Security Officers supplied to render the service, must be trained to the standard set by the Private Security Industry Regulatory Authority, and trained in a Private Security Industry Regulatory Authority accredited centre. The Security Officers must understand and be able to implement the Control of Access to Public Premises and Vehicle Act No. 53 of 1985.			
7.3	Security Officers post appointment must be trained on: <ul style="list-style-type: none"> <li>i. Fire Marshal</li> <li>ii. First Aider</li> <li>iii. Snake and reptile catcher for snakes exposed environments</li> </ul>			
7.4	The service provider will screen (and interview) the Security Officers supplied to render the service within seven (7) days after commencement of their respective service and provide a report to the Department. The Department retains the right to verbally request an immediate replacement should the Security Officer not meet the criteria or perform to the accepted standard.			
<b>8</b>	<b>Declaration of secrecy and screening</b>			
8.1	All security personnel and management involved with the Security Services of the Department of Employment and Labour shall at the commencement of this agreement sign an "Oath of Secrecy" declaration and submit the declaration to the responsible Manager in charge of Security Services in the Department of Employment and Labour.			
8.2	The Supervisor and Security Officers must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the Department and the State in general.			
8.3	The Supervisor and Security Officers are prohibited from reading documents or records in offices or the unnecessary handling thereof. No information concerning the State activities may be furnished to the public or media by the contractor or any of his/her employees.			

8.4	No visitors will be allowed in the guard room, on the premises or in the vicinity of the guard room.			
<b>9</b>	<b>Security Screening</b>			
	All Directors in the Company will be subjected to Security screening by the Department of Employment and Labour			
<b>10</b>	<b>General requirements for Security Service</b>			
<b>10.1</b>	<b>The following General Requirements apply:</b>			
10.1.1	At all times, Security Officers must present an acceptable image and appearance, which implies, that they may not sit, lounge about, smoke, eat or drink while attending to employees of the Department and public.			
10.1.2	The Supervisors and Security Officers must at all times present a professional dedicated attitude. A professional dedicated attitude approach shall imply, that there shall be no unnecessary arguments with visitors/staff or discourteous behaviour toward them.			
10.1.3	The Supervisors and Security Officers must be physically healthy and medically fit for the execution of their duties.			
10.1.4	The Department retains the right to ascertain from the Private Security Industry Regulatory Authority as to whether the Supervisors and Security Officers are in good standing with the Private Security Industry Regulatory Authority.			
<b>11</b>	<b>Uniforms and Identification</b>			
	<p>The contractor shall undertake to ensure that each member of his/her security personnel will at all times when on duty be fully equipped in respect of:</p> <p>a) A neat and clearly identifiable formal uniform &amp; shoes of the company, which will include matching rain coats and overcoats for personnel performing duties outside the building. <b>Strictly no construction boots.</b> Camouflage uniforms are not allowed to form part of the identifiable uniforms as indicated above.</p> <p>b) Officers must be provided with a belt capable of holding baton, handcuffs, pepper spray etc.</p> <p>c) The valid identification card issued by the Private Security Industry Regulatory Authority.</p>			
<b>12</b>	<b>Records on Security Personnel</b>			
	Tenderers must keep proper files as well as appropriate documents of all security personnel, who are employed for rendering the service to the Department available for inspection by representatives of the Department. The appropriate documents shall include, the following: Academic records, training records, registration and medical certificates.			
<b>13</b>	<b>Registers to be utilized and maintained</b>			



13.1	These registers will be kept at the Department for record purposes relating to any enquiries and or investigations. The contractor must ensure that the Occurrence Register and Access Control Register/Forms, which are available on the site, is utilized and maintained as required:			
	<p>a) <b><u>Occurrence Book</u></b> – The purpose of this register is to keep record of all incidents, occurrences, or observations made by the Security Officers whilst on duty for later reference.</p> <ul style="list-style-type: none"> <li>➤ <b><u>Compulsory Entries:</u></b> All listed routine procedures such as patrols undertaken, handing over of shifts, etc., and the procedures followed, by whom and the time of commencement. These entries must all be made clearly legible, in black ink.</li> <li>➤ All occurrence/events however important, slight or unusual, with reference to the correct time and relevant actions taken must be noted in a clearly legible black ink.</li> <li>➤ All security personnel activities, especially deviations in respect of the duty list, indicating particulars of the personnel and relevant times.</li> <li>➤ The issue and/or receipt of keys, indicating the time and by whom they were received and delivered.</li> </ul>			
	➤ The unlocking/locking of doors/gates, indicating the time and by whom they were locked/ unlocked.			
	➤ The handing over of shifts, mentioning all names of all shift personnel and accompanying equipment and aids. In this case, personnel taking over as well as personnel handing-over must sign the entries.			
	➤ <b><u>Occurrence book read:</u></b> After handing-over of the shifts, the person who has come on shift must make an entry that he/she has read the occurrence register in order to acquaint himself/ herself with events that occurred during the previous shift.			
	➤ <b><u>All shifts by Supervisors and Management:</u></b> These entries must be done in legible red ink. Officials of the Department shall pass on in writing, all additional requests in respect of the rendering of the service.			
	➤ Under no circumstances may an entry in the occurrence register be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled at the side.			
	<p>b) <b><u>Shift Rosters:</u></b> - Purpose: The purpose of the shift roster is to serve as proof, at all reasonable times that all personnel who should be on duty per shift, are indeed on duty.</p> <ul style="list-style-type: none"> <li>➤ Drawing up a shift roster: Daily, weekly, monthly shift roster of all security personnel must be drawn up by the contractor and kept on site where the service is rendered.</li> </ul>			

	➤ Changes to the shift roster: Any changes to the shift roster shall be crossed out by a single line, initialled, dated and noted in the occurrence register.			
	<p>c) <b><u>Duty sheet</u></b> - The purpose of the duty sheet is to ensure that all security personnel on duty are familiar with their duties as required for the contract.</p> <p>➤ The contractor must have a fully expounded duty sheet available at each duty point of the site.</p>			
	➤ Hand held two (2) way radios: The hand held radios must be in good working condition at all times and they must be handed to the Security Officer patrolling the site for immediate communication with the base station.			
	d) <b><u>Asset register:</u></b> The purpose of asset register is to keep record of all asset movements, by recording the serial numbers, mode and make of the assets including time and date the asset was moved out and in the premises.			
	<p>e) <b><u>Access control register for visitors:</u></b> The purpose of the access control register is to record:</p> <ul style="list-style-type: none"> <li>- All visitors entering the premises.</li> <li>- All departmental officials without identification cards.</li> <li>- Register all officials working after hours.</li> </ul> <p>This register is also applied during weekends and public holidays, and the following information should be recorded:</p> <ul style="list-style-type: none"> <li>• Date and time of visit and departure.</li> <li>• Surname and initials of the visitor.</li> <li>• Car registration number if applicable.</li> <li>• Purpose of visit.</li> </ul> <p>The Security officer on duty must ensure that all personnel complete the register correctly. This means that the Security Officer ensures that the correct time and signature of the personnel is entered correctly.</p>			
	<p>f) <b><u>Access register for officials:</u></b> All Departmental officials with identification cards should sign the register when they enter the premises.</p> <p>g) <b><u>Patrols:</u></b> The purpose of patrolling is to ensure that the site is inspected according to instructions and any deviation is immediately reported to supervisors and addressed accordingly.</p> <p>h) <b><u>Bid/Application Submissions control registers:</u></b> All suppliers to sign the tender registers provided by</p>			

	Supply Chain Management/Human Resource Management.			
<b>14</b>	<b>Contact with Departmental Representative</b>			
14.1	The Site Manager or Supervisor must immediately report any abnormal and or noteworthy incident to the Departmental Representative.			
14.2	A meeting, where formal discussions can be held between the Departmental Representative and Contractors Supervisor/Manager or Contractor himself/ herself, must be held at least once a month. The Department will keep the minutes of the meeting.			
14.3	The contractor shall furnish a monthly and quarterly report of the security service, incidents, etc. which transpired in the previous month to the responsible manager or delegated official in the Department of Employment and Labour.			
<b>15</b>	<b>Maximum shift hours</b>			
	No security personnel may be allowed to work a daily shift longer than twelve (12) hours.			
<b>16</b>	<b>Lost articles</b>			
	<p><u>Definition:</u> Lost articles found at the site and of which the ownership could not immediately be established.</p> <p>All lost articles must immediately be handed in at the security control room on site for safekeeping and recorded in the occurrence register. Thereafter it must be handed to the Departmental Representative.</p>			
<b>17</b>	<b>Inspections</b>			
17.1	A thorough inspection of the service shall be performed by Departmental officials as well as the contractor at least once quarterly.			
17.2	The Department retains the right to inspect the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specifications.			
17.3	The Department retains the right to require from the contractor, that any of his/her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site immediately. The Department will not be held responsible for any damages or claims which may arise and the contractor or successful bidder indemnifies the Department against any such claims and legal expenses.			



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17.4	Note: The Department's representative will check daily whether sufficient personnel are available on site in terms of the conditions.			
17.5	All security personnel shortages must be noted in the occurrence register by the Contractor or any of its employees on duty.			
<b>18</b>	<b>Labour unrest incidents</b>			
	<u>Labour unrest on site:</u> If the service is interrupted or temporary deferred because of any labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the contractor, the parties must come to an agreement on methods to ensure continuation of the security service. The contingency plan of the department as well as the contractor will be in place.			
<b>19</b>	<b>General</b>			
19.1	The contractor's personnel must at all times refrain from littering and they must keep the grounds/building/work area occupied by them clean, hygienic and neat.			
19.2	Under no circumstances will any security personnel be allowed to trade on the premises.			
19.3	Under no circumstances will any security personnel will be found participating directly or indirectly in micro lending or any other business within the premises of the Department.			
<b>20</b>	<b>Additional requirements</b>			
20.1	A direct line of communication must be established between the security control room in the Department and the control room of the contractor.			
20.2	The contract is valid for a period of three (3) years and the Department reserves the right to terminate the contract with immediate effect if the contractor is not rendering the service in terms of the contract and Service Level Agreement. This will be done in line with the policies of the Department of Employment and Labour.			
<b>21</b>	<b>Insurance</b>			
	The bidder will be expected to have purchased Public Liability Insurance. In the case of new companies, a letter from the attorney indicating the Public Liability Insurance will be purchased should the bidder be awarded the contract will be required. The Department of Employment and Labour manager responsible will check if the Insurance has been bought.			



**1.3 Contractor's Responsibilities:**

- 1.3.1 Oversees all security activities performed by security personnel.
- 1.3.2 Handles all problems experienced by security personnel on site.
- 1.3.3 Attends all problems regarding payments of Security Officers.
- 1.3.4 Ensures that there is always security equipment required on site according to the specification.
- 1.3.5 Be involved in any security operational projects and manage special events from Contractor's point of view. (E.g. Evacuation Drills).
- 1.3.6 Liaises with Head of physical security and where applicable, with senior Security Officer on duty.
- 1.3.7 Shortage of security personnel should be recorded in the occurrence book by the supervisor. Department of Employment and Labour shall also keep their own record with regard to shortages of Security Officers.
- 1.3.8 Ensures that contractor's security staff is familiar and knowledgeable on how to handle emergency situations.
- 1.3.9 Ensures that registers are clean, neat, legible and updated at all times.
- 1.3.10 Ensures that Security Officers are always in uniform and display their PSIRA registration cards.
- 1.3.11 Attend monthly meetings with Chief Security Officer of Department of Employment and Labour.
- 1.3.12 Ensures that all security staff understands the needs and expectation of the secondary clients (e.g. visitors) and primary clients (e.g. employees) of the Department of Employment and Labour.
- 1.3.13 Ensures that all security staff understands the principle of *Batho Pele* and apply at all times.
- 1.3.14 The contractor must provide adequate security personnel as required by the Department of Employment and Labour for the successful rendering of security services as stipulated in the contract.
- 1.3.15 Ensure that security personnel present themselves well to the staff members and to the public.
- 1.3.16 The contractor will be held liable for any damages or loss suffered by the State, as a result of the contractor's own or his employees' negligence or intent, which originated on the site.
- 1.3.17 The State shall not be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the State's sites, even in cases where the loss originated as a result of negligence or intent on the part of the State.
- 1.3.18 The State is indemnified against any loss, expense or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and client costs, that may be instituted against or incurred by the Contractor, and which arise from or are the result of any act or omission by the Contractor or an employee or agent of the Contractor in connection with the execution of the services in terms of this contract which may result in the following cases:
  - Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.

- Damages to or destruction of any equipment or property of the contractor during the execution of their duties.
- Any claims and legal costs which may ensue from the failure by or acts committed by security personnel against third persons, which acts include: Illicit frisking, arrests and other illicit or wrongful deeds. The contractor shall be notified in writing of the particulars of each claim he is liable for.

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

1.3.20 A copy of such insurance contract shall be handed to the departmental representative on commencement of the service and every quarter for the duration of the contract.

1.3.21 The contractor may not, unless otherwise specified, make use of any of the State's equipment, aids and property, for purposes of compliance with the conditions, which equipment, aids and property include, *inter alia*, vehicles, stationery, rooms and furniture.

1.3.22 The contractor is responsible for the training of his personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.

1.3.23 The contractors personnel must at all times refrain from littering and must at all times keep the grounds occupied by them clean, hygienic and neat. The contractor shall at the end of each shift, remove any littering caused by security personnel of the contract.

1.3.24 Under no circumstances are security personnel allowed to carry on any trading within Department of Employment and Labour buildings/premises.

1.3.25 The contractor shall not erect or display any sign, printer matter, painting, nameplates, advertisement, and articles or object and of any nature whatsoever, in, against State buildings or sites or any part thereof without written consent from Department of Employment and Labour.

1.3.26 Any sign, printed matter, printing, name plate, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable, will immediately be removed by Department of Employment and Labour and the contractor shall be penalized.

#### **1.4 Security officers Responsibilities/Identification**

1.4.1 Practice Access Control procedures in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

1.4.2 The Security Officers shall be responsible for the protection of State property, Assets and Personnel on the site, and the protection of the said property against theft, fire and vandalism.

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

1.4.4 Protect State information against any espionage and or leakage to the wrong hands.

1.4.5 Controlling or reporting on the movement of persons or vehicles through checkpoints or gates.

1.4.6 Conduct searches on staff members, members of the public and, if necessary, restrain them.

1.4.7 Patrol the premises of Department of Employment and Labour.

1.4.8 React to emergency situations.

1.4.9 Ensure that security registers are up to date and kept legible and neat at all times.

1.4.10 Check and record all movements of incoming and outgoing assets in the premises of the department.

1.4.11 Security officers shall report on duty on time as requested by the Department of Employment and Labour.

1.4.12 Security officers found guilty of any offence stipulated in this agreement shall be removed from site immediately.

1.4.13 Security Officers should avoid any conflicts with the staff members or members of the public.

1.4.14 Security Officers shall report any lost and found articles and goods to site supervisors and departmental representatives.

1.4.15 Security Officers who are under the influence of any intoxicating substance cannot be allowed on site.

1.4.16 Act as an emergency officer after hours and report immediately at all times to the Department of Employment and Labour's representative.

1.4.17 Report all incidents related to emergencies to the Departmental representative immediately.

**1.5 Render the following specific security services:**

1.5.1 All incidents/events must be recorded in an occurrence book and reported to the contractor and the department's representatives (including Public Holidays and weekends).

1.5.2 Regular reports to be made by radio to the security control room.

1.5.3 The Security Guard should refrain from disclosing any information.

1.5.4 Inspect the premises and the vehicles parked on the premises together with the relevant officials of the Department of Employment and Labour in the mornings and in the afternoons during shift changes.

1.5.5 Signing over of all equipment and registers during shift changes.

1.5.6 To patrol the premises concerned and exercise crowd control (personnel protection included).

1.5.7 All clock points should be visited during patrols and patrols should not be rushed.

- Intervals between patrols must not be longer than one hour.
- Patrols must not be done in the same sequence/duration.
- Time and routine must be rotated.

1.5.8 During patrols the Security Officer should ensure that:

- All outside doors to the building are closed and locked.
- If there are any windows open on the ground floor special attention should be given to these windows.

- All vehicles doors are locked, windows are properly closed, boots are locked and that the spare wheels are not missing where fitted underneath vehicles.

1.5.9 To act as an authorized officer in terms of the Access to Public Premises and Vehicles Act. 1985 (Act 53 of 1985).

1.5.10 Duties at the gate:

- All state vehicles entering and leaving the premises must be stopped and searched by the security officer and must ensure that the driver of each vehicle is in possession of the vehicles keys and approved trip authority.
- All vehicles entering and leaving the premises must be stopped and searched by the security officer and must ensure that the driver of each vehicle is in possession of the vehicles keys.
- Ensure that no person wanders between the vehicles.
- All persons entering/leaving the premises after hours must complete the register.
- The gates must be kept locked at all times after normal working hours unless an authorized person is collecting/delivering a vehicle.

1.5.11 Duties at the main entrance:

- All persons entering/leaving the premises after hours must complete the afterhours register.

1.5.12 Duties not to be performed by security personnel:

- Security Guards must not be allowed to access IT networks, registers and communication networks.
- Key control must also not form part of their responsibilities.
- Security guards are not allowed to perform duties out of their scope of work (personal errands for staff, photocopying for clients, providing advice to clients, que management etc.).

## **1.6 Other Security Registers**

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

### **1.6.1 Visitors Register**

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

- Date and time of visit and departure
- Surname and initials of the visitor
- ID number and proof of identity of the visitor
- Home and work address of the visitor
- Name of person to be visited



- Telephone numbers at work or home
- Purpose of visit
- Signature of the visitor
- Signature of the official visited

#### 1.6.2 Pocket book

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

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

The following information must be noted down in the Pocketbook:

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

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

#### 1.6.3 Staff after hours register

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

#### 1.6.4 Removal permit

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

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

- Private Items/assets belonging to officials must be recorded as they are brought in or taken out.

#### **1.6.5 Government vehicle register**

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

- To determine whether the driver has the authority to drive the vehicle.
- To report the unauthorised use of state vehicles by officials.
- It is the duty of the security officer to ensure the safety of the state vehicles against damages and theft.
- To check the date and time the vehicle departed and entered the premises.

#### **1.7 Private vehicles**

Private vehicles entering or leaving the premises shall be subjected to a search, details recorded and occurrences recorded and reported. The following information from the visitor should be noted:

- Date and time of entering and departure.
- Surname and initials of the driver.
- Vehicle registration number.
- Purpose of visit.
- Cell phone number.
- Name of Company.
- Signature of visitor/officials

## 2. EVALUATION AND SELECTION CRITERIA

2.1 The Department of Employment and Labour, Provincial Office: Limpopo, has set minimum standards (Phases) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

PHASES	DESCRIPTION	APPLICABLE FOR THIS BID
Phase 1	Administrative Pre-qualification requirements	YES
Phase 2	Evaluation on functionality	YES
Phase 3	Evaluation on Price and Specific Goals	YES

***N.B: The bidder must qualify for each phase to be eligible to proceed to the next stage of the evaluation.***

### 2.1.1 PHASE 1 - ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if Department of Employment, is unable to verify whether the pre-qualification requirements are met, then the Department reserves the right to:

- Reject the bid and not evaluate it, or
- Accept the bid for evaluation, on condition that the bidder must submit within seven (7) working days, any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

(a) Bidders must be registered with the Central Supplier Database (CSD), and must have a corresponding commodity with the advertised Bid. If the relevant commodity is not registered on CSD the bid will be disqualified. Service providers are required to attach their latest detailed CSD report upon submission of their bid.

(b) Rates per security guards must be in terms of 2025 PSIRA pricing schedule, failure to which the bid will be disqualified

(c) The total bidding price must be written correctly and in full on all required SBD forms.

(d) The bidder must submit a detailed quotation (pricing schedule), using own template on a company letter head, whereby all pricing is clearly visible, well broken down and accurately calculated with correct totals. Failure to do so, will invalidate the bid.

(e) Bidders must ensure that the quotation total price is **FIRM** throughout the duration of the contract by indicating so, on Standard Bidding Document 3 (SBD3). Failure to do so, will invalidate the bid.

(f) Bidders must ensure that the attached pricing schedule is complete, whereby all pricing is clearly visible, well broken down and accurately calculated with correct totals. Failure to do so, will invalidate the bid.

(g) Bidders must ensure that amounts and total amounts on the own quotation (pricing schedule template), SBD1, SBD3 and Departmental Pricing Schedule are accurately calculated with correct totals and totals do not differ across all the mentioned documents in this line

(h) Bidders must submit completed and signed Standard Bidding Documents (SBD forms).

- (i) Bidders must submit certified ID copies of company members and shareholders at the point of submission.
- (j) A resolution letter from the Board of Directors for authority of signatory with the ID number of the appointee must be submitted with the bid (certified copy of ID of authorized appointee must be attached).
- (k) No late bids shall be accepted.
- (l) Bids should be held valid for a period of **90 days** from the closing date of the advert.
- (m) Bidders must attach a CK

**2.1.2 PHASE 2: EVALUATION ON FUNCTIONALITY**

**NB: (BIDDERS MUST SCORE 70/100 POINTS OR MORE IN ORDER TO QUALIFY TO MOVE TO THE THIRD PHASE OF EVALUATION)**

CRITERIA	DESCRIPTION	POINTS										
Methodology	<ul style="list-style-type: none"><li>Provide details of your company structure as follows:<ul style="list-style-type: none"><li>Organogram of the company (5)</li><li>Breakdown of the quantity of key personnel (5)</li><li>Provide a detailed operational plan on the service/scope of work/task that will be executed (10)</li></ul></li></ul>	20										
Experience in terms of verifiable references	<ul style="list-style-type: none"><li>The bidder must have relevant years of experience in the security services industry and will be allocated points accordingly: <b>NB: Bidders who have government experience will have an added advantage</b></li></ul> <table><tr><th>Years of Experience</th><th>Points allocated</th></tr><tr><td>0 — 2 years relevant government experience, including private sector</td><td>(5)</td></tr><tr><td>3 — 4 years relevant government experience, including private sector</td><td>(10)</td></tr><tr><td>5 — 6 years relevant, government experience</td><td>(15)</td></tr><tr><td>7 and above years relevant government experience -</td><td>(20)</td></tr></table> <p>N.B:</p> <ul style="list-style-type: none"><li>The Bidder must provide proof, in the form of reference letter(s) confirming that the Bidder has performed security services.</li><li>The Letter must be on a letterhead, contain the duration of the contract and must include a contact person and contact details (telephone number and email). The letter(s) must not be older than 3 months as at the date of submission of the tender document.</li><li>The reference letter(s) must be in the form of individual letter(s) from the respective previous and current clients.</li></ul>	Years of Experience	Points allocated	0 — 2 years relevant government experience, including private sector	(5)	3 — 4 years relevant government experience, including private sector	(10)	5 — 6 years relevant, government experience	(15)	7 and above years relevant government experience -	(20)	20
Years of Experience	Points allocated											
0 — 2 years relevant government experience, including private sector	(5)											
3 — 4 years relevant government experience, including private sector	(10)											
5 — 6 years relevant, government experience	(15)											
7 and above years relevant government experience -	(20)											



	<ul style="list-style-type: none"> <li>References will be checked and verified.</li> </ul>	
Financial Capacity	<ul style="list-style-type: none"> <li>Provide latest six (6) months stamped bank statements with a positive bank balance with no bank overdraft.</li> </ul>	30
	R800 000 - R1 000 000 > (20)	
	R500 000 - R 799 999.99 (15)	
	R250 000 - R 499 999.99 (10)	
	and:	
	<ul style="list-style-type: none"> <li>Bank Grading Letter – Stamped:</li> </ul>	
	Category A to B - (10)	
	Category C to D - (5)	
	Category E to F - (2)	
	Category G to H - (1)	
Resources and Equipment	<ul style="list-style-type: none"> <li>Provide a detailed list of appropriate resources and equipment according to the specifications to execute the required services. (10)</li> <li>Attach one vehicle registration certificate under the company name. (10) <ul style="list-style-type: none"> <li>I. 3 vehicles – (5)</li> <li>II. 4-5 vehicles – (10)</li> </ul> </li> <li>Pictures of staff in company uniform using at least seven equipment items according to the specification. (10)</li> </ul>	30
<b>TOTAL POINTS</b>		<b>100</b>

### 2.1.3 PHASE 3: EVALUATION ON PRICE AND SPECIFIC GOALS

According to the Preferential Procurement Regulations, 2022. The applicable preference point system for this tender is the **80/20** preference point system. The points for Price and Specific Goals will be consolidated as follows:

	POINTS
Price	80
Specific Goals	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

**POINTS AWARDED FOR PRICE: THE 80/20 PREFERENCE POINT SYSTEM:**

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

$$Ps = 80(1 - (Pt - Pmin) / (Pmin))$$

Where:

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

**POINTS AWARDED FOR SPECIFIC GOALS:**

A maximum of 20 points is allocated for **Specific goals** for the tender and points claimed are indicated per Table 1 below:

**Table 1**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage Ownership of Equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	5		
Promotion of SMME's	6		
HDI	4		
Disabled	3		
Locality	2		
<b>Total points</b>	<b>20</b>		

**Note to tenderers:** The tenderer must indicate the percentage/points they are claiming for each Specific Goal and indicate the total (Tenderer to complete all areas coloured in grey).

Tenderers who wish to claim points in terms of table 1 above must provide proof for each point claimed as guided below:

- **Women:** Attach a copy of Identity Document (ID) and company registration document.
- **Promotion of SMME's:** Attach copy of detailed Central Suppliers Database (CSD) report indicating annual turnover of Ten Million Rand (R10 000 000-00) or less.
- **HDI:** Attach a copy of Identity Document (ID) and company registration document.
- **Disabled:** Attach a certified copy or original Doctors letter confirming the disability.
- **Locality:** Attach latest municipal bill (within 3 months) or valid lease agreement, as proof of business residency within the clusters.

### **3. OTHER CONDITIONS AND LEGISLATIVE REQUIREMENTS**

#### **3.1 Bidders must comply with the following Legislative and Regulatory Requirements**

- a) Basic Conditions of Employment Act, 75 of 1997.
- b) Sectoral Determination 6 and National Bargaining Council for the Private Security Sector.
- c) Occupational Health Safety Act, 85 of 1993.
- d) Compensation for Occupational Injuries and Diseases Act, 130 of 1993.
- e) Unemployment Insurance Contributions Act, No. 4 of 2002.
- f) Unemployment Insurance Act, no. 63 of 2001.
- g) National Minimum Wage Act no. 9 of 2018.
- h) Labour Relations Act, 66 of 1997
- i) Employment Service Act, no 4 of 2014
- j) Employment Equity Act 55 of 1998

#### **3.2 LIABILITY**

3.2.1 The service provider indemnifies the State herewith from any claim from a third party and all costs or legal expenses in regard to such a claim for loss or damage resulting from the death, injuries or ailment of any person, or the damage of property of the service provider or any other person, that may result from or be related to, the execution of this contract.

#### **3.3 COMPENSATION OF DAMAGES**

3.3.1 The service provider will be held liable for any damage or theft that may be caused, to the premises or contents, by his/her employees or be due to their neglect, whether in the normal execution of their duties or otherwise, and a claim for indemnification can accordingly be imposed by the State against the service provider.

3.3.2 The contractor must arrange the necessary insurance policy for public liability with a reputable insurance company and submit documentary proof that such policy is in effect, in the name of the service provider.

#### **3.4 MODERATION PROCESS**

3.4.1 Parties to this agreement confirm that it has been agreed that no dispute forthcoming from this agreement will be laid before the court. Any dispute arising in respect of any matter in connection with this agreement, or the validity or meaning or execution thereof must be settled through moderation in accordance with the procedures and ways stipulated hereunder and failing which arbitration will be persuaded.

3.4.2 Within 14 days after a dispute has been lodged and no agreement could be reached a party will have the right, by notice to the other, to demand that the dispute be referred for moderation in terms of the GCC clause.

3.4.3 The parties involved must agree mutually as to who will act as moderator.

3.4.4 The moderator must notify the parties in advance, regarding the remuneration for the services.

3.4.5 Each party must submit a full written view of his/her case to the moderator within 14 days of the notification in which all evidence, affidavits, facts, submissions of expert evidence, etc. on which his/her case rests and he/she must serve a copy on the other party.

3.4.6 Within 14 days after receipt of the copy of the other party's case - view, any party may reply thereto and submit a supplementary piece to the moderator and serve a copy on the other party.



3.4.7 The moderator will then facilitate a meeting/s between the parties to mediate a solution. If no solution is agreed to the parties may approach the courts.

### **3.5 UNSPECIFIED SERVICES**

3.5.1 Should any unspecified services be required by the Department and payment must be made for such services, correct supply chain management processes will be followed.

### **3.6 PAYMENTS**

3.6.1 Payment will be made not later than 30 days after a valid invoice/claim had been submitted and all requirements have been adhered to.

3.6.2 The invoice must indicate for which month's services payment is claimed and must reflect the order number. Certification can only take place after the last working day of the month during which the service was rendered.

**NB: No upfront /advanced payments will be allowed.**

### **3.7 FORCE MAJEURE**

3.7.1 If the service is interrupted or temporarily delayed as a result of Labour disputes, civil revolt, a local or national disaster, or any other cause above the control of the service provider, the parties must mutually agree on methods to continue with essential services.

3.7.2 Should the premises or part(s) of the premises where the service is rendered be damaged or destroyed by force majeure (vis major) the State will, at its discretion, determine which part(s) of the premises cannot or should not be put to further use for the original utilization and in respect of the unusable part(s) of the premises the parties will no longer be bound by the stipulations of this agreement and no claim for indemnification in the favour of the one party against the other shall result therefrom. In respect of the remaining part(s) of the premises that will still be used, the stipulations of this agreement will remain in force, but the contract amount will be reduced with a relevant sum as mutually agreed to, as of the date of such change. When the damaged premises have been repaired, the State can request the contractor to resume the service with one month written notification in which case the stipulations of the contract in respect of the rendering of the service and the contract price will be applicable.

### **3.8 TERMINATION OR WITHDRAWAL**

3.8.1 In cases of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of services, the stipulations of the Government General Conditions of Contract will be applicable.

3.8.2 Cancel the contract, if it is satisfied that any person (being an employee, partner, director or shareholder of the bidder or a person acting on behalf of or the knowledge of the bidder), firm or company (the expression "person, firm or company" shall include an authorised employee or agent of such a person, firm or company):

- a) Is executing a contract with government unsatisfactorily;
- b) Has offered, promised or given a bribe or other gift or remuneration to any officer or employee in the public service in connection with obtaining or executing a contract;

- c) Has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining a contract with any government department, provincial administration, public body, company or person, or that he has managed his affairs in such a way that he has in consequence thereof been found guilty of criminal offence.
- d) Has approached an office or an employee in the public service before or after bids have been called for, to influence the award of the contract in his favour;
- e) Has withdrawn or amended his bid after the time set for the receipt and opening of the bid;
- f) When advised that his bid has been conditionally accepted, has given notice of his inability to execute or sign the contract or furnish any security required;
- g) Has entered into an agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from bidding for this contract, or as to the amount of the bid to be submitted by either party;
- h) Has disclosed to any other person, firm or company the exact or appropriate amount of his proposed bid except where disclosure, in confidence, was necessary to obtain insurance premium quotations for the preparation for the bid; the department of Employment and labour may, in addition to any other legal recourse which it may have, cancel the contract between the department and such person, or firm or company and or resolve that no bid from such a person, firm or company will be favourably considered for a specific period
- i) The department reserves the right to negotiate the final price.

### **3.9 INDEMNITY**

3.9.1 The successful bidder will be held liable for any damages or loss suffered by the department, as a result of the successful bidder's own or his employees' negligence or intent, which originated on the site.

3.9.2 The department shall not be liable for any loss or damage of any nature to any of the successful bidder's properties or any items kept at the department's sites, even in cases where the loss originated as a result of negligence or intent on the part of the department.

3.9.3 The department is indemnified against any loss, expense or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and client costs, that may be instituted against or incurred by the Successful bidder, and which arise from or are the result of any act or Omission by the Successful bidder or an employee or agent of the Successful bidder in connection with the execution of the services in terms of this contract which may result in the following cases:

3.9.4 Loss of life or injuries which may be sustained by the cleaning personnel during the execution of their duties.

3.9.5 Damages to or destruction of any equipment or property of the successful bidder during the execution of their duties.

3.9.6 Any claims and legal costs which may ensue from the failure by or acts committed by cleaning personnel against third persons, which acts include.

3.9.7 Illicit frisking, arrests and other illicit or wrongful deeds. The successful bidder shall be notified in writing of the particulars of each claim he is liable for.

**3.10 GENERAL BID CONDITIONS**

3.10.1 The Department may request further information from any bidder after the closing date of the bid (within 7 days)

3.10.2 The Department reserves the right to award the bid to a bidder who did not score the highest points.

3.10.3 The Department reserves the right to not make an award.

3.10.4 If there is a tie between the bidders, then applicable SCM policies, Practice Notes, Circulars and Regulations will be applied to determine the successful bidder.

3.10.5 The validity period of the bid is 90 days.

3.10.6 The successful bidder will be required to sign a Contract (SBD 7.2) and Service Level Agreement (SLA), of which the bidder will be monitored closely during the duration of the contract for compliance to all specifications, scope of work and legislative requirements. If found non-compliant, the contractual agreement may be canceled by the department.

3.10.7 In case the Department moves to a different address the service provider will be requested to move with the Department.

**4. THE DEPARTMENT'S RIGHTS REGARDING BIDS**

a) The Department is not obliged to accept the lowest price, as it is not the only consideration.

b) The Department has the rights to accept, at its sole discretion, any bid in its entirety or partly.

c) The Department reserves the right not to award a bid.

d) The Department reserves the right to disqualify a bidder whose bid contains a misrepresentation which is materially incorrect or misleading.

e) The Department is not liable for any financial expenditure incurred in drawing up the bid, or for any steps taken by the bidder in drawing up such a bid.

**5. BIDDERS SHALL PROVIDE TO THE DEPARTMENT OF EMPLOYMENT AND LABOUR THE FOLLOWING INFORMATION:**

- a) The names, physical, postal addresses, mobile numbers and email addresses of their regional and headquarters offices.
- b) Names, address, telephone numbers of their banks or other financial institutions that manage their finances and the names of a contact person at each financial institution.
- c) Consent that the financial institutions may answer the company financial enquiries and supply statements on request by Department of Employment and Labour.



- d) The names, identity numbers and street addresses of all partners, shareholders of their companies and/or members of their partnerships, companies or close corporations respectively and as applicable.
- e) Proof that all Security Officers are registered in terms of the Private Security Industry Regulatory Act, 2001 (Act 56 of 2001).
- f) Consent that all Managing Directors, Shareholders of the company and Site Managers, Supervisors and Security officers assigned to the site will be subjected to pre-screening before they can resume duties with the Department of Employment and Labour.

## **6. BRIEFING SESSION**

6.1 A non-compulsory briefing session will be held:

**Date:** 03 July 2025

**Time:** 11:00am to 13:30pm

**Location:** MS Teams Link (simply copy the link below and paste to your internet browser):

**N.B: MS Teams Link will also be uploaded as part of additional documents on e-tender**

6.2 The purpose will be to clarify (summarize) to the bidder(s) the scope and extent of work to be executed as well as assistance regarding the completion of Standard Bidding Documents (SBD's).

## **7. SUBMISSION OF BID DOCUMENTS**

7.1 Bids must be submitted physically in a sealed envelope to:

The Department of Employment and Labour  
Provincial Office: Limpopo  
42a Schoeman Street  
Polokwane

7.2 Bids must be submitted to the correct physical address and within the stipulated date and time as specified in Standard Bidding Document (SBD1), Section A, "Invitation to Bid" cover page.

7.3 Bids must be submitted as one (1) original document (pack).

## **8. CLOSURE DETAILS OF BID**

8.1 Closing date and time of this bid is the **28 July 2025 @ 11h00am.**

8.2 No bid document will be accepted after the specified date and time.

## **9. CONTACT DETAILS FOR BID ENQUIRIES**

9.1 Enquiries must be directed via e-mail and will only be responded to at the briefing session, thereafter no enquiries will be entertained.

9.2 Enquiries may be directed as follows:

- Via email to: [LPtenders@LABOUR.gov.za](mailto:LPtenders@LABOUR.gov.za)

**10. STANDARD BID DOCUMENT (SBD) FORMS FOR COMPLETION BY TENDERER**

10.1 Standard Bid Document (SBD) 1 – Invitation to Bid

10.2 Standard Bid Document (SBD) 3.1 – Pricing Schedule for Firm Prices (Purchases)

10.3 Standard Bid Document (SBD) 4 – Bidder's Disclosure

10.4 Standard Bid Document (SBD) 6.1 – Preferential Points Claim Form in terms of the Preferential Procurement Regulations of 2022.

*Note: All Standard Bid Document (SBD) forms are attached at the end of this document and need to be fully completed by the bidder.*

**11. GENERAL CONDITIONS OF CONTRACT**

11.1 The General Conditions of Contract for Government Procurement need to be read in its entirety and understood fully when submitting a bid.

*Note: The General Conditions of Contract are attached at the end of this document.*

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF EMPLOYMENT AND LABOUR</b>					
BID NUMBER:	LIM02-2025/2026	CLOSING DATE:	28 JULY 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES FOR CAPRICORN CLUSTER FOR A PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX AT:					
42A SCHOEMAN STREET POLOKWANE (TENDER BOX)					
POLOKWANE					
0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	LPtenders@labour.gov.za		E-MAIL ADDRESS	LPtenders@labour.gov.za	
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
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 THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO
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.					



## 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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
<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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7. 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: .....

**PRICING SCHEDULE**  
**(MANDATORY-COMPLETE IN FULL)**

NAME OF BIDDER: .....	BID NO.: <b>LIM02-2025/2026</b>
CLOSING TIME: <b>11:00AM</b>	CLOSING DATE: <b>28/07/2025</b>

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-	1. Required by:	.....
-	At:	.....
	2. Bidders are required to indicate a total price based on the total contract period and including all expenses inclusive of all applicable taxes for the service.	R.....
	3. Is the offer in-line with the PSIRA Regulations?	YES/NO
	4. Does offer comply with specification?	*YES/NO
		TOTAL: R.....
	5. Period required for commencement with project after acceptance of bid	.....
	6. Are the rates quoted firm for the full period of contract?	*YES/NO

**PRICING SCHEDULE BREAKDOWN AS FOLLOWS:**

YEAR 1:	.....
YEAR 2:	.....
YEAR 3:	.....
GRAND TOTAL INCLUDING VAT:	.....

**Total bid price must be inclusive of all projections as it must be firm for the duration of the contract**

**N.B: The bidders should also take note of the CPI clause from Statistics South Africa's website and also consider the Security Officer's annual increase in the Sectoral Determination.**



# RENDERING OF SECURITY SERVICES FOR A PERIOD OF 36 MONTHS AT PROVINCIAL OFFICE





## employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

### PRICING SCHEDULE (SECURITY SERVICES) AT CAPRICORN CLUSTER FOR A PERIOD OF 36 MONTHS LIM02-2025/2026

#### RENDERING OF SECURITY SERVICES FOR A PERIOD OF 36 MONTHS AT POLOKWANE LABOUR CENTRE

GUARDING REQUIREMENTS		YEAR 1		YEAR 2		YEAR 3		R
Item	Qty	Total cost per month	Total Cost for Year 1	Total cost per month	Total Cost for Year 2	Total cost per month	Total Cost for Year 3	Total Cost for a period of 36 months
Security Officer - Grade C Day Shift: 06:00 - 18:00 Monday-Friday	04							
Security Officers Grade C Night Shift: 18:00 - 06:00 Monday – Friday	02							
Security Officers Grade C Day Shift: Weekend/Public Holidays	02							
Security Officers Grade C Night Shift: Weekend/Public Holidays	02							
TOTAL (Polokwane Labour Centre)								



**PRICING SCHEDULE (SECURITY SERVICES) AT CAPRICORN CLUSTER FOR A PERIOD OF 36 MONTHS LIM02-2025/2026**

# RENDERING OF SECURITY SERVICES FOR A PERIOD OF 36 MONTHS AT SESHEGO LABOUR CENTRE

GUARDING REQUIREMENTS		YEAR 1		YEAR 2		YEAR 3		R
Item	Qty	Total cost per month	Total Cost for Year 1	Total cost per month	Total Cost for Year 2	Total cost per month	Total Cost for Year 3	Total Cost for a period of 36 months
Security Officer - Grade C Day Shift: 06:00 - 18:00 Monday–Friday	03							
Security Officers Grade C Night Shift: 18:00 - 06:00 Monday – Friday	02							
Security Officers Grade C Day Shift:	02							
Weekend/Public Holidays								
Security Officers Grade C Night Shift:	02							
Weekend/Public Holidays								
TOTAL (Seshego Labour Centre)								



## employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

### PRICING SCHEDULE (SECURITY SERVICES) AT CAPRICORN CLUSTER FOR A PERIOD OF 36 MONTHS LIM02-2025/2026

#### RENDERING OF SECURITY SERVICES FOR A PERIOD OF 36 MONTHS AT LEBOWAKGOMO LABOUR CENTRE

GUARDING REQUIREMENTS		YEAR 1		YEAR 2		YEAR 3		R
Item	Qty	Total cost per month	Total Cost for Year 1	Total cost per month	Total Cost for Year 2	Total cost per month	Total Cost for Year 3	Total Cost for a period of 36 months
Security Officer - Grade C Day Shift: 06:00 - 18:00 Monday–Friday	03							
Security Officers Grade C Night Shift: 18:00 - 06:00 Monday – Friday	02							
Security Officers Grade C Day Shift: Weekend/Public Holidays	02							
Security Officers Grade C Night Shift: Weekend/Public Holidays	02							
TOTAL (Lebowakgomo Labour Centre)								





## employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

### PRICING SCHEDULE (SECURITY SERVICES) AT CAPRICORN CLUSTER FOR A PERIOD OF 36 MONTHS LIM02-2025/2026

#### SUMMARY

OFFICE	TOTAL AMOUNT FOR A PERIOD OF 36 MONTHS (R)
PROVINCIAL OFFICE	
POLOKWANE LABOUR CENTRE	
SESHOGO LABOUR CENTRE	
LEBOWAKGOMO LABOUR CENTRE	
GRAND TOTAL (CAPRICORN CLUSTER)	

**Total bid price must be inclusive of all projections as it must be firm for the duration of the contract**

**N.B:** The bidders should also take note of the CPI clause from Statistics South Africa's website and also consider the Security Officer's annual increase in the Sectoral Determination.

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

---

<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.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

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

---

<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.



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

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

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

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

### 1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

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

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

80/20                      or                      90/10

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

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 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 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 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)
Women ownership	5 points	
SMME/EME	6 points	
HDI	4 points	
DISABILITY	3 points	
LOCALITY: LOCAL MUNICIPALITY	2 points	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

## **Annexure A**

# **GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT**

### **NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
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9. Packing
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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

- |   |  |
|---|--|
| 2. Application  | <p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>   |
| 3. General  | <p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from <a href="http://www.treasury.gov.za">www.treasury.gov.za</a></p>  |
| 4. Standards  | <p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>  |
| 5. Use of contract documents and information; inspection. | <p>5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p> |
| 6. Patent rights  | <p>6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>   |
| 7. Performance security                                   | <p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p>   |

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections,  
tests and  
analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with



supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## 9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## 10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

## 11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

## 12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

## 13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### 14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### 15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.



16. Payment
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
17. Prices
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
18. Contract amendments
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
19. Assignment
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
20. Subcontracts
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
21. Delays in the supplier's performance
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

## **24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable



difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

**25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss

or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

**31. Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.