



**INDEPENDENT DEVELOPMENT TRUST**

**REQUEST FOR QUOTATION**

**REQUEST FOR QUOTATION (RFQ) FOR THE SECURITY GUARDING SERVICES FOR IDT (HEAD OFFICE AND NORTH WEST) FOR A PERIOD OF 6 MONTHS.**

**RFQ NO: IDT/HO-NW-2SITES/SECURITYUNIT/2026**

**BIDDERS INFORMATION**

<b>Company Name</b>	
<b>Contact Person</b>	
<b>Cell / Tel Number</b>	
<b>Email Address</b>	
<b>CSD Number</b>	<b>MAAA</b>

Bidders are required to indicate the Site(s) for which they are submitting a bid by marking the applicable block(s) with an **X**. Bidders may bid for one or more Sites.

<b>SITES</b>	<b>OFFICES</b>	<b>Mark with X</b>
Site 1	Head Office and EPWP Office	
Site 2	North West	

**PREPARED FOR:**

**INDEPENDENT DEVELOPMENT TRUST**

Glenwood Office Park

Cnr Oberon & Sprite Streets

Faerie Glen

0043

**CLOSING DATE AND TIME:** 08 May 2026 @ 12:00 PM

Queries Email Address: [SecurityServices@idt.org.za](mailto:SecurityServices@idt.org.za)

RFQ document to procure Security Guarding Services. This documents contains the Terms of Reference, the Bid Data, Returnable Documents and IDT's Special Conditions

RFQ NO: IDT/HO-NW-2SITES/SECURITYUNIT/2026

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST)</b>					
BID NUMBER:	IDT/HO-NW-2SITES/SECURITYUNIT/2026	CLOSING DATE	08 MAY 2026	CLOSING TIME:	12:00 PM
DESCRIPTION	REQUEST FOR QUOTATION (RFQ) FOR THE SECURITY GUARDING SERVICES FOR IDT (HEAD OFFICE AND NORTH WEST) FOR A PERIOD OF 6 MONTHS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
GLENWOOD OFFICE PARK					
CNR OBERON & SPRITE STREETS					
FAERIE GLEN					
0043					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MR. LETLHOGONOLO KUTU		CONTACT PERSON	MR. VUSI MDLULI	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:SecurityServices@idt.org.za">SecurityServices@idt.org.za</a>		E-MAIL ADDRESS	<a href="mailto:SecurityServices@idt.org.za">SecurityServices@idt.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					

RFQ NO: IDT/HO-NW-2SITES/SECURITYUNIT/2026

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
<b>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.</b>	

**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. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<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 WWW.SARS.GOV.ZA.
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: .....

**1. TERMS OF REFERENCE**

ITEM	DESCRIPTION
1.1 RFQ Issue Date	24 April 2026
1.2 Compulsory Briefing	No Briefing Session
1.3 RFQ Number	IDT/HO-NW-2SITES/SECURITYUNIT/2026
1.4 Enquiries	Any queries shall be directed in writing to the IDT through the email. Email: <a href="mailto:SecurityServices@idt.org.za">SecurityServices@idt.org.za</a>
1.5. Mandatory Requirements	<p>1.5.1. Authority to Sign the Bid Document (If more than one Director).</p> <p>1.5.2. Proof of Company Registration (CIPC)</p> <p>1.5.3. Proof of Registration for Central Supplier Database system (Bidders must be registered before the Closing date of the RFQ).</p> <p>1.5.4. Certified copy (not older than 6 months) of Company Registration Certificate with PSIRA</p> <p>1.5.5. Certified copy (not older than 6 months) of PSIRA Registration certificates of Individual Directors of the company.</p> <p>1.5.6. Certified copy (not older than 6 months) of Valid Letter of Good Standing with PSIRA.</p> <p>1.5.7. Letter of intent of Public Liability Insurance to the minimum value of 5 million rand.</p> <p>1.5.8. Company Profile.</p> <p>1.5.9. Proof of Business Address (for Compulsory Site Inspection Purposes). Must be a Valid Lease Agreement, Utility Bill/Municipality Bill or Letter from a Councillor. <b>(Utility Bill/Municipality Bill or Letter from a Councillor must not be older than three (3) months).</b></p> <p>1.5.10. Price Schedule must be fully completed and signed (it must include all relevant taxes, PSIRA annual escalation and costs as specified in the PSIRA price illustration).</p> <p>1.5.11. Form of Offer must be fully completed, signed and witnessed</p> <p><b>FAILURE TO COMPLY WITH ANY OF THE ABOVE MANDATORY REQUIREMENTS WILL LEAD TO DISQUALIFICATION</b></p>
1.6 Mandatory Administrative Requirement	<p>1.6.1 Submission of fully completed and signed Invitation to Bid (SBD 1)</p> <p>1.6.2 Submission of fully completed and signed Bidder's Disclosure (SBD 4)</p> <p>1.6.3 Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1).</p>
1.7. Returnable documents	<p>1.7.1 Valid COIDA Certificate from department of Labour. FEM and RMA will not be accepted for this RFQ.</p> <p>1.7.2 Valid Tax Compliance Letter with a unique pin</p> <p>Bidders may submit all documents listed in this section as part of their bid submission. However, the evaluation committee reserves the right to request any of the documents listed in this section from bidders during the course of evaluation. Bidders who fail to submit the requested documents under this section within the timeframe as stipulated in the written request will be disqualified.</p>
1.8. Evaluation Criteria	<p><b>This bid will be evaluated in three stages</b></p> <p>1.8.1 Mandatory Requirements</p> <p>1.8.2 Functionality Criteria / Technical Evaluation</p> <p>1.8.3 Price and Specific Goals (80/20 Preferential Point System)</p> <p><b>Only Bidders who have passed functionality will be evaluated further. A minimum threshold for functionality is 80 Points.</b></p>
1.9. Submission of Bid documents	<p>1.9.1. Bids must be delivered on or before the closing date and time as per the advert.</p>

	<p>1.9.2. Bidders must sign the bid Submission Register upon delivery of the bid at the Head Office. This applies to bids, which are submitted through Courier companies. Bidders MUST inform their Courier Companies to sign the Bid Submission Register in the name of the bidder. Bidders must take note that if their company name is not on the bid submission register their bid won't be considered.</p>
	<p>1.9.3. Bids submitted after the closing date and time will not be considered.</p>
	<p>1.9.4. Bid documents shall be hand-delivered in 1 compiled pack (i.e. Bid document and its accompanying Annexures) to the Implementing Agent (IDT), and shall be marked as follows:</p> <p>Marked confidential Bid and Indicate the following:</p> <ul style="list-style-type: none"> <li>• <b>RFQ NO:</b> IDT/HO-NW-2SITES/SECURITYUNIT/2026</li> <li>• <b>DESCRIPTION:</b> REQUEST FOR QUOTATION (RFQ) FOR THE SECURITY GUARDING SERVICES FOR IDT (HEAD OFFICE AND NORTH WEST) FOR A PERIOD OF 6 MONTHS.</li> <li>• <b>NAME OF THE COMPANY</b></li> </ul>
	<p><b>THE BID BOX WILL BE LOCATED AT THE IDT HEAD OFFICE MAIN RECEPTION AREA AS PER THE ADDRESS INDICATED ON THE RFQ DOCUMENT.</b></p>
	<p><b>NB:</b> Emailed or Faxed RFQ documents will be disqualified.</p>
<p><b>1.10. Notes to bidders</b></p>	<p>1.10.1. The RFQ shall be valid for 60 calendar days.</p>
	<p>1.10.2. Bidders' queries will be attended to only up to 3 calendar days before the closing date.</p>
	<p>1.10.3. Should bidders not receive any correspondence after 60 calendar days of RFQ validity period then bidders should consider their application unsuccessful.</p>
	<p>1.10.4. Bids must be submitted on the official forms, which are provided as part of the bid document.</p>
	<p>1.10.5. All Bids submitted to the IDT will become the property of the IDT and will as such not be returned to the Bidder unless if received after the closing date and time. The IDT will make all reasonable efforts to maintain bids in confidence. Proprietary information should be identified as such in each bid.</p>
	<p>1.10.6. This document is released for the sole purpose of responding to this ToR and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFQ is strictly prohibited.</p>
	<p>1.10.7. The number of guards required in this Bid document may vary from time to time. The successful bidder will be notified in writing of the number of guards to be added or removed to and from the site.</p>
	<p>1.10.8. It is a requirement of this RFQ that the bidder have a command post / site office and Control room, failure to comply with this requirement will lead to disqualification.</p>
	<p>1.10.9. It is a requirement that your company must be registered in the online Central Supplier Database (CSD) managed by National Treasury: <a href="http://www.csd.gov.za">www.csd.gov.za</a>. This is to ensure that your company credentials can be verified online by government departments intending to do business with you.</p>

	1.10.10. The Independent Development Trust (IDT) will not be liable to any damage caused by the Service Provider, whatsoever.
	1.10.11. The Independent Development Trust (IDT) will not be held liable of injury of the Service Provider's employees.
	1.10.12. Joint Ventures and Consortiums will not be accepted for this RFQ.
	1.10.13. The Bidders must complete all the necessary information required in the bidding document.
	1.10.14. The recommended Bidders may be subjected to Company screening conducted by the State Security Agency (SSA).
	1.10.15. No alterations, omissions or additions shall be made to this document.
	1.10.16. All bids must be formulated and submitted in accordance with the requirements of this ToR.
	1.10.17. Please note that the Bid Offer is synonymous to Request for Quotation in this document.
	1.10.18. IDT will not make upfront payments
<b>1.11. Completion of Bids</b>	1.11.1. All spaces in the bid forms and other annexure(s) shall be completed in full.
	1.11.2. The Special Conditions of Contract contained in the bid document and the Pricing Schedule must be fully completed and priced out by the bidder. Failure to do so will deem your bid invalid.
	1.11.3. The bid documents shall not be separated in any way nor must any pages be detached from the original documents
<b>1.12. Acceptance of Bid Offer</b>	1.12.1. The bid offer will only be acceptable if the bidder complies with all the requirements as stated in the bid document.
<b>1.13. Cancellation Costs</b>	1.13.1. Should the Project be cancelled by the IDT, due to financial constraints and/or other reasons, the IDT shall not be liable to remunerate the service provider for any potential loss of business and/or profit.
<b>1.14. IDT's Reservation of Rights and Special Conditions</b>	1.14.1. IDT reserves the right to negotiate with the bidder for the price.
	1.14.2. IDT reserves the right to cancel or withdraw this request for quotation without prior notice and without furnishing any reasons whatsoever and without liability to compensate or reimburse any person.
	1.14.3. IDT reserves the right to conduct a pre-award physical site inspection and due diligence verification of the recommended bidder's operational premises prior to the finalisation of any award recommendation. The items to be verified can be found in the Checklist of this RFQ document (page 31).  The outcome of this verification may be used to confirm or rescind the award recommendation. Failure by the bidder to avail their premises for inspection upon the inspection team arrival shall constitute grounds for disqualification.  This site inspection does not form part of the functionality evaluation criteria (Stage 2 of evaluation) and shall not affect the scoring of any bidder during the functionality evaluation phase. It constitutes

	<p>a pre-award due diligence measure consistent with the Accounting Officer's duty to prevent irregular, fruitless and wasteful expenditure as contemplated under the PFMA. However, given that the bidder fails to have any of the items listed in the checklist, it shall constitute grounds for disqualification from the award recommendation and the evaluation committee reserves the right to consider the next highest scoring bidder, based on the combined evaluation score in terms of price and preference points as prescribed by the PPPFA and PPR 2022. The next recommended bidder will be subject to the same pre-award site inspection process prior to the finalisation of the award recommendation.</p>
	<p>1.14.4. The IDT reserves the right to further confirm reference letters submitted with the bid.</p>
	<p>1.14.5. In terms where the recommended bidder tax matters are not in order, the bidder will be given within 7 working days to rectify their tax matters with SARS. Failure to do so, the bid submitted by the bidder will be rejected as indicated in the National Treasury SCM Prescript No 9 of 2017/2018. The IDT will comply with clause 4.2. of the National Treasury SCM Prescript No 9 of 2017/2018 when verifying bidders' tax compliance status.</p>
	<p>1.14.6. The IDT reserves the right to impose penalties in cases where the service provider fails to perform the services in line with the specifications</p>
	<p>1.14.7. A schedule of all related parties must be disclosed in the bid document if any.</p>
	<p>1.14.8. The IDT may disqualify a Bidder whose proposal contains a misrepresentation which is materially incorrect or misrepresented.</p>
	<p>1.14.9. The RFQ will be awarded in line with National Treasury Prescripts and all applicable Legislation.</p>
	<p>1.14.10. Take note that this bid is divided into two (2) Parts and the IDT reserve the right to appoint more than one bidder.</p>
<b>1.15. Addressing Arithmetic Errors</b>	<p>Provided that the bid is substantially responsive, the IDT shall correct arithmetic errors on the following basis:</p> <ul style="list-style-type: none"> <li>• If there is a discrepancy between the unit price and the total price obtained by multiplying the unit price and quantity, the total price shall prevail and the unit price shall be corrected accordingly.</li> <li>• If there is an error in a total corresponding to the addition or subtraction of subtotals, the total shall prevail and the subtotals shall be corrected.</li> <li>• If there a discrepancy between words and figures on the Form of Offer, the amount in words shall prevail.</li> </ul> <p>The IDT shall notify the tenderer in writing of any corrections made. The corrected amounts shall be binding on the tenderer. If the tenderer does not accept the correction of errors, its bid shall be disqualified and shall not be considered further.</p>
<b>1.16. Bid Document and Contract</b>	<p>1.16.1. Bidders are advised to ensure that they familiarise themselves with all the contents of the RFQ document, as those will form the basis of the contract to be entered into. Any contents of this document that the bidder requires clarity on shall be brought forward before the Bid submission date stipulated in this RFQ document.</p>
	<p>1.16.2. The RFQ document must be completed using permanent black ink.</p>
	<p>1.16.3. The RFQ document must be bound and be in a sealed envelope.</p>
	<p>1.16.4. This document must be used solely for the purpose it is intended to achieve.</p>

	1.16.5. Bidders who are blacklisted with the National Treasury will be eliminated, therefore, not considered any further for evaluation.
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## **BACKGROUND**

The IDT is a Schedule 2 state-owned entity which operates in nine provinces with the head office located at Faerie Glen, Pretoria in the Gauteng province. It manages the implementation and delivery of critically needed social infrastructure programmes on behalf of the government. The organisation reports to the Minister of Public Works and Infrastructure who is the Shareholder representative.

The Independent Development Trust is responsible for safeguarding its assets, facilities, infrastructure and employees in Head Office, EPWP and North West. In order to fulfil this mandate, the provision of reliable and compliant security guarding services is critical operational requirement. The objective of the procurement process is to appoint suitable, compliant and cost-effective service provider capable of delivering security guarding services in the Head Office, EPWP and North West while ensuring value for money, operational continuity and adherence to governance and risk management principles.

The Independent Development Trust (IDT) invites competent, experienced, PSIRA registered companies to bid for Security guarding services for Head Office and North West.

## **PURPOSE OF THE TERMS OF REFERENCE**

The purpose of the terms of reference (ToR) is to invite the qualified and experienced service provider to provide security guarding services at two (2) sites (Head Office and North West Regional Office)

## **OBJECTIVES**

To appoint security guarding service provider to render services at two (2) sites (Head Office and North West Regional Office).

## **Service Required**

The IDT requires a service provider to provide security guarding services, this would also require that the successful Bidder enter into mutual agreement with IDT for the period of 6 months.

It is expected from service providers to familiarize themselves with the scope of work as the guide, for any additional work that will be executed outside the scope an approval will sought before commencement with additional work.

## T.1 EVALUATION CRITERIA

The RFQ will be evaluated on three phases:

- Mandatory Requirements
- Functionality / Technical Evaluation
- Price and Specific Goals (80/20 Preferential Point System)

### T1.1 MANDATORY ADMINISTRATIVE REQUIREMENTS/DOCUMENTATION

- Submission of fully completed and signed Invitation to Bid (SBD 1)
- Submission of fully completed and signed Bidder's Disclosure (SBD 4)
- Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1).

### T1.2 MANDATORY REQUIREMENTS/DOCUMENTATION

- Authority to Sign the Bid Document (If more than one Director)
- Proof of Company Registration (CIPC).
- Proof of Registration for Central Supplier Database system (Bidders must be registered before the Closing date of the RFQ)
- Certified copy (not older than 6 months) of Company Registration Certificate with PSIRA
- Certified copy (not older than 6 months) of PSIRA Registration certificates of Individual Directors of the company.
- Certified copy (not older than 6 months) of Valid Letter of Good Standing with PSIRA.
- Letter of intent of Public Liability Insurance to the minimum value of 5 million rand.
- Company Profile.
- Proof of Business Address (for Compulsory Site Inspection Purposes). Must be a Valid Lease Agreement, Utility Bill/Municipality Bill or Letter from a Councillor. **(Utility Bill/Municipality Bill or Letter from a Councillor must not be older than three (3) months).**
- Price Schedule must be fully completed and signed (it must include all relevant taxes, PSIRA annual escalation and costs as specified in the PSIRA price illustration).
- Form of Offer must be fully completed, signed and witnessed

### T1.3. RETURNABLE DOCUMENTS:

- Valid COIDA Certificate from department of Labour. FEM and RMA will not be accepted for this RFQ.
- Valid Tax Compliance Letter with a unique pin

Bidders may submit all documents listed in this section as part of their bid submission. However, the evaluation committee reserves the right to request any of the documents listed in this section (T1.3.) from bidders during the course of evaluation. Bidders who fail to submit the requested documents under this section (T1.3.) within the timeframe as stipulated in the written request will be disqualified.

**Note:**

- I. Failure to submit the above-required mandatory documents shall result in disqualification of the bidder.
- II. If any of the Directors are in the Employment of the State this shall result in disqualification of the bidder.
- III. If any of its Directors is listed on the Register of Defaulters, this shall result in disqualification of the bidder.
- IV. In the case of a Bidder, who during the last ten (10) years has been terminated on Previous Contracts with the IDT this shall result in disqualification of the bidder.
- V. If the Company is listed on the National Treasury’s Restricted Supplier Database, this shall result in disqualification of the bidder.

The IDT will assess all bids received based on its procurement policy, National Treasury Prescripts and all applicable Legislations.

**Note: Failure to comply with the above requirements will result in disqualification of your bid.**

**T2. FUNCTIONALITY EVALUATION**

**T2.1 Functionality Criteria**

Only bidders who are competent in the advertised work and who have achieved the minimum functionality threshold will be eligible for stage 3 of evaluation Pricing and Specific Goals

FUNCTIONALITY AREAS	WEIGHT (%)
Experience	25
Reference Letters	25
Detailed project management plan	20
Detailed approach and Methodology	30

Only bidders who obtain **80 points** or higher on functionality will be eligible to proceed to the next level to be evaluated on stage 3 of evaluation, Pricing and Specific Goals.

**T2.2. Functionality Evaluation Scorecard**

The IDT will assess all the submitted RFQs for Security Guarding Services based on its procurement policy, National Treasury prescripts and all relevant legislations.

RFQ will be evaluated on the below:

VARIABLES	TOTAL POINTS	CRITERIA	POINTS
<b>FUNCTIONALITY POINTS</b>	<b>100</b>		<b>100</b>
Experience		Bidders to provided Verifiable Client Reference Letters of similar projects completed. The Reference Letters must comply with the following: <ul style="list-style-type: none"><li>• Name of the client,</li><li>• Should be in a letterhead from the client,</li><li>• Type of Services Provided,</li></ul>	25

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		<ul style="list-style-type: none"> <li>• Duration of Contract,</li> <li>• Client Contact number,</li> <li>• Client Email address,</li> <li>• Client physical address</li> <li>• It must be signed by an authorised official.</li> </ul> <p>Failure to adhere to any of the above requirements will lead to <b>0 points</b> allocation</p> <ul style="list-style-type: none"> <li>➤ 9 years and above - <b>25 points</b></li> <li>➤ 7 to 8 years - <b>15 points</b></li> <li>➤ 5 to 6 years - <b>10 points</b></li> <li>➤ 3 to 4 years - <b>5 points</b></li> <li>➤ 0 to 2 years - <b>0 points</b></li> </ul>	
Reference Letters		<p>Bidders to provide Verifiable Reference Letters of similar projects completed from various clients. The Reference Letters must comply with the following:</p> <ul style="list-style-type: none"> <li>• Name of the client,</li> <li>• Should be in a letterhead from the client,</li> <li>• Type of Services Provided,</li> <li>• Duration of Contract,</li> <li>• Client Contact number,</li> <li>• Client Email address,</li> <li>• Client physical address</li> <li>• It must be signed by an authorised official.</li> </ul> <p>Failure to adhere to any of the above requirements will lead to <b>0 points</b> allocation</p> <ul style="list-style-type: none"> <li>➤ 8 Reference letters and above - <b>25 points</b></li> <li>➤ 6 to 7 Reference letters - <b>15 points</b></li> <li>➤ 4 to 5 Reference letters - <b>10 points</b></li> <li>➤ 2 to 3 Reference letters - <b>5 points</b></li> <li>➤ 0 to 1 Reference letters - <b>0 points</b></li> </ul>	25
Detailed project management plan		<p>The service provider must provide a presentable proposal on how to carry out the project.</p> <p>The proposal must focus on the following aspects:</p> <ul style="list-style-type: none"> <li>• Operational Plan</li> <li>• Security Plan</li> <li>• Development and Training</li> <li>• Site Specific Security Operational Plan</li> <li>• Company Contingency Plan (Strikes and Labour Action).</li> </ul> <p>Be it that the proposal fails to cover any of the above aspects, will result in <b>0 points</b> allocation.</p> <ul style="list-style-type: none"> <li>➤ Clearly defined project milestones which depicts the actual phases and timelines of the project – <b>20 points</b></li> <li>➤ Minimum and average timelines and milestones – <b>10 points</b></li> <li>➤ Unclear and unrealistic timelines and milestones – <b>0 points</b></li> </ul>	20
Detailed approach and Methodology		<p>General approach, planned methodology and proposed activities towards undertaking the project.</p> <ul style="list-style-type: none"> <li>• Project control plan</li> <li>• Project execution plan</li> <li>• Broad methodologies in line with the task description outlined under project scope/task description</li> <li>• Evaluation and supervision</li> </ul> <p>Detailed project plan on implementation of project on the following;</p> <ul style="list-style-type: none"> <li>• Detailed management team</li> </ul>	30

		<ul style="list-style-type: none"> <li>• Operational manager's activities</li> <li>• Site supervisor's activities</li> <li>➤ Clearly defined project milestones which depicts the actual phases and timelines of the project – <b>30 points</b></li> <li>➤ Minimum and average timelines and milestones – <b>15 points</b></li> <li>➤ Unclear and unrealistic timelines and milestones – <b>0 points</b></li> </ul>	
--	--	---	--

**T3. PREFERENTIAL POINT SYSTEM**

Only competent bidders who have score a minimum threshold of **80 points** on functionality will be evaluated on an 80/20 (Price / Specific Goals) points basis in terms of the Preferential Procurement Policy Framework Act of 2000, Preferential Procurement Regulation 2022.

**3.1 Specific Goals**

In order to claim and be awarded points, the following source documents must be submitted with the Bid, failure to submit any of the below source documentation will lead to 0 points allocation:

- CIPC Document (Company Registration Document will be required for Verification)
- Woman (Original Certified ID Document, that is not older than 6 months)
- Youth (Original Certified ID Document, that is not older than 6 months)
- People with Disability (Letter from the Dr. Confirming Disability, signed with verifiable contact details)
- Black People (Original Certified ID Document, that is not older than 6 months)  
(CSD full report will be used in support of the above mentioned documentation to verify specific goals)

The points related to the IDT Specific Goals will be allocated proportionally as per table below:

	<b>POINTS</b>	
<b>PRICE</b>	<b>90</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>10</b>	<b>20</b>
<b>TARGETED GROUP</b>		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
<b>Total points for Price and Specific Goals</b>	<b>100</b>	<b>100</b>

**AVAILABILITY OF DOCUMENTS**

Documents will be available free of charge online from the 24 April 2026 on the following websites:

- e-tender – [www.etenders.gov.za](http://www.etenders.gov.za)
- IDT website - [www.idt.org.za](http://www.idt.org.za)

#### T4. PRICE SCHEDULE AND SCOPE OF WORK

##### CONTENTS

##### 4.1. PRICING INSTRUCTIONS

###### GENERAL

The Pricing Schedule forms part of the Contract Documents and must be read and priced in conjunction with all the other documents which include the Conditions of Contract, Special Conditions of Contract and the Specifications.

###### QUANTITIES REFLECTED IN THE SCHEDULE

The quantities given in the Pricing Schedule are estimated only, and subject to change during the execution of the work. **Quantities in this document cannot be guaranteed and will vary from time to time due to continues risk assessment to put the risk level on acceptable levels and Ad-hoc deployment will be required from time to time.**

The validity of the contract will in no way be affected by differences between the quantities in the Pricing Schedule and the quantities finally certified for payment.

###### PRICING SCHEDULE (ANNEXURE 2)

The rates to be filled in the Pricing Schedule should include all costs. All rates and amounts quoted in the Pricing Schedule shall be in Rand and shall include VAT.

The price per month must include all costs, e.g. salaries, uniforms, transport, accommodation, insurance premiums, etc. No additional cost will be paid if not included in the price per month amount.

###### CORRECTNESS OF ENTRIES

Incorrect entries shall not be erased or obliterated with correction fluid but must be crossed out neatly and initialised or signed. The correct figures must be entered above or adjacent to the deleted entry.

##### 4.2. TABLE OF PARTS OF INDEPENDENT DEVELOPMENT TRUST SITES

PARTS	SITE NAME
Part A	Head Office and EPWP Office- Gauteng Province
Part B	North West

Take note that this bid is divided into Two (2) Parts and the IDT reserve the right to appoint more than one bidder.

###### PART A: HEAD OFFICE (HO) AND EPWP OFFICE

Take note that Part (A) includes unarmed guarding services for Head Office and EPWP site				
Item	Area	Province	Town	Site Description
1	Faerie Glen	Gauteng	Pretoria East	Glenwood Office park

###### PART B: NORTH WEST PROVINCE

Take note that Part (B) requires unarmed guarding services for North West site				
Item	Area	Province	Town	Site Description
1	Joules Street	North West	Mafikeng	Industrial Park

#### 4.3. GENERAL DESCRIPTION OF WORK AND SCHEDULE OF SECURITY GUARDING SERVICES

Item	Standard services requirement
	<i>Standard rules which is to be taken into account when pricing done for the services to be rendered.</i>
1	Monday to Friday: Day Shift starting 06h00 AM to 18h00 PM
2	Monday to Friday: Night Shift starting 18h00 PM to 06h00 AM
3	Weekends (Saturday and Sunday) 24 Hour Shifts starting: Saturdays 06h00 AM to Mondays 06h00 AM
4	All National Public Holidays service is to be rendered as per weekend's description which is 24-hour guard service
5	Ensure that a Branded Patrolling Vehicle <b>must be available</b> when needed for the full duration of the contract period;
6	Ensure that the Supervisors and Guards as per the Specification are equipped with their company Uniform and equipment, Torches, two way Hand held Radios' for on-site communication and to the Company Control Room, Occurrence Books and Pocket Books and all the other security equipment as per the PSIRA requirements.

#### 4.4. PRICE SCHEDULE

Price Schedule will be compared on the basis of their total amount inclusive of VAT. Bidders are required to **fully complete** financial proposals as per the table below.

**NB:** Below Table needs to be fully completed.

#### HEAD OFFICE (H/O) AND EPWP OFFICE

#### RENDERING OF SECURITY SERVICE TO THE IDT FOR A PERIOD OF 6 MONTHS

Annexure: 2: PRICING SCHEDULE

HEAD OFFICE AND EPWP OFFICE – GAUTENG					
No	Description of Guards and Services	Quantity of Guards	6 Months		
			Unit price per Guard per month Inclusive 15% VAT	Total price per month for all Guards Including 15% VAT	Rate of all Guards for 6 months Including 15% VAT
1	UNARMED SECURITY OFFICER:  GRADE C Seven days a week (Monday to Sunday)  For managing the contract, AD-HOC supervision and monitoring of guards arranged by the successful Bidder	4	R.....	R .....	R .....

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	4x Day Shift				
2	UNARMED SECURITY OFFICER:  GRADE C  Seven days a week (Monday to Sunday) For access control and general guarding duties  2x Night Shift	2	R .....	R .....	R .....
			Total Price per month Including 15% VAT	Total Price per month for all Guards including 15% VAT	Total Price for 6 months including 15% VAT
			R .....	R .....	R .....
<b>Grand Total for 6 months (inclusive of VAT)</b>			R .....		

Note that the Grand Total (Vat Inclusive) for 6 months of this Price Schedule must be transferred to **Form of Offer**.

SIGNED ON BEHALF OF (COMPANY NAME): .....

NAME .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

**NORTH WEST PROVINCE**

NORTH WEST PROVINCE					
No	Description of Guards and Services	Quantity of Guards	6 Months		
			Unit price per Guard per month Inclusive 15% VAT	Total price per month for all Guards Including 15% VAT	Rate of all Guards for 6 months Including 15% VAT
1	UNARMED SECURITY OFFICER:  GRADE C Seven days a week (Monday to Sunday)  For managing the contract, AD-HOC supervision and monitoring of guards arranged by the successful Bidder  2x Day Shift	2	R.....	R .....	R .....
2	UNARMED SECURITY OFFICER:  GRADE C  Seven days a week (Monday to Sunday) For access control and general guarding duties  1x Night Shift	1	R .....	R .....	R .....
			Total Price per month Including 15% VAT	Total Price per month for all Guards including 15% VAT	Total Price for 6 months including 15% VAT
			R .....	R .....	R .....
<b>Grand Total for 6 Months (inclusive of VAT)</b>			R .....		

Note that the Grand Total (Vat Inclusive) for 6 months of this Price Schedule must be transferred to **Form of Offer**.

SIGNED ON BEHALF OF (COMPANY NAME): .....

NAME .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

## **T5. PENALTIES**

Bidder must be aware of the under listed penalties which will be imposed should ineffective services be rendered during the contracted period.

ITEM	PENALTY			
	Low Risk Site	Medium Risk Site	High Risk Site	Frequency
This is not in working order				
The security officer is on duty without a pocket book and pen	R50	R75	R100	Per Incident
Possession of private cell phone by a security officer whilst on duty	R50	R75	R100	Per Incident
Pocket book of a security officer written up in advance	R50	R75	R100	Per Incident
Late submission of any required information as per agreement i.e. minutes of meetings, salary advices etc.	R250	R350	R500	Per Month
Late submission or non-submission of Health& Safety minutes	R50	R75	R100	Per Month
Late submission or non-submission of progress report	R250	R350	R500	Per Month
No visit from off-Site Supervising Inspector / Site Manager to Site	R50	R75	R100	Per Incident
Non-attendance of weekly meeting by the Bidder	R250	R350	R500	Per Month
Non-attendance of monthly meetings by managing member or director of the Bidder	R250	R350	R500	Per Month
Visitors to the building without escort	R250	R350	R500	Per Month
Unavailability of, and non-submission ~ or late submission of any relevant documentation, sheets or failure to complete or keep all relevant documents up to date	R100	R150	R200	Per Incident
Failure to hand in or late submission of feedback report on the occurrence of an Incident	R100	R150	R200	Per Incident
Security officer sleeping on duty	R250	R500	750	Per Incident
Security officer under the influence of alcohol/drugs	R250	R500	750	Per Incident
Security officer absent from duty/no security officer deployed	R250	R500	R1000	Per Incident

**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 in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:  
 .....  
 .....

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

2.3.1 If so, furnish particulars:  
 .....  
 .....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

\_\_\_\_\_

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide 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**

---

### GENERAL CONDITIONS

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

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

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

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 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:

<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
Women	6
Youth	6
People with Disabilities	4
Black People	4
<b>Total points for Price and Specific Goals</b>	<b>100</b>

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- 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:

80/20 or 90/10

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

Where

$P_s$  = Points scored for price of 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

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = 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 either the 90/10 or 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	6	
Youth	6	
People with Disabilities	4	
Black People	4	

**Source Documents to be submitted with the Bid**

In order to claim and be awarded points the following source documents must be submitted with the Bid, failure to submit any of the below source documentation will lead to 0 points allocation:

- CIPC Document (Company Registration Document will be required for Verification)
- Woman (Original Certified ID Document, that is not older than 6 months)
- Youth (Original Certified ID Document, that is not older than 6 months)
- People with Disability (Letter from the Dr. Confirming Disability, signed with verifiable contact details)
- Black People (Original Certified ID Document, that is not older than 6 months)  
(CSD full report will be used in support of the above mentioned documentation to verify specific goals)

**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;

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- 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:**  
.....

## T6. BRIEFING SESSION

There will not be a Briefing Session for this RFQ

**All bids must be submitted at the IDT Head Office at the following physical address:**

IDT Head Office (Pretoria)  
Glenwood Office Park  
Cnr Oberon & Sprite Streets  
Faerie Glen  
0043

## GENERAL BID INFORMATION

**Type:** Request for Quotation

**RFQ Closing Date and time:** 08 May 2026 @ 12:00 PM

**Validity Period:** 60 calendar days

Bidders' queries will be attended to only up to 3 Calendar days before the closing date.

Unsuccessful Bidders will not be notified.

If you do not receive any response from the IDT regarding this RFQ after 60 calendar days from the closing date, please consider your bid unsuccessful.

## T7. LIST OF ADMINISTRATIVE AND NON-ADMINISTRATIVE DOCUMENTS

List of administrative and non-administrative documents are for ensuring that everything the employer requires a tenderer to submit with his/her tender is included in, or returned with, his/her tender submission.

**Note: All administrative and non-administrative documents should be submitted in the sequence as requested below**

Tick below if administrative and non-administrative document is attached or fully completed.

ITEM	LIST OF ADMINISTRATIVE AND NON-ADMINISTRATIVE DOCUMENTS	TICK IF ATTACHED
	<b>MANDATORY ADMINISTRATIVE REQUIREMENTS/DOCUMENTATION</b>	
1	Submission of fully completed and signed Invitation to Bid (SBD 1)	
2	Submission of fully completed and signed Bidder's Disclosure (SBD 4)	
3	Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1).	
	<b>MANDATORY REQUIREMENTS/DOCUMENTATION</b>	
1	Authority to Sign the Bid Document (If more than one Director)	
2	Proof of Company Registration (CIPC).	
3	Proof of Registration for Central Supplier Database system (Bidders must be registered before the Closing date of the RFQ)	
4	Certified copy (not older than 6 months) of Company Registration Certificate with PSIRA	
5	Certified copy (not older than 6 months) of PSIRA Registration certificates of Individual Directors of the company.	
6	Certified copy (not older than 6 months) of Valid Letter of Good Standing with PSIRA.	

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7	Letter of intent of Public Liability Insurance to the minimum value of 5 million rand.	
8	Company Profile.	
9	Proof of Business Address (for Compulsory Site Inspection Purposes). Must be a Valid Lease Agreement, Utility Bill/Municipality Bill or Letter from a Councillor. <b>(Utility Bill/Municipality Bill or Letter from a Councillor must not be older than three (3) months).</b>	
10	Price Schedule must be fully completed and signed (it must include all relevant taxes, PSIRA annual escalation and costs as specified in the PSIRA price illustration).	
11	Form of Offer must be fully completed, signed and witnessed	
<b>RETURNABLE DOCUMENTS</b>		
	Valid COIDA Certificate from department of Labour. FEM and RMA will not be accepted for this RFQ. <i>(Bidders may submit all documents listed in this section as part of their bid submission. However, the evaluation committee reserves the right to request any of the documents listed in this section from bidders during the course of evaluation. Bidders who fail to submit the requested documents under this section within the timeframe as stipulated in the written request will be disqualified)</i>	
	Valid Tax Compliance Letter with a unique pin <i>(Bidders may submit all documents listed in this section as part of their bid submission. However, the evaluation committee reserves the right to request any of the documents listed in this section from bidders during the course of evaluation. Bidders who fail to submit the requested documents under this section within the timeframe as stipulated in the written request will be disqualified)</i>	

**PHYSICAL SITE INSPECTION CHECKLIST**

Bidders should not complete this checklist

<b>Name of Bidder:</b>				
	<b>Area: City/Town</b>			
	<b>Area: Municipality</b>			
	<b>Area: Province</b>			
<b>BIDDER BUSINESS OFFICE</b>				
Proof of Business Address	Yes / No	Comments:	Compliant	Not-Compliant
<b>BIDDER OPERATIONAL CONTROL ROOM</b>				
Does the bidder have an Operational Control Room?	Yes / No	Comments:	Compliant	Not-Compliant
Is control room manned by a competent person?	Yes / No	Comments:	Compliant	Not-Compliant
Does the Operational Control Room have a functional base/hand two-way communication radio?	Yes / No	Comments:	Compliant	Not-Compliant
Does the official who is posted to the control room make entries in the Occurrence Book?	Yes / No	Comments:	Compliant	Not-Compliant
Is the following equipment available: Safe/walk in Radio/Push to talk Landline Telephone Other security equipment (Torches, Handcuffs, Batons etc.) as per the PSIRA requirements	Yes / No	Comments:	Compliant	Not-Compliant
<b>SECURITY EQUIPMENT</b>				
Does the bidder have uniform and is it branded?	Yes / No	Comments:	Compliant	Not-Compliant
Does the bidder have vehicles and are the vehicles marked / branded?	Yes / No	Comments:	Compliant	Not-Compliant
Are the bidder's vehicles installed with functional radio communication systems?	Yes / No	Comments:	Compliant	Not-Compliant
<b>OVERALL OUTCOME</b>			<b>COMPLIANT / NOT-COMPLIANT</b>	



**D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at.....  
Mr/Mrs/Ms.....,whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of

(Name of Close Corporation) .....  
.....

SIGNED ON BEHALF OF CLOSE CORPORATION : .....

.....  
(PRINT NAME)

IN HIS/HER CAPACITY AS .....DATE: .....

SIGNATURE OF SIGNATORY: .....

WITNESSES: 1.....

2.....

**E. CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20.....  
at.....

Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)  
.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY: .....

IN HIS/HER CAPACITY AS: .....

DATE: .....

SIGNED ON BEHALF OF CO-OPERATIVE: .....

NAME IN BLOCK LETTERS: .....

WITNESSES: 1.....

2.....

**T7.2 PROOF OF COMPANY REGISTRATION (CIPC)**

*Attached hereto is Proof of Company registration (CIPC). My failure to submit the copy with my / our bid document will lead to a conclusion that I am / we are not registered as claimed and our bid will be disqualified.*

***(Attach a copy of Company Registration (CIPC) here)***

**T7.3 Proof of Registration for Central Supplier Database system (Bidders must be registered before the Closing date of the RFQ)**

*Attached hereto is Proof of Registration for Central Supplier Database system. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we are not registered as claimed and our bid will be disqualified.*

***(Attach a copy of Proof of Registration for Central Supplier Database system)***

**T7.4 Proof of Certified copy (not older than 6 months) of Company Registration Certificate with PSIRA**

*Attached hereto is Proof of Certified copy (not older than 6 months) of Company Registration Certificate with PSIRA. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we are not registered as claimed and our bid will be disqualified.*

***(Attach a Certified copy (not older than 6 months) of Company Registration Certificate with PSIRA)***

**T7.5 Proof of Certified copy (not older than 6 months) of PSIRA Registration certificates of Individual Directors of the company**

*Attached hereto is Proof of Certified copy (not older than 6 months) of PSIRA Registration certificates of Individual Directors of the company. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we are not registered as claimed and our bid will be disqualified.*

***(Attach a Certified copy (not older than 6 months) of PSIRA Registration certificates of Individual Directors of the company)***

**T7.6 Certified copy (not older than 6 months) of Valid Letter of Good Standing with PSIRA.**

*Attached hereto is a Certified copy (not older than 6 months) of Valid Letter of Good Standing with PSIRA. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we are not registered as claimed and our bid will be disqualified.*

**(Attach a Certified copy (not older than 6 months) of Valid Letter of Good Standing with PSIRA)**

**T7.7 Proof of Letter of intent of Public Liability Insurance to the minimum value of 5 million rand**

*Attached hereto is Proof of Letter of intent of Public Liability Insurance to the minimum value of 5 million rand. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we do not have Liability Insurance as claimed and our bid will be disqualified.*

**(Attach a Letter of intent of Public Liability Insurance to the minimum value of 5 million rand)**

**T7.8 Proof of Company Profile**

*Attached hereto is Proof of Company Profile. My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we do not have Company Profile as claimed and our bid will be disqualified.*

**(Attach a Company Profile)**

**T7.9 Proof of Business Address (for Compulsory Site Inspection Purposes). Must be Lease Agreement, Utility Bill/Municipality Bill or Letter from a Councillor. (Utility Bill/Municipality Bill or Letter from a Councillor must not be older than three (3) months).**

*Attached hereto is Proof of Business Address (for Compulsory Site Inspection Purposes). Must be a Valid Lease Agreement, Utility Bill/Municipality Bill or Letter from a Councillor. (Utility Bill/Municipality Bill or Letter from a Councillor must not be older than three (3)*

months). My failure to submit the proof with my / our bid document will lead to a conclusion that I am / we do not have Site Specific Security Operational Office and our bid will be disqualified.

***(Attach a Proof of Business Address (for Compulsory Site Inspection Purposes). Must be a Valid Lease Agreement, Utility Bill/Municipality Bill or Letter from a Councillor. (Utility Bill/Municipality Bill or Letter from a Councillor must not be older than three (3) months)).***

**T7.10 FORM OF OFFER FOR HEAD OFFICE AND EPWP OFFICE**

**RFQ NO: IDT/HO-NW-2SITES/SECURITYUNIT/2026**

**RFQ DESCRIPTION: REQUEST FOR QUOTATION (RFQ) FOR THE SECURITY GUARDING SERVICES FOR IDT (HEAD OFFICE AND NORTH WEST) FOR A PERIOD OF 6 MONTHS.**

**Form of Offer and Acceptance**

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of a service provider to carry out; -

**SECURITY GUARDING SERVICES FOR IDT FOR A PERIOD OF 6 MONTHS.**

The bidder, identified in the Offer signature block, has examined the documents listed in the Bid Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the bidder, deemed to be duly authorized, signing this part of this Form of Offer the bidder offers to perform all of the obligations and liabilities of the supplier under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

**THE TOTAL OFFER IS INCLUSIVE OF VAT**

R..... (Professional fees + Disbursement fees) + (Discount if Applicable)

.....

..... (In words)

This Offer, with or without additional conditions, may be accepted by the Employer, through the employer's offer of appointment letter, which offer shall only become the appointment upon your acceptance thereof and your compliances with the conditions therein.

Signature(s)

.....

Name(s)

.....

Capacity

.....

**For the bidder:**

.....

*(Insert name and address of organization)*

Name & signature of witness

.....

Date .....

**Schedule of Deviations**

By the duly authorized representatives signing this offer, the bidder agrees to and accepts the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the bid data and addenda thereto as listed in the bid schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the bidders and the employer during the bidding process.

- 1. Subject .....  
Details .....  
.....  
.....
- 2. Subject .....  
Details .....  
.....  
.....
- 3. Subject .....  
Details .....  
.....  
.....
- 4. Subject .....  
Details .....  
.....  
.....
- 5. Subject .....  
Details .....  
.....  
.....

**FORM OF OFFER AND ACCEPTANCE**

**Acceptance**

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

**The terms of the contract:**

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer or the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

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

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

Name: \_\_\_\_\_ Identity number: \_\_\_\_\_

Capacity: \_\_\_\_\_ for the Employer

Name: \_\_\_\_\_

Signature of witness: \_\_\_\_\_ Date: \_\_\_\_\_



**T7.11 FORM OF OFFER FOR NORTH WEST OFFICE**

**RFQ NO: IDT/HO-NW-2SITES/SECURITYUNIT/2026**

**RFQ DESCRIPTION: REQUEST FOR QUOTATION (RFQ) FOR THE SECURITY GUARDING SERVICES FOR IDT (HEAD OFFICE AND NORTH WEST) FOR A PERIOD OF 6 MONTHS.**

**Form of Offer and Acceptance**

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of a service provider to carry out; -

**SECURITY GUARDING SERVICES FOR IDT FOR A PERIOD OF 6 MONTHS.**

The bidder, identified in the Offer signature block, has examined the documents listed in the Bid Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the bidder, deemed to be duly authorized, signing this part of this Form of Offer the bidder offers to perform all of the obligations and liabilities of the supplier under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

**THE TOTAL OFFER IS INCLUSIVE OF VAT**

R..... (Professional fees + Disbursement fees) + (Discount if Applicable)

.....

..... (In words)

This Offer, with or without additional conditions, may be accepted by the Employer, through the employer’s offer of appointment letter, which offer shall only become the appointment upon your acceptance thereof and your compliances with the conditions therein.

Signature(s)

Name(s)

Capacity

**For the bidder:**

.....  
(Insert name and address of organization)

Name & signature of witness

Date .....

**. Schedule of Deviations**

By the duly authorized representatives signing this offer, the bidder agrees to and accepts the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the bid data and addenda thereto as listed in the bid schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the bidders and the employer during the bidding process.

- 6. Subject .....
- Details .....
- .....
- .....
- .....
- 7. Subject .....
- Details .....
- .....
- .....
- .....
- 8. Subject .....
- Details .....
- .....
- .....
- .....
- 9. Subject .....
- Details .....
- .....
- .....
- .....
- 10. Subject .....
- Details .....
- .....
- .....
- .....

**FORM OF OFFER AND ACCEPTANCE**

**Acceptance**

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

**The terms of the contract:**

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer or the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

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

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

Name: \_\_\_\_\_ Identity number: \_\_\_\_\_

Capacity: \_\_\_\_\_ for the Employer

Name: \_\_\_\_\_

Signature of witness: \_\_\_\_\_ Date: \_\_\_\_\_