



21 OCTOBER 2025

TENDER NUMBER: CPTSC 08/25

NOTICE TO TENDERERS: ADDENDUM NO.1

PROJECT TITLE:

**PROVISION OF SECURITY GUARDING SERVICES AT FERNWOOD ESTATE FOR
A PERIOD OF THIRTY SIX (36) MONTHS TENDER NUMBER: CPTSC 08/25**

Dear Tenderer

1. The above mentioned matter bears the reference.
2. Herewith Addendum No.1 for your attention
3. The following amendment should be included with the above tender document when submitting the tender on the closing date.

PLEASE ACKNOWLEDGE RECEIPT OF THIS AMENDMENT AS FOLLOWS:

1. Confirm receipt of this addendum by completing and signing the attached acknowledgement of receipt and send back with your tender document on the closing date of tenders.
2. Bidders are requested to utilise the information issued in terms of this addendum.

Regards

Acting Deputy Director: SCM



THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO.1 SHOULD BE SUBMITTED TOGETHER WITH THE TENDER DOCUMENT

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
CUSTOMS HOUSE BUILDING
HEERENGRACHT STR
CAPE TOWN
8000

Dear Sir/Madam

PROJECT TITLE: PROVISION OF SECURITY GUARDING SERVICES AT FERNWOOD ESTATE FOR A PERIOD OF THIRTY SIX (36) MONTHS TENDER NUMBER: CPTSC 08/25

Changes to the document:

Kindly note the following amendments on the advertised tender document:

- **Please note that the closing date has been postponed from 30 October 2025 to 04 November 2025.**
- PA-04 page 2 of 7 under Responsiveness Criteria paragraph 7 is written as follows: Submission of copy of valid Letter of Good standing from National Bargaining Council for the Private Security Sector, for both Levies and Health insurance (Affinity Health).
- The correct sentence should read as follows: **Submission of copy of valid Letter of Good standing Confirmation of Registration and Paid-Up Levies issued by the National Bargaining Council for the Private Security Sector.**
- On PA-04-page 2 paragraph 9 the last sentence is written as follows: Day shift must exclude the night shift allowance.
- The correct sentence should read as follows: **Day shift must exclude the night shift allowance.**
- On Terms of Reference page 4 No.7.2 which reads as follows: Mark-up profit should not exceed 15% as per NDPWI determination
- **The above sentence is no longer applicable.**
- On Terms of Reference page on the Pricing Schedule, under Unit Price the letter R for rand is missing.
- **The letter R for rands is placed under Unit Price.**
- Unit Price (Grade B and Grace C) per month



- **Unit Price (Grade B or Grade C) per month**
- On Terms of Reference on page 17 paragraph 1 it is written as follows:
NB: GRAND TOTAL MUST BE TRANSFERRED TO A FULLY COMPLETED PA-32: INVITATION TO BID PART B AS TOTAL BID PRICE, FAILURE TO DO SO WILL INVALIDATE THE BID FOR FURTHER EVALUATION.
- The correct sentence should read: GRAND TOTAL MUST BE TRANSFERRED TO PA-32: INVITATION TO BID AS TOTAL BID PRICE, FAILURE TO DO SO WILL INVALIDATE THE BID FOR FURTHER EVALUATION.
- On Terms of Reference page 17 the sentence that reads as follows:
Note Night shift allowance should be omitted when calculating day shift. (Reference to NBCPSS illustrative guide)
- The above sentence is now removed.

I/We _____ accept that this Addendum forms part of the Tender Document.

- (a) Have noted the contents of this Addendum
- (b) Have fully considered this Addendum
- (c) Have incorporated the amendments contained in this Addendum in my/our Tender Document for Tender

COMPANY NAME: _____

SIGNATURE: _____

DATE: _____

STATUS: This Addendum forms an integral part of the Tender Document and the subsequent contract with the successful Tenderer. The variations and amendments to the tender document as described hereafter, shall take precedence. Notwithstanding anything said during the tender period, only the additional information or variations and amendments contained in this Addendum, will be legally binding.

3. RESPONSIVENESS CRITERIA

3.1. Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

1	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	☒	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	☐	All parts of tender documents submitted must be fully completed in ink and signed where required
4	☒	Use of correction fluid is prohibited.
5	☒	Submission of PA-32: Invitation to Bid
6	☐	Submission of record of attending compulsory briefing session.
7	☒	Submission of copy of valid PSIRA Company Registration Certificate Submission of copy of valid PSIRA Grade A or B certificate for the Director(s) Submission of copy of valid PSIRA Letter of Good Standing indicating Guarding Services Submission of copy of valid COIDA Letter of Good Standing from Department of Labour Submission of copy of valid Certificate of Registration issued by National Bargaining Council for the Private Security Sector. Submission of copy of valid Letter of Good standing Confirmation of Registration and Paid Up Levies issued by the National Bargaining Council for the Private Security Sector.
8	☒	The bidder must submit three (3) completed projects in Provision of Physical Security Guarding Services with a minimum accumulated value of R300 000.00 The following documents must be submitted in relation to the above: 1. Signed Appointment letter(s) by the employer with clear contract description, contract value, contract duration and contact details. OR 2. Service Level Agreement with clear contract description, contract value, contract duration, contact details and signed by both parties. OR 3. Purchase order(s) with clear contract description and contract value. Each of the above submitted documents must be accompanied by the reference letter and must be aligned to the submitted completed projects. Failure to submit any of the above required documents will render the bid non-responsive and duly disqualified.
9	☒	TOTAL DIRECT COST AS PER NATIONAL BARGAINING COUNCIL FOR PRIVATE SECURITY SECTOR ILLUSTRATIVE PRICING GUIDE (USE LINE B). Failure to quote using Total Direct Costs as per National Bargaining Council for Private Security (Line B) will result to the bid being disqualified. Day shift must exclude the night shift allowance.
10	☒	The bidder must submit a duly completed Pricing Schedule and transfer the grand total to PA-32 (Invitation to Bid form) as provided in the tender document. Failure to transfer Grand Total from the pricing schedule to PA-32 will result to the bid being disqualified.
11	☒	11.1 The bidders must attend the compulsory site briefing meeting. The bidders must sign the attendance register at the meeting as proof of attendance and the register will be closed at the venue after the meeting. Failure to sign the attendance register will render your bid non-responsive. 11.2 Bidders must comply with the addendum requirements to the tender documents, if any.



PROVISION OF SECURITY GUARDING SERVICES AT FERNWOOD ESTATE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

- 4.11 PSIRA registration cards and name tags shall be displayed by all security officers on duty.
- 4.12 No visible tattoos allowed on security officers.
- 4.13 Security officer on duty shall be in full uniform.
- 4.14 Security officer on duty shall not eat and smoke in public.
- 4.15 Security officer on duty shall be on his/her feet when attending to a client or to a member of public.
- 4.16 The use of private cellular phones is prohibited during working hours.
- 4.17 No security officer shall take away any item that belongs to the department or suppliers, be it cleaning material; toiletries or anything.
- 4.18 Male officer should be clean shaven or leave a trimmed moustache.

5. SECURITY CLEARANCE

The successful bidder will be subject to a positive security clearance obtained from the State Security Agency (SSA), **if the results are negative the bidder will be disqualified.**

6. WORKING SHIFTS

Working shifts is twenty-four (24) hours a day and seven (7) days a week and will commence as follows:

Dayshift (06:00 to 18:00) and nightshift (18:00 to 06:00); Mondays to Sundays, weekends and public holidays.

7. SHARE OF OVERHEADS AND RESOURCES (EQUIPMENT'S)

- 7.1 **The share of overheads includes inter alia, liability and other insurance, payroll and admin, control centre, transport costs (vehicles, maintenance and fuel), fixed infrastructure, rates & taxes, registers, security aids, uniform, occupational health and safety compliance, management and supervision and statutory fees payable.**



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PRICING SCHEDULE

Bidders will be required to adhere to the Illustrative Pricing Guide of the National Bargaining Council and thereafter price adjustments will apply as per NBC determination.

Bidders are required to quote using the Illustrative Pricing Guide of the National Bargaining Council rates effective from 01 March 2025 until 28 February 2026 multiply by 36 months as illustrated below.

Bidders will be compensated based on the Illustrative Pricing Guide of National Bargaining Council rates for Private Security sector (Area 1 and Area 2 for Urban). Bidders must quote Supervisors (Grade B); Security officers (Grade C); share of overheads and profit percentage as indicated hereunder. Bidders must complete the Pricing schedule in full, failure will result to elimination. Only VAT vendors are eligible to price for VAT at 15%.

TOTAL DIRECT COST AS PER NATIONAL BARGAINING COUNCIL FOR PRIVATE SECURITY SECTOR (Use line B) Failure to use this line will result to the bid disqualification.	Unit price (Grade B or Grade C) Per Month	Quantity of guards required	Total Price (36 months)
Grade B Day Shift	R	X1	R
Grade B Night shift	R	X1	R
Grade C Day Shift	R	X2	R
Grade C Night Shift	R	X2	R
SUB TOTAL 1: (TOTAL SALARY COST)			R
SHARE OF OVERHEADS (_____ %)			R
SUB TOTAL 2: (TOTAL SALARY COST + SHARE OF OVERHEADS)			R
MARK- UP PERCENTAGE (_____ %)			R
SUB TOTAL 3: (SALARY + OVERHEADS + MARK-UP PERCENTAGE)			R
VAT at 15% (if VAT vendor)			R
GRAND TOTAL			R

Note: Night Shift allowance must be omitted when calculating day shift. (Refer to NBCPSS illustrative pricing guide)



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NB: GRAND TOTAL MUST BE TRANSFERRED TO A FULLY COMPLETED PA32: INVITATION TO BID AS TOTAL BID PRICE, FAILURE TO DO SO WILL INVALIDATE THE BID FOR FURTHER EVALUATION.

FOR VAT VENDORS, IT IS MANDATORY TO INCLUDE VAT IN THEIR BID PRICE.

No additional costs will be accepted for whatever reason except increase or decrease in VAT or adjustment of rates as per National Bargaining Council rates for Private Security sector.

The Department reserves the right to negotiate with bidder who are excessively high in their offers including share of overheads and mark-up profit.

It is mandatory to quote using Line B of the illustrative Pricing Guide issued by the National Bargaining Council for the Private Security Sector, failure to do so will result to disqualification.