

HEAD OFFICE

Hosken's House
45 Mooi Street
Johannesburg
2091
Private Bag X105
Melville, 2109
Tel: (011) 372 3300

EASTERN CAPE

Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE

Regus Bloemfontein
Unipark Building
Vodacom Lane, Nobel Str
Brandwag
Bloemfontein 9301
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG

112 Main Street
9th Floor
Marshalltown
Johannesburg CBD
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL

Kent House
1 Neptune Road
Westville
Durban, 3629
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO

89B Biccard Street
Polokwane
0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA

Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 352 7108
Fax: (013) 752 2917

NORTHERN CAPE

Montrio Corporate Park
Monument Heights
10 Oliver Road
Kimberly
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST

Sparkling Office Park
78 Retief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE

Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 10 - 2026/27

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND MAINTAIN ALARM SYSTEM AND PROVIDE GUARDING SERVICES & ARMED RESPONSE FOR THE ETDP SETA NORTH-WEST PROVINCIAL OFFICE

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998 to advance skills levels in accordance with the National Skills Development Strategy III. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the Education Training and Development Sector.

ETDP SETA is seeking for a suitably accredited service provider to supply, install and maintain alarm system and provide guarding services & armed response for the ETDP SETA North-West provincial office.

2. PURPOSE & OBJECTIVES OF THE PROJECT

The purpose of the project is to appoint a service provider to supply, install and maintain alarm system and provide guarding services & armed response for the ETDP SETA north-west provincial office. The area to be serviced is **310.00m²**.

Physical Address

78 Retief, Cnr Peter Mokaba Street

Sparkling Office Park

Potchefstroom, 2531

Tel: (018) 294 5280

NB: Arrangements can be made for a site visit.

3. PROJECT SCOPE AND REQUIREMENTS

3.1. Project Scope

The service provider to provide a twenty-four (24) hour armed response, guarding and alarm system services at the ETDP SETA 's North-West Provincial Office (Potchefstroom) by:

- 3.1.1. Managing access control both for pedestrians and motor vehicles.
- 3.1.2. Report any security breach within the premises.
- 3.1.3. Do security assessments and reports on a daily basis
- 3.1.4. Advise the ETDP SETA of any security breach immediately

3.2. Profile of Service Provider

- 3.2.1. The service provider must have expertise in the security industry in the Republic of South Africa.
- 3.2.2. Must have expertise in conducting security risk assessments.

3.3. Project Requirements

- 3.3.1. The service provider is to provide a **once-off** supply and installation of an alarm system at the above indicated ETDP SETA office, a twenty-four (24) hour armed response and guarding services.
- 3.3.2. The successful bidder is also expected to provide support and maintenance of the device(s) and software.
- 3.3.3. To supply, install and maintain an alarm system to the indicated ETDP SETA office.
- 3.3.4. The system to have insurance, warranty, support and maintenance of the software for a period of the contract or as and when required.
- 3.3.5. To provider training and training manuals to the end-users.
- 3.3.6. To provide a cloud-based mobile application for staff to receive notifications.

4. SCOPE OF WORK

The service provider to supply, install and maintain an alarm system at the identified ETDP SETA North-West provincial office, a twenty-four (24) hour armed response and guarding services.

4.1. Alarm system specifications

- DSC Alarm panel
- 12 V Transformer
- 12 hr UPS power supply
- LCD keypad
- Door sensors
- Window sensors

- Remote Panic buttons
- Siren 15 watt
- Expander module
- An sms notification system

4.2. Guarding services specifications

- One (1) grade C security guard on day shift including tea and lunch breaks
- One (1) grade C security guard on night shift including tea and dinner breaks
- Two (2) sets of handcuffs
- One (1) hand-held metal detector
- One (1) gun safe
- One (1) baton stick
- One (1) flashlight with battery charger
- One (1) base radio/cell phone connected to the control room
- A control register for pedestrians and motor vehicles
- An occurrence book
- One (1) guard house

NB: The service bidder to provide an off-site supervisor who should be located within the area of service and be available during emergencies. The supervisor shall regularly visit the site to monitor the quality of work by completing and certifying the Occurrence book as well as the Incident Register on a daily, weekly, fortnightly, and monthly.

NB: The service provider must be willing to re-locate its services and equipment within the North-West Province should the ETDP SETA relocate its offices at no costs to the SETA.

5. COSTING MODEL (PRICING SCHEDULE)

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED TO FACTOR NECESSARY COST ADJUSTMENTS FOR SUBSEQUENT YEARS, THEN ALL LINE ITEMS MUST BE INCLUDED IN THE ORDER AS STATED BELOW

NAME OF PROVINCE:			
ITEM DESCRIPTION	QUANTITY	UNIT AMOUNT	TOTAL AMOUNT
IDS 8 Zone alarm panel	1		
Transformer	1		
Battery pack (Four hour back up)	1		
Multi language LCD keypad	1		
Door sensors	3		
Portable Panic button with receiver	5		
Siren 15 watt	1		
Expander module	1		
Window sensors	14		
Labour costs			
Cabling and glue costs			
Equipment monthly rental (per month)			
Armed response (per month)			
Grade C security guard on day shift including tea and lunch breaks	1		
Grade C security guard on night shift including tea and dinner breaks	1		
Sets of hand-cuffs	2		
Handheld metal detector	1		
Small gun safe	1		
Flashlight with battery charger	1		
Baton stick	1		
Base radio/cell phone connection to control room	1		
Control registers for pedestrians/ motor vehicles / Occurrence book	3		
Guard house	1		
SUB-TOTAL			
VAT @ 15%			
TOTAL			

NAME OF BIDDER: _____

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

POSITION: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

6. DURATION OF THE PROJECT

- The successful service provider will be required to enter into a formal contract with the ETDP SETA by signing a Service Level Agreement (SLA).
- The duration of the contract is for a period up to **31 March 2027** effective from **the date of the last signatory agreement on the Service Level Agreement (SLA).**

7. METHOD OF SUBMISSION

All Documents for Stage 1 (Administrative requirements), Stage 2 (Mandatory Requirements), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format via email to etdpsetarfq@etdpseta.org.za

There must be three folders covering the following stages:

Folder A: Stage 1: Administrative Requirements

Folder B: Stage 2: Mandatory Requirements

Folder C: Stage 3: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions.

8. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. The bidders that meet the mandatory requirements will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

8.1. STAGE 1: Administrative Compliance [Folder A]

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion of all SBD Forms: SBD 1 - Invitation to Bid SBD 4 - Declaration of Interest	
Completion in full of the General Conditions of Contract (GCC)	
Submit a "Unique security personal identification number (PIN) issued by SARS" which the SETA will use to verify the bidder's tax matters prior to the award	

8.2. STAGE 2 – MANDATORY REQUIREMENTS [Folder B]

Mandatory Requirement	Method of Evaluation
8.2.1. The service provider (company) should provide proof of accreditation by either one of the following 8.2.2. Provider to provide the following information	- Private Security Industry Regulatory Authority (PSIRA) as established in terms of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001) and or/ - The South African Intruder Detection Services Association (SAIDSA) - The two security personnel must provide proof of accreditation by PSIRA. - Security personnel must provide proof of Grade C qualification. - Security personnel must provide recent proof of SAPS Security Clearances. - Security personnel must attach CVs with proof of a minimum of two years of work experience. - The organization must submit its profile. - The service provider must submit a service delivery plan. - Proof of the insurance, warranty, support and maintenance of the software for a period of the contract or as and when required.

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

NB: Failure to fully complete and submit any of the above-requested mandatory documents will lead to disqualification.

8.3. STAGE 3 - PRICING & SPECIFIC GOALS [Folder C]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. **SBD 6.1** - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022
- (If claiming preferential points) - this will be used to verify points to be allocated for specific goals

80/20 preference point system shall be applicable as follows:

✓	Price	80
✓	Allocation of specific goals	20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

9. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (CIPC) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **60 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

10. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. *By submitting your proposal, you grant the necessary consent as you acknowledge that:*
 - *ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.*

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

2. *Therefore:*

Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.

3. *We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.*

4. *For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual".*

11. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must be** downloaded from the National Treasury e-portal as from **16 July 2026 at 12H00**.

All Proposals **must be Sent via email to** etdpsetarfq@etdpseta.org.za

Submissions must be sent **BEFORE** the closing date and time of **11h00** on **03 August 2026**.

No late submission will be accepted!

12. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **03 August 2026**.

13. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.