



**SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR**

Corner Bonaero Drive and Cote D Azur Avenue  
**Kempton Park 1622, South Africa**

P. O. Box 16001, Doornfontein 2028 – South Africa  
Tel (011) 223 7000 Fax (011) 334-8898  
info@sadpmr.co.za

All correspondence to be addressed: The Chief Executive Officer

## **REQUEST FOR BID**

**RFB NO: RFB 02-2023**

**DESCRIPTION: APPOINTMENT OF A BIDDER TO RENDER SECURITY SERVICES AT THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR'S HEAD OFFICE IN KEMPTON PARK FOR A PERIOD OF THREE YEARS (36) MONTHS.**

**Compulsory Briefing Session will be held as follows:**

**Date: 26 May 2023**

**Time: 10:00 AM**

**Venue: Corner Bonaero Drive and Cote D Azur Avenue, Kempton Park 1622, South Africa (SADPMR Boardroom)**

The Bid must be submitted on the letterhead of your business and submitted not later than:

**Closing Date: 09 June 2023**

**Closing Time :11H00 AM**

**Venue: Corner Bonaero Drive and Cote D Azur Avenue, Kempton Park 1622, South Africa Diamond, and Precious Metal Regulator (Tender Box)**

**The following conditions will apply:**

- 1) Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms of Preferential Procurement Regulations, 2022:  
**80 points for price**  
**20 points for specific goals as follows:**
  - Enterprise owned by Black people – 4points.
  - Enterprise owned by Black women – 4 points.
  - Small, medium and Micro Enterprise – 4 points
  - Enterprises owned by youth–4 points.
  - Enterprises owned by people with disabilities-4 points.
- 5) Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.
- 6) Attach Certified copies of ID, Proof of residence, CSD, CIPC, BEE certificate / Sworn Affidavit
- 7) Late responses will not be considered.

<b>ISSUED BY:</b>  <b>THE CHIEF EXECUTIVE OFFICER SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR P.O. BOX 16001 DOORFONTEIN 2028</b>  <b>Tel: (011) 223 7000 Fax: (011) 334 8898</b>	<b>CONTACT PERSON (SPECIFICATION)</b> <b>Ms. Cynthia Khadiamovha</b>  <b>E-mail: <u><a href="mailto:cynthiak@sadpmr.co.za">cynthiak@sadpmr.co.za</a></u></b>	<b>CONTACT PERSON (ADMINISTRATION)</b> <b>Ms. Shalati Mabunda</b>  <b>E-mail: <u><a href="mailto:shalatim@sadpmr.co.za">shalatim@sadpmr.co.za</a></u></b>

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**PART A****INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>			
BID NUMBER:	RFB 02-2023	CLOSING DATE & TIME:	<b>09 JUNE 2023 at 11:AM</b>
DESCRIPTION	<b>APPOINTMENT OF A BIDDER TO RENDER SECURITY SERVICES AT THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR'S HEAD OFFICE IN KEMPTON PARK FOR A PERIOD OF THREE YEARS (36) MONTHS</b>		
<b>BID RESPONSE DOCUMENTS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>			
<b>RESPONSES SHOULD BE SUBMITTED:</b>  <b>CLOSING DATE: 09 JUNE 2023</b> <b>CLOSING TIME :11H00 AM</b> <b>VENUE: CORNER BONAERO DRIVE AND COTE D AZUR AVENUE, KEMPTON PARK 1622, SOUTH AFRICA</b> <b>DIAMOND, AND PRECIOUS METAL REGULATOR</b>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	<b>C Khadiamovha</b>	CONTACT PEOPLE	<b>S Mabunda</b>
TELEPHONE NUMBER	<b>(011) 223 7000</b>	TELEPHONE NUMBER	<b>(011) 223 7000</b>
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:cynthiak@sadpmr.co.za">cynthiak@sadpmr.co.za</a>	E-MAIL ADDRESS	<a href="mailto:shalatim@sadpmr.co.za">shalatim@sadpmr.co.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:		<b>O R</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 2. TAX COMPLIANCE REQUIREMENTS

- 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](http://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: .....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2 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 consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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



- 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**

### 1. GENERAL CONDITIONS

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

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

The applicable preference point system for this tender is the **80/20** preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by Black people		4		
Enterprise owned by Black women		4		
Small, medium and Micro Enterprise		4		
Enterprises owned by youth.		4		
Enterprises owned by people with disabilities.		4		

**NB: Please submit all supporting documents to substantiate the above goals, failure to submit will result in no allocation of points.**

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

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs

1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A BIDDER TO RENDER SECURITY SERVICES AT THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR'S HEAD OFFICE IN KEMPTON PARK FOR A PERIOD OF THREE YEARS (36) MONTHS.**

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**1. BACKGROUND**

The South African Diamond and Precious Metals Regulator (SADPMR) needs to appoint the bidder to provide security services at its Head Office in Kempton Park. The appointed company should provide physical security for 24 hours, 7 days a week for a period of three (36 months) years.

**2. SCOPE OF SERVICE**

**2.1 The appointed bidder will be expected to provide a twenty-four-hour (24hrs) security service as follows:**

- 2.1.1. 4 X Day shift 06H00–18H00 officers. Out of four one will be unarmed.
- 2.1.2. All with minimum Grade C security Training during day shift, Competency certificate.
- 2.1.3. Armed officers with handgun night shift.
- 2.1.4. 2X night shift (18H00-06H00) officers must be armed.

**2.1 Additional services and conditions**

- 2.2.1. Provision of security service seven days a week including public holidays.
- 2.2.2. Security Officers (including supervisor) must always be in uniform. The Supervisor must be available only when doing inspections or when need arise.
- 2.2.3. Security Officers (including supervisor) must be physically and mentally fit for proper execution of their duties. No security officer should report for work under the influence of any intoxicating substance(s) [i.e. alcohol, etc.].
- 2.2.4. Security Officers (including supervisor) must be presentable at all times, dedicated and display professionalism in their conduct which shall imply inter-alia that there shall be no unnecessary arguments with visitors, staff or discourteous behaviour towards them.
- 2.2.5. Declaration that the security officers (including supervisor) shall refrain from any action which might be detriment to the SADPMR or its employees.
- 2.1.6 Security Officers must at least be in position of Grade 12 certificate and security grades.
- 2.1.7 No information concerning state activities may be furnished to the public or news media by

the bidder and/ or their employees.

2.1.8 Recording of all security related incidents in relevant Registers.

2.1.9 Security Officers must be inspected once per day (weekends and public holidays included) by the Security Company or its representative, while records of such visits must be kept by the bidder.

2.1.10 The SADPMR will subject security officers to Personnel suitability check (Criminal Records check, Citizenship and Credit worthy). The security bidder shall ascertain from PSIRA records whether the security officers are properly registered. The Security Company and its Directors shall be subjected to security screening.

2.2.11. The Security Company shall take all possible steps to ensure that the execution of its duties is as intended in the contract.

### **3 ADDITIONAL**

3.1. Guards must be inspected at least once per day.

### **4 LABOUR UNREST INCIDENTS**

4.1 This is when the company personnel on site or the security officers engage in practices such as strikes, unrest and intimidate.

4.2 Labour unrest at the site: If the service is interrupted or temporarily deferred because of any labour unrest, labour disputes, civilian disorder, a local or national disaster any other cause beyond the control of the bidder the parties must come to an agreement on the methods to ensure continuation of the security service. If is the security bidder's personnel which are on strike, the appointed service provider must provide an alternative.

### **5 MANDATORY REQUIREMENTS**

5.1 The company must have a PSIRA registration which is in good standing, failure to submit the certificate will constitute automatic disqualification.

5.2 The company must possess fire arms (hand guns) registered in their name and valid, failure to submit the certificate will constitute automatic disqualification.

5.3 The officer should have a minimum of three years 'experience within the security industry.

5.4 Security Officers should have a Grade C certificate.

5.5 Security Officers should have a Firearm competency certificate Hand Gun



5.6 Security officers have knowledge on OHS practices.

5.7 The company required to submit a safety plan.

## 6. EVALUATION METHODOLOGY / CRITERIA

6.1 The evaluation of the project will be in two phases i.e. functionality as well as price.

### 7. PHASE 1: FUNCTIONALITY CRITERIA

Description of item	Requirements	Weighting
Company experience	Company experience (Minimum 3-year experience in providing such service, Company profile and with track records. 3-5 years= 12 points; 6- 8years= 20 points; 9-15= 30 points; more than 30 years = 45 points	45
Team Leader experience	The team leader should have qualifications (Grade B minimum), skills and at least 4 years of experience in security services. (Attach CV) No CV attached = 0; 1-2 years' experience= 2 points; 3-4 years= 5 points; 6-9 = 7 points; more than 10 years = 10 points	10
References	Track record in performing similar work. The bidder should submit three (3) reference letters from the previous similar projects that they have undertaken. The Reference Letters from the clients must include: <ul style="list-style-type: none"><li>• Company Letter Head;</li><li>• Signed</li><li>• Specify years of service provided.</li></ul> No reference letters= 0 points 1-2 reference letters= 2 points; 3 – 9 reference letters = 7 points; 10-15 reference letters= 10 points; 15-20 reference letters = 20 points and more than 20 reference letters= 25 points	25
Infrastructure	Municipality bill; Lease agreement; with contacts and address; and due diligence will be conducted. No municipal bill or lease agreement = 0 points and attached municipal bill or lease agreement = 10 points	10

Financial viability	<ul style="list-style-type: none"> <li>• 3 - Bank statements= 7 points</li> <li>• Most recent financial statements= 3 points</li> <li>• Incomplete or non-Submission= 0 points</li> </ul>	10
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**NB: ONLY BIDDERS OBTAINING 70 POINTS OR MORE SHALL PROCEED TO PHASE TWO OF EVALUATION WHICH IS PRICE AND PREFERENCE POINTS.**

## **8. PROJECT OUTCOME**

8.1. Employees and Assets of the SADPMR's Head Office are protected 24 hours, 7 days a week.

## **9. REPORTING REQUIREMENT**

9.1. The Security Company Supervisor must call and report immediately any security breaches to SADPMR Security Risk Management delegated official and provide written report thereafter.

## **10. CONTRACT DURATION**

10.1. The appointed Security Company shall provide security services for a period of three years (36) months.

## **11. PHASE TWO EVALUATION**

### **11.1 Price Evaluation: Project Cost**

11.1.1. Provide fixed price quotation for a thirty-six months (3 years).

11.1.2. Only one price adjustment per annum will be accommodated based on the statutory/or sector agreements increase as per PSIRA tariffs. Cost must be VAT inclusive and quoted in South African Rand.

## **12. OTHER CONDITIONS**

12.1. Bidders must submit an original bid and **one (1)** copy of the technical proposal.

12.2. Bidders are further requested to separate financial proposal from technical proposal/two envelopes system.

12.3. Individuals and company registration with PSIRA will be verified for the appointed bidder.

12.4 The SADPMR reserves the right to end the contract at any stage in accordance with the general conditions of contract.

12.4. 12.5 SADPMR reserves the right not to appoint any bidder.

### 13. Contact Details

#### 4.1 Technical Enquiries

**NB: Compulsory Briefing session will be held onsite**

### 13. PHASE TWO EVALUATION: The 80/20 Principle is based on Price and special goals for SADPMR.

The following formula is to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

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

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{min}$  = Price of highest acceptable bid

13.2 A maximum of 20 points to be awarded to a bidder for the specific goals listed on the SADPMR preferential procurement policy as follows:

Special Goals	80/20 Points System	Relevant Evidence
Enterprises owned by youth.	4	Copies of ID's / CIPC / BBBEE
Enterprises owned by black women.	4	BBBEE / CIPC
Entities that are small, medium, and micro enterprises.	4	BBBEE certificate / Affidavit
Entities owned by black people.	4	BBBEE / CIPC
Entities owned by people with disabilities.	4	Letter from General Practitioner / Specialist

**13.3 The following must be submitted to claim the points for specific goals:**

- 13.3.1 CIPC proof and CSD Report for the last three (3) months from the closing date of this RFQ Tenderers are encouraged to obtain the 3 months CIPC proof and CSD Report from <https://eservices.cipc.co.za/>. Failure to submit the CIPC proof and CSD Report will result in zero (0) scoring for specific goals.
- 13.3.2 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.