



## SCMU5-25/26-0024

### BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE CLUSTER(S) FOR A PERIOD OF 36 MONTHS

Name of bidder \_\_\_\_\_

Bidder's CSD registration no. \_\_\_\_\_

Closing date and time: 20 May 2025 at 11:00 am

Bid Validity Period: 120 days

#### ENQUIRIES:

#### SUPPLY CHAIN MANAGEMENT

EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE  
QHASANA BUILDING  
PRIVATE BAG X 0022  
BHISHO

#### SCM RELATED ENQUIRIES

Tel No: 040-602 4563/4000

Email Address: [supply.chain@ecdpw.gov.za](mailto:supply.chain@ecdpw.gov.za)

(Please note it is recommended to use email for any enquiries)

#### TECHNICAL ENQUIRIES

Enquires: Mr M. Bilatyi

Tell no: 043 711 5754

(during office hours)

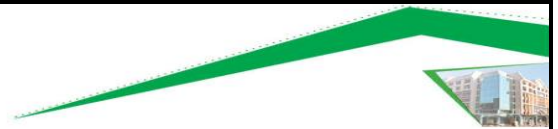
Email Address:

[mawethu.bilatyi@ecdpw.gov.za](mailto:mawethu.bilatyi@ecdpw.gov.za)

(Please note it is recommended to use email for any enquiries)

Fraud, Complaints & Tender Abuse Hotline  
0800 701 701 (toll free number)





**SBD 1**

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORK & INFRASTRUCTURE**

BID NUMBER: **SCMU5-25/26-0024** CLOSING DATE: **20 May 2025** CLOSING TIME: **11H00**

DESCRIPTION **BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE CLUSTERS FOR A PERIOD OF 36 MONTHS**

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**AT DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, INDEPENDENCE AVENUE, GROUND FLOOR, QHASANA BUILDING, BISHO**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON SCM

CONTACT PERSON M Bilaty

TELEPHONE  
NUMBER

TELEPHONE NUMBER 043 711 5754

FACSIMILE NUMBER N/A

FACSIMILE NUMBER

E-MAIL ADDRESS [supply.chain@ecdpc.gov.za](mailto:supply.chain@ecdpc.gov.za)

E-MAIL ADDRESS [mawethu.bilatyi@ecdpc.gov.za](mailto:mawethu.bilatyi@ecdpc.gov.za)

**SUPPLIER INFORMATION**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE  
NUMBER

CODE

NUMBER

CELLPHONE  
NUMBER

FACSIMILE NUMBER

CODE

NUMBER

E-MAIL ADDRESS

VAT REGISTRATION  
NUMBER

SUPPLIER  
COMPLIANCE  
STATUS

TAX  
COMPLIANCE  
SYSTEM PIN:

**OR**

CENTRAL  
SUPPLIER  
DATABASE No:

MAAA

ARE YOU THE  
ACCREDITED  
REPRESENTATIVE IN  
SOUTH AFRICA FOR  
THE GOODS  
/SERVICES  
OFFERED?

☐ Yes

☐ No

[IF YES ENCLOSE PROOF]

ARE YOU A FOREIGN  
BASED SUPPLIER  
FOR THE GOODS  
/SERVICES  
OFFERED?

☐ Yes

☐ No

[IF YES, ANSWER THE QUESTIONNAIRE  
BELOW]

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**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, 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.
- 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 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."

**For ease of reference, Bidders shall enter their Price in the space provided below:**

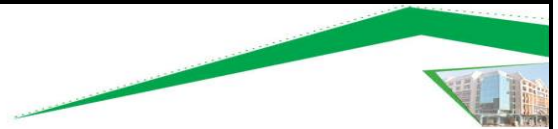
SERVICE REQUIRED	GRAND TOTAL (amount in figures)	GRAND TOTAL (amount in words)
BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR <b>HEAD OFFICE CLUSTERS</b> FOR A PERIOD OF 36 MONTHS <b>Head Office Cluster (Nine)</b>	R..... As per Totals from Pg 24	..... ..... ..... ..... As per totals from Pg 24

- (1) If the Bid Sum (amount in words) differ from the Bid Sum (amount in figures), the Bid Sum (amount in words) will govern.
- (2) Failure to complete the Bid Sum (amount in words) will automatically invalidate the offer submitted.
- (3) Failure to sign this bid automatically invalidated the bid.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



**BID NOTICE**  
**SCMU5-25/26-0024**  
**BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE CLUSTERS FOR A PERIOD OF 36 MONTHS**

Tender documents are downloadable for free of charge from National Treasury's eTender Portal: (<http://www.etenders.gov.za/content/advertised-tenders>) or from the Department of Public Works and Infrastructure website ([www.ecdpw.gov.za/tenders](http://www.ecdpw.gov.za/tenders)) from **11 April 2025**.

No briefing will be held. All questions must be emailed to [supply.chain@ecdpw.gov.za](mailto:supply.chain@ecdpw.gov.za) on or before **30 April 2025**. On **09 May 2025** the department will respond to all questions. Responses will be uploaded on the departmental website [www.ecdpw.gov.za/tenders](http://www.ecdpw.gov.za/tenders)

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing date, must be deposited in the bid box not later than **11h00** on the **20 May 2025**.

Physical Address of Bid Box: Department of Public Works, Qhasana Building, Ground floor, Bhisho

Bidders must ensure that bids submitted via courier services are deposited by the courier service in the Departmental bid box prior to the closing date and that it is not delivered to Departmental officials. The Department will not accept responsibility if bids received by officials are not timely deposited in the Bid Box

**BID EVALUATION**

**This bid will be evaluated in three (3) phases as follows:**

**Phase One** : Administrative Compliance

**Phase Two** : Functionality

**Phase Three** : Bidders passing phase two above will thereafter be evaluated on PPPFA and PPR2022

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE APPLIED AS FOLLOWS:**

Maximum points on price	-	<b>80 points</b>
Specific goals	-	<b>20 points</b>
Maximum points	-	<b>100 points</b>

**1. BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

1. SBD4 must be duly completed and signed. 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, such interest must be disclosed on question 2.3.1.
2. Bidders must submit with the bid a valid company registration certificate with the Private Security Industry Regulatory Authority (PSIRA). Only updated PSIRA certificates will be accepted. (Certificate must have an expiry date).
3. Bidders must submit a valid letter of good standing for the company from Private Security Industry Regulatory Authority (PSIRA). (Letter of good standing must have an expiry date)
4. All the directors of the company must submit with the bid a valid registration certificate with PSIRA. Grading of directors must be Grade A or B on the certificate. Only updated PSIRA certificates will be accepted. (Certificate must have an expiry date).
5. A certificate of registration with the National Bargaining Council for the Private Security Sector (NBCPSS) must be submitted with the bid.
6. Bidders must submit a valid letter of good standing for the company from the National Bargaining Council for the Private Security Sector (NBCPSS) with the bid.
7. The bid will be valid for a period of 120 days after the closing date.



**A. TENDER SUBMISSIONS:**

Bids must be submitted in sealed envelopes clearly marked “**SCMU5-25/26-0024: BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE CLUSTERS FOR A PERIOD OF 36 MONTHS**”

**B. ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:**

**SCM SPECIFIC ENQUIRIES:**

**Tel No: 040-602 4563/4000**

Email Address: [supply.chain@ecdpw.gov.za](mailto:supply.chain@ecdpw.gov.za).

**TECHNICAL ENQUIRIES**

Enquiers: Mr M Bilaty

Tel no: 043 711 5754

(during office hours)

Email Address: [mawethu.bilatyi@ecdpw.gov.za](mailto:mawethu.bilatyi@ecdpw.gov.za)

**Fraud, Complaints & Tender Abuse Hotline**  
**0800 701 701 (toll free number)**



## SPECIAL CONDITIONS OF BID

### 1. INTERPRETATION

The word "Bidder" in these conditions shall mean and include any firm of Contractors or any company or body incorporated or unincorporated.

The word "Department" in these conditions shall mean the EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE.

### 2. EXTENT OF BID

This contract is for the **APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE CLUSTERS FOR A PERIOD OF 36 MONTHS**

### 3. CONTRACT TO BE BINDING

The formal acceptance of this Bid by the Department will constitute a contract binding on both parties, and the Department may require sureties to its satisfaction from the contractor, for the due fulfilment of this contract.

### 4. MODE OF BID

All Bids shall be completed and signed: All forms, annexures, addendums and specifications shall be signed and returned with the Bid document as a whole. ***The lowest or any bid will not necessarily be accepted.***

The Department wishes to deal on a prime contractual basis with the successful Bidder being responsible and accountable for all aspects of the entire solution or service offered.

### 5. QUALITY

Should the specifications and / or descriptions not address any aspects of quality as specified, this should be clarified with the Department prior to the submission of a Bid.

### 6. INSURANCE CLAIMS, ETC.

The Department shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The contractor shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify The Department against all risks or claims which may arise.

### 7. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE

All Bids must remain valid for a period of **120 days** from the closing date as stipulated in the bid document.

### 8. PENALTY PROVISION AND WITHDRAWAL

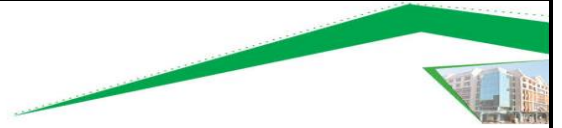
#### 8.1 Should the successful Bidder:

- [a] Withdraw the Bid during the afore-mentioned period of validity; or
- [b] Advise the Department of his / her / their inability to fulfil the contract; or
- [c] Fail or refuse to fulfil the contract; or
- [d] Fail or refuse to sign the agreement or provide any surety if required to do so;

Then, the Bidder will be held responsible for and is obligated to pay to the Department:

- [a] All expenses incurred by the Department to advertise for or invite and deliberate upon new Bids, should this be necessary.
- [b] The difference between the original accepted Bid price (inclusive of escalation) and:
  - [i] A less favourable (for the Department) Bid price (inclusive of escalation) accepted as an alternative by the Department from the Bids originally submitted; or





[ii] A new Bid price (inclusive of escalation).

8.2 Should the successful Bidder fail to deliver; provisions of the General Conditions of Contract will apply.

8.3 Disputes between the Department and a bidder (if any) will be dealt with in the form of litigation.

9. **BRAND NAMES**

Wherever a brand name is specified in this bid/quotation document (i.e. in the specifications, pricing schedule or bill of quantities or anywhere in this document), the department's requirement is not limited to the specified brand name, but requires an item similar/equivalent or better than specified.

10. **VALUE ADDED TAX**

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

11. **CONTRACTUAL PRICE ADJUSTMENTS**

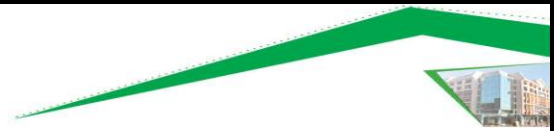
Bidders are required to submit their proposal based on the current NBCPSS Illustrative Pricing Structure. Negotiations will be made with the awarded bidder to adjust their pricing to align with the exchange rate on time of award.

12. **AUTHORITY TO SIGN BID DOCUMENTS**

- a) In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Department at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity. Furthermore, in the case of a joint venture or consortium at least one directors/ members of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.
- b) In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this bid will bind all the directors/ members of the enterprise and will therefore render the bid valid.
- c) No authority to sign is required from a company or close corporation or partnership which has only one director or member.
- d) In the event that a non-member/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the bid.
- e) If the document is signed by one of the directors, Resolution to sign is not required to be completed.

13. **CONTRACT PERIOD**

- a) The expected contract period is **three years (36) (thirty-six months)** from the contract start date as would be agreed.
- b) The Department reserves the right to consider the extension of the contract or portions thereof, in consultation with the successful bidder for a further period, without going to an open bidding process.
- c) The Department of Public Works & Infrastructure may accept or reject any bid offer and may cancel the bid process or reject all bid offers at any time before the formation of a contract.
- d) The Department of Public Works & Infrastructure also reserves the right to accept the bid as a whole or a part of the bid, or any item or part of any item.
- e) The Department shall not accept or incur any liability to a supplier for such cancellation or rejection or acceptance, but will give written reasons for such action upon receiving a written request to do so.
- f) The department will sign a crepitate agreement (between the service provider and the distributor which will remain valid for the warranty period. The agreement must be signed together with the acceptance of the award.



**14. DELIVERY PERIODS**

Delivery periods (where applicable) must be adhered to. Notwithstanding the termination date of the assignment the bidder will be required to submit progress reports to the Department the contract, form and frequency and dates thereof to be stipulated and agreed upon by the parties upon the awarding of the Bid.

**15. DISPUTES OR LIABILITIES**

In the event that disputes/ liabilities cannot be resolved by internal systems, the disputes will be settled by litigation.

This paragraph replaces paragraph 29 in the General Conditions of Contract.

**16. CLOSING DATE / SUBMITTING OF BIDS**

16.1 Bids must be submitted in sealed envelopes clearly marked: **SCMU5-25/26-0024**

**BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE CLUSTER FOR A PERIOD OF 36 MONTHS**

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing, must be deposited in the bid box, Department of Public Works & Infrastructure, Qhasana Building, Ground floor, Bhisho not later than **11h00 on the 20 May 2025**.

Bidders must ensure that bids submitted via courier services are deposited by the courier service in the Departmental bid box prior to the closing date and that it is not delivered to Departmental officials. The Department will not accept responsibility if bids received by officials are not timely deposited in the Bid Box.

**17. NEGOTIATION WITH THE IDENTIFIED PREFERRED BIDDER**

The Bid will be awarded to the bidder who scores the highest PPPFA points: However, should an offer not be market related, the Department reserves the right to negotiate with bidders in accordance with the PPPFA Regulation 6 sub regulation 9(a) & (b).

**18. PAYMENT FOR SERVICES RENDERED**

Payment will be accordance to the General Conditions of Contract.

**19. AWARD OF BIDDERS NOT SCORING THE HIGHEST POINTS**

A contract may be awarded to a tenderer that did not score the highest points subject to a risk assessment.

**20. LATE BIDS**

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

**21. COMMUNICATION**

21.1 A nominated official of the bidder(s) can make enquiries in writing, to the specified persons, as indicated on this document via email. Bidder(s) must reduce all telephonic enquiries to writing and send to the above-mentioned email addresses.

21.2 The delegated office of Department of Public Works & Infrastructure may communicate with Bidder(s) where clarity is sought in the bid proposal.

21.3 Any communication to an official or a person acting in an advisory capacity for the Department of Public Works & Infrastructure in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

21.4 Whilst all due care has been taken in connection with the preparation of this bid, Department of Public Works & Infrastructure makes no representations or warranties that





the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. The Department of Public Works & Infrastructure, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.

- 21.5 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department of Public Works & Infrastructure (other than minor clerical matters), the Bidder(s) must promptly notify the Department of Public Works & Infrastructure in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department of Public Works & Infrastructure an opportunity to consider what corrective action is necessary (if any).
- 21.6 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the Department of Public Works & Infrastructure will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 21.7 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

## **22. SUPPLIER DUE DILIGENCE**

The Department of Public Works & Infrastructure reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period or visits/in loco inspection (if applicable).

## **23. PREPARATION COSTS**

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the Department of Public Works & Infrastructure, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

## **24. INDEMNITY**

If a bidder breaches the conditions of this bid and, as a result of that breach, the Department of Public Works & Infrastructure incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the Department of Public Works & Infrastructure harmless from any and all such costs which Department of Public Works & Infrastructure may incur and for any damages or losses the Department of Public Works & Infrastructure may suffer.

## **25. PRECEDENCE**

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

## **26. LIMITATION OF LIABILITY**

A bidder participates in this bid process entirely at its own risk and cost. The Department of Public Works & Infrastructure shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

## **27. TAX COMPLIANCE**

No tender shall be awarded to a bidder who is not tax compliant



## **28. REGISTRATION AS A VAT-VENDOR**

28.1 Non-VAT vendors do not have to include VAT in their bid prices, however

28.2 Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R1 million must include VAT in the prices quoted and must therefore immediately upon award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.

28.3 The award of contract would be (for Non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.

## **29. GOVERNING LAW**

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

## **30. GENERAL BID RULES**

- a) The bid document shall be completed and signed
- b) The Department of Public Works & Infrastructure Supply Chain Management Policy will apply.
- c) The Department of Public Works & Infrastructure does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- d) The Department of Public Works & Infrastructure may accept or reject any bid offer and may cancel the bid process or reject all bid offers at any time before the formation of a contract.
- e) The Department shall not accept or incur any liability to a supplier for such cancellation or rejection or acceptance, but will give written reasons for such action upon receiving a written request to do so.
- f) Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted
- g) Bidders are not allowed to recruit or shall not attempt to recruit an employee of the Department for purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.

## **31. CONTRACT VARIATIONS, EXPANSIONS, AMENDMENTS OR MODIFICATIONS**

31.1 Should a need arise to vary or expand or amend or modify contract quantities for any goods or services, after a valid contract has been concluded and or after the contract has already commenced, the Department reserves the right to approach the contracted service provider to reduce or increase the contracted quantities.

31.2 Bidders are required to submit their proposal based on the current NBCPSS Illustrative Pricing Structure. Negotiations will be made with the awarded bidder to adjust their pricing to align with the exchange rate on time of award.

## **32. OTHER CONDITIONS OF BID**

32.1 The bidder must be registered on the Central Supplier Database (CSD) prior the award

32.2 All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD.

32.3 Valid registration as a VAT Vendor within 21 days upon receipt of appointment letter, this must also apply to subcontracted service providers as their turnover will be more than a million over this period.

32.4 The Department will contract with the successful bidder by signing a formal contract / Service Level Agreement after all suspensive conditions has been met.

32.5 Successful, Bidder will be subjected to a security screening / vetting during evaluation.

32.6 Bidders must comply and ensure implementation of the requirements contemplated in the NBCPSS MAIN AGREEMENT

32.7 Bidders must comply and ensure implementation of the requirements enshrined in the Private Security Industry Regulations (Act 56 of 2001) .



32.8 The previous performance of the bidder will be considered in the evaluation of the bid.

32.9 The Department intends to award this to the highest point scorer per item, unless circumstances justifies otherwise.

32.10 PRIOR TO THE AWARD, THE SERVICE PROVIDER MUST MEET THE FOLLOWING REQUIREMENTS ( Refer to Section 22 of the NBCPSS – Main Collective Agreement.

- Availability of 100% specified uniform for cold, warm and wet weather for the number of security guards specified is mandatory.
- Availability of 100% specified equipment and resources specified in the LIST OF EQUIPMENT AND RESOURCES TO PERFORM WORK is mandatory.
- In an event where the sub-contractor has no equipment and resources the main contractor will have to provide.
- A security risk assessment will be conducted during evaluation phase (Refer to risk assessment checklist)



## **TERMS OF REFERENCE/ SPECIFICATION**

### **Eastern Cape Provincial Government Public Works & Infrastructure**



**BID NUMBER: SCMU5-25/26-0024**

### **SPECIFICATION/TERMS OF REFERENCE**

**BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY  
SERVICES FOR HEAD OFFICE CLUSTERS FOR A PERIOD OF 36 MONTHS**



## **SPECIFICATION/TERMS OF REFERENCE**

### **BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE CLUSTER FOR A PERIOD OF 36 MONTHS**

#### **1. Purpose of this bid**

The purpose of this bid is to invite service providers for **BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE CLUSTER FOR A PERIOD OF 36 MONTHS**

#### **2. Project Objectives**

The objective of this bid is to appoint a service provider to provide security services by safeguarding premises, including all assets and personnel for 24 hours a day.

#### **3. Scope of Work**

The successful bidder must render security services at the above-mentioned premises including the following categories but not limited to: -

- 3.1 Safeguard DPWI premises 24/7, including weekends and public holidays.
- 3.2 Conduct access and egress control.
- 3.3 Screening/scanning of personnel, goods and vehicles.
- 3.4 Protection services and general crime prevention measures.
- 3.5 Escorting of personnel and members of the public when required;
- 3.6 Conduct safety and security inspections inside and outside the DPWI building which includes regular patrols
- 3.7 Assets movement control and monitoring;
- 3.8 Assist during emergency situations.
- 3.9 Ensure searching of persons, vehicles and goods.
- 3.10 Develop and implement Work Plan, Contingency Plan.
- 3.11 Installation of patrolling systems (clock points when needed).

#### **4. Security Officers & Supervisors**

- 4.1 Security officers must be PSIRA registered with Grade C and a minimum of 2 years working experience in the Security Industry.
- 4.2 Supervisors must be PSIRA registered with Grade B and a minimum of 3 years working experience in the Security Industry.
- 4.3 Security officers and supervisors must be South African Citizens.
- 4.4 The successful bidder must ensure that officials employed by them are security cleared in respect of criminal offences.
- 4.5 Employed officials must be able to communicate in IsiXhosa language and English so as to prevent any language barriers.
- 4.6 Employed officials must possess good communication, reading and writing skills in English and isiXhosa.
- 4.7 Security officers must have sober habits and portray a professional attitude.
- 4.8 Supervisors (Grade B) must have valid driver's license (Minimum code 8/ EB).
- 4.9 Security officers must not be younger than 18 years of age.
- 4.10 Supervisors and security officers shall comply with the functions and duties as per the SLA.
- 4.11 Supervisors must reside, for the duration of the contract, in the relevant area where services must be rendered.
- 4.12 Service providers are encouraged to employ officers from the local municipality area where services are rendered.

#### **5. Shifts**

Working shifts will commence as follows:

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



**6. Equipment required**

The successful bidder shall ensure that security officers are equipped with the following service aids:

- 6.1 Company branded uniform;
- 6.2 ICASA approved two-way radios and base station / cell phones/PTT (Push To Talk) for communication.
- 6.3 Batons.
- 6.4 Flashlight or Torches.
- 6.5 Occurrence books.
- 6.6 Pocket Books and pens.
- 6.7 Hand cuffs.
- 6.8 Incident reports
- 6.9 Hand held metal detectors.
- 6.10 Pepper Spray.



## BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE CLUSTERS FOR A PERIOD OF 36 MONTHS

### **BID EVALUATION CRITERIA**

**This bid will be evaluated in three (3) phases:**

**Phase 1:** Administrative Compliance

**Phase 2:** Functionality

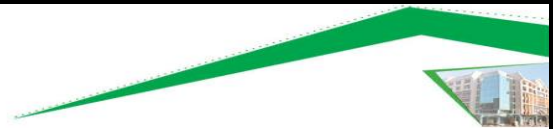
**Phase 3:** Bidders passing phase two above will thereafter be evaluated on PPPFA & PPR2022

### **A. PHASE ONE: ADMINISTRATIVE COMPLIANCE**

1. The purpose of this evaluation phase is to determine which bid responses are responsive to the minimum bid specifications and the minimum bid requirements. Bid proposals that do not meet the minimum bid specifications and or minimum bid requirements will be regarded as “non-responsive” and will not be considered for further evaluation.
2. Bidders’ proposals must meet the following minimum requirements and the required supporting documents (as required below) must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration.
  - (a) Bids must be submitted on the original documents and bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
  - (b) **The following declaration must be completed and signed (SBD4). 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, such interest must be disclosed on question 2.3.1 of SBD 4**
  - (c) The following Annexure must be completed: Annexure A - Resolution to Sign (if applicable)
  - (d) SBD 3.1- Pricing Schedule- Firm Prices – must be completed.
  - (e) The Form SBD1 “Part A” should be completed and “Part B” must be fully completed (date, signature, amount)
  - (f) If the Bid Sum (amount in words) as per SBD 1 is not completed, the bid will be eliminated.
  - (g) If the offer is “Vat Inclusive”, the VAT registration number of service provider must be indicated and if a service provider is not a VAT Vendor but include VAT in its prices, the successful service provider will be given 21 days to register as a VAT Vendor with SARS, after the issuing of an appointment letter. If a bidder is a VAT vendor/registered, the bidder is required to explicitly state the VAT amount. VAT vendors must include VAT at 15% in the bid offer(s).
  - (h) **Only one offer per bidder is allowed. Bidders are also not allowed to submit a bid whilst they are in agreement with other bidders in the form of joint venture or consortium.**
  - (i) Bidders must be a legal entity. In the event of a subcontractor or joint ventures or consortiums a signed agreement by all parties must be submitted with the bid. Also see notes to the “Authority to Sign”. Failure to submit a compliant agreement with the bid will automatically eliminate the bid for further consideration.
  - (j) Bidders must submit with the bid a **valid company registration certificate with the Private Security Industry Regulatory Authority (PSIRA). Only updated PSIRA certificates will be accepted. (Certificate must have an expiry date)**
  - (k) Bidders must submit a **valid letter of good standing for the company** from Private Security Industry Regulatory Authority (PSIRA). **(Letter of good standing must have an expiry date)**
  - (l) All the **directors of the company must submit with the bid a valid registration certificate with PSIRA. Grading of directors must be Grade A or B on the certificate. Only updated PSIRA certificates will be accepted. (Certificate must have an expiry date)**
  - (m) A certificate of registration with the **National Bargaining Council for the Private Security Sector (NBCPSS)** must be submitted with the bid.
  - (n) Bidders must submit a valid letter of good standing for the company from the **National Bargaining Council for the Private Security Sector (NBCPSS)** with the bid.



- (o) A bidder **must** submit, from the Department of Labour, a valid COIDA certificate. (Compensation of Occupational Injury and Diseases act)
- (p) Bidders must submit a valid certified letter of good standing issued by the Department of Labour (COIDA) with the bid.
- (q) A bidder **must** submit, from the Department of Labour, a valid certificate of compliance for UIF (Unemployment Insurance Fund).
- (r) Bidders must submit with the bid a certificate of compliance from Provident Fund.
- (s) Bidder's **must** include overhead costs provide for *inter alia* provide for, liability and other insurance, payroll and admin, control center, transport costs (vehicles, maintenance and fuel), fixed infrastructure, rates & taxes, registers, security aids, occupational health and safety compliance, management and supervision and statutory fees payable.
- (t) The bidder must complete **ANNEXURE F** and submit documentary proof to demonstrate financial stability in the form of:
  - ( i ) The latest current audited financial report/ statements signed by a reputable Auditor, and
  - ( ii ) Submit a Grade C bank rating letter from the financial institution.
- (u) Bidders must submit proof of valid Public Liability Insurance / letter of intent from reputable insurance company or broker of at least R 2 000,000.00 with the bid.
- (v) Bidders must have a minimum of two (2) branded company vehicles which are registered under the company or director's name and must also submit:
  - copies of valid vehicle license disc,
  - pictures of both vehicle of which the vehicle number plate is also visible.
  - Alternatively, bidders must submit a certified letter from reputable car rental company certifying that the required category and number of vehicles (sedan/LDV/Minibus) will be made available within five working days after the award and such vehicle will be branded as per requirements.
- (w) Bidders pricing per guard **must** be in accordance / in line with the attached pricing guide provided by the **NBCPSS. (Refer to attachment)**
- (x) The department reserves the right to conduct an in loco inspection in order to verify information submitted by the bidder/s. **Any information received which does not reflect the one provided on the bid document will render the bid null and void.**
- (y) Bidders will not be awarded more than one cluster unless the bidder is the only responsive bidder on this batch.



## Phase Two: Functionality

### Process of Functionality evaluation

1. The functionality criteria and maximum score in respect of each of the criteria are as follows:

Functionality criteria	Maximum Points Score
A. Company's Experience	15
B. Subcontracting	50
C. Locality	35
<b>Maximum possible score for Functionality</b>	<b>100</b>

2. For further evaluation, the minimum number of evaluation points to be scored for **Functionality** is **70 points**.
3. Only those bidders who achieved at least the minimum required number of functionality evaluation points (**70**) will be eligible to have their tenders further evaluated.

EVALUATION CRITERIA				
CRITERIA		SUB-CRITERIA	MAX SCORE	SOURCE OF EVIDENCE
A	<b>Experience</b> <ul style="list-style-type: none"> <li>The project must be within the last ten (10) years.</li> <li>The project must have a contract period of not less than 12 months.</li> <li>Bidders must use the testimonial template provided in the bid document or may use their formats covering the requirements as specified and must have a date stamp (<b>Annexure D</b>)</li> </ul>	<b>Work experience in provision of security services</b>  <b>Below 2 years</b> – 5 points <b>2 – 3 years</b> - 10 points <b>4 years and above</b> – 15 points	15	Written and signed contactable testimonial(s) of completed security projects clearly indicating duration of contract, contract start and end date, contract value and performance of the bidder. (Refer to Annexure D)  (NB! The testimonial letter must be in the Letter Head of the client)
B	<b>Subcontracting</b> <ul style="list-style-type: none"> <li>A subcontractor may only contract with one Main bidder in the district of choice in the province.</li> <li>Subcontractor is not allowed to contract with more than one bidder.</li> <li>Subcontractor must be registered with PSIRA and NBCPSS. Such registration certificates must be submitted with the bid and be attached</li> </ul>	The main bidder with a contract amounting to R30 million and above should subcontract a minimum of 30% of the contract value to ONLY one of the categories listed here under who are from the same district: ( <b>In other words, if the main contractor submitted a bid for BCM the subcontractor must also be from the same district</b> ) <ul style="list-style-type: none"> <li>Service provider from the district that is owned by black people whose company is a registered as a <b>Security Cooperative</b> on the CSD</li> <li>Service provider from the district that is owned by black people</li> </ul>	50	Submission of a Subcontract Agreement signed by both the Main Contractor and Subcontractor must be submitted with the bid. <b>The Agreement should at least cover the following:</b> <ul style="list-style-type: none"> <li>Scope of Work;</li> <li>Term and Termination;</li> <li>Compensation;</li> <li>Obligations – subcontractor</li> <li>Obligations – Main contractor</li> <li>Warranties and representations;</li> <li>Indemnification;</li> <li>Confidentiality;</li> </ul>



	to the subcontracting agreement.	<p>who are <b>Military Veterans</b>, and has a letter from the Department of <b>Military Veterans</b>, confirming that the Director or one of the Directors of the company is indeed on the database of the Department of Military Veterans.</p> <ul style="list-style-type: none"> <li>Service provider from the district that is owned by black people who are <b>Persons with disabilities</b> and has a letter from a registered Medical Practitioner confirming that the Director or one of the Directors of the company is indeed a person with a disability.</li> </ul>		<ul style="list-style-type: none"> <li>Dispute resolution, and</li> <li>Entire Agreement.</li> </ul>
C	Locality	The bidder must submit proof of physical address of the Service Provider's Operational Office in the Eastern Cape.	35	<p><b>Submit proof of:</b></p> <ul style="list-style-type: none"> <li>Valid/ current lease agreement, or a</li> <li>Municipal account, or an</li> <li>Electricity account not older than 3 months from the date of the closing of the bid.</li> </ul>
<b>Total</b>			<b>100</b>	

**NB!! Bidders will be eliminated if they do not submit required information as per the above bid conditions**

#### **BID EVALUATION**

**Phase Three:** Bidders passing phase two above will thereafter be evaluated on PPPFA and PPR 2022

#### **PHASE 3 (Three) EVALUATION ON NEW PPPFA and SPECIFIC GOALS (PPR 2022)**

**THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT WILL BE APPLIED AND THE 80/20 PREFERENCE POINTS SYSTEM WILL BE APPLICABLE**

**POINTS FOR PRICE 80 POINTS**  
**SPECIFIC GOALS 20 POINTS**  
**TOTAL POINTS 100 POINTS**

Please note:

- Bidders need to complete and sign SBD 6.1 to claim points for specific goals. Failure will lead in non-awarding of points for specific goals
- The Department intends to award this to the highest point scorer as whole, unless circumstances justifies otherwise
- When evaluating bids/quotations of joint ventures/consortia, preference points must be allocated proportionately for such bidders in terms of their attributes or qualification for the relevant specific goal that is being scored, subject to the joint venture/consortium submitting the relevant proof of substantiation of points claimed as stipulated in the bidding documents. The points scored for the specific goals must then be added to the points scored for price and rounded off to the nearest two decimal points." A JV/consortia agreement must be submitted with the bid to substantiate the calculations. Failure will also lead in non-awarding of points for specific goals.
- All information will be verified through CSD (where applicable)
- A Cipro certificate (CK) and certified ID copy/s must be attached as proof of ownership to claim points for specific goals
- SBD 6.1 is attached



**HO CLUSTER NINE**

No	Site Name	No of Security Officers day shift	No of Security Officers night shift	Psira Grade required	Area
1.	Amatola Sun	3	3	C	3
2.	DPWI Contact Centre	3	3	C	3
3.	Indwe Mall	3	3	C	3
4.	Furniture Stores	2	2	C	3
5.	ERF 5000	10	6	C	3
9.	Old FNB	3	3	C	3
9.	SUPERVISORS	1	1	B	3
	<b>Totals</b>	<b>25</b>	<b>21</b>		
		<b>46</b>			



### RISK ASSESSMENT

#### LIST OF EQUIPMENT AND VEHICLES AVAILABLE TO PERFORM WORK HEAD OFFICE CLUSTER 9

**PRIOR TO THE AWARD, THE SERVICE PROVIDER MUST MEET THE FOLLOWING REQUIREMENTS**

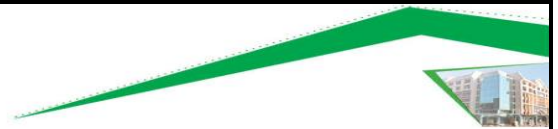
- Availability of 100% specified uniform for cold, warm and wet weather for the number of security guards specified is mandatory. (Refer to Section 22 of the NBCPSS Main Collective Agreement)
- Availability of 100% specified equipment and resources specified in the LIST OF EQUIPMENT AND RESOURCES TO PERFORM WORK is mandatory. (Refer to Section 22 of the NBCPSS Main Collective Agreement)
- **In an event where the sub-contractor has no equipment and resources the main contractor will have to provide.**

#### 1. Mandatory Information, Equipment & Resources required

Description	Main Contractor		Sub- contractor ( if available)	
Operational Office of service provider	Province & Municipality:		Province & Municipality:	
Equipment / resources	Quantity	Available Yes/ No	Quantity	Available Yes/ No
Base Radio				
Two-way radios / PTT and Cell phones				
Branded vehicles				
Branded vehicles – sub-contractor (if available).				
Computer(s)				
Telephones / Email Address				
Branded Uniform – Summer wear				
Branded Uniform – Cold /rainy weather				
Torches				
Batons				
Handcuffs				
Pepper Sprays				
Metal Detector				
Clocking points (if required)				

**NB! The resources for this bid must not be committed to any other contract which will run parallel with this bid or run parallel with any portion of this bid.**





**HEAD OFFICE : CLUSTER 9**

**YEAR ONE - 01 March 2025 until February 2026**

**BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE:  
CLUSTER 9 FOR A PERIOD OF 36 MONTHS**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED**

Name of bidder .....

Bid number: **SCMU5-25/26-0024**

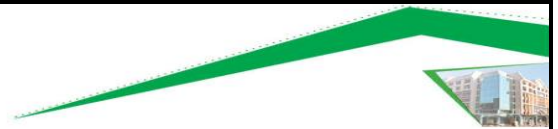
Closing Time **11H00**

Closing date:

**OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.**

No	Grades required	Shift	No of guards (A)	Cost per guard/month (B)	Total cost of officers per month (C) $A \times B = C$	Total Cost of All Officers (D) $C \times 12 \text{ months} = D$
1.	Grade C	Day	24	R	R	R
		Night	20	R	R	R
2.	Grade B	Day	1	R	R	R
		Night	1	R	R	R
3.	<b>TOTAL OF OFFICERS</b>		<b>46</b>	R	R	R
4.	SUB TOTAL 1: (TOTAL DIRECT COST)					R _____ per 12 months
5.	MARK – UP AND OVERHEADS IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads per month _____ % per month	Overheads per month x 12 months  R _____ for 12 months
6.	SUB TOTAL 2: TOTAL DIRECT COST PLUS OVERHEADS AND PROFITS					R _____ per 12 months
7.	CONTINGENCY AMOUNT					R 1 000 000.00
8.	SUB TOTAL 3: WITH CONTINGENCY AMOUNT					R
9.	VAT 15,5 %					R
10.	<b>GRAND TOTAL</b>					R

**Note: Night shift allowance should be omitted when calculating dayshift. (Refer to NBCPSS Illustrative pricing guide)**



**HEAD OFFICE: CLUSTER 9**

**YEAR TWO - 01 March 2026 until February 2027**

**BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE :  
CLUSTER 9 FOR A PERIOD OF 36 MONTHS**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED**

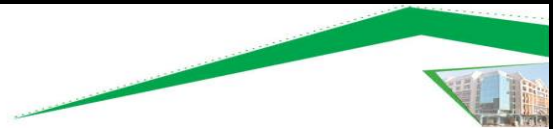
Name of bidder .....  
Closing Time **11H00**  
Closing date:

Bid number: **SCMU5-25/26-0024**

**OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.**

No	Grades required	Shift	No of guards (A)	Cost per guard/month (B)	Total cost of officers per month (C) $A \times B = C$	Total Cost of All Officers (D) $C \times 12 \text{ months} = D$
1.	Grade C	Day	24	R	R	R
		Night	20	R	R	R
2.	Grade B	Day	1	R	R	R
		Night	1	R	R	R
3.	<b>TOTAL OF OFFICERS</b>		<b>46</b>	<b>R</b>	<b>R</b>	<b>R</b>
4.	SUB TOTAL 1: (TOTAL DIRECT COST)					R _____ per 12 months
5.	MARK – UP AND OVERHEADS IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads per month _____ % per month	Overheads per month x 12 months  R _____ for 12 months
6.	SUB TOTAL 2: TOTAL DIRECT COST PLUS OVERHEADS AND PROFITS					R _____ per 12 months
7.	SUB TOTAL 3: WITHOUT CONTINGENCY AMOUNT					R
8.	VAT 15,5 %					R
9.	<b>GRAND TOTAL</b>					<b>R</b>

**Note: Night shift allowance should be omitted when calculating dayshift. (Refer to NBCPSS Illustrative pricing guide)**



**HEAD OFFICE : CLUSTER 9**

**YEAR THREE - 01 March 2027 until February 2028**

**BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE:  
CLUSTER 9 FOR A PERIOD OF 36 MONTHS**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED**

Name of bidder .....

Bid number: **SCMU5-25/26-0024**

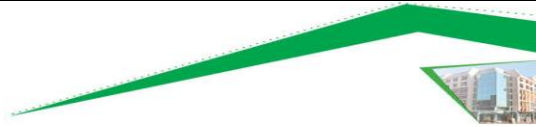
Closing Time **11H00**

Closing date:

**OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.**

No	Grades required	Shift	No of guards (A)	Cost per guard/month (B)	Total cost of officers per month (C) $A \times B = C$	Total Cost of All Officers (D) $C \times 12 \text{ months} = D$
1.	Grade C	Day	24	R	R	R
		Night	20	R	R	R
2.	Grade B	Day	1	R	R	R
		Night	1	R	R	R
3.	<b>TOTAL OF OFFICERS</b>		<b>46</b>	R	R	R
4.	SUB TOTAL 1: (TOTAL DIRECT COST)					R _____ per 12 months
5.	MARK – UP AND OVERHEADS IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads per month _____ % per month	Overheads per month x 12 months R _____ for 12 months
6.	SUB TOTAL 2: TOTAL DIRECT COST PLUS OVERHEADS AND PROFITS					R _____ per 12 months
7.	SUB TOTAL 3: WITHOUT CONTINGENCY AMOUNT					R
8.	VAT 15,5 %					R
9.	<b>GRAND TOTAL</b>					R

**Note: Night shift allowance should be omitted when calculating dayshift. (Refer to NBCPSS Illustrative pricing guide)**



**TOTAL PRICES FOR ALL CLUSTERS**

	DISTRICT & CLUSTER	TOTALS FOR YEAR ONE	TOTALS FOR YEAR TWO	TOTALS FOR YEAR THREE	GRAND TOTALS
1.	HEAD OFFICE CLUSTER 9				

NB! Totals must be carried over to the **Form of Offer** for each cluster



## ILLUSTRATIVE PRICING GUIDE

Effective as from 01 March 2025 until 28 February 2026

**PLEASE NOTE THAT THIS IS PURELY A GUIDE AND IS DISTRIBUTED WITHOUT PREJUDICE**

(Based on the average month, 12 hour shifts every day or night of such month at a site)

**AREA 1 & AREA 2 (URBAN)**

Description	Explanation	Grade			Calculations
		A	B	C/D/E	
<b>MONTHLY SALARY</b>	Clause 4(7)(b) of NBCPSS Main Agreement	R7 695.00 R36 9952	R7 118.00 R34 2212	R6 514.00 R31 3173	<b>PROMULGATED SALARY</b> Hourly equivalent wage (NOT FOR SALARY CALCULATION)
Ordinary time:	i) Primary Sec Officer a) *Relief Sec Officer	4 shifts per week (48 hrs) 2 shifts per week (24 hrs)	R7 695.00 R3 847.50	R6 514.00 R3 257.00	Monthly salary as per NBCPSS Main Agreement hr x 24 x 4.333
Sunday pay premium	4.333 weeks p/m @ X1.5	R2 885.63	R2 669.25	R2 442.75	12 x 4.333 x hr x 1.5 (Sunday rate)
Public holiday premium	1 shift p/m average	R443.94	R410.65	R375.81	hr x 12 (1 x portion already incl. in basic salary)
Security officer premium allowance	N/A	R0.00	R0.00	R0.00	Collapsed into basic salary
Leave provision	21 consecutive days leave	R665.91	R615.96	R563.71	(hr x 144 / 12 * 1.5 (reliever) (+ 3 extra days after 2 years)
Sick Leave	24 shifts per 3 year cycle	R443.94	R410.65	R375.81	(hr x 48 x 6 / 36 * 1.5 (reliever)
Study leave	6 days per annum	R332.96	R307.99	R281.86	((hr x 12 x 6) / 12) x 1.5 (reliever)
Family responsibility leave	5 days per annum	R277.46	R256.66	R234.88	((hr x 12 x 5) / 12) x 1.5 (reliever)
Night shift allowance	7 Rand, p/night shift worked	R212.92	R212.92	R212.92	(365 / 12) x 7 <b>OMIT IF FOR DAY SHIFT</b>
Long service bonus (5 years average)	R500 over 60 months	R12.50	R12.50	R12.50	Long service bonus / 60 x 1.5 (reliever)
Statutory annual bonus	Monthly salary	R961.88	R889.75	R814.25	Monthly salary / 12 x 1.5 (reliever)
<b>SUB TOTAL</b>		<b>R17 779.64</b>	<b>R16 463.35</b>	<b>R15 085.48</b>	<b>A</b>
UIF	1 % of remuneration	R178.26	R165.10	R151.32	(Total income: Primary + reliever) x 1%
Hospital cover	R172.50 Per month	R258.75	R258.75	R258.75	Including reliever
Provident fund	7.5 % of Fund Salary	R965.89	R800.78	R732.83	Fund Salary X 7.5% x 1.5 (reliever)
COVID/WCA	2.65 % of remuneration	R472.39	R437.51	R401.00	(Total income: Primary + reliever) x 2.65%
Bargaining Council Levy	7 Rand	R10.50	R10.50	R10.50	Including reliever
PSIRA "per SO" fee	4 Rand (average)	R6.00	R6.00	R6.00	Including reliever (variable according to company size)
Sets of uniform	R2 725.00 Rand p/p p.a	R340.63	R340.63	R340.63	(Rand value + reliever(50%) / 12
Training (Skills Development Levy)	1 % of remuneration (SDL)	R178.26	R165.10	R151.32	(Total income: Primary + reliever) x 1%
Cleaning Allowance	31 Rand p/m	R46.50	R46.50	R46.50	Allowance x 1.5 (reliever)
<b>TOTAL DIRECT COST</b>		<b>R20 136.61</b>	<b>R18 694.21</b>	<b>R17 184.32</b>	<b>B</b>
Share of overheads	40 % of direct cost	R8 054.65	R7 477.68	R6 873.73	B x 40% (Economy of Scale rule applies)
<b>TOTAL COST PER MONTH</b>		<b>R28 191.26</b>	<b>R26 171.90</b>	<b>R24 058.04</b>	<b>C</b>
		6.03%	6.50%	7.07%	

NOTE:

- Excludes profit and VAT
- Rates used are in terms of the Schedule to the Main Agreement of the National Bargaining Council for the Private Security Sector.
- This is an illustrative pricing guide and SASA will not be held responsible in respect of your reliance on the accuracy of the aforesaid information.
- Maternity benefits of 34% over a period of four months not included in the pricing structure.
- \*Relief Security officer\* is a permanent employee
- Share of overheads includes inter alia, liability and other insurance, payroll and admin, control centres, transport costs (vehicles, maintenance and fuel), fixed infrastructure, rates & taxes, registers, security aids, occupational health and safety compliance, management and supervision and statutory fees payable.
- PSIRA fees revised annually, as from April of each year, not yet finalised for the next year.

**AREA 1 & 2 COMPRISES**

Magisterial districts of Alberton, Bellville, Benoni, Botatburg, Bloemfontein, Brakpan, Camperdown, Chatsworth, Durban, East London, Germiston, Goodwood, Inanda, Johannesburg, Kemplon Park, Kimberley, Klerksdorp, Krugersdorp, Kofferskier, Mitchell's Plain, Nigel, Oberholzer, Paarl, Plettenbergburg, Pinetown, Port Elizabeth, Pretoria, Randburg, Randfontein, Roodepoort, Sasolburg, Simon's Town, Somerset West, Springs, Stellenbosch, Strand, The Cape, Uitenhage, Vanderbijlpark, Vereeniging, Westonaria, Wonderboom and Wynburg.

**AREA 3 COMPRISES**

All other magisterial districts.

Page 3



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(Based on the average month, 12 hour shifts every day or night of such month at a site)

### AREA 3 (RURAL)

Description	Explanation	Grade			Calculations
		A	B	C/D/E	
<b>MONTHLY SALARY</b>	Clause 4(7)(b) of NBCPSS Main Agreement	<b>R6 672.00</b>	<b>R6 256.00</b>	<b>R6 256.00</b>	<b>PROMULGATED</b> monthly salary
		R32.0769	R30.0769	R30.0769	Hourly equivalent wage (NOT FOR SALARY CALCULATION)
<b>Ordinary time:</b>	i) Primary Soc Officer ii) *Relief Sec Officer	R6 672.00	R6 256.00	R6 256.00	Monthly salary as per NBCPSS Main Agreement
Sunday pay premium	4 shifts per week (48 hrs)	R3 336.00	R3 128.00	R3 128.00	hr x 24 x 4.333
Public holiday premium	2 shifts per week (24 hrs)	R2 501.81	R2 345.82	R2 345.82	12 x 4.333 x hr x 1.5 (Sunday rate)
Security officer premium allowance	4.333 weeks p/m @ X1.5	R384.92	R360.92	R360.92	hr x 12 (1x portion already incl. in basic)
Leave provision	1 shift p/m average	N/A	R0.00	R0.00	Collapsed into basic salary
Sick Leave	21 consecutive days leave	R577.38	R541.38	R541.38	(hr x 144 / 12 * 1.5 (reliever) (* 3 extra days after 2 years)
Study leave	24 shifts per 3 year cycle	R384.92	R360.92	R360.92	(hr x 48 x 6 / 36 * 1.5 (reliever)
Family responsibility leave	8 days per annum	R288.69	R270.69	R270.69	((hr x 12 x 6) / 12) x 1.5 (reliever)
Night shift allowance	5 days per annum	R240.58	R225.58	R225.58	((hr x 12 x 5) / 12) x 1.5 (reliever)
Long service bonus (5 years average)	7 Rand, p/night shift worked	R212.92	R212.92	R212.92	(365 / 12) x 7 <b>OMIT IF FOR DAY SHIFT</b>
Statutory annual bonus	R500 over 60 months	R12.50	R12.50	R12.50	Long service bonus / 60 x 1.5 (reliever)
	Monthly salary	R634.00	R782.00	R782.00	Monthly salary / 12 x 1.5 (reliever)
<b>SUB TOTAL</b>		<b>R15 445.72</b>	<b>R14 496.74</b>	<b>R14 496.74</b>	<b>A</b>
UIF	1 % of remuneration	R154.92	R145.43	R145.43	(Total income: Primary + reliever) x 1%
Hospital cover	R172.50 Per month	R258.75	R258.75	R258.75	Including reliever
Provident fund	7.5 % of Fund Salary	R750.60	R703.80	R703.80	Fund Salary X 7.5% x 1.5 (reliever)
COID/WCA	2.65 % of remuneration	R410.54	R385.40	R385.40	(Total income: Primary + reliever) x 2.65%
Bargaining Council Levy	7 Rand	R10.50	R10.50	R10.50	Including reliever
PSIRA "per SQ" fee	4 Rand (average)	R6.00	R6.00	R6.00	Including reliever (variable according to company size)
Sets of uniform	R2 725.00 Rand p/p p.a	R340.63	R340.63	R340.63	(Rand value + reliever(50%) / 12
Training (Skills Development Levy)	1 % of remuneration (SDL)	R154.92	R145.43	R145.43	(Total income: Primary + reliever) x 1%
Cleaning Allowance	31 Rand p/m	R46.50	R46.50	R46.50	Allowance x 1.5 (reliever)
<b>TOTAL DIRECT COST</b>		<b>R17 579.09</b>	<b>R16 539.17</b>	<b>R16 539.17</b>	<b>B</b>
Share of overheads	40 % of direct cost	R7 031.63	R6 615.67	R6 615.67	B x 40% (Economy of scale rule)
<b>TOTAL COST PER MONTH</b>		<b>R24 610.72</b>	<b>R23 154.84</b>	<b>R23 154.84</b>	<b>C</b>
		6.63%	7.05%	7.05%	

NOTE:

- Excludes profit and VAT
- Rates used are in terms of the Schedule to the Main Agreement of the National Bargaining Council for the Private Security Sector.
- This is an illustrative pricing guide and NBCPSS will not be held responsible in respect of your reliance on the accuracy of the aforesaid information.
- Maternity benefits of 34% over a period of four months not included in the pricing structure.
- \*Relief Security officer is a permanent employee
- 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, occupational health and safety compliance, management and supervision and statutory fees payable.
- PSIRA fees revised annually, as from April of each year, not yet finalised for the next year.

#### AREA 1 & 2 COMPRISES

Magisterial districts of Alberton, Bellville, Benoni, Boksburg, Bloemfontein, Brakpan, Camperdown, Chatsworth, Durban, East London, Germiston, Goodwood, Inanda, Johannesburg, Kempton Park, Kimberley, Klerksdorp, Krugersdorp, Kullerivier, Mitchell's Plain, Nigel, Oberholzer, Paarl, Plettenburg, Pinetown, Port Elizabeth, Pretoria, Randburg, Randfontein, Rodepoort, Sasolburg, Smeets Town, Somerset West, Springs, Stellenbosch, Strand, The Cape, Uitenhage, Vanderbijlpark, Vereeniging, Westonaria, Wonderboom and Wynberg.

#### AREA 3 COMPRISES

All other magisterial districts.





## ILLUSTRATIVE PRICING GUIDE

Effective as from 01 March 2026 until 28 February 2027

**PLEASE NOTE THAT THIS IS PURELY A GUIDE AND IS DISTRIBUTED WITHOUT PREJUDICE**

(Based on the average month, 12 hour shifts every day or night of such month at a site)

**AREA 1 & AREA 2 (URBAN)**

Description	Explanation	Grade			Calculations
		A	B	C/D/E	
<b>MONTHLY SALARY</b>	Clause 4(7)(b) of NBCPSS Main Agreement	<b>R8 184.00</b>	<b>R7 607.00</b>	<b>R7 003.00</b>	<b>PROMULGATED SALARY</b>
Ordinary time:	i) Primary Sec Officer ii) *Relief Sec Officer	R39 346.2	R36 572.1	R33 668.3	Hourly equivalent wage (NOT FOR SALARY CALCULATION)
Sunday pay premium	4 shifts per week (48 hrs) 2 shifts per week (24 hrs)	R8 184.00 R4 092.00	R7 607.00 R3 803.50	R7 003.00 R3 501.50	Monthly salary as per NBCPSS Main Agreement hr x 24 x 4.333
Public holiday premium	4.333 weeks p/m @ X1.5	R3 069.00	R2 852.63	R2 626.13	12 x 4.333 x hr x 1.5 (Sunday rate)
Security officer premium allowance	1 shift p/m average	R472.15	R438.87	R404.02	hr x 12 (1 x portion already incl. in basic salary)
Leave provision	N/A	R0.00	R0.00	R0.00	Collapsed into basic salary
Sick Leave	21 consecutive days leave	R708.23	R658.30	R606.03	(hr x 144 / 12 * 1.5 (reliever) (+ 3 extra days after 2 years))
Study leave	24 shifts per 3 year cycle	R472.15	R438.87	R404.02	(hr x 48 x 6 / 36 * 1.5 (reliever)
Family responsibility leave	6 days per annum	R354.12	R329.15	R303.01	((hr x 12 x 6) / 12) x 1.5 (reliever)
Night shift allowance	5 days per annum	R295.10	R274.29	R252.51	((hr x 12 x 5) / 12) x 1.5 (reliever)
Long service bonus (5 years average)	8 Rand, p/night shift worked	R243.33	R243.33	R243.33	(365 / 12) x 8 <b>OMIT IF FOR DAY SHIFT</b>
Statutory annual bonus	R500 over 60 months	R12.50	R12.50	R12.50	Long service bonus / 60 x 1.5 (reliever)
	Monthly salary	R1 023.00	R950.88	R875.38	Monthly salary / 12 x 1.5 (reliever)
<b>SUB TOTAL</b>		<b>R18 925.58</b>	<b>R17 609.30</b>	<b>R16 231.43</b>	<b>A</b>
UIF	1 % of remuneration	R189.74	R176.57	R162.79	(Total income: Primary + reliever) x 1%
Hospital cover	R172.50 Per month	R258.75	R258.75	R258.75	Including reliever
Provident fund	7.5 % of Fund Salary	R920.70	R855.79	R787.84	Fund Salary X 7.5% x 1.5 (reliever)
COID/WCA	2.65 % of remuneration	R502.80	R467.92	R431.40	(Total income: Primary + reliever) x 2.65%
Bargaining Council Levy	7 Rand	R10.50	R10.50	R10.50	Including reliever
PSIRA "per SO" fee	4 Rand (average)	R6.00	R6.00	R6.00	Including reliever (variable according to company size)
Sets of uniform	R3 000.00 Rand p/p p.a	R375.00	R375.00	R375.00	(Rand value + reliever(50%)) / 12
Training (Skills Development Levy)	1 % of remuneration (SDL)	R189.74	R176.57	R162.79	(Total income: Primary + reliever) x 1%
Cleaning Allowance	32 Rand p/m	R48.00	R48.00	R48.00	Allowance x 1.5 (reliever)
<b>TOTAL DIRECT COST</b>		<b>R21 426.80</b>	<b>R19 984.40</b>	<b>R18 474.51</b>	<b>B</b>
Share of overheads	40 % of direct cost	R8 570.72	R7 993.76	R7 389.80	B x 40% (Economy of Scale rule applies)
<b>TOTAL COST PER MONTH</b>		<b>R29 997.53</b>	<b>R27 978.17</b>	<b>R25 864.31</b>	<b>C</b>
		6.41%	6.90%	7.51%	

NOTE:

- Excludes profit and VAT
- Rates used are in terms of the Schedule to the Main Agreement of the National Bargaining Council for the Private Security Sector.
- This is an illustrative pricing guide and SASA will not be held responsible in respect of your reliance on the accuracy of the aforesaid information.
- Maternity benefits of 34% over a period of four months not included in the pricing structure.
- \*Relief Security officer\* is a permanent employee
- 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, occupational health and safety compliance, management and supervision and statutory fees payable.
- PSIRA fees revised annually, as from April of each year, not yet finalised for the next year.

### AREA 1 & 2 COMPRISES

Magisterial districts of Alberton, Bellville, Benoni, Boksburg, Bloemfontein, Brakpan, Camperdown, Chatsworth, Durban, East London, Germiston, Goodwood, Inanda, Johannesburg, Kempton Park, Kimberley, Klerksdorp, Krugersdorp, Kullshier, Mitchell's Plain, Nigel, Oberholzer, Paarl, Platamertzberg, Pinetown, Port Elizabeth, Pretoria, Randburg, Randfontein, Roodepoort, Sasolburg, Simon's Town, Somerset West, Springs, Stellenbosch, Strand, The Cape, Uitenhage, Vanderbijlpark, Vereeniging, Westonaria, Wonderboom and Wynberg.

### AREA 3 COMPRISES

All other magisterial districts.



## **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**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The lowest 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>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### **2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive



tendering process or any other method envisaged in legislation;

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

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

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

Where

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

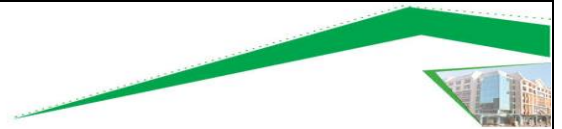


#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**  
**(Note to organs of state: Where 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)
<b>Historically Disadvantaged Individual: -</b>			
	(a) 100% black ownership	10	
	(b) 51% to 99% black ownership	4	
	(c) Less than 51% black ownership	0	
<b>Black youth ownership: -</b>			
	(a) 100% black youth ownership	5	
	(b) 30% to 99% black youth ownership	2	
	(c) Less than 30% black youth ownership	0	
<b>Black women ownership: -</b>			
	(a) 100% black women ownership	5	
	(b) 30% to 99% black women ownership	2	
	(c) Less than 30% black women ownership	0	



#### 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:** .....

.....





## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

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

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

### **2. Bidder's declaration**

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

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

Full Name	Identity Number	Name of State institution

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

<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.





## YES/NO

2.3.1 If so, furnish particulars:

.....  
.....

## 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 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.
- 3.7 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.

---

<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.



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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

Name of bidder



**ANNEXURE A**

**RESOLUTION FOR SIGNATORY**

(See also "Special Conditions of Bid")

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form.

An example is given below:

"By resolution of the board of directors passed at a meeting held on \_\_\_\_\_

Mr/Ms \_\_\_\_\_, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for

**Bid Number: SCMU5-25/26-0024**

and any Contract which may arise there from on behalf of (Block Capitals) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_

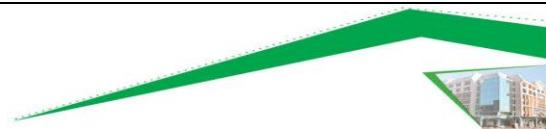
IN HIS/HER CAPACITY AS: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF SIGNATORY: \_\_\_\_\_

WITNESSES:

1. \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



**ANNEXURE B**

**DETAILS OF TENDERERS NEAREST OFFICE TO DEPARTMENT OF PUBLIC  
WORKS EASTERN CAPE**

1. Physical address of tenderer:

---

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---

1 Telephone No of nearest office: \_\_\_\_\_

3 Time period for which such office has been used by tenderer: \_\_\_\_\_

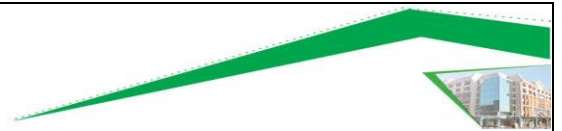
.....  
**SIGNATURE OF (ON BEHALF OF) TENDERER**

.....  
**NAME IN CAPITALS**

In the presence of:

1. ....

2. ....



## ANNEXURE C

### SCHEDULE OF PROPOSED SUB-CONTRACTORS

Project Title:	<b>BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR HEAD OFFICE CLUSTERS FOR A PERIOD OF 36 MONTHS</b>
Contract Number	<b>SCMU5-25/26-0024</b>

We notify you that it is our intention to employ the following subcontractors for work in this contract. If we are awarded a contract, we agree that this motivation does not change the requirement for us to submit the names of proposed Subcontractors in accordance with the requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor (s)	Nature and extend of Work	Previous experience with Sub-contractor	Estimated R-value of sub-contract works	Sub-contracting % based on R-Value of total Bid price
1				R .....	_____ %
2				R .....	_____ %
3				R .....	_____ %
4				R .....	_____ %
5				R .....	_____ %
TOTAL R- VALUE AND PERCENTAGE OF WORK OF SUB-CONTRACTORS				R .....	_____ %

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of bidder)

Name \_\_\_\_\_ Position \_\_\_\_\_  
(Name of authorised signature) (Position of authorised signature)

Name of Bidder  
\_\_\_\_\_



## ANNEXURE D

### TESTIMONIAL TEMPLATE

This format is provided as a guideline for the compilation of the testimonials only.  
**NB! Bidders testimonial letters must be in the clients letter head.**

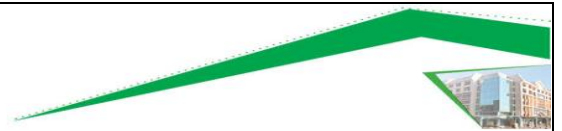
Testimonial for *(name of bidder)* \_\_\_\_\_

For bid number \_\_\_\_\_

*To be completed by client on behalf of the bidder*

1. Client name	_____
2. Project description <i>(completed contract)</i>	_____ _____ _____
3. Contract start date	_____
4. Contract end date	_____
5. Contract duration	_____
6. Contract amount	_____
7. Client contact number	_____
8. Client physical address	_____ _____ _____
9. Client e-mail address	_____
10. Performance of the Client (Bidder)	
Was the work done satisfactory -	<input type="checkbox"/> (please tick) Not satisfactory <input type="checkbox"/>
<u>Comments/ remarks</u>	_____ _____ _____ _____
11. Client signature	_____
12. Date of testimonial	_____





## ANNEXURE E

### Financial Particulars

This schedule must be completed by the bidder and submitted together with the bid. **Documentary proof confirming availability of financial resources to execute the contract from the bidder's financial institution and Audited Financial Statements must be submitted with the bid.** If this requirement is not complied with in full the bid may be considered invalid.

Nature of Service: \_\_\_\_\_

Name of the bidder: \_\_\_\_\_

Bid Number: \_\_\_\_\_

	<p><b><u>FINANCIAL POSITION OF BIDDER</u></b></p> <p>I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the DPWI permission to contact the financial institution below to confirm the information provided.</p> <p>In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favourably consider such application in the event that the bidder is successful, will also satisfy the Department.</p>
<b>NAME OF FINANCIAL INSTITUTION</b>	
<b>ADDRESS</b>	
<b>TEL.NO AND EMAIL ADDRESS</b>	
<b>CONTACT PERSON</b>	

.....  
**SIGNATURE OF (ON BEHALF OF) BIDDER**

.....  
**NAME IN CAPITALS**

**In the presence of:**

Initial and Surname: \_\_\_\_\_ Signature: \_\_\_\_\_



## **GENERAL CONDITIONS OF CONTRACT**

### **A. TABLE OF CLAUSES**

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## **GENERAL CONDITIONS OF CONTRACT**

### **1. Definitions**

The following terms shall be interpreted as indicated:

- 1.1 **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 **"Contract"** means the written agreement entered into between the purchaser and the provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 **"Contract price"** means the price payable to the provider under the contract for the full and proper performance of his contractual obligations.



- 1.4 **“Corrupt practice”** means the offering, giving, receiving, or soliciting of any thing of the value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **“Countervailing duties”** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 **“Country of origin”** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 **“Day”** means calendar day.
- 1.8 **“Delivery”** means delivery in compliance of the conditions of the contract or order.
- 1.9 **“Delivery ex stock”** means immediate delivery directly from stock actually on hand.
- 1.10 **“Delivery into consignees store or to his site”** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 **“Dumping”** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 **“Force majeure”** means an event beyond the control of the provider and not involving the provider’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 **“GCC”** means the General Conditions of Contract.
- 1.15 **“Goods”** means all of the equipment, machinery, and/or other materials that the provider is required to supply to the purchaser under the contract.
- 1.16 **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.



- 1.17 **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.21 **“Purchaser”** means the organization purchasing the goods.
- 1.22 **“Republic”** means the Republic of South Africa.
- 1.23 **“SCC”** means the Special Conditions of Contract.
- 1.24 **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.
- 1.25 **“Written”** or **“in writing”** means hand-written in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

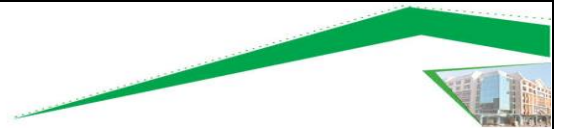
## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and in the institution's website.

## **4. Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection**



- 5.1 The provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.
- 5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

- 6.1 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.
- 6.2 When a provider developed documentation/projects for the department or PROVINCIAL entity, the intellectual, copy and patent rights or ownership or such documents or projects will vest in the department or PROVINCIAL entity.

## **7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the success bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the provider's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque.



- 7.4 The performance security will be discharged by the purchaser and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clause 8.2 & 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packaging**

- 9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and





open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packaging, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

- 10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the provider in accordance with the terms specified in the contract.

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

- 13.1 The provider may be required to provide any or all of the following services, including additional services, if any:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the provider of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

**14. Spare parts**



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

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

## **15. Warranty**

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

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

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

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

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

## **16. Payment**

**16.1** The method and conditions of payment to be made to the provider under this contract shall be specified

**16.2** The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.



- 16.3** Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the provider.
- 16.4** Payment will be made in Rand unless otherwise stipulated.
- 17. Prices**
- 17.1** Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.
- 18. Increase/decrease of quantities**
- 18.1** In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.
- 19. Contract amendments**
- 19.1** No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 20. Assignment**
- 20.1** The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 21. Subcontracts**
- 21.1** The provider shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.
- 22. Delays in the provider's performance**
- 22.1** Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.
- 22.2** If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 22.3** The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.
- 22.4** Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.



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

**23. Penalties**

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

**24. Termination for Default**

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

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

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

**25. Anti-Dumping And Counter-Vailing Duties And Rights**

- 25.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

**26. Force Majeure**

- 26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the



extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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

**27. Termination for Insolvency**

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

**28. Settlement of Disputes**

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

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

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

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

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

**29. Limitation of Liability**

- 29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and / or damages to the purchaser; and
- (b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**30. Governing Language**

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



**31. Applicable Law**

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

**32. Notices**

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

**33. TAXES AND DUTIES**

- 33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.
- 33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

**34. Transfer of Contracts**

- 34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.

**35. Amendment of Contracts**

- 35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.