
MINUTES & DECISIONS – SUPPLY CHAIN MANAGEMENT: TENDER ADMINISTRATION**Tender Number: DID 03/08/2026****Service: Appointment of Service Providers for The Provision Security (Guarding) Services at Various Sites of the Gauteng Department of Infrastructure Development and Property Management for A Period of Thirty-Six (36) Months.****Date: 24 August 2026: Time: 10:00AM, Closing date: 11 September 2026 @11H00 AM****SECTION A: PROCEDURAL MATTERS****A.1 Attendance and Apologies**

Officials	Designation	Apologies
Mr. Frank Moliya and Mr. Vusi Mthembu	Project Managers	None
Mr. Siyabonga Khumalo	SCM Representative	None
Ms. Puleng Mokitimi	SCM Representative	None
Ms. Lucia Mudau	SCM Representative	None
Ms. Millicent Chauke	SCM Representative	None
Ms. Matlakala Mmono	SCM Representative	None
Ms. Akhona Mlotywa	SCM Representative	None
Mr. Ayanda Nkomo	SCM Representative	None

- The briefing session was compulsory.

A.3 PURPOSE OF THE MEETING

- To provide a background and scope of the tender and outline the requirements that bidders must comply with.

A.3.1 SCM COMPLIANCE, MANDATORY, FUNCTIONALITY AND ADMINISTRATIVE REQUIREMENTS

This tender was advertised on the 14 August 2026 on Government E-Tender portal

The closing date is 11 September 2026@11h00am, late tenders will not be considered and will be returned unopened.

Tender Documents are only available on <https://www.e-tenders.gauteng.gov.za> or <https://e-tenders.gov.za>

Bid documents must be downloaded and printed at bidder's cost.

SCM representative:

Ms. Puleng Mokitimi indicated all the applicable mandatory, administrative, and functionality requirements which bidders must comply with.

Meeting started @ 10:00am (1st session)

@ 12:00pm (2nd session)

IMPORTANT ADMINISTRATIVE REQUIREMENTS:

AN ONLINE COMPULSORY BRIEFING MEETING
(LINK

Please note the following important administrative requirements: DATE: 24 August 2026 LINK
SESSION 1 – 24 August 2026 – TIME 10:00AM – 11:30AM

<https://events.teams.microsoft.com/event/e5df2be1-bac6-401c-bf49-e1d98f7239cf@003f7489-c006-4532-90f3-d1feadc0d1af>

LINK SESSION 2 – 24 August 2026 – TIME
12:00PM – 13:30PM

<https://events.teams.microsoft.com/event/0160a6e4-0773-44e6-b015-450bd975d26a@003f7489-c006-4532-90f3-d1feadc0d1af>

- Bidders are required to register on either of the 2 links specified above before they get into the meeting which will be held as per the date specified above.
- After registration, they will receive a link that they will use to attend the meeting.
- The registered bidders will form a list that will be used for purposes of compulsory briefing compliance.
- Bidders are therefore requested to ensure that they complete the registration form.
- No bidder will be able to attend the meeting without registration.
- If you get to the meeting through the lobby and other means which don't require registration, your details will not appear on the registration list, and therefore, you will be disqualified.

- Only 1000 bidders will be allowed per session, meaning when the session reaches the limit of 1000, it will no longer accept bidders.
- The bidders who did not join the first (1st) session must join the second (2nd) session. Bidders should visit the eTender Portal regularly for updates, addenda, or responses to queries.

MANDATORY/COMPULSORY ADMINISTRATIVE REQUIREMENTS:

Failure to submit/meet or comply with the following requirements constitutes automatic disqualification of tender offer. (In case of JV or consortium all participating parties must submit or comply with the stated requirement)

Submission of a fully completed and signed SBD forms (SBD1, SBD3.1 and SBD 4).

Submission of a Valid copy of company registration certificate with Private Security Industry Regulatory Authority (PSIRA) in the name of a bidder.

Submission of signed Joint Venture agreement or consortia agreement in case of Joint Venture or consortium and the agreement must be signed by all participating parties and clearly specify the percentage of revenue allocated to each party, as well as the respective portions of work each party will undertake.

Submission of valid COIDA certificates or Letter of good standing, in case of a Joint venture or consortium all parties must submit valid COIDA certificate or letter of good standing.

Bidders whose business status is marked as "deregistered", or "in deregistration process", " final deregistration" at the time of evaluation will be disqualified.

Submission of a valid PSIRA letter of good standing in the name of a bidder (in case of a JV or a consortium all parties must submit their PSIRA letter of good standing) NB! This letter should not be older than three (3) months from the closing date of the tender.

Submission of a valid copy of Grade A PSIRA certificate/s for all directors / members / shareholders / owners of the company. NB! Any PSIRA certificate other than grade A will be disqualified.

Submission of a valid and latest police clearance certificate for all directors/ members/ shareholders / owners of the company

Submission of a valid proof of company liability insurance confirmation cover (a Valid Public liability confirmation cover) not less than Five million Rand in the name of a bidder.

Submission of a certified copy of valid Private Security Sector Provident Fund (PSSPF) certificate, certification should not be older than six (6) months from the closing date of this bid.

Submission of a fully completed and signed job creation form.

Submission of a fully completed and signed integrity pact for business.

Submission of disclosure letter signed by an authorized person stating whether the company was terminated or not, and the reasons for termination if terminated in the past 5 years. (false declaration in case of award will result in termination of contract, penalties charges, recovery of money paid and listing of a company and its directors to National Treasury list of defaulters and restricted suppliers)

Attendance of an online compulsory briefing meeting (link is provided, please check page 3). Note: Failure to attend the compulsory briefing meeting will result in a disqualification.

OTHER ADMINISTRATIVE REQUIREMENTS

Submission of Proof of Registration with CSD (CSD report or CSD MAAA number). (in case of a JV each partner must submit).

Submission of a Valid Tax Compliance Status PIN that will grant third-party access to the bidder's Tax Compliance Status. (in case of a JV or a consortium each partner must submit a separate tax compliance status, tax).

Submission of recently issued company registration documents (CIPC registration documents issued not older than 3 months

submission of certified ID copies for Directors / shareholders / members / owners. Certification should not be older than 6 months

Submission of completed and signed SBD6.1 for preference (specific goals) points claimed and the supporting documents to substantiate preference (specific goals) points claimed.

Functionality – Paper Based		
Maximum Functionality:	80 POINTS	
Minimum Functionality:	65 POINTS	
Functionality will be scored out of 80 points. Bidders must score a minimum of 65 points	Company experience	30 points
	Key staff	20 points
	Current Security staff complement based on Psira letter of good standing	20 points
	Dog Handling	10 points
	Minimum Threshold	65 Points
	Total Points	80 Points

SITE VISIT EVALUATION (DUE DILIGENCE)

OFFICE SPACE WITH CONTROL ROOM WITHIN GAUTENG PROVINCE. NB! A bidder without an operational/ satellite office within Gauteng Province will be automatically scored zero points.	7 Points
SECURITY AIDS	3 Points
SECURITY UNIFORM	5 Points
COMPANY BRANDED CARS	5 Points

PRICE AND PREFERENCE (SPECIFIC GOALS) EVALUATION CRITERIA

The evaluation of bids shall be based on the 90/10 or 80/20 preference points system in line with PPPFA regulation.

Price points	80/90
Preferential points (specific goals)	20/10
Total	100 points

Specific Goals preference points will only apply to bidders who are at least 51% black owned. Bidders	Mandatory documents to substantiate points Claimed. (See note below for required documentation)	Points allocation for sub-criteria	Total Points
	Women	2/1 Points	10/20 Points
	Youth	2/1 Points	
	People with Disabilities (PwD) See below for additional requirements for this category	5 /2.5 Points	
	Military veterans See below for additional requirements for this category	6/3 Points	

Will be scored up to a maximum of 20/10 HDI points.	Townships, Rural or Underdeveloped Areas See below for additional requirements for this category	5/2.5 Points	
Beneficial Ownership Declaration: A formal declaration detailing the beneficial owners of the company, including their demographic information (e.g., race, gender, age) to confirm HDI status. Certified Copies of Identification Documents: For all individuals listed as beneficial owners, provide certified copies of their identification documents to verify their identity and demographic details. Company Registration Documents: Depending on the company type, this may include the Memorandum of Incorporation, Founding Statement, or Partnership Agreement, as outlined above. Shareholders' Certificates or Members' Interest Certificates: Documents evidencing the ownership percentages held by each shareholder or member. B-BBEE Certificate or Affidavit: A valid Broad-Based Black Economic Empowerment certificate or sworn affidavit confirming the company's B-BBEE status and ownership structure. People with Disabilities (PwD) Bidders to provide a confirmation letter or certificate from medical practitioner stating the permanent disability for the owner/ director / member shareholder of the company. Military veterans Bidders to provide a confirmation letter with a force number from department of military veterans stating the membership of the owner/ director / member shareholder of the company. Townships, Rural or Underdeveloped Areas Townships, Rural or Underdeveloped Areas the address on CIPC company registration documents will be utilized to determine the allocation of points			
Total Points for Specific Goals		10/20 Points	
Possible Objective criteria:	Work Spread Principle to Mitigate Concentration Risk To mitigate concentration risk, ensure continuity of service, and promote fair distribution of work, the Department will apply the Work Spread Principle in accordance with Section 2(1)(f) of the Public Procurement and Preferential Framework Act (PPPFA), 2000, as follows: 1. Maximum Cluster Allocation: No single service provider shall be awarded more than two (2) clusters. 2. Allocation in Case of Multiple High Scores: If a service provider ranks highest in more than two clusters, they shall be allocated only the two clusters in which they achieved the highest comparative scores. The remaining clusters shall be awarded to the next highest-ranked responsive bidders.		

3. Price Matching Requirement: Bidders ranked below the highest scorer must either match the highest-scoring bidder's price or accept a market-related price to qualify for allocation.

4. Forfeiture for Non-Compliance: Bidders who fail to meet the price requirement will forfeit the allocation, which will then be offered to the next eligible bidder.

5. Handling of Unallocated Clusters: In the event of unallocated cluster(s) due to a limited number of responsive bidders, or where all responsive bidders have already been allocated the maximum of two (2) clusters, the Department reserves the right to redistribute the remaining clusters.

Redistribution will first be offered to the highest-scoring bidder, provided that:

- All responsive bidders have already received their initial allocations, and
- The Department is satisfied that awarding additional clusters will not create a concentration risk or compromise service delivery.

The service provider has more staff complement or other based on the letter of good standing which will be verified with labour department.

A.3.4 COMPULSORY SUB-CONTRACTING

None

COMMENTS / QUESTIONS / INPUTS

None

A.3.5 LOCAL PRODUCTION AND CONTENT

None

COMMENTS / QUESTIONS / INPUTS

None

A.3.6 SCOPE OF WORK

Scope of work on tender document

COMMENTS / QUESTIONS / INPUTS

Question 1: On mandatory, If the company has 2 directors, 1 in grade A and the other in grade B, how do you work that one out? On what ground is the department requesting Grade A? Are we able to submit a competency statement issued by PSIRA confirming that our director is registered as grade A, while we are still waiting to obtain the original grade A certificate?

Answer: All directors, shareholders and owners of the company must have a valid Psira Grade A certificate. Department has its own discretion to decide on the requirement of Grade A, and we need qualified people who will be able to meet our needs in terms of service delivery.

Question 2: Can you specify exactly what documents you want on insurance; do you want proof of cover or what exactly do you expect to be submitted?

Answer: The document said you must submit a confirmation cover, not a full policy document.

Question 3: When we don't have a functioning control room in a province, we would usually supply a letter of intent to open an office on a ward within two months. We want to know if this would apply for this bid?

Answer: At the time of evaluation, where we need to visit your site, you must have at least established a satellite office in Gauteng because that's where the evaluation of the control room will be done. We'll score points based on that. If you don't have a satellite office in Gauteng, no points will be allocated.

Question 4: We noticed that when we're printing out the documents, I'm not sure if it's the margins that we use, it's going further out the page. And so, when you're printing it out, it cut out the important information, is it ok to print it like that?

Answer: if there are other service providers affected by the same issue, let us be notified and then we'll forward the document to them.

Question 5: On Registration documents, do we have to print CIPC and CSD?

Answer: You must print CSD and CIPC not older than 3 months.

Question 6: If I have applied for a police clearance and by the time of closing date, I have not received the results, can I submit application? Do you want police clearance from SAPS, POSTNET or a third party?

Answer: No, you must submit police clearance. We want Police Clearance from SAPS.

Question 7: What is the Police clearance validity, is it 3 months or 6 months?

Answer: It must not be older than 6 months

Question 8: On company experience; Can we submit references of current and completed projects or is it strictly completed projects?

Answer: Completed projects

Question 9: How many service providers are you going to appoint for this project?

Answer: We cannot confirm the number, tender document will clarify

Question 10: In terms of uniform points, what will happen to us that do not have it?

Answer: You will not get points for uniform if you do not have it, then maybe on other criteria you manage to score some points, then you are able to meet the minimum criteria stated in the general document. Your tender will be considered, and you will be evaluated on price and preference.

Question 11: The chat box is not open, how are you going to check that we're online or that registration will show that we attended?

Answer: Attendance Register will be uploaded on e-tender portal

Question 12: The five rented vehicles - if you don't have the five, do I have to do a letter of intent to purchase other ones?

Answer: We do not accept letters of intent. Do as per what is required on tender document.

Question 13? I registered to be on the briefing so now when I'm on the briefing, it shows my name and surname. Will that not be a problem?

Answer: If you did not put your company name on registration, we cannot determine which company you are representing.

Question 14? I made a JV listing of two companies, but one company doesn't have PSIRA, Is it possible to change?

Answer: At least one of the company names must appear in the attendance register, So if both company names does not appear, jv will be disqualified. If 2 jv companies submit twice in one tender, it will be regarded as collusion.

Question 15? Can you kindly clarify what we are submitting on Public Liability? Can I submit letter of intent to increase public liability insurance?

Answer: Most of the service providers, they either, Submit non-valid public liabilities and the letter of good standing. When we verify their documents on COIDA website, it gives us another company name, and it won't be valid. So those are the issues that we experienced with public liability. No, you must submit public liability of 5 million as per tender document.

Question 16: Please clarify on page 50 of the document, supplier analysis, is it going to be done now or after award?

Answer: It is mandatory, you must complete it with your bid.

Question 17: if you go on page 66, on the overheads, there's also toilet, water tanks, and mobile portable flushing toilet. Can you please clarify that one? Do we make quotes separate or just fill in the document?

Answer: We are expecting the bidders just to indicate as to how much they are going to be charging us. In those overheads, or if maybe there's more overheads that they can be provided for us. They are also expected to charge us on those.

Question 18? The requirements are that the directors and the owners are grade A, qualified. Now, the directors of the company are grade A qualified. The owner of the company is another holding company. It's an entity and not a person. Is that fine, or do the owners of the holding company also need to be grade A registered? The bidding company's got directors that are a great A registered and the owners of the company that's bidding is a holding company.

Answer: Please send us an email and we will respond

Question 19? Can you clarify on a requirement of dog handling, water tanks and Toilets

Answer: You must have a certificate for dog handling. You must supply and service toilets. Please send us an email for further clarification.

Question 20? Do you have specific cars you need?

Answer: As per tender document

Question 21? SBD 4 table is small for more people, what can I do?

Answer: Make a copy and attach it with your bid

Question 22? What is your turn around time for responding to questions?

Answer: End of business on Friday 28 August 2026

NB: When the bidders were required to register, they were supposed to put their company name. We only added that function last week Thursday and only 140 bidders were registered. So those bidders

who; we only see the e-mail address, we are going to send them emails to just confirm their company name and, if they attend site.

Comment: Presentation will not be shared with bidders and minutes will be published on etender portal.

SECTION B: CLOSURE

B.1 CLOSURE

- Bidders were urged to read the bid document thoroughly and the advert in detail to comply with all requirements for this service, for any further enquiries that might arise after the site briefing meeting can be directed to the following Department of Infrastructure officials: Technical enquiries can be directed to Frank Moliya/ Vusi Mthembu. Frank.moliya@gauteng.gov.za/Vusi.mthembu@gauteng.gov.za and general enquiries can be directed to Millicent Chauke. Millicent.chauke@gauteng.gov.za
- Note to tenderers: All successful service providers will be subject to signing Service Level Agreement (SLA) and standard Rates as prescribed by the department and the Preferential Procurement Policy Framework Act no 5. of 2000 and its Regulations of 2022.
- Last date for accepting queries is: 10 days before closing date.

Chairperson closed the meeting @ 11:00 am (1st session)

@ 13:12 pm (2nd session)

Minutes approved / Approved as amended.

Signature



Compiler: Ms. Lucia Mudau

Date: 24 August 2026

Supply Chain Management Meeting

Minutes approved / Approved as amended.

Signature



Chairperson: Ms. Puleng Mokitimi

Date: 24 August 2026

Supply Chain Management Meeting

Tender Number: DID 03/08/2026

Service: Appointment of Service Providers for The Provision Security (Guarding) Services at Various Sites of the Gauteng Department of Infrastructure Development and Property Management for A Period of Thirty-Six (36) Months.