

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LIMPOPO DEPARTMENT OF HEALTH							
BID NUMBER:	HEDP 004/23/24		CLOSING DATE:	04 JULY 2023		CLOSING TIME:	11:00
DESCRIPTION	PROVISION OF SECURITY SERVICES TO ALL HOSPITALS AND FEEDER CLINICS, OFFICES, AND VERTICAL PROGRAMS IN THE DEPARTMENT OF HEALTH FOR A PRIOD OF THREE YEARS(36) THIRTY SIX MONTHS.						
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
DEPARTMENT OF HEALTH, 18 COLLEGE STREET, POLOKWANE, LIMPOPO PROVINCE							
THE BID BOX IS GENERALLY OPEN 24 HOURS, 7 DAYS A WEEK.							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Ms. Motene NM / Ms. Simango T.O			CONTACT PERSON	Ms. Moshoeu K.W / Mr. Molepo M.H		
TELEPHONE NUMBER	(015) 293 6350 / (015) 293 6352 (063) 692 9368 / (071) 861 9937			TELEPHONE NUMBER	(015) 293 6102 / (015) 293 6148 (063) 402 6719 / (082) 990 7123		
E-MAIL ADDRESS	Ntlama.Maphahlele@dhsd.limpopo.gov.za Tintswalo.Simango@dhsd.limpopo.gov.za			E-MAIL ADDRESS	Khutso.Moshoeu@dhsd.limpopo.gov.za Mabitsela.Molepo@dhsd.limpopo.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		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		1.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS BELOW]			
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
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.							

INVITATION TO BID

SBD1

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, 2017, 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."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....
(Proof of authority must be submitted e.g. company resolution)

DATE:.....

PRICING SCHEDULE – NON-FIRM PRICES (SERVICES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid number.....
Closing Time 11:00.....	Closing date.....

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

ITEM NO	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(APPLICABLE TAXES INCLUDED)
			R

- Required by:
- At:
- Brand and model
-
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery: *Firm/not firm

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Pa	=	The new escalated price to be calculated.
	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

Index..... Dated..... Index..... Dated..... Index..... Dated.....
Index..... Dated..... Index..... Dated..... Index..... Dated.....

[illegible]

PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

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 Bidders, 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 interest¹ 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? **YES/NO**

2.3.1 If so, furnish particulars:

.....

¹ 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.

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 consortium² 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² 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.

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest 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:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this

tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

80/20**or****90/10**

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the **90/10** or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Enterprise Located in Limpopo	3/10	
SMMEs	2/10	
Woman	2/10	
Disabled Person	1/10	
Youth	2/10	

4.2.1. **People living with Disability:** Submission of signed-offer by a Medical Practitioner(Doctor's letter) indicating whether the disability is temporary or permanent. Affidavit detailing the above will also be acceptable.

4.2.2. **Women :** Bidders must submit the latest full Central Supplier Database (CSD report). **The date of the report must be the latest i.e. at least 5 days before the Bid Closure.**

4.2.3. **Youth:** Bidders must submit the latest full Central Supplier Database (CSD report). **The date of the report must be the latest i.e. at least 5 days before the Bid Closure.**

4.2.4. **Enterprise Located in Limpopo:** Bidders must attach proof of residence of where the enterprise is allocated.

4.2.5. **SMMEs:** Bidders must attach valid original sworn affidavit

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:

**GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT**

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- . The General Conditions of Contract will form part of all bid documents and may not be amended.
- . Special Conditions of Contract (SCC) relevant to a specific Bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

- 1. Definitions
- 2. Applications
- 3. General
- 4. Standards
- 5. Use of contract document and information; inspection
- 6. Patent rights
- 7. Performance security
- 8. Inspections, tests and analysis
- 9. Packing
- 10. Delivery and documents
- 11. Insurance
- 12. Transportation
- 13. Incidental services
- 14. Spare parts
- 15. Warranty
- 16. Payments
- 17. Prices
- 18. Contract amendments
- 19. Assignment
- 20. Subcontractors
- 21. Delays in the supplier's performance
- 22. Penalties
- 23. Termination for default
- 24. Dumping and countervailing duties
- 25. Force Majeure
- 26. Termination for insolvency
- 27. Settlement of disputes
- 28. Limitation of liability
- 29. Governing language
- 30. Applicable law
- 31. Notices
- 32. Taxes and duties
- 33. National Industrial Participation Programme (NIPP)

General Conditions of Contract

1. Definitions	<p>The following terms shall be interpreted as indicated:</p> <p>1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.</p> <p>1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</p> <p>1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.</p> <p>1.5 “Countervailing duties” are imposed in cases where an enterprise abroad is subsidised by its government and encouraged to market its products internationally.</p> <p>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 recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>1.7 “Day” means calendar day.</p> <p>1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.</p> <p>1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.</p> <p>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 supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.</p> <p>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.</p> <p>1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’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.</p> <p>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.</p> <p>1.14 “GCC” means the General Conditions of Contract.</p> <p>1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</p> <p>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 supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing 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.</p> <p>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.</p> <p>1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.</p> <p>1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20 “Project site,” where applicable, means the place indicated in bidding documents.</p>
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	<p>1.21 “Purchaser” means the organization purchasing the goods.</p> <p>1.22 “Republic” means the Republic of South Africa.</p> <p>1.23 “SCC” means the Special Conditions of Contract.</p> <p>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 supplier covered under the contract.</p> <p>1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.</p>
2. Application	<p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
3. General	<p>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.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za</p>
4. Standards	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
5. Use of contract documents and information; inspection.	<p>5.1 The supplier 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 supplier 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.</p> <p>5.2 The supplier 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.</p> <p>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 supplier's performance under the contract if so required by the purchaser.</p> <p>5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
6. Patent rights	<p>6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>
7. Performance Security	<p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.</p> <p>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:</p> <ul style="list-style-type: none"> (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 <p>7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>

8. Inspections, tests and analyses	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>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 Department or an organization acting on behalf of the Department.</p> <p>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.</p> <p>8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 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.</p> <p>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 supplier.</p> <p>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.</p> <p>8.7 Any contract supplies may on or after delivery be inspected, tested or analysed 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 supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.</p> <p>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.</p>
9. Packing	<p>9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>9.2 The packing, 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, specified in SCC, and in any subsequent instructions ordered by the purchaser.</p>
10. Delivery and documents	<p>10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.</p> <p>10.2 Documents to be submitted by the supplier are specified in SCC.</p>
11. Insurance	<p>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 in the SCC.</p>
12. Transportation	<p>12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</p>
13. Incidental Services	<p>13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> (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 supplier of any warranty obligations under this contract; and

	<p>(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</p> <p>13.2 Prices charged by the supplier 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 supplier for similar services.</p>
14.Spare parts	<p>14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <p>(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and</p> <p>(b) in the event of termination of production of the spare parts:</p> <p>(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p>(ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
15.Warranty	<p>15.1 The supplier 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 supplier 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 supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>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 in SCC.</p> <p>15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.</p>
16.Payment	<p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier 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.</p> <p>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 supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p>
17.Prices	<p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorised in SCC or in the purchaser's request for bid validity extension, as the case may be.</p>
18.Contract Amendments	<p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p>
19.Assignment	<p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p>
20.Subcontracts	<p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p>
21.Delays in the supplier's performance	<p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p>

	<p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier 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 supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier'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.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p>
	<p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.</p>
	<p>21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier 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.</p> <p>21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling 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 supplier'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 supplier.</p>
22. Penalties	<p>22.1 Subject to GCC Clause 25, if the supplier 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 goods 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.</p>
23. Termination for default	<p>23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:</p> <ul style="list-style-type: none"> (a) if the supplier 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 Supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. <p>23.2 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 supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.</p> <p>23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.</p> <p>23.4 If a purchaser intends to impose a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than 14 days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 24 days the purchaser may regard the intended penalty as not objected against and impose it on the supplier.</p> <p>23.5 Any restriction imposed on any person by the Accounting Officer/ Authority will, at the discretion of the Accounting Officer/ Authority, should be applicable to any other enterprise or nay partner, manager, director or other person who wholly or party exercises or exercised or may exercise control over the enterprise of the first mentioned person, and with which enterprise or person the first mention person, is or was in the opinion of the AO/AA actively associated.</p> <p>23.6 If a restriction is imposed, the purchaser must, within 5 days of such imposition is imposed, the purchaser must within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <ul style="list-style-type: none"> i. The name and address of the supplier and / or person restricted by the purchaser;

	<ul style="list-style-type: none"> ii. The date of commencement of the restriction; iii. The period of restriction; and iv. The reasons for the restriction. <p>These details will be loaded in the National treasury's central database of suppliers or person prohibited from doing business with the public sector.</p> <p>23.7 If a court of law convicts a person on an offence as contemplated in section 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the register for Bid Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than 5 years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury's web-site.</p>
24. Anti-dumping and countervailing duties and rights	<p>24.1 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 contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor 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.</p>
25. Force Majeure	<p>25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier 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.</p> <p>25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier 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.</p>
26. Termination for insolvency	<p>26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, 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.</p>
27. Settlement of Disputes	<p>27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier 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.</p> <p>27.2 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 supplier 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.</p> <p>27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5 Notwithstanding any reference to mediation and/or court proceedings herein,</p> <ul style="list-style-type: none"> (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.

28.Limitation of Liability	<p>28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>(a) the supplier 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 supplier to pay penalties and/or damages to the purchaser; and</p> <p>(b) the aggregate liability of the supplier 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</p>
29.Governing Language	<p>29.1 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.</p>
30.Applicable Law	<p>30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.</p>
31.Notices	<p>31.1 Every written acceptance of a bid shall be posted to the supplier 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.</p> <p>31.2 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.</p>
32.Taxes and Duties	<p>32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.</p>
33. National Industrial Participation Programme (NIP)	<p>33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.</p>
34.Prohibition of Restrictive practices	<p>34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p> <p>34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.</p>

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LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
HEALTH

TERMS OF REFERENCE

**HEDP 004/23/24:PROVISION OF SECURITY TO ALL HOSPITAL AND FEEDER CLINICS, OFFICES,
AND VERTICAL PROGRAMS IN THE DEPARTMENT OF HEALTH FOR A PERIOD OF THREE
YEAR: THIRTY SIX MONTHS(36)**

1. DEFINITIONS

Unless the context indicates otherwise, the following terms used in this bid shall have the following meaning:

DEFINITIONS	
Acceptable Bid	Any bid, which, in all respects, complies with the specifications and conditions of the Request for Bid as set out in this document.
Administrative Requirements	This are inherent requirements of the bid, therefore failure to comply or satisfy any of the requirements shall result in the invalidation of the Bid during administrative compliance stage.
Bid	A written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services or goods.
Bidder Agent	Any person mandated by a prime Bidder or consortium/joint venture to do business for and on behalf of, or to represent in a business transaction, the prime Bidder and thereby acquire rights for the prime Bidder or consortium/joint venture against Department of Health or an organ of state and incur obligations binding the prime Bidder or consortium/joint venture in favour of the Department.
Bidders	Any enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person, legal or natural, which has been invited by the Department of Health to submit a bid in response to this bid invitation.
Client	Government departments, provincial and local administrations that participate in Department of Health procurement processes.
Comparative Price	The price after deduction or addition of non-firm price factors, unconditional discounts, etc.
Consortium	Several entities joining forces as an umbrella entity to gain a strategic collaborative advantage by combining their expertise, capital, efforts, skills and knowledge for the purpose of executing this bid.
Department	The Limpopo Department of Health (LDoH)
Disability	Means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

Firm Price	The price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has influence on the price of any supplies or the rendering cost of any service, for the execution of a contract.
Functionality	The ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender document
Goods	Any work, equipment, machinery, tools, materials or anything of whatever nature to be rendered to Department of Health's delegate by the successful Bidder in terms of this bid.
Internal Collaboration	Collaborative arrangements within a group of companies or within various strategic business units/subsidiaries/operating divisions in order to gain a strategic position whilst sharing resources, profits and losses as well as risks.
Joint Ownership	(also known as equity JVs) the establishment by two parent companies of a child company for a specific task within which both parent companies invest in order to overcome the limited capabilities vested within them in order that they can both benefit from the combined investment.
Joint Venture	Two or more businesses joining together under a contractual agreement to conduct a specific business enterprise with both parties sharing profit and losses.
Limpopo Department of Health	Head Office, District Offices, Hospitals, Clinics, Community Health Centres, Vertical Programmes, Resource Training Centres and Nursing Colleges
Management	In relation to an enterprise or business, an activity inclusive of control, and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
Non-firm Price(s)	All price(s) other than firm price(s).
Organ of State	A constitutional institution defined in the Public Finance Management Act, Act 1 of 1999.
Person(s)	Refers to a natural and/or juristic person(s).

Prime Bidder	Any person (natural or juristic) who forwards an acceptable proposal in response to this Request for Bid (RFB) with the intention of being the main contractor should the proposal be awarded to him/her.
Rand Value	The total estimated value of a contract in Rand denomination, which is calculated at the time of proposal invitations and includes all applicable taxes and excise duties.
SMME	Bears the same meaning assigned to this expression in the National Small Business Act, 1996 (Act No. 102 of 1996).
Successful Bidder	The organization or person with whom the order is placed or who is contracted to execute the work as detailed in the bid.
Trust	The arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
Trustee	Any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
Asset	Refers to property , information and personnel

2. ACRONYMS AND ABBREVIATIONS

The following acronyms and abbreviations are used in this bid and must be similarly used in the bid submitted in response and shall have the meaning ascribed thereto below

Abbreviations/acronyms	Description
SA	Security Administrator
PSIRA	Private Security Industry Regulatory Authority
RFB	Request for Bid
RSA	Republic of South Africa
ID card	Identification card
OB	Occurrence book
SLA	Service Level Agreement
SLO	Security Liaison Officer

Abbreviations/acronyms	Description
SO	Security Officer
SSP	Security Service Provider
SAPS	South African Police Services
SMU	Security Management Unit

3. PURPOSE

The purpose of this terms of reference is to invite suitable service providers to submit a proposal for the provision of physical security services at various institutions i.e. hospitals and feeder clinics, offices, pharmaceutical depot malaria control center & stations and Ems stations in the Limpopo province department of health: for the period of Thirty six(36) months.

4. INTRODUCTION

- 4.1. The Department of Health would like to appoint security service providers that are meeting minimum requirements with private security sector that will be effective and efficient in ensuring safety and security of asset in the hospitals, offices, malaria control center & stations and Ems stations in the Limpopo province department of health: for the period of Thirty six (36) months.
- 4.2. The Department has 41 Hospitals & feeder Clinics, 07 Malaria Stations, 08 Offices, 21 EMS Stations, 01 Mortuary and 01 Pharmaceutical Depot.

5. BACKGROUND

- 5.1. The Limpopo Department of Health requires the provision of physical security services at various institutions for the purpose of safeguarding the State property and personnel.

6. SCOPE OF WORK SERVICE IN THE DEPARTMENT OF HEALTH

- 6.1. The services to be provided herein cover the daily physical security provision at various facilities in the Department of Health. The number of Security Officers and shifts of duty shall be as per this specification.
- 6.2. The services required will be for a period of Thirty six (36) months.
- 6.3. The Security Service Provider(s) shall indicate on its proposal the costs per month.
- 6.4. Annual price adjustments shall be determined in line with the Illustrative Pricing Structure by PSIRA **(NB: All security service providers has to take note that the descriptions indicated in the Illustrative Pricing Structure by PSIRA MUST be catered for during payment of security officers.)**

- 6.5. Security Service provider must pay the security officer for the work that he or she has performed as provided by National Minimum Wage Act, Act 9 of 2018, the Basic Conditions of Employment Act, Act 75 of 1997 as amended and the Basic Condition of Employment: Sectoral determination 6: Private Security Sector.
- 6.6. Minimum requirements when providing security services in the Department is as follows:
- ✓ All Security Officers shall be PSIRA registered and have successfully passed the required PSIRA grading course as is required by PSIRA. All security officers shall have an updated PSIRA registration card on their possession at all times.
 - ✓ The Security Service Provider shall comply with the PSIRA requirements with emphasis to the code of conduct of PSIRA.
 - ✓ The Security Service Provider shall must have office infrastructure as prescribe by PSIRA
 - ✓ Security Service provider shall conduct regular checks/patrolling duties around the premises and parking areas as required.
 - ✓ The security officers are to guard the Departmental premises against intrusion on unauthorized entries.
 - ✓ The security officers shall protect the Departmental property and employee's against act of vandalism, theft or sabotage.
 - ✓ The Security officers shall provide 24 hours of effective security and safety coverage of the facilities and premises. To maintain and record all occurrences in their pocket books/note books and later be recorded in the OB
 - ✓ All Security Officers shall wear appropriate clean uniforms while on duty without exception. The Security Service Provider shall comply with the type of uniform specified on the site job descriptions and the Service Level Agreement.
 - ✓ The Security officer to be deployed must put on their Security Service Provider name tags with PSIRA number when their on duty.
 - ✓ The security service providers must make sure that all security officers uniform have prominent badges on both side of shoulders
 - ✓ Each Security Officer must be physically and mentally capable of performing all assigned duties. The Security Service Provider must ensure that each employee is able to provide the required services by ensuring that regular customized training is provided to security officers. This should be achieved by ensuring that parades are held fifteen minutes before the reporting time

- ✓ The Department reserves the right to review all minimum requirements in terms of provision of services and instruct the removal of any security officer who is unable to perform his or her duties.
- ✓ All Security Officers deployed in our facilities shall at least be required to be able to read, write, speak and understand English.
- ✓ Security Officers shall be professional, courteous, friendly, tactful and helpful at all times and at the same time be firm in executing their duties.
- ✓ All Security officers shall be able to maintain a high standard of discipline and smartness in appearance at all times.
- ✓ Security Officers shall not be permitted to bring in any friends or relatives into the Departmental premises at any point of time while on duty.
- ✓ All Security Officers shall be expected to report to work on time and for a particular shift as designated per site job description.
- ✓ All Security Officers that are supposed to possess firearms within the service area must have undergone relevant practical training on the proper and safe handling and use of firearms from an accredited training institution. Over and above they must be in possession of a competency certificate for the handling and use of firearms.
- ✓ **No Security Officer shall be allowed to work more than 12 hours on any day. Security Officers must be given a rest period of at least thirty-six (36) consecutive hours as prescribed by Sectorial Determination 6: Private Security Sector.**
- ✓ **No Security Officers are allowed to leave their posts without being properly relieved and it is the Security Service Provider's responsibility to provide continuous uninterrupted security services.**
- ✓ During the changing of shifts or changing of supervisors, a proper handing over certificate should be made in the occurrence book

6.7. **Public Liability Insurance**

The Security Service Provider should have no less than Ten million rand (R 10, 000,000.00) Liability insurance. The cover shall be claimed by the Security Service Provider if a breach of security which results in a loss by the department happens/occurs, in an event of negligence by security officers. The successful bidder shall furnish the Department with a copy of the policy cover and a letter from the relevant insurance company confirming that the policy is effective. The letter must be submitted 14 working days after the receipt of an acceptance letter. The Department reserves the right to require the service provider to produce a letter from the insurance company not older than thirty (30) days confirming the existence of the policy at any given time.

6.8. **Access Control (Pedestrians)**

6.8.1. The Security Officer shall manage the entry and exit of all people entering and/or exiting the premises in accordance with the provisions of Control of Access to Public Premises and Vehicles Act, Act 53 of 1985. Where the security officer continuously fails to adhere to this measure, security management unit must escalate the matter to the management of the Security Service Provider for further appropriate actions.

6.8.2. Any employee without a proper ID card should be treated as a visitor.

6.8.3. All visits to the Departmental facilities shall be confirmed with the employee being visited. All visitors must be directed to the reception desk for a visitor's slip and/ or temporary access card. Where there is no reception desk, the Security Officer shall issue a visitor's slip and/ or temporary access card and record the visitor's particulars in the visitors register.

6.8.4. After completion of the visit, the signed visitors slip and/ or temporary access card must be collected/handed in at the receptionist/ security checkpoint prior to the visitor being allowed to exit the premises. Any missing slip/ card must be investigated by the Security Administrator.

6.8.5. If the employee forgot his/her ID card or lost it, a visitor's slip/ temporary access card must be issued. The visitor's slip/ temporary access card must be collected at the end of the day and the employee must be signed out.

6.9. **NB: There are no Exceptions to this Procedure!!**

6.9.1. Any problems or unusual occurrences must be recorded in the OB and reported to Security Administrator (or his/ her authorized delegate).

6.9.2. In the event of an emergency occurring after hours, the Security Administrator and the relevant emergency management organization must be contacted immediately.

6.10. **Access Control (Vehicle)**

6.10.1. The Security Officer shall control the entry and exit of vehicles in and out the Department facilities and parking areas in accordance with the provisions of Control of Access to Public Premises and Vehicles Act, Act 53 of 1985. All vehicles shall have valid parking permits clearly displayed. Vehicles without permits are to be recorded in the Vehicle Register.

6.10.2. When the vehicle belongs to a visitor, the Security Officer must ensure the parking has been arranged by the host prior to allowing the vehicle access to the facility (applicable sites). The parking areas should be controlled and constantly monitored

6.10.3. Dispatching and receiving goods procedures may include specific security responsibilities to be performed by the Security Officer. The Security management unit shall issue the necessary instructions on the recording of the goods received or dispatched. Under no circumstances shall a security officer receive goods on behalf of the Department.

6.11. **Access Control After Hours, Weekends and Public Holidays**

- 6.11.1. All persons i.e. employees and non-employees requiring access afterhours, weekends and public holidays are required to record all relevant information in the After Hours Register maintained by the Security Officers. The Security Officer must ensure all information is legible and accurate. Any attempts of unauthorized access shall be recorded in the OB and access shall be denied. The matter shall also be reported to Security Management immediately.
- 6.11.2. These procedures are applicable for vehicles as well as pedestrian access to site.
- 6.12. **Procedures and Record Keeping**
- 6.12.1. The SA and SO shall agree on any additional Security register required on site.
- 6.12.2. **All security registers shall be purchased by the Security Service Provider and bear the logo of the company should be available at all job sites /guard posts, maintained by the Security Officers and properly archived for future reference for audit trail.** All registers are to be uniform (unless specified otherwise and agreed with security management unit). All registers and Occurrence Books shall remain the property of the Department.
- 6.12.3. Occurrence Book (OB) must be kept at all security posts. All security related incidents and any unusual occurrences must be recorded per OB reference number in adequate detail for easy understanding. For example, a bomb threat or fire alarm should be recorded in the OB and all details noted as to time/ duration/ disposition, etc. Whenever in doubt, record all details in the OB.
- 6.12.4. Full registers and OB's must be handed to the SA for filing and safeguarding purposes.
- 6.12.5. Keys must be managed by the Security Management Unit as per Key Control Policy.
- 6.12.6. Removal of Departmental assets and bringing employees or visitors property into the Department premises must be done in accordance with the relevant policy and procedures.
- 6.12.7. Equipment and/ or property removal procedures should strictly be complied with at all times. Whenever the Department's property is being removed from the premises, the appropriate removal permit (to be supplied by the Department) must **BE COMPLETED WITH ALL THE NECESSARY DOCUMENTATION.**
- 6.12.8. Employee's / visitor's personal property, such as (but not limited to) laptops, PC's, etc. brought on the Department premises must have a permit form (to be supplied by the Department) and be **COMPLETED WITH ALL THE NECESSARY DOCUMENTATION.**
- 6.12.9. Search of persons and/ or vehicles entering/ exiting the Department premises are the responsibilities of the Security Officer and must be done in accordance with relevant legislative Acts and policies governing Security Industry. The Security Service Provider shall be regarded as an independent entity and as such must comply with the law.
- 6.12.10. Searching of a person must be done with the consent of the person to be searched; such consent must be free and voluntary given and preferably in the presence of a witness. Unlawful searches by a Security Officer could result in civil action for damages in addition to criminal prosecution for assault.

- 6.12.11. There should be a separate room or office with a door to conduct body search of a person. Search of any person must be made with due regard to decency and order. A search on a woman can only be done by another woman. In all cases of searching a person, it is advisable for the Security Officer to have a witness. This incident should be recorded in detail in the OB and signed (initiated/ dated), by the person who conducted the search and a witness.
- 6.12.12. The Security Officer must not only open the boot on a properly conducted search, but should have the vehicle pulled off to the side and physically search the inside of the vehicle under seats and in hand baggage etc. Again, this shall be done with voluntary consent of the person driving the vehicle. Any refusals for searches must be recorded with enough applicable details.
- 6.12.13. Any refusal for search should cause the Security Officer to be more alert to details regarding the description of the vehicle/ person and of any boxes/ briefcases/ equipment etc. inside (and visible in) the vehicle shall be denied access to the premises.
- 6.12.14. Any person who refuses to allow his/ her property or vehicle to be searched on exit may have his/ her vehicle confiscated if there are reasonable grounds for believing that he/she is in possession of unauthorized property.
- 6.12.15. In an event where a departmental employee refuses to be searched, the security officer must immediately report to Security Management Unit and record all details
- 6.12.16. In event where a visitor refuses to be searched , The security officer should report the matter to the security management or the Operational manager in charge (including vehicle registration number, if available) even though they may have left the premises.
- 6.13. **Responsibilities of the Security Officer while on patrol are as follows:**
- 6.13.1. Observe record and correct if possible any/ all security breaches (for example – fence holes, gates broken, etc.) Report all incidents to the SA. Relevant OB entries shall be made.
- 6.13.2. Recognize and report any signs of attempted and/ or successful unauthorized entries. Record details in OB for further reference.
- 6.13.3. Observe record and report any fire, electrical and/ or safety hazards to the SA and other relevant authorities. Where possible, immediately rectify those hazards.
- 6.13.4. Observe, record and report any unauthorized persons or vehicles
- 6.13.5. Ensure all emergency entrances or exits are not obstructed and are operational.
- 6.13.6. Ensure all security lights are functioning properly.

- 6.13.7. Ensure all fire hoses, fire extinguishers and smoke detectors have not been tampered with and report any defects to the SA. Record the relevant defects in the OB.
- 6.13.8. Ensure all windows, doors and gates are locked and the technical access control system and alarms is operational. Report any problems immediately to the SA and record in the OB.
- 6.13.9. Patrols are to be done on foot unless specified differently by Security Management Unit.
- 6.13.10. The Security Officer must ensure that he/ she clocks in at all the checkpoints and within the required time intervals at all locations enhanced with security control clocking systems. All defects or tampering with these clocking systems must be reported to the security supervisor and the Security Administrator immediately. An appropriate OB entry must also be made.
- 6.13.11. All patrols and any irregularities must be recorded in the OB and reported to relevant individuals.
- 6.13.12. Security Officers on patrol must ensure that all persons encountered are visibly displaying their Identity Cards. The Security Officer must confront any individuals without visible Identity Cards. The situation shall be resolved with the employee producing his/ her Department ID or explaining why it is not available. If not available or the employee refuses to display the Departmental ID, it must be recorded in the OB and reported to the Security Management unit as soon as possible

6.14. **Communication and associated equipment to be provided by Security Service Provider(s) are as follows:**

- 6.14.1. Whenever a location requires more than one-security post and/ or security patrols, the Security Service Provider must provide a two-way radio for communication between its employees to ensure their safety. All two-way communication equipment must be operational and functioning at all times. SA shall check this equipment and any defects handled accordingly.
- 6.14.2. Where possible, the department shall provide telephones at all Security posts (with few exceptions) to be used for official business only.

6.15. **Contingency Plans**

- 6.15.1. The Security Service Provider must have contingency plans to cover the following scenarios:
- 6.15.2. A strike by the Security Service Provider Security personnel
- 6.15.3. Provision of extra Security Officers to assist Department in the event of labour unrest/ strike situations at the Department facilities.
- 6.15.4. Provision of extra Security Officers to assist the Department in the event of ad hoc security related operations, e.g. ad hoc searching of all vehicles entering or leaving the Department premises, searching of a building, etc.

6.15.5. Detailed contingency plans shall be agreed upon between the SMU and the Security Service Provider. The number of Security Officers shall also be agreed upon between the above parties. The SA shall approve the contingency plan and staff component required.

6.16. **Strike Action**

6.16.1. Should the security personnel embark on strike action, and as a result the Department's premises are left unattended to or the Security Service Provider does not activate contingency plan; the Security Service Provider shall be in breach of this agreement. Such breach shall entitle the Department to procure the services from any competent Security Service Provider and the contracted Security Service Provider shall forfeit any payment due for that particular month(s). Should the dispute remain unresolved for a period of seven (07) days, the matter will be handled according to the applicable Service Level Agreement.

6.16.2. **NB:Should the striking security officers blocked the LDOH facilities entrances and exits gates, the Department shall give the Security Service Provider a three (3) hours' notice by telephone or SMS or Whatssap and confirmed by an email within which it should ensure that Security Officers are not blockading or preventing patients, staff members, visitors and contractors access to the LDOH facilities. Should the Security Service Provider fail to ensure compliance with the above notice, the Department would immediately terminate the contract for reasons stated above only.**

6.17. **Protection Services**

6.17.1. The Security Service Provider shall be required to provide protection services at all times. Protection services may include the following:

6.17.2. Protection of the Department site and premises.

6.17.3. Protection of assets.

6.18. **Security Service Provider Personnel's Obligations**

6.18.1. Before commencing services at the Department site, the Security Service Provider shall provide security management unit with the following information and documentation:

6.18.2. List of managers/ supervisors who shall authorize services being rendered on the site. This list shall include office and after hours/ weekend telephone contact numbers.

6.18.3. List of Security Officers who shall be working on a specific site. This list shall contain the following information:

- ✓ Name
- ✓ Valid PSIRA registration number
- ✓ PSIRA grading
- ✓ Identification number
- ✓ Name of training institution

NB: The above list shall be updated whenever Security Officer(s) details change. Lastly there should be attachment as evidence that they have been screened with regard to criminal records.

6.19. Fire

- 6.19.1. When Security Officer(s) are on duty and a fire is detected, they must immediately inform the nearest Fire Brigade and other emergencies. The Security Officer must inform the security administrator (or appointed delegate) immediately. The incident must be recorded in detail in the OB.
- 6.19.2. If it appears to be an extinguishable fire, then the Security Officer must first attempt to extinguish it before calling the fire brigade. Where there is more than one Security Officer on site, one should inform the relative parties mentioned above while the other(s) attempt to extinguish the fire. OB entries to be made for reference checks.
- 6.19.3. A full detailed report is to be provided to the SA within 12 hours of the incident.
- 6.19.4. It is imperative that the local emergency numbers are available at all security points. The SA shall provide these numbers.
- 6.19.5. Where necessary a more detailed procedure shall be provided in the departmental Emergency Plan.

6.20. Invoices and Payments

- 6.20.1. Invoices for services rendered must be sent to the SA for certification. An original invoice must be forwarded to the expenditure and accounts section for processing and payment. Failure to submit the invoice accordingly may cause unnecessary delays.
- 6.20.2. Payments to Security Service Providers shall be done in accordance with conditions stipulated in the contract document between the Department and the Security Service Provider.

6.21. General

- 6.21.1. The SA shall provide the Security Service Provider with a detailed list containing site addresses, contact persons names and telephone numbers of all sites where the Security Service Provider shall be required to render physical security services.
- 6.21.2. The SA shall provide lockable facilities wherein the keys can be safeguarded whenever the Security Officers are required to perform key control functions: Examples of security systems are, but not limited to turnstiles, mantraps, CCTV cameras, security patrol clicking system, card readers, etc.
- 6.21.3. The Security Service Provider shall be responsible for immediately reporting any maintenance or repairs that need to be carried out at sites with access control security systems.
- 6.21.4. The Security administrator shall be responsible for ensuring that all perimeter fences, gates, security and terrain lights are in a good state. The Security Officers are responsible for reporting any observed deviations in perimeter security to their supervisor. The security supervisor must report problems to the SA and logged in the OB.

- 6.21.5. The Department shall be responsible for contract management to ensure that the Security Service Provider renders a security service in accordance with the signed contract and that the standard of service rendered is to the Department's satisfaction.
- 6.21.6. The Department shall ensure that all the Departmental vehicles and private vehicles are issued with appropriate parking discs.
- 6.21.7. The Department shall provide the SO with a suitable guard hut and an office/room where body searching can be conducted should it be necessary.
- 6.21.8. The Department shall be responsible for repairing all security breaches (holes in fence, broken windows, non-functioning access control systems, etc.) reported within 24 hours. Where these security breaches cannot be repaired within this time frame, the SA and SO must introduce contingency plans to ensure that no losses are suffered as a result of the security breach.
- 6.21.9. The Department shall ensure there is adequate security and terrain lighting on all sites. Recommendations or problems should be reported to the Director: Security Management immediately in writing.
- 6.21.10. The Department shall provide all security points with emergency contact telephone numbers. This shall include the SA's or delegates after hours contact telephone number list.
- 6.21.11. The Department shall provide gun safe lockers in which to safeguard all firearms.
- 6.21.12. The Department reserves the right to do security vetting/record checking on any security officer.
- 6.22. **THE DEPARTMENT'S OBLIGATIONS (SECURITY JOB DESCRIPTION)**
- 6.22.1. . The Security Management Unit shall be responsible for providing initial job descriptions for all sites/security points where physical security services are required.
- 6.22.2. No alterations, deletions or additions may be made to the job descriptions without the Security Manager's signature and approval. Permanent alterations shall be ratified by means of signatures of relevant parties.
- 6.22.3. Copies of the job description to be distributed should be as follows:
- ✓ Original – Security Management Unit
 - ✓ Copy 1 – Supply chain compliance
 - ✓ Copy 2 - One at each security point/sites
 - ✓ Copy 3 – Security Service Provider
- 6.22.4. Job descriptions shall be reviewed as and when the need arises. Any proposed amendments shall be negotiated with the Security management and the Security Service Provider.
- 6.22.5. Once the amendments have been agreed upon by all the above, they shall be ratified by signatures to the relevant document. The Security Manager shall have final approval of all amendments. Copies of the amended job description shall be forwarded to all the relevant role players as per paragraph 6.21.3
- 6.22.6. The job description shall contain, but not be limited to the following information:

- ✓ Type of site where security service is required.
- ✓ Hours of duty for which security service is required.
- ✓ Type of security service required, e.g. access control, static guarding, patrols, protection etc.
- ✓ Grade of guard e.g. Grade D or above.
- ✓ Dress code e.g. combat or corporate type of uniform
- ✓ Detailed description of what security functions the Security Officer(s) are required to perform
- ✓ Details of any site special requirements, i.e. verifying if offices are locked, checking fire hoses and fire extinguishers are not missing or broken, access controls functioning properly, etc.
- ✓ List of registers to be maintained
- ✓ Security Officers functions in the event of an emergency
- ✓ Whether the Security Officer should be armed or not.
- ✓ Whether two-way radios or remote panic buttons are required.
- ✓ The amount of the required liability insurance cover
- ✓ The types and number of firearms required.
- ✓ Any other site specific requirements designated by the Department

6.23. **Hours of Duty**

- 6.23.1. The Department reserves the right to change the duty hours to suit its requirements. Changes to duty hours shall be conveyed to the Security Service Provider at least 1 (one) week prior to the change being implemented. In case of an emergency, the matter shall be handled in a manner to be agreed upon between the SA and the Security Service Provider.

6.24. **Guard Rooms**

- 6.24.1. The Department shall provide suitable guard rooms for the Security Officers where physical security services are being rendered. The SA shall ensure that a table and an appropriate number of chairs are provided in the guard hut/shelter. Where there is no electricity, the Department shall provide appropriate lighting. The Department shall also provide proper toilet facilities. In addition, the SA shall ensure telephone service is provided at specific security points and programmed only for reception and emergency numbers.
- 6.24.2. In the event of the Department being unable to provide these facilities, the Security Service Provider may be requested to provide them. Responsibility for providing these facilities shall be mutually agreed upon between the Department and the Security Service Provider. The Department shall provide cleaning detergents and equipment to the security officers for cleaning purposes.
- 6.24.3. The Security Service Provider shall be responsible for maintaining general good housekeeping of all security posts, huts and other facilities within their working areas. For

example, no trash on floors or in parking areas, no clogging toilets, no smoking in restricted areas, etc.

6.25. **ADDITIONAL SPECIAL CONDITIONS**

- 6.25.1. The Department reserves the right to request proof of payment for Security Officers from the contracted Service provider and /or the Security Officer.

6.26. **SECURITY AIDS AND EQUIPMENT**

- 6.26.1. Uniform is combat or corporate and should be able to enhance the corporate image of the Department

- 6.26.2. The following security registers should be used:

- i. After hours register,
- ii. Occurrence Book,
- iii. Visitors register,
- iv. Asset register,
- v. Access card register
- vi. Information register
- vii. Telephone register
- viii. Firearm register for security officers
- ix. Firearm register for personnel and visitors
- x. Government motor vehicle register
- xi. Lost and Found Property register
- xii. Staff key control register
- xiii. Key control register
- xiv. Private owned vehicle register
- xv. Delivery vehicle register
- xvi. Hourly patrol register
- xvii. Pocket Book/Note Book
- xviii. New born register
- xviii. Any other register that may be required

6.27. **Security equipment to be used:**

- i. Torches/flashlights
- ii. Two way radio or cell phones
- iii. Baton and handcuffs
- iv. Rain suits
- v. A Reliable and safe for use pepper guns
- vi. Pepper liquid based pepper spray
- vii. Riot gear

- viii. Hand held metal detectors
- ix. Firearms
- x. Whistle
- xi. Panic Alarms
- xii. Dual simcard cell phone with monthly airtime
- xiii. Torch Shock flashlight/ electric shock stick
- xiv. Vehicle Scanner

6.28. The specification for the pepper spray to be used should comply with South African National Standards (SANS) as follows:

- i. Must be approximately 100 ml bottle
- ii. Must be a direct stream pepper spray- spray must only start dispensing after 2 meters
- iii. Must have a cordura pouch with a belt loop of no less than 85 mm
- iv. Pepper active ingredient must be OC or Nonivamide (PAVA), Capscin 2
- v. Active ingredients must not be no less than 0,25% and no more than 1.3 % active capsaicinoids
- vi. Shelf life 3 years minimum
- vii. Canister must be corrosion free

6.29. SECURITY FUNCTIONS AND STANDARD OPERATING PROCEDURES

- 6.29.1. No alcohol or prohibited drugs substances to be used on duty or reporting on duty being under the influence.
- 6.29.2. Security officers must wear their full uniform with the company insignia when on duty
- 6.29.3. Security Officers must always be clean and neat when reporting for duty.
- 6.29.4. Security officers must be on their post for the whole shift. Posts must not be left unattended
- 6.29.5. The Security officers are to provide 24 hours of effective security and safety coverage of the facilities and premises. To maintain and record all occurrences in their pocket books/note books and later be recorded in the OB
- 6.29.6. To notify and report to the Shift Supervisor on any irregularities or occurrences during their patrolling duties.
- 6.29.7. To ensure that the security post is kept clean at all times.
- 6.29.8. To conduct regular checks/patrolling duties around the premises as required.
- 6.29.9. The security officers are to guard the Departmental premises against intrusion on unauthorized entries.
- 6.29.10. The security officers are to protect the Departmental and employee's equipment and properties against act of vandalism, theft or sabotage.
- 6.29.11. Permitting only authorized persons, visitors and vehicles to enter the Departmental premises.

- 6.29.12. The security officers are to maintain an updated record of those entering and exiting, including vehicles, motorcycles and others.
- 6.29.13. Be alert at all times and ensure that no unauthorized person enters the premises.
- 6.29.14. Security officers are to report immediately to the Security Manager/ Security Supervisor/SAPS of any unusual occurrences or refusal by visitors / vendors to follow procedures.
- 6.29.15. No vehicle to be parked at the entrance of the main gate and around the guard house.
- 6.29.16. No private vehicle will be allowed to enter the premises unless permission granted by the security officer.
- 6.29.17. All government vehicles must be registered when leaving and entering the premises.
- 6.29.18. Department employees must produce their ID cards when entering the premises
- 6.29.19. All vehicles must be searched
- 6.29.20. The gate must be closed at all times.
- 6.29.21. Hourly patrols to be done and recorded in an hourly patrol register and O.B
- 6.29.22. The entire government vehicles parked in the premises during the night must be checked e.g. whether locked or window closed, spared wheels, etc.
- 6.29.23. Anything in an unusual situation must be removed with proper administration.
- 6.29.24. Department properties should not be removed without proper authorization.
- 6.29.25. The security Service Providers or their supervisors should visit the site regularly as per contract and Service Level Agreement (SLA).
- 6.29.26. Security companies must comply with the Firearms Control Act (ACT 60 OF 2000 and its regulations) to qualify to render services in the department

7. DECLARATION OF COMPLIANCE SCOPE OF WORK

The bidder declares to accept all the Conditions as outlined in the scope of work as specified above by indicating with an “X” in the “ACCEPT ALL” column.	ACCEPT ALL	DO NOT ACCEPT ALL
NOTE: FAILURE TO ACCEPT ALL THE SCOPE OF WORK AS SPECIFIED IN THE ABOVE WILL RESULT IN DISQUALIFICATION OF YOUR BID.		
Signature.....Name (in print).....		
Date.....		

8. SPECIAL CONDITIONS OF CONTRACT (SCC) INSTRUCTIONS

- 8.1. The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful supplier. However, LDoH reserves the right to include or waive any condition in the signed contract.
- 8.2. The signed contract, which is inclusive of the GCC, SCC and Technical Specification shall be signed 7 days after the award of the bid. The SLA which is regarded as performance agreement by the LDoH shall be negotiated with the end-user and signed-off 30 days after signing of the contract with the Accounting Officer.
- 8.3. LDoH reserves the right to –
 - 8.3.1. Negotiate the conditions, or
 - 8.3.2. Automatically disqualify a bidder for not accepting these conditions
- 8.4. In the event that the bidder qualifies the proposal with own conditions and does not specifically withdraw such own conditions when requested upon to do so; LDoH shall disqualify the bid.
- 8.5. The bidder must complete the declarations of acceptance of all declarations of compliance with identified declarations in various sections of this bid by marking with X or a Tick either to “ACCEPT ALL” failing which the declaration shall be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

9. KEY ASPECTS OF THE BID PROPOSAL

Bidders must take note of the following fundamental aspects before submission of their bid proposals:

- 9.1. Bidders must submit their bids on the stipulated closing date and time. Late bids will not be accepted.

- 9.2. In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure a responsive bid it is imperative to comply with all conditions pertaining to the terms of reference.
- 9.3. Each bidder must attach all applicable documents in support of its bid in accordance with the requirements set out in this bid as well as any other relevant materials, photographs and/or attachments.
- 9.4. The department reserves the right to verify any information supplied by the bidder and should the information be found to be false or incorrect, the department will exercise any of the remedies available to it.
- 9.5. Each bid, once submitted, constitutes a binding and irrevocable offer to provide the services on the terms set out in the bid, which offer cannot be amended after its date of submission.
- 9.6. The department reserves the right to invite any bidder for a formal presentation during the evaluation process.
- 9.7. The department may, for any reason and at any time during the selection process, request any bidder to supply further information and/or documentation.
- 9.8. Returnable documents must be chronologically indexed with a contents list.

10. BID AWARD & CONTRACT CONDITIONS

- 10.1. The shortlisted bidders shall be subjected to Supply Chain Management and State Security Agency screening processes and only successful bidders who are cleared during screening shall be considered for appointment.
- 10.2. The department is not obliged to accept or consider any bid in full or in part or any responses or submissions in relation thereto and may reject any bid.
- 10.3. The award of the tender may be subjected to price negotiation with the preferred bidders.
- 10.4. **The department reserves the right to award the bid to one or more service providers, at negotiated rates, wholly or in part or not to award.**
- 10.5. The department may, on reasonable and justifiable grounds, award the bid to a company that did not score the highest number of points
- 10.6. The appointment of the successful bidder shall be subject to the conclusion of a Service Level Agreement (SLA) between the department and the successful bidder governing all rights and obligations related to the required services.
- 10.7. The contract shall be concluded between Limpopo Department of Health and the successful service provider(s).
- 10.8. The contract period will be in terms of the service level agreement.
- 10.9. Bidders shall be notified about the decision of the Department by means of publication in the Provincial Bid Bulletin or other means.
- 10.10. Awarding of the bid shall be subject to the Service Provider(s) acceptance of National Treasury General Conditions of Contract (GCC).

11. The bid allocation structure:

- 11.1. The bid shall be allocated based on the capacity of the bidder with highest points and active firearms per shift will be required per cluster for successful allocations of cluster/clusters upon award.
- 11.2. The bid shall be awarded and allocated in accordance with the clusters and in terms of specific goals and Price ranking.
- 11.3. The price of the overall winning bidder shall be utilized to allocate the bid.
- 11.4. The overall winning bidder shall be allocated the biggest cluster
- 11.5. Price Reasonability Testing and Market Research
- 11.6. The department may, on reasonable and justifiable grounds, award the bid to company that did not score the highest number of points
- 11.7. The department shall conduct the market research to determine if bidders did not underquote their price offers.
- 11.8. Bidders who are perceived to have underquoted their price offers shall be disqualified.
- 11.9. Overcharged item prices shall not be used to smoothen the under quoted item prices.
- 11.10. Overcharged prices shall be subjected to price negotiation or the department shall offer price to overcharging bidders as a process to kickstart the negotiation.
- 11.11. The price averaging from reputable suppliers shall be utilized to determine the market prices.

12. CONTRACT ADMINISTRATION

- 12.1. Successful bidder(s) must report to supply chain management contract unit immediately when unforeseeable circumstances will adversely affect the execution of the contract.
- 12.2. Full particulars of such circumstances as well as the period of delay must be furnished.
- 12.3. The administration of the bid and contract i.e. evaluation, award, distribution of contract circulars, contract price adjustments etc., shall be the sole responsibility of the Supply Chain Management Unit.
- 12.4. Bidders to take note that the department shall complete the process of evaluation and award in a period of 120 days, therefore their prices should consider inflationary fluctuations.

13. PRICING INSTRUCTIONS

- 13.1. All prices charged must be inclusive of **business overheads and VAT. NB: Successful bidders who are not registered for VAT at the time of bidding will be expected to register as VAT vendor within 30 days after award. Failure to comply with the requirement will lead to termination of the contract.**
- 13.2. The bidders must quote for all clusters.

- 13.3. It is an express requirement of this request for bid that bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by providing a breakdown of the total bid price for all costs.
- 13.4. All prices quoted by suppliers may be assessed to ensure that bidders did not underquote. (Bidders perceived to have underquoted in terms of market prices may be disqualified).

14. PRICE ADJUSTMENTS

Price adjustment shall be in line with **PSIRA Illustrative Pricing Structure** and will be automatically done by the department.

15. DECLARATION OF COMPLIANCE TO SCC

<p>The bidder declares to accept all the Conditions as outlined in the SPECIAL CONDITIONS OF CONTRACT as specified above by indicating with an “X” in the “ACCEPT ALL” column.</p>	<p>ACCEPT ALL</p>	<p>DO NOT ACCEPT ALL</p>
<p>NOTE: FAILURE TO ACCEPT ALL THE SCC AS SPECIFIED IN THE ABOVE WILL RESULT IN DISQUALIFICATION OF YOUR BID.</p> <p>Signature.....Name (in print)</p> <p>Date.....</p>		

16. EVALUATION CRITERIA

The bid shall be evaluated in **four (4)** phases as follows

- 16.1. Administrative Compliance
- 16.2. Functionality Evaluation
- 16.3. Price and Preferential Points Scoring (90/10)
- 16.4. Site Inspection

16.1. PHASE 1: ADMINISTRATIVE COMPLIANCE

16.1.1. The LDoH has prescribed minimum administrative requirements that must be met by the bidders, in order for the former to accept the bid for evaluation. In this regard administrative compliance will be carried out to determine whether the bidder's bid comply in this regard.

16.1.2. Where the bidder fails to comply fully with any of the administrative bidding requirements under this bid or the LDoH is for any reason unable to verify whether administrative bidding requirements are fully complied with, the LDoH reserves the right, either to:

- ✓ Reject the bid in question and not evaluate it at all.
- ✓ Give the bidder an opportunity to submit and/or supplement the information and/or documentation provided so as to achieve full compliance with the administrative bidding requirements, provided that such information/ documentation can be provided within the period that will be determined by the LDoH and such supplementary information/ documentation is only administrative and not substantive in nature. **The evaluation team shall agree on the maximum timeframe to be granted to furnish the information required.**
- ✓ Permit the bid to be evaluated, subject to the outstanding information and/or documentation being submitted prior to the award of the bid.

16.1.3. The LDoH may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice any bidder.

16.1.4. Bidders shall take note of the following guidelines:

The below administrative bidding requirements shall be complied with and required documents must be attached before consideration for further evaluation. The bidder shall respond with “**Comply**”, “**Not Comply**” or “**Not Applicable**” in the apportioned spaces. The “**Not Applicable**” answer shall only be considered where the response field has the wording “**If Applicable**”.

NB: Bidders *may* be disqualified for failure to comply with the above guidelines when responding to administrative bidding requirements and failure to attach or complete and/or sign any of the designated arrears of the documents mentioned below *may* render the bid a not “Acceptable Bid”

FOL	ADMINISTRATIVE BIDDING REQUIREMENTS	BIDDER'S RESPONSE (Comply/ Not Comply / Not Applicable)
16.1.5.	Submission of the following standard bidding documents (fully completed and signed)	
16.1.6.	SBD 1: Invitation to Bid,	
16.1.7.	SBD 3.2: Pricing Schedule (Non - Firm Prices)	
16.1.8.	SBD 4: Bidder's disclosure	
16.1.9.	SBD 6.1: Preference points claim form in terms of the Preferential Procurement Regulations 2022;	
16.1.10.	Proof of Central Supplier Database Registration AND/OR Attachment of Central Supplier Database Registration Report (CSD) of the bidder.	
16.1.11.	Submission of an Own Company profile and <u>Completion of Annexure A: Portfolio of Current and Completed Contracts at least (5) five contactable references.</u>	
16.1.12.	In case of Consortium or Joint Venture (IF APPLICABLE) the following are required:	
	Signed agreement between involved parties indicating the lead member;	
	Every member of the Consortium or Joint Venture joint venture is registered on the Central Supplier Database and the Joint Venture Shall submit a consolidated CSD Report;	
	Consortium or Joint Venture resolution authorizing a particular person to sign the bid documents on behalf of the Consortium or Joint Venture (Original).	
	All parties of the consortium/joint venture must submit their individual documents referred above (i.e Company Profile, Annexure B, proof of CSD Registration and Financial Capacity).	
16.1.13.	Certified copy(ies) of valid Grade A or B PSIRA Certificate(s) for Directors and /Or all members of Close	

FOL	ADMINISTRATIVE BIDDING REQUIREMENTS	BIDDER'S RESPONSE (Comply/ Not Comply / Not Applicable)
	Corporation and /or, all trustees, Partners if is a Partnership and/ or all Trustees, Administrators if the Applicant is a Foundation and /or any Person Performing Executive/Management Functions of the Applicant if the applicant is a Sole Proprietor. (Submit original Certified Copy of PSIRA Certificate(s) as per the Industry Circular dated 10 March 2015 issued by the Private Security Industry Regulatory Authority effective from 1 December 2014.	
16.1.14.	Original certified Copy of valid Private Security Industry Regulatory Authority Certificate in the name of the Company as per Industry Circular dated 10 March 2015 issued by the Private Security Industry Regulatory Authority effective from 1 December 2014.	
16.1.15.	Original certified Copy of valid Unemployment Insurance Fund (U.I.F.) registration Certificate in the name of the Company or Letter of Intent.	
16.1.16.	Valid Letter of good standing from Private Security Industry Regulatory Authority (PSIRA) in the name of the Company (Submit original certified copy)	
16.1.17.	Original certified Copy of valid letter of good standing from Workman's Compensation Commissioner in the name of the Company (COIDA)	
16.1.18.	Original certified Copy of confirmation of hospital cover in the name of the Company or Letter of Intent.	
16.1.19.	Original certified Copy of confirmation for registration with provident fund in the name of the Company	
16.1.20.	Original certified Copy of confirmation for registration with the national bargaining council in the name of the Company	
16.1.21.	Original certified Copy of valid fire-arm licenses in the name of the Company/ Joint Venture.	

FOL	ADMINISTRATIVE BIDDING REQUIREMENTS	BIDDER'S RESPONSE (Comply/ Not Comply / Not Applicable)
16.1.22.	Certified copy of Liability Insurance of R 10,000,000.00 A letter of intent from the accredited insurance company or Financial service providers in line with this Bid.	
16.1.23.	Submit completed and accurate pricing schedule per cluster.	
16.1.24.	Bidders must submit the Bid documents and the Pricing Schedule together in one envelope.	

16.2. PHASE TWO (2): FUNCTIONALITY EVALUATION

TOTAL SCORE			100	
ACCEPTABLE MINIMUM SCORE			70	
NO	CRITERIA	WEIGHT	ELEMENT BREAKDOWN	SCORING VALUES
16.2.1.	Experience of the bidder in the provision of security services (Provide minimum of five (5) contactable references on Annexure A)	20	Company experience and track record in the provision of security services indicating current and previous contracts: Number of Months:	
			(120 Months and above)	Exceptional (5)
			(95 – 119 Months)	Very Good (4)
			(70 – 94 Months)	Good (3)
			(45 – 69 Months)	Average (2)
			(0 to 44 Months)	Poor (1)
		20	Extent of the bidder's biggest current or past security service: Value of a Single Highest Project:	
			R 15 000 001 and above	Exceptional (5)
			R10 000 001 to R 15 000 000	Very Good (4)
			R 5000 001 to R10 000 000	Good (3)
			R1 000 001 to R 5000 000	Average (2)
			R0.00 – R1 000 000	Poor (1)
16.2.2.	Financial Capacity	20	The financial capacity of the bidder shall be tested through the following:	

			An undertaking by a registered financial institution (bank) to provide funding/revolving credit, or overdraft facility. (Not a conditional assessment of Credit Rating or Bank Rating)	
			OR	
			An undertaking by the National Credit Regulator (NCR or FSP) registered institution to provide funding / revolving credit.	
			OR	
			Current three (3) months bank statement averaging the minimum value indicated below (on a month to month) in the event the bidder is awarded the contract	
			R5 000 001 and above	Exceptional (5)
			R4000 001 to R 5 000 000	Very Good (4)
16.2.3.	Project Methodology (Break-Down Structure)	Project Methodology Breakdown Structure : Bidders Should propose on how they are going to deal with security services in respect of below aspect:		
		30	<ul style="list-style-type: none"> • Access Control (Pedestrians) • Access Control (Vehicles) • Access Control After Hours, Weekends and Public Holidays • Procedures and Record Keeping • Contingency plan 	Exceptional (5)
			<ul style="list-style-type: none"> • Access Control (Pedestrians) • Access Control (Vehicles) • Procedures and Record Keeping • Contingency plan 	Very Good (4)
			<ul style="list-style-type: none"> • Access Control (Pedestrians) • Access Control (Vehicles) 	Good (3)

			<ul style="list-style-type: none"> • Procedures and Record Keeping • Contingency plan 	
			<ul style="list-style-type: none"> • Access Control (Pedestrians) • Access Control (Vehicles) • Contingency plan 	Average (2)
			<ul style="list-style-type: none"> • Activities available below average 	Poor (1)
16.2.4.	Training and skills development Plan:	10	Service provider must provide training in terms of PSIRA	
			Training and skills development plan with time frame that covers role and functions of security officers , application of legal prescript, use of security equipment , access and egress control , communication skills and demonstrate the knowledge of firearm control Act	Exceptional (5)
			Coaching of team member in enhancing individual performance, application of occupational health , safety and environmental principles , self-defense and application of minimum force and writing of security report	Very Good (4)
			Training and skills development plan with time frame that covers code of conduct and new procedures of PSIRA, Procedures and record keeping and in-depth knowledge on security services and patrol	Good (3)

			Training and skills development plan with time frame that covers code of conduct and new procedures of PSIRA and in-depth knowledge on security services	Average (2)
			Poor Training Plan	Poor (1)

Failure to obtain a minimum score of 70 points shall result in disqualification.

16.3. PHASE THREE: EVALUATION PRICE AND PREFERENTIAL POINT SCORING

16.3.1. This bid shall be evaluated in terms of **90/10** preference points system.

16.3.2. Points shall be awarded to a bidder for attaining the preferential procurement points in accordance with the table below:

PREFERENTIAL GOALS	PREFERENTIAL POINTS
	90/10
Enterprise located in Limpopo Province	3/10
SMMEs	2/10
Woman	2/10
Disability Persons	1/10
Youth	2/10

16.4. PHASE FOUR: EVALUATION SITE INSPECTION

16.4.1. Site inspection will ONLY be conducted to addresses given below(16.8.2) and to bidders whose bids have satisfied all requirements of the bid. Written notice of change of business address must reach the Departmental Supply Chain Management Office before the inspection date. The following criterion shall be utilized to conduct site inspections:

16.4.2. The following addresses shall be utilized to conduct site inspections:

ADDRESSES WHERE PHYSICAL SITE INSPECTION WILL BE CONDUCTED:

16.4.3. After the closure of the bid, bidders who meet administrative compliance, technical evaluation requirements, Price and Preferential point will be inspected in order to establish the availability of the following:

- (i) Office infrastructure as per PSIRA prescribed standards (i.e: immovable office, table and chair, working telephone / cellphone, computer / laptop, printer, lockable steel filing cabinet, fire arm safe, etc)
- (ii) Uniforms with prominent insignia (set of corporate and combat /riot gear)
- (iii) Torches / flashlights
- (iv) Two-way radio or cell phones
- (v) Baton and handcuffs
- (vi) Set of rain suits
- (vii) Pepper guns
- (viii) Liquid based pepper spray
- (ix) Number of available Firearm(s) and valid firearm licence(s)
- (x) Bullet Proofs vest SABS approved
- (xi) Hand held metal detectors
- (xii) Control room, Operating two way radio ,Base Radio ,Electrical back-up
- (xiii) Payroll Administration: Payroll for security officers and time sheets
- (xiv) Fire Extinguishers
- (xv) Whistles
- (xvi) Types of vehicle(s) required may either be sedan, bakkie or a mini bus.
- (xi) Electric shock stick
- (xii) Branded vehicle
- (xiii) Valid licence certificate
- (xiv) Mounted / Hand held Communication radio

Types of vehicle(s) required may either be - sedan, bakkie or a mini bus branded with a company logo, vehicles must be registered with a company name or Director's Name .

******NB.**

- ✓ **Failure to avail any of the above items during inspection will lead to invalidation of the bid.**
- ✓ **Prior to award all recommended bidders that have satisfied the requirements of the bid will be subjected to Security screening.**

17. PRICE ADJUSTMENTS

17.1. Price adjustment shall be in line with PSIRA Illustrative Pricing Structure and will be automatically done by the department

18. BRIEFING SESSION

18.1. There will be no briefing session

19. ENQUIRIES

19.1. All enquiries regarding the bid may be directed to the following:

Physical Address	Technical Enquiries	Bidding Process
Department of Health, Fidel Castro Ruz House, 18 College Street, Polokwane, 0699	Ms. Moshoeu K.W (015) 293 6102 / (063) 402 6719 Mr. Molepo M.H (015) 293 6148 (082) 990 7123	Ms Simango TO (015) 293 6352 / (071) 861 9937 Ms. Motene N.M (015) 293 6350 / (063) 692 9368

20. CLUSTERS FOR SECURITY SERVICES: LIMPOPO DEPARTMENT OF HEALTH

Bidders must complete pricing schedule (soft copy) which is freely available on the departmental website (www.ldoh.limpopo.gov.za. Under “tenders” and / www.etenders.gov.za) and submit it together with bid document.

CAPRICORN: BOTLOKWA HOSPITAL CLUSTER 1

SITES		Day shift	Day shift	Night shift	Night shift	
		Armed	Unarmed	Armed	Unarmed	
PSIRA GRADE	Total Guards	C	D	C	D	Total
1. Botlokwa Hospital	20	2	8	3	7	20
1.1 Botlokwa Gateway Clinic	4	1	1	1	1	4
1.2 Eisleben Clinic	6	1	2	1	2	6
1.3 Makgato Clinic	6	1	2	1	2	6
1.4 Matoks Clinic	6	1	2	1	2	6
1.5 Nthabiseng Clinic	6	1	2	1	2	6
1.6 Ramokgopa Clinic	6	1	2	1	2	6
1.7 Dendron Clinic	4	1	1	1	1	4
1.8 Mohodi Clinic	6	1	2	1	2	6
1.9 Percy Clinic	6	1	2	1	2	6
Total	70	11	24	12	23	70

CAPRICORN: HELLEN FRANZ HOSPITAL AND RATSHAATSHA CHC CLUSTER 2

SITES		Day shift	Day shift	Night shift	Night shift	
		Armed	Unarmed	Armed	Unarmed	
PSIRA GRADE	Total Guards	C	D	C	D	Total
1. Hellen Franz Hospital and Gateway Clinic	30	3	12	3	12	30
1.1 Ratshaatsha CHC	10	2	3	2	3	10
1.2 Devrede Clinic	6	1	2	1	2	6
1.3 Alldays clinic	6	1	2	1	2	6
1.4 Buergerecht Clinic	4	1	1	1	1	4
1.5 Gideon clinic	4	1	1	1	1	4
1.6 Grootdraai clinic	6	1	2	1	2	6
1.7 Indermark Clinic	6	1	2	1	2	6
1.8 Kromhoek clinic	4	1	1	1	1	4
1.9 Kibi Clinic	4	1	1	1	1	4
1.10 Seakamela clinic	4	1	1	1	1	4
1.11 Ziest clinic	4	1	1	1	1	4
1.12 Taaibosch clinic	4	1	1	1	1	4
1.13 Towerfontein clinic	4	1	1	1	1	4
1.14 Sadu Clinic	4	1	1	1	1	4
1.15 My Darling Clinic	4	1	1	1	1	4
1.16 Lesfontein Clinic	4	1	1	1	1	4
1.17 Montz clinic	6	1	2	1	2	6

1.18	Blouberg CHC	10	2	3	2	3	10
1.19	Buffelshoek Clinic(Blouberg)	4	1	1	1	1	4
Total		128	24	40	24	40	128

**CAPRICORN: LEBOWAKGOMO HOSPITAL
CLUSTER 3**

SITES PSIRA GRADE	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Lebowakgomo Hospital and Gateway Clinic	30	3	12	3	12	30
1.1 Boschplaast Clinic	4	1	1	1	1	4
1.2 Dithabaneng Clinic	4	1	1	1	1	4
1.3 Lebowakgomo Clinic	4	1	1	1	1	4
1.4 Mafefe Clinic	6	1	2	1	2	6
1.5 Malemati Clinic	4	1	1	1	1	4
1.6 Mashite Clinic	4	1	1	1	1	4
1.7 Mathabatha Clinic	6	1	2	1	2	6
1.8 Morotse- Thamagane Clinic	4	1	1	1	1	4
1.9 Mphahlele Clinic	6	1	2	1	2	6
1.10 Unit B clinic	6	1	2	1	2	6
1.11 Unit R clinic	4	1	1	1	1	4
1.12 Dr, MMM Machupe Maphahlele Clinic (Groothoek)	4	1	1	1	1	4
1.13 Hwelereng clinic	4	1	1	1	1	4
1.14 Ledwaba clinic	4	1	1	1	1	4
Total	94	17	30	17	30	94

**CAPRICORN: MANKWENG HOSPITAL
CLUSTER 4**

SITES PSIRA GRADE	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Mankweng Hospital and Gateway Clinic	62	3	28	3	28	62
1.1 J Mamabolo Clinic	4	1	1	1	1	4
1.2 Evelyn Lekganyane Clinic	10	2	3	2	3	10
1.3 Laastehoop Clinic	4	1	1	1	1	4
1.4 Mankweng clinic	4	1	1	1	1	4
1.5 Makanye Clinic	4	1	1	1	1	4
1.6 Mamotshwa Clinic	4	1	1	1	1	4
1.7 Spitzkop Clinic	4	1	1	1	1	4
1.8 Phuthi Clinic	4	1	1	1	1	4
1.9 A Mamabolo Clinic	4	1	1	1	1	4
1.10 Sebayeng Clinic	6	1	2	1	2	6
1.11. Makotopong Clinic	4	1	1	1	1	4
1.12 Seobi – Dikgale Clinic	4	1	1	1	1	4
1.14 Soetfontein clinic	4	1	1	1	1	4

1.15 Mamushi clinic	6	1	2	1	2	6
1.16 Sehlale clinic	4	1	1	1	1	4
1.17. Molepo clinic	4	1	1	1	1	4
1.18 Block 14 clinic	4	1	1	1	1	4
1.19. Dikgale Clinic	4	1	1	1	1	4
1.20 Mothiba Clinic	4	1	1	1	1	4
1.21 Nobody Clinic	6	1	2	1	2	6
TOTAL	154	24	53	24	53	154

**CAPRICORN: PIETERSBURG
HOSPITAL CLUSTER 5**

SITES		Day shift	Day shift	Night shift	Night shift	
		Armed	Unarmed	Armed	Unarmed	
PSIRA GRADE	Total Guards	C	D	C	D	Total
1. Pietersburg / Polokwane Hospital	60	6	24	5	25	60
1.1. Rethabile CHC	14	1	6	1	6	14
1.2. Buite Clinic	4	1	1	1	1	4
1.3. S.T Maria Residence	10	2	3	2	3	10
1.4. Dalmada Residence	10	1	4	1	4	10
TOTAL	98	11	38	10	39	98

**CAPRICORN: W.F KNOBEL HOSPITAL
CLUSTER 6**

SITES		Day shift	Day shift	Night shift	Night shift	
		Armed	Unarmed	Armed	Unarmed	
PSIRA GRADE	Total Guards	C	D	C	D	Total
1. W.F Knobel Hospital and W.F Gateways Clinics	30	3	12	3	12	30
1.1. Ambergate Clinic	4	1	1	1	1	4
1.2. Goedentrou Clinic	4	1	1	1	1	4
1.3. Krantzplaas Clinic	4	1	1	1	1	4
1.4. Rosenkrantz Clinic	4	1	1	1	1	4
1.5. Schoongezicht Clinic	4	1	1	1	1	4
1.6. Uitkyk Clinic	4	1	1	1	1	4
1.7. Goedgevonden Clinic	4	1	1	1	1	4
1.8. Lonsdale Clinic	6	1	2	1	2	6
1.9. Matlala Clinic (Agang)	6	1	2	1	2	6
1.10. Sello-Moloto Clinic	6	1	2	1	2	6
Total	76	13	25	13	25	76

**CAPRICORN: ZEBEDIELA
HOSPITAL CLUSTER 7**

SITES		Day shift	Day shift	Night shift	Night shift	
		Armed	Unarmed	Armed	Unarmed	
PSIRA GRADES	Total Guards	C	D	C	D	Total
1. Zebediela Hospital and Gateway Clinic	30	3	12	3	12	30
1.1. Byldrift Clinic	4	1	1	1	1	4
1.2. Mogoto Clinic	6	1	2	1	2	6
1.3. Moetlane Clinic	6	1	2	1	2	6
1.4. Slopsteen Clinic	6	1	2	1	2	6
1.5. Smugglers Union Clinic	4	1	1	1	1	4
1.6. Zebediela Estate Clinic	4	1	1	1	1	4
Total	60	9	21	9	21	60

**CAPRICORN: SESHEGO HOSPITAL
CLUSTER 8**

SITES		Day shift	Day shift	Night shift	Night shift	
		Armed	Unarmed	Armed	Unarmed	
PSIRA GRADES	Total Guards	C	D	C	D	Total
1. Seshego Hospital and Gateway Clinic	30	3	12	3	12	30
1.1. Chuene clinic	6	1	2	1	2	6
1.2. Maja clinic	4	1	1	1	1	4
1.3. Manamela Clinic	6	1	2	1	2	6
1.4. Moetjie Clinic	6	1	2	1	2	6
1.5. Mashubaba Clinic	4	1	1	1	1	4
1.6. Perskebult Clinic	4	1	1	1	1	4
1.7. Semanya Clinic	6	1	2	1	2	6
1.8. Seshego Zone 2 Clinic	4	1	1	1	1	4
1.9. Seshego Zone 3 Clinic	4	1	1	1	1	4
1.10. Seshego Zone 4 clinic	6	1	2	1	2	6
1.11. Maraba clinic	6	1	2	1	2	6
1.12. Mashashane clinic	4	1	1	1	1	4
1.13. Diana clinic	4	1	1	1	1	4
1.14. Naledi clinic	4	1	1	1	1	4
Total	98	17	32	17	32	98

**SEKHUKHUNE: DILOKONG HOSPITAL
CLUSTER 9**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Dilokong Hospital and Gateway Clinic	30	3	12	3	12	30
1.1. Boschloof Clinic	4	1	1	1	1	4
1.2. Burgersfort Clinic	6	1	2	1	2	6
1.3. Eerstegeluk Clinic	6	1	2	1	2	6
1.4. HC Boshoff CHC	8	1	3	1	3	8
1.5. Mahubahuba Clinic	4	1	1	1	1	4
1.6. Makofane Clinic	4	1	1	1	1	4
1.7. Motlolo Clinic	4	1	1	1	1	4
1.8. Motshana Clinic	4	1	1	1	1	4
1.9. Naboomkoppies Clinic	6	1	2	1	2	6
1.10. Penge CHC	8	1	3	1	3	8
1.11. Praktiseer Clinic	6	1	2	1	2	6f
1.12. Riba Clinic	4	1	1	1	1	4
1.12. Rietfontein Clinic of HC Boshoff	4	1	1	1	1	4
1.13. Sterkspruit Clinic	4	1	1	1	1	4
1.14. Swaranang Clinic	6	1	2	1	2	6
1.15. Taung Clinic	4	1	1	1	1	4
Total	112	19	37	19	37	106

**SEKHUKHUNE: MECKLENBURG
HOSPITAL CLUSTER 10**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Mecklenburg Hospital and Gateway clinic	30	3	12	3	12	30
1.1. Manotoana clinic	4	1	1	1	1	4
1.2. Mashabela clinic	4	1	1	1	1	4
1.3. Matsageng clinic	4	1	1	1	1	4
1.4. Mmutlane clinic	4	1	1	1	1	4
1.5. Motsepe clinic	6	1	2	1	2	6
1.6. Selala clinic	6	1	2	1	2	6
1.7. Phasha clinic	4	1	1	1	1	4
1.9. Selepe clinic	4	1	1	1	1	4
Total	66	11	22	11	22	66

**SEKHUKHUNE: JANE FURSE HOSPITAL
CLUSTER 11**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Jane Furse Hospital and EMS	30	3	12	3	12	30
1.1. Ikageng Clinic	4	1	1	1	1	4
1.2. Mankotsane Clinic	4	1	1	1	1	4
1.3. Mohlaletsu Clinic	6	1	2	1	2	6
1.4. Mphanama Clinic	4	1	1	1	1	4
1.5. Nchabeleng Community Health Centre	8	1	3	1	3	8
1.6. Nchabeleng Clinic	6	1	2	1	2	6
1.7. Nkoana Clinic	4	1	1	1	1	4
1.8. Paulus Masha clinic	4	1	1	1	1	4
1.9. Phaahlamanoge Clinic	4	1	1	1	1	4
1.10. Ngwabe Clinic	6	1	2	1	2	6
1.11. Seroka clinic	4	1	1	1	1	4
1.12. Dichoeung clinic	4	1	1	1	1	4
1.13. Jane Furse Gateway clinic	4	1	1	1	1	4
1.14. Madibong clinic	6	1	2	1	2	6
1.15. Magalies clinic	4	1	1	1	1	4
1.16. Mamone clinic	4	1	1	1	1	4
1.17. Manganeng clinic	6	1	2	1	2	6
1.18. Marulaneng clinic (Makhuduthamaga)	6	1	2	1	2	6
1.19. Schoornoord clinic	4	1	1	1	1	4
1.20. Tshehlwaneng clinic	4	1	1	1	1	4
1.21. Maseven clinic	4	1	1	1	1	4
1.22. Tswaing clinic	4	1	1	1	1	4
Total	134	25	42	25	42	134

**SEKHUKHUNE: PHILADELPHIA
CLUSTER 12**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Philadelphia Hospital gateway clinic	48	4	20	4	20	48
1.1. Elandsdoorn clinic	4	1	1	1	1	4
1.2. Kwarrielaagte clinic	6	1	2	1	2	6
1.3. Moutse East clinic	6	1	2	1	2	6
1.4. Makeepsvlei clinic	6	1	2	1	2	6
1.5. Moutse West clinic	6	1	2	1	2	6
1.6. Sputsipunt clinic	4	1	1	1	1	4

1.7. Toitskraal clinic	6	1	2	1	2	6
1.8. Vlaakplaas clinic	4	1	1	1	1	4
1.9. Witfontein clinic	4	1	1	1	1	4
Total	94	13	34	13	34	94

SEKHUKHUNE: GROBLERSDAL AND MATLALA HOSPITAL CLUSTER 13

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Groblersdal Hospital	30	3	12	3	12	30
1.1. Dikgalaopeng Clinic	4	1	1	1	1	4
1.2. Groblersdal Clinic	4	1	1	1	1	4
1.3. Matsepe clinic	4	1	1	1	1	4
1.4. Motetema Clinic	4	1	1	1	1	4
1.4. Rammupudu Clinic	6	1	2	1	2	6
1.6. Roossenekal Clinic	4	1	1	1	1	4
1.7. Marble Hall Clinic	4	1	1	1	1	4
1.8. Matlala Tsimanyana Hospital	34	3	14	3	14	34
1.9. Elandskraal clinic	6	1	2	1	2	6
1.10. Marulaneng clinic (Marble Hall)	6	1	2	1	2	6
1.11. Matlala Clinic(Marble Hall)	4	1	1	1	1	4
1.12. Mmotoaneng Clinic	4	1	1	1	1	4
1.13. Moeding Clinic	4	1	1	1	1	4
1.14. Moganyaka clinic	4	1	1	1	1	4
1.15. Van der Merwes Krall clinic	4	1	1	1	1	4
1.16. Mampana clinic	4	1	1	1	1	4
1.17. Setlabosoane clinic	4	1	1	1	1	4
Total	134	22	45	22	45	134

SEKHUKHUNE: ST RITAS HOSPITAL CLUSTER 14

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. St Ritas Hospital and Gateway Clinic	42	3	18	3	18	42
1.1. Goedgedach clinic	6	1	2	1	2	6
1.2. Hlogotlou clinic	4	1	1	1	1	4
1.3. Magukubjane clinic	4	1	1	1	1	4
1.4. Sephaku clinic	6	1	2	1	2	6
1.5. Zaaiplaas clinic	6	1	2	1	2	6
1.6. Eensaam clinic	4	1	1	1	1	4
1.7. Klipspruit clinic	6	1	2	1	2	6
1.8. Marishane clinic	4	1	1	1	1	4
1.9. Phaahla clinic	4	1	1	1	1	4
1.10. Phatantsoane clinic	4	1	1	1	1	4

1.11.	Phokoane clinic	4	1	1	1	1	4
1.12.	Probeerin clinic	4	1	1	1	1	4
1.13.	Rietfontein clinic at Ngwaritsi	4	1	1	1	1	4
Total		102	16	35	16	35	102

**VHEMBE: DONALD FRAZER
HOSPITAL CLUSTER 15**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Donald Frazer Hospital and Gateway clinic	34	3	14	3	14	34
1.1. Mukula clinic	4	1	1	1	1	4
1.2. Murangoni clinic	4	1	1	1	1	4
1.3. Mutale clinic	8	1	3	1	3	8
1.4. Rambuda clinic	4	1	1	1	1	4
1.5. Sambandou clinic	6	1	2	1	2	6
1.6. Sterkstroom clinic	4	1	1	1	1	4
1.7. Thengwe clinic	6	1	2	1	2	6
1.8. Thondotshivhase clinic	6	1	2	1	2	6
1.9. Tshaulu clinic	6	1	2	1	2	6
1.10. Tshifudi clinic	4	1	1	1	1	4
1.11. Tshikundamalema clinic	4	1	1	1	1	4
1.12. Tshiombo clinic	6	1	2	1	2	6
1.13. Vhurivhuri clinic	4	1	1	1	1	4
1.14. William Eddie CHC	8	1	3	1	3	8
1.15. Dzingahe clinic	4	1	1	1	1	4
1.16. Gondeni clinic	4	1	1	1	1	4
1.17. Duvhuledza clinic	4	1	1	1	1	4
1.18. Damani clinic	4	1	1	1	1	4
Total	124	21	41	21	41	124

**VHEMBE: ELIM HOSPITAL
CLUSTER 16**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Elim Hospital and Gateway clinic	32	3	13	4	12	32
1.1. Bungeni CHC	8	1	3	1	3	8
1.2. De Hoop clinic	4	1	1	1	1	4
1.3. Helderwater clinic	4	1	1	1	1	4
1.4. Kuruleni clinic	4	1	1	1	1	4
1.5. Marseilles clinic	6	1	2	1	2	6
1.6. Masakona clinic	4	1	1	1	1	4
1.7. Mashau clinic	4	1	1	1	1	4

1.8. Olifantshoek clinic	4	1	1	1	1	4
1.9. Manyima clinic	4	1	1	1	1	4
1.10. Mashamba clinic	6	1	2	1	2	6
Centre 1.11. Tiyani Health	8	1	3	1	3	8
1.12. Mbokota Clinic	4	1	1	1	1	4
1.13. Mpheni clinic	6	1	2	1	2	6
1.14. Muila clinic	4	1	1	1	1	4
1.15. Mulima clinic	4	1	1	1	1	4
1.16. Muwaweni clinic	4	1	1	1	1	4
1.17. Nkhensani clinic	6	1	2	1	2	6
1.18. Nthabalala clinic	4	1	1	1	1	4
1.19. Riverplaats clinic	4	1	1	1	1	4
1.20. Sereni clinic	4	1	1	1	1	4
1.21. Valdezia clinic	4	1	1	1	1	4
1.22. Vleifontein clinic	6	1	2	1	2	6
1.23. Waterval clinic	6	1	2	1	2	6
1.24. Wayeni clinic	4	1	1	1	1	4
clinic 1.25. Sterkstroom old	4	1	1	1	1	4
clinic 1.26. Mulenzhe old	4	1	1	1	1	4
Total	156	29	49	30	48	156

**VHEMBE: LOUIS TRICHARDT
HOSPITAL CLUSTER 17**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
PSIRA GRADES						
1. Louis Trichardt Hospital	26	2	11	3	10	26
1.1. Kutama clinic	6	1	2	1	2	6
1.2. Louis Trichardt clinic	4	1	1	1	1	4
1.3. Madombidzha clinic	6	1	2	1	2	6
1.4. Midoroni clinic	4	1	1	1	1	4
1.5. Tshilwavhusiku CHC	10	1	4	1	4	10
1.6. Shigalo clinic	6	1	2	1	2	6
1.7. Shikundu clinic	6	1	2	1	2	6
1.8. Shingwedzi clinic	4	1	1	1	1	4
1.9. Tlangelani clinic	4	1	1	1	1	4
1.10. Davhana clinic	4	1	1	1	1	4
1.11. Manavhela clinic	4	1	1	1	1	4
clinic 1.12. New Mulenzhe	4	1	1	1	1	4
1.13. Tshimbupfe clinic	4	1	1	1	1	4
1.14. Vyeboom clinic	4	1	1	1	1	4
1.15. Ha-Mutsha clinic	4	1	1	1	1	4
1.16. Levubu clinic	6	1	2	1	2	6

1.17.	Tshakhuma clinic	4	1	1	1	1	4
1.18.	Tshino clinic	6	1	2	1	2	6
1.19.	Dzwerani clinic	4	1	1	1	1	4
Total		120	21	39	22	38	120

**VHEMBE: MALAMULELE
HOSPITAL CLUSTER 18**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Malamulele Hospital	28	2	12	3	11	28
1.1. Makahlule clinic	4	1	1	1	1	4
1.2. Makuleke clinic	4	1	1	1	1	4
1.3. Malamulele clinic	6	1	2	1	2	6
1.4. Matiyana clinic	4	1	1	1	1	4
1.5. Matsheka clinic	4	1	1	1	1	4
1.6. Mavambe clinic	6	1	2	1	2	6
1.7. Mhinga clinic	6	1	2	1	2	6
1.8. Mphambo CHC	8	1	3	1	3	8
1.9. Mtititi clinic	4	1	1	1	1	4
1.10. Mukhomi clinic	4	1	1	1	1	4
1.11. Nghezimani clinic	4	1	1	1	1	4
1.12. Ntlhaveni C clinic	4	1	1	1	1	4
1.13. Ntlhaveni D clinic	4	1	1	1	1	4
1.14. Ntlhaveni E clinic	4	1	1	1	1	4
1.15. Peninghotsa clinic	4	1	1	1	1	4
Total	98	17	32	18	31	98

**VHEMBE: MESSINA HOSPITAL
CLUSTER 19**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Messina Hospital and gateway clinic	32	3	13	3	13	32
1.1. Nancefield 2 clinic	4	1	1	1	1	4
1.2. Nancefield 1 clinic	6	1	2	1	2	6
1.3. Madimbo clinic	6	1	2	1	2	6
1.4. Folovhodwe clinic	6	1	2	1	2	6
1.5. Tshipise clinic	6	1	2	1	2	6
1.6. Beaconsfield clinic	4	1	1	1	1	4
1.7. Khomela clinic	4	1	1	1	1	4
1.8. Makonde clinic	6	1	2	1	2	6
1.9. Makuya clinic	4	1	1	1	1	4
1.10. Matavhela clinic	4	1	1	1	1	4

1.11.	Manenzhe clinic	6	1	2	1	2	6
1.12.	Masisi clinic	6	1	2	1	2	6
1.13.	Shakadza clinic	4	1	1	1	1	4
1.14.	Tshiungani clinic	4	1	1	1	1	4
1.15.	Guyuni clinic	4	1	1	1	1	4
1.16.	Mulala clinic	4	1	1	1	1	4
1.17.	Lambani clinic	4	1	1	1	1	4
Total		114	20	37	20	37	114

**VHEMBE: SILOAM HOSPITAL
CLUSTER 20**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Siloam Hospital and Gateway clinic	34	3	14	4	13	34
1.1. Makhado CHC	8	1	3	1	3	8
1.2. Matsa clinic	4	1	1	1	1	4
1.3. Mphephu clinic	6	1	2	1	2	6
1.4. Mudimeli clinic	6	1	2	1	2	6
1.5. Phadzima clinic	4	1	1	1	1	4
1.6. Rabali clinic	4	1	1	1	1	4
1.7. Straighthardt clinic	4	1	1	1	1	4
1.8. Tshikuwi clinic	4	1	1	1	1	4
1.9. Vhambelani Maelula clinic	4	1	1	1	1	4
1.10. Vuvha clinic	4	1	1	1	1	4
1.11. Fondwe clinic	4	1	1	1	1	4
1.12. Khakhu clinic	4	1	1	1	1	4
1.13. Madala clinic	6	1	2	1	2	6
1.14. Tshixwadza clinic	4	1	1	1	1	4
Total	100	17	33	18	32	100

**VHEMBE: TSHILIDZINI HOSPITAL
CLUSTER 21**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Tshilidzini Hospital and Gateway clinic	44	3	19	3	19	44
1.1. Lwamondo clinic	4	1	1	1	1	4
1.2. Magwedzha clinic	6	1	2	1	2	6
1.3. Mbilwi clinic	4	1	1	1	1	4
1.4. Muledane clinic	4	1	1	1	1	4
1.5. Pfanani clinic	6	1	2	1	2	6

1.6. Phiphidi clinic	6	1	2	1	2	6
1.7. Shayandima clinic	6	1	2	1	2	6
1.8. Sibasa clinic	6	1	2	1	2	6
1.9. Thohoyandou CHC	12	2	4	2	4	12
1.10. Tshififi clinic	4	1	1	1	1	4
1.11. Tswinga clinic	4	1	1	1	1	4
1.12. Tshisaulu clinic	6	1	2	1	2	6
Total	112	16	40	16	40	112

WATERBERG: ELLISRAS AND WITPOORT HOSPITAL CLUSTER 22	
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SITES		Day shift	Day shift	Night shift	Night shift	
		Armed	Unarmed	Armed	Unarmed	
PSIRA GRADES	Total Guards	C	D	C	D	Total
1. Ellisras Hospital and EMS	32	3	13	3	13	32
2. Witpoort Hospital	28	2	12	2	12	28
2.1. Ellisras clinic	4	1	1	1	1	4
2.2. Marapong CHC	8	1	3	1	3	8
2.3. Abbotspoort clinic	6	1	2	1	2	6
2.4. Selekla clinic	6	1	2	1	2	6
2.5. Shongoane clinic	6	1	2	1	2	6
Total	90	10	35	10	35	90

WATERBERG: THABAZIMBI HOSPITAL CLUSTER 23
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SITES		Day shift	Day shift	Night shift	Night shift	
		Armed	Unarmed	Armed	Unarmed	
PSIRA GRADES	Total Guards	C	D	C	D	Total
1. Thabazimbi Hospital and EMS	32	3	13	3	13	32
1.1. Chromite clinic	6	1	2	1	2	6
1.2. Dwaalboom clinic	6	1	2	1	2	6
1.3. Northam clinic	8	2	2	2	2	4
1.4. Regorogile 1 clinic	4	1	1	1	1	4
1.5. Regorogile 2 clinic	4	1	1	1	1	4
1.6. Zwartklip clinic	4	1	1	1	1	4
1.7. Thabazimbi Town clinic	4	1	1	1	1	4
1.8. Bela-Bela Hospital	28	2	12	2	12	28
1.9. Bela-Bela clinic	6	1	2	1	2	6
1.10. Pienaarsriver clinic	6	1	2	1	2	6
1.11. Settlers clinic	4	1	1	1	1	4
1.12. Bela-bela town clinic	4	1	1	1	1	4
1.13. Kromdraai clinic	4	1	1	1	1	4
1.14. Rooiberg clinic	6	1	2	1	2	6
Total	126	19	44	19	44	122

**WATERBERG: F.H ODENDAAL
HOSPITAL CLUSTER 24**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. F.H Odendaal Hospital	28	2	12	2	12	28
1.1. Alma clinic	4	1	1	1	1	4
1.2. Mookgophong CHC	8	1	3	1	3	8
1.3. Mookgophong clinic	4	1	1	1	1	4
1.4. Phagameng clinic	6	1	2	1	2	6
1.5. Roedtan clinic	4	1	1	1	1	4
1.6. Vaalwater clinic	6	1	2	1	2	4
1.7. MDR Hospital :Waterberg	16	2	6	2	6	16
1.8. Lori Park	4	1	1	1	1	4
Total	80	11	29	11	29	78

**WATERBERG: GEORGE MASEBE
HOSPITAL CLUSTER 25**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. George Masebe Hospital , EMS and Gateway clinic	32	3	13	3	13	32
1.1. Bakenberg clinic	6	1	2	1	2	6
1.2. Bavaria clinic	6	1	2	1	2	6
1.3. Chalema clinic	6	1	2	1	2	6
1.4. Jakkalskuil clinic	6	1	2	1	2	6
1.5. Makgobe clinic	4	1	1	1	1	4
1.6. Mankuwe clinic	6	1	2	1	2	6
1.7. Mattanau clinic	4	1	1	1	1	4
1.8. Mokamole clinic	6	1	2	1	2	6
1.9. Paulos clinic	4	1	1	1	1	4
1.10. Rebone clinic	6	1	2	1	2	6
1.11. Segole clinic	6	1	2	1	2	6
1.12. Tiberius clinic	4	1	1	1	1	4
1.13. Weltevreden clinic	6	1	2	1	2	6
1.14. Lekhureng clinic	6	1	2	1	2	6
1.15. Thabaleshoba CHC	8	1	3	1	3	8
Total	116	18	40	18	40	116

**WATERBERG: MOKOPANE
HOSPITAL :CLUSTER 26**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Mokopane Hospital	50	3	22	3	22	50
1.1. Armoed clinic	4	1	1	1	1	4
1.2. Mabuela clinic	4	1	1	1	1	4
1.3. Mamaselela clinic	6	1	2	1	2	6
1.4. Mapela clinic	6	1	2	1	2	6
1.5. Mokopane gateway clinic	4	1	1	1	1	4
1.6. Mosesetjane clinic	6	1	2	1	2	6
1.7. Phafola clinic	6	1	2	1	2	6
1.8. Pholotji clinic	4	1	1	1	1	4
1.9. Sterkwater clinic	6	1	2	1	2	6
1.10. Tshamahasi clinic	6	1	2	1	2	6
1.11. Vaalkop clinic	4	1	1	1	1	4
1.12. Sekuruwe clinic	6	1	2	1	2	6
Total	112	15	41	15	41	112

**WATERBERG: VOORTREKKER
HOSPITAL :CLUSTER 27**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Voortrekker Hospital and EMS	44	3	19	3	19	44
1.1. Bokwalakwala clinic	6	1	2	1	2	6
1.2. Ga-Madiba clinic	6	1	2	1	1	6
1.3. Mahwelereng Zone 1 Clinic	6	1	2	1	2	6
1.4. Mahwelereng Zone 2 Clinic	6	1	2	1	2	6
1.5. Manyoga Clinic	6	1	2	1	2	6
1.6. Sekgakgapeng Clinic	4	1	1	1	1	4
1.7. Voortrekker gateway Clinic	4	1	1	1	1	4
Total	82	10	31	10	30	82

**MOPANI: DR. C.N. PHATHUDI
HOSPITAL: CLUSTER 28**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Dr. C.N Phathudi Hospital	28	2	12	2	12	28
1.1. Carlotta clinic	4	1	1	1	1	4
1.2. Dan Village clinic	4	1	1	1	1	4
1.3. Jamela clinic	4	1	1	1	1	4
1.4. Julesburg CHC	8	1	3	1	3	8
1.5. Khujwana clinic	4	1	1	1	1	4
1.6. Lenyenye clinic	4	1	1	1	1	4
1.7. Lephepane clinic	4	1	1	1	1	4
1.8. Maake clinic	4	1	1	1	1	4
1.9. Mogapeng clinic	4	1	1	1	1	4
1.10. Mokgoboya clinic	4	1	1	1	1	4
1.11. Moime clinic	6	1	2	1	2	6
1.12. Muhlaba clinic	4	1	1	1	1	4
1.13. Shiluvana CHC	8	1	3	1	3	8
1.14. Tours clinic	4	1	1	1	1	4
Total	94	16	31	16	31	94

MOPANI: SEKORORO HOSPITAL: CLUSTER 29

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Sekororo Hospital and Gateway clinic	36	3	15	3	15	36
1.1. Bismarck clinic	4	1	1	1	1	4
1.2. Calais clinic	4	1	1	1	1	4
1.3. Hoedspruit clinic	6	1	2	1	2	6
1.4. Lorraine clinic	4	1	1	1	1	4
1.5. Mabins clinic	4	1	1	1	1	4
1.6. Sekororo clinic	6	1	2	1	2	6
1.7. Sophia/ Sekwati clinic	4	1	1	1	1	4
1.8. The Oaks clinic	4	1	1	1	1	4
1.9. Turkey clinic	4	1	1	1	1	4
1.10. Willows clinic	4	1	1	1	1	4
Total	80	13	27	13	27	80

**MOPANI: VAN VELDEN HOSPITAL:
CLUSTER 30**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Van Velden Hospital and EMS	30	3	12	3	12	30
1.1. Madumane clinic	4	1	1	1	1	4
1.2. Morapalala clinic	4	1	1	1	1	4
1.3. Morutji clinic	4	1	1	1	1	4
1.4. Motupa clinic	4	1	1	1	1	4
1.5. Relela clinic	6	1	2	1	2	6
1.6. Litsitele clinic	4	1	1	1	1	4
1.7. Tzaneen Bus stop CHC	8	1	3	1	3	8
1.8. Mariveni clinic	4	1	1	1	1	4
1.9. Zangoma clinic	4	1	1	1	1	4
1.10. Nkowankowa CHC	8	1	3	1	3	8
1.11. Duiwelskloof CHC	8	1	3	1	3	8
1.12. Duiwelskloof clinic	4	1	1	1	1	4
Total	92	15	31	15	31	92

MOPANI: LETABA HOSPITAL: CLUSTER 31

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1.1. Letaba Hospital and Gateway clinic	46	3	20	3	20	46
1.2. Dr. Hugo Nkabinde clinic	4	1	1	1	1	4
1.3. Grace Mugondeni CHC	8	1	3	1	3	4
1.4. Makgope clinic	4	1	1	1	1	4
1.5. Mamitwa clinic	4	1	1	1	1	4
1.6. Mawa clinic	4	1	1	1	1	4
1.7. Mokgwathi clinic	6	1	2	1	2	6
1.8. Nyavana clinic	6	1	2	1	2	6
1.9. Ooghoek clinic	4	1	1	1	1	4
1.10. Ramotshinyadi clinic	4	1	1	1	1	4
Total	90	12	33	12	33	86

**MOPANI:KGAPANE HOSPITAL
:CLUSTER 32**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Kgapane Hospital	30	3	12	3	12	30
1.1. Bellevue clinic	4	1	1	1	1	4
1.2. Bolobedu clinic	4	1	1	1	1	4
1.3. Charlie Rangaan clinic	4	1	1	1	1	4
1.4. Kgapane clinic	4	1	1	1	1	4
1.5. Lebaka clinic	4	1	1	1	1	4
1.6. Mamaila clinic	6	1	2	1	2	6
1.7. Mamanyoha clinic	4	1	1	1	1	4
1.8. Maphalle clinic	6	1	2	1	2	6
1.9. Matswi clinic	4	1	1	1	1	4
1.10. Middelwater clinic	4	1	1	1	1	4
1.11. Modjadji 5 clinic	4	1	1	1	1	4
1.12. Pheeha clinic	6	1	2	1	2	6
1.13. Raphahlelo clinic	6	1	2	1	2	6
1.14. Rotterdam clinic	4	1	1	1	1	4
1.15. Seapole clinic	4	1	1	1	1	4
1.16. Sekgopo clinic	6	1	2	1	2	6
1.17. Senobela clinic	4	1	1	1	1	4
1.18. Medingeni clinic	4	1	1	1	1	4
1.19. Shotong clinic	6	1	2	1	2	6
Total	118	22	37	22	37	118

**MOPANI: NKHENSANI HOSPITAL:
CLUSTER 33**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
PSIRA GRADES		Armed	Unarmed	Armed	Unarmed	
		C	D	C	D	
1. Nkhensani Hospital	30	3	13	3	12	30
1.1. Thomo clinic	6	1	2	1	2	6
1.2. Shitlakati clinic	4	1	1	1	1	4
1.3. Shivulani clinic	6	1	2	1	2	6
1.4. Giyani CHC	8	1	3	1	3	8
1.5. Nkhensani gateway clinic	4	1	1	1	1	4
1.6. Khakhala-Hlomela clinic	4	1	1	1	1	4
1.7. Ntluri clinic	4	1	1	1	1	4
1.8. Mapayeni clinic	6	1	2	1	2	6
1.9. Muyexe clinic	4	1	1	1	1	4
1.10. Mhlava Willen clinic	6	1	2	1	2	6
1.11. Msengi clinic	4	1	1	1	1	4

1.12.	Xikhunba clinic	4	1	1	1	1	4
1.13.	Dzumeri CHC	8	1	3	1	3	8
1.14.	Basani clinic	6	1	2	1	2	6
1.15.	Hlaneki clinic	4	1	1	1	1	4
1.16.	Skimming clinic	4	1	1	1	1	4
1.17.	Zava clinic	4	1	1	1	1	4
1.18.	Ratanang clinic	4	1	1	1	1	4
1.19.	Bochabelo clinic	4	1	1	1	1	4
1.20.	Nkuri clinic	4	1	1	1	1	4
1.21.	Ndengeza clinic	4	1	1	1	1	4
1.22.	Loloka clinic	4	1	1	1	1	4
1.23.	Makhuva clinic	4	1	1	1	1	4
1.24.	Kremetart clinic	4	1	1	1	1	4
1.25.	Matsotsosela clinic	4	1	1	1	1	4
1.26.	Ngobe clinic	4	1	1	1	1	4
1.27.	Kheyi clinic	4	1	1	1	1	4
1.28.	Nkomo B clinic	6	1	2	1	2	6
1.29.	Giyani PHC	8	1	3	1	3	8
Total		170	32	54	32	53	170

**MOPANI: MAPHUTHA MALATJI
HOSPITAL: CLUSTER 34**

SITES		Day shift	Day shift	Night shift	Night shift	
		Armed	Unarmed	Armed	Unarmed	
PSIRA GRADES	Total Guards	C	D	C	D	Total
1. Maphutha Malatji Hospital	30	3	12	3	12	30
1.1. Benfarm clinic	6	1	2	1	2	6
1.2. Humulani clinic	6	1	2	1	2	6
1.3. Lulekani CHC	8	1	3	1	3	8
1.4. Mahale clinic	4	1	1	1	1	4
1.5. Makhushane clinic	4	1	1	1	1	4
1.6. Mashishimane clinic	6	1	2	1	2	6
1.7. Namakgale A clinic	4	1	1	1	1	4
1.8. Namakgale B clinic	6	1	2	1	2	6
1.9. Phalaborwa Busstop clinic	6	1	2	1	2	6
1.10. Seloane clinic	4	1	1	1	1	4
1.11. Phalaborwa CHC	8	1	3	1	3	8
Total	92	14	32	14	32	92

**SPECIALISED HOSPITAL :CLUSTER
35**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
		Armed	Unarmed	Armed	Unarmed	
PSIRA GRADES		C	D	C	D	
1. Evuxakeni Hospital: Mopani District	30	3	12	3	12	30
2. Thabamooopo Hospital: Capricorn D	34	3	14	3	14	34
3. Hayani Hospital: Vhembe District	56	3	25	3	25	56
Total	120	9	51	9	51	120

**HEAD OFFICE, EMS STATIONS, MALARIA
CENTERS, PHARMACEUTICAL DEPOT
AND LEBOWAKGOMO GOVERNMENT
MORTUARY: CLUSTER 36**

SITES	Total Guards	Day shift	Day shift	Night shift	Night shift	Total
		Armed	Unarmed	Armed	Unarmed	
PSIRA GRADES		C	D	C	D	
1. Fidel Castro building (Head Office)	36	2	16	2	16	36
2. Che Guevara building (EMS building)	4	1	1	1	1	4
3. Waterberg District office	8	2	2	2	2	8
4. Mopani District Office	8	2	2	2	2	8
5. Vhembe District office	8	2	2	2	2	8
6. Capricorn District office	16	2	6	2	6	16
7. Sekhukhune District office	8	2	2	2	2	8
8. RTC Learning Centre	8	1	3	1	3	8
9. Leboeng EMS station	4	1	1	1	1	4
10. EMS Ladanna /Polokwane EMS	6	1	2	1	2	6
11. Bosele EMS station	4	1	1	1	1	4
12. Zaaiplaas EMS station	4	1	1	1	1	4
13. Schoonoord EMS station	4	1	1	1	1	4
14. Raphahlelo EMS station	4	1	1	1	1	4
15. Giyani EMS station	4	1	1	1	1	4
16. Sekororo EMS station	4	1	1	1	1	4
17. Dr. C.N Phatudi EMS station	4	1	1	1	1	4
18. Hoedspruit EMS station	4	1	1	1	1	4
19. Maphutha Malatji EMS station	4	1	1	1	1	4
20. Vaalwater EMS Station	4	1	1	1	1	4
21. Lebowakgomo EMS station	4	1	1	1	1	4
22. W.F Knobel EMS station	4	1	1	1	1	4
23. Modimolle EMS station	4	1	1	1	1	4
24. Witpoort EMS station	4	1	1	1	1	4

25. Mookgopong EMS station	4	1	1	1	1	4
26. Thohoyandou EMS station	4	1	1	1	1	4
27. Majosi EMS station	4	1	1	1	1	4
28. Tzaneen Malaria Centre	6	1	2	1	2	6
29. Mogalakwena Malaria Station	4	1	1	1	1	4
30. Pharmaceutical Depot	37	4	21	4	21	37
31. Lebowakgomo government mortuary	4	1	1	1	1	4
Total	225	40	79	40	79	225

21. COMPANY EXPERIENCE - BIDDER'S EXPERIENCE - ANNEXURE A

21.1. The Bidder/s must furnish a list of the following particulars of relevant experience in the rendering physical security services . The bidder must in addition attach proof of references (Contactable References and Evidence e.g. Contracts, Purchase Orders, Disbursement reports/ Payment Advise must be provided). Failure to furnish the particulars of such information in this Annexure in full shall invalidate the bid.

21.1.1.	Project Name		Contract Commencement Date (indicate start date in full)	Day	Month	Year
	Name of Institution/ Client		Contract End Date (indicate end date in full)	Day	Month	Year
	Description/ Nature of services provided (laundry services)		Contract Amount (R)			
	Client Reference / Client Contact person (Name)					
	Client Contact Tel. No.		Place (town)			
21.1.2.	Project Name		Contract Commencement Date (indicate start date in full)	Day	Month	Year
	Name of Institution/ Client		Contract End Date (indicate end date in full)	Day	Month	Year
	Description/ Nature of services provided (Laundry Services)		Contract Amount (R)			
	Client Reference / Client Contact person (Name)					
	Client Contact Tel. No.		Place (town)			

21.1.3.	Project Name		Contract Commencement Date (indicate start date in full)	Day	Month	Year
	Name of Institution/ Client		Contract End Date (indicate end date in full)	Day	Month	Year
	Description/ Nature of services provided (laundry services)		Contract Amount (R)			
Client Reference / Client Contact person (Name)						
	Client Contact Tel. No.		Place (town)			
21.1.4.	Project Name		Contract Commencement Date (indicate start date in full)	Day	Month	Year
	Name of Institution/ Client		Contract End Date (indicate end date in full)	Day	Month	Year
	Description/ Nature of services provided (Laundry Services)		Contract Amount (R)			
Client Reference / Client Contact person (Name)						
	Client Contact Tel. No.		Place (town)			
21.1.5.	Project Name			Day	Month	Year

			Contract Commencement Date (indicate start date in full)			
	Name of Institution/ Client		Contract End Date (indicate end date in full)	Day	Month	Year
	Description/ Nature of services provided (laundry services)		Contract Amount (R)			
	Client Reference / Client Contact person (Name)					
Client Contact Tel. No.		Place (town)				
21.1.6.	Project Name		Contract Commencement Date (indicate start date in full)	Day	Month	Year
	Name of Institution/ Client		Contract End Date (indicate end date in full)	Day	Month	Year
	Description/ Nature of services provided (Laundry Services)		Contract Amount (R)			
	Client Reference / Client Contact person (Name)					
Client Contact Tel. No.		Place (town)				

THE END