



<b>BID DOCUMENT</b>
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<b>BID NO. AW2023/24/08</b>
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<b>BID DESCRIPTION</b>
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<b>PROVISION OF SECURITY SERVICES TO AMATOLA WATER BOARD SITES FOR A PERIOD OF FIVE (5) YEARS</b>
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<b>CLOSING DATE</b>
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<b>FRIDAY, 02 FEBRUARY 2024 AT 11H00AM</b>
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**NO EMAILED SUBMISSION WILL BE ACCEPTED**

<b>BIDDER TO COMPLETE</b>
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<b>COMPANY NAME</b>	
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<b>CSD NUMBER</b>	
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ISSUED AND PREPARED BY: AMATOLA WATER  
PRIVATE BAG X3  
VINCENT  
5217  
Tel: +27 43 707 3700

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**SECTION A**  
**TENDERING INVITATION, PROCEDURE,**  
**SPECIFICATION AND PRICING**

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF AMATOLA WATER-AMANZI**

BID NUMBER:	AW2023/24/08	CLOSING DATE:	02 FEBRUARY 2024	CLOSING TIME:	11:00am
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DESCRIPTION	<b>PROVISION OF SECURITY SERVICES TO AMATOLA WATER BOARD SITES FOR A PERIOD OF FIVE (5) YEARS</b>
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**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**Reception area of Amatola House**

**6 Lancaster Road**

**Vincent**

**East London**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Namhla Ndlamla	CONTACT PERSON	Mr P. Kokwe
TELEPHONE NUMBER	043 707 3700	TELEPHONE NUMBER	043 707 3700
FACSIMILE NUMBER	n/a	FACSIMILE NUMBER	n/a
E-MAIL ADDRESS	<a href="mailto:nndlamla@amatolawater.co.za">nndlamla@amatolawater.co.za</a>	E-MAIL ADDRESS	<a href="mailto:pkokwe@amatolawater.co.za">pkokwe@amatolawater.co.za</a>

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE 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.**

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

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

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

#### 3. TOTAL BID PRICE:

ITEM	REQUIRED GOODS & SERVICES	TOTAL AMOUNT INCL VAT (Amount in figures) R	TOTAL AMOUNT INCL. VAT (Amount in words) R
	<b>PROVISION OF SECURITY SERVICES TO AMATOLA WATER BOARD SITES FOR A PERIOD OF FIVE (5) YEARS</b>		..... .....
		(Carried from SBD3.1)	(Carried from SBD3.1)

**NB: FAILURE TO PROVIDE 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: .....

## TENDER NOTICE AND INVITATION TO TENDER

**BID NO: AW2023/24/08**

### **PROVISION OF SECURITY SERVICES TO AMATOLA WATER BOARD SITES FOR A PERIOD OF FIVE (5) YEARS**

Amatola Water Board is a state-owned, South African water utility established in November 1997 and is mandated to render water services to water sector institutions, to local government and other customers in the Eastern Cape.

### **INVITATION AND SCOPE OF WORK**

Suitably experienced and qualified service providers are invited to respond to this bid invitation for the

<b>Bid Number</b>	<b>Bid Name</b>	<b>Scope of Work</b>	<b>Bid Closing Date and Time</b>
<b>AW2023/24/08</b>	<b>PROVISION OF SECURITY SERVICES TO AMATOLA WATER BOARD SITES FOR A PERIOD OF FIVE (5) YEARS</b>	<b>Amatola Water is hereby inviting all the suitably qualified and experienced service providers to submit proposals for provision of Security Services to Amatola Water for a period of Five (5) years.</b>	<b>02<sup>nd</sup> February 2024 at 11:00 am</b>

### **BID PUBLICATION**

An open competitive bidding process is to be followed. A bid invitation will be published in the regional newspaper, Amatola Water website and National Treasury Website(e-tender). Tender documents shall be downloaded for free from the Amatola Website ([www.amatolawater.co.za](http://www.amatolawater.co.za)) on **Friday 12<sup>th</sup> January 2024 at 09:00am.**

### **COMPULSORY BID CLARIFICATION MEETING**

A compulsory clarification meeting with the representative of the employer will be held on the **19<sup>th</sup> January 2024 at 11:00am** at **Nahoon Dam Boat House Co-ordinates @ 32°54'43.86"S 27°48'32.08"E.** Any bidder who arrives more than **15 minutes** after the proposed meeting time, will not be allowed to participate in the clarification meeting. Roll-call will be conducted at the end of the briefing sessions and each bidder may only represent one company.

### **EVALUATION CRITERIA**

This bid will be evaluated in three (3) stages:

**Stage One:** Mandatory Requirements

**Stage Two:** Capability Requirements

**Stage Three:** PPPFA

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

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

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

- The Preferential Procurement Policy Framework Act 2000 (PPPFA) principles shall apply, whereby submissions will be evaluated accordingly to the provisions of the Act.
- Amatola Water does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or portion of a tender.
- Tenders which are late, incomplete, unsigned or submitted electronically will not be accepted.
- All tenders are to remain valid for a period of 12 weeks from the closing date of the submission.
- Only one offer per bidder is allowed. Bidders are also not allowed to submit a bid whilst they are in agreements with other bidders in the form of joint ventures or consortiums.

**BID SUBMISSION**

The original completed bid documents and all supporting documents (in a separate file), must be submitted in a sealed envelope or parcel endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of **Amatola House, 6 Lancaster Rd, Vincent, East London**, prior to the time and date indicated in the bid notice and the Tender Data. The bid submissions will be opened in public shortly the closing time.

**BID ENQUIRIES**

No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Ms N. Ndlamla - E-mail: [ndlamla@amatolawater.co.za](mailto:ndlamla@amatolawater.co.za)

**Mr Siyabulela Koyo**

**Chief Executive Officer**

*Amatola Water supports transformation through Preferential Procurement and tenders will be awarded in accordance with Amatola Water's Supply Chain Management Policy.*

## **SPECIAL TENDER CONDITIONS**

### **1. DEFINITIONS**

The word "Bidder/Tenderer" in these conditions shall mean and include any firm of Contractors, Suppliers, Service Providers or any company or body incorporated or unincorporated.

### **1. BID SUBMISSION**

The original completed bid documents must be submitted in a sealed envelope endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box, located in the reception area of **Amatola Water, 6 Lancaster Road, Vincent, East London**, not later than the time and date specified on the cover page and SBD 1 of this bid.

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

All Bids must remain valid for a period of 90 (ninety) days from the closing date as stipulated in the Bid document.

### **3. AUTHORITY TO SIGN BID DOCUMENTS**

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the Board of directors or under the articles of the entity.

**Form A must be completed. Failure to complete Form A will invalidate your bid.**

### **4. LATE BIDS**

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

### **5. JOINT VENTURE REQUIREMENTS**

**DEFINITION:- "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.

Should a group of companies/firms and/or interested parties wish to enter into a joint venture / consortium agreement the following minimum requirements must be met: -

- a. A properly signed copy of the joint venture/consortium agreement must be attached.
- b. Each member of the joint venture/consortium's taxes must be in order.
- c. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide a combined joint venture/consortium Tax Clearance Certificate.
- d. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide the details of the joint venture / consortium banking details.
- e. A trust, consortium or joint venture will qualify for points of their Specific Goals as a legal entity, provided that the entity claims points from the SBD 6.1 points form and submit CSD's for both companies.



**THE JOINT VENTURE/CONSORTIUM AGREEMENT MUST CONTAIN THE FOLLOWING: -**

- a. Who the managing member will be.
- b. Who the signatory of authority will be.
- c. How the joint venture/consortium share of profit will be split.
- d. The bank account details where payments will be deposited into.
- e. The agreement must be signed by all parties.
- f. The agreement must be certified by a Commissioner of Oaths.
- g. The postal and physical address where all correspondence will be sent to

**6. OBLIGATIONS OF THE SERVICE PROVIDER:**

The successful bidder shall:

- 1.1 Abide by the Service Level Agreement concluded and act as a partner to Amatola Water.
- 1.2 Provide all relevant information necessary to the achievement of the above.
- 1.3 Respond within reasonable time to decisions that need to be made, support required and any other matters that may need resolving in order not to delay the operations of Amatola Water.

**7. CONDITIONS OF TENDER/POST AWARD NEGOTIATION**

- a) Submission of this proposal signifies the applicant's acceptance of the conditions as laid down in this document, unless clearly stated otherwise.
- b) Any expense incurred by the applicant in preparing and submitting this proposal will be for the applicant's account.
- c) Amatola Water (AW) reserves the right not to accept any proposal and cancel the bid as and when the need arises.
- d) No provision in a contract shall be deemed to prohibit the sourcing of services from other service providers should there be delays from the service provider in the contract.
- e) The right is reserved not to accept any of the bids submitted.
- f) Amatola Water reserves the right not to award, to award in part or in full
- g) AW reserves to withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing date of the bid.
- h) AW reserves the right to start the procurement process while still in the contract if the service provider is under performing.
- i) The service provider must report to Amatola Water should they encounter conditions beyond their reasonable control which may impact on timely delivery of the goods/services the supplier should notify Amatola Water immediately having become aware of these conditions.
- j) In the event that an incorrect award has been made, Amatola Water reserves the right to remedy the matter in any manner it may deem fit.
- k) Amatola Water reserves the right to negotiate the standard rate with the responsive bidder prior to award in line with PSIRA rates.

## **BID SPECIFICATION**

### **PROVISION OF SECURITY SERVICES TO AMATOLA WATER BOARD SITES FOR A PERIOD OF FIVE (5) YEARS**

#### **• BACKGROUND AND INTRODUCTION**

AMATOLA WATER BOARD (AW) is a state-owned water utility established in November 1997 and is mandated to render water services to water sector institutions, local government, and other customers in the Eastern Cape.

The Control of Access to Public Premises and Vehicles Act 1985, Act No. 53 of 1985 as amended; the Criminal Procedure Act 1977, Act No. 51 of 1977; the Minimum Information Security Standards (MISS); the Minimum Physical Security Standards (MPSS); and various other legislations that regulate security within the Organs of State, prescribe the implementation of security measures as the most crucial in protecting assets of the state and ensuring business continuity.

**AMATOLA WATER BOARD** sites are currently dispersed as follows:

- Head Office (East London - Vincent);
- Nahoon Dam Complex (25km from East London towards Qonce);
- Laing Dam Complex (15km from King Williams Town);
- Debe Plant (45km from King Williams Town towards Alice);
- Sandile Plant (70km from King Williams Town towards Alice);
- Binfield Plant (35km from Alice);
- Peddie Plant (20km from Peddie);
- Glenmore Plant (50km from Peddie);
- Albany Coast Plant (25km from Port Alfred);
- Masincedane Plant (5km from Keiskammahoek);
- Mnyameni Plant (20km from Keiskammahoek);

Bid Number	Bid Name
AW2023/24/08	PROVISION OF SECURITY SERVICES TO AMATOLA WATER BOARD SITES FOR A PERIOD OF FIVE (5) YEARS

#### **• SCOPE OF WORKS**

- The contract is for the provision of physical security services in all facilities occupied/utilized by the AMATOLA WATER BOARD. The successful bidder (s) must provide registered security officers that will render services on a 24-hour basis for a fixed term for five (5) years.
- To provide security services meant to protect AMATOLA WATER BOARD assets including personnel, information and equipment against theft and vandalism.
- To perform access control duties, patrol the premises to prevent unauthorized persons from entering and removing equipment or assets from the premises concerned and to prevent any criminal activities.
- Establish a well-defined incident response plan, including incident reporting, analysis, and corrective actions.
- To apprehend any suspicious person on the premises and to take action as mandated and required by the laws of the Republic of South Africa.

- To report any suspicious action or unusual occurrence/incident to AMATOLA WATER BOARD and the South African Police Services (SAPS).
- Registered security officers must be supervised on a daily basis and be equipped to perform their duties as agreed upon.
- To prevent and remove persons from illegal dumping, erecting of structures on and occupying premises under the control of AMATOLA WATER BOARD.
- To monitor any other security threats and risks within the AMATOLA WATER BOARD's area of responsibility and provide an early warning to facilitate proactive interventions.
- The bidder must undertake to provide a required number of additional security staff for the rendering of services at additional sites as and when the need arises.
- The bidder must give access to its premises to AMATOLA WATER BOARD at any time for compliance inspection. These facilities must be acceptable for the running of a security business and be equipped with fully functioning equipment manned by skilled staff.
- Bidders to apply and remunerate registered security officers in accordance with standards rates as prescribed by the Private Security Industry Regulatory Authority.
- Bidders to provide and maintain their own portable ablution facilities at AMATOLA WATER BOARD sites where none is available.
- Security Registers: The following security registers will be required on appointment: Occurrence Book, Afterhours Register, Visitors register, Pocket Books for guards, Laptop Register, and Loss Control Register.
- Security officers are expected to act as authorized officers in terms of the Control of Access to Public Premises and Vehicle Act of 1985 (Act No. 53 of 1985) as amended and perform the following functions:
  - Control access to premises taking into account access control principles of identification, escort, authorization, recording and searching of personnel and vehicles.
  - Patrol of premises in ensuring protection of assets (personnel, property, visitors, beneficiaries and information)
  - Recording of all incidents in relevant register.
  - Apply and enforce applicable AMATOLA WATER BOARD policies, systems and procedures.

#### • **EQUIPMENT REQUIRED**

- a. Details of the fully functional security control room. The security control room must meet the following basic requirements:
  - Operate 24 hours;
  - Not shared with any other service provider;
  - Equipped with base radio, telephone, first aid kit, fire extinguisher, occurrence book/incident register, operating manuals for all equipment in the control room, duty rosters for registered security officers and employee database;
  - ICASA radiation certificate for the radios:
  - Must meet applicable legal requirements and security industry best practices
  - Uniform
  - Torches and batons
  - Pepper spray
- b. Hand-held Metal detector
- c. Vehicle scanner compatible with eNatis.

- **TECHNICAL REQUIREMENTS :**

- **Metal Detector**

- ✓ Dimensions : 410 (L) x 85 (W) x 45 (H) mm
- ✓ Battery: 9 Volt rechargeable
- ✓ Alarm Indicators: Sound (vibration) & light alarm simultaneously
- ✓ High Sensitivity: 38-Pistol: 20 cm Knife: 15 cm Blades: 10 cm

- **APPLICABLE LEGISLATION.**

- a. Bidders shall comply, but not limited to, with the following relevant legislation:
  - i. The Private Security Industry Regulatory Authority Act No 56 of 2001(as amended)
  - ii. Compensation for Occupational Injuries and Diseases Act, 1993 Act no.103
  - iii. The Occupational Health and Safety Act, 1993 Act no. 85 of 1993
  - iv. The Criminal Procedure Act, 1977 Act no. 51 of 1977
  - v. The Firearms Control Act, 2000 Act no. 60 of 2000
  - vi. The Control of Access to Public Premises and Vehicles Act 53 of 1985
  - vii. The Unemployment Insurance Fund Act, 2001 Act no. 63 of 2001
- b. Should any of the above acts be amended or replaced, the replacement or amendment shall be adhered to.
- c. AMATOLA WATER BOARD shall not tolerate any unfair labour practices that happen during the duration of the contract. Labor disputes are the sole responsibility of the service provider. In the event of a labour dispute the service providers will continue to deploy alternative registered security officers

- **CONFIDENTIALITY.**

- The bidder must ensure that AMATOLA WATER BOARD's interests are served at all times during the contract period. Recommendations must be based on impartial observations, responsible opinions and pertinent facts. Any information gained by the bidder during the course of the contract must be kept in strict confidence and may not be used without the written permission of AMATOLA WATER BOARD.

- **SPECIAL CONDITION**

- The bidder shall allow his personnel to attend and if necessary, testify in court proceedings, as well as in disciplinary and arbitration proceedings should AMATOLA WATER BOARD deem it necessary, provided AMATOLA WATER BOARD has notified the bidder within a reasonable time before the start of the proceedings that the presence of the bidder's personnel is required by AMATOLA WATER BOARD.
- A bidder must make provision for liability in the event of AMATOLA WATER BOARD assets being damaged, lost or vandalised under their care, due to the service provider's negligence.
- Bidders must apply legislated and prescribed rates in terms of National Bargaining Council for Private Security Services, illustrative pricing guide (PSIRA).

## **BID CRITERIA FOR EVALUATION**

Bidders must submit all required documents indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted under mandatory requirements. The bid document must be completed in all respects in non-erasable ink (No tippex or correctional fluid must be used)

Bids must be submitted on original bid documents. Bid documents must remain intact and no portion may be detached. **Any bid that does not meet these requirements will be disqualified and will be considered as non-responsive.**

The received bid proposals will be evaluated in three stages to arrive to the final phase of bid award, and the phases will be as follows:

### **STAGE 1 – MANDATORY REQUIREMENTS**

In this stage all bids received will be verified for compliance and completeness of the submitted proposal per the below set of requirements. Bidders who fail to comply with the below requirements will be eliminated and those who comply will progress to the next stage.

The following declaration forms must be completed and signed in full:

- SBD 1: Invitation to Bid
- SBD 3.1: Pricing Schedule
- SBD 4: Bidder's Disclosure
- FORM A: AUTHORITY TO SIGN: In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, evidence must be submitted to the AMATOLA WATER BOARD at the time of submission of the Bid, that the Bid has been signed by persons properly authorised thereto by a resolution of the directors or Resolution of Signatories.
- FORM B: schedule of previous similar contracts satisfactorily completed.

All forms and declarations must be signed and completed and returned with the Bid Document as a whole. Failure to sign and / or complete the forms and declarations will result in the bid being disqualified.

### **STAGE 2 – CAPABILITY REQUIREMENTS**

All compliant proposal shall be evaluated for their capability requirement for the required service. A capability compliance verification shall be undertaken to establish the minimum capacity requirements to undertake the services. The capability verification in respect of each of the criteria are given hereunder.

Tenders not complying will be considered as non-responsive:

No.	Evaluation Criteria	Details	Compliant	Non-compliant	Documentary Proof to be attached during bid submission
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1	Company Experience: Previous similar contracts	Company must provide full details of similar successfully completed projects in Government Institutions (National, Provincial, Local Government and Public Entities/State Owned Entities) and Private Entities within the last Ten (10) years'			1. Completed, signed, and stamped B1, B2 and B3. <i>NB: Reference letters will not be accepted.</i> 2. Company profile reflecting relevant experience.
2	Bidder Certification	The bidder must attach a valid copy of the PSIRA certificate for: · One for the Company Directors · One for the bidding company			Proof of registration with the PSIRA or letter of good standing.  (Attach certified copies)
3	Number of Vehicles	Bidder must submit at least 2 roadworthy branded company vehicles and the vehicle must be registered under the company name to be utilised to render security services.			Proof of ownership registered under the company name.  Submit a picture of a branded company vehicle clearly showing: Company Logo on the vehicle
4.	Key Personnel	<b>Security Manager:</b> must have: <ul style="list-style-type: none"> <li>• Minimum Grade 10</li> <li>• Three (3) years' experience in carrying out security functions at management level,</li> <li>• A grade A Certificate and be registered on PSIRA</li> </ul>			Attach CV that clearly demonstrate experience and Certified qualifications.
		<b>Security Officers:</b> minimum of 30 grade C security guards.			Proof of registration with the PSIRA or letter of good standing.  Attach certified copies.
	Financial Viability	Bidder must submit audited financial statements for the past 3 years. Bank letter rating C.			Audited Financial statements  Stamped confirmation letter from the bank
5.	Methodology	Plan of execution and contingency plan outlining transportation of guards, emergency situations, special events.			Contingency plan outlining all the relevant stages of the operational process.

**NB: Validity period of certified copies must not exceed six (6) months.**

### STAGE 3 – PRICE AND PREFERENCE 80/20

In terms of the Preferential Procurement Policy Framework Act (PPPFA) the 80/20 scoring system will be applicable to this tender.

The maximum points for this tender are allocated as follows:

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

#### PRICE EVALUATION (80)

The price points out of 80 will be allocated to the Price Tendered or evaluated price.

Adjudication Criteria	Points
Price Evaluation $Ps = 80 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$	80

Where:

- $Ps$**  = Points scored for price of Bid under consideration  
 **$Pt$**  = Rand value of Bid under consideration  
 **$P_{\min}$**  = Rand value of lowest acceptable Bid

#### SPECIFIC GOALS (20)

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)
HDI (51% or more black ownership)	4
Black women (51% or more women ownership)	4
Black youth (51% or more youth ownership)	4
People with disability (20% or more disabled people ownership)	2
Locality (Enterprise within the Eastern Cape)	6

**- SBD 6.1 must be fully completed and signed by the bidders in order to claim the above points, failure to claim points will result in non-awarding of points.**

#### **STAGE 4 - RISK ANALYSIS**

Notwithstanding compliance Procuring Unit will perform a risk analysis on the top three (3) responsive bidders, in respect of the following:

- (a) Reasonableness of unit rates and price
- (b) Site visit/ depot (company infrastructure)



## **SECTION B: RETURNABLE DOCUMENTS**

**The following documents must be completed in full and submitted with this bid:**

SBD 1: Invitation to Bid

FORM A: Authority to Sign

FORM B : SCHEDULE OF PREVIOUS SIMILAR CONTRACTS SATISFACTORILY CARRIED OUT BY THE TENDERER

FORM B1 must be completed, signed and stamped.

FORM B2 must be completed, signed and stamped.

FORM B3 must be completed, signed and stamped.

SBD 4: Bidder's Disclosure

SBD 3.1: Pricing Schedule: Firm prices

SBD 3.2: Pricing Adjustments: Non- firm prices (IF APPLICABLE)

**The following documents must be submitted with this bid:**

- CSD and Tax Verification PIN
- SBD 6.1 must be completed and signed in order to claim points for specific goals. Failure will lead in non-awarding of points for specific goals
- JOINT VENTURE AGREEMENT (IF APPLICABLE)

## **FORM A: AUTHORITY TO SIGN DOCUMENTS**

The person listed below are duly authorised/ delegated to sign all documents in connection with the tender offer and any contract resulting from it on our behalf by virtue of the Articles of Association/Resolution of the Board of Directors. All fields to be completed.

### **Details of authorised/ delegated person**

--

**NAME**

--

**SIGNATURE**

--

**DATE**

### **WITNESSES:**

1.

--

**NAME**

--

**SIGNATURE**

--

**DATE**

2.

--

**NAME**

--

**SIGNATURE**

--

**DATE**

**FORM B: Schedule of previous related contracts satisfactorily carried out by the tenderer.**

Service Providers should very briefly describe their experience in this regard by completing the schedule below by providing details of at **least three (3) comparable term contracts** within the last Ten (10) years relating to the **PROVISION OF SECURITY SERVICES TO AMATOLA WATER BOARD SITES FOR A PERIOD OF TEN (10) YEARS** to corporate clients or public entities. All the required information requested below should be provided and a general listing of contracts completed will not suffice.

Comparable supply contracts of the entity within the last 5 years	Short Description	Contract Value (incl. VAT)	Dates (Commencement; Completion)	Client and contactable reference (include phone no.)

**SIGNED ON BEHALF OF TENDERER:** .....

## FORM B.1: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid for **BID Number: AW2023/24/08 PROVISION OF SECURITY SERVICES TO AMATOLA WATER BOARD SITES FOR A PERIOD OF FIVE (5) YEARS** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

1. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?	Select applicable rating <input type="checkbox"/> <b>Excellent,</b> <input type="checkbox"/> <b>Good,</b> <input type="checkbox"/> <b>Satisfactory,</b> <input type="checkbox"/> <b>Poor</b>
2. Kindly, indicate their overall performance on the project.	Select applicable rating <input type="checkbox"/> <b>Excellent,</b> <input type="checkbox"/> <b>Good,</b> <input type="checkbox"/> <b>Satisfactory,</b> <input type="checkbox"/> <b>Poor</b>

Full Name of Authorised Signatory .....

Contact Number ..... Email address.....

Signature..... Date.....

### \*CLIENT (EMPLOYER) STAMP HERE

\*Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted. No reference letters will be accepted.

## FORM B.2: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid for **BID Number: AW2023/24/08 PROVISION OF SECURITY SERVICES TO AMATOLA WATER BOARD SITES FOR A PERIOD OF FIVE (5) YEARS** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

<p>3. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>
<p>4. Kindly, indicate their overall performance on the project.</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>

Full Name of Authorised Signatory .....

Contact Number ..... Email address.....

Signature..... Date.....

### \*CLIENT (EMPLOYER) STAMP HERE

**\*Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted. No reference letters will be accepted.**

## FORM B.3: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid for **BID Number: AW2023/24/08 PROVISION OF SECURITY SERVICES TO AMATOLA WATER BOARD SITES FOR A PERIOD OF FIVE (5) YEARS** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

<p>5. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>
<p>6. Kindly, indicate their overall performance on the project.</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>

Full Name of Authorised Signatory .....

Contact Number ..... Email address.....

Signature..... Date.....

### \*CLIENT (EMPLOYER) STAMP HERE

**\*Incomplete and/or unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted. No reference letters will be accepted.**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

---

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

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### **3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 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
- 3.7 exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

---

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



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

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

.....  
Signature Date

.....  
Position Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

## 17. 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:

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

Where

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:

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

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**  
*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*  
**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI (51% or more black ownership)	4	
Black women (51% or more women ownership)	4	
Black youth (51% or more youth ownership)	4	
People with disability (20% or more disabled people ownership)	2	
Locality (Enterprise within the Eastern Cape)	6	

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

.....

.....

## **SECTION C:**

# **PRICING INSTRUCTIONS, PRICING SCHEDULE AND CONTRACT**

### **PRICE INSTRUCTIONS AND ESCALATION**

The following pricing schedules must be completed in full:

SBD 3.1: Pricing Schedule: Firm prices

SBD 3.2: Pricing Schedule: Non- firm prices (Not Applicable)

NB: If there are any unconditional discount offers, kindly attach a schedule that will indicate where those discounts are applied from.

Failure to fully complete the pricing instructions will invalidate your bid. All line items should be completed.

No claim in respect of any price escalation will be considered by the Amatola Water unless it is specifically stated in the Pricing Schedule that the Bid is subject to price escalation.

When escalation is claimed for during the contract period, proof of such escalation must be furnished and the calculation itself must be submitted to corroborate such proof. Escalation will only be calculated on the official index figures supplied by the Department of Statistics or the Price Controller, which ever may be applicable.

All orders placed will be based on the current Bid prices. It is the responsibility of the Bidder to inform Amatola Water of any escalation prior to implementation of the escalated price. Failure to do so will negate any such claims.

### **VALUE ADDED TAX**

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

VAT must be included in the Bid price but must be shown separately.

Non-VAT vendors must not include VAT in their bid price

**PRICING SCHEDULE – FIRM PRICES****(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.**

**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...**AW2023/24/08**.....

Closing Time 11:00am .....Closing date: **02 February 2024**

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID**

Site of Delivery for Services	Shift (day / night)	Guards Qty.	PSIRA Magisterial District	Area	Rates Offered	
					Unit Cost	Cost/ Site/Shift
Vincent, East London	day	3	East London	1&2		
	night	1				
Nahoon Dam, Newlands, East London	day	3	Mdantsane	3		
	night	3				
Laing Dam, Qongqotha Village, King Williamstown	day	2	Zwelitsha	3		
	night	3				
Debe, Mxumbu Village, Debeneck	day	1	Middledrift	3		
	night	1				
Sandile WTW, Burnshill Village, Middledrift	day	1	Middledrift	3		
	night	1				
Masincedane WTW, Keiskammahoek	day	1	Keiskammahoek	3		
	night	1				
Mnyameni WTW, Keiskammahoek	day	1	Keiskammahoek	3		
	night	1				
Kingslyn WTW, Nqwenerhana Village, Peddie	day	1	Peddie	3		
	night	1				
Glenmore WTW, Glenmore	day	1	Peddie	3		
	night	1				
Binfield WTW, Mazotshweni Village, Alice	day	1	Alice	3		
	night	1				
Albany Coast WTW, Bushmans River, Kanton-on-Sea	day	1	Kenton-on-Sea	3		
	night	1				
<b>TOTAL</b>		<b>30</b>				
<b>EQUIPMENT REQUIRED</b>		<b>QUANTITY</b>			<b>Unit Cost</b>	<b>Total Cost</b>
<b>Metal Detectors</b>		<b>11</b>				
<b>Vehicle scanner</b>		<b>2</b>				
<b>Ablution facilities</b>		<b>1</b>				
<b>LABOUR DIRECT COSTS</b>						
<b>OVERHEADS (40% max)</b>						



OVERHEADS (value)	
RATES TOTAL	

**NB: THIS IS A RATES BASED CONTRACT**

**Total rates must be transferred to SBD1, failure to do so will lead to the bid being disqualified.**

Required by: Amatola Water

- At..... Head Office .....
- Brand and model.....N/A.....
- Country of origin .....N/A.....
- 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

**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

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	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY NO. ** (ALL APPLICABLE TAXES INCLUDED)
------	----------	-------------	---

- |   |  |       |                |
|---|--|-------|----------------|
| - | 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 contributions and skills development levies.

\*Delete if not applicable

## PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

### A NON-FIRM PRICES SUBJECT TO ESCALATION

1. 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

IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

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

Where:

Pa	=	The new escalated price to be calculated.
(1-V) Pt	=	85% of the original bid price. <b>Note that Pt must always be the original bid price and not an escalated price.</b>
D1, D2..	=	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%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

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

2. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. e.g. Labour, transport etc.)	PERCENTAGE OF BID PRICE

### PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. 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=		

2. 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

## CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

#### WITNESSES

1 .....

.....

2 .....

**CONTRACT FORM - RENDERING OF SERVICES****PART 2 (TO BE FILLED IN BY AMATOLA WATER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

<b><i>DESCRIPTION OF SERVICE</i></b>	<b>PRICE (ALL APPLICABLE TAXES INCLUDED)</b>	<b>COMPLETION DATE</b>	<b>TOTAL PREFERENCE POINTS CLAIMED</b>	<b>POINTS CLAIMED FOR EACH SPECIFIC GOAL</b>

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP



WITNESSES

1 .....  
....

2 .....

## **GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract (GCC) of July 2010, for Government Procurement as published by National Treasury will be applicable to this contract.

The appointed service provider must enter into a formal Service Level Agreement (SLA) with Amatola Water.

**Private Security Industry Regulatory Authority Vers. 2023/1**  
**Illustrative Contract Pricing Guideline (with effect from 2 March 2023)**  
 (Based on the average month, 12 hour shifts every night of such month at a site)

**AREA 1 & AREA 2**

Description		Explanation	Grade			Calculations
			A	B	C/D/E	
EMPLOYEE COSTS	MONTHLY SALARY		6907.00	6330.00	5726.00	PROMULGATED monthly salary
	HOURLY EQUIVALENT RATE	Clause 4(7)(b) NBC Agreement	*Clause 4(7)(b)	*Clause 4(7)(b)	*Clause 4(7)(b)	*(Monthly salary/hours per week) x (3/13)
	Ordinary time: i) Primary Sec Officer ii) *Relief Sec Officer	4 shifts per week (48 hrs) 2 shifts per week (24 hrs) 4.333 weeks p/m @ X1.5	6907.00 3453.23 2589.93	6330.00 3164.76 2373.57	5726.00 2862.78 2147.08	Wage as per Bargaining Council Agreement hr x 24 x 4.333 12 x 4.333 x hr x 1.5 (Sunday rate) hr x
	Sunday pay premium	1 shift p/m @ X1	398.48	365.19	330.35	12 (1x portion already incl. in basic)
	Public holiday premium	21 consecutive days leave	747.15	684.74	619.40	(daily rate * 15/12) x 1.5 (reliever) hr x
	Leave provision	1 shift p/m	597.72	547.79	495.52	12 x 1.5 (reliever)
	Sick Pay	6 days per annum	298.86	273.89	247.76	((hr x 12 x 6) / 12) x 1.5 (reliever)
	Study leave	5 days per annum	249.05	228.25	206.47	((hr x 12 x 5) / 12) x 1.5 (reliever)
	Family respons. Leave	6 Rand, p/night shift worked	182.50	182.50	182.50	(365 / 12) x 6
	Night shift allowance	30 Rand p/m	45.00	45.00	45.00	Allowance x 1.5 (reliever)
	Cleaning Allowance	5 % of Fund Salary 295	518.03	474.75	429.45	Fund Salary x 7.5% x 1.5 (reliever)
	Provident fund	p/m	442.50	442.50	442.50	Medical insurance x 1.5 (reliever)
	Hospital cover (Incl. S/O & S/P Contribution)	Monthly salary	863.38	791.25	715.75	Monthly salary / 12 x 1.5 (reliever)
	Statutory annual bonus					
	SUB TOTAL: EMPLOYEE COSTS			17292.82	15904.18	14450.55
STATUTORY FEES	UIF	1 % of employees income	151.87	139.37	126.29	(Total income: Primary + reliever) x %
	COID/WCA	3.14 % of employees income	476.86	437.62	396.55	(Total income: Primary + reliever) x %
	Skills development	1 % of remuneration (SDL)	151.87	139.37	126.29	(Total income: Primary + reliever) x %
	PSiRA employee fees	3.7 p/p p/m	5.55	5.55	5.55	Fee x 1.5 (reliever) based on Small business
	NBCPSS Council levy	7 p/p p/m	10.50	10.50	10.50	Fee x 1.5 (reliever)
	SUB TOTAL: STATUTORY FEES			796.64	732.41	665.17
POSSIBLE EXTRA COSTS	Uniform cost	1500 Rand p/p p.a	187.50	187.50	187.50	(Rand value + reliever(50%) / 12
	Share of overheads	40 % of direct cost	7235.79	6654.64	6046.29	(A + B) x 40% (Economy of scale rule applies)
	SUB TOTAL: POSSIBLE EXTRA COSTS			7423.29	6842.14	6233.79
TOTAL COST PER MONTH			25512.76	23478.73	21349.52	A + B + C

AREA 1 & 2 comprises the Magisterial districts of Alberton, Bellville, Benoni, Boksburg, Bloemfontein, Brakpan, Camperdown, Chatsworth, Durban, East London, Germiston, Goodwood, Inanda, Johannesburg, Kempton Park, Kimberley, Klerksdorp, Krugersdorp, Kuisrivier, Mitchell's Plain, Nigel, Oberholzer, Paarl, Pietermaritzburg, Pinetown, Port Elizabeth, Pretoria, Randburg, Randfontein, Roodepoort, Sasolburg, Simon's Town, Somerset West, Springs, Stellenbosch, Strand, The Cape, Uitenhage, Vanderbijlpark, Vereeniging, Westonaria, Wonderboom and Wynberg

**NOTE**

1. Excludes profit and VAT
2. The Authority will not be held responsible in respect of your reliance on the accuracy of the aforesaid information.
3. \*Relief Security officer is a permanent employee
4. Share of overheads include inter alia, liability and other insurance, payroll and admin, control centre, transport costs (vehicles, maintenance and fuel), fixed infrastructure,