

DESCRIPTION		REQUIRED	TENDER NO	CLOSING DATE														
Rendering of a Security Service for period of 36 months at the following offices <b>(Eastern Cluster):</b> <ul style="list-style-type: none"> <li>Bethlehem Labour Centre</li> <li>Ficksburg Labour Centre</li> <li>Harrismith Labour Centre</li> <li>Phuthaditjhaba Labour Centre</li> </ul> All bids response will be evaluated into four Phases: <ul style="list-style-type: none"> <li>Phase 1: Administrative Pre-qualification requirements</li> <li>Phase 2: Mandatory requirements</li> <li>Phase 3: Evaluation on Functionality requirements</li> <li>Phase 4: Evaluation on Price and Specific Goals</li> </ul> <b>Functionality requirements:</b> Bidders should score 70/100 points or more in order to qualify to move to the Preference Point System:		Department of Employment and Labour Free State: Management Support Service	FSDEL 04/2026	11/03/2026														
NO	EVALUATION CRITERIA	POINT																
1	<b>Project Execution Plan</b> <ul style="list-style-type: none"> <li>i. Tabling daily activities shift roster (2), Occurrence book (1) and supervisory activities (2) =<b>Total points 5</b></li> <li>ii. Detailed response plan (6), Response time in an event of emergency (4) = <b>Total Points 10</b></li> <li>iii. Provide a detailed Operational Plan on how the work will be completed and managed in line with RFP =<b>Total points 10</b></li> </ul> NB: No points will be allocated on information that is not provided by the bidder	25																
2	<b>Security Service Experience:</b> Bidder must submit proof to demonstrate a minimum experience of delivering security service. <table border="1"> <thead> <tr> <th>Years of Experience</th> <th>Points allocated</th> </tr> </thead> <tbody> <tr> <td>Less than 1 year experience</td> <td>(0)</td> </tr> <tr> <td>From 1 year but less than 2 years relevant experience</td> <td>(5)</td> </tr> <tr> <td>From 2 years but less than 3 years relevant experience</td> <td>(10)</td> </tr> <tr> <td>From 3 years but less than 4 years relevant</td> <td>(15)</td> </tr> <tr> <td>From 4 years but less than 5 years relevant</td> <td>(20)</td> </tr> <tr> <td>From 5 years and above</td> <td>(30)</td> </tr> </tbody> </table> NB: <ul style="list-style-type: none"> <li>No points will be allocated where bidders did not provide any reference letter.</li> <li>Contract running concurrently will be regarded as one in years of experience.</li> <li>Confirmation of experience will be made and any misrepresentation will lead to disqualification</li> </ul>	Years of Experience	Points allocated	Less than 1 year experience	(0)	From 1 year but less than 2 years relevant experience	(5)	From 2 years but less than 3 years relevant experience	(10)	From 3 years but less than 4 years relevant	(15)	From 4 years but less than 5 years relevant	(20)	From 5 years and above	(30)	30		
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3	<b>Financial Management (Bank Grading Certificate)</b> <ul style="list-style-type: none"> <li>Grade A (20)</li> <li>Grade B (15)</li> <li>Grade C (10)</li> <li>Grade D (05)</li> </ul> NB: Grade E and below will not be awarded points (e.g. Grade F, Grade G, Grade H etc. will not be awarded points)	20																
4	<b>1. Proof of Vehicles</b> Attach Valid Vehicles Registration Certificates under the company name: <ul style="list-style-type: none"> <li>1- vehicle certificate= 5 points</li> <li>2 vehicles certificates= 10 points</li> </ul>	25																

<ul style="list-style-type: none"> <li>• 3 vehicles certificates= 15 points</li> <li>• 4 or More vehicles certificates= 20 points</li> </ul> <p>2. <b>Provide pictures</b> of staff in company uniform and security aid according to the specification requirements (5)</p> <p><b>NB:</b> Where certificates and pictures are not provided, the bidder will not be awarded points</p>	
<b>Total</b>	<b>100</b>

**The 20 points for Specific goals for the Department are allocated as follows:**

Specific Goals	Points Allocated	Conditions
Women	05	Women ownership that is less than 100% will be proportionally allocated points based on percentage
SMME's	06	6 points will only be allocated to medium enterprises with annual turnover <R10 million, turnover above R10 million no points awarded).
HDI	04	HDI Ownership that is less than 100% will be proportionally allocated points based on percentage
Disabled	03	Disable Individual Ownership that is less than 100% will be proportionally allocated points based on percentage
Locality	02	No points will be awarded for bidders outside the <b>Thabo Mofutsanyana District Municipality</b>
Non-compliant contributor	0	No points will be allocated for non-compliant contributor

**NB: Bidders who fail to provide the following documents will be automatically disqualification:**

- National Bargaining Counsel for Private Security Sector (NBCPSS) Certificate
- PSIRA Certificates (Company and all directors)
- SBDs (Missing or not fully completed SBDs)
- **ONLY FIRM PRICES WILL BE ACCEPTED**

*Notes:* DOCUMENT MUST BE NEATLY BINDED AND CLEARLY COMPLETED AND SIGNED.

**Non Compulsory Virtual Briefing Session:** A virtual Briefing Session will be scheduled on :**05/03/2026 @ 10H00.**

**Teams: Meeting ID: 348 713 185 448 21**  
**Passcode: Qe93Tm9m**

Or

**LINK:**

**<https://teams.microsoft.com/meet/34871318544821?p=A3jFTvfEjjeXqm6DCJ>**

**Email Enquiries:** [FSTenderEnquiries@LABOUR.gov.za](mailto:FSTenderEnquiries@LABOUR.gov.za) (NB: turnaround timeframe to answer all enquiries within 5 working days. No enquiries will be accepted 5 working days' prior the closing date of the tender. Bidders can also request bid documents on this email without any costs.

**The bid must remain valid for a period of 120 days from the closing date.**

**No Site Inspection will be conducted.**

A set of standard bidding forms, instruction and other supporting documents will be obtained at no cost at the following Department of Employment and Labour

Website (<https://www.labour.gov.za/Tenders/Available-Tenders>) or National Treasury eTender Portal.

Alternatively, SBD documents can be downloaded at National Treasury Website, Instruction Note and other supporting documents can be downloaded at Department of Employment and Labour (<https://www.labour.gov.za/Tenders/Available-Tenders>)

Completed bid documents must be handed in at the office of the Department of Employment and labour: **Phuthaditjhaba Labour Centre – C/O Moropotsane and Lieta Streets, Phuthaditjhaba, 9866** by or before closing date **11/03/2026** at **11h00**. Note that No bids documents will be accepted except in the above mentioned option.