



**public works &
infrastructure**

Department of
Public Works & Infrastructure
FREE STATE PROVINCE

**APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED
SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE
PROVIDERS (ONLY GRADE D AND E OFFICERS WILL BE
CONSIDERED) ON “AS AND WHEN BASIS” FOR A PERIOD OF
THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS
AND INFRASTRUCTURE**

BID NUMBER : DPWFS (RFP) 003/2021

ADVERT DATE

13 SEPTEMBER 2021

CLOSING DATE AND TIME:

08 OCTOBER 2021 AT 11:00

COMPULSORY CLARIFICATION MEETING:

**23 SEPTEMBER 2021 AT 10H00 AT 18 HARTLEY ROAD, HAMILTON, BLOEMFONTEIN
(PUBLIC WORKS AND INFRASTRUCTURE: PROPERTY MANAGEMENT)**

VALIDITY PERIOD OF THE PROPOSAL:

90 DAYS

ENQUIRIES

BIDDING PROCESS: MOLEBATSI PHASUMANE: 051 492 3861 OR 066 307 2629

TECHNICAL: THEMBA DLHAMINI: 051 492 3834 OR 082 574 5765

CONTENTS

SECTION 1: _____ INVITATION TO TENDER AND RETURNABLE DOCUMENTS

SECTION 2: _____ TERMS OF REFERENCE

SECTION 3: _____ GENERAL CONDITIONS OF CONTRACT

THE BIDDER MUST COMPLETE AND/OR SUBMIT THE FOLLOWING DOCUMENTS, FAILURE WHICH WILL LEAD TO DISQUALIFICATION:

Bid Document Name: DPWFS (RFP) 003/2021	Number of Pages:	Returnable document:
Invitation to tender	1 Page	<input type="checkbox"/>
SBD 1: Invitation to Bid	2 Pages	<input type="checkbox"/>
Evaluation criteria for the RFP	4 Pages	<input type="checkbox"/>
SBD 3.3: Pricing Schedule (Professional Services) – Complete for all districts, failure which will make the bid non – responsive.	10 Pages	<input type="checkbox"/>
SBD 4: Declarations of Interest	4 Pages	<input type="checkbox"/>
SBD 6.1: Preference Points Claim Form in terms of the PPR 2017	4 Pages	<input type="checkbox"/>
SBD 8: Declaration Of Bidder’s Past Supply Chain Management Practices	2 Pages	<input type="checkbox"/>
SBD 9: Certificate Of Independent Bid Determination	3 Pages	<input type="checkbox"/>
Resolution of Board of Directors	1 Page	<input type="checkbox"/>
Resolution of Board of Directors to enter into Consortia or JV	3 Pages	<input type="checkbox"/>
Special Resolution of Consortia or Joint Venture	2 Pages	<input type="checkbox"/>
Record of addenda to tender documents	1 Page	<input type="checkbox"/>
Proposed amendments and qualifications	1 Page	<input type="checkbox"/>
Annual Financial Declaration	1 Page	<input type="checkbox"/>
Schedule of Plant and Equipment	1 Pages	<input type="checkbox"/>
Compulsory Enterprise Questionnaire	1 Pages	<input type="checkbox"/>
Schedule of Tenderer’s Experience	4 Pages	<input type="checkbox"/>
Acceptance of Bid Conditions and Bidder’s Details	3 Pages	<input type="checkbox"/>
Terms of Reference	5 Pages	<input type="checkbox"/>
Name of Bidder	Signature	Date

SECTION 1: INVITATION TO TENDER AND RETURNABLE DOCUMENTS

PUBLIC NOTICE

INVITATION TO TENDER

BID NUMBER: DPWFS (RFP) 003/2021

APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS OF THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE ON “AS AND WHEN BASIS” FOR PERIOD OF THREE (3) YEARS.

Tenders must be deposited in the tender box situated on the Entrance Foyer, OR Tambo House, No. 153 St' Andrews Street, tender document(s) must be **submitted** by no later than **11:00 am** on **08 October 2021**.

Each tender must be submitted in a separate, clearly marked sealed envelope into the Department of Public Works and Infrastructure tender box situated at the Main entrance foyer, OR Tambo House, Cnr. Markgraaff Street and St Andrews Street, Bloemfontein:.

Please note that tenders, which are not submitted in a properly sealed and marked envelope and / or are not deposited in the relevant tender box and / or are deposited after the closing date and time, will not be considered. **Faxed tenders will not be considered.**

CLARIFICATION MEETING:

A compulsory clarification site inspection meeting with representatives of the Employer will take place as follows:

Date : 23 September 2021
Time : 10H00am
Venue : 18 Hartley Road, Hamilton, Bloemfontein, 9301
(Public Works and Infrastructure: Property Management)

The Department of Public Works and Infrastructure commits itself to the advancement of Broad Based Black Economic Empowerment (B-BBEE) imperatives and thus, the successful bidders will be required to employ 60% HDI towards contributing to job creation.

The Department is not bound to accept any tender and reserves the right to accept any tender in whole or in part.

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DPWFS (T) 003/2021	CLOSING DATE:	08 OCTOBER 2021	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE D AND E OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. M. Phasumane		CONTACT PERSON	Mr. Themba Dhlamini	
TELEPHONE NUMBER	051 492 3861 / 066 307 2629		TELEPHONE NUMBER	051 492 3834 / 082 574 5765	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	phasumanem@fsworks.gov.za		E-MAIL ADDRESS	dhlamini@fsworks.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]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes <input type="checkbox"/> No			<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]					
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]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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.					

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 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.”

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:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

EVALUATION CRITERIA FOR THE RFP

1. EVALUATION CRITERIA

1.1. STAGE ONE - MANDATORY DOCUMENTS:

- 1.1.1 Provide a tax status compliance pin issued by SARS.
- 1.1.2 A valid proof of registration on the National Treasury's Central Supplier's Database must accompany this bid. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate CSD Master Registration Number.
- 1.1.3 Pre-qualification criteria for preferential procurement:
 - a) The Department will only consider bids from suppliers who have B-BBEE Level one (01) and two (2) contribution certificate, i.e. B-BBEE level three (3) to eight (8) will not be considered. A tender that fails to meet this pre – qualification criteria is deemed as an unacceptable tender. Where trust, consortium or joint venture (including unincorporated consortia and joint ventures) is submitting a bid, a consolidated B-BBEE Status Level Verification Certificate must be submitted for every separate bid. An original or certified copy of the original must be attached
 - b) Only suitably qualifying EMEs and QSEs may attach a sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oaths as proof of B-BBEE level.
- 1.1.4 Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate with a current bill of account not owing more than ninety (90) days or a valid Lease Agreement with a current statement from the lessor not owing more than ninety(90) days.
- 1.1.5 A valid / active Private Security Industry Regulatory Authority (PSIRA) registration certificate in the name of the respective security service company (Certified copy) must accompany these bid.
- 1.1.6 Duly Signed and Completed SBD 1 – Invitation to Tender.
- 1.1.7 Duly Signed and Completed SBD 3.3 – Pricing Schedule (Professional Service).
- 1.1.8 Duly Signed and Completed (SBD 1, SBD 4, SBD 8 and SBD 9).
- 1.1.9 A valid Letter of Good Standing issued by the Department of Labour.
- 1.1.10 Attendance of the mandatory clarification meeting details of which are provided in the advert and in this tender document.
- 1.1.11 **Bidder will be expected to price the attached pricing schedule with black ink.**

1.2. STAGE ONE (a) NON – MANDATORY REQUIREMENTS

- 1.2.1 A valid Tax Compliance Status which will be verified by a unique security Personal Identification number (PIN) issued by the South African Revenue Services and/or CSD report showing a compliant tax status (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must have a compliant tax status) which will be confirmed at the time of award.
- 1.2.2 Duly Signed and Completed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2017.
- 1.2.3 A contract may be awarded to a tenderer that did not score the highest points if such a tender is from a rural area or township within the Free State Province as per the provision section 2(1)(f) of the PPPFA Act.
- 1.2.4 Duly completed and signed schedule of equipment offered. (Refer to the relevant section in the specification).
- 1.2.5 Duly completed and signed schedule of bidder's experience. (Refer to the relevant section in the specification).
- 1.2.6 Duly completed and signed – Annual Financial Declaration.
- 1.2.7 All documents must be completed in writing with a black ink.

1.3. STAGE TWO – FUNCTIONALITY CRITERIA:

1.3.1. Any bidder who fails to score a minimum of **70** points out of **100** points for functionality will not be evaluated further.

1.3.2. Each bidder must complete schedule of the tender’s experience, complete and attach any other relevant document/s needed for evaluation on the functionality criteria below. Failure to complete and/or attach such document/s will lead to a bidder forfeiting points.

1.3.3. The functionality criteria will be assessed as follows:

CRITERIA	GUIDELINE FOR CRITERIA	WEIGHT
<p>Provide details of current or previous Security Services (Proof in the form of appointment letter and reference must be attached)</p>	<p>The (24/7) Security services rendered must be at Grade D and Grade E security service Combined appointment letters, applicable original/certified letters of reference in the company logo of the employer and signed by the authorised person for projects in the last 5 years) Number of years for which similar service was rendered:</p> <ul style="list-style-type: none"> • Value of up to – R600 000 – 30 points • Value of up to – R500 000 – 24 points • Value of up to – R400 000 – 18 points • Value of up to – R300 000 – 12 points • Value of up to – R200 000 – 6 points <p>Only a project/s with a duration more than one month will be considered.</p>	<p style="text-align: center;">30</p>
<p>Demonstrate the Capacity to render Security Service – Fully operational offices in the Free State</p>	<p>Provide detailed information on Company Offices which clearly indicates Security Operations Capability (Portfolio of evidence must be submitted, i.e. Proof of ownership for Telephone / Push to Talk / Base radio / Cell phone):</p> <ul style="list-style-type: none"> • Existing Operational Company Offices (<i>Municipal Services Statement or Lease Agreement in the name of the company</i>): <ul style="list-style-type: none"> ○ Existing offices in the Free State – 50 points ○ Existing offices outside the Free State – 20 points ○ No existing offices in Free State– 0 points • Provide supporting documents for property ownership and/or leasing such as the municipal services accounts and/or valid Lease Agreements for the company. • The department reserves the right to verify the existence of such operational offices, including but not limited to conducting visits before appointment. <ul style="list-style-type: none"> ○ <i>Disclaimer: Should the department establishment at a later stage, (including post appointment) that such information was falsified or not true, the department reserve the right to terminate the contract with immediate effect.</i> 	<p style="text-align: center;">50</p>
<p>Demonstrate the Capacity to render Security Service – verifiable existing communications infrastructure</p>	<p>Provide detailed information on Existing Communications Infrastructure. (Portfolio of evidence must be submitted, i.e. Proof of ownership for Telephone / Push to Talk / Base radio / Cell phone):</p> <ul style="list-style-type: none"> ○ At least have one of the following items per site (ICASA certificate Push to talk communications units with detailed capabilities including current range/Base station/cell phones – proof of purchase) – 20 points ○ Not attached – 0 points • The department reserves the right to verify the existence of such infrastructure, including through operational testing. <ul style="list-style-type: none"> ○ <i>Disclaimer: Should the department establish at a later stage, (including post appointment) that such information was falsified or not true, the department reserve the right to terminate the contract with immediate effect.</i> 	<p style="text-align: center;">20</p>
<p>TOTAL</p>		<p style="text-align: center;">100</p>

1.4. STAGE 3 – EVALUATION ON PRICE AND PREFERENCE

- 1.4.1 The Department is committed to achieving the government’s radical economic transformation objectives in terms of the Preferential Procurement Policy Framework Act, the B-BBEE act and the Preferential Procurement Regulations of 2017.
- 1.4.2 Therefore, Bids will be evaluated on 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2017.
- 1.4.3 The lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a prorated basis and the department reserves the right to allocate the bid in whole to single bidder or in parts to multiple bidders.
- 1.4.4 Calculating of points for B-BBEE status level of contribution points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the below process:

Table 1:

CRITERIA	POINTS
Price	80
B-BBEE	20
TOTAL	100 Points

Points Awarded for Price

The 80/20 Preference Point Systems

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

Calculation for points for B-BBEE status of contribution:

Maximum points for attaining the B-BBEE status level of contribution will be allocated as depicted in the table below:

Note: The department reserves the right not to award the tender to the bidder which scores the highest number of points for this stage, if in the professional opinion and taking all relevant factors into account, the bidder’s price offer is unrealistic; and as such the project is likely not capable of being completed to the required technical specifications and / or within the prescribed time-frames.”

Preference point scoring system for B-BBEE will be broken down as follows:

Level B-BBEE Contribution	Number of Points (80/20)
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4

Level 8	2
Non-Compliant	0

- 1.4.5** The points scored for price will be added to the points scored for B-BBEE status level of contribution to obtain the bidder's total points scored out of 100 in accordance with the PPPFA, act no 05 of 2000 and the Preferential Procurement Regulations, 2017.
- 1.4.6** In order to claim for the B-BBEE Status Level of Contribution, bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by the accredited Verification Agencies by SANAS or a sworn affidavit issued by a Commissioner of Oath confirming the companies BBBEE level for EMEs and QSEs, together with their bids / proposals, to substantiate their B-BBEE claims.
- 1.4.7** Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-complaint contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 points for B-BBEE.
- 5.4.4** Service providers are expected to prices for this sites as per the following assumptions:
- 1.4.8** Service providers are expected to prices for this sites as per the following assumptions:
- a) Two guards at any given stage, i.e. day and night shifts who have security grade D and E.
 - b) The services providers should assume that the service will be rendered for a full month, e.g. the service provider should assume that the service will be rendered during the period 01 June 2021 to 30 June 2021.
- 1.4.9** The Department will issue out task orders on a rotational basis and "as and when" the service is needed by the Department. The service providers will be expected to respond in writing on all issued task orders based on the negotiated and flat rates agreed to at the time of appointment onto the panel.
- 1.4.10** The rates and prices used for these quotations will be based on the final negotiated prices between the Department and the appointed service provider/s agreed to at the time of appointment.

1.5. List Returnable Documents

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract. The tenderer must return the following returnable documents legibly completed and signed in **FULL**.

- 1.5.1** All documents stated on Mandatory requirement and non-mandatory requirements above.
- 1.5.2** Completed and signed SBD 3.3 (all districts - mandatory), SBD 4, SBD 6.1, SBD 8 and SBD 9).
- 1.5.3** Resolution of Board of Directors
- 1.5.4** Resolution of Board of Directors to enter into Consortia Or Joint Ventures (in case of Joint Venture or Consortia)
- 1.5.5** Special Resolution of Consortia or Joint Ventures.
- 1.5.6** Record of addenda to tender documents.
- 1.5.7** Proposed amendments and qualifications.
- 1.5.8** Annual financial declaration.
- 1.5.9** Schedule of plant and equipment.
- 1.5.10** Compulsory Enterprise Questionnaire.
- 1.5.11** Schedule of the tender's experience.

NOTE: BIDDERS MUST COMPLETE SBD 3.3 FOR EACH DISTRICT BELOW – FAILURE WHICH WILL MAKE THE BID NON – RESPONSIVE.

SBD 3.3

PRICING SCHEDULE
(Professional Services)
Mangaung Metropolitan Municipality

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	Security Officer Grade D	R-----	-----
	Security Officer Grade E	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
Guard House per site where applicable	1	R.....
Toilet per site where applicable	1	R.....
Drinking Water per site where applicable	20L	R.....
-----	R.....
-----	R.....

TOTAL: R.....

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

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid.....

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

**PRICING SCHEDULE
(Professional Services)**

XHARIEP DISTRICT MUNICIPALITY

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

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

2. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
Security Officer Grade D	R-----	-----
Security Officer Grade E	R-----	-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
Guard House per site where applicable	1	R.....
Toilet per site where applicable	1	R.....
Drinking Water per site where applicable	20L	R.....
-----	R.....
-----	R.....

TOTAL: R.....

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

contributions

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL:			R.....

6. Period required for commencement with project after acceptance of bid.....

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....
.....
.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

**PRICING SCHEDULE
(Professional Services)**

THABO MOFUTSANYANE DISTRICT MUNICIPALITY

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
3.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	Security Officer Grade D	R-----	-----
	Security Officer Grade E	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY
	Guard House per site where applicable	1
	Toilet per site where applicable	1
	Drinking Water per site where applicable	20L
	-----
	-----
	TOTAL:		R.....

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

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid.....

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

**PRICING SCHEDULE
(Professional Services)**

LEJWELEPUTSWA DISTRICT MUNICIPALITY

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
4.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	Security Officer Grade D	R-----	-----
	Security Officer Grade E	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY
	Guard House per site where applicable	1
	Toilet per site where applicable	1
	Drinking Water per site where applicable	20L
	-----
	-----
	TOTAL:		R.....

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

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid.....

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

PRICING SCHEDULE
(Professional Services)

FEZILE DABI DISTRICT MUNICIPALITY

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
5.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	Security Officer Grade D	R-----	-----
	Security Officer Grade E	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
Guard House per site where applicable	1	R.....
Toilet per site where applicable	1	R.....
Drinking Water per site where applicable	20L	R.....
-----	R.....

..... R.....

TOTAL: R.....

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

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid.....

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

*[DELETE IF NOT APPLICABLE]



Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Number / Number	Employee Peral Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- 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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company

(Pty) Limited
[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES	
1.
2.

.....	
SIGNATURE(S) OF BIDDERS(S)	
DATE:
ADDRESS

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- 2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note:

1. *Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.

ENTERPRISE STAMP

RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at _____ (place) on

(date) **RESOLVED that:**

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____ code)

Fax number: _____
(code)

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

1

2

3

4

5

6

7

8

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ *(Tender Number as per Tender Document)*

B. Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____ (code)

Record of Addenda to tender documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title of Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed.....

Date.....

Name.....

Position.....

Tenderer.....

Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signature.....

Date.....

Name.....

Position.....

Tenderer.....

Annual Financial Statements Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:
 - internally independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]
 - enterprise has had its financial statements audited;
name of auditor
 - enterprise is required by law to have an independent review of its financial statements
name of independent reviewer
 - enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.
[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature

Date

Name

Position

Tenderer

Schedule of Plant and Equipment

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signature.....

Date.....

Name.....

Position.....

Tenderer.....

Compulsory Enterprise questionnaire			
The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.			
Section 1: Name of enterprise:			
Section 2: VAT registration number, if any:			
Section 3: cidb registration number, if any:			
Section 4: CSD number:			
Section 5: Particulars of sole proprietors and partners in partnerships:			
Name*	Identity number*	Personal income tax number*	
* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners			
Section 6: Particulars of companies and close corporations:			
Company registration number:			
Close corporation number:			
Tax reference number:			
Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.			
Section 8: SBD 6 issued by National Treasury must be completed for each tender and be attached as a tender requirement.			
Section 9: SBD8 issued by National Treasury must be completed for each tender and be attached as a tender requirement.			
Section 10: SBD9 issued by National Treasury must be completed for each tender and be attached as a tender requirement.			
The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:			
i)	authorizes the employer to verify the tenderers tax clearance status from the South African Revenue Services that it is in order;		
ii)	confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;		
iii)	confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;		
iv)	confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and		
v)	confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.		
Signature		Date	
Name		Position	
Enterprise name			

Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)

FORM: PARTICULARS OF TENDERERS PROJECTS			
Project title:	APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADE D AND E OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE		
Tender no:	DPWFS RFP 003/2021	Closing date:	08 October 2021
Advertising date:	13 September 2021	Validity period:	90 days

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects: Appointment letter(s) must be provided to buttress the information supplied below.

Projects of the same nature currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
1						
2						
3						
4						
5						

Projects of the same nature currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
6						
7						
8						
9						
10						
11						
12						

Name of Tenderer	Signature	Date

1.2. Completed projects: Both appointment letter(s) and completion certificates linked to the project(s) listed below must be provided to buttress the information provided.

Projects of the same nature completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

	Projects of the same nature completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
11							
12							
13							

Name of Tenderer	Signature	Date

Acceptance of Bid Conditions and Bidder's Details

Bid No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this bid.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

(a) CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:

Supplier Number	
Unique registration reference number	

(b) BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':

Individual Bidder	
Joint Venture/ Consortium	
Leading Contractor with Sub Contractors	
Other	

(c) REQUIRED INFORMATION

If Individual Bidder:

Name of Company	
------------------------	--

Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner: *insert separate page if necessary

Partner 1

Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

Partner 2

Name of Company	
Registration Number	
Vat registration Number	
Contact Person	

Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Leading Contractor using Sub-contractors, indicate the following:	
Leading Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub-contractors *insert separate page if necessary	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

SECTION 2: TERMS OF REFERENCE

SECTION 2: TERMS OF REFERENCE

FOR THE

APPOINTMENT OF A PANEL OF SECURITY SERVICE PROVIDERS IN VARIOUS FREE STATE PROVINCE DISTRICT MUNICIPALITIES FOR THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE SITES IN EACH DISTRICT FOR A PERIOD OF THREE (3) YEARS AND ON “AS AND WHEN” BASIS

BID NO: DPWFS (RFP) 003 /2021 – SECURITY SERVICE PROVIDERS

Proposed Advert Date:	13 September 2021
Proposed Compulsory Briefing Date:	Enquiries will be addressed via Emails to relevant official provided.
Proposed Closing:	08 October 2021 @ 11h00
Validity Period of the Proposal:	90 Days
Proposed Contract Duration:	36 months

Department of Public Works, Free-State Province

Supply Chain Management

2. TERMS OF REFERENCE

2.1 THE SCOPE OF WORKS FOR THE APPOINTMENT OF SECURITY SERVICE PROVIDER(S)

2.1.1 The security service providers will be appointed on “as and when” basis, for a period of three years on a panel of service providers, per district and/or metropolitan municipality.

2.1.2 Quotations will be sourced only from the service providers who are appointed into the panel on an, “As and When” basis.

2.2 SITE SPECIFICATION/REQUIREMENTS

2.2.1 Must be able to provide guards with Grade D and E for day and night shift certified by PSIRA (Private Security Industry Regulatory Authority).

2.2.2 Must be able to provide a Guard House on request.

2.2.3 Must be able to provide a Toilet for guards on request.

2.2.4 Provision of light in the Guard House provided where there is no electricity.

2.2.5 Provision of drinking water to the guards for areas where there is no water.

2.2.6 Must be able to deploy within 24 hours of request.

2.2.7 Must be able to deploy guards in all areas of the Free State Province in all five (5) districts

2.3 TERMS OF REFERENCE FOR THE SECURITY SERVICE PROVIDER(S)

The appointment and/or allocation of specific sites which require security services will be done on “As and When basis”.

2.3.1 **The appointed service provider/s must be able to deploy to any part of the Free State.**

2.3.2 **Applicable Shifts - Monday to Sunday [Seven (7) days a week]**

a) Day Shift – 06h00 to 18h00

i) Deployment of minimum Grade D/E Security Officer/s per shift, per site.

ii) The number of Security Officer/s deployed per site will be determined by the size of each site.

iii) The Departmental Security Services will compile and approved the report prior to sourcing of quotations).

b) Night Shift – 18h00 to 06h00

i) Deployment of minimum Grade D/E Security Officer/s per shift, per site.

ii) The number of Security Officer/s deployed per site will be determined by the size of each site.

iii) The Departmental Security Services will compile and approved the report prior to sourcing of quotations).

c) Relief Officers

i) Must have a minimum Grade D/E Security Officer/s Certificate

ii) The number of designated relief Security Officer/s is subjected to approval by the relevant Departmental Official/s.

2.3.4 The Security Services will be rendered in the following Districts (all towns, resorts and farms) on “as and when” needed:

- a) Mangaung Metropolitan Municipality
- b) Xhariep District Municipality
- c) Lejweleputswa District Municipality
- d) Fezile Dabi District Municipality
- e) Thabo Mofutsanyana District Municipality.

2.3.5 Contract pricing will be guided by the latest pricing schedule of the Private Security Industry Regulatory Authority as per the Municipal District and/or geographic area.

- a) The Department is committed to achieving the government’s radical economic transformation objectives in terms of the Preferential Procurement Policy Framework Act, the B-BBEE act and the Preferential Procurement Regulations of 2017.
- b) Therefore, Bids will be evaluated on 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2017.
- c) The lowest acceptable bid will score 80 points for price based on the quoted prices on SBD 3.3. Bidders who quote higher prices will score lower points for price. The department will however consider appointing other bidders who score lower points for the price provided such bidders accept in writing the lowest received quoted price on SBD 3.3.
- d) The points scored for price will be added to the points scored for B-BBEE status level of contribution to obtain the bidder’s total points scored out of 100 in accordance with the PPPFA, act no 05 of 2000 and the Preferential Procurement Regulations, 2017.
- e) In order to claim for the B-BBEE Status Level of Contribution, bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by the accredited Verification Agencies by SANAS or a sworn affidavit issued by a Commissioner of Oath confirming the companies BBBEE level for EMEs and QSEs, together with their bids / proposals, to substantiate their B-BBEE claims.
- f) Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-complaint contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 points for B-BBEE.
- g) Service providers are expected to prices for this sites as per the following assumptions:
 - i) Two guards at any given stage, i.e. day and night shifts who have security grade D and E.
 - ii) The services providers should assume that the service will be rendered for a full month, e.g. the service provider should assume that the service will be rendered during the period 01 June 2021 to 30 June 2021.
- c) The Department will issue out task orders on a rotational basis and “as and when” the service is needed by the Department. The service providers will be expected to respond in writing on all issued task orders based on the negotiated and flat rates agreed to at the time of appointment onto the panel.
- d) The rates and prices used for these quotations will be based on the final negotiated prices between the Department and the appointed service provider/s agreed to at the time of appointment.
 - i) The Department reserves the right to conduct market analysis for all items whose prices are not regulated by PSIRA to determine market related price for negotiating the flat rate which will used for issuing of task orders on rotational basis for the duration of the contract.

- e) All the annual pricing adjustments will also be subject to the annual pricing schedule adjustments of the Private Security Industry Regulatory Authority.
- f) Bids containing misrepresentation of any facts will upon discovery be immediately disqualified. The Department reserves the right to cancel the contract of the winning bidder/s if this misrepresentation is discovered.

2.4 DELIVERABLES

- 2.4.1 Safe guarding of government property, including but not limited to Buildings and other immovable property.
- 2.4.2 When completing the bid proposal, the bidder may not deviate from specifications provided unless allowed to so by the Department in writing.
- 2.4.3 Bidders must submit their bids on the stipulated closing date and time. Late bids will not be considered.
- 2.4.4 Each bid, once submitted, constitutes a binding and irrevocable offer to provide the goods on the terms set out in the bid, which offer cannot be amended or withdrawn after its date of submission.
- 2.4.5 The Department may, for any reason and at any time during the evaluation process, request any bidder to supply further information and/or documentation for clarity reasons.
- 2.4.6 All bidders are to be advised further on the following:
 - a) Examination of all specifications prior to submitting of proposals.
 - b) Assessment of the nature of the requirements.
 - c) Allow for the delivery, assembling, and fitting of all furniture items.
- 2.4.7 All bid prices accepted from the successful bidder will remain fixed and firm from date of acceptance until delivery and installation.
- 2.4.8 The appointment of the successful service is subject to the conclusion of Service Level Agreement (SLA) between agency and the successful Bidder governing all rights and obligations related the required services.

2.5 SUB-CONTRACTING

- 2.5.1 The successful bidder(s) is expected to inform the department of the sub-contracting arrangements and access to the sub-contracted entities for purposes of quality, compliance check, security, tax and Local Production and Content issues.
- 2.5.2 The successful bidder(s) will not be allowed to sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold indicated in paragraph 4.

2.6 CONDITIONS OF THE BID

- 2.6.1 Each security officer deployed on site must always wear a full security uniform with the company logo and a visible PSIRA ID Card.
- 2.6.2 The General Conditions of Contract will be applicable for these bid.
- 2.6.3 Any shortcoming in this specification must be identified by the bidder prior to awarding of contract. Any shortcoming identified by the supplier after the contract has been awarded and that would have an impact on the contract price will be for the account of the supplier.
- 2.6.4 All office furniture must be guaranteed against faults and breakages for at least one (1) year.
- 2.6.5 The quality and workmanship of the furniture items supplied must be guaranteed for at least one (1) year.
- 2.6.6 Any damages to items incurred during the delivery, assembly and/or fitting will be for the supplier's account and must be replaced with the same item(s) with fourteen (14) days.
- 2.6.7 The Department commits to settling any monies due to the service provider with thirty (30) days of receiving a legitimate and genuine invoice/s for the goods and services delivered.
- 2.6.8 The Department reserves the right to award these bid as a whole, or in parts, or not to award the bid at all.
- 2.6.9 All quoted prices must be firm, fixed, and inclusive of all costs and taxes.

SECTION 3: GENERAL CONDITIONS OF CONTRACT