

DESCRIPTION	REQUIRED	TENDE R NO DATE	CLOSING														
Rendering of a Security Service for period of 36 months at the following offices: (Northern Cluster) • Kroonstad Labour Centre • Welkom Labour Centre • Sasolburg Labour Centre • Parys Satellite Office All bids response will be evaluated into four Phases: ➤ Phase 1: SCM Administrative requirements ➤ Phase 2: Technical Mandatory requirements ➤ Phase 3: Evaluation on Functionality ➤ Phase 4: Evaluation on Price and Specific goals Functionality requirements: Tenderers should score 80/100 points and more in order to qualify to move to Phase 4 of evaluation on Price and Specific Goals.	Department of Employment and Labour Free State: Management Support Service	FSDEL 03/2026	30/10/2026														
<table><tr><td>NO</td><td>EVALUATION CRITERIA</td><td>POINTS</td></tr><tr><td>1</td><td>Project Execution Plan i. Tabling daily activities shift rosters (2), Occurrence book (1) and Supervisory activities (2) = Total Points (5) ii. Detailed response plan (6), Response time in an event of emergency (4) = Total Points (10) iii. Site Risk and threat Assessment (3), Technology and equipment (3), Training of staff (4) = Total points (10) NB: No points will be allocated on information that is not provided by the Tenderer.</td><td>25</td></tr></table>	NO	EVALUATION CRITERIA	POINTS	1	Project Execution Plan i. Tabling daily activities shift rosters (2), Occurrence book (1) and Supervisory activities (2) = Total Points (5) ii. Detailed response plan (6), Response time in an event of emergency (4) = Total Points (10) iii. Site Risk and threat Assessment (3), Technology and equipment (3), Training of staff (4) = Total points (10) NB: No points will be allocated on information that is not provided by the Tenderer.	25											
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2	Security Service Experience: Tenderer must submit Service Level Agreement (SLA) with reference letters to demonstrate a minimum experience and background of delivering security service. <table><tr><th>Years of Experience</th><th>Points allocation</th></tr><tr><td>Less than 1 year</td><td>(1)</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 experience</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></table> NB: • Reference letters must have been issued within six (6) months, before the closing date of the tender, on the company letterhead, with a start and end date, stamped and signed. • No points will be allocated where Tenderers did not provide reference letters and SLA or copy of awarded contract. • Contract running concurrently will be regarded as one in years of experience.	Years of Experience	Points allocation	Less than 1 year	(1)	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 experience	(15)	From 4 years but less than 5 years relevant	(20)	From 5 years and above	(30)	30	
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Notes: DOCUMENT MUST BE NEAT, CLEARLY COMPLETED AND SIGNED.

Non-Compulsory Virtual Briefing Session: Session will be held on Microsoft Teams scheduled as per the following details :

Date: 12/10/2026

Time: 10H00.

Meeting ID: 343 551 901 026 089

Passcode: Hk2yu7wc

LINK:

<https://teams.microsoft.com/meet/34871318544821?p=A3jFTvfejjeXqm6DCJ>

Important Note:

All the enquiries received during the non-compulsory virtual briefing session, will be responded to at the session and any queries received thereafter via email will be addressed to the enquirer via email within two (02) working days. The Department will NOT attend to any queries within five (05) working days before the closing date of the tender.

Or

Enquiries Central Email: FTenderEnquiries@LABOUR.gov.za

The bid must remain valid for a period of 90 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 from the following platforms **ONLY**:
<https://www.labour.gov.za/Tenders/Available-Tenders> or e-Tender Portal.

BID documents must be submitted on line via **e-Tender Portal**, with the following information written outside of the proposal: BID Description, Bidders Name, Address and Tender Number.

Note that no bids documents will be accepted except in the above mentioned platform.