



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**North West**  
Community Education & Training College



## **TERMS OF REFERENCE**

# **APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES FOR NORTH WEST COMMUNITY EDUCATION AND TRAINING COLLEGE FOR A PERIOD OF THREE YEARS (36 MONTHS)**

**TENDER NUMBER: NWCETC003/2026**

**CLOSING DATE: 04 September 2026 AT 11:00**

**THE PRINCIPAL  
NW CET COLLEGE  
45 VAN VELDEN STREET  
BRITS  
0250  
TEL: 012 110 4466  
Email: Mohlamonyane.D@dhetgov.za**

**Name of Bidder:**

.....  
.....

**Total bid price (VAT inclusive) .....**



## **1. BACKGROUND**

North West CET College requires a security company to provide security services through guards, access and exit control. The security company will be required to provide guards 24 hours a day, 365 days a year. The college starts its operations at 06:00 until 20:00 in the evening.

## **2. INVITATION TO TENDER**

Bidders are hereby invited to submit their proposals for the security services for a contract period of three (3) years for North West CET College.

Tender processes will be coordinated by NW CET College Supply Chain Management (SCM) Section at the following address:

NW CET College  
45 Van Velden street  
Brits  
0250

## **3. SUBMISSION OF TENDER**

Service providers are to submit one (1) pack of original proposal, marked "ORIGINAL" in one envelope and one (1) copy on a separate envelop.

Bid documents can be submitted in the tender box located in NW CET College Central office 45 van Velden plaza building at reception. The tender box is marked "Tender Box".

Closing date and time for submission is 04 September 2026 at 11:00 am

Closing date and time for enquiries is 01 September 2026 at 10:00 am

Compulsory site briefing date 24 August 2026 at 10:00 am

Note: E-mail and faxed submissions will not be accepted. Late submissions will be disqualified.

## **4. GENERAL TERMS**

All documents submitted in the response to this tender shall be written in English completed with a black pen. Bid documents completed with a pencil will be disqualified. All corrections and scratching must be initialled. The use of correction pen (Tippex) will automatically invalidate your bid. Each tender shall be valid for a period of three months (90 days) calculated from the closing date of the tender.

Any enquiries in connection to this tender shall be submitted in writing to Mr. CW Setati at the following email address: [wsetati@NW.CETC.edu.za](mailto:wsetati@NW.CETC.edu.za)

For any technical information the following persons could be contacted.

The Assistant Director Supply chain and Asset Management: Mr. CW Setati at 012 110 4466 (Ext 2022) email: [wsetati@nw.cet.edu.za](mailto:wsetati@nw.cet.edu.za)



## **5. ADMINISTRATIVE CRITERIA**

Tenders must include the following documentation completed and signed **(Failure to submit this required documentation will lead to disqualification)**

- a) A valid **Tax Clearance Certificate**; or **Tax Compliance letter** with unique Pin in terms of the **electronic Tax**
- b) **VAT registration certificate** (for VAT Vendors Only)
- c) **Invitation to bid: SBD 1**  
Requires that applicants agree to be bound by bid's terms and conditions
- d) **Tax Clearance certificate requirement: SBD 4**  
Contains an 'Application for tax clearance certificate form, which applicants should complete and hand deliver to SARS to obtain a tax clearance certificate. The valid tax clearance certificate obtained from SARS must accompany the submitted bid application.
- e) **Declaration of interest: SBD 4**  
Requires a declaration of interest from applicant, stating any existing relationship/ acquaintance with DHET or North West CET College employees. This is to ensure that these persons are not involved in anyway, to avoid corruption.
- f) **Preference certificate as part of the preferential procurement regulation, 2001: SBD 6.1**  
Requires Preferential Procurement points claims
- g) **Declaration of bidders past SCM practices: SBD 8**  
Requires declaration of bidder's past supply chain management practices
- h) **Certificate of independent bid determination: SBD 9**  
Requires declaration from bidder to prevent bid-rigging

## **6. MANDATORY CRITERIA**

Tenders must include the following documentation **(Failure to submit this required documentation will lead to disqualification)**

- a) Proof of **Company Registration Certificate** (Company/CC/Trust/ Partnership) and **certified ID copies of all Members/ Partners/ Directors**. If Members/Partners/ Directors are employed by the state, proof that they are allowed to conduct business outside remunerative work should be provided.
- b) A detailed **Pricing schedule**.
- c) Proof of **bank account** (Cancelled Cheque or original letter from the bank confirming banking details)
- d) Proof of **CSD** (Central supplier database) registration
- e) Joint venture agreement and power of attorney in a case of a joint venture.
- f) Company profile



- g) A detailed proposal
- h) Copy of the company Unemployment Insurance Fund (UIF) registration. Such registration must be valid during the period of the contract.
- i) Provident fund registration certificate. Such registration must be valid during the period of the contract.
- j) The company's private security industry regulatory authority (PSIRA) registration certificate as security provider. Such registration must be valid during the period of the contract.
- k) The company owners and management team's private security industry regulatory authority (PSIRA) registration certificate. Such registration must be valid during the period of the contract.
- l) Proof of business address (latest municipal account or a letter from the tribal authority not older than three months to confirm address and existence of the provider)
- m) A certified copy of a valid COIDA Workmen's compensation letter of good standing for security service or related services.
- n) Certified copy of Liability Insurance Cover for the company and the amount available for claim

## 7. OTHER REQUIRED DOCUMENTS

Each tender document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purpose.

- a) A copy of the latest **Audited Financial Statement**.
- b) Submission of **letter from the bank indicating bank rating**: The College reserves the right to verify the bank ratings.
- c) A **Letter of good standing from the bank**.
- d) **Track record/traceable references for verification purposes**: Provide the names and contact details of current or previous clients you have rendered similar services (**Please provide testimonial letters**)
- e) A current **broad-based black economic empowerment (B-BBEE) status level certificate** or a **sworn affidavit**
- f) Proof of Business address (not older than three 3 months)

## 8. RESPONSIBILITIES

Responsibility of service provider

- a) The service provider will be liable for its staff on site.
- b) The service provider is to supervise and give instructions to staff on site and to ensure that the service level agreement condition is complied to.
- c) The service provider will be responsible for all his/her staff's physical safety, disciplinary and other requirements.
- d) Guards must always be in uniform and look presentable to the public.
- e) Guards must always be customer service-focused, value and treat college visitors with respect.



- f) The service provider shall supervise and exercise proper control over all personnel employed by him/her and shall not hold NW CET college responsible for any injury caused to the said personnel.

## **9. DISCLAIMER**

North West CET College serves the right:

- a) To verify any information supplied in the tender documents;
- b) Not to appoint any service providers;
- c) To cancel or withdraw this tender at any time without attracting any penalties or liabilities;
- d) To appoint one or more service providers, depending on the outcome to separate or jointly be responsible for service required.
- e) To have the final say in the appointment and that this will be binding;
- f) To disqualify a tender or cancel any subsequent contract should it be found that information disclosed was factual inaccurate and/or that a misrepresentation of facts may have occurred.

## **10. CONFIDENTIALITY**

Any or all information made available to the supplier by NW CET College shall be regarded as confidential and shall not be made available to third parties without the prior written consent of the college.

## **11. PREPARATION OF PROPOSAL**

NW CET College shall not be liable for any costs that has been incurred by the service provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

## **12. TENDER DOCUMENTATION AVAILABILITY**

Tender documents are available at NW CET College website, Newspaper and e-tender

## **13. CONTRACT PERIOD**

It is three (3) years (36 months) contract which will be reviewed based on performance every twelve (12) months from the date of commencement with a probation period of three months, it is anticipated that the contract commencement date will be in December 2026

## **14. PRICING**

Service providers are requested to give a specific pricing breakdown for 3 years contract (please include the prices of all accessories or other items charged for in the breakdown) Salaries must meet the minimum levels set by PSIRA. Bids indicating salary level below the minimum level set by PSIRA will be disqualified, Year 1 pricing should be firm. Clearly specify proposed annual increase for operating costs (not specifically relating to labour costs) in year 2 and 3. Labour costs the year 2 and 3 should be aligned with statutory increase to the minimum wage payable to the company security personnel in accordance to the grading of the post as specified in the requirement.



## 15. COMPLIANCE REPORTS AND MEETING

Both the service provider and NW CET College will enter into a service level agreement (SLA) for monitoring and compliance purpose; the SLA will be nominated through compliance meetings which will be held quarterly. The service provider will also meet the delegated NW CET college representative as and when deemed necessary.

## 16. EVALUATION CRITERIA

This bid will be evaluated on functionality. Bidder must score a minimum of 70 points on functionality to quality for further evaluation. 80/20 preference point system in line with preferential procurement policy framework Act, 200 (Act No. 5 of 200) regulation 2017 will be applicable. Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria.

| CRITERIA FOR EVALUATING FUNCTIONALITY                                                                                                                                                                                                                                                                                                                                                                                                                | WEIGHT    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Past Experience:</b><br>This refers to the experience of the tenderer to undertake the scope of work involved in this tender. The tenderer is required to provide details of current and previously undertaken work related to the security services. (including traceable references and testimonial letters)                                                                                                                                    | <b>40</b> |
| <ul style="list-style-type: none"><li>List of contactable references</li></ul>                                                                                                                                                                                                                                                                                                                                                                       | <b>10</b> |
| <ul style="list-style-type: none"><li>Testimonial letters</li></ul>                                                                                                                                                                                                                                                                                                                                                                                  | <b>20</b> |
| 5+ letters                                                                                                                                                                                                                                                                                                                                                                                                                                           | 20        |
| 3 letters                                                                                                                                                                                                                                                                                                                                                                                                                                            | 15        |
| 2 letters                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10        |
| 1 letter                                                                                                                                                                                                                                                                                                                                                                                                                                             | 5         |
| <b>Team capacity of the company.</b><br>The tenderer should demonstrate the capacity of his/her team to carry out work required in this tender, each CV submitted should not be longer than 3 pages in total should be structured as follows. <ol style="list-style-type: none"><li>Educational and professional qualifications in the security in the security industry.</li><li>Name of previous employer/s and position in enterprise/s</li></ol> | <b>30</b> |





|                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 3. An outline of the relevant security projects involved in the industry.                                                                                                                                                                                                                                                                                                                                                                          |            |
| 4. Role in the service to be provided in the tender.                                                                                                                                                                                                                                                                                                                                                                                               |            |
| <b>Structure and capability of the company.</b><br>Existing resources for carrying out the guarding monitoring duties within the college, method of supervision and service delivery monitoring, risk, management, legal compliance to all relevant legislation, number of existing guards and competency of each, approach to staff training and performance evaluation, control room availability for monitoring and response and communication. | <b>30</b>  |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>100</b> |

The 80/20 Preferential Procurement System will be used in evaluating these bids:

#### Table

| Evaluation element | Weighting (Points) |
|--------------------|--------------------|
| SPECIFIC GOALS     | 20                 |
| PRICE              | 80                 |
| <b>Total</b>       | <b>100</b>         |

#### Price

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

#### 80/20

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

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



## Preference points system

### Table

| SPECIFIC GOALS                                                          | NUMBER OF POINTS TO BE ALLOCATED 80/20 |
|-------------------------------------------------------------------------|----------------------------------------|
| Women                                                                   | 5                                      |
| People with disability                                                  | 5                                      |
| Youth (35 and below)                                                    | 5                                      |
| Location of enterprise (Province)                                       | 2                                      |
| B-BBEE status level contributors from level 1 to 2 which are QSE or EME | 3                                      |
| Total points for SPECIFIC GOALS                                         | 20                                     |

## Documents Requirement for verification of Points allocation:

### - Table

| Procurement Requirement                                                 | Required Proof Documents                                                                                               |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Women                                                                   | Full CSD Report                                                                                                        |
| Disability                                                              | Full CSD Report                                                                                                        |
| Youth                                                                   | Full CSD Report                                                                                                        |
| Location                                                                | Full CSD Report                                                                                                        |
| B-BBEE status level contributors from level 1 to 2 which are QSE or EME | Valid BBBEE certificate/affidavit<br><br>Consolidated BEE certificate in cases of Joint Venture<br><br>Full CSD Report |





**The definition and measurement of the goals above is as follows:**

**Women, disability, and youth:**

This will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets this criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e. they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

**Location of enterprise**

Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to obtain the points.

**BBBEE status level contributors from level 1 to 2 which are QSE or EME**

Measured in terms of normal BBBEE requirements.

**Note: Formula for calculating points for specific goals**

Preference points for entities are calculated on their percentage shareholding in a business, if they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$\text{PC} = \text{Mpa} \times \frac{\text{P-own}}{100}$$

**100**

Were

**PC**= Points awarded for specific goal

**Mpa**= The maximum number of points awarded for ownership in that specific category

**P-own** = The percentage of equity ownership by the enterprise or business

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The College will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of



attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

## **UNDER SPECIFICATION**

### **1. TENDER SPECIFICATION**

NW CET College requires a security company to provide security service through guards, access and exit control. The security service company will be required to provide guards 24 hours a day, 365 days a year. The college starts its operations at 06:00 am until 20:00 in the evening.

### **2. INDUCTION AND PLACEMENT.**

The service provider's staff members will have to undergo induction training regards the site and the emergency plan for the campus. The induction is compulsory and must be attended before placement on the site, especially for duty Within the NW CET college after hours, on weekends and public holidays.

### **3. RESPONSE.**

- a) The service provider will at all times respond to panic, fence intrusion alarm and forced entry signals to the buildings at the college.
- b) The response time from the control room should be within a reasonable time, internal responses from guards should be immediately.
- c) The guards on duty must instantly respond to the provider's control room and initiate the necessary emergency response should a problem be detected.
- d) The guards will work closely with law enforcement services/ agencies like SAPS, fire Department should a fire be detected and cooperate with the campus emergency coordinate.



#### **4. SECURITY OPERATION MANAGEMENT EXCELLENCE.**

- a) The service provider should ensure that guards are always on site any specific station to ensure continued control.

#### **5. ACCESS CONTROL**

The guards at the control gates must

- Obtain clearance for and register vehicles without the NW CET College staff sticker or access card in the vehicle register book.
- Obtain clearance for all pedestrians' visitors without access cards or student cards or proof of registration and direct them to the relevant buildings. Visitors should be in a possession of their ID book/card or driver's licence
- Obtain clearance for any college property leaving the premises at any given time. (gate pass to be obtained from asset office)
- Always be visible and in close proximity to the main entrance points.
- Be customer-focused, patient, and polite and always remain professional in the execution of their duties.

it is responsible of the service provider to ensure that.

- Reliable and trustworthy personnel is appointed.
- Assets that are leaving the college are being checked against an authorised gate pass for assets
- The access gates are closed and opened as per site instruction.
- Gates are locked/unlocked at designed times, or as required according to specific instruction from appropriate college staff.

Guards will be required to enforce the NW CET college internal rules, this includes

- providing directions to the building and office in the college or referring patrons to college personnel who may be liable to assets.
- Providing assistance to the college management on site as it may pertain to enforcement of college rule, security or emergency procedures.
- Not allowing pets, fire arm, loud music/ sound amplification devises, fire or braai (only in designated braai areas) picking of plants/collecting of seeds, graffiti and climbing of trees/damaging of property.
- Not allowing alcohol and drugs.



**6) SECURITY STAFF REQUIREMENTS FOR THIS CONTACT.**

| DUTY POINTS                                | GRADE     | NUMBER OF GUARDS                             | JOB PURPOSE                                                                                                                                                                                                                                                                                                                                                                                       | JOB REQUIREMENTS                                                                                                                                                                                                                                                   | OTHER SECURITY AIDS                                                                                                                                                                                                           |
|--------------------------------------------|-----------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Main entrance<br>(Open 6:00 am to 6:00 pm) | Grade EDC | 1 guard for day shift and 2 for night shift) | <ul style="list-style-type: none"><li>• Access control for all vehicles and pedestrians</li><li>• Be a central information point for official visitors to NW CET College</li><li>• Control vehicle access in the college</li><li>• Be central emergency response control point for emergency responses (SAPS, Fire service and defence alarm system)</li><li>• Checking all assets that</li></ul> | <ul style="list-style-type: none"><li>• No criminal offense</li><li>• South African citizen</li><li>• Able to read and write</li><li>• PRISA grade c</li><li>• Positive security clearance</li><li>• Able to speak English</li><li>• Service excellence.</li></ul> | <ul style="list-style-type: none"><li>• Two way radio</li><li>• Torch</li><li>• Pockets book and pen</li><li>• Occurrence book(OB)</li><li>• Cell phone</li><li>• Hand cuffs</li><li>• Baton</li><li>• Pepper spray</li></ul> |



|  |  |  |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                |
|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  | <p>leaving college against an authorised gate pass</p> <ul style="list-style-type: none"><li>• Monitoring the movement of college vehicles (register all college vehicles going in and out)</li></ul>                                                                       |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                |
|  |  |  | <ul style="list-style-type: none"><li>• Supervise the guards on site and ensure full compliance to the SLA</li><li>• Respond to panic and alarm activation</li><li>• Call for back up from SAPS</li><li>• Escort various groups during or after hours by request.</li></ul> | <ul style="list-style-type: none"><li>• No criminal offense</li><li>• South African citizen</li><li>• Able to read and write</li><li>• PRISA grade c</li><li>• Positive security clearance</li><li>• Able to speak English</li><li>• Service excellence</li></ul> | <ul style="list-style-type: none"><li>• Two way radio</li><li>• Torch</li><li>• Pockets book and pen</li><li>• Occurrence book (OB)</li><li>• Cell phone</li><li>• Hand cuffs</li><li>• Baton</li><li>• Pepper spray</li></ul> |



|  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  |  |  | <ul style="list-style-type: none"><li>• Deploy security personnel at various duty points; and manage/ supply service all security company staff deployed on the premises .</li><li>• Assist in emergency response response</li><li>• Relieve any of the other guards for body breaks (short periods) if required, to ensure all posts are manned at all times.</li><li>• Patrol the premises for criminal activities</li></ul> |  |  |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|





|  |  |  |                                                                                                                                                     |  |  |
|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  |  |  | <ul style="list-style-type: none"><li>• Monitor illegal access to the college.</li><li>• Monitor suspicious persons entering the college.</li></ul> |  |  |
|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

### Summary

- Number of security guards during the day: 01 (grade EDC)
- Number of security guards during the night: 02 (grade EDC)

Note: the number of security guards may be reviewed as and when required such will be communicated to the service provider in order to amend their monthly invoices in line with the actual number of security guards on-site.

### 7) LANGUAGE PROFICIENCY

All guards must be proficient in English and at least one other official language. Due to the nature of our business, communication is essential and it is therefore required that guards must be able to read and write and communicate effectively in English.

### 8) SUPERVISION OF WORK

The service provider will supervise and exercise proper control over control over its personnel and shall hold NW CET College liable for any loss or injury cause to the said personnel. The service provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. labour law)

### 9) RESPONSIBILITIES

The service provider will provide and take responsibility for the following:

- Security guards
- Access control books and occurrence books (OB)
- All security aids

NW CET college will take responsibility for:

- Provision, upkeep and maintenance of the guard house and toilets facility
- Provision, upkeep and maintenance of access gates.
- Provision, upkeep and maintenance of the necessary keys and padlock.
- Provision of weekends instructions.
- Provision of operational procedures and requirements.