



STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

SUPPLY CHAIN MANAGEMENT

Enquiries: Ms. I Thesen

Ref: 6/4/2

Tel: (021) 808 8720

E-mail: Ingrid.thesen@stellenbosch.gov.za

As per e-mail:

Dear Sir /Madam

NOTICE TO BIDDERS

ADDENDUM: TENDER BSM 65/24: PROVISION OF UNARMED SECURITY SERVICE FOR THE GREATER WC024 FOR A PERIOD ENDING 30 JUNE 2027

The compulsory clarification meeting was held on Thursday, 04 April 2024 at 11:00 at Town Hall, Plein Street, Stellenbosch, has reference and enquires made by potential bidders.

1. Replace the Item Pricing Schedule (Page 68 to 78):

SITE PER AREA

AREA (EACH AREA LETTER TO BE DISPLAYED HERE, AREAS A-E)				
DESCRIPTION	SHIFT RATE (Excl. VAT) PER SECURITY GUARD P/12-HOUR SHIFT			
	QTY	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27
Security officers Grade-C day shift – Mon to Sat	1	R	R	R
Security officers Grade-C night shift – Mon to Sat	1	R	R	R
Security officers Grade-C day shift – Sundays	1	R	R	R
Security officers Grade-C night shift – Sundays	1	R	R	R
Security officers Grade-C day shift – Public Holiday	1	R	R	R
Security officers Grade-C night shift – Public Holiday	1	R	R	R
Total (Excl. VAT)		R	R	R
VAT (15%)		R	R	R
Total (Incl. VAT)		R	R	R

AD-HOC	AREA (EACH AREA LETTER TO BE DISPLAYED HERE, AREAS A-E)			
DESCRIPTION	SHIFT RATE (Excl. VAT) PER SECURITY GUARD P/12-HOUR SHIFT			
	Per Guard	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27
Security officers Grade-C day shift – Mon to Sat	1	R	R	R
Security officers Grade-C night shift – Mon to Sat	1	R	R	R



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Security officers Grade-C day shift – Sundays	1	R	R	R
Security officers Grade-C night shift – Sundays	1	R	R	R
Security officers Grade-C day shift – Public Holiday	1	R	R	R
Security officers Grade-C night shift – Public Holiday	1	R	R	R
Total (Excl. VAT)		R	R	R
VAT (15%)		R	R	R
Total (Incl. VAT)		R	R	R

ADDITIONAL EQUIPMENT

NOT FOR EVALUATION

DESCRIPTION	QTY	UNIT PRICE (Excl. VAT) PER EQUIPMENT PER SITE PER MONTH		
		Year 1 2024/25	Year 2 2025/26	Year 3 2026/27
Guard House (Rate per month)	1	R	R	R
Dog Kennel (Rate per month)	1	R	R	R
Sanitary Facility (Rate per month)	1	R	R	R
Total (Excl. VAT)		R	R	R
VAT (15%)		R	R	R
Total (Incl. VAT)		R	R	R

With:

AREA (EACH AREA LETTER TO BE DISPLAYED HERE, AREAS A-E)				
DESCRIPTION	QTY	SHIFT RATE (Excl. VAT) PER SECURITY GUARD P/12-HOUR SHIFT		
		Year 1 2024/25	Year 2 2025/26	Year 3 2026/27
Security officers Grade-C day shift – Mon to Sat	1	R	R	R
Dog Handler Grade-C day shift – Mon to Sat	1	R	R	R
Security officers Grade-C night shift – Mon to Sat	1	R	R	R
Dog Handler Grade-C night shift – Mon to Sat	1	R	R	R
Security officers Grade-C day shift – Sundays	1	R	R	R
Dog Handler Grade-C day shift – Sundays	1	R	R	R
Security officers Grade-C night shift – Sundays	1	R	R	R
Dog Handler Grade-C night shift – Sundays	1	R	R	R



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Security officers Grade-C day shift – Public Holiday	1	R	R	R
Dog Handler Grade-C day shift – Public Holiday	1	R	R	R
Security officers Grade-C night shift – Public Holiday	1	R	R	R
Dog Handler Grade-C night shift – Public Holiday	1	R	R	R
Total (Excl. VAT)		R	R	R
VAT (15%)		R	R	R
Total (Incl. VAT)		R	R	R

AD-HOC	AREA (EACH AREA LETTER TO BE DISPLAYED HERE, AREAS A-E)			
DESCRIPTION	SHIFT RATE (Excl. VAT) PER SECURITY GUARD P/12-HOUR SHIFT			
	Per Guard	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27
Security officers Grade-C day shift – Mon to Sat	1	R	R	R
Dog Handler Grade-C day shift – Mon to Sat	1	R	R	R
Security officers Grade-C night shift – Mon to Sat	1	R	R	R
Dog Handler Grade-C night shift – Mon to Sat	1	R	R	R
Security officers Grade-C day shift – Sundays	1	R	R	R
Dog Handler Grade-C day shift – Sundays	1	R	R	R
Security officers Grade-C night shift – Sundays	1	R	R	R
Dog Handler Grade-C night shift – Sundays	1	R	R	R
Security officers Grade-C day shift – Public Holiday	1	R	R	R
Dog Handler Grade-C day shift – Public Holiday	1	R	R	R
Security officers Grade-C night shift – Public Holiday	1	R	R	R
Dog Handler Grade-C night shift – Public Holiday	1	R	R	R
Total (Excl. VAT)		R	R	R
VAT (15%)		R	R	R
Total (Incl. VAT)		R	R	R

all



ADDITIONAL EQUIPMENT

NOT FOR EVALUATION

AREA (EACH AREA LETTER TO BE DISPLAYED HERE, AREAS A-E)				
DESCRIPTION	QTY	UNIT PRICE (Excl. VAT) PER EQUIPMENT PER SITE PER MONTH AS AND WHEN REQUIRED		
		Year 1 2024/25	Year 2 2025/26	Year 3 2026/27
Guard House (Rate per month)	1	R	R	R
Dog Kennel (Rate per month)	1	R	R	R
Dog (Rate per month)	1	R	R	R
Sanitary Facility (Rate per month)	1	R	R	R
Total (Excl. VAT)		R	R	R
VAT (15%)		R	R	R
Total (Incl. VAT)		R	R	R

THE FOLLOWING WAS QUESTIONS POSED DURING THE COMPULSORY MEETING:

Question 1

Dog and dog handler pricing is not part of the pricing schedule.

Answer: An e-mail was forwarded to SCM requesting to have an addendum to the tender for the amendment to the pricing schedule in adding both the dog and dog handler unit prices.

Question 2

The pricing schedule on page 55 to 75 refer to the areas and quantities per day and night shift, however the pricing schedule on page 79-87 there are no quantities reflecting, only rates.

Answer: The estimated guards are required for the provided areas.

Question 3

Should we provide monthly rate on 12 hrs or should we provide shift rate?

Answer: Bidders must provide a shift rate for 12-hour shift.

Question 4

Confirm that page 64 with reference to sub-contractors, is not applicable to the tender.

Answer: It is herewith confirmed that page 64 is not applicable to this tender if the entire scope is less than R 30 million.



Question 5

On Page 63 Schedule relating to plant & equipment and pages 65 – 66 should be completed, the request is to give explanations of size and quantities of owned and lease equipment

Answer: Bidders must stipulate equipment eg vehicles, already owned and or how much they will hire should they be the successful bidder for this tender

Question 6

I have the full documentation; however, no list of mandatory documentation is mentioned.

Answer: During the compulsory meeting it was explained to potential bidders, bidders referred to the Pre-qualification from page 61.

Question 7

Can I reply on the tender even though our offices are in Gauteng?

Answer: You should have an office in WC024 within 3 months should tender be awarded to the successful bidder.

Question 8

Schedules 18, 19 and 20 are each one of those schedules required to be completed. Page 63 to Page 68. Page 64 refers to sub-contracting, should this be completed:

Answer: Schedules should be completed as required by the Tender Specifications. It is herewith confirmed that page 64 is not applicable to this tender if the entire scope is less than R 30 million.

Question 9

On the pricing schedule are there no mention of quantity of dogs needed, should be added to Page 63?

Public liability should this be added to the tender, see Page 61.

Answer: The quantities for the dogs required are the same as the guards.

A confirmation letter from the Insurance company should form part of the return documents indicating the insured amount should the bidder be the successful service provider.

Question 10

Is it compulsory to have dogs?

Answer: Bidders should adhere to the requirements to bid for dogs as stipulated (the needs for dogs will be as and when required)

The Department requested for the Notice to Bidders as per the advertised tender issued on the 26th of February 2024 with closing date on the 22nd of April 2024, be amended to new closing date to the 29th of April 2024 with the changes to be added as per above.

The request has been approved at the Special BSC Meeting on 16th of April 2024



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**DIRECTOR
CORPORATE SERVICES**

DATE: 18/4/24

Note: Confirmation to the addendum

CONFIRMATION

I (Name) hereby declare on behalf of
..... (Company's name),
to agree/not agree (please encircle) to the above changes in the bidding documentation.

Address:
.....
.....

Tel no.:

Fax no.:

Signature of bidder:

Date