



Western Cape  
Government  
**FOR YOU**

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Provincial Treasury

## **WESTERN CAPE GOVERNMENT**

# **TRANSVERSAL SECURITY CONTRACT: TR 01 2025/2026**

## **NON-COMPULSORY BRIEFING SESSION**

02 May 2025

# BRIEFING SESSION ENGAGEMENT RULES

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- This Briefing session is not compulsory.
- The session will be recorded.
- Attendees are required to switch off their cameras and to mute their microphones unless prompted by the chair.
- Question-and-Answer engagement: Bidders are requested to direct their questions in writing to the PT contact officials detailed on the cover page of the TOR. PT will respond to all the questions in writing within 72 hours after the briefing session. Post-briefing session questions are also welcome up until 6 May 2025 and will be responded to within 72 hours after receipt.
- All attendee's information will be recorded on an attendance register.
- A copy of this presentation will be communicated to all meeting participants.

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# TRANSVERSAL SECURITY CONTRACT OVERVIEW

# INTENT OF THE TRANSVERSAL SECURITY CONTRACT

**Western  
Cape  
Government**

**Optimize  
procurement  
processes and cost  
efficiencies through  
economies of  
scale.**

**Standardization  
and Uniformity.**

**Transversal  
Security  
Contract  
Intent**

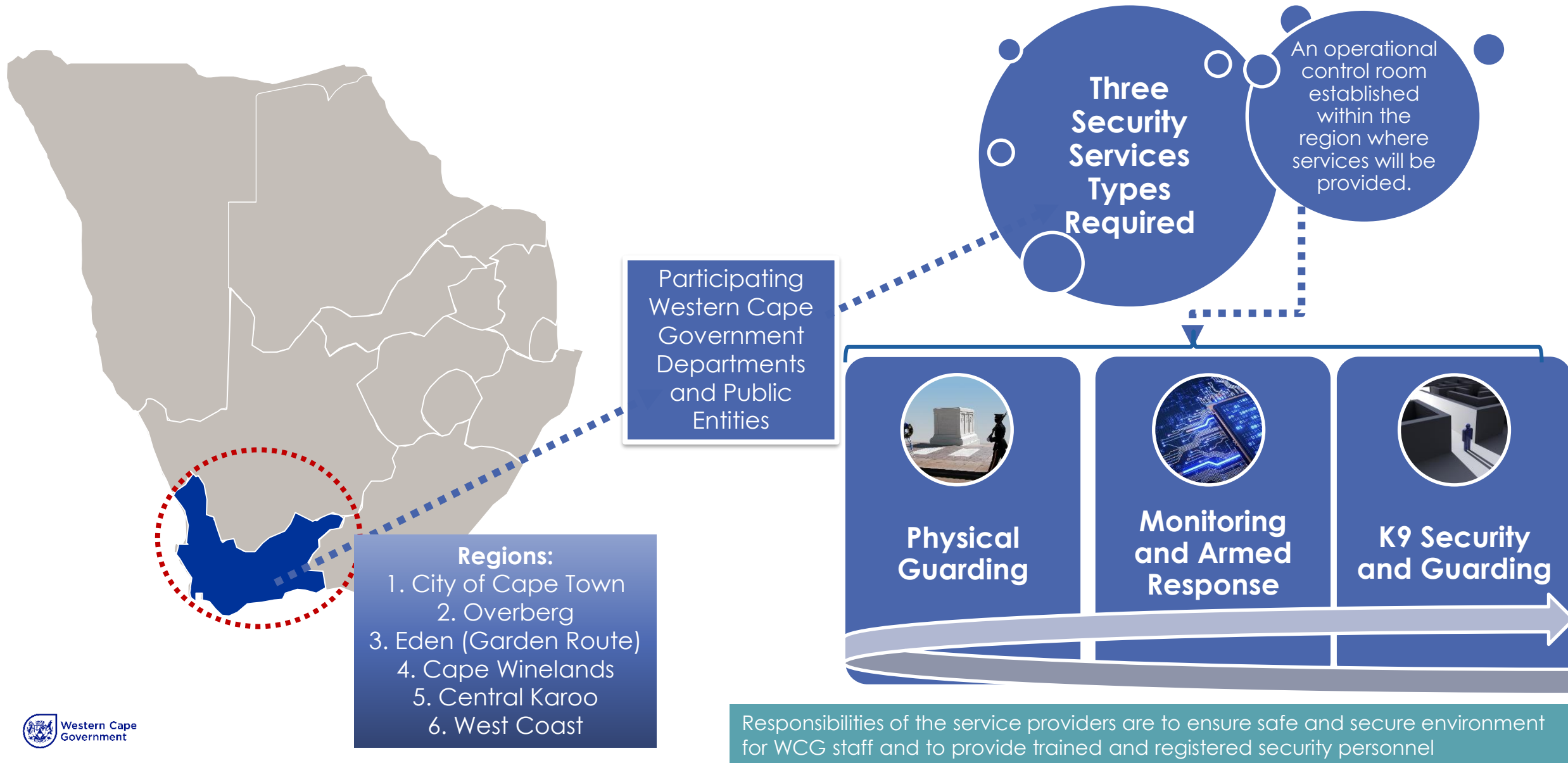
**Meeting WCG  
strategic  
objectives.**

**Transparency,  
fairness, and  
equitability.**

**To appoint  
dependable and  
consistent security  
service providers to  
ensure the safety and  
protection of citizens  
in the Western Cape.**

**Multiple Award  
Process with multiple  
service providers  
benefitting.**

# TRANSVERSAL SECURITY CONTRACT SCOPE OF WORK



# **BID INFORMATION TO POTENTIAL SERVICE PROVIDERS**

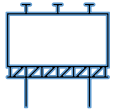
# BID TR 01 2025/2026 INFORMATION TO BIDDERS



**Duration of Contract:** Thirty-Six (36) months with an option to extend for a further twelve (12) months.



**WCG Participants:** Seven (7) Provincial Departments of the WCG and one (1) Public entity.



**Advertisement of Bid:** The bid will be advertised from 24 April 2025 and will close on 16 May 2025 at 11:00 AM.



**Briefing Session:** Held on 02 May 2025 at 10:00 AM via Microsoft Teams.



**Bid Validity:** 90 Days

# BIDDING PROCEDURE

# BIDDING EVALUATION METHODOLOGY

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**Bidding Conditions:** Prospective service providers must fully comply with all conditions specified in paragraph two (2), as well as any additional requirements set out in the Terms of Reference (TOR).



# DATABASE REGISTRATION SUPPORT

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- **Mandatory Requirement:**

Central Supplier Database (CSD): Bidders must be registered on the Central Supplier database at bid closure.

## Central Supplier Database (CSD)

- Self-Registration: [www.csd.gov.za](http://www.csd.gov.za)

# **BIDDING EVALUATION METHODOLOGY:**

## **PHASE 1: COMPLIANCE TO COMPULSORY BID CONDITIONS**

# PHASE 1: COMPLIANCE TO COMPULSORY BID CONDITIONS

## Mandatory Returnable Forms:

- WCBD 1: Invitation to Bid
- WCBD 3.2: Pricing Schedule
- WCBD 4: Declaration of Interest
- WCBD 6.1: Preference Point Form (**Only mandatory if bidder intend to claim preference points. If the bidder is a JV and wishes to claim preference points, the document submitted must be relevant to the JV itself**).

## Mandatory Returnable Documents:

***Documents must be valid at the time of bid closure***

- PSIRA Registration Certificate.
- PSIRA Letter of Good Standing.
- National Bargaining Council for Private Security Services (NBCPSS)- Registration certificate.
- National Bargaining Council for Private Security Services (NBCPSS)- Confirmation of Registration and Paid-up levies letter.
- COIDA letter of good standing or Compensation Fund Letter of Good Standing.
- Affinity Health certificate of registration and letter of good standing.
- Private Security Sector Provident Fund Confirmation Letter/Registration Certificate.
- Proof of liability insurance fund cover (If not available at bid submission, the proof of liability insurance fund cover must be provided within 7 days of being requested. Failure to comply will result in the bidder being deemed non-compliant and disqualified.)

# GENERAL CONDITIONS

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Bidders must not alter the original document.



Bids must be submitted in a sealed envelope before the specified closing time and date.



Successful bidders will be required to sign a Service Level Agreement (SLA).

# PRICING INSTRUCTIONS

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## Price Breakdown:

Submit prices on the official pricing bid document (WCBD3.2).

Prices must be inclusive of VAT.

Prices based on the 2025/2026 National Bargaining Council for the Private Security Sector Pricing Guide.



## Price Adjustments:

Permitted in accordance with the resolutions made by the National Bargaining Council for the Private Security Sector.

# **BIDDING EVALUATION METHODOLOGY: PHASE 2: FUNCTIONALITY RISK ASSESSMENT**

# BID EVALUATION PROCESS

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**PHASE ONE:**  
COMPLIANCE TO  
COMPULSORY BID  
CONDITIONS



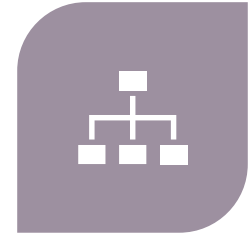
**PHASE TWO:**  
FUNCTIONALITY  
RISK ASSESSMENT



**PHASE THREE:**  
PRICE AND  
PREFERENCE  
EVALUATION



**PHASE FOUR:**  
ALLOCATION OF  
CONTRACTS



**RISK  
CATEGORIZATION**

# **BIDDING EVALUATION METHODOLOGY:**

## **PHASE 3: PRICE AND PREFERENCE EVALUATION**

## PHASE 3: PRICE AND PREFERENCE EVALUATION

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- Preference points shall be awarded as follows:
  - (a) Price= Maximum 80 or 90 points depending on the value of the contract; and
  - (b) B-BBEE Status Level of contribution = Maximum 20 or 10 points depending on the value of the contract.
- The breakdown and weighting to be applied for this bid will either be 80/20 or 90/10, of which the lowest acceptable bid Per Item of the bid per Pricing Schedule will determine the applicable preference points system.
- The points scored by a bidder in respect of his B-BBEE status level will be added to the points scored for price. Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for B-BBEE status.
- Bidders must submit hard copies of their pricing, typed and captured; using only the official WCBD 3.2 Pricing Schedule. The schedule is available on the eTender Portal under reference TR 01 2025/2026 – WCBD 3.2 Pricing Schedule.
- Bidders will be required, at a later stage, to submit electronic versions of their completed Pricing Schedule within five (5) calendar days upon request by the Provincial Treasury.

# **BIDDING EVALUATION METHODOLOGY:**

## **PHASE 4: ALLOCATION OF CONTRACTS**

## PHASE 4: ALLOCATION OF CONTRACTS

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- This transversal contract will be an outright award per item. To a bidder achieving a certain risk rating that will be link to WCG site(s) risk rating as contemplated at Table4 :Risk Comparison Chart (par6.5.1)
- The specific objective criterion applied will be to limit the award to any one service provider to one third, (or the nearest value above or below one third), of the total items/sites included in this bid. Therefore, one third is equal to the total sum of the contract.
- Award(s) will be for a thirty-six (36) months period, with an option of a twelve (12) months extension, will be made directly to qualifying service provider(s) for specific region.

# CONTRACT MANAGEMENT

# CONTRACT CONDITIONS

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## Maintaining Good Standing:

Service providers must maintain their good standing with regulatory authorities.  
Provide updated records such as PSIRA registration and letters of good standing.



## Extension of Contract Period:

WCG reserves the right to extend the contract for an additional 12 months.



## Minimum Service Standards:

Compliance management  
Reporting requirements  
Penalties for non-compliance

# SERVICE STANDARDS

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## Compliance Management:

- Ensure no unauthorized staff, contractors, or visitors are on site.
- Report all incidents within 5 minutes to the control room.
- Ensure sufficient relievers are available for uninterrupted service.

## Reporting Requirements:

- Submit daily deployment sheets and monthly operational reports.
- Attend operational meetings as scheduled by the Department.

## Penalties for Non-Compliance:

- Penalties will be calculated based on the total monthly contract price for non-compliance with service standards.

# CONTRACT MAINTENANCE



- Service Level Agreement to be concluded from a Departmental perspective.
- Participating Departments and public entity will conclude upon a signed Service level agreement.
- Contract management responsibilities will apply to each departmental SLA, including the maintenance of all relevant documentation.

**The Service provider must maintain their good standing with the relevant regulatory authorities or any requirement in terms of the scope of work for the duration of the contract.**

# BID SUBMISSIONS

# SUBMISSION DETAILS

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## Hand Delivery and Postal Instructions:

- Bids must be deposited in the bid box marked “Provincial Treasury” at the specified address.
- Ensure bids are delivered on time; **late bids will not be accepted.**

## Contact Information for Enquiries:

- Ms. Yonela Tyokwe: [yonela.tyokwe@westerncape.gov.za](mailto:yonela.tyokwe@westerncape.gov.za)
- Mr. Mark Phillips: [mark.phillips@westerncape.gov.za](mailto:mark.phillips@westerncape.gov.za)

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Thank you