

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LIMPOPO PROVINCIAL TREASURY					
BID NUMBER:	LPT 001/2025	CLOSING DATE:	29 SEPTEMBER 2025	CLOSING TIME:	11H00
DESCRIPTION	PROCUREMENT FOR GUARDING SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS IN LIMPOPO PROVINCIAL TREASURY SITES: ISMINI TOWER, TALAS HOUSE, FINANCE HOUSE, IT LEBOWAKGOMO, VHEMBE TAC, MOPANI TAC, MODIMOLLE TAC AND JANE FURSE TAC.				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ISMINI TOWERS TENDER BOX					
LIMPOPO PROVINCIAL TREASURY					
46 HANS VAN RENSBURG STREET					
POLOKWANE 0699					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MAPHANGA T.H		CONTACT PERSON	MOKWENA CM	
TELEPHONE NUMBER	015 298 7055		TELEPHONE NUMBER	015 298 7000	
FACSIMILE NUMBER	015 298 7151		FACSIMILE NUMBER		
E-MAIL ADDRESS	Maphangath@treasury.limpopo.gov.za		E-MAIL ADDRESS	Mokwenacm@treasury.limpopo.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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.					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
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, 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).
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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: .....

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number: LPT 001/2025
Closing Time <b>11H00</b>	Closing date: 29 SEPTEMBER 2025

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable

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CONTRACT:		Annexure A1 (YEAR 1)		
TOTAL NUMBER OF GUARDS :		46		
SITES: ISMINI TOWER, TALAS HOUSE, FINANCE HOUSE, IT LEBOWAKGOMO , VHEMBE TAC , MOPANI TAC, MODIMOLLE TAC, JANE FURSE TAC				
ISMINI TOWERS				
Grade D Guard		Unit Price	Quantity	R
Dayshift Monday to Sunday	Grade C Armed Guard		1	
Dayshift Monday to Friday	Grade C Unarmed Guard		5	
Dayshift Saturday to Sunday	Grade C Unarmed Guard		3	
Nightshift Monday to Sunday	Grade C Unarmed Guard		2	
Nightshift Monday to Sunday	Grade C Armed Guard		1	
FINANCE HOUSE				
Dayshift Monday to Sunday	Grade C Unarmed Guard		1	
Dayshift Monday to Friday	Grade C Unarmed Guard		4	
Dayshift Saturday to Sunday	Grade C Unarmed Guard		3	
Nightshift Monday to Sunday	Grade C Armed Guard		1	
Nightshift Monday to Sunday	Grade C Unarmed Guard		3	
TALAS HOUSE				
Dayshift Monday to Sunday	Grade C Armed Guard		1	
Dayshift Monday to Friday	Grade C Unarmed Guard		2	
Dayshift Saturday to Sunday	Grade C Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C Armed Guard		1	
Nightshift Monday to Sunday	Grade C Unarmed Guard		1	
IT LEBOWAKGOMO				
Dayshift Monday to Sunday	Grade C Armed Guard		1	
Dayshift Monday to Sunday	Grade C Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C Armed Guard		1	
Nightshift Monday to Sunday	Grade C Unarmed Guard		1	
VHEMBE TAC				
Dayshift Monday to Friday	Grade C Unarmed Guard		1	
Dayshift Monday to Friday	Grade C Armed Guard		1	
MOPANI TAC				
Dayshift Monday to Friday	Grade C Armed Guard		1	
Dayshift Monday to Friday	Grade C Unarmed Guard		1	
MODIMOLLE TAC				
Dayshift Monday to Sunday	Grade C Armed Guard		1	
Dayshift Monday to Sunday	Grade C Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C Armed Guard		1	
Nightshift Monday to Sunday	Grade C Unarmed Guard		1	
JANE FURSE				
Dayshift Monday to Sunday	Grade C Armed Guard		1	
Dayshift Monday to Sunday	Grade C Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C Armed Guard		1	
Nightshift Monday to Sunday	Grade C Unarmed Guard		1	
VAT				
TOTAL			46	

30090004

CONTRACT:		Annexure A2 (YEAR 2)		
TOTAL NUMBER OF GUARDS :		46		
<b>SITES: ISMINI TOWER,TALAS HOUSE,FINANCE HOUSE,IT LEBOWAKGOMO , VHEMBE TAC ,MOPANI TAC,MODIMOLLE TAC,JANE FURSE TAC</b>				
<b>ISMINI TOWERS</b>				
Grade D Guard		Unit Price	Quantity	R
Dayshift Monday to Sunday	Grade C Armed Guard		1	
Dayshift Monday to Friday	Grade C Unarmed Guard		5	
Dayshift Saturday to Sunday	Grade C: Unarmed Guard		3	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		2	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
<b>FINANCE HOUSE</b>				
Dayshift Monday to Sunday	Grade C Unarmed Guard		1	
Dayshift Monday to Friday	Grade C: Unarmed Guard		4	
Dayshift Saturday to Sunday	Grade C: Unarmed Guard		3	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		3	
<b>TALAS HOUSE</b>				
Dayshift Monday to Sunday	Grade C: Armed Guard		1	
Dayshift Monday to Friday	Grade C: Unarmed Guard		2	
Dayshift Saturday to Sunday	Grade C: Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		1	
<b>IT LEBOWAKGOMO</b>				
Dayshift Monday to Sunday	Grade C: Armed Guard		1	
Dayshift Monday to Sunday	Grade C: Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		1	
<b>VHEMBE TAC</b>				
Dayshift Monday to Friday	Grade C: Unarmed Guard		1	
Dayshift Monday to Friday	Grade C: Armed Guard		1	
<b>MOPANI TAC</b>				
Dayshift Monday to Friday	Grade C: Armed Guard		1	
Dayshift Monday to Friday	Grade C: Unarmed Guard		1	
<b>MODIMOLLE TAC</b>				
Dayshift Monday to Sunday	Grade C: Armed Guard		1	
Dayshift Monday to Sunday	Grade C: Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		1	
<b>JANE FURSE</b>				
Dayshift Monday to Sunday	Grade C: Armed Guard		1	
Dayshift Monday to Sunday	Grade C: Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		1	
VAT				
<b>TOTAL</b>			<b>46</b>	

00000005

CONTRACT:		Annexure A3 (YEAR 3)		
TOTAL NUMBER OF GUARDS :		46		
SITES: ISMINI TOWER,TALAS HOUSE,FINANCE HOUSE,IT LEBOWAKGOMO , VHEMBE TAC ,MOPANI TAC,MODIMOLLE TAC,JANE FURSE TAC				
ISMINI TOWERS				
Grade D Guard		Unit Price	Quantity	R
Dayshift Monday to Sunday	Grade C: Armed Guard		1	
Dayshift Monday to Friday	Grade C: Unarmed Guard		5	
Dayshift Saturday to Sunday	Grade C: Unarmed Guard		3	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		2	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
FINANCE HOUSE				
Dayshift Monday to Sunday	Grade C: Unarmed Guard		1	
Dayshift Monday to Friday	Grade C: Unarmed Guard		4	
Dayshift Saturday to Sunday	Grade C: Unarmed Guard		3	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		3	
TALAS HOUSE				
Dayshift Monday to Sunday	Grade C: Armed Guard		1	
Dayshift Monday to Friday	Grade C: Unarmed Guard		2	
Dayshift Saturday to Sunday	Grade C: Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		1	
IT LEBOWAKGOMO				
Dayshift Monday to Sunday	Grade C: Armed Guard		1	
Dayshift Monday to Sunday	Grade C: Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		1	
VHEMBE TAC				
Dayshift Monday to Friday	Grade C: Unarmed Guard		1	
Dayshift Monday to Friday	Grade C: Armed Guard		1	
MOPANI TAC				
Dayshift Monday to Friday	Grade C: Armed Guard		1	
Dayshift Monday to Friday	Grade C: Unarmed Guard		1	
MODIMOLLE TAC				
Dayshift Monday to Sunday	Grade C: Armed Guard		1	
Dayshift Monday to Sunday	Grade C: Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		1	
JANE FURSE				
Dayshift Monday to Sunday	Grade C: Armed Guard		1	
Dayshift Monday to Sunday	Grade C: Unarmed Guard		1	
Nightshift Monday to Sunday	Grade C: Armed Guard		1	
Nightshift Monday to Sunday	Grade C: Unarmed Guard		1	
VAT				
<b>TOTAL</b>			<b>46</b>	

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### BIDDER'S DISCLOSURE

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<sup>2</sup> 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	100

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3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps=80\left(1+ Pt\frac{\quad}{Pmax}-Pmax\right) & \text{or} & Ps=90\left(1+ Pt\frac{\quad}{Pmax}-Pmax\right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration Pmax = Price of highest acceptable tender

4. **POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black people ownership ≥51%	N/A	6	N/A	
Woman ownership ≥ 51%	N/A	7	N/A	
Persons with disabilities ownership ≥ 51%	N/A	2	N/A	
Youth ownership ≥ 51%	N/A	3	N/A	
Locality – business / company based within a specific region (Limpopo) i.e. Municipal account/ address confirmation from Local Authority/ Lease agreement)	N/A	2	N/A	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM

**00000013**

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

00000014

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

00090015



**LIMPOPO**

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUCCESSFUL BIDDER  
FOR RENDERING OF GUARDING SERVICES FOR A PERIOD OF THIRTY-SIX (36)  
MONTHS IN LIMPOPO PROVINCIAL TREASURY**

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## ACRONYMS

LPT	-	Limpopo Provincial Treasury
MISS	-	Minimum Information Security Standards
MPSS	-	Minimum Physical Security Standards
HoD	-	Head of Department
OHS	-	Occupational Health and Safety
PSIRA	-	Private Security Industry Regulation Act
S/O	-	Security officer
LED	-	Light-emitting diode
CCTV	-	Closed-circuit television
NBCPSS	-	National Bargaining Council for the Private Security Sector

## LEGISLTATIONS

- a) Constitution of the Republic of South Africa, 1996 (Act 108 of 1996).
- b) Occupational Health and Safety Act, 1993 (Act no 85 of 1993).
- c) Criminal Procedures Act, 1977, (Act 51 of 1977), as amended.
- d) Private Security Industry Regulations Act, 2001 (Act 56 of 2001).
- e) Control of Access to Public Premise and Vehicles Act, 1985 (Act 53 of 1985).
- f) Trespass Act, 1959 (Act 6 of 1959).
- g) Labour Relations Act, 1995 (Act 66 of 1995).
- h) Fire-arms Control Act, 2000 (Act 60 of 2000) and Regulations.
- i) Intimidation Act, 1982 (Act 72 of 1982).
- j) Minimum Information Security Standards (MISS) second 06 December 1996.
- k) Minimum Physical Security Standards (MPSS) 2009.
- l) Promotion of Access to Information Act, 2000 (Act no 2000).
- m) The Protection of Personal Information Act (POPIA) (Act No.4 of 2013).
- n) Safety at Sports and Recreational Events Act 2 of 2010.
- o) Civil protection act (Act NO. 67 of 1977).
- p) Fire Brigade Act (Act No. 99 of 1987).
- q) Hazardous Substances Act (Act No. 15 of 1973).
- r) National Key Point Act, 1980(Act No. 102 of 1980).

## **1. INTRODUCTION**

Limpopo Provincial Treasury (LPT) is currently utilizing outsourced security services at its various sites of which the contracts will expire on the 29 February 2026. Therefore, LPT seeks to source the successful bidders<sup>1</sup> to render security services in Limpopo Province for thirty-six (36) months as from 01 March 2026.

## **2. THE SITES ARE LOCATED AS FOLLOWS IN LIMPOPO PROVINCE**

- a) Finance House (56-58 Paul Kruger Street Polokwane).
- b) Ismini Tower (46 Hans van Rensburg Street Polokwane).
- c) Talas House (27 Hans van Rensburg Street Polokwane).
- d) Provincial Treasury office space in Lebowakgomo Government Complex (Lebowakgomo).
- e) Provincial Treasury office space in Thohoyandou Government Complex (Thohoyandou).
- f) Provincial Treasury office space Lifa Complex (Schoonoord Road, Jane Furse)
- g) Provincial Treasury office space NTK Building Government offices, 2<sup>nd</sup> floor, 84 Limpopo Street (Modimolle).
- h) Provincial Treasury office space in Giyani (Giyani Government Complex).

Details and number of security personnel required for this service are stipulated as per attached sites post specification **Annexure A1** (Year 1), **A2** (Year 2) and **A3** (Year 3).

## **3. DELIVERABLES**

### **3.1 Guarding services**

To safeguard properties, premises and to protect people for safe and secure working environment for all.

## **4. SCOPE OF WORK**

4.1 To render a continuous, 24 hours per day, 7 days per week guarding security services (including weekends and public holidays) 06:00am to 18:00pm per day and 18:00pm to 06:00am per night as per sites post requirement in Annexure A1, A2 and A3 in accordance with the deliverables.

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<sup>1</sup> a person or organization making a formal offer.

- 4.2 To observe the installed surveillance cameras where applicable, and alarm systems, conducting regular inspections and patrols and enforce LPT policies.
- 4.3 Enforcing security protocols to reduce the risk of criminal activities.
- 4.4 Management of access control, civil unrest, and event management.
- 4.5 Proactively preventing and intercepting unlawful acts promptly to maintain safety in the working environment.
- 4.6 Responding to any emergency situations.
- 4.7 Reporting any suspicious activity to supervisor's/law enforcement agencies.
- 4.8 To keep daily logs that detail patrols, observation activities, security occurrences and any interventions during each shift.
- 4.9 Recording of movement of assets (vehicles and other movable assets).

## **5. REQUIRED SPECIFIC DUTIES**

5.1 Specific duties involved in monitoring and management of access control to LPT sites may include the following but not limited:

- 5.1.1 Conducting access control as per, The Control of Access to Public Premises and Vehicles Act 53 of 1985.
- 5.1.2 Verifying identities of personnel, visitors and contractors visiting the sites.
- 5.1.3 Checking credentials of both employees and visitors.
- 5.1.4 Keeping a log of visitors, employees, and other individuals.
- 5.1.5 Verifying the identity of the person that the visitor wants to meet.
- 5.1.6 Escorting visitors and contractors to the host.
- 5.1.7 Monitoring and authorizing the entry of vehicles.
- 5.1.8 Evicting trespassers and wrongdoers from all departmental properties.
- 5.1.9 Detaining perpetrators until police officers arrive and take over.
- 5.1.10 Identifying, monitoring, controlling incoming and outgoing client assets on sites.
- 5.1.11 Enforcing parking rules.
- 5.1.12 Providing a visible security presence to deter potential crimes and unruly behaviour.
- 5.1.13 Ensuring that access points remain open and unrestricted in high-traffic areas.
- 5.1.14 Report all blocked emergency exits to departmental security personnel.
- 5.1.15 Report any faulty fire alarm and security systems.

- 5.1.16 Securing all entry points, exits, doors, windows, gates, and other access points during and after office hours.
- 5.1.17 Assessing emergencies and incidents.
- 5.1.18 Guiding people to safety.
- 5.1.19 Responding to and investigating alarms.
- 5.1.20 Working closely with law enforcement, health professionals and fire departments.
- 5.1.21 Contacting and collaborating with the authorities.
- 5.1.22 Crowd management and traffic control during departmental events.
- 5.1.23 Regular inspection, testing, and reporting of security systems to ensure that they are always operational.
- 5.1.24 Ensuring that security equipment's are operational and not left without supervision.
- 5.1.25 Maintaining accurate and detailed incident reports.
- 5.1.26 Management of delivery vehicles by directing deliveries to the host/end-user (no security officials will be allowed to accept deliveries on behalf of the host/end-user)
- 5.1.27 To observe the installed surveillance cameras where applicable, and alarm systems, conducting regular inspections and patrols and enforce LPT policies.

## **6. KEY ACCESS CONTROL OBLIGATIONS**

6.1 While conducting access and egress control, the successful bidder will be ensuring that:

- 6.1.1 No property of the clients may be removed from the premises without a proper authorization document issued and signed by a person designated by management on the premises.
- 6.1.2 No state vehicle may be removed from the premises without a valid and approved trip authorisation issued by a delegated person. A copy of the approved trip authorisation must be requested from the authorised driver for inspection and control purposes.
- 6.1.3 To monitor, control and ensure all dangerous object(s) and/or firearm(s) (brought onto the premises) are declared and registered into the appropriate register. These dangerous object(s) and/or firearms must be locked in a firearm safe. No dangerous object(s) and/or firearm(s) are allowed to be brought into/onto the premises. If no

secure storage facilities are available, the owner of the dangerous object(s) and/or firearm(s) must be referred to the nearest South African Police Service (SAPS) station.

## **7. EQUIPMENT NEEDED FOR SECURITY OFFICER DUTIES**

7.1 The successful bidder shall ensure that the following security equipment's/aids, are available and in a working condition at the respective premises/site(s): If any equipment is removed from site for repairs and/or service it must be immediately replaced.

7.1.1 LED Flashlight

7.1.2 security guard baton

7.1.3 whistle

7.1.4 pepper spray

7.1.5 A cell phone/hand radio

7.1.6 Pistol firearm (not a revolver/ shotgun) and security guard belt and holster

7.1.7 Uniform (corporate, summer dress and winter dress) insignia and badges as per Private security industry regulations, 2002, (PSIRA).

7.1.8 Pens and pocketbooks

7.1.9 Occurrence book/electronic occurrence book

7.1.10 Control book registers

7.1.11 Weapon safe

7.1.12 Bullet safety trap in all sites for unloading firearms.

7.1.13 Operational branded vehicles, minimum of three vehicles registered in the name of the Company.

7.1.14 Base radio

7.1.15 Handheld metal detector

7.1.16 Handcuffs with keys

7.1.17 Bullet proof jackets

7.1.18 Security reflector jacket

**NB: The total number of equipment will be as per post requirements.**

## **8. FIREARM REQUIREMENT**

8.1 All firearms to be deployed at the departmental sites shall be accompanied by a certificate issued by a qualified Gunsmith declaring that the firearms are operational and comply with the Firearms Control Act 60 of 2000. The Certificate must be renewed at least once every twelve (12) months. Only firearms registered in the name of the successful bidder shall be permitted on departmental sites.

8.2 The successful bidder shall always ensure that all firearms and ammunition issued to his/her personnel are in clean and working condition and are properly maintained.

8.3 All pistols carried by personnel must be securely holstered.

8.4 Security Officers who are assigned firearms have valid competency certificates to handle firearms.

8.5 Firearms must be in good working condition with the relevant ammunition, holsters, magazines and that the licensing is made in the name of the successful bidder as contemplated in the relevant Act.

8.6 Firearms that are not being utilised by the successful bidder shall not be stored on the premises/site(s) or be handed in for safe keeping with the LPT, Manager/Representative. **NOTE: NO PRIVATE FIRE-ARMS MUST BE UTILIZED ON THE SITES/PREMISES.**

## **9. UNIFORM REQUIREMENTS**

9.1 The successful bidder shall ensure that each member of his/her security personnel will always when on duty, be fully equipped with a neat and clearly identifiable uniform of the company for summer and winter, which will include matching raincoats and overcoats, (**Provide brochure of company uniform**). No other clothing, than the prescribed uniform will be allowed. Clear identification card of the company with the member's photo, identity and as well as the PSIRA card must always be worn and be clearly visible on all security official's uniform.

9.2 No mixing of uniform with civilian clothes.

9.3 Safety and protective clothing, bullet proof vests and reflector jackets must be provided as and when needed.

## **10. PERSONNEL REQUIREMENTS**

10.1 The successful bidder must provide the security personnel required for the successful rendering of the service, as follows:

10.1.1 Security Officers Grade C (Male/Female) is the persons who shall execute the physical security service (access, egress control and patrols).

10.1.2 Shift security supervisors (Security Officers Grade A/B) are the persons who exercise direct supervision and control over Security Officers.

10.1.3 Site supervisors, Directors/Owners/Managing Directors of the company (Security Officers Grade A/B) will exercise direct control over operational needs of the security officers on sites.

10.1.4 Employment and/or hiring of illegal foreign members in any aspect of the security service, rendering a service on LPT sites is prohibited.

10.1.5 The successful bidder must conduct background checks through an independent, accredited verification agency, before deploying security officers at LPT sites and provide such reports to LPT Security Services division.

## **11. SUPERVISORS (GRADE A / B)**

11.1 Supervisors must have at least Grade 12/ and/or equivalent qualification.

11.2 Supervisors must have a good knowledge and understanding of their post descriptions and duties.

11.3 Supervisor may not be younger than 21 years of age, unless otherwise specified in any legislation.

11.4 Supervisors must always be capable of leading/controlling and supervising their sub-ordinates.

11.5 Supervisors must be able to communicate, read and write in English and/or commonly spoken language of the respective area.

11.6 Supervisors must have good knowledge in respect of the OHS Act aspects relating to premises/site(s)

11.7 Supervisors must conduct quarterly independent premises/site(s) risk evaluation(s) and provide the report.

11.8 Supervisors must be adequately trained in security procedures, fire equipment, health and safety, customer service, use of all security related equipment such as walk-through metal detectors, handheld metal detectors, x-ray machines, fire-arm handling, searching procedures, radio speech procedures and handling of the National Flag.

11.9 Supervisors must be registered with Private Security Industry Regulatory Authority, proof of which must be supplied on request.

11.10 Supervisors must be able to conduct investigations as well as be in touch with all the relevant Crime Prevention Authorities

11.11 Supervisors must have undergone customer relations training.

## **12. SECURITY OFFICERS (GRADE C)**

12.1 Security Officers must have at least Grade 10 or equivalent qualification.

12.2 Security Officers must be able to communicate, read and write in English and/or commonly spoken language of the respective area.

12.3 Security Officers may not be younger than 18 years of age, unless otherwise specified in any legislation.

12.4 Security Officers must have good knowledge in respect of the OHS Act aspects relating to premises/site(s)

12.5 Security Officers must be adequately trained in security procedures, fire equipment, customer service, using of all security related equipment such as walk-through metal detectors, handheld metal detectors, x-ray machines, fire-arm handling, searching procedures, radio speech procedures and handling of the National Flag, visitor management system.

12.6 Security Officers must be registered with Private Security Industry Regulatory Authority, proof of which must be supplied on request.

12.7 Security Officers must have undergone customer relations training.

## **13. REQUIRED SKILLS**

### **13.1 Technical and Behaviour skills**

Security officers are expected to have knowledge of the following:

13.1.1. Trained and accredited (according to the Grade as specified in the PSIRA Act).

13.1.2 Safety and Security Procedures (ISO 18788:2015).

13.1.3 OHS Act Knowledge as amended.

13.1.4 Access Control Systems (Act 53 of 1985, Act on Access Control to Public Premises and Vehicles).

13.1.5 Guarding and Patrolling (ISO 18788:2015).

13.1.6 Alarm monitoring (where applicable).

- 13.1.7 CCTV camera observation (where applicable).
- 13.1.8 Report writing skills.
- 13.1.9 Firearm technical skills.
- 13.1.10 Search procedures (as specified in the Criminal Procedure Act, 1977).
- 13.1.11 Gathering of relevant information and establish facts.
- 13.1.12 Firefighting skills.
- 13.1.13 Event management training as per PSIRA regulations.

### **13.2 Leadership Skills**

Supervisors are expected to have the following skills and personal traits:

- 13.2.1 Ability to lead and provide direction.
- 13.2.2 Sense of urgency and responsibility
- 13.2.3 Alert and observant
- 13.2.4 Problem solving.
- 13.2.5 Initiative
- 13.2.6 Neat and tidy manner
- 13.2.7 Communication skills (written and verbal)
- 13.2.8 Customer Focus
- 13.2.9 Trustworthiness, honesty, and dedication
- 13.2.10 Attention to detail
- 13.2.11 Integrity
- 13.2.12 Self- motivated, Open minded, Confident and Assertive
- 13.2.13 Empathy
- 13.2.14 Organized, flexible, and proactive
- 13.2.15 Physical fitness
- 13.2.16 No security officers/supervisors/directors with adverse criminal records for the last ten years
- 13.2.17 Knowledge of legal guidelines in security environments
- 13.2.18 Ability to operate security systems and emergency equipment (firefighting equipment)
- 13.2.19 Good judgment

### **13.3 Management and Supervisors skills**

- 13.3.1 Understand and apply general management principles.

13.3.2 Ensure the provision of adequate training and support as required for security officers.

13.3.3 Provide constructive feedback.

13.3.4 Provide mentoring and/or coaching to support security officers.

13.3.5 Encourage learning and development of security officers.

13.3.6 Promote effective communication and interpersonal skills to build effective and well-functioning teams.

13.3.7 Set reasonable objectives and performance criteria.

13.3.8 Ability to identify and evaluate team dynamics and respond to interpersonal tensions.

13.3.9 Delegate appropriately.

13.3.10 Interact sensitively, effectively, and appropriately with persons of diverse cultural backgrounds.

#### **14. OPERATIONAL SERVICES**

14.1 Operational services must be rendered at specific points on the premises and consist of:

14.1.1 Patrols on site/premises at least once an hour depending on the risk of the site. The successful bidder(s) must implement pro-active patrolling patterns to ensure proper random coverage of the entire contracted area including the external perimeters and sidewalks and such patrols are monitored by means of a clocking monitoring system where applicable.

14.1.2 A direct communication channel shall be established between the LPT Manager/Representative/Office Manager, of the respective premises/site(s) and the Manager/Area Manager.

14.1.3 The successful bidder will be expected at own cost to provide one central Supervisor to supervise and inspect security officers for all sites/premises of LPT.

14.1.4 Security officers must be inspected once (x1) per weekday and night shift (by a supervisor not on site).

#### **15. INCIDENTS/OCCURRENCES**

15.1 Incidents in respect of but not limited to the under mentioned must be captured in the electronic occurrence register/manual occurrence book:

- 15.1.1 Access control system failure
- 15.1.2 Removal of properties-e.g. computer equipment
- 15.1.3 After hour's inspection by supervisor
- 15.1.4 Alarm system failure.
- 15.1.5 Armed robbery
- 15.1.6 Assault
- 15.1.7 Bomb Threat
- 15.1.8 Burglary
- 15.1.9 Damage to property
- 15.1.10 CCTV / Cameras and monitor problems.
- 15.1.11 Electrical failure
- 15.1.12 Emergency evacuation
- 15.1.13 Fence damage
- 15.1.14 Suspected fire
- 15.1.15 Faulty/expired fire Extinguisher
- 15.1.16 Leaking fire hose
- 15.1.17 Hostage situations
- 15.1.18 Injury on duty
- 15.1.19 Faulty lifts
- 15.1.20 Intimidation
- 15.1.21 Water flooding/leakages on site
- 15.1.22 Medical emergencies
- 15.1.23 Metal detector out of order
- 15.1.24 Natural and unnatural disasters
- 15.1.25 Offices (door/safes) not locked.
- 15.1.26 Parking
- 15.1.27 Patrols
- 15.1.28 Plumbing
- 15.1.29 Radio test
- 15.1.30 Removal of Furniture
- 15.1.31 Security officers off duty and on duty
- 15.1.32 Security equipment out of order
- 15.1.33 Situational reporting
- 15.1.34 Suspicious parcel or items

15.1.35 Suspicious person

15.1.36 Theft

15.1.37 X-Ray machine out of order

## **16. DUTY LIST REQUIREMENTS**

16.1 Monthly duty lists of all Security Officers on duty must be drawn up by the successful bidder's Supervisors and kept in the security control room and/or office at each site where such a service is rendered and any changes on duty post sheet must be amended.

16.2 No security personnel will be allowed to do continuous duty for longer than twelve hours; and the duty list must be provided to the LPT Manager/Representative every month.

## **17. COMPANY CODE OF CONDUCT**

17.1 The successful bidder must submit copies of its grievance and disciplinary procedures before commencement of the contract.

17.2 Disciplinary code contemplated above must contain rules which adequately reflect the relevant values and principles as well as any further rules that are reasonably necessary to ensure disciplined, honest, safe, reasonable, professional, and competent conduct by security officers in the circumstances in which they are employed and made available by the successful bidder.

## **18. INSURANCE COVER**

18.1 The successful bidder must always on commencement be liable for the acts and omissions of its employees providing security services to LPT when acting within the course and scope of their duties and employment.

18.2 The successful bidder will be held responsible for any **damage to, or loss of assets** suffered by LPT because of the bidder's Security Officers negligence or willful action in the ordinary execution of their duty. As such, the successful bidder is required to provide **Proof of Insurance Cover** for a minimum amount equivalent to R 2, 000, 000.00 (Two million rand only) to cover such damage/loss.

18.3 The successful bidder shall furnish the LPT with a certified copy of the policy cover and a letter from the relevant Insurance Company confirming that the policy is effective before the start of contract.

## **19. PUBLIC LIABILITY**

19.1 LPT shall not be responsible for any loss of or damage to any vehicles, equipment, injury and loss of life or other material used by the successful bidder in respect of the security services provided and used on the premises caused by any of its employees acting within the course and scope of their duties and employment. As such the successful bidder is required to provide a Proof of Public Liability Insurance to a minimum amount equivalent to R 2 000, 000.00 (Two million rand only).

19.2 The successful bidder shall be responsible for third party liability as a result of the actions or negligence of their security officers during the execution of duties and shall indemnify LPT against any liability. The successful bidder will be responsible for the loss or damages incurred.

19.3 Liability in respect of death, unlawful arrest, injury, illness, or disease to any person as a result of the rendering of the security services

19.4 The successful bidder shall furnish LPT with a certified copy of the policy cover and a letter from the relevant Insurance Company confirming that the policy is effective before the commencement of the contract.

## **20. COMPLETION OF BID DOCUMENTS**

20.1 The following are minimum requirements for completion of the bid document: -

20.1.1 Bidders are required to complete the entire bid document in terms of the requirements contained herein.

20.1.2 Where the space provided in the bid document is insufficient, separate schedules may be drawn up in accordance with the given formats. These schedules shall then be bound together with suitable contents page and submitted with the bid documents.

20.1.3 All bid documents, certificates, schedules (including additional schedules as mentioned above) and all forms required by this bid must be completed in black ink and signed by the authorized signatory.

20.1.4 Only original bid document shall be accepted.

20.1.5 Bidder to sequentially number all pages submitted in the bid document and attachments.

20.1.6 Bidders shall ensure that there are no missing or duplicated pages. LPT shall not accept liability regarding claims by bidders that pages are missing or duplicated.

20.1.7 Use of correction fluid is not allowed and any cancellation, alteration or amendment on the bid document must be signed for by the authorized signatory.

20.1.8 Completed bid document with supporting documents shall be packaged, sealed, marked, and submitted strictly as stipulated in this bid document.

**21. REQUIRED ATTACHMENTS**

21.1 Bidders must attach copies of **the following** documents duly certified by a Commissioner of Oath indicating the names of the certifying institution and designated Commissioner of Oath:

21.1.1 A valid bidder's PSIRA Registration Certificate in terms of Private Security Industry Regulatory Act (Act 56 of 2001). Only registered service providers with PSIRA will be considered. The bidder whose registration is in process or has been suspended or withdrawn by PSIRA at the time of submission of the bid document will be disqualified.

**21.1.2 Mandatory Attachments:**

DESCRIPTION	ATTACHED PROOF	
	YES	NO
a) The bidder <sup>1</sup> /bidding entity must be registered with the Private Security Industry Regulatory Authority (PSIRA) in terms of the Private Security Industry Regulatory Act (Act 56 of 2001).		
b) Letter of Good Standing from National Bargaining Council for the Private Security Sector (NBCPSS)		
c) Registration of the bidder's/bidding entity's directors should be at a minimum of Grade B with Private Security Industry Regulatory Authority (PSIRA) in terms of Private Security Industry Regulatory Act (Act 56 of 2001).		
d) Registration with Compensation of Injury on Duty (COIDA) in good standing.		
e) Registration with Unemployment Insurance Fund (UIF) in good standing.		
f) Registration for Pay as You Earn (PAYE) and Skills Development Levy (SDL).		

g) Service provider to attach valid proof of registration with Provident fund of Private Security Sector Provident Fund (PSSPF)-Section 13A confirmation letter.		
h) Certified copy of valid Communication license issued by Independent Communications Authority of South Africa (ICASA), or any company accredited by ICASA.		
i) At least minimum of (3) three years accumulative proven record of working in the security industry and the bidder must (Attach Appointment letters), reference letters will NOT be considered.		
j) Gunsmith certified letter of firearms calibration		
k) Valid company firearm licenses.		
l) Training program for staff.		
m) Service providers to provide original bank rating letter / original confirmation letter from accredited financial institution should reflect monetary value with a valid stamp / confirmation letter from the accredited financial institution.		

## 22. EVALUATION CRITERIA

Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Regulations of 2022 and Provincial Treasury Supply Chain Management policies.

- Responsive bids will be evaluated on the 80/20 principle.
- Evaluation of bids will be conducted in three (3) phases as follows:

### 22.1 Phase 1: Administrative Compliance

22.1.1 Mandatory attachment- bid requirements for rendering of security services.

22.1.2 All documents inclusive of supporting documentation requested in terms of the Bid Document requirements must be submitted and signed off where required.

22.1.3 Bidders are required to comply with the following mandatory administrative requirements: -

- ✓ Price(s) quoted must be valid for **hundred and twenty (120)** days from date of your offer.
- ✓ Price(s) quoted must be firm and must be inclusive of VAT.
- ✓ The successful provider will be the one scoring the highest points.
- ✓ General Conditions of Contract can be found on the Provincial/National Treasury Website.

**Failure to comply with the following conditions will invalidate your offer.**

- ✓ Price quotation and SBD 3.1 must be submitted in envelope two, failure to adhere to this requirement, will lead to disqualification.
- ✓ Bidders are urged to read and understand the contents of SBD 4 form. Bidders must ensure the full completion of the document and give special attention on 2.3, failure to disclose ALL the companies under the directors on CSD will lead to **disqualification**.

**22.2 Phase 2: Functionality**

22.2.1 The bid will be evaluated on functionality as follows:

CRITERIA	EVIDENCE	WEIGHT	TOTAL
<b>A. Demonstrate Expertise in Guarding Services.</b>	<b>Guarding experience.</b>		<b>40</b>
The bidder <sup>1</sup> must demonstrate an in-depth experience and expertise in the field of Guarding Services within Government and/or the Private Sector, supported by contactable reference letters from three (3) clients indicating the estimated value and period (dates) of each contract executed	1) At least 10 years and above.	<b>40</b>	
	2) 5 – 9 years	<b>25</b>	
	3) 2 – 4 years	<b>10</b>	
	4) Between 1 year and less than 2 years	<b>5</b>	
	5) Less than 1 year	<b>0</b>	
	<ul style="list-style-type: none"> <li>• <b>Years of experience will be cumulative in years and months.</b></li> </ul>		

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**Phase 3: In-loco preferential points and price**

<b>B. Approach and methodology.</b>	<b>Appropriateness business of implementation plan.</b>		<b>15</b>
The bidders are expected to cover the following aspects: a) Access Control b) Patrolling c) Alarm and CCTV observation d) Incident response e) Recording and Reporting f) Event security and escorting	Meet all six (6) variables	<b>15</b>	
	Meet five (5) variables	<b>10</b>	
	Meet four (4) variables	<b>5</b>	
	Meet three (3) or less of the variables	<b>0</b>	
<b>C. Training and Skills Development Plan.</b>			<b>12</b>
1) Training and skills development plan with time frame that covers a) Access control procedure b) code of conduct c) grievance procedure d) line of reporting e) emergency response procedures	Meet all five (5) variables	<b>12</b>	
	Meet four (4) variables	<b>9</b>	
	Meet three (3) variables	<b>6</b>	
	Meet two (2) variables	<b>3</b>	
	Meet one (1) variable	<b>0</b>	
<b>D. Contingency Plan.</b>			<b>8</b>
a) Strike by security officers b) Labour action by employees c) fire alarms d) Armed robberies on site e) Security breaches	Meet all five (5) variables	<b>8</b>	
	Meet four (4) variables	<b>6</b>	
	Meet three (3) variables	<b>4</b>	
	Meet two (2) variables	<b>2</b>	
	Meet one (1) variable	<b>0</b>	
<b>E. Technical Matters (Equipment applicable to security services).</b>	<b>Security equipment's, Items will be verified during site inspection</b>		<b>25</b>

<b>Site inspection that will be applicable to bidders who scored minimum of fifty (50) points on criteria A, B, C and D (refer to paragraph 22.2.2 below).</b>	Base radio	2	
	Registers and Occurrence book/electronic	2	
	Occurrence book to be used (provide samples)		
	Firearms (not a revolver/shotgun) with all relevant documents (i.e. Fire-arm licence) Pistols with holster.		
	• Firearm list printout from SAPS and Firearms in stock (minimum of 8)	2	
	• Firearms committed on contracts.	1	
	• Firearms available for new contracts (minimum of 8 firearms-pistol).	2	
	Pocketbook	1	
	Cell phone/ hand radio	1	
	Handheld metal detector	1	
	Handcuffs and baton	1	
	Vehicle(s) (branded in company logo)-minimum three	2	
	Uniform and compatible belt with equipment and identification cards	1	
	Flashlight	1	
	Weapon safe	1	
Bullet proof jackets	1		
Firearm safes and disarming units	3		
Pepper spray	1		
Whistle	1		

	Security reflector jacket	1	
<b>TOTAL</b>		<b>100</b>	

22.2.2 Bidders who fail to obtain the minimum of **50 points** out of **75 points** on criteria A, B, C and D will **not qualify** for in-loco inspection (criteria E), preference points and price evaluation.

22.2.3 Bidders who fail to meet the minimum threshold of **75 points** out of **100 points** will not be **considered** for further evaluation on preference points and price.

**22.3 Phase 3: Price and Preference Points (Specific Goals)**

22.3.1 The bidder should quote in line with Sectoral determination area 3 National Bargaining Council for the Private Security Sector (NBCPSS).

22.3.2 No quotations will be considered if not on a company letterhead, and not separated in envelope two together with SBD 3.1.

22.3.3 Total price must be VAT inclusive.

22.3.4 Pricing quotation and SBD 3.1 must correspond, if there are discrepancies between the two documents, the price quotation will be utilized for evaluation.

22.3.5 Failure to comply with the above mentioned will render the bid non-responsive/invalid.

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 in terms of the Preferential Procurement Framework Act, 2005 (Act No.5 of 2000) and its regulations. 8.1 Preference points shall be allocated as follows: -

Folio No.	Criteria	Points
1	Price	80
2	Specific Goals	20
<b>Total points for Price and SPECIFIC GOALS</b>		<b>100</b>

**a) The 80/20 Preference point system.**

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

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$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

**b) Points awarded for specific goals.**

Specific goals for the tender and points claimed are indicated per the table below.

*(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such).*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

<b>Preference points to be allocated as follows:</b>	<b>Points allocation</b>	<b>Means of Verification</b>
Black people ownership ≥ 51 %	<b>6</b>	CSD and/or <b>copy of company registration</b> document
Women ownership ≥ 51 %	<b>7</b>	CSD report
Persons with disabilities ownership ≥ 51%	<b>2</b>	CSD and <b>Medical certificate</b> from a recognized Medical Practitioner
Youth ownership ≥ 51 %	<b>3</b>	CSD Report
Locality – business/company based within a specific region (Limpopo)	<b>2</b>	Proof of Local Address i.e. <b>Municipal account/ address confirmation from Local Authority/ Lease agreement)</b>

- ✓ Allocation of preference points for black people ownership ≥51%, woman ownership ≥51% and Youth ownership ≥51% will be considered as per latest CSD report and/or the Company registration document (CIPC).
- ✓ Bidders are required to duly complete SBD 6.1 and attach proof/means of verification as required (Proof of Local Address/ Proof of Municipal Rates and Taxes/ Valid Lease Agreement or Letter of Tribal Authority not older than three (3)

months), failure to complete and submit documentation will lead to non-allocation of preference points.

- ✓ Persons with disabilities ownership  $\geq 51\%$ , are required (compulsory) to submit a medical certificate from a recognized Medical Practitioner, failure to submit the means of verification will lead to non-allocation of preference points.
- ✓ Bidders are urged to read and understand the contents of SBD 4 form and special attention on 2.3, failure to disclose the information will lead to **disqualification**.

### **23. DURATION OF THE PROJECT / CONTRACT**

23.1 The duration of the contract will run for a period of thirty-six (36) months and will commence as agreed in the Service Level Agreement (SLA) signed between LPT and the appointed service provider.

23.2 Work must be carried out as per the agreed SLA.

### **24. SPECIAL CONDITIONS OF CONTRACT**

#### **24.1 Bidder's own terms and conditions or qualifications of bid**

This document contains the terms and conditions of this bid, and bidders must not change/amend the TOR or come up with their own terms and conditions.

#### **24.2 Reservation of Rights**

24.2.1 LPT reserves the right to –

- (a) request further information or document (s) from any bidder after closing date;
- (b) Communicate only with the shortlisted bidders as and when necessary;
- (c) Verify information and documentation of respective bidder from the National Treasury's Centralized Supplier Database (CSD) system, South African Revenue Services (SARS), Private Security Industry Regulatory Authority (PSIRA), Companies & Intellectual Property Commission (CIPC), National Treasury or any other relevant entity or visit the premises of the bidder at any time without notice. Any information received which does not correspond with the one provided in the bid document will render the bid null and void;
- (d) Site inspection will be conducted.
- (e) negotiate the final price; and
- (f) LPT reserves the right to withdraw the contract before appointment.

### **24.3 Bid Acceptance**

The appointed bidder must be able to commence work as per signed SLA.

### **24.4 Termination of Contract**

LPT reserves the right to disregard a bid or cancel the contract with the winning bidder if the bidder, –

- (a) has failed to comply with any legal or policy requirement that the bidder must comply with in order to enter into a valid contract with LPT, including but not limited to any public servant constituting or in the employ of the winning bidder not having the necessary permissions or authorization in terms of the Public Service Act, or not having made the necessary financial disclosures to the employer or not having declared any or all interests in the bid documents;
- (b) has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining any other contract with any other state institution, government department, provincial administration or public entity;
- (c) after notification that the bid has been conditionally accepted, either fails, refuses or neglects or causes undue delays in the signing of the contract and service level agreement; or

24.4.1 LPT may immediately terminate the contract without any notice if any of the following circumstances occur or exist: If the bidder –

- (a) commits an act of misconduct or technical incompetence;
- (b) commits or participates in any unlawful, dishonest, or unethical act in the performance of its obligations under this contract; or
- (c) breaches this contract.
- (d) Fail to deliver the project within the stipulated time frames.

24.4.2 LPT may cancel the contract, if it is satisfied that any person (being an employee, partner, director or shareholder of the bidder or a person acting on behalf of the bidder), firm or company (The expression “person, firm or company” shall include an authorized employee or agent of such a person, firm, or company):

- (a) is executing a contract with government unsatisfactorily;

- (b) has offered, promised or given a bribe or other gift or remuneration to any officer or employee in the Public Service in connection with obtaining or executing a contract;
- (c) has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining a contract with any government department, provincial administration, public body, company or person, or that he/she has managed his/her affairs in such a way that he/she has in consequence there-of been found guilty of a criminal offence;
- (d) has approached an officer or employee in the Public Service before or after bids have been called for, to influence the award of the contract in his/her favour.
- (e) has withdrawn or amended his/her bid after the time set for the receipt and opening of bids;
- (f) when advised that his/her bid has been conditionally accepted, has given notice of his/her inability to execute or sign the contract or to furnish any security required;
- (g) has disclosed to any other person, firm or company the exact or approximate amount of his/her proposed bid except where disclosure, in confidence, was necessary to obtain insurance premium quotations for the preparation of the bid;
  - i. LPT may, in addition to any other legal recourse which it may have, cancel the contract between LPT and such person, firm or company and /or resolve that no bid from such a person, firm or company will be favourably considered for a specific period.

#### **24.5 Conflict of Interests**

Bidders must not have or undertake duties or interests that create or might reasonably be anticipated to create an actual or perceived conflict with its duties and interests in executing the contract. Bidders must have internal control measures in place to identify potential conflicts and to bring them to the attention of LPT.

#### **24.6 Costs incurred by bidder.**

LPT will not be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and submission of this bid.

#### **24.7 Bid binding**

All written information, warranties and representations made by or on behalf of the bidder before conclusion of the contract are binding upon the bidder and are deemed to have induced LPT to enter into this contract.

#### **24.8 Liability**

The bidder is responsible and liable for-

- (a) the conduct, acts, and omissions of the bidder and/or agents or representatives.
- (b) injury to any person, theft, loss, or damage suffered by LPT, which is occasioned by any unauthorized act, omission, negligence, breach of this contract or breach of any statutory duty by the bidder or its employees, agents, or representatives of the bidder. Under such circumstances, the bidder must, at its own expense, make good the loss or damage on demand and on the terms of LPT.

#### **24.9 Intellectual Property Rights**

- (a) Copyright to all inventions and innovations developed using the products and methodologies offered by the bidder shall be vested in the Limpopo Provincial Administration and in the State in general. Copyright, patent rights and all similar rights in any works or products created as a result of the execution of this bid and its assignments shall vest in and are hereby transferred to the LPT, unless the contrary is agreed to in the form of individual written agreements signed by the bidder and the Accounting Officer of LPT or his/her delegate. For this purpose, all works created in terms of this bid and its assignments shall be deemed to have been created under the direction and control of LPT.
- (b) All data, data structures, forms and report formats designed or generated in the provision of training shall become the sole and exclusive property of LPT immediately upon acceptance of the service or service component. It is the responsibility of the service provider to hand back all data, data structures, forms and report formats to LPT at the end of the contract.

#### **24.10 Bidder conduct**

Bidders must –

- (a) use and adopt reasonable professional techniques and standards in providing the service;

- (b) monitor project implementation against set targets, costs, and timeframes.
- (c) provide services with all due care, skill, and diligence.
- (d) ensure continuity of services to LPT.
- (e) be able to execute the contract under the supervision of the appointed member(s) of the Project Steering Committee;
- (f) comply with all industry best practices and standards issued or published by any provincial or national governing body, council or organisation;
- (g) all reports issued by the service provider must be endorsed by the Project Steering Committee prior to submission to LPT;
- (h) ensure that senior personnel, its employees, or engagement partners observe confidentiality and do not use any information obtained pursuant to this contract for any reason other than for the proper discharge of the bidder's obligations under this contract. The bidder must have systems in place to monitor compliance in this regard;
- (i) not in the process of fulfilling its obligations in terms of this contract, use any labour or intellectual capacity of any employee of the state, including employees of the LPT, for remunerative purposes, unless such employee has the necessary written authorization;
- (j) upon notice by LPT, revise or amend any report that the LPT is not satisfied with, within a period specified by the LPT in that notice; and
- (k) immediately upon receipt of a notice from LPT, promptly replace or re-execute, at the LPT's option, any portion of the services which within a period as determined by the LPT, from the date upon which they are delivered to the LPT are found to be defective in design or suffer from any non-conformity with this agreement;
- (l) The bidder must further, at its expense ensure that every person involved in the execution of this contract and engagement partners are-
  - i. **Suitably qualified, properly skilled, experienced, trained and competent to render the Services.** LPT may interview any person appointed by the Service Provider to execute this contract to test their understanding of the key deliverables in terms of this contract; and
  - ii. Where applicable, registered with relevant professional bodies.
- (m) By bidding, the Service Provider is deemed to have satisfied itself regarding all

conditions affecting this contract and must always comply with the manifest intent and obligations of this contract.

## **25. BID PRICE**

25.1 Bid price must be in South African Rand including VAT, and any other additional cost.

25.2 Bidders must prepare a pricing schedule signed by the authorized signatory, indicating costs per activity per year (year 1/ year 2/ year 3) and costs for the duration of the contract.

- i. The breakdown of price (VAT inclusive) for the duration of the project must clearly be indicated as per Annexure A1, A2 & A3 attached.
- ii. Should there be a discrepancy between the prices in the schedule/price quotation and the total price indicated on the SBD 3.1 form, LPT **will consider the total price on the price quotation.**

25.3 Prices will remain firm for the duration of the contract, and it is the responsibility of the bidder to consider all costs are subject to the National Bargaining Council for the Private Sector Security (NBCPSS).

## **26. ACCEPTANCE OF BID**

### **26.1 Screening and Vetting**

All recommended bidders or any of its directors/ trustees/ shareholders/ members/ partners or any person having a controlling interest in the enterprise will be subjected to Security Screening and Vetting by the relevant security clearance bodies/ authorities. LPT reserve the right not to appoint the bidder with a negative result.

### **26.2 Central Supplier Database registration**

The bidder should be registered on the National Treasury central supplier database. It remains the responsibility of the bidder to remain Tax compliant for the duration of the contract.

### **26.3 Appointment**

Should the bid be accepted, LPT will issue a written letter of acceptance and in addition, a formal agreement will be entered between LPT and the appointed entity as per the contract/ SLA.

## **27. PAYMENT CONDITIONS**

### **27.1 Invoices and payments**

27.1.1 The Limpopo Provincial Treasury shall be responsible for effecting payments within thirty (30) days upon submission of invoice by the service provider and only after confirmation of the services rendered by the relevant Directorate.

27.1.2 LPT will not make payment to the Service Provider in the event the Service Provider fails to satisfactorily perform any of its obligations in terms of this contract;

27.1.3 No interest shall be payable in the event of a dispute nor accrue on any payments due during a period of dispute.

27.1.4 Payment is subject to the service provider meeting the deliverables as per the SLA.

27.1.5 No advance payments will be made for the execution of this project.

27.1.6 Payments will be made by an electronic transfer, into the Service Provider's Bank Account as appeared on the verified CSD report of that service provider and invoice.

## **28. SUBMISSION OF DOCUMENTS AND CLOSING TIME**

28.1 Please note, it is mandatory that bid documents must be submitted, completed, and signed.

28.2 Only bid document which are received in the Departments Tender Box (46 Hans van Rensburg Street, Polokwane) upon closing date and time will be considered.

28.3 Closing date of the bid is on the 29 September 2025 at 11h00.

## **29. SUBMISSION OF BID IN TWO (2) ENVELOPES**

Please note, it is mandatory that bid documents must be submitted in **two envelopes** marked as follows:

- ✓ Envelope 01: Bid documents and all attachments (excluding pricing schedule and SBD 3.1).
- ✓ Envelope 02: Pricing Schedule, Quotation on company letterhead and SBD.3.1 form.

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### **30. COMPULSORY BRIEFING SESSION**

Compulsory briefing session will be held as follows:

Date: 15 September 2025  
Venue: Limpopo Provincial Treasury  
ISMINI Towers  
1<sup>st</sup> Floor Foyer  
46 Hans van Rensburg Street  
POLOKWANE  
Time: 11h00

**NB: THE DEPARTMENT RESERVES THE RIGHT TO NEGOTIATE THE FINAL PRICE**