

INVITATION TO BID

REQUEST FOR BID DESCRIPTION:

RENDERING OF 24-HOUR SECURITY SERVICES AT THE INSTITUTE FOR MARITIME TECHNOLOGY (IMT) A DIVISION OF ARMSCOR SOC LTD FOR A PERIOD OF FIVE (5) YEARS

COMPULSORY BIDDER'S BRIEFING

IMT BUILDING will hold a compulsory bidder briefing session:

VENUE	ADDRESS	DATE	TIME
IMT Building	IMT Building Martello Road, Simon's Town	03 September 2025	12h00 noon

PLEASE ENSURE THAT YOU CARRY SOUTH AFRICAN ID BOOK/CARD WITH YOU. BIDDERS WILL NOT BE ABLE TO ENTER BRIEFING/SITE VISIT WITHOUT THIS PROOF OF IDENTIFICATION.

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Annexure 1 to KD 25	2 Pages
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NOTE:

Kindly register on the National Treasury's Central Supplier Database (CSD) via www.csd.gov.za

Bids must ONLY be submitted in hard copy; electronic bid submissions are NOT acceptable.

RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted [Yes or No]	
		Yes	No
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	<input type="checkbox"/>	<input type="checkbox"/>
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, See bidding structure for required documents.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Designated sectors: Local production and content. (Where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Originally certified copy of Identity Document for the Company representative	<input type="checkbox"/>	<input type="checkbox"/>
9.	Copy of latest audited financial statements	<input type="checkbox"/>	<input type="checkbox"/>
10.	Bid conditions acceptance form on KD17	<input type="checkbox"/>	<input type="checkbox"/>

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)**

Company registration: 1968/008611/06 Vat registration: 4780115236

REQUEST FOR BID: R&D/IMT-2025/008

1. INSTRUCTIONS ON SUBMISSION OF BIDS

- 1.1 Bid Closing at **11:00 am** on **18 September 2025** (SOUTH AFRICAN TIME)
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:
- The Manager: R&D Procurement Secretariat
 Armscor SOC Ltd
- Postal address: Armscor SOC Ltd
 Private Bag X337
 Pretoria
 0001
- Delivery address: Armscor Head Office
 Armscor: R&D Bid Box; Visitors' Entrance (Block 8)
 370 Nossob Street
 Erasmuskloof Ext 4
 Pretoria
- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception.**
- 1.5. Bid proposals received after the closing time and date will not be considered.

2. ENQUIRIES

- 2.1 All queries regarding this bid must be addressed in writing to **R&D Procurement Secretariat**.
E-mail Address: abtenders@armscor.co.za
Questions/enquiries relating to this RFB should be received three working days prior to the closing date. Queries received after this period will not be entertained.

3. BID VALIDITY PERIOD

Bid proposals to remain valid for acceptance for a period of **ONE EIGHTY (180) days** counted from the closing date.

NOTE: Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 5 dated 22 June 2022 as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at www.armscor.co.za.

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

Only fill the relevant category:

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)	
Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If using subcontractors, indicate the following:	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
Subcontractor Details:	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents for both Prime and Sub-Contractors:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Other:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....
Name

.....
ID number

BID CONDITIONS ACCEPTANCE FORM**Bidders shall complete and sign this bid conditions acceptance form**

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the A-STD-0020 Issue 5 dated 22 June 2022 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 5 dated 22 June 2022, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

.....

(no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:

AUTHORISED SIGNATURE

..... Date:

Name in block letters:

Capacity:

SUPPLIER REGISTRATION

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact:-

The Security Registration

Private Bag X337

PRETORIA

0001

E-mail:- register@armscor.co.za

ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:

1. Bidders should check the numbers of the pages correspond with the table of contents as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
 - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
 - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
 - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
 - 2.4. indicate the prices quoted in the units shown and quote them per item;
 - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
 - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges:**
 - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
 - 3.2. Where supplies are quoted which are subject to levying of any customs duty, *ad valorem* customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, *ad valorem* customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire
4. **Security:**
 - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
 - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. **Advance payments:**

Bidders shall furnish the price without advance payment.

6. **Performance Guarantee:**

Armcor reserves the right to request the successful bidder to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

7. **Commissions:**

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bid.

8. **Tax Compliance Requirements**

It is a condition of bid that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25

- 8.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.
- 8.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.
- 8.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armcor to use the PIN code for verification of tax compliance status of the supplier.
- 8.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.
- 8.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.
- 8.6 Tax compliance is done via e-filing on the SARS website www.sars.gov.za.

NOTE: Armcor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.

9. **Tax Compliance**

The conditions detailed in the Instruction for Application for Tax Compliance (KD 25) must be adhered to. Armcor Suppliers /Bidders must remain tax compliant for the duration of their contracts.

10. Defence Industrial Participation and National Industrial Participation

10.1 The DIP value threshold of foreign content is based on:

Any single agreement of which the foreign content exceeds USD 2 million; Multiple main agreements concluded within two years of each other, within the framework of a specific project or across different projects, for same and or similar products or services, awarded to the same Seller of which the aggregate value of the foreign content exceeds USD 2 million; Extensions or amendments to the main agreement within the active life of the agreement, which result in the aggregate foreign content value of the project exceeding USD 2 million; Where multiple suppliers are used to address a single Defence Acquisition for the same products or services and the value of the foreign content, in total, exceeds USD 2 million, each supplier shall incur pro rata 50% of the total DIP obligation.

10.2 Where a contract to the value of the equivalent of USD10 000 000 or more, is placed on a foreign company, a minimum of 30 % National Industrial Participation (NIP) shall be part of the foreign company's contractual obligations, in addition to the 50 % DIP. This condition is also applicable to all contracts placed on a local company, subcontracting a single foreign company to the aforesaid value or more.

11. Mandatory local production and content for designated sectors

11.1 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

11.2 If there is no designated sector, Armscor will include as a specific condition of the bid, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

12. **Awarding of Bids**

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 and Armscor Preference Point System of the Preferential Procurement Regulations, 2022.

The applicable points are:

Price: (Pp)	80 Points
Specific Goals	20 Points
Total:	100 Points

The following formula will be used to calculate the points in respect of a bid up to a rand value of R50 000 000, 00 (all applicable taxes included).
(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

A maximum of 80 or 90 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 price of bid under consideration
P_t	=	Price of bid under consideration
P_{min}	=	Price of lowest acceptable bid

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BID NUMBER : R&D/IMT-2025/008
CLOSING AT 11:00 ON : 18 September 2025

VALIDITY**PERIOD: 180 DAYS****NAME OF BIDDER :**

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
1	<p>24 Hour Security Services: Year 1</p> <p>Detailed price breakdown of bid to be completed on Annexure A price schedule in the attached Bid Specification document (Annexure A).</p> <p>All the lines must be completed, even when a line is offered at a nil value.</p> <p>Please ensure that all the notes in Annexure A of the Bid Specification are read, understood and complied with where necessary</p>	12		
Transformation requirements				
	<p>Black Equity Ownership Minimum 35% - applicable Specific Goals applicable: Table D: Locality</p>			
TOTAL (EXCLUDING VAT)				
VAT				
TOTAL (INCLUDING VAT)				
<p>The following attachments has a direct bearing on the item listed above to provide 24 Hour Security Services the Institute for Maritime Technology (IMT) in accordance with Annexure A attached:</p> <p>Annexure A: Scope of Work. Annexure B: Mandatory and Functional Criteria. Annexure C: Bill of Quantities (BOQ) Annexure D: Special Contract Conditions</p>				

NOTES:

- The Bidder/ Offeror shall be required to attend a compulsory bidders briefing on 03 September 2025, at 12H00 noon IMT Building, Martello Road, Simon's Town.

All potential bidders are required to arrive 30 minutes before the starting time to avoid any delays. Late arrivals will not be allowed access to the premises once the meeting has started 12H00 noon. Kindly bring along your South African Identity Document (ID). No person with dual citizenship will be allowed access to the IMT site.

- Delivery address: IMT Building, Martello Road, Simon's Town

RESTRICTED

3. *Period required for commencement of delivery, after receipt of order: **01 Month**
4. *Rate of delivery: Services rendered daily
5. *Period required for completion of order, after receipt thereof: 5 years
6. See Annexure A: Scope of Work
7. See Annexure B: Mandatory and Functional Criteria
8. See Annexure C: Bill of Quantities (BOQ)
9. The bidder must complete and sign the BID CONDITIONS ACCEPTANCE FORM of the RFB document to confirm Compliance including all Declarations and submit it with the completed Bid/RFB document.
10. Annexure B: Mandatory and Functional criteria requirements, in the event that the bidder does not meet ONE or ALL- criteria requirements shall invalidate this offer/proposal.
11. The undermentioned elements are contained in the attached RFB R&D/IMT-2025/008.
 - 11.1 Annexure A: Scope of Work.
 - 11.2 Annexure B: Mandatory and Functional Criteria.
 - 11.3 Annexure C: Bill of Quantities (BOQ)
 - 11.4 Annexure D: Special Contract Conditions
- * Must be completed by bidder if not completed by Armscor

RESTRICTED

KD 18

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ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)

QUESTIONNAIRE

REPLIES

- 1 What is the request for bid number?
- 2 If applicable: Price basis of bid
(delivered into store)
- 3 Indicate which of the following applies:
- 3.1 The prices are fixed. ☐
- 3.2 The prices are not fixed (NB: ☐
- 4 The delivery period shall be fixed

WHERE SUPPLIES OFFERED ARE TO BE IMPORTED, THE QUESTIONS BELOW MUST BE ANSWERED.

- 5 Foreign content:
- 5.1 What amount in foreign currency must be remitted overseas?
- 5.2 What is the rate of exchange used in converting the amount into ZAR1, 00=.....
SA Rand and the date on which this is based? Date
- 6 Statutory costs:
- 6.1 Are the goods quoted on subject to customs duty,
ad valorem customs or surcharge?
- 6.2 If so, what is the amount payable in respect of
- a) Customs duty?
- b) Ad valorem customs duty?

RESTRICTED

KD 18

-2 and last-

PRICE BREAKDOWN

7. The following particulars must be furnished, failure of which may invalidate the bids.

		AMOUNT	% OF TOTAL PRICE
7.1	FOB/FCA cost of item		
7.2	Sea/Air freight		
7.3	Insurance charges		
7.4	Clearance charges		
7.5	Customs duties		
7.6	Ad valorem customs duties		
7.7	Delivery costs from port/airport to your premises		
7.8	Local content (excluding 10.10)		
7.9	Delivery costs from your premises into store		
7.10	Balance (detail to be submitted)		
TOTAL			

BROAD-BASED BLACK ECONOMIC EMPOWERMENT

ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
COTS	Commercial Off The Shelf
EME	Exempted Micro Enterprises
MOTS	Military Off The Shelf
QSE	Qualifying Small Enterprises
SANAS	South African National Accreditations Systems

1. PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000

- 1.1** The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022.
- 1.2** The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included)
- 1.3** Preference points for this bid shall be awarded for:
- | | |
|---|------------|
| Price | 80 |
| Specific Goals | 20 |
| Total points for Price and Specific Goals must not exceed | 100 |
- 1.4** Bidders who do not submit valid proof of Specific Goals claim will score zero (0).

2. ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS**2.1 Specific Goals**

- 2.1.1** The preference points that will be awarded in terms of the specific goals with regards to procurement processes shall be as follows (one table will be applicable for each bid):

TABLE D: LOCALITY

No	Entities Located in Specific Province, Region or Municipality	90/10 preference points system	80/20 preference points system
1.	Entities located within the specific locality	2	4
2.	Entities located outside the specific locality	0	0
	Advancement of South African Companies	90/10 preference points system	80/20 preference points system
1.	Level 1 and 100% black owned	8	16
2.	Level 2 and at least 51% black owned	6	12
3.	Level 3 and at least 35% black owned	1	2
4.	Below Level 3	0	0

3. PRINCIPLES

3.1 Valid proof of B-BBEE status is either of the following:

3.1.1 A B-BBEE Sworn Affidavit fully completed and

3.1.1.1 Deposed and signed in the presence of the Commissioner of Oaths (Certified true copy not acceptable)

3.1.1.2 Does not contradict itself (% black ownership matches compliance level)

3.1.1.3 Commissioner of Oaths credentials and signature are reflected.

3.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency.

3.1.3 An entity submitting an unincorporated Joint Venture / Consortium must attach a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.

3.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.

3.2 Local content and production

3.2.1 The complete list of sectors and sub-sectors which are designated for local production with minimum local content threshold can be found on the website of the Department of Trade, Industry & Competition via the link below.

<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

3.2.2 The bidder shall submit with the Bid documents a completed Annexure C, D & E and an Exemption letter from the dtic and a letter from the manufacturer.

3.3 Locality

3.3.1 The bidder must submit the municipality bill/local councillor letter (must be not be older than 3 months).

3.3.2 In an event where the bidder is the lessee, the municipality bill and the lease agreement must be submitted.

3.3.3 In an event where the bidder owns the property, the municipality bill must be in the name of the owner of the property.

3.3 Sub-Contracting

3.3.1 It is a requirement of Armscor that subcontracting must be considered by a bidder. Therefore, where a contract from R10 000 000 (million) and above is awarded, Armscor shall endeavour to advance designated groups where applicable.

3.3.2 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contracted activities or work..

3.3.3 A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.

3.4 Ownership

3.4.1 In accordance with the provisions of the Defence Sector Code, it is a requirement of Armscor that all suppliers that do business with Armscor should achieve at least 35% black equity ownership and will be included as a bid condition where applicable.

3.5 Verification of bidders information

The Armscor Transformation Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the specific goals claim of the bidder and/or its sub-contractor(s).

B-BBEE DECLARATION**1. Confirmation of the Bidder's Turnover**

Name of the Bidder			
Registration Number			
Financial Year End			
Turnover	R	Period Starting (Day, Month, Year)	
(As at the latest financial year end)		Period Ending (Day, Month, Year)	

2. Confirmation of Subcontractors involved in the execution of the order:

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

*Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.

3. Confirmation of Suppliers involved in the execution of the order:

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

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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 interest¹ 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 State institution

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

.....

¹ 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.

-2 and last-**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 consortium² 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 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

² 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.

RESTRICTED

ANNEXURE 1 TO KD24

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

RESTRICTED

ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

RESTRICTED

ANNEXURE 2 TO KD24

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

RESTRICTED

ANNEXURE 2 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)

- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	<hr/> Signature
<hr/> Date	<hr/> Date

RESTRICTED

ANNEXURE 1 TO KD25

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR					
BID NUMBER:	R&D/IMT-2025/008	CLOSING DATE:	18 September 2025	CLOSING TIME:	11:00
DESCRIPTION	Rendering of 24-hour security services at the Institute for Maritime Technology (IMT) a division of Armscor SOC Ltd for a period of five (5) years				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8), 370 NOSSOB STREET,					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms A Mkhonza		CONTACT PERSON	Ms M Mphela	
TELEPHONE NUMBER	012 428 3112		TELEPHONE NUMBER	012 428 2199	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	RnDquotations@armscor.co.za		E-MAIL ADDRESS	RnDquotations@armscor.co.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No
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.					

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ANNEXURE 1 TO KD25

1. BID SUBMISSION:	
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, 202, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
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 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:

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED
(ARMSCOR)**

INTELLECTUAL PROPERTY REQUIREMENTS

1 INTRODUCTION

1.1 What is Intellectual Property?

Intellectual Property (or "IP") means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a "recipe".

1.2 How is IP manifested?

IP is typically manifested and embodied in Data Items or Documents.

"Data items or Documents" means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

NOTE:

- The document itself is not IP
- The contents of a document represent IP
- The document becomes the tangible and recordable carrier of IP

1.3 What is Background IP?

For definition, refer to A-STD-0020 "Armscor General Conditions of Contract".

"Background IP" belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

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1.4 What is Historic IP?

“Historic IP” is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

1.5 What is Foreground IP?

For definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Foreground IP” is new intellectual property that is created during the execution of the order.

1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Shared” or “Jointly Owned” or “Co-owned” IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armcor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
 - Order Number on which Historic IP was generated
 - Master record index (MRI) reference
 - Original Supplier
 - Cost of Establishment
 - Percentage Ownership (DOD)
 - Associated Milestone / Line item on the order under which the IP was established

KD27

2.3 Foreground IP to be generated

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For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

Note 1: The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to proper manage such IP;

Note 2: To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armscor's web site.

After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

3. SAFEGUARDING OF IP

3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

3.4 IP Audits

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website (www.armscor.co.za/Downloads/Download.asp) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- “Background IP” provides a form to capture all background IP information
- “Historic IP” provides a form to capture all historic IP information.
- “Foreground IP” provides a form to capture all foreground IP information.

4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Name	A short descriptive name to identify the IP item.
IP Number	Armscor Number provided to Historic IP.
IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.

-5 and last-

5. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.

WITNESSES:

1 _____

2 _____

SIGNATURES OF BIDDER(S)

DATE:

ADDRESS:

RFB BID SPECIFICATION FOR THE RENDERING OF 24-HOUR SECURITY SERVICES FOR INSTITUTE OF MARITIME TECHNOLOGY (IMT), A DIVISION OF ARMSCOR SOC LTD, FOR A PERIOD OF FIVE (5) YEARS

SUMMARY: THIS DOCUMENT CONTAINS THE BID SPECIFICATION FOR THE RENDERING OF 24-HOUR SECURITY SERVICES (GUARDING) FOR IMT

Document Number: 24H Security Services R&D/IMT-2025/008
Issue Number: 1.0
Date: 24 July 2025

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1 BACKGROUND

This Scope of Work (SOW) specifies the 24 Hour Security Services (Guarding) requirement to be rendered at the Institute for Maritime Technology (IMT) site, a division of Armscor SOC Ltd, as indicated in this document.

2 AIM/OBJECTIVES

IMT, a division of Armscor SOC Ltd has a requirement to contract service provider(s) for the rendering of 24 Hour Security Services for period of five (5) years.

3 IMT SITE REQUIREMENTS

IMT is situated in Simon's Town, Western Cape.

GUARD Description	Monday to Sunday (Inclusive of Weekends and Public Holidays)	
	Dayshift 06:00 – 18:00	Nightshift 18:00 – 06:00
Grade B Shift Leader – Control Room / Mobile	1*AG	1*AG
Grade C Guard - Main Gate	2	2*AG
Total No. of Guards	3	3

*AG= Armed Guard

3.1 Provision of Equipment

- a) 1 x Station radio
- b) 5 x Handheld radios
- c) 5 x Rechargeable torches
- d) 3 x hand-held firearms
- e) 1 x Gun safe trap
- f) 1 x Gun Safe
- g) 3 x Security Handcuffs with 2 keys
- h) 5 x Bullet proof vest
- i) 3 x leg holster with safety

3.2 Provision of Guard Monitoring system

The Service Provider must provide a Guards Monitoring System that will be used to report on a daily basis to the Armscor Site on checkpoints visited during the previous 24-hour shift.
The guards monitoring system must provide for 12 checkpoints and 1 Clocking Device.

3.3 Provision of Firearms and Ammunition

The Service Provider must provide hand-held firearms that are in a serviceable condition and sufficient ammunition for the type of hand-held firearm issued to the guards, deployed at the site, at all times.

4 SECURITY MANAGEMENT REQUIREMENTS

The Service Provider shall be required to provide 24/7/365 guarding service at, IMT, site consisting of the following:

- a) Protecting Armscor/IMT and Armscor/IMT Client's assets, and personnel on the applicable premises;
- b) Ensuring that all Armscor's security prescriptions, contained in Work Instructions (WIs) that will be made available to the successful service provider, are adhered to;
- c) Execution of entrance and exit control at all points of entry;
- d) Execution of patrols according to predetermined patrol schedule;
- e) Keeping all registers in the protection environment up to date.

The Service Provider shall confine the operations of his employees to those activities as indicated in this document, other applicable documents and within the limits of statutory requirements. The Service Provider shall be held responsible for any accident, damage and loss arising from incidents caused by the Service Provider.

4.1 Site Establishment

The Service Provider (s) shall establish a site office in the Cape Town metropole where the IMT site will be managed from, as specified in this document. The Service Provider (s) will have up to a month to establish these offices after placement of order.

A ceiling amount of R50 000, 00 will be provisioned for site establishment for all provinces. Proof of site establishment costs shall be provided within 7 days before commencement of contract.

The Service Provider (s) shall appoint the Operational Manager to service IMT site.

4.2 Number of Public Holidays Per Year

The number of days to be provisioned for Public Holidays is estimated as follows:

Day Description	2025	2026	2027	2028	2029
Number of Public Holidays	13 days	13 days	13 days	13 days	13 days

4.3 Project Mobilisation Plan

Upon receiving an appointment letter, the service providers will have up to 1-month preparation lead-time to take over.

4.4 Security Operation Plan

The service provider will be expected to fulfil the following duties at the set minimum Performance Standard.

The service provider will be required to submit a detailed security operational plan to address the set key performance areas (KPA) within 14 day from date of appointment

Items	KPA	Minimum Performance Standard
1	Access and Egress Control	Access registers
2	Control Room Operations	Occurrence books
3	Patrolling and methods used	Patrol logs
4	Searching of vehicles and persons	Search registers

5	Key Control management	Key register and keys returned and lost
7	Incident Investigations	Investigation register and investigation done and completed /incidents reports signed off by Armscor official
8	Training of Guards	Annual training schedules and training completed
9	Guards monitoring processes	Clocking records during shifts
10	Electronic Guard Time and Attendance Systems (Accessible to ARMSCOR Physical Security Manager)	Time attendance register
11	Vetting / Screening of Guards (Pre-employment)	SAPS report
12	Parade Handling	Daily attendance register
13	Firearms Handling Procedures	Fire arms register and permits issued

4.5 Contingency Plans

Management of Protests / Strike Action

- Response to security incidents and back-up plans
- Capacity to support your contingency plans and deployment lead times

4.6 Human Resources

- Training Plan of Guards
- Remuneration Break down of Guards (PSIRA aligned)
- Company benefits given to Guards (labour laws)
- Code of conduct for guards
- Disciplinary code for guards
- Basic Conditions of employment (including working hours and relief staff)

4.7 Health and Safety Plan special condition time frame after placement of order

- Basic first aid training level 1
- Basic firefighting training level 1

4.8 Provision of Licenced Firearms mandatory

The Service Provider must provide licenced firearms as required for IMT site.

Firearms will be issued in accordance with PSIRA prescriptions.

The Service Provider shall provide proof that the firearms are registered with the Service Provider and that the Service Provider may issue firearms in accordance with the Firearms Act.

4.9 Security Clearance

Due to the security sensitive nature of Armscor all Guards must have a security clearance of at least Secret and the Service Provider shall ensure that all Guards that will be deployed at Armscor site, IMT, obtain and maintain the following security clearance:

Armscor Site	Security Classification
IMT Building in Simon's Town, Cape Town, Western Cape.	Secret

4.10 Operational Duties of a Service Provider

- a) Access and Egress Control
- b) Searching of Vehicles and people
- c) Asset Protection
- d) Patrolling and status reporting
- e) Response to incidents
- f) Equipment status Reports
- g) Customer Services

4.11 Governance Duties of a Service Provider

- a) Monthly Operational Meetings with the Client
- b) Quarterly Strategic Meetings with the Client
- c) Development of Standard Operating Procedures (SOPs)
- d) Incidents Investigations
- e) Preparation of Service Provider for PSIRA/Defence Intelligence / SAPS Audits

4.12 Requirements for Operational Manager

- a) PSIRA registered Grade A
- b) Firearms Competency
- c) Two years minimum experience in managing a security environment

4.13 Requirements for Shift Leaders

- a) PSIRA registered Grade B
- b) Firearms Competency

4.14 Requirements for Guards

- a) PSIRA registered Grade C
- b) Firearms Competency

4.15 Requirements for a Security Control Room Operator at IMT

- a) Control room operator course special
- b) PSIRA registered Grade C special
- c) Firearms Competency special

4.16 Gender Equity of Guards

There shall be an at least two female Guards, for a purpose of equitable gender balance, in the appointment of Guards recommended by the Service Provider.

4.17 Conditions of Service of Guards

The service provider undertakes to remunerate the Guards in line with the minimum rates as prescribed in Sectoral Determination and according to PSIRA grades.

4.18 Remuneration for Guards

The Service Provider shall supply proof that the Guards allocated to the Armscor sites will be remunerated at least the minimum wage as prescribed in terms of section 56 (1) of the Basic

Conditions of Employment Act, No. 75 of 1997 for the Sectoral Determination 6: Private Security Sector, South Africa, as promulgated by the Minister of Labour in the Government Gazette.

The Guards deployed at the Armscor sites shall receive at least the minimum wage as prescribed and shall furthermore supply proof confirming the payment of at least minimum prescribed wages on a biannual basis.

Armscor reserves the right to inspect the financial books of account and cost accounting or any remuneration records of the Service Provider, through its Internal Audit Division, or to have them inspected at any time in order to ensure that the Service Provider complies with any statutory requirements in this regard.

4.19 Training of Guards

Guards shall be trained by an Accredited Institutions with SASSETA standards

4.20 Recruitment of Guards by Service Provider

Armscor reserves the right to participate during the interview Guards recommended by the Service Provider before deployment. Written test results may be issued to or required by the client.

4.21 Substitution of Guards to be done by the service provider

Replacement of any Guards shall follow the same process including vetting and verification of qualifications.

4.22 Uniform and ID cards

Guards shall always wear a neat Uniform in line with agreed specifications per site, with nametags and PSIRA ID cards as mandatory.

4.23 Service Excellence

Service Provider's Guards undertakes to provide excellent and consistent security services in line with Standard Operating Procedures.

4.24 Shift Duration and Parades

Parades shall without fail convene 15 minutes before the shift starts for briefings. The Shifts shall be 12 hrs long.

4.25 Unionisation and work stoppage (Service Provider)

Whilst the right to unionisation and strike action is enshrined in the Constitution of the RSA, the Service Provider shall endeavour to handle Labour Relation matters with its employees speedily and amicably to avoid unnecessary consequences that may impact on Armscor's business continuity. The Service Provider will have contingency measures in the eventuality of strike action leading to work stoppage, to ensure business continuity and such contingency measures will be fully funded by the Service Provider.

Failure by the service provider to ensure business continuity during strike action by their own officers will lead to Armscor to deploy alternative security services at the cost of the service provider. The client will deduct amount equivalent to the period of service disruption plus two days.

4.26 Governance and Requirements

- a) Conduct scheduled Refresher training
- b) First aid and firefighting training level one
- c) Conduct schedule Regulation 21(firearms)

4.27 Handling of Protest Actions

Protest action (not related to the Service Provider) should be handled with due care and diligence to avoid injuries or acting outside the provisions of force continuum.

4.28 Response to Incidents functionality

Response to any detected incident should be conducted in manner that demonstrates effective response that neutralises any malicious activity.

4.29 Competent Investigator

All reported Security Incidents shall be fully investigated by the Service Provider's Investigator and professional reports issued within 48hrs.

4.30 Security Equipment

All specified security equipment as per contract shall be always available and in a functional state.

4.31 Disaster management protocol

The Service Provider Guards shall adhere and enforce all disaster management Protocols that are prescribed by Armscor.

4.32 Daily Operational Reports

The Service Provider, through their Operational Manager or Shift Leader, shall produce daily operational reports, highlighting the state of operations, challenges, incidents, response actions and remedial actions where applicable.

4.33 Monthly Performance Assessments

Armscor Security Service will subject the Service Provider to a monthly performance evaluation based on the agreed Key Performance Areas (KPA's). The Evaluation report will be signed by Operational Manager and Armscor, reflecting agreed performance and any proposed remedial actions.

4.34 Communication with Clients

The Service Provider's Guards shall always display professional etiquette when engaging with Armscor clients. Where disagreements arise, the Shift Leader or Operational Manager shall be engaged to resolve the matter amicably.

4.35 Searching

Woman to be searched by woman and man to be searched by man.

Searching of vehicles shall be robust, purposeful, and guided by Armscor SOPs, including actions that should be taken when anomalies are picked up.

4.36 Access Control

Access Control shall be guided by Armscor procedures and such procedures shall be strictly and consistently adhered to.

4.37 Minimum number of guards per site

The number of guards shall be strictly adhered to by the appointed Service provider. It remains the responsibility of the appointed Service Provider to ensure that the guards per shift are deployed. Armscor will consider withholding payment for the incomplete shift at the IMT site if the number of guards are not deployed as required per shift.

4.38 Adherence to Armscor's prescriptions

Armscor's prescriptions are contained in Work Instructions (WIs) that will be made available to the Service Provider's deployed Guards and these WIs shall be strictly adhered too. WIs include, but is not limited to:

- a) Exit and Entrance Control,
- b) Patrols and predetermined Patrol Schedules, and
- c) Key Control.
- d) Emergency prep

4.39 Execution of firearm and ammunition control

Firearms and ammunition and the issuing of firearms and ammunition shall be managed by the Shift Leader on duty.

No firearm and / or ammunition shall be issued to guards that do not have a valid competency certificate in the handling of the applicable firearm.

Guards issued with firearms shall be held responsible for all actions where it was deemed necessary to draw a firearm. Misuse of firearms shall be regarded as a serious offence and will lead to immediate removal of the accused guard from the Armscor / IMT site pending full investigation by service provider and SAPS where applicable and replacement of the guard at the service provider's own cost. It is also a criminal offence and will be reported to the SA Police Services.

4.40 Management and control all registers in the security environment

Registers reflect the activities of the Guards on duty during a shift and updated registers are essential for the monitoring of activities.

All registers must be kept updated at all times.

4.41 Operation of the site's switchboard after hours

It will be required from the deployed guards on duty to operate the Armscor site's switchboard after hours and over weekends.

This function will typically be delegated to the Shift Leader on duty. The switchboard shall not be used for private calls.

4.42 Maintaining the duty list

A duty list per shift will be established and maintained. This function will typically be delegated to the Shift Leader on duty. This list will be made available to the IMT Security Officer on a weekly basis.

4.43 Provision of Uniforms and Personal Protective Equipment (PPE)

Guards will be deployed, inter alia, at the main gates of IMT facility. The main gate is the showroom of the Armscor/IMT site; therefore, the dress / uniform of all Guards must always be neat and clean. The Service Provider is responsible to issue the Guards with uniforms and, in compliance with the Occupational, Health and Safety (OHS) Act, with PPE. It is furthermore the responsibility of the Service Provider to ensure that its employees and Guards, are properly trained and use the required PPE.

4.44 Visits, Coordination Meetings and Reports by Service Provider

Armscor acknowledge the responsibility that the Service Provider has in terms of the Service Provider's personnel. It is also essential that the Service Provider acknowledge the responsibility that the Service Provider has towards Armscor.

4.45 Certificate of competence in the handling of a firearm and ammunition

To comply with the Firearms Act the Service Provider shall ensure that all the Guards are in possession of and maintain a valid certificate of competence in the safe handling of the firearm and ammunition to be issued.

The Service Provider shall supply copies of valid competency certificates in the handling of firearms of all the Guards to be deployed at the Armscor/IMT site to the site's Guard before the Guards are deployed for services.

4.46 Guards to be deployed must be PSIRA registered

To ensure that all the Guards, to be deployed for services at the Armscor sites, are acknowledged as an employee in the Security Services Industry they are required to be registered with PSIRA.

The Service Provider shall supply copies of valid-in date PSIRA registration certificates of all the Guards to be deployed at Armscor/IMT site to the Armscor site's Security Officer before the Guards are deployed for Services.

4.47 Medical Surveillance

The Service Provider is responsible to have medical surveillances conducted for all Guards to be deployed for services at Armscor/IMT sites. This includes but is not limited to:

- a) Base-line audiograms,
- b) Visual testing
- c) Lung tests
- d) Psychometric tests
- e) Substance testing

NB All deployed Guards should be able to perform the work required standards

These tests must be conducted prior to deployment of the Service Provider's personnel. The Service Provider shall provide the Armscor/IMT Project Manager with copies of the valid medical surveillance results of all Guards to be deployed at Armscor/IMT site before the deployment of the Guards for service.

4.48 Public Liability Insurance

The Service Provider is required to have proof of current public liability insurance of at least R5 million or letter of intent from an insurer stating that the cover will be issued after the service provider has been identified and notified of being the successful service provider. The preferred service provider must submit proof within 7 working days of the award. The letter of intent may be submitted with the bid documentation but the Service Provider must submit proof of public liability insurance of at least R5 million before a contract can be placed on the preferred service provider. To request advice from legal then minute the outcome

APPENDIX 1

MINIMUM WAGE COMPLIANCE DECLARATION TABLE FOR 2025/2026 FIN YEAR

Salary Item	Monthly Salary 12 Hour Shift	Bidders Response: Year 1: (01 Dec 2025 - 30 Nov 2026)			Bidder to indicate reasons for any non-applicable Salary Item
		Grade A	Grade B	Grade C	
1.	Primary Security				
2.	Relief Security				
3.	Sunday pay premium				
4.	Public Holiday premium				
5.	Leave provision (21 days)				
6.	Sick Leave (24 shifts/3 year cycle)				
7.	Study Leave (6 days p/a)				
8.	Family Responsibility Leave (5 days p/a)				
9.	Night shift allowance				
10.	Long service bonus (5 year average)				
11.	Statutory annual bonus				
12.	UIF				
13.	Hospital cover				
14.	Provident fund				
15.	COIDA/WCA				
16.	Bargaining Council levy				
17.	PSIRA fee				
18.	Sets of uniform				
19.	Training (Skill Development Levy)				
20.	Cleaning Allowance				
Total Direct Cost (Night Shift)					
Total Direct Cost (Day Shift)					
Bidders Overheads %					
Total Cost per month (Night Shift)					
Total Direct Cost (Night Shift) * Bidders Overheads %					
Total Cost per month (Day Shift)					
Total Direct Cost (Day Shift) * Bidders Overheads %					

I, the undersigned, hereby declare that the information provided above is true and correct and that all Grade A, B, and C Guards, will be and continue to be, remunerated in accordance with the prescribed National Bargaining Council for the Private Security Sector (NBCPSS): Gazetted Minimum Wage.

Name: _____ Designation: _____

Signature: _____ Date: _____

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ANNEXURE B EVALUATION STAGES

TO DETERMINE THE MOST FAVOURABLE BID FOR THE APPOINTMENT OF A CONTRACTOR FOR THE RENDERING OF 24-HOUR SECURITY SERVICES AT THE INSTITUTE FOR MARITIME TECHNOLOGY A DIVISION OF ARMSCOR SOC LTD FOR A PERIOD OF FIVE (5) YEARS

Evaluation Criteria (page 1 of 4)

The evaluation criteria will be in line with the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations, 2022 and A-PROC-9053. Bids will be evaluated on a 3-stage evaluation process.

STAGE 1	Mandatory Criteria
STAGE 2	Functionality Criteria
STAGE 3	80/20 Preference Point System Price: 80 Specific goals: 20

STAGE 1: MANDATORY CRITERIA REQUIREMENTS

Mandatory Criteria are those criteria that determine whether a bidder complies with certain crucial requirements to perform a task or not. Failure by a bidder to comply with any mandatory criteria will result in the RFB/proposal being excluded from further evaluation.

Criteria No.	Criteria	Compliance evidence
1.	The bidder shall attend a compulsory bidders' briefing session in Simon's Town at the Institute for Maritime Technology (IMT).	The bidder shall complete and sign an IMT attendance register, which shall be used for the evaluation of compliance with the criteria. The register will only be signed during the briefing – one session).
2.	The bidder shall be a valid registered member of Private Security Industry Regulatory Authority (PSIRA).	The bidder shall submit with a Bid a copy of the valid certificate of its PSIRA membership. <ul style="list-style-type: none"> • The registration shall be valid and in-date at the closing date of the bid. • An expired / pending status will not be considered. NB! Armscor reserves the right to verify the proof of registration.
3.	The bidder shall provide a valid and in-date Letter of Good Standing from the Department of Employment and Labour.	The bidder shall be in Good Standing and submit with a Bid a valid and in date Letter of Good Standing by the closing date of this RFB/proposal, (as issued by the Compensation Commissioner), with the RFB/proposal document issued by the

		Department of Employment and Labour; failure to do so shall result in disqualification.
4.	The bidder shall provide a proof of public liability insurance to the value of at least R 5 million.	The bidder shall submit with a Bid proof of current public liability insurance of at least R 5 million or letter of intent from an insurer stating that the cover will be issued after the service provider has been identified and notified of being the successful service provider.
5.	The bidder shall provide proof that the firearms are registered with the Service Provider and that the Service Provider may issue firearms in accordance with the Firearms Act.	<p>The bidder shall provide the following:</p> <ul style="list-style-type: none"> • Firearm license and or Firearm permits (whichever is applicable). • SAPS firearm competency. <p>Note: The bidder shall provide licenced firearms as required for IMT site. Firearms will be issued in accordance with PSIRA prescriptions.</p>

Stage 2: FUNCTIONALITY CRITERIA REQUIREMENTS

Criteria No.	Description of Criteria	Compliance evidence	Scoring System	Weight (%)
1.	<p><u>OPERATIONS MANAGER QUALIFICATION</u></p> <p>The bidder shall allocate a qualified Operations Manager with valid GRADE A PSIRA certificate and a minimum of Matric/Grade 12 or an equivalent National Qualification Framework (NQF) Level certificate.</p>	<p>The Bidder shall submit with the Bid the following:</p> <ol style="list-style-type: none"> 1) A copy of valid PSIRA Grade A certificate. 2) A copy of a minimum of Matric/Grade 12 or an equivalent NQF Level certificate. 	<p>Grade A and NQF level 5 or higher = 5</p> <p>Both valid Grade A PSIRA certificate and Matric/Grade 12 (NQF level 4) = 3</p> <p>No PSIRA Grade A / No NQF level 4 certificate = 0</p>	26
2.	<p><u>OPERATIONS MANAGER EXPERIENCE</u></p> <p>The bidder shall allocate an experienced Operations Manager with at least 2yrs experience.</p>	<p>The Bidder shall submit with the Bid a summarised CV of the allocated Ops Manager with the bid:</p> <ol style="list-style-type: none"> 1) Name of the allocated Ops Manager. 2) Number of years of experience in the field. 3) Ops Manager employment reference contact details. 	<p>More than 5 years = 5</p> <p>3 to 5 years' experience = 4</p> <p>2 years' experience = 3</p> <p>No CV submitted or less than 2 years = 0</p>	26

3.	<p><u>BIDDER INDUSTRY EXPERIENCE</u></p> <p>The bidder shall submit with the Bid 2x verifiable and contactable reference letters or 2x completion certificates/letters proving track record of a minimum of 24 months consecutive experience of 24-Hour Guarding Services where a minimum of 7 guards were deployed on the clients' letterhead, signed by a duly authorised person.</p>	<p>The Bid reference letters shall include the following information:</p> <ol style="list-style-type: none"> 1) Name of the Client 2) Name of the Bidder 3) Project Description (24 hour guarding services) 4) Number of guards deployed 5) Contract Period 6) The Client contact details <p>Note: Letters of ward/appointment will not be accepted.</p>	<p>More than 2 x valid letter = 5</p> <p>2 x valid letter = 4</p> <p>No letter or less than 2 letter = 0</p>	23
4.	<p><u>THE BIDDER ORGANISATIONAL AND OPERATIONAL REQUIREMENTS PLAN</u></p> <p>The bidder shall demonstrate Organisational and Operational Requirements competency in terms of the Emergency preparedness (EP) system (Tested EP plan, EP structure, Appointment emergency reports).</p>	<p>The Bidder shall submit with the Bid the following contingencies Response to Incidents and Emergencies:</p> <ol style="list-style-type: none"> 1) Evacuation Drill: state the evacuation drill procedures 2) Incident Report: Provide a written procedure on how to report an incident to SAPS as one of the processes for dealing with theft, assault, hijacking and bomb threat 3) Crowd Management: state the crowd management procedures. 	<p>All 3 plans = 10</p> <p>2 of these plans = 5</p> <p>Less than 2 or No plan = 0</p>	12
5.	<p><u>THE BIDDER RECRUITMENT AND TRAINING POLICY</u></p> <p>Training Policy for the Guards</p> <p>The bidder shall submit the bidder's Recruitment</p>	<p>The Bidder shall submit with the Bid a policy addressing all of the following requirements:</p> <ol style="list-style-type: none"> 1) Security screening and fitness for purpose (Detailed ACTIVITIES performed by the bidder to achieve this 	<p>All 3 policies = 10</p> <p>2 of these policies = 5</p> <p>Less than 2 or No policy = 0</p>	13

	and Training Policy 2.1. Recruitment Policy	objective) 2) Compliance with PSIRA Act, Act 56 of 2001, and Firearms Control Act 60 of 2000 3) Guards shall be trained by an Accredited Institutions with SASSETA		
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Note (1): The bidder shall achieve a Minimum Qualifying Score (MQS) of 62%, failure to achieve the MQS will result in the disqualification of the bid from further evaluation.

Note (2): IMT reserves the right to verify the authenticity of the submitted letters.

STAGE 3: PREFERENCE POINT SYSTEM

The final evaluation stage will be based on the **80/20 preference point** system applicable for this bid: **80 for price and 20 for specific goals** as per the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022.

3.1.1 The applicable Specific Goal is **Locality- WC Province**.

3.1.2 The Specific Goal Points will be awarded as per the table below.

TABLE A: Locality

No	Entities Located in Specific Province, Region or Municipality	80/20 preference points system
1.	Entities located within the specific locality	4
2.	Entities located outside the specific locality	0
	Advancement of South African Companies (i) Black owned entities or (ii) Black owned Military Veterans entities or (iii) Black women owned entities or (iv) Black youth owned entities or (v) Entities owned by Black people living with disabilities or (vi) Entities owned by Black people living in rural areas or	80/20 preference points system

	Entities owned by Unemployed black people	
1.	Level 1 and 100% black owned	16
2.	Level 2 and at least 51% black owned	12
3.	Level 3 and at least 35% black owned	2
4.	Below Level 3	0

R&D/IMT-2025/008 ANNEXURE C- BOQ, ARMSCOR IMT

BILL OF QUANTITY (BOQ) & PRICE SCHEDULE

Complete BOQ and transfer amount to KD17 as form of offer.

***Note 1:** Transfer Total Cost per month for Night and Day shift B and C from Appendix 1 in Annexure A to the Tables attached. In line with Annexure A paragraph 3, update in the declaration Appendix A, also on BOQ

****Note 2:** Armscor reserves the right to negotiate the Labour Costs for Year 2 onwards to ensure alignment with the National Bargaining Council for the Private Security Sector.

******Note 3:** **SUBTOTAL = Qty x No. of Months X Unit Price**

Sr No	Description	Qty - No. of guards	No. of Months	Year 1: Unit	Year 1: Subtotal	Year 2: Unit Price	Year 2: Subtotal	Year 3: Unit Price	Year 3: Subtotal	Year 4: Unit Price	Year 4: Subtotal	Year 5: Unit Price	Year 5: Subtotal
1	Grade B Armed Shift Leader (Day shift)	1	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
2	Grade B Armed Shift Leader (Night shift)	1	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
3	Grade C (Day shift)	2	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
4	Grade C Armed Guard (Night shift)	2	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
5	Guard Monitoring system with 12 checkpoints and 6 Clocking Device	1	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
6	Rechargeable Torch	5	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
7	Hand-held firearm with sufficient ammunition	3	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
8	Gun Safe Trap	1	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00

9	Gun safe with combination keys	1	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
10	Security handcuffs with 2 keys	4	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
11	Bullet proof vest	5	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
12	Handheld radios	5	12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
13	Ceiling Amount activated by Work Authorisation (WA)				R50000.00										
Total (Excluding VAT)					R0.00			R0.00				R0.00			R0.00

Note: Kindly complete the Excel Format document and submit it on a USB Flash drive with your offer.

Note: Item 13 is a once off Induction programme (IMT Site).

Note: Total for five years to be transferred to the KD17 form.

R&D/IMT-2025/008 ANNEXURE D

SPECIAL CONTRACT CONDITIONS

1. Special Contract Conditions are additional to A-STD-0020: Armscor's General Conditions of Contract. If the bidder is non-compliant with the special contract conditions, Armscor will grant the preferred bidder reasonable opportunity to comply before the commencement of the contract. Within 14 days from award date, the preferred bidder will be required to submit the documentation and/or comply with the conditions listed hereunder.

1.1 Special Contract Condition 1: Minimum Wages for Workers

The Service Provider shall supply proof that workers will be remunerated at least the minimum wage as prescribed in terms of section 56 (1) of the Basic Conditions of Employment Act, No. 75 of 1997 for the Sectoral Determination 6: Private Security Sector, South Africa, as promulgated by the Minister of Labour in the Government Gazette.

Armscor reserves the right to monitor the guards' remuneration by means of conducting periodic audits for verification of alignment with the NBCPSS gazetted rates.

1.2 Special Contract Condition 6: The Guards and Operations Manager to be deployed must obtain a Security Clearance

Due to the sensitive nature of Armscor, the successful bidder will undergo a Security Clearance process and obtain a Secret Facility Security Clearance in case that they comply with the Security Clearance requirement as per Armscor Security Instruction (A-WI-014) and Armscor Condition of Contract (A- STD-0020) requirements.

The said process will include the Vetting of Company Directors and all employees who will be deployed at Armscor premises, IMT Building must obtain and maintain the SECRET security clearance as part of this Security contract.

Company Directors, Guards and Operations Manager to be deployed must be South African Citizens.

Armscor Personnel Evaluation Division (APED) will do the necessary vetting and issue a Security Clearance Certificate. The costs for the first clearances will be paid by Armscor. Any subsequent security clearance required will be for the Bidder's cost. The cost per application for 2025/26 financial year is R26 999,00 excluding VAT.

The successful bidder must ensure that all guards and Operations Manager (including new appointments/replacements) complete a personal security clearance application and hand it in for processing. Such individuals must also have the personal evaluation security interview (PESI) and sign a Non-Disclosure Agreement (NDA). New appointments can only be made after confirmation with the Armscor Senior Manager: Security and Facilities.

Armscor accepts no liability with respect to any negative outcome of a security clearance.

1.3 Escalation

Should the successful bidder propose escalation that is below the PSIRA gazetted rates from 02 March 2027 onwards), then the PSIRA gazetted escalation rates for Year 3, 02 March 2027 onwards will be utilised.

