



TDR116/2025/2026

**RENDERING OF ARMED RESPONSE AND ALARM SYSTEM
INSTALLATION SERVICES FOR MOSSEL BAY MUNICIPALITY**

CLOSING DATE: 06 MARCH 2026	CLOSING TIME: 12:00
NAME OF BIDDER* (Registered name)	
TRADING NAME* (if different from above)	
ADDRESS*	
TELEPHONE NUMBER*	
CELLPHONE NUMBER*	
E-MAIL ADDRESS*	
CENTRAL SUPPLIER DATABASE REGISTRATION NR*	
B-BBEE LEVEL OF CONTRIBUTION*	
LOCALITY (Municipal Area/Province where Business is Located) *	
CIDB REGISTRATION NR* (if applicable)	N/A
TENDER AMOUNT (VAT included) *	See pages 40-42

(* - TO BE COMPLETED BY BIDDER)

Prepared by:
Mossel Bay Municipality
PO Box 25
Mossel Bay
6500

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SECTION 1.1: INVITATION TO TENDER

CLOSING TIME: 12:00

CLOSING DATE: 06 MARCH 2026

TDR116/2025/2026: RENDERING OF ARMED RESPONSE AND ALARM SYSTEM INSTALLATION SERVICES FOR MOSSEL BAY MUNICIPALITY

Tenders are hereby invited from service providers for the rendering of armed response and alarm system installation services for Mossel Bay Municipality for a 3-year period from 01 July 2026 to 30 June 2029.

Tenders must be submitted on the original documents and remain valid for one-hundred and twenty (120) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Leonard Joseph at telephone 044 606 5000 or e-mail to ljoseph@mosselbay.gov.za. Enquiries pertaining to the completion of the documents can be addressed to Mr Deslin Kohler who may be contacted at telephone (044) 606-5192 or e-mail at dkohler@mosselbay.gov.za.

A set of tender documents can be obtained at a non-refundable cost of R264.00 per set from Mr Deslin Kohler who may be contacted at telephone (044) 606-5192 or e-mail at dkohler@mosselbay.gov.za **OR** it can be obtained on our website at www.mosselbay.gov.za free of charge. If you require a hard copy of the tender document, payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside) or EFT (Banking details and Reference Nr can be obtained from esnyders@mosselbay.gov.za**), prior to collecting and proof of payment must be provided when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box at the Entrance of the Mossel Bay Town Hall, 101 Marsh Street, Mossel Bay by not later than 12h00 on Friday, 06 MARCH 2026** or be posted to reach the **Tender Box, Mossel Bay Municipality, Mossel Bay** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

Bids will be pre-evaluated on the following functionality criteria and bids that score less than 80 out of 100 points will be considered as not responsive.

Pre-evaluation criteria and weight:

1. Company (or JV) experience carrying a weight of 25 points.
2. References related to experience carrying a weight of 15 points.
3. Key Site Staff & Personnel allocated/reserved carrying a weight of 30 points
4. Plant, Equipment, Tools & Machinery allocated/reserved carrying a weight of 30 points

Responsive bids will be evaluated on the 80/20 or 90/10 Preference Points System. A maximum of 20 points (80/20 preference point system) or 10 points (90/10 preference point system) will be allocated for specific goals. 50% of the 20/10 points will be allocated in terms of a bidder's B-BBEE scorecard and other 50% of the 20/10 points will be for a bidder's locality.

The tender box will be emptied just after 12h00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

It is expected of all Bidders who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on the Database.

**MR C PUREN
MUNICIPAL MANAGER**

SECTION 1.2: TENDER CONDITIONS AND INFORMATION

1.2.1 General and Special Conditions of Contract

The General Conditions of Contract (GCC) available on the National Treasury website <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/> will be applicable to this bid as well as Special Conditions of Contract (SCC) (if applicable) forming part of this set of bid documents in addition to the conditions and information. Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail.

1.2.2 Acceptance or Rejection of a Bid

The Municipality reserves the right to withdraw any invitation to bid and/or to re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accepting the lowest bid or the bid scoring the highest points.

1.2.3 Validity Period

Bids shall remain valid for hundred and twenty (120) days after the tender closure date.

1.2.4 Cost of Bid Documents

A set of tender documents can be obtained at a non-refundable cost of R264.00 per set from Mr. Deslin Kohler who may be contacted at telephone (044) 606-5192 or e-mail at dkohler@mosselbay.gov.za **OR** it can be obtained on our website at www.mosselbay.gov.za free of charge. If you require a hard copy of the bid document, payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside) or EFT (Banking details and Reference Nr can be obtained from esnyders@mosselbay.gov.za),** prior to collecting and proof of payment must be provided when collecting the bid document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

1.2.5 Registration on the Central Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on this Database.

1.2.6 Completion of Bid Documents

- (a) The original bid document must be fully completed and originally signed in black ink and signed by the authorised signatory to validate the bid. Section 5: DECLARATION must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender and it will not be evaluated.
- (b) Bid documents may not be retyped. Retyped documents will result in the disqualification of the bid.
- (c) The complete original bid document must be returned. Missing pages will result in the disqualification of the bid.
- (d) No unauthorised alteration of this set of bid documents will be allowed. Any unauthorised alteration will disqualify the bid automatically. Any ambiguity has to be cleared with contact person for the bid before the bid closure.

- (e) The bid document as provided by the Municipality's Supply Chain Management Section will be the prevailing document in the event of an inconsistency between the completed submitted bid document by a bidder and the bid document provided by the Municipality.

1.2.7 Compulsory Documentation

1.2.7.1 Tax Clearance Certificate

- (a) A copy of a Tax Compliance Status Pin, printed from the South African Revenue Service (SARS) website, must accompany the bid documents. The onus is on the bidder to ensure that their tax matters with SARS are in order.
- (b) In the case of a Consortium/Joint Venture every member must submit a separate Tax Compliance Status Pin, printed from the SARS website, with the bid documents.
- (c) If a bid is not supported by a Tax Compliance Status Pin as an attachment to the bid documents, the Municipality reserves the right to obtain such documents after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.
- (d) The Tax Compliance Status Pin will be verified by the Municipality on the SARS website.

1.2.8 Other Documentation

1.2.8.1 Construction Industry Development Board (CIDB) (If applicable)

When applicable, the bidder's CIDB registration number must be included with the tender. The Municipality will verify the bidder's CIDB registration during the evaluation process.

1.2.8.2 Municipal Rates, Taxes and Charges

- (a) A copy of the bidder's and those of its director's/members municipal accounts (for the Municipality where the bidder and its director's/members pay their account) for the month preceding the bid closure date must accompany the bid documents. If such a copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents after the closing date to verify that their municipal accounts are in order.
- (b) Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be unsuccessful. The arrangement for settlement for the outstanding amount (which were done before the closing date of the bid), must also be submitted with the bid document.
- (c) If a bidder and its director's/members rent their premises, the current lease agreement must be submitted with the bid document, which indicates that the rental includes their municipal rates and taxes. If the lease agreement indicates that the bidder or its director's/members are responsible to pay the municipal rates and taxes, the Municipal Account of the address indicated must also be submitted.
- (d) If a bidder and its director's/members, do not own any property, they must submit the following:
 - (i) Affidavit from the bidder and its director's/members, that they do not own any property;

- (ii) Affidavit from the owner of the property where business is situated/director's/members reside, that the bidder and its director's/members are not liable for the municipal rates and taxes.
- (e) If a bidder and its director's/members, lives outside of South Africa, an affidavit must be submitted.
- (f) If a bidder or its director's/members, lives outside of South Africa, an affidavit must be submitted by the Company.

1.2.9 Authorised Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.
- (c) If such a copy of the Resolution does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such document after the closing date to verify that the signatory is in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.
- (d) If a bidder is a sole proprietor, no such documentation is required, provided that the document was completed and signed by the owner.

1.2.10 Site / Information Meetings

- (a) Site or information meetings, if specified (in the advert), are **compulsory**. Bids will not be accepted from bidders who have not attended the compulsory site or information or online briefing meetings. Bidders that arrive or log in 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed/have connection problems, he/she must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.
- (b) All bidders, including **ALL THE PARTNERS OF A JOINT VENTURE** must attend the compulsory site or information or online briefing meeting.

1.2.11 Samples

Samples, if requested, are to be provided to the Municipality with the bid document or as stipulated.

1.2.12 Quantities of Specific Items

If tenders are called for a specific number of items, the Municipality reserves the right to change the number of such items to be higher or lower. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder.

1.2.13 Submission of Tender

- (a) The tender must be placed in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the tender number, title as well as closing date and time and placed in

the tender box at the Entrance of the Mossel Bay Town Hall, 101 Marsh Street, Mossel Bay Municipality by not later than 12h00 on Friday, 06 MARCH 2026.

(b) Faxed, e-mailed and late tenders will not be accepted. Tenders may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.

1.2.14 Expenses Incurred in Preparation of Tender

The Municipality shall not be liable for any expenses incurred in the preparation and submission of the tender.

1.2.15 Contact with Municipality after Tender Closure Date

Bidders shall not contact the Mossel Bay Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Mossel Bay Municipality, it should do so in writing to the Mossel Bay Municipality. Any effort by the firm to influence the Mossel Bay Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

1.2.16 Opening, Recording and Publications of Tenders Received

(a) Tenders will be opened on the closing date immediately after the closing time specified in the bid documents. If requested by any bidder present, the names of the bidders, and if practical, the total amount of each bid and of any alternative offers will be read out aloud.

(b) Details of tenders received in time will be recorded in a register which is open to public inspection.

1.2.17 Evaluation of Tenders

Tenders will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of bid documents.

1.2.18 Procurement Policy

Bids will be awarded in accordance with the Preferential Procurement Regulations, 2007 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000 and its amendments as well as the Municipality's Supply Chain Management and the current Municipal Preferential Procurement Policy.

1.2.19 Contract

The successful bidder will be expected to sign the agreement in Section 6 of this bid document. The signing of both Parts of Section 6 of this bid document signifies the conclusion of the contract. The Municipality, at its discretion, may request the signing of an additional Service Level Agreement which, together with the signed bid document, will constitute the full agreement between the Municipality and the successful bidder.

1.2.20 Subcontracting

(a) The Contractor shall not subcontract the whole of the Contract.

- (b) Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Municipality, which consent shall not be unreasonably withheld.
- (c) The contractual relationship between the Contractor and any subcontractors selected by the Contractor in consultation with the Municipality in accordance with the requirements of and a procedure contained within the Scope of Work, shall be the same as if the Contractor had appointed the subcontractor in terms of paragraph (b) above.
- (d) Any consent granted in accordance with paragraph (b) or appointment of a subcontractor in accordance with paragraph (c) shall not imply a contract between the Municipality and the subcontractor, or a responsibility or liability on the part of the Municipality to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees.
- (e) The Contractor shall not be required to obtain such consent for –
 - (i) the provision of labour, or
 - (ii) the purchase of materials which are in accordance with the Contract, or
 - (iii) the purchase or hire of Construction Equipment.

1.2.21 Language of Contract

The contract documents will be compiled in English and the English versions of all referred documents will be taken as applicable.

1.2.22 Extension of Contract

The contract with the successful bidder may be extended should additional funds become available. This must be compliant to section 59 within the Municipal Supply Chain Management Policy.

1.2.23 Stamp and Other Duties

The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions

1.2.24 Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

1.2.25 Past Practices

- (a) The bid of any bidder may be rejected if that bidder or any of its directors have abused the municipality's supply chain management system or committed any improper conduct in relation to such system.
- (b) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors influenced or tried to influence any official or councillor with this or any past tender.

- (c) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors offered, promised or granted any official or any of his/her close family members, partners or associates any reward, gift, favour, hospitality or any other benefit in any improper way, with this or any past tender.

1.2.26 DOCUMENTATION REQUIRED TO CLAIM POINTS FOR SPECIFIC GOALS

1.2.26.1 Proof of B-BBEE Status Level of Contributor:

- (a) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
- (b) Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act, as indicated below:
 - **If the certificate was issued by a verification agency the following must be on the face of the certificate:**
SANAS logo, unique BVA number, must be an original certificate or certified copy of the original, the name and physical location of the bidder, the registration number and, where applicable, the VAT number of the bidder, the date of issue and date of expiry of the certificate, the certificate number for identification and reference, the scorecard that was used (for example EME, QSE or Generic), the name and / or logo of the Verification Agency, the certificate must be signed by the authorized person from the Verification Agency and the B-BBEE Status Level of Contribution obtained by the bidder.
 - **If certificate was issued by an Auditor/ Accounting Officers:**
The Accounting Officer's or Registered Auditor's letter head with full contact details, the Accounting Officer's or Registered Auditor's practice numbers, the name and the physical location of the bidder, the registration number and, where applicable, the VAT number of the bidder, the date of issue and date of expiry, the B-BBEE Status Level of Contribution obtained by the measured entity, the total black shareholding and total black female shareholding, the B-BBEE Status Level of Contribution obtained by the bidder and must be an original certificate or certified copy of the original.
 - **If the certificate was issued by registered auditors approved by IRBA**
Clearly identify the B-BBEE approved registered auditor by the auditor's individual registration number with IRBA and the auditor's logo, clearly record an approved B-BBEE Verification Certificate identification reference in the format required by the SASAE, reflect relevant information regarding the identity and location of the measured entity, identify the Codes of Good Practice or relevant Sector Codes applied in the determination of the scores, record the weighting points (scores) attained by the measured entity for each scorecard element, where applicable, and the measured entity's overall B-BBEE Status Level of Contribution, reflect that the B-BBEE Verification Certificate and accompanying assurance report issued to the measured entity is valid for 12 months from the date of issuance and reflect both the issuance and expiry date, and the B-BBEE Status Level of Contribution obtained by the bidder and must be an original certificate or certified copy of the original.

1.2.26.2 Proof of Locality in a Specific Province, Region and Municipal Area

- (a) Points for specific goals to promote suppliers or service providers located in a province, district or municipal area / (hereafter referred to as locality).

- (b) Each tender must specify in the invitation to tender that a maximum of 50% of the 20/10 points will be allocated to promote the specific goal of locality.
- (c) Only one of the points as set out below that best describes the enterprise's locality may be awarded if applicable.

No	Requirement	Points for enterprises within Mossel Bay municipal area	Points for enterprises within Garden Route District region	Points for enterprises within the Western Cape Province and other Provinces
1	Procurement under the 80/20 preference points system where the supplier or service provider is located in:	10	6	4
2	Procurement under the 90/10 preference points system where the supplier or service provider is located in:	5	3	2

(d) Bidders must submit one of the following in order to receive points for the abovementioned criterion.

- (i) The business premises Municipal Account of address as indicated in bid document;
- (ii) If the address as indicated in bid document is not in the name of the bidder, the latest lease agreement for this address or sworn affidavit of the owner stating occupancy.
- (iii) The premises of the bidder as indicated in the MBD6.1 of the bid document as the business address should be established prior to the advertisement date.

1.2.28 Letter of Good Standing from the Commissioner of Compensation

- (a) A valid AND relevant Letter of Good Standing from the Compensation Commissioner or a copy thereof, must accompany the bid documents.
- (b) In the case of a Consortium/Joint Venture every member must submit a separate valid AND relevant Letter of Good Standing from the Compensation Commissioner or a copy thereof with the bid documents.
- (c) If a bid is not supported by a valid AND relevant Letter of Good Standing from the Compensation Commissioner or a copy thereof, as an attachment to the bid documents, the Municipality reserves the right to obtain such document after the closing date. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.
- (d) If a bid is accompanied by proof of application for valid AND relevant Letter of Good Standing from the Compensation Commissioner, the original or copy thereof must be submitted on/or before the final date of award.
- (e) Should a bidder's Letter of Good Standing from the Compensation Commissioner expire during the contract period, a valid AND relevant certificate must be submitted within an agreed upon time.
- (f) The right is reserved to not award a tender if a valid AND relevant Letter of Good Standing from the Compensation Commissioner or a certified copy thereof is not submitted within the requested time.

1.2.29 Negotiations

Should the tender prices be higher than the available funds of the client, the client reserves the right to negotiate with the successful bidder to limit the work in accordance with the tender specifications in order not to exceed the available budget. These negotiations can be done prior or after the final award.

1.2.30 Joint Ventures

The Joint venture agreement must be submitted as part of the bid documents;

- (a) No amendments to Joint venture agreement may be made without the prior approval of the Municipality; if not accepted by the Municipality and the Joint venture continue without approval the Joint venture contract can be cancelled as if poor performance had taken place;
- (b) Joint venture will only qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits, together with the submission of the bid, their B-BBEE status level certificate issued in the name of the Joint venture.
- (c) Joint venture will only qualify for points for Locality as a legal entity, provided that the entity submits the address of the Lead Partner as per the Joint Venture agreement.
- (d) If the joint venture division is 50/50 the points will be allocated according to the closest address.
- (e) All members of the Joint venture must submit, with the bid documents:
 - a valid SARS tax pin, individually;
 - an agreement that clearly provides clarity of Profit and liability sharing; and
 - a resolution taken by the board of directors of the Joint venture and other information that agrees with the Joint venture agreement as detailed on pages **66-68**.
- (f) For the evaluation of functionality regarding a Joint venture refer to the functionality section.

1.2.30 Enquiries

Enquiries pertaining to the specifications can be addressed to Leonard Josephs at telephone 044 606 5000 or e-mail to ljosephs@mosselbay.gov.za.

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1.3 GENERAL CONDITIONS OF CONTRACT

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
 - 1.14 "GCC" means the General Conditions of Contract.
 - 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
 - 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
 - 1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
 - 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
 - 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
 - 1.20 "Project site," where applicable, means the place indicated in bidding documents.
 - 1.21 "Purchaser" means the organization purchasing the goods.
 - 1.22 "Republic" means the Republic of South Africa.
 - 1.23 "SCC" means the Special Conditions of Contract.
 - 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
 - 1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
 - 1.26 "Tort" means in breach of contract.
 - 1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
 - 1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information inspection

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so, required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so, required by the purchaser.

6. Patent Rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal, the rejected goods shall be returned at the suppliers cost and risk. Should

the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; (b) if the supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;

(ii) the date of commencement of the restriction

(iii) the period of restriction; and

(iv) the reasons for the restriction. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

24. Antidumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure. 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation; it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

34. Amendment of contracts

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998. 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

SECTION 1.4: SPECIAL CONDITIONS OF TENDER

1.4.1 Tenders are invited from security service providers who are registered at the Private Security Industry Regulatory Authority (PSIRA) to provide the following services to Mossel Bay Municipality:

- a) Armed Response (Future alarm installations and monitoring for existing installed equipment)
- b) Alarm Installation

1.4.2 The tender is for a period of three (3) years from 1 July 2026 to 30 June 2029.

1.4.3 PRE-REQUISITE

The following documentation of the bidder must be submitted with the tender document. **If the REQUIRED documentation is not submitted with the tender document the bid may be seen as submitting a non-responsive bid**

1.4.3.1 A VALID PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSIRA) REGISTRATION AND LETTER OF GOOD STANDING FROM PSIRA.

1.4.3.2 A VALID REGISTRATION AT THE REGULATOR FOR THE SOUTH AFRICAN COMMUNICATION SECTOR.

1.4.4 All items must be fitted securely and positioned on the prescribed heights (New installations of alarm and monitoring equipment)

1.4.5 Existing equipment remains the property of Mossel Bay Municipality.

1.4.6 Newly installed alarm systems shall be supplied with a remote, where required, with functional buttons to arm, disarm and allow for panic alert. The range of the remote must be at least 150 meters.

1.4.7 Reaction time: Where required, the reaction time for alarms shall be a maximum of 1 minute to dispatch a response officer and an arrival time of 5-10 minutes at the sites where responded to.

1.4.8 The Service Provider is responsible to ensure that the transmitter/radio equipment of the alarm system is fully functional and in a proper working order at all times. The Service Provider must install the radio transmitter between the current system of the municipality & the control centre of the service provider.

1.4.9 The service provider must ensure that the radio transmitter is compatible with the existing alarm system.

1.4.10 PREFERRED AND ALTERNATIVE BIDDERS

A preferred and alternative bidder(s) may be appointed depending on the responsiveness of bidders.

1.4.10.1 If the successful bidder (preferred bidder) fails to respond on an incident or monitor a site for 3 times during the contract period, the contract will be cancelled and then the first (1st) alternative will be used.

1.4.10.2 If the first (1st) alternative bidder fails to respond on an incident or monitor a site for 3 times during, the contract will be cancelled and then the second (2nd) alternative will be used.

1.4.10.3 If the second (2nd) alternative bidder fails to respond on an incident or monitor a site for 3 times during, the contract will be cancelled and then three (3) quotations and/or formal written quotations (FWQ) process will be followed.

1.4.11 NON-OR POOR PERFORMANCE

In the event of Non- or Poor Performance of Service Providers/Suppliers, it will be dealt with in terms of Section 43 of the SCM Policy.

1.4.12 KEY PERFORMANCE INDICATORS

The following key performance indicators will be applicable to the successful bidder/s and will be measured after each order, to assess the performance:

1.4.12.1 SUPPLIED IN TERMS OF SPECIFICATIONS

Indicator: Product/service delivered complies with specifications set in tender/project document.

Target: 100% achievement.

Proof of evidence: Tender document.

1.4.12.2 COMMUNICATION WITH MUNICIPALITY

Indicator: Service Provider regularly liaises with the authorised representative of the Municipality and promptly returns calls, e-mails etc.

Target: 100% achievement.

Proof of evidence: Email correspondence, minutes of meetings.

1.4.12.3 Service Quality Rating

Indicator: The Service Supplied must be of a High Quality and according to the requirements set out in the Bid Document.

Target: 100% achievement.

Proof of evidence: Monthly incident reports.

1.4.13 PRE-EVALUATION

- (a) Tenders will be evaluated on the functionality criteria as set out below. Bidders that score less than **80 out of 100 points** for these criterion will be regarded as non-responsive and will not be evaluated on price, B-BBEE and Locality. Unclear, vague, fragmented or incomplete information provided will result in no points being allocated.
- (b) Bidders must ensure that relevant information is submitted. If information is not submitted or referred to as an attachment, no points will be awarded.
- (c) No information or documentary proof, relating to the tender functionality, will be requested after closure of the tender.
- (d) The following criteria will be used to calculate points for the functionality of tenders and bidders should ensure that they submit all information in order to be pre-evaluated on the criteria mentioned below:

NR	CRITERIA	MAXIMUM POINTS	BIDDER SCORE
1	Company (or JV) Experience	25	
2	References related to relevant experience	15	
3	Key Site Staff & Personnel allocated/reserved for this Tender	30	
4	Plant/Tools & Equipment for the rendering of security services	30	
TOTAL		100	

Functionality criteria are further divided as follows and points will be awarded as indicated below:

Criterion 1: Company (or JV) Experience

- (a) A maximum of **25** points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided. Please note that this section refers to the Company's and its legacy firms past experience, and is not a duplication of Criterion 3's Key staff and Personnel. Meaning this section takes into consideration that the company as an entity has gained relevant experience in the past and showcase that the company is in the business of said Scope of Works.
- (b) Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant/similar events or activities and/or as determined by the Mossel Bay Municipality and/or professional consulting engineer where applicable.

Experience required: Successfully completed in the rendering of armed response services and alarm monitoring services	Maximum points	Bidder Score
A minimum of 1 up to 3 years total relevant experience	10	
More than 3 years, but up to 5 years' relevant experience	15	
More than 5 years, up to 10 years' relevant experience	20	
More than 10 years' relevant experience	25	

- (c) In order to claim points for the above, bidders must submit sufficient information as well as documentary proof of experience in rendering of armed response and alarm monitoring services by **means of appointment OR award letters OR purchase orders**.
- (d) Points will only be awarded for **relevant & completed experience** obtained relevant to the Tender Scope of Works. To be able to gain points the Tenderer must submit proof that the company has obtained the relevant experience for this Tender's Scope of Works & Specifications, and not only parts thereof. If experience is listed, please ensure it is applicable and relevant to the whole of this Tender and not only to parts thereof, otherwise the Bidder will not be awarded the necessary points. **Bidders to provide enough experience to score the total points.**

NB: If no information is provided below OR referred to as an additional attachment **NO POINTS WILL BE AWARDED**.

Employer/Client	Nature of work/Scope of work (A full breakdown of the scope to be submitted)	Value of Work (including of VAT)	Start and completion date (month and year) Duration
			Start:
			Completion:
			Duration:
			Start:
			Completion:
			Duration:
			Start:
			Completion:
			Duration:
			Start:
			Completion:
			Duration:
			Start:
			Completion:
			Duration:
			Start:
			Completion:
			Duration:

Criterion 2: References related to Experience

1. Please note that this section refers to the Company's and its legacy firms' references related to the experience. It also takes into account that the references are related & relevant to relevant **to the rendering of armed response- and alarm monitoring services**.
2. Bidders should provide copies of three (3) reference letters, on an official letterhead of the reference, in relation to the experience gained on projects relevant to relevant **to the rendering of armed response- and alarm monitoring services**.
3. Please note it is the duty of the Bidder to ensure that the references given are relevant to the Scope of Works.
 - Reference Scoring: A maximum of **15** points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows.
 - In order to claim points, bidders must submit, with the tender document, three (3) reference letters or questionnaires to which the abovementioned Experience have been provided.
 - These references letters or questionnaires must be current/most recent, relevant and related to the Experience submitted. **The letters must not be older than five (5) years.**
 - It is the bidders' responsibility to ensure that the details provided are correct, before submitting his tender, and that the references will be available and be able to provide additional feedback, if necessary.
 - If the references are unable to validate, verify or provide additional information on the projects, no points will be awarded for that particular reference.
 - **5 points (as indicated in point 4)** will be awarded for each reference letter or questionnaire which is positive and relevant to the Scope of Works of this contract, subject to the final discretion of the Bid Evaluation Committee.
4. The following detail should be answered:
 - **Detail of the work that have been successfully completed (similar to this scope of work).** (1 point)
 - **Was the work completed within the contractual time frame.** (1 point)
 - **Performance** - After reporting a problem, was the response time to address or rectify the problem, satisfactorily? If such a response time was stipulated in the Tender specifications or SLA, was it in general adhered to? (2 points)
 - **Accessibility of service provider.** (1 point)
 - **General performance of the service provider on the project.** (1 point)
5. The letter should also include who the contact person is with all his/her detail.
6. Bidders can provide their references with the attached questionnaire (**see attachment A**), which have to be completed and signed by the references and should contain all detail as stated in point 4 above.
7. The Municipality reserves the right to validate and verify the information from the references or to ask more questions or proof to satisfy the evaluation process.
8. Please note that points will not overlap, meaning points are awarded only once per reference/company/entity *per project experience*. Please refrain from submitting multiple references from the same company on the same project.

NB: If no reference letters or questionnaires are attached **NO POINTS WILL BE AWARDED. COMPLETION CERTIFICATES AND/OR APPOINTMENT LETTERS WILL NOT BE ACCEPTED FOR THIS CRITERIA.**

ATTACHMENT A

Question to Reference	Reference's Response
1. Detail of the work that have been successfully completed relating to armed response- and alarm monitoring services. (1 point)
2. Performance - After reporting a problem, was the response time to address or rectify the problem, satisfactorily? If such a response time was stipulated in the Tender specifications or SLA, was it in general adhered to? (2 points)	Yes No..... If No, please state why:
3. Accessibility of service provider (1 point)	Yes No..... If No, please state why:
4. General performance on the project. Were you satisfied with their service – would you recommend the bidder for this tender taken all the above in consideration. (1 point)	Yes No..... If No, please state why:

.....
NAME OF REFERENCE

.....
SIGNATURE

.....
CONTACT PERSON & TELEPHONE NUMBER

.....
DATE

Criterion 3: Site Staff & Personnel allocated / reserved for this Tender

(a) A maximum of **30** points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows. Points will only be award once for each staff/personnel allocated to this Tender, no multiple scoring per person.

NB: Please provide name of staff member in the space provided below. If no name is provided NO POINTS WILL BE AWARDED.

Site Staff & Personnel Required:	Max points	Name of Staff member
Contract Manager <ul style="list-style-type: none"> Must be suitably skilled and have CV verifiable experience managing Security Contracts. Must be in possession of a PSIRA Grade A Certification (proof must be submitted with the tender document) Is overall responsible for the execution of the works and all associated project management Must manage all Municipal instructions and ensure execution of Tender specifications. Must inspect and approve all works. manage Payment Invoices Must be computer literate, compile admin reports, proficient in the use of Excel Spread Sheets, capture data and quantities, daily communication electronically via email etc. 	1-5 years = 2 points More than 5 -10 years = 5 points More than 10 years = 10 points	
Supervisor <ul style="list-style-type: none"> Must be suitably skilled and have CV verifiable experience as Supervisor. Must supervise the team / the workers. Must ensure all Codes & Standards specifications are met and carried out. Must be in possession of a PSIRA Grade B Certification (proof must be submitted with the tender document) 	1-5 years = 2 points More than 5 -10 years = 5 points More than 10 years = 10 points	
3x Shift Leaders <ul style="list-style-type: none"> Must be suitably skilled and have CV verifiable experience as Shift leader Must lead the team / the workers per shift Must ensure all Codes & Standards specifications are met and carried out. Must be in possession of a PSIRA Grade C Certification (proof must be submitted with the tender document) 	1-5 years = 1 points More than 5 -10 years = 3 points More than 10 years = 5 points (Points will be divided by 3)	
12x Armed response personnel <ul style="list-style-type: none"> Must be suitably skilled and have CV verifiable experience as armed response officer. 	1-5 years = 1 points More than 5 -10 years = 3 points	

Site Staff & Personnel Required:	Max points	Name of Staff member
<ul style="list-style-type: none"> Must have Valid Driver's and fire arm competency certificate (proof must be submitted with the tender document) Must ensure all Codes & Standards specifications are met and carried out. Must be in possession of a PSIRA Grade C Certification (proof must be submitted with the tender document) 	More than 10 years = 5 points (Points will be divided by 12)	
TOTAL	30	

(b) In order to claim points for the above bidders must submit detailed Curriculum Vitae (CV) of each key personnel to be used/allocated for this Tender. **The staff or personnel listed above must currently be employed by the Bidder company, if not then a letter stating such intent to employ this person, including this person's signature of willingness & acceptance for the intended duration of the project.** CV experience listed of key staff must be relevant and current. Points can only be allocated once, meaning one-person-one-score, no multiple scoring. Please note the staff allocated to this Tender must be on-site and used for this Tender. If the person is unavailable during time of execution he/she must be replaced with someone of equal or better value and experience and proof as per CV submitted.

NB: **Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant similar events or activities and/or as determined by the Mossel Bay Municipality and/or professional consulting engineer where applicable.**

Criterion 4: Plant / Tools / Equipment

If the Bidder intend to use plant / tools / equipment other than those stipulated in the Tender Specifications the Bidder must qualify/declare this in their tender document, for the evaluation process. If nothing is qualified or declared, then those stipulated in the Tender Specifications are applicable to this Tender.

A maximum of **30 points** will be awarded based on the information provided.

Plant/ Tools/Equipment	Owned/Hire by Bidder (Maximum Points)
<p>The number of armed response vehicles: The bidder must submit a copy of motor vehicle registration documents in the bidders' company or subcontractors' name of armed response vehicles to be utilised to render armed response services</p>	<p>Submitted copies of motor vehicle registration for less than 4 vehicles = 0 points</p> <p>Submitted copies of motor vehicle registration for 5 to 7 vehicles = 5 points</p> <p>Submitted copies of motor vehicle registration for 8 or more vehicles = 10 points</p> <p>10 Points</p>

Plant/ Tools/Equipment	Owned/Hire by Bidder	(Maximum Points)
<p>Control Room: The bidder must submit proof of the availability of the Control Room it intends to render the armed response service.</p> <p>Bidder to submit Proof of ownership of the building where the control room is situated or a rental/lease agreement, the address of the control room and photos.</p>	<p>No control room or incomplete information submitted = 0 points</p> <p>Full information supported by photos submitted for 1 or more control room outside the Mossel Bay region = 3 points</p> <p>Full information supported by photos submitted for 1 or more control room in Mossel Bay region = 10 Points</p>	10 Points
<p>Control Room Layout:</p> <p>The bidder must also submit a document detailing the layout of the Control Room that includes systems such as alarms, close circuit television (CCTV) and Certificate of Compliance (COC) and Safety File</p>	<p>Did not submit a documented layout (including certificate and photos) of the control room including CCTV, alarm system, Certificate of Compliance and a Safety File. = 0 points</p> <p>Submitted a documented layout including certificate of the control room including CCTV, alarm system, Certificate of Compliance and a Safety File. = 5 points</p>	5 Points
<p>Communication Tools:</p> <p>The bidder must provide a document indicating communication tools it uses to disseminate information and instructions to its armed response officers in the field.</p>	<p>Incomplete information or No Information Submitted = 0 points</p> <p>The bidder submitted a document with details of communication tool utilised by the bidders' Control Room Operators to communicate with its armed response security officers in the field = 5 points</p>	5 Points
TOTAL		30 Points

The tenderer shall state below what plant / tools / equipment will be available specifically for this Contract. The tenderer shall differentiate, if applicable, between plant / tools / equipment immediately available plant / tools / equipment will be hired for the work should he be awarded the tender.

If no information is provided below or referred to an additional attachment **NO POINTS WILL BE AWARDED.**

PLANT / TOOLS / EQUIPMENT AVAILABLE AND ALLOCATED FOR THIS PROJECT

DESCRIPTION (type, size, capacity and year of registration)	QUANTITY	REGISTRATION NUMBER (Applicable for plant/vehicles/trailers etc.)

PLANT / TOOLS / EQUIPMENT THAT WILL BE ACQUIRED OR HIRED

DESCRIPTION (type, size, capacity etc)	QUANTITY	HIRE

If plant / tools / equipment, as stipulated above, will be rented, proof of the intention to lease it from the supplier must be submitted with the tender document. No points will be awarded if proof is not submitted.

JOINT VENTURES

The evaluation of functionality regarding a Consortium or Joint venture, will be performed as follows:

For company experience and references, the evaluation is based on the experience of the partner with the highest/longest experience record;

For the evaluation of the key site staff and personnel, the officials must be an employee with the leading partner of the consortium or joint venture. The leading partner of the consortium or joint venture is determined by the shareholding regarding the liability, which is included in the consortium or joint venture agreement.

For plant/ tools & equipment, the evaluation will be based on one or the other partner(s).

If required for the evaluation of the financial ratings, if not issued for the consortium or joint venture specifically, the rating of the leading partner will be used in the assessment.

The allocated staff, if applicable, may not be changed without the prior approval of the accounting officer or his/her nominated person once the bid was awarded.

2.1 SPECIFICATIONS

The successful service providers will be required to provide the following services in a diligent manner:

2.1.1 Perform monitoring and reaction of installed alarms at various municipal facilities as follows at the successful bidder's Control Room:

COMMUNITY LIBRARIES		
	Facility	ADDRESS
1	Mossel Bay	Marsh Street
2	Sonskynvalley	Gumpiro Street
3	Buisplaas	Buisplaas
4	Friemersheim	140 Eike Street
5	Dálmeida/ Youth Café / CDW'S	Strand Street
	Dálmeida Library	Strand Street
	Housing	Strand Street
	CDW'S	Strand Street
6	Greenhaven	2 Watsonia Laan
7	Hartenbos	C/O Company and Witwatersrand
8	Ellen van Rensburg	34 Long Street
9	Kwanonqaba	Adriaans Street
	Thusong	Adriaans Street
10	Brandwag	Erf 170
11	Herbertsdale	45 Herberts Street
 COMMUNITY HALLS		
12	Voortrekker	C/o Schoeman and Zeta Street
13	Kwanonqaba	Mayixhale Street
14	Town Hall / Garages	Marsh Street
15	Dálmeida	Mossel Street
16	Danabaaï	Distans Street

STADUIMS		
17	Dálmeida Pavilion	Stadium Street
18	Dálmeida Rugby	Stadium Street
19	Dálmeida Cricket	Stadium Street
PUMPSTATIONS		
20	Dálmeida Staduim	Stadium Street
21	Wolwe Dans	C/o Petunia and Amy Searle Street
22	Grunter	C/o Grunter and Marlin Street
23	Alwyndal	Alwyn Street
24	Mosselbay	Industria Road
25	Oudtshoorn pad	Brandwag Road
26	Omega	Louis Fourie Road
27	Danabaai Booster	Flora Road
28	Rheebok N2	Reebok N2
29	Glentana Booster	Morrison Road
30	Very High	C/o Apiesdoring and Essenhout
31	Mossdustria	Mossdustria
32	Vleistraat	Vleistreet
33	Sandhoogte Pad	Sandhoogte Road
34	Bakke Water	Louis Fourie Road
35	Desalination plant	Depot Road
36	Grootbrak Noodwater	Wolwedans Dam
37	Grootbrak Tweeling	Tweeling Dams
38	Toekoms Pumpstation	R 102 Greatbrak River
39	De Dekke	R 102 Greatbrak River

40	Saunders	Bill Jeffrey Voorbay
41	Hartenbos Reservoir	Bakhout Street Hartenbos Heuwels
42	Grootbrak Hoogte	Voorbrug Way
43	Klipkop	
44	Langeberg Water	Wassenaar Way Seemeeu Park Hartenbos

SUBSTATION

45	Bill Jefferey	Bill Jeffrey Lane
46	Sonskyn Valley	Oudtshoorn Pad
47	Nel's Industrie	Industria N2
48	Ockert Bothma	Louis Fourie Road
49	Da Nova	Da Gama Street
50	Greatbrak	Dennesig Avenue
51	Intake 66kv Yard	Alwyn Street Alwyndal
52	Intake Switchroom	Alwyn Street Alwyndal
53	Lofty Nel	Wassenaar Way Seemeeu Park Hartenbos

MUNICIPAL OFFICES

54	Kwanonqaba	Mayixhale Street
55	Greatbrak Depo	Stasie Street
56	Info Centre/Hr	Munro Bay
57	Greatbrak Offices	Charles Street
58	Municipal Court	George Weg
59	Hartenbos Office	C/O Company and Witwatersrand

Municipal Stores

60	Dirty Linen	Schoeman Street
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61	Schoeman Street Depo Stores	Schoeman Street
COMMUNITY CENTRES		
62	Youth Café	Hibiscus Street
63	Brandwag E-Centre	107 Abraham Street
64	Barcelona Indoor Sport Centre	Sithela Street
65	Indoor Sport Centre	Sampson Street
Water Purification Plants		
66	Kleinbrak Sewage	Kleinbrak River Road
67	Desalination Plant	Depot Road
68	Pinnacle Waste	Pinnacle Point
Non Municipal Alarms		
69	Greatbrak Museum	Amy Searle Street
70	Goodshed	Bland Street
71	Kwanonqaba old Age Club	2 Tembani Street

- 2.1.2 Should have a functional and operational Control Room that operates on a twenty-four (24) hour basis to monitor municipal facilities.
- 2.1.3 Armed response to MUNICIPAL facilities upon the triggering of alarms within the specified timeframe.
- 2.1.4 Tracking and tracing, which will include the tracking of the successful bidder's Armed Response Officers and vehicles that provide services to the Municipality.
- 2.1.5 Effectively respond to emergencies.
- 2.1.6 Prevent and respond to security incidents.
- 2.1.7 Recording, investigate and reporting of security incidents, including the recommendation of security risk mitigation measures within prescribed timeframes.
- 2.1.8 Record security incidents involving triggered alarms, faulty alarms, power failures; respond within five (5) to ten (10) minutes and submit a report to the Director: Community Safety or his/her delegate.
- 2.1.9 Provide monthly reports detailing security incidents per facility. The daily, weekly, and monthly reports must be submitted the Director: Community Safety or his/her appointed delegate.

2.1.10 The successful bidder must have a Business Contingency Plan (BCP) in place for emergency situations, in instances where its security personnel cannot perform their duties for any reason whatsoever; and

2.1.11 The successful bidder must in addition to the normal service be able to increase the frequency of patrols in response to heightened risks instances upon request. The bidder should ensure that the armed response officers are at all times within the 5 – 10 minutes response time for all ad hoc requests.

2.1.12 The successful bidder will be required to provide the following services in a diligent manner:

2.1.12.1 SERVICE COVERAGE HOURS

- The services MUST be provided on 24 hours, 7 days a week and 365 days a year.

2.1.12.2 SECURITY VETTING

- Security vetting by the successful bidder of all personnel.
- The Municipality reserves the right at its sole and absolute discretion to do a security screening (checks) and (vetting) on the successful bidder, its directors and personnel involved in the performance of the Service.
- The successful bidder will obtain from its security personnel consent and requisite documentation as may be reasonably requested by the Municipality, to enable the Municipality to conduct such security screening and checks as aforementioned.
- Security vetting shall include, but not be limited to, checks on criminal records, credit references and identity documents.
- Where the Municipality, in its sole discretion, finds any of the successful bidder's personnel to be a security risk, the Municipality will inform the bidder accordingly in writing and will be required to immediately replace such a security officer with a suitably trained and equally graded substitute.
- Despite the above, the successful bidder must ensure that prior to the commencement of employment, personnel to undergo security screening and vetting.
- The successful bidder shall conduct a criminal status screening of its personnel annually, and MUNICIPAL may at any time verify the results of such security vetting.

2.1.12.3 SECURITY SERVICE PROVIDER'S PERSONNEL

The successful bidder shall ensure that every Officer assigned to provide the services to Municipality complies with the following requirements:

- Are registered with and have the requisite certification and shall display identification cards at all times.
- All Armed Response Officers must have a working knowledge of evacuation procedures in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
- Issue an Identification Card to Armed Response Officers assigned to the Municipality containing as a minimum, the name, surname and PSIRA registration number, and firearm details of the relevant Armed Response officers.
- All armed Response Officers must be in possession of the relevant firearm competency certificate issued by an accredited entity and firearms license issued SAPS.

- All armed response officers must be fully trained and be able to use (but not limited) a shot gun, handgun, semi-automatic and a revolver.
- Armed Response Officers must wear a uniform at all times whilst performing the armed response service at the municipal facilities.
- Must be in possession of Standard Operating Procedures pertaining to Personnel Protection Equipment (PPE), including but not limited thereto, bullet resistant jackets, firearm holsters; and the successful Bidder must issue the PPE accordingly and within PSIRA requirements and prescripts and should be readily available.
- The armed response security officers are not permitted to consume and/or be intoxicated of any consumable substances such as: alcohol, take illegal drugs, or be in possession of such substances whilst providing response service at any Municipal facility.
- Report for duty whilst under the influence of any intoxicating substance.
- Do not sleep whilst on duty.
- Be dishonest at any given time for the duration of the contract term.
- Commit an incident that is detrimental to the Municipality and/or its business processes.
- Aid and/or abet in the commission of a security incident.
- Use or remove MUNICIPAL's equipment without permission.
- All Armed Response Officers conduct themselves in a disciplined and professional manner as required by the Code of Conduct for Security Service Providers, 2003 and the successful bidder's own Disciplinary Code and Procedures, whenever they respond to and are at a Municipal facility.
- Shall take all necessary steps to ensure that its Personnel selected for the services are trained accordingly.
- The Armed Response Officers are aware of all instructions issued by the Municipality, and it is recorded in both the Occurrence Book and instruction book, and signed by each Armed Response Officer allocated to a Municipal Site;
- All Armed Response Officers conduct personal searches within the confines of the law, and according to standard operating procedures and instructions.
- That all exceptions to MUNICIPAL's requirements must be approved in writing by Director: Community Safety or his/her appointed delegate, prior to their implementation.

2.1.12.4 MANAGEMENT RESPONSIBILITIES

Management and supervisors must ensure the following:

- The Municipality shall be invoiced the total monthly fee payable on or before the fifth (5th) day of the month following the month in which services were rendered via email.
- An invoice must contain clear description of services rendered.
- Any other details as may be reasonably requested by the Municipality from time to time.

- Each invoice must be verified for completeness and accuracy and that it conforms to the requirements, before issuing the invoice to the Municipality.
- Should the Municipality query an item in an invoice, the successful bidder shall, within two (2) days after a written request by the Municipality, provide the required documentation or information in order to verify the accuracy of the amounts due on an invoice.

2.1.12.5 DOCUMENTATION

The management of the successful bidder provider must ensure that a copy of the personnel file of Armed Response Officers assigned to a MUNICIPAL facility is always available **prior** to the deployment. In addition, a copy of the Security Officers' personnel files shall be provided and/or made available to the Municipality or any other lawful regulatory authority on demand, containing the following information and must contain the following information:

- Security training certificates, polygraph pre-employment results, integrity evaluation record and PSIRA registration certificates.
- A copy of a grading certificate, performance history, copy of the security identification (PSIRA), competency certificates [as stipulated in the Firearms Control Act, 2000 (Act No. 60 of 2000)] and a certified copy of the identity document.
- Disciplinary record, a record of pre-employment screening results and annual criminal status screening.

2.1.12.6 MANAGEMENT SECURITY OPERATIONAL MEETINGS

The successful bidder:

- Is expected to allocate a Contract Manager on a non-exclusive basis for operational matters.
- Must provide the Municipality with a monthly report containing a consolidated record of all incidents and emergencies at the Municipal facilities during a month. The report will be validated and quality controlled by the Contract Manager. No dishonesty will be tolerated.
- The Contract Manager and Director: Community Safety or his/her delegate shall meet for a minimum of once a month, or as and when required.
- The Contract Manager and Director: Community Safety or his/her delegate shall meet a minimum of once every six (6) months to discuss the overall performance of Services.
- Will be responsible for the correct recording of the meeting proceedings of the meetings envisaged under this paragraph and the keeping of minutes.
- Shall deliver the minutes and record of the meeting proceedings to the Director: Community Safety or his/her delegate within two (2) Business Days after the date of the meeting.
- The municipality may call an unscheduled meeting with the successful security service provider or its Contracts Manager to discuss any matter regarding the performance of Services, at its sole discretion.

2.1.12.7 REPORTING OF SECURITY INCIDENTS AND EMERGENCIES

The successful bidder shall further comply with the following requirements:

- Ensure that all security incidents and emergencies at a MUNICIPAL facility are fully recorded.
- Record the incident and immediately report the details of the incident, as relayed by the Armed Response Officer dispatched to a MUNICIPAL facility (Site), to the Director: Community Safety or his/her delegate as follows:
 - Date of visit; details of the Armed Response Officer who provided the armed response service
 - Details regarding the time the Armed Response Officer was dispatched and arrived on site
 - Details of the control room officer who received the alarm, dispatched armed response, and reported to the Municipality;
 - Details of the armed response vehicle used for the response;
 - Details regarding the incident
 - Details regarding the findings of the Armed Response Officer;
 - Response and Occurrence Book number;
 - Prepare an incident report within four (4) hours after every incident for the Municipality's perusal;
 - Date of incident; details of the Armed Response Officers who provided the service;
 - Address of the Municipal Site where Security Incident or Emergency occurred;
 - Preliminary recommendations regarding the incident and an incident number.
 - Ensure that Security Incident at a Site involving any damage to or loss of property or potential damage to or loss of property are fully investigated;
 - Submit the full investigation report within one (1) day of the incident.

2.1.12.8 CONTROL ROOM

The successful bidder -

- Must maintain a fully functional Control Room to receive alarm signals for the duration of the contract.
- Must have the capability for Armed Response Officers to remain in constant contact with their Control Room when responding to a triggered alarm at a Municipal facility.
- Shall permit the Municipality to inspect such Control Room on a monthly basis, at a mutually agreed time.
- The Control Room must have landlines, cellular telephones, Radio Base Station and two-way radios, alarm monitoring and response, tracking and tracing of all vehicles; alarm reception software and must be able to receive GSM signals; and
- Must ensure the availability of technical security Specialist who will work closely with MUNICIPAL technical security team to set-up alarm signals into the base station in the Control Room and ensure such is maintained for the duration of the contract.

2.1.12.9 OCCURRENCE BOOK MAINTENANCE

The successful bidder shall further comply with the following requirements:

- The successful security service provider shall acquire and keep a logbook ("Occurrence Book") at each and every Control Room, and accurately record therein all activities performed by the Armed Response Officers at a MUNICIPAL facility, including the time when a response was activated and findings;

- Occurrence Books for the Municipal facilities must be assigned a serial number, per facility, and once completed shall be kept for the duration of the contract term. Subsequent Occurrence Books shall be assigned a sequential serial number.
- MUNICIPAL shall have access to all Occurrence Books, upon request, and all Occurrence Books at MUNICIPAL facilities (Sites) shall become the property of MUNICIPAL on termination of the MSA.

2.1.13 Change and Replacement of Armed Response Officers

The successful bidder shall advise the Municipality, in writing

- whenever an Armed Response Officer, assigned to perform the services, is removed from a facility (Site) for any reason whatsoever, prior to such removal.
- the replacement Armed Response Officer, assigned to perform the services to Municipal facilities, prior to such assignment.

2.1.14 Communication

- The successful bidder must ensure that there is clear communication between Armed Response Officers assigned to respond to Municipal facilities at all times.

2.1.15 Security Equipment

- The successful bidder must ensure that any of its Security Equipment used, or resources deployed to perform the services at the Municipal facilities are fully functional at all times;

2.1.16 Information Detrimental to MUNICIPAL's Security

- The successful bidder shall immediately inform the Director: Community Safety or his/her delegate of any information in its possession or that it ought reasonably to be aware of, that is detrimental to the Municipality's physical security or safety.

2.1.17 Instructions and Requests

- The successful bidder and its Personnel, assigned to the delivery of the Services, must adhere to reasonable written requests and instructions.

SECTION 2.2. PRICING INSTRUCTION AND SCHEDULE

will be assumed in the contract that the tenderer has taken into account when developing his prices.

- 2.2.1 The short descriptions and category number given in the pricing schedule below are brief descriptions used to identify the activities for which prices are required.
- 2.2.2 While it is entirely at the tenderer's discretion as regards to the pricing schedule below, guideline tariffs of fees or indicative time based fee rates are gazetted annually, which are useful documents that will give tenderers some idea of industry norms against which they may compare their rates, sums, percentage fees and/or prices as applicable.
- 2.2.3 For the purpose of the pricing schedule, the following words shall have the meanings hereby assigned to them:
 - Unit: The unit of measurement for each item of work.
 - Quantity: The number of units of work for each item.
 - Rate: The agreed payment per unit of measurement.
 - Amount: The product of the quantity and the agreed rate for an item.
 - Sum: An agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work which is not measured in any units.
- 2.2.4 A rate, sum, percentage fee and/or price as applicable, is to be entered against each item in the pricing schedule. An item against which no price is entered will be considered as a no offer and will not be evaluated.
- 2.2.5 The rates, sums, percentage fees and prices in the pricing schedule are to be fully inclusive prices as described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit.
- 2.2.6 Where quantities are given in the pricing schedule, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the pricing schedule. In respect of time based services, the allocation of staff must be agreed with the employer before such services are rendered.
- 2.2.7 All rates, sum, percentage fees or prices (as applicable) tendered in the pricing schedule shall be final and binding and shall not be subject to any variation throughout the period of the contract.
- 2.2.8.3 The bid will be evaluated based on the cost of contract, in other words the rates multiplied by the the envisage three years multiplied by the escalation rates as quoted.
- 2.2.8.4 The tender will be evaluated on the total price for category 1 (**Armed Response**).
- 2.2.8.5 Category 2 will be used for all new buildings or if additional items are required or have to be replaced.

CATEGORY 1 - ARMED RESPONSE

Item no.	Description	Price per month per site (Inclusive of 15% VAT and delivery) YEAR 1 01 July 2026 30 June 2027	Price per month per site (Inclusive of 15% VAT and delivery) YEAR 2 01 July 2027 30 June 2028	Price per month per site (Inclusive of 15% VAT and delivery) YEAR 3 01 July 2028 30 June 2029
(a)	Monitoring, reaction and call-out fee			
(b)	Monitoring			

CATEGORY 2 – AS AND WHEN REQUIRED

Item no.	Description	Price per month per site (Inclusive of 15% VAT and delivery) YEAR 1 01 July 2026 30 June 2027	Price per month per site (Inclusive of 15% VAT and delivery) YEAR 2 01 July 2027 30 June 2028	Price per month per site (Inclusive of 15% VAT and delivery) YEAR 3 01 July 2028 30 June 2029
2.	Alarm Installation per building (only wired systems)			
(a)	Panel – 8-zone			
(b)	Panel – 16-zone			
(c)	Keypad			
(d)	Cable per meter			
(e)	Labour			
(f)	Transmitter (Radio)			
(g)	Transmitter (GSM Modem)			
(h)	LED			
(i)	Junction Box			
(j)	Corner Sensor (eye)			
(k)	Window Sensor			
(l)				
	VX 40 beam			
	BX 80 beam			

Item no.	Description	Price per month per site (Inclusive of 15% VAT and delivery) YEAR 1 01 July 2026 - 30 June 2027	Price per month per site (Inclusive of 15% VAT and delivery) YEAR 2 01 July 2027 - 30 June 2028	Price per month per site (Inclusive of 15% VAT and delivery) YEAR 3 01 July 2028 - 30 June 2029
	DG 85 beam			
	NVR beam			
	HX 80 beam			
	HX 40 beam			
(m)	Remote			
(n)	Battery			
(o)	Transformer			
(p)	Zone Expander			
(q)	Door contact			
(r)	Power Pack			
(s)	Panic Button			
(t)	Outdoor Passive Security Beam – 60m			
(u)	Outdoor Passive Security Beam – 30m			
(v)	Microwave Sensor			
(w)	Siren			
(x)	Communication fee per system			
3.	Additional Fees Part of installation (specify):			

ESTIMATED QUANTIES

CATEGORY 1

Item no.	Description	Estimated Quantities per month
1.	Armed Response	
(a)	Monitoring, reaction and call-out fee	71 buildings
(b)	Monitoring	5 buildings

CATEGORY 2

Item no.	Description	ESTIMATED QUANTITIES
2.	Alarm Installation per building (only wired systems)	
(a)	Panel – 8-zone	Each
(b)	Panel – 16-zone	Each
(c)	Keypad	Each
(d)	Cable per meter	Per meter
(e)	Labour	Per hour
(f)	Transmitter (Radio)	Each
(g)	Transmitter (GSM Modem)	Each
(h)	LED	Each
(i)	Junction Box	Each
(j)	Corner Sensor (eye)	Each
(k)	Window Sensor	Each
(l)	Security beams:	
	VX 40 beam	Each
	BX 80 beam	Each
	DG 85 beam	Each
	NVR beam	Each

	HX 80 beam	Each
	HX 40 beam	Each
(m)	Remote	Each
(n)	Battery	Each
(o)	Transformer	Each
(p)	Zone Expander	Each
(q)	Door contact	Each
(r)	Power Pack	Each
(s)	Panic Button	Each
(t)	Outdoor Passive Security Beam – 60m	Each
(u)	Outdoor Passive Security Beam – 30m	Each
(v)	Microwave Sensor	Each
(w)	Siren	Each
(x)	Communication fee per system	Annual Fee
3.	Additional Fees Part of installation (specify):	

SECTION 3.1: MBD1: BID REQUIREMENTS FOR MOSSEL BAY MUNICIPALITY

PART A – INVITATION TO BID

INVITATION TO BID FOR REQUIREMENTS OF THE MOSSEL BAY MUNICIPALITY										
BID NUMBER	TDR116/2025/2026	CLOSING DATE	06 MARCH 2026	CLOSING TIME	12h00					
DESCRIPTION	RENDERING OF ARMED RESPONSE AND ALARM SYSTEM INSTALLATION SERVICES FOR MOSSEL BAY MUNICIPALITY									
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7)										
ORIGINAL COMPLETED BID DOCUMENTS MAY BE <u>POSTED</u> TO REACH THE TENDER BOX BY CLOSING DATE TO:										
<p>The Tender Box Mossel Bay Municipality P O Box 25 MOSSEL BAY 6500</p> <p>OR</p> <p>ORIGINAL COMPLETED BID DOCUMENTS MAY BE <u>DEPOSITED</u> IN THE TENDER BOX BY CLOSING DATE AT:</p> <p>The Entrance of the Mossel Bay Municipality's Town Hall 101 Marsh Street MOSSEL BAY</p>										
SUPPLIER INFORMATION										
NAME OF BIDDER										
POSTAL ADDRESS AND CODE										
STREET ADDRESS										
TELEPHONE NUMBER										
ALTERNATIVE NUMBER										
E-MAIL ADDRESS										
VAT REGISTRATION NUMBER										
TAX COMPLIANCE STATUS PIN										
CIDB REGISTRATION NUMBER (if applicable)										
A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EME'S & QSE'S) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE										

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	YES	NO	
B-BBEE STATUS LEVEL SWORN AFFIDAVIT	YES	NO	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORK OFFERED?		YES/NO (if YES, enclose proof)	
ARE YOU'RE A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES/WORK OFFERED?		YES/NO (if YES, answer Part B)	
TOTAL NUMBER OF ITEMS OFFERED		Page 39 - 41	
TOTAL BID PRICE			
SIGNATURE OF BIDDER			
DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
DEPARTMENT	SCM	DEPARTMENT	COMMUNITY SAFETY
CONTACT PERSON	Mr. Deslin Kohler	CONTACT PERSON	Mr Leonard Joseph
TELEPHONE NUMBER	(044) 606-5192	TELEPHONE NUMBER	(044) 606-5000
E-MAIL ADDRESS	dkohler@mosselbay.gov.za	E-MAIL ADDRESS	ljoeph@mosselbay.gov.za

PART B – TERMS AND CONDITIONS FOR BIDDING

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 ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE PREFERENTIAL PROCUREMENT REGULATIONS AND ANY APPROPRIATE MUNICIPAL POLICY. 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. 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 ABOVE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

SECTION 4.1: MBD4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
4. Bidders are required to declare any change in directorship or membership during the term of this tender should it have had an influence on the award of the bid.

4.1	Full Name of Bidder OR his OR her representative	
4.2	Identity Number	
4.3	Position occupied in the Company (director, trustee, shareholder ²)	
4.4	Company Registration Number	
4.5	Tax Reference Number	
4.6	VAT Registration Number	
4.7 The names of all directors/trustees/shareholder's/member, their individual identity numbers and state employee numbers must be indicated in number 5, below.		
4.8 Are you presently in service of the state		YES/NO
4.8.1 If so, furnish particulars		
4.9 Have you been in the service of the state for the past twelve months?		YES/NO
4.9.1 If so, furnish particulars		
4.10 Do you have any relationship (family, friend, other) with persons in service of the state and who may be involved with the evaluation and or adjudication of this bid?		YES/NO
4.10.1 If so, furnish particulars		
4.11 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?		YES/NO

4.11.1 If so, furnish particulars
4.12 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?	YES/NO
4.12.1 If so, furnish particulars
4.13 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?	YES/NO
4.13.1 If so, furnish particulars
4.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES/NO
4.14.1 If so, furnish particulars

*MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

5. Full details of directors/trustees/members/shareholders:

Full Name	Identity Number	State Employee Number	Income Tax Number

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION 4.2: MBD5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION

For all procurement expected to exceed R10 million (VAT included), bidders must complete the following questionnaire:

4.2.1 Are you by law required to prepare annual financial statements for auditing?	YES/NO
4.2.1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment during the past three years.	
4.2.2 Do you have any outstanding undisputed commitments for municipal services towards a municipality or any service provider in respect of which payment is overdue for more than 30 days?	YES/NO
4.2.2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.	
4.2.2.2 If yes, furnish particulars:	
4.2.3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES/NO
4.2.3.1 If yes, furnish particulars:	
4.2.4 Will any portion of goods or services to be sourced from outside the Republic and, if so, what portion and whether any portion of payment from the municipality is expected to be transferred out of the Republic?	YES/NO
4.2.3.1 If yes, furnish particulars:	

SECTION 4.3: MBD6.1: 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**

(a) The 90/10 or 80/20 preference point system will be applicable in this tender. The lowest (goods and services) / highest (sales and leases) 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	POINTS
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	100

1.5 Failure on the part of a tenderer to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed. The tenderer is however required to submit the proof or documentation required in terms of the specific goals. That documentation may be requested by the municipality.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) “tender” means a written offer in the form determined by an organ of state in response to an

invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Mossel Bay Preferential Procurement Policy, 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.

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.

4.3. 50% of the 20/10 points will be allocated to promote this goal and points will be allocated in terms of the B-BBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	50% of Points for Preference
1	20	10
2	18	9
3	16	8
4	12	6
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0
B-BBEE Status Level of Contributor	Number of Points for Preference (90/10)	50% of Points for Preference
1	10	5
2	9	4.50
3	8	4
4	5	2.50

5	4	2
6	3	1.50
7	2	1
8	1	0.50
Non-compliant contributor	0	0

- (a) A tenderer must submit proof of its B-BBEE status level contributor [scorecard].
- (b) A tenderer failing to submit proof of B-BBEE status level of contributor may only score in terms of the 80/90-point formula for price; and scores 0 points for B-BBEE status level of contributor.

4.3.1 B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 4.1

B-BBEE Status Level of Contributor :

(Only indicate your B-BBEE Status Level of Contributor – the points will be calculated by the Municipality)

4.4. Points for specific goals to promote suppliers or service providers located in a province, district or municipal area / (hereafter referred to as locality)

- (a) Each tender must specify in the invitation to tender that a maximum of 50% of the 20/10 points will be allocated to promote the specific goal of locality.
- (b) Only one of the points as set out below that best describes the enterprise's locality may be awarded if applicable.

No	Requirement	Points for enterprises within the Mossel Bay municipal area	Points for enterprises within the Garden Route District region	Points for enterprises within the Western Cape Province and other Provinces
1	Procurement under the 80/20 preference points system where the supplier or service provider is located in:	10	5	3
2	Procurement under the 90/10 preference points system where the supplier or service provider is located in:	5	3	2

- (a) Bidders must submit one of the following in order to receive points for the abovementioned criterion.
 - (i) Municipal Account of address as indicated in bid document;
 - (ii) If the address as indicated in bid document is not in the name of the bidder, the latest lease agreement for this address or sworn affidavit of the owner stating occupancy.
 - (iii) The premises of the bidder as indicated in the MBD6.1 of the bid document as the business address should be established prior to the advertisement date.

4.4.1 LOCALITY CLAIMED IN TERMS OF PARAGRAPHS 4.4

Locality (indicate as per table above) :

(The address provided in 4.5 below, will be used to determine the locality as per 4.4 above)

4.5. MUNICIPAL INFORMATION

Municipality where business is situated :

Registered Account Number :

Stand Number :

DECLARATION WITH REGARD TO COMPANY/FIRM

4.6. Name of company/firm.....

4.7. Company registration number:

.....

4.8. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole property
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.9. 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.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS:

.....

.....

SECTION 4.4: MUNICIPAL RATES AND TAXES

Names of Directors/Partners/Senior Managers	Physical residential address of the Directors/Partners/Senior Managers	Residential Municipal Account number(s)	Name of Municipality

*Documentation as indicated in Section 1.2.8.2 must be submitted with the tender document.

DECLARATION

I, THE UNDERSIGNED (NAME and SURNAME)

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION 4.5: AUTHORITY FOR SIGNATORY

We, the undersigned, hereby authorize Mr/Mrs.....
acting in his/her capacity as

of the business trading as

to sign all documentation in connection with

NAME OF MEMBERS/DIRECTORS	SIGNATURE	DATE

Note: If bidders attach a copy of their Authorised Signatory as per Section 1.2.9 of the tender document, it is not necessary to complete this form.

If a bidder is a sole proprietor, it is not required to complete this form, provided that the tender document was completed and signed by the owner

SECTION 4.6: MBD8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<input type="checkbox" value="Yes"/> Yes	<input type="checkbox" value="No"/> No
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<input type="checkbox" value="Yes"/> Yes	<input type="checkbox" value="No"/> No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox" value="Yes"/> Yes	<input type="checkbox" value="No"/> No

4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE
INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
AGAINST ME
SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION 4.7: MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

TDR116/2025/2026: RENDERING OF ARMED RESPONSE AND ALARM SYSTEM INSTALLATION SERVICES FOR MOSSEL BAY MUNICIPALITY

(Bid Number and Description)

in response to the invitation for the bid made by:

MOSSEL BAY MUNICIPALITY

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

³ 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.

SECTION 5: DECLARATION

1. I hereby declare that I have read, understood, agree and comply with all of the sections below, if included, that it shall be deemed to form and be construed as part of this agreement:
 - (i) Bidding documents, *viz*
 - Invitation to bid;
 - Tax Compliance Status Pin;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations;
 - Points claims in terms of specific goals for locality;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
2. I confirm that I am duly authorised to sign this document.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:

SECTION 6.1: MBD7.1: CONTRACT FORM: PART 1 (TO BE COMPLETED BY THE BIDDER)

BOTH THE SERVICE PROVIDER/SUPPLIER (PART 1) AND THE PURCHASER/LESSEE (PART 2) MUST FILL THIS FORM IN DUPLICATE. BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER/SUPPLIER AND THE PURCHASER/LESSEE WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

1. The following documents shall be deemed to form and be read and construed as part of this agreement:

- (i) Bidding documents, *viz*
 - Invitation to bid;
 - Tax Compliance Status Pin;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations;
 - Points claims in terms of specific goals for locality;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Special Conditions of Contract;
- (ii) General Conditions of Contract; and
- (iii) Other (specify)

2. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

- 3. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 4. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:

SECTION 6: CONTRACT FORM: PART 2 (TO BE FILLED IN BY THE PURCHASER)

(a) I..... in my capacity as **Director: Community Safety**

accept your bid under reference number **TDR116/2025/2026** dated..... for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

(b) An official order indicating delivery instructions is forthcoming.

(c) I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	LOCALITY

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP



WITNESSES

1.

2.

DATE

SECTION 6.3: THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS OF A JOINT VENTURE

RESOLUTION of a meeting of the Board of Directors / Members / Partners of

NAME OF TENDERER (Must agree with bidder details)

Held at _____ on _____

(Place)

(Date)

RESOLVED THAT:

1. The enterprise submits a Tender to Mossel Bay Municipality in respect of the following:

TDR116/2025/2026: RENDERING OF ARMED RESPONSE AND ALARM SYSTEM INSTALLATION SERVICES FOR MOSSEL BAY MUNICIPALITY

(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Joint Venture).

_____ and _____

2. Mr./Mrs./Ms. _____

In his/her capacity as _____

and who will sign as follows: _____

(SPECIMEN SIGNATURE)

be, and is hereby, authorised to sign the Tender and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the **Joint Venture** enterprise mentioned above.

3. The enterprise in the form of a joint venture accept jointly and several liability, with parties under item 1 above for the fulfilment of the obligations of the joint venture deriving from, and in any way connected with the contract to be entered with the Mossel Bay Municipality in respect of the project described above under item 1.
4. The **Joint Venture** enterprise chooses as its domicilium citandi et executandi for all purposes arising from the joint venture agreement and contract with the Mossel Bay Municipality in respect of the project under item 1:

(Physical Address) _____

Note: The resolution **must be signed by all directors or members / partners** of the bidding enterprise. Should the space provided below not be enough for all the directors to sign, please provide a separate sheet in the same format below:

NB: **COMPULSARY TO BE COMPLETED** IN CASE OF JOINT VENTURE

	NAME	ID NUMBER	DIRECTORS/OWNERS PERSONAL TAX NO	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Name of Joint Venture	
Names of Each Enterprise:	
(1) Name and Address of Enterprise:	
(2) Name and Address of Enterprise:	
(3) Name and Address of Enterprise:	
Has an original valid Tax Clearance Certificate been submitted for each enterprise:	Yes <input type="checkbox"/> No <input type="checkbox"/>
CIDB Registration Number(s), if applicable:	

Submit your Joint Venture Agreement together with this tender document. If no Joint Venture Agreement is submitted, the tender will be seen as non-responsive.

SIGNED ON BEHALF OF JOINT VENTURE _____