



**MMABANA ARTS, CULTURE AND SPORT FOUNDATION**

<b>TENDER DESCRIPTION:</b>	<b>PROVISION OF 24-HOUR PRIVATE SECURITY SERVICES FOR MMABANA LEHURUTSHE REGIONAL OFFICE AND TLHABANE REGIONAL OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS (THREE (3) YEARS).</b>
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**TENDER NUMBER: MACSF002/B/LEHURUTSHE & TLHABANE OFFICE/2025**

**NAME OF BIDDER:** .....

**CSD NUMBER:** .....

**BID CLOSING DATE: 12 DECEMBER 2025 TIME 11H00**



## MMABANA ARTS, CULTURE AND SPORT FOUNDATION

Bids are hereby invited from suppliers for the following bid:

Bid number	Description	Contact person	Briefing session	Closing date
MACSF002/B/LEHURUTSHE & TLHABANE OFFICE/2025	PROVISION OF 24-HOUR PRIVATE SECURITY SERVICES FOR MMABANA LEHURUTSHE REGIONAL OFFICE AND TLHABANE REGIONAL OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS (THREE (3) YEARS).	<ul style="list-style-type: none"><li>Technical enquiries: Mr Siphon Nkese (082 880 5145) or <a href="mailto:siphon@mmabana.org.za">siphon@mmabana.org.za</a> )</li><li>Supply chain enquiries: Mr Mandla Twala (066 189 9515 or <a href="mailto:mtwala@mmabana.org.za">mtwala@mmabana.org.za</a>).</li></ul>	NOT APPLICABLE	DATE: 12 DECEMBER 2025  TIME: 11H00AM  VENUE: LEHURUTSHE REGIONAL OFFICE: STAND NO: 2561, DP MOLOTO DRIVE, LORATO, 2880

THE DOCUMENT IS DOWNLOADABLE ON THE MMABANA ARTS, CULTURE AND SPORT FOUNDATION WEBSITE ([www.mmabana.org.za](http://www.mmabana.org.za)) and on the E-tender portal, documents will be free.

Each tender shall be enclosed in a sealed envelope that bears the correct identification details (Tender Number and Bidders details) and shall be placed in the tender box located at:

**LEHURUTSHE REGIONAL OFFICE: STAND NO: 2561, DP MOLOTO DRIVE, LORATO, 2880**

Documents must be deposited in the bid box not later than: **11:00AM on 12 DECEMBER 2025**

**Bidders must contact the following officials for any enquiries:**

- Technical enquiries: Mr Siphon Nkese (082 880 5145) or [siphon@mmabana.org.za](mailto:siphon@mmabana.org.za) . (only during office hours).
- Supply chain enquiries: Mr Mandla Twala (066 189 9515 or [mtwala@mmabana.org.za](mailto:mtwala@mmabana.org.za)). (only during office hours).
- Working Hours during the week – 08h00 to 16h30

**Bids will remain valid for a period of 120 days after the closing date.**

Bids received after the closing date and time will not be considered. The Foundation does not bind itself to accept the lowest or any other bid in whole or in part.



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### **LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF THE BID DOCUMENT**

•	SBD 1 - Fully completed and signed		
•	SBD 3.1 - Fully completed and signed		
•	SBD 4 - Fully completed and signed		
•	SBD 6.1 - Fully completed and signed		
•	Full CSD Report (reflecting the company information, validity of tax status, B-BBEE information and directors/ members/ owners' information) not older than one (1) month		
•	Valid Business Registration Certificate		
•	Valid ID Copies of the shareholders		
•	Valid Company Profile		
•	Valid Letter of good standing in respect of Compensation for Occupational Injuries and Diseases (COIDA)		
•	Valid Letter of good standing from PSIRA not older than three (3) months		
•	Valid PSIRA certificates of both the company and company owners.		



## 1. CRITICAL INFORMATION ON DISQUALIFICATIONS

A bid that does not comply with the peremptory requirements stated hereunder will be regarded as not being an “acceptable bid”, and such a bid will be rejected. An “acceptable bid” means any bid which, in all respects, complies with the conditions of the bid and the specifications as set out in the bid documents, including the conditions as specified in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and related legislation as published in *Government Gazette 22549*, dated 10 August 2001, in terms of which provision is made for this policy.

1. If any pages have been removed from the bid document and have therefore not been submitted.
2. If the bid document is completed using a pencil. Only black ink must be used to complete the bid document.
3. The bidder attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
4. In the event of there being scratching out, writing over or painting out rates or information, affecting the evaluation of the bid, without initialling next to the amended rates or information. However, in cases where the total amount (aggregated) has not been affected, the bid will still be acceptable.
5. In the event of the use of correction fluid (e.g. tippex), any erasable ink, or any erasable writing instrument (e.g. pencil) on sections affecting the evaluation process of the bid.
6. If the Bid has not been properly signed by a person having the authority to do so. (Refer to Declaration).
7. The bid has been submitted after the relevant closing date and time.
8. The accounting authority must ensure that, irrespective of the procurement process followed, no award may be given to a person –
  - i. who is an advisor or consultant contracted to the entity in respect of a contract that would cause a conflict of interest.
9. Bid offers will be rejected if the bidder or any of his/her directors are listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004) as a person prohibited from doing business with the public sector.
10. Bid offers will be rejected if the bidder has abused the Mmabana Arts Culture and Sport Foundation supply chain management system.
11. If the bidder has failed to submit all mandatory required documents as specified on the bid document.
12. No late, faxed, and emailed bids will be considered. Bids received after the closing date and time at the address indicated in the bid documents, will not be accepted for consideration.
13. **Failure to comply with the above may lead to immediate disqualification.**



**2. CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Status of concern submitting tender (complete whichever is applicable):

COMPANY/PARTNERSHIP/ONE-PERSON BUSINESS/CLOSE CORPORATION/JOINT VENTURE

**A. COMPANY**

If the bidder is a company, a certified copy of the resolution of the board of directors that is personally signed by the chairperson of the board, authorising the person who signs this bid to do so and to sign any contract resulting from this bid, and any other documents and correspondence in connection with this bid or contract on behalf of the company, must be submitted with this bid.

An example is shown below:

By resolution of the board of directors on ..... 20.....,  
Mr/Ms..... has been duly authorised to sign all documents  
in connection with Bid Number .....

**SIGNED ON BEHALF OF THE COMPANY:** .....

**IN HIS/HER CAPACITY AS** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES: 1.** .....

**2.** .....





**D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the founding statement of such corporation shall be included with the bid with a resolution by its members, authorising a member or other official of the corporation to sign the documents and correspondence in connection with this bid or contract on behalf of the company.

An example is shown below:

By resolution of the members at the meeting on ..... 20..... at

....., Mr/Ms ....., whose signature appears below, has

been duly authorised to sign all documents in connection with Bid Number .....

**SIGNED ON BEHALF OF THE CLOSE CORPORATION:** .....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....**SIGNATURE OF**

**SIGNATORY:** .....

**WITNESSES: 1.** .....

**2.** .....



**E. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This returnable schedule is to be completed by joint ventures.

We, the undersigned, are submitting this bid offer in joint venture and hereby authorise Mr/Ms....., authorised signatory of the company....., acting in the capacity of the lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

**SIGNED ON BEHALF OF THE JOINT VENTURES: .....**

**IN HIS/HER CAPACITY AS: .....**

**DATE: .....**

**SIGNATURE OF SIGNATORY: ..... AND**

**IN HIS/HER CAPACITY AS: .....**

**DATE: .....**

**SIGNATURE OF SIGNATORY: .....**

**WITNESSES: 1. ....**

**2. ....**



### 3. SCOPE OF WORK / TERMS OF REFERENCE

#### “Terms of Reference”

provision of 24-hour private security services for Mmabana Lehurutshe Regional Office Tlhabane Regional Office for a period of three (3) years

The Foundation seeks to appoint a service provider to undertake physical security services at Mmabana Lehurutshe Regional Office Tlhabane Regional Office as follows:

	SITES	GRADE	GRADE	GRADE	GRADE
		B Day Shift	C Day Shift	B Night Shift	C Night Shift
1	Lehurutshe Regional Office DP Moloto Drive, Lorato, Zeerust	1	3	1	3
2	Tlhabane Regional Office Olympia Park Sports Hall, Rustenburg	1	1	1	1

**Minimum Physical Security Standards are to be provided by the Service Providers as follows:**

**1.1** The security Company is expected to provide fully trained and competent security personnel for a period of thirty-six months (three (3) years) with the following basic requirements:

- **Provision of a 24-hour security service as per the number of guards indicated above for a period of thirty-six months (three years).**
- **An appropriate minimum education level to enable such an officer to compile and write a meaningful report (incidents, reports, occurrence book).**
- **Good communication skills.**
- **To be neatly dressed in appropriate company uniform upon the assumption of service.**
- **Pleasant and friendly disposition but with the capacity to act firmly yet fairly.**
- **Emphasis on provision of services to law-abiding persons working for and visiting the Foundation.**
- **Each Officer to provide proof of registration by PSIRA.**
- **To be courteous at all times and ready to assist staff and visitors.**

#### **2. Security Services shall be further included but not limited to the following:**

The provision of efficient security and protection and safety of the Foundation’s assets, property, employees and other people in or on the premises.

Effective use of access control and bag/parcel/vehicles searching to prevent loss and theft to prevent burglary and vandalism.

To provide an hourly surveillance patrolling on premises service to ensure the protection and safety of all equipment, assets and vehicles.

To maintain an occurrence book and report incidents on a daily basis.



To ensure all doors are locked and register all unlocked doors check for fire threats and suspicious parcels.

To record all vehicle movements in the appropriate register.

To submit a security report to the Foundation or to designate representatives regularly on a daily basis and a consolidated monthly report, except where there is a matter of grave concern where immediate reporting is imperative.

To prevent unauthorized entry by a person or group of persons into the premises and to prevent unauthorized removal of goods from the building/premises without authority.

To prevent the carrying and/ or possession of firearms and other dangerous weapons in the premises except for members of security forces who identify themselves by producing of identification cards;

To manage visitors and assets movement.

### **3. Acceptance of the contract is subject to:**

- 3.1 Provision of not less than fifteen million Rand (R15 000 000 .00) liability insurance cover over the three years which must be submitted on acceptance of the contract.
- 3.2 Both the contracting company and its personnel providing services on site will be **cleared** in line with Security clearance by the Foundation. The security clearance includes criminal record checks and vetting investigation by State Security Agency.
- 3.3 Security personnel shall meet all the training requirements for certification by PSIRA.
- 3.4 That the recommendation from the clearing authorities must be positive for the bid to be accepted. The Service Provider will be checked against register of tender defaulters and restricted suppliers from National Treasury.
- 3.5 That the Service Provider' will sign the service level agreement with the Foundation where services are to be rendered within seven working days after the bid has been awarded.
- 3.6 Obtaining a positive recommendation on criminal background checks of the Service Provider's employees on site is the responsibility of the Service Provider concerned. The Service Provider must within fourteen days (14) of appointment submit criminal background status, qualifications, and ID copies of all employees on site to the Foundation.
- 3.7 The Service Provider must have an existing and fully operational control room with high-tech communication equipment's to enable effective security monitoring and security backup.
- 3.8 The service Provider must have vehicles for continuous communication link to their patrol officers and security control room.
- 3.9 The Service Provider must ensure that the payment of wages and allowances is in accordance with the latest gazetted Sectoral Determination or NBCPSS wage schedules.

### **The following aspects will be observed by the bidder when rendering the service.**

- Strict adherence to prescribed rates as per signed service level agreement.
- Strict adherence to specifications.
- Strict adherence to Basic Conditions of Employment Act.
- Strict adherence to Occupational Health Insurance.
- Strict adherence to Unemployment Insurance Fund.
- Strict adherence to the service level agreement.
- Stick adherence to all other applicable security regulations.



#### **4. INSURANCE AND LIABILITIES TO THIRD PARTIES**

The Service Provider shall provide and thereafter maintain all appropriate workmen's Compensation insurance or its equivalent, with respect its employees to cover claims for personal injury or death in connection with this Contract.

The Service Provider shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles or other equipment or leased by the Service Provider or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

The Service Provider shall, upon request, provide MACSF with satisfactory evidence of the insurance required under this Article.

The service provider shall take responsibility for any damage incurred as a result of omission or negligence from their employees or service provider's failure to provide services in connection with this contract.

#### **5. STANDARD REQUIREMENTS.**

- a. MACSF reserves the right to reduce the number of security officers per site at appointment date.
- b. The provision to reduce or increase the number of security officers per site will be made, as and when the need arises at the quoted rate per guard.
- c. In this case the Service Provider will be given 7 working days' notice prior to the termination or transfer of the services.
- d. The Service Provider without operational/control room within specified locality as detailed in this specification shall, upon being awarded the contract, establish an operational/control room within the district/ local entity as stated in this bid document.

#### **The Service Provider should provide the following tools:**

- ✓ Each Security Guard Must have a Baton Stick and Metal detector in his/her possession.
- ✓ Each guard must have a sets of Hand Cuffs
- ✓ Two-way radio for patrol man/woman and one radio at Guard Room. (Valid ICASA radio license).
- ✓ One Torch for Patrol man/woman and one at Guard Room for night shift
- ✓ All Security Officer must have protective clothes such as rain suits.
- ✓ All Security officers must have full company uniform.
- ✓ Each security officer has a name tag.

#### **6. SECURITY JOB DESCRIPTION**

- ✓ The Foundation will approve the particular job descriptions submitted by the bidder. No alterations, deletions or additions may be made to the job descriptions without the approval of the Foundation. Permanent alterations to be rectified by means of signatures of all the above-mentioned parties.
- ✓ Job descriptions will be reviewed on a regular basis. Any proposed amendments will be negotiated with the Foundation and the Service provider;



- ✓ Once the amendments have been agreed upon by all the above, they will be ratified by signatures to the relevant document. The Foundation has final approval of all amendments. Copies of the amended job description will be forwarded to all the relevant role players;
- ✓ The Foundation will decide which site registers will be required;
- ✓ The types of registers may include, but are not limited to the following: occurrence books (OB), visitor registers, after hour's registers, vehicle registers, firearm registers, vehicle and/or person search registers, key registers, laptop/computer register etc.

## 7. PRICING SCHEDULE

- NB• Overhead expenses must be inclusive of the following:** inspectors, relievers, vehicles, control room (including tracking software for patrols and vehicles) detection equipment (handheld metal detector) patrol monitoring systems, electronic & manual occurrence book, handheld radios and spare batteries, base radio, all security related equipment such as torches with chargers or spare batteries, baton, handcuffs, pocketbook, pens, rulers, security registers, self-adhesive film to cover registers, transport (in case of emergency situations) and logistics, training.
- ✓ Fully completed PRICING SCHEDULE must be in rand monetary value on the prescribed templates must be submitted, i.e. SBD3.1
  - ✓ Bidders must ensure that the monthly rate on the PRICING SCHEDULE is fully completed and must be in line with the approved Direct Cost as per the National Bargaining Council for Private Security Sector (NBCPSS) illustrative pricing guidelines for the 2026/2027 financial year.
  - ✓ Pricing below the approved rate and guidelines (direct cost) as per the National Bargaining Council for Private Security Sector (NBCPSS), illustrative pricing guidelines for the 2026/2027 financial year will not be accepted and will result in non-compliance and the bid being unsuccessful. That means the lowest bidding price will not be automatically accepted if it is below the approved NBCPSS rates
  - ✓ For emergencies or any ad hoc security services, the approved bid rates will be applicable.
  - ✓ The MACSF will only consider the Department of Employment and Labour's annual gazetted NBCPSS increase adjustments for the duration of the contract.



**PART A  
INVITATION TO BID**

**SBD 1**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>MACSF002/B/LEHURUTSHE &amp; TLHABANE OFFICE/2025</b>	CLOSING DATE:	<b>12 DECEMBER 2025</b>	CLOSING TIME:	<b>11H00AM</b>
DESCRIPTION	<b>PROVISION OF 24-HOUR PRIVATE SECURITY SERVICES FOR MMABANA LEHURUTSHE REGIONAL OFFICE AND TLHABANE REGIONAL OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS (THREE (3) YEARS).</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>MMABANA LEHURUTSHE OFFICE</b>					
<b>LEHURUTSHE REGIONAL OFFICE: STAND NO: 2561, DP MOLOTO DRIVE, LORATO, 2880</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Mr. M. Twala</b>		CONTACT PERSON	<b>Mr. S. Nkese</b>	
TELEPHONE NUMBER	<b>066 189 9515</b>		TELEPHONE NUMBER	<b>082 880 5145</b>	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<b>mtwala@mmabana.org.za</b>		E-MAIL ADDRESS	<b>siphon@mmabana.org.za</b>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES		
<input type="checkbox"/> NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					



## 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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



**Pricing Schedule**

**SBD 3.1**

**PRICING SCHEDULE FOR PROVISION OF 24-HOUR PRIVATE SECURITY SERVICES FOR MMABANA LEHURUTSHE REGIONAL OFFICE AND TLHABANE REGIONAL OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS (THREE (3) YEARS).**

Name of Bidder: .....

Bid no.: MACSF002/B/LEHURUTSHE & TLHABANE OFFICE/2025

Description	(BASED ON THE NBCPSS ILLUSTRATIVE PRICING GUIDELINES FOR THE 2026/2027 FINANCIAL YEAR)			
	Costs per month AREA 3 (RURAL)			
	Grade B Day	Grade C Day	Grade B Night	Grade C Night
Ordinary time: i) Primary Sec Officer	R	R	R	R
ii) Relief Sec Officer	R	R	R	R
Sunday pay premium	R	R	R	R
Public holiday premium	R	R	R	R
Security officer premium allowance	R	R	R	R
Leave provision	R	R	R	R
Sick Leave	R	R	R	R
Study leave	R	R	R	R
Family responsibility leave	R	R	R	R
Night shift allowance	R	R	R	R
Long service bonus (5 years average)	R	R	R	R
Statutory annual bonus	R	R	R	R
<b>SUB TOTAL</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>
UIF	R	R	R	R
Hospital cover	R	R	R	R
Provident fund	R	R	R	R
COID/WCA	R	R	R	R
Bargaining Council Levy	R	R	R	R
PSIRA "per SO" fee	R	R	R	R
Sets of uniform	R	R	R	R
Training (Skills Development Levy)	R	R	R	R
Cleaning Allowance	R	R	R	R
<b>TOTAL DIRECT COSTS</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>

Description	Costs per month			
	Grade B Day	Grade C Day	Grade B Night	Grade C Night
Overheads	R	R	R	R
<b>Other (Please specify if any)</b>				
Profit per security guard	R	R	R	R
	R	R	R	R
	R	R	R	R
	R	R	R	R
<b>Total per Security Guard (VAT Exclusive)</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>
VAT	R	R	R	R
<b>Tender Price per Security Guard (VAT Inclusive)</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>
	<b>Summary Cost for thirty-six (36) months (three Years)</b>			
Description	NUMBER OF GUARDS (A)	TOTAL COST PER GUARD (B)	NUMBER OF MONTHS (C)	TOTAL AMOUNT (A x B x C)
<b>Total Price for Required number of Grade B Day Shift Security Guards (VAT Inclusive)</b>	<b>02</b>	R	<b>36</b>	R
<b>Total Price for Required number of Grade C Day Shift Security Guards (VAT Inclusive)</b>	<b>04</b>	R	<b>36</b>	R
<b>Total Price for Required number of Grade B Night Shift Security Guards (VAT Inclusive)</b>	<b>02</b>	R	<b>36</b>	R
<b>Total Price for Required number of Grade C Night Shift Security Guards (VAT Inclusive)</b>	<b>04</b>	R	<b>36</b>	R



**SUMMARY (TOTAL BID PRICE) PRICING SCHEDULE FOR PROVISION OF 24-HOUR PRIVATE SECURITY SERVICES FOR MMABANA LEHURUTSHE REGIONAL OFFICE AND TLHABANE REGIONAL OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS (THREE (3) YEARS).**

<b>IN RANDS</b>		<b>AMOUNT</b>
<b>GRAND TOTAL BID PRICE FOR THREE YEARS</b>		
<b>GRAND TOTAL BID PRICE FOR THREE YEARS IN WORDS:</b>		





**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



## 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**

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### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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



- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration



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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)					
<b>Black People (Points will be awarded proportionally based on ownership)</b>	4						
<b>Females (Points will be awarded proportionally based on ownership)</b>	5						
<b>Youth (Points will be awarded proportionally based on ownership)</b>	5						
<b>People with Disability (Points will be awarded proportionally based on ownership)</b>	3						
<p><b>Promotion of Enterprises in Local District/Municipal Area.</b></p> <table border="1" data-bbox="204 1234 823 2045"> <tr> <td data-bbox="204 1234 823 1361">3 - Acceptable evidence of Operational office owned or leased in Ngaka Modiri Molema District and Bojanala District.</td> </tr> <tr> <td data-bbox="204 1361 823 1563">2 - Acceptable evidence of Operational office owned or leased outside Ngaka Modiri Molema District and Bojanala District but within the North West Province.</td> </tr> <tr> <td data-bbox="204 1563 823 1765">1 - Acceptable evidence of Operational office owned or leased outside Ngaka Modiri Molema District, Bojanala District and the North West Province but within South African.</td> </tr> <tr> <td data-bbox="204 1765 823 1854">0 – Non submission of proof/ Acceptable evidence.</td> </tr> <tr> <td data-bbox="204 1854 823 2045"> <p><b>NB: Acceptable evidence:</b></p> <p>1) municipal account in the name of the registered business of tenderer not older than 180 days; or</p> </td> </tr> </table>	3 - Acceptable evidence of Operational office owned or leased in Ngaka Modiri Molema District and Bojanala District.	2 - Acceptable evidence of Operational office owned or leased outside Ngaka Modiri Molema District and Bojanala District but within the North West Province.	1 - Acceptable evidence of Operational office owned or leased outside Ngaka Modiri Molema District, Bojanala District and the North West Province but within South African.	0 – Non submission of proof/ Acceptable evidence.	<p><b>NB: Acceptable evidence:</b></p> <p>1) municipal account in the name of the registered business of tenderer not older than 180 days; or</p>	3	
3 - Acceptable evidence of Operational office owned or leased in Ngaka Modiri Molema District and Bojanala District.							
2 - Acceptable evidence of Operational office owned or leased outside Ngaka Modiri Molema District and Bojanala District but within the North West Province.							
1 - Acceptable evidence of Operational office owned or leased outside Ngaka Modiri Molema District, Bojanala District and the North West Province but within South African.							
0 – Non submission of proof/ Acceptable evidence.							
<p><b>NB: Acceptable evidence:</b></p> <p>1) municipal account in the name of the registered business of tenderer not older than 180 days; or</p>							



<p>2) lease agreement in the name of the registered business where the tenderer is the lessee; or</p> <p>3) an official letter from the bank confirming the registered business address of the tenderer not older than 180 days; or</p> <p>4) proof of residence from local councilors not older than 180 days; or</p> <p>proof of residence from traditional councilor/ local Tribal Authority not older than 180 days</p>		
<b>Total Points</b>	20	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name \_\_\_\_\_ of company/firm.....

4.4. Company \_\_\_\_\_ registration \_\_\_\_\_ number: \_\_\_\_\_

4.5. TYPE OF COMPANY/ FIRM

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

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to



furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....



## 5. STAGES OF EVALUATION

MACSF will follow minimum standard or criteria that bidder needs to meet to progress through the evaluation and selection process.

**The bid will be evaluated in four (4) stages.**

**Stage 1:** Administrative compliance.

**Stage 2:** Mandatory Requirements/ Pre- Qualification- Legal Requirement.

**Stage 3:** Functionality Criteria/Technical Evaluation.

**Stage 4:** Preference Point System.

### 5.1. ADMINISTRATIVE COMPLIANCE

Bidders shall be evaluated for administrative compliance as follows.

- All Bid documents were submitted on or before the closing date and time as stipulated on this Bid document.
- All Bid documents were submitted at the correct address as stipulated on this Bid document.

**NB: Failure to comply with the above will lead to immediate disqualification.**

### 5.2. MANDATORY REQUIREMENTS/TECHNICAL EVALUATION Failure to submit the mandatory requirements will disqualify bidders.

ITEMS	MANDATORY
INVITATION TO BID	SBD1 MANDATORY
BIDDER'S DISCLOSURE	SBD4 MANDATORY
PRICING SCHEDULE	MANDATORY
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERFENTAIL PROCUREMENT REGULATIONS 2022	SBD 6.1 NOT MANDATORY
VALID PSIRA CERTIFICATES OF BOTH THE COMPANY AND COMPANY OWNERS.	MANDATORY
VALID LETTER OF GOOD STANDING FROM PSIRA NOT OLDER THAN THREE (3) MONTHS.	MANDATORY
FULL CSD REPORT (not older than 1 Month)	FULL CSD – NOT MANDATORY
VALID DETAILED COMPANY PROFILE	MANDATORY
VALID LETTER OF GOOD STANDING IN RESPECT OF COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES (COIDA).	MANDATORY

### 5.3. FUNCTIONALITY CRITERIA



The minimum score of **65** points (**out of 100**) is required to go through to the next stage of the evaluation process. All bidders who fail to meet the said minimum score will be disqualified and will therefore not be considered further for evaluation.

Criteria	Total Score	Scoring Guidelines
<p><b>1. Operational Expertise in relevant projects:</b></p> <ul style="list-style-type: none"> <li>➤ Bidders should provide copies of stamped reference letters, on an official letterhead of a contactable referee. This will be in relation to the general performance and time completed by the bidder on a similar project. (The reference letter must include a rating percentage as a measure of service performance during the contractual period with the referee).</li> </ul> <p><b>(NB: ONLY A LETTER WITH A RATING OF 70% AND MORE WILL BE ACCEPTABLE FOR POINTS).</b></p>	<p><b>25</b></p>	<p><b>25 POINTS:</b> For five (5) or more letters in a similar project.</p> <p><b>20 POINTS:</b> For four (4) letters in a similar project.</p> <p><b>15 POINTS:</b> For three (3) letters in a similar project.</p> <p><b>10 POINTS:</b> For two (2) letters in a similar project.</p> <p><b>5 POINTS:</b> For one (1) letter on a similar project.</p> <p><b>0 POINTS:</b> Non-submission and letter with a rating of 69% or less.</p> <p><b>NB: Bidders may make use of Annexure A of the bid document as a recommended template to be used for reference letters.</b></p>
<p><b>2. Response Vehicles Required:</b></p> <ul style="list-style-type: none"> <li>➤ Bidders must demonstrate the capacity to render rapid response services to our sites. Where vehicles are owned by the company/ director, bidders must attach vehicles registration certificates and valid license disc. Where vehicles are leased, a valid lease agreement and lease statement/invoice of account (not older than three months) must be provided.</li> </ul>	<p><b>25</b></p>	<p><b>- Motor Vehicles- proof ownership/lease agreement by the company to be provided.</b></p> <p><b>25 POINTS</b> - If the company currently owns/leases four (4) or more motor vehicles. Attach four or more valid vehicles registration certificates and license discs or valid lease agreement/s.</p> <p><b>20 POINTS</b> - If the company currently owns/leases three (3) motor vehicles. Attach three valid vehicles registration certificates and license discs or valid lease agreement/s.</p> <p><b>15 POINTS</b> If the company currently owns/leases two (2) motor vehicles. Attach two valid vehicles registration certificates and license discs or valid lease agreement/s.</p> <p><b>10 POINTS</b> - If the company currently owns/leases one (1) motor vehicle. Attach one valid vehicles registration certificate and license disc or valid lease agreement.</p> <p><b>0</b> - If did not attach valid proof of vehicle ownership/leased agreement</p>

<p><b>3. Relevant Company Experience</b></p> <ul style="list-style-type: none"> <li>➤ This refers to the bidders' references related and relevant to the rendering of security services.</li> <li>➤ Bidders should provide copies of stamped reference letters, on an official letterhead of the referee in relation to the experience gained on projects relevant to the scope of work.</li> <li>➤ <b>The following details are to be included in the reference letter: Details</b> of work that have been successfully completed (Security Services scope of work).</li> <li>➤ the contract value and period.</li> </ul> <p><b>NB: FOR EXPERIENCE ACCUMMULATED WITH DIFFERENT REFEREES: THE PROJECTS MUST HAVE NOT RAN IN CONCURRENT MONTHS FOR THE DURATION OF THE PROJECTS.</b></p>	<p><b>25</b></p>	<p><b>25 POINTS:</b> For five (5) or more years in 24-hour security services.</p> <p><b>20 POINTS:</b> For four (4) years in 24-hour security services.</p> <p><b>15 POINTS:</b> For three (3) years in 24-hour security services.</p> <p><b>10 POINTS:</b> For two (2) years in 24-hour security services.</p> <p><b>5 POINTS:</b> For one (1) year in 24-hour security services.</p> <p><b>0 POINTS:</b> For zero years and non-submission.</p> <p><b>NB: Bidders may make use of Annexure A of the bid document as a recommended template to be used for reference letters.</b></p>
<p><b>4. CAPACITY</b></p>	<p><b>25</b></p>	<p><b>Describe the roles and responsibilities of assigned staff.</b></p> <p><b>1.Operations Manager's or Company Director Experience &amp; Qualification/s</b></p> <ul style="list-style-type: none"> <li>• The Operations Manager/s Or Company Directors should have a PSIRA Grade B certificate with a minimum NFQ level 6 qualification as recognized by SAQA in any field of study and a minimum experience of five (5) years in Security management industry. <b>5 POINTS FOR SUBMISSION OF RELEVANT SUPPORT</b></li> </ul> <p><b>2.Two (2) Shift Supervisor (In charge of control room and guards) Experience &amp; Qualification/s</b></p> <ul style="list-style-type: none"> <li>• A minimum of NQF level 4 and PSIRA Grade B certificate and should have a minimum of three (3) years' experience in a similar supervisory position within the Security industry. <b>10 POINTS FOR SUBMISSION OF RELEVANT SUPPORT</b></li> </ul> <p><b>3.Three Guards Experience &amp; Qualification/s</b></p>

		<ul style="list-style-type: none"> <li>Guards should have a PSIRA Grade C certificate and a minimum experience of one (1) year in Security industry. <b>10 POINTS FOR SUBMISSION OF RELEVANT SUPPORT</b></li> </ul> <p>NB: Comprehensive CV's with certified copies of Qualifications, PSIRA certificates and Identity Document should be submitted with proposals.</p> <p><b>0 POINTS FOR NON-SUBMISSION OF RELEVANT SUPPORTING DOCUMENTS AS STATED ABOVE.</b></p>
<b>TOTAL</b>	<b>100</b>	

Only qualifying bids scoring a minimum of **65** points in functionality will be evaluated in terms of 80/20 preferential points system.

#### 5.4. PREFERENCE POINT SYSTEM

Preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

- 80 points for price
- 20 points as per Mmabana Preferential Procurement Policy and in terms of the Preferential Procurement Regulations 2022
- The price for price will be calculated as follows:**
  - $Ps = 80(1 - Pt - Pmin / Pmin)$

Where Ps = Points scored for comparative bid under consideration.

Pt = Price of tender under consideration and.

Pm = Price of lowest acceptable tender.

- Bidders pricing that is below the Direct Cost as per National Bargaining Council for Private Security Sector (NBCPSS) illustrative pricing guidelines for the 2026/2027 financial year will be regarded non-compliant and will be automatically disqualified.
  - The table as detailed in SBD 6.1 to be used to calculate the score out of twenty (20) in line with Mmabana specific goals for this Bid.
  - Operational Office and Local Presence. (Compulsory inspection to be made prior to the award).
- NB: Only Bidders who submitted proof of Locality and proof of disability will be awarded points for locality and disability.**

#### 6. VALIDITY PERIOD

The validity period for the tender after closure is 120 days.



## **7. MARKET ANALYSIS**

The Foundation reserves the right to conduct market analysis. Should the Foundation exercise this option, where a tenderer offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the tenderer if they will be able to deliver on the price, if a tenderer confirm that they cannot, the tenderer will be disqualified on the basis of being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the supplier to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The Foundation further reserves the right to negotiate a market related price with a tenderer scoring the highest points. If the tenderer does not agree to a market-related price, the Foundation reserves the right to negotiate a market-related price with the tenderer scoring the second highest points, if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points. If a market-related price is not agreed, the Foundation reserves the right to cancel the tender.

## **8. CONTRACTUAL ARRANGEMENT**

The service provider is required to enter into a Service Level Agreement with MACSF to perform all functions as set out in the project Specification or Terms of Reference.