

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INGONYAMA TRUST BOARD</b>					
BID NUMBER:	ITB/01/11/2023	CLOSING DATE:	17/11/2023	CLOSING TIME:	15h00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES AT THE INGONYAMA TRUST BOARD OFFICES FOR A PERIOD OF FOUR MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
65 Trelawney Road					
Southgate					
Pietermaritzburg					
3201					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms. T Khenisa		CONTACT PERSON	Mr. P Ngema	
TELEPHONE NUMBER	033 846 9900		TELEPHONE NUMBER	033 846 9900	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:khenisat@ingonyamatrust.org.za">khenisat@ingonyamatrust.org.za</a>		E-MAIL ADDRESS	<a href="mailto:NgemaP@ingonyamatrust.org.za">NgemaP@ingonyamatrust.org.za</a>	
<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:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>		<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)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## SECTION C

### REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za)
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

**SECTION C**  
**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE**  
(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative) ....., WHO  
REPRESENTS (state name of bidder) .....CSD Registration  
Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS  
AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE  
DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS  
BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED  
ON THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....

**PRICING SCHEDULE****NAME OF BIDDER:** .....**BID NO.:** ITB/01/11/2023**CLOSING DATE:** 17/11/2023**CLOSING TIME:** 15H00 PMOFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF BID.**DESCRIPTION & PRICE DETAILS OF SERVICE REQUIRED**

DESCRIPTION	QUANTITY	RATE PER GUARD	TOTAL AMOUNT
Day Shift Guards (Grade C, Unarmed), weekdays only (Monday to Friday) 06h00 – 18h00	02	R_____ per guard, per month	
Night Shift Guards (Grade C, Unarmed), weekdays only (Monday to Friday), 18h00 – 06h00	01	R_____ per guard, per month	
Day Shift Guards (Grade C, Unarmed), weekends and public holidays, 06h00 – 18h00	01	R_____ per guard, per month	
Night Shift Guards (Grade C, Unarmed), weekends and public holidays, 18h00 – 06h00	01	R_____ per guard, per month	
Administrative and Overhead costs.			
<b>SUB-TOTAL</b>			
<b>VAT @ 15%</b>			
<b>TOTAL AMOUNT FOR FOUR MONTHS</b>			
<b>AMOUNT IN WORDS</b>			

VALIDITY PERIOD OF OFFER (in months)	60 days (2 Months)	
<b>Supplier/Service Provider Business Stamp</b>		
<i>I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers &amp; accepts all conditions/clauses contained in the said documents.</i>		
Signature of duly authorised representative		Date:

.....  
(Signature of Service Provider)

.....  
Date

.....  
(Signature of Witness)

.....  
Date

**NB: FAILURE TO FULLY COMPLETE THIS SBD 3.3 WILL RENDER YOUR PROPOSAL REGARDED AS NON-RESPONSIVE AND WILL THEREFORE NOT BE CONSIDERED FOR FURTHER EVALUATION.**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1. If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....

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



### 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.
- 3.5 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.
- 3.6 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.
- 3.7 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**

### 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 applicable preference point system for this tender is the 80/20 preference point system.
- 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:
- |  | <b>POINTS</b> |
|--|---------------|
| <b>PRICE</b>                                     | <b>80</b>     |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>     |
| <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 regarding 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

Pmin = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

**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)
100% black ownership.	10	
Company with the control room within uMgungundlovu District Municipality.	10	

#### **REQUIRED PROOF.**

Ownership ID Copy of the director (s) and company registration document.

Company location Municipal utility bill or lease agreement.

#### **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>	.....
	.....
	.....
	.....

## CONTRACT FORM - RENDERING OF SERVICES

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

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. 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 clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - 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)
3. 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 services 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.
4. 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.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

#### WITNESSES

1 .....

.....

2 .....

# **CONTRACT FORM - RENDERING OF SERVICES**

## **PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

## SECTION D

### AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO-OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms .....

acting in the capacity of .....

whose signature is .....

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

*(if the space provided is not enough please list all the director in the resolution letter)*

**Note:**

The following document must be attached to this form according to the status of the enterprise, in the form of a resolution authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise, and **such resolution shall include a specimen signature of the signatory.**

Co-operative:	Resolution letter from the directors
Close Corporation:	Resolution letter from the directors
Company:	Resolution letter from the director/s
Sole Proprietor:	Resolution letter from the director
Partnership:	Resolution letter from the director
Joint Venture / Consortium:	Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises

**Note:** Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

**Failure to complete, sign and date this form or failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.**





# INGONYAMA TRUST BOARD

• 65 Trelawney Road, Southgate, Pietermaritzburg, 3201 • P.O. Box 601, Pietermaritzburg, 3200  
• Tel: 033 846 9900 • Fax: 033 386 2528 • [www.ingonyamatrust.org.za](http://www.ingonyamatrust.org.za)

## TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES AT THE INGONYAMA TRUST BOARD OFFICES FOR A PERIOD OF FOUR MONTHS.

**BID NO: ITB04/10/2023**

### 1. BACKGROUND

The Ingonyama Trust Board seeks the services of a suitably qualified and experienced security company which is PSIRA registered for the provision of security services at the Ingonyama Trust Board Offices at 65 Trelawney Road, Southgate, Pietermaritzburg.

### 2. SCOPE OF WORKS

#### 2.1 Security officers Requirements

SHIFT	NUMBER OF SECURITY OFFICERS	REQUIRED SECURITY OFFICER GRADE	HOURS	DAYS
Day shift	Two (2)	<b>MINIMUM GRADE C</b>	06h00 to 18h00	Monday to Friday
Night Shift	One (1)	<b>MINIMUM GRADE C</b>	18h00 to 06h00	Monday to Friday
Day shift	One (1)	<b>MINIMUM GRADE C</b>	06h00 to 18h00	Weekends and public holidays
Night Shift	One (1)	<b>MINIMUM GRADE C</b>	18h00 to 06h00	Weekends and public holidays

### 3. BID CONDITIONS

- 3.1. The Service Provider agrees that the responsibility of payment for services rendered to the Board will vest in the Service Provider, who must submit on a monthly basis (regardless of the number of days in the month) an invoice to the Board.
- 3.2. The Ingonyama Trust Board must pay to the Service Provider the amount of such invoice within thirty days (in accordance with Treasury Regulation 8.2.3) of receipt of an undisputed invoice.
- 3.3. The successful service provider will be required to enter into a contract with the Ingonyama Trust Board, in the form of a Service Level Agreement (SLA).

3.4. The Service Provider must give 30 day's written notice of any circumstances preventing it from completing its obligations in terms of the contract.

3.5. Once the service contract has been awarded, it may not be sub-contracted out.

3.6. It is the responsibility of each bidder to ensure that all applicable taxes are included in the offer. Bidders must ensure that they factor in VAT for offers above R1 million as it is a compulsory requirement of the VAT Administration Act. If an entity is not registered as a VAT vendor, the entity is expected to register for VAT within 21 days of being awarded a contract and produce such proof of registration to the ITB.

As a rule, the ITB is not responsible for making any payments towards VAT on bidders that were awarded contracts without the inclusion thereof at the time of the bid closure.

### 3.7 Minimum Wages

3.7.1 It is expected that the contractor shall pay his/her employees at or above a minimum monthly basic wage, at a rate prescribed by PSIRA. The ITB reserves the right at any time to request documentary proof of compliance with the minimum wage as per sector determination. The proof may include but not limited to the copy of the salary advice from any of the officers on site. Failure to produce such proof will constitute breach of the contract and may result in the cancellation of the contract.

3.7.2 Non-compliance with the payment of the sector determined minimum wage constitutes breach of the contract and may result in the ITB cancelling the contract.

## 4. KEY QUALIFICATIONS, EXPERIENCE, SKILLS AND COMPETENCES OF THE SERVICE PROVIDER

The service provider must have relevant experience, key qualifications and skills in conducting security services on similar entities with similar size and complexity. The service provider must provide evidence of similar engagements with previous clients.

### 4.1 Function of Security Officers:

- 4.1.1. All vehicles entering and exiting ITB offices must be checked and recorded in a daily log sheet recording all relevant information with regards to visitors and ITB officials and their vehicles to the site.
- 4.1.2. Must monitor the CCTV system.
- 4.1.3. The IT vehicles must be checked, mileage recorded and entered on a separate daily log sheet when entering and exiting the site.
- 4.1.4. Hourly patrol the facilities and parameters of the site.
- 4.1.5. The firearm competent security officer must ensure that all due processes are followed, when visitors enter the building with firearms.
- 4.1.6. Report all emergencies and possible illegal activities to the service provider's control room and the designated ITB representative officer immediately.

### 4.2 Special Conditions for Security Officer:

The following is required from all security officers:

- 4.2.1** Must be dressed in full company security uniform and be presentable when on duty.
- 4.2.2** Must be in possession of a truncheon, torch and a two-way communication device when on duty.
- 4.2.3** Must be trained and skilled in the use of weapon detectors and scanners.
- 4.2.4** Must be registered at PSIRA.
- 4.2.5** Must wear an ID card whilst on duty in such a manner that it can be clearly seen. The ID card must contain the members' name, surname, PSIRA number, employee number and a photo of the employee.
- 4.2.6** Must have minimum Grade C security grading.

#### 4.3 General Requirements of the Service Provider:

- 4.3.1. Must have a 24 hour dedicated control room.
  - a. The control room must have an electronic two-way radio base set and an emergency back-up service.
  - b. The control room must have strict access control and it must be according to PSIRA standards.
    - i. The PSIRA certificate regarding the control room standard **must be submitted**.
- 4.3.2. Guards must be paid equal to or above the required PSIRA salary rates. Proof of PSIRA rates of the service provider must be submitted with tender documents.
- 4.3.3. The service provider must submit proof of a Public Liability Insurance Policy to the value of a minimum of R 1 000 000.00, providing cover against all claims.
- 4.3.4. The service provider must own at least one vehicle in road worthy condition and must submit a certified copy of the registration certificate and road worthy certificate of the vehicle and proof of ownership.
- 4.3.5. In the event that the ITB requires additional security services then it must be provided at the current rate charged to the organization.
- 4.3.6. Evidence of hourly patrolling must be provided for reporting.
- 4.3.7. Must supply and install perimeter tool and monitoring baton for patrolling.
- 4.3.8. All Shifts Security Officer to be trained in the use of fire extinguishers and fire hose (attach proof).
- 4.3.9. All security personnel deployed to the site (and relievers) must have police clearance and may not have a criminal record. A report regarding the police clearance of all guards must be submitted twice a year.
- 4.3.10. Monitoring and control of the security guards must be done by the appointed service provider daily through scheduled and unscheduled visits.

#### 4.4. Command and Control:

- 4.4.1. Guards must be visited by the supervisor for a minimum of 4 times a day, forenoon, afternoon, before midnight and after midnight.
- 4.4.2. Registers such as Occurrence Book must be kept in the guard house and signed by the visiting supervisor upon each visit.
- 4.4.3. All calls for assistance by guards will be the responsibility of the security company except when the SAPS VIP unit is on site.
- 4.4.4. Regular meetings will be held between the security company supervisor and the site /office manager. Any non performing security staff will be immediately replaced with more competent staff.
- 4.4.5. If the security service provider does not have existing offices within a thirty (30) kilometer radius of the site, they must specify how they propose to manage:
  - a. The four (4) compulsory management of site visits.
  - b. Response time in the event of an emergency call out that requires management intervention; and
  - c. The maximum 60 minute mandatory response time to a call out.

## 5. DURATION OF CONTRACT

The security services contract is for a period of 4 months.

## 6. SUBMISSION

Interested service providers are expected to comply and submit their Bids as required:

- 6.1 Bid documents must be delivered to the **Ingonyama Trust Board, 65 Trelawney Road, Southgate, Pietermaritzburg.**
- 6.2 Bid document must be sealed and endorsed with **Bid No. ITB01/11/2023**  
**‘Appointment of Service Provider for the Provision of Security Services to the Ingonyama Trust Board’**
- 6.3 Bid document must be placed in the Tender Box located in the reception area of the Ingonyama Trust Board’s offices by **15h00 on 17 November 2023.**
- 6.4 Late submissions will not be considered and faxed or emailed applications will not be accepted.

## 7. BRIEFING SESSION

No compulsory briefing.

## 8. ENQUIRIES

All technical enquiries and administrative enquiries should be directed to Ms T Khenisa email [khenisat@ingonyamatrust.org.za](mailto:khenisat@ingonyamatrust.org.za).

During office hours from 09h00 to 15h00, Monday to Friday.

## 9. COMPULSORY RETURNABLE DOCUMENTS- PHASE 1

### **9.1 ANY SERVICE PROVIDER WHO FAILS TO SUBMIT ANY OF THE FOLLOWING COMPULSORY DOCUMENTS WILL BE DISQUALIFIED FOR THIS BID.**

- 9.1.1 The official Bid document must be fully completed in indelible **black ink**. Where information requested does not apply to the Bidder and the space is left blank, it will be deemed to be not applicable.
- 9.1.2 The bidder must adhere to the Pricing Instructions,
- 9.1.3 The necessary document authorizing the Representative to sign and submit the bid on the bidder’s behalf must be completed and signed.
- 9.1.4 The Standard Bid Documents (SBDs) by the bidder must be completed and signed.
- 9.1.5 Valid Letter of good standing Compensation for Occupational Injuries and Diseases Act (COIDA).
- 9.1.6 Valid ICASA Radio license in the name of the company or lease agreement and valid ICASA license from the license holder,
- 9.1.7 Certified and valid company Private Security Industry Regulatory Authority (PSIRA) Certificate under the name of the company.
- 9.1.8 Detailed Operational Plan
- 9.1.9 Company municipal utility bill not older than 3 months, in the case where the company is operating the areas where municipal charges are not applicable, a Proof of Residence and an Affidavit or a lease agreement must be submitted.
- 9.1.10 Central Supplier Database Report (CSD), obtained not more than 3 weeks prior to the closing date of this bid.
- 9.1.11 Verification PIN/SARS tax letter pin,

- 9.1.12 Company / CC / Trust / Partnership / registration certificates.
- 9.1.13 Certified proof of firearm competency for firearm competent officer(s) (certificate)
- 9.1.14 Proof of public liability insurance (minimum of R 1 000 000.00)

## **9.2. PHASE 2: FUNCTIONAL EVALUATION**

- 9.2.1. The minimum qualifying score for the functionality will be **70 points out of 100 points (70%)** and the bidder that fails to achieve the minimum qualifying score will not be considered for further evaluation.
- 9.2.2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 principles of the Preferential Procurement Policy Framework Act, No.5, 2000 with its Regulations.
- 9.2.3. Points will not be given for non-submission of documents and poor response(s).

Requirement	Maximum Points
<p>Bidders must submit contactable references where bidder performed similar functions, on a letterhead of the referees, detailing the name of the referee and contact details. The reference letter must not be older than 36 months from the closing date of the bid.</p> <ul style="list-style-type: none"> <li>✓ 10 points for 1 to 2 reference letters</li> <li>✓ 20 points for 3 to 4 reference letters</li> <li>✓ 30 points for more than 5 reference letters</li> </ul>	30
<p>CV's must be provided on the senior proposed team that will be managing the ITB site. CV's must be submitted for management and supervisor.</p> <p>Management:</p> <p>five (5) years or above experience in security industry 10 points</p> <p>three (3) years to four (4) years' experience in security industry 05 points</p> <p>Qualifications ( Grade B and above) 05 points</p> <p>Supervisor:</p> <p>Three (3) years or above experience in security industry 10 points</p> <p>Qualifications (Grade B and above) 5 points</p>	30
<p>Proof of Infrastructure to be able to provide the service:</p> <ul style="list-style-type: none"> <li>✓ Control room with a functioning communication infrastructure. Pictures, physical address, coordinates, and the proof of address to be attached.</li> </ul>	10
<p>Detailed Implementation Plan on site :</p> <ul style="list-style-type: none"> <li>✓ managing and controlling on a daily basis operation- 10 points</li> <li>✓ response to emergencies (breach of security)- 10 points</li> <li>✓ Operational plan detailing how a strike by the security officers will be managed – 5 points</li> <li>✓ physical access control plan and deployment plan – 5 points</li> </ul>	30
<b>TOTAL NUMBER OF POINTS</b>	<b>100</b>

### 9.3. Phase 3: Price and Special goal points

*All bids that achieve the minimum qualifying score (acceptable bids) will be evaluated further in terms of preference points system as follows.*

FUNCTIONAL CRITERIA	WEIGHT
Price	80
Special goals	20
<b>Total</b>	<b>100 points</b>