



760 Dr. James Moroka Drive
Gaabomotho Building
Private Bag X90
Mmabatho 2735

DIRECTORATE

SUPPLY CHAIN MANAGEMENT

Tell: +27 (0) 18 388 4136

E-Mail: sgpitso@nwpg.gov.za

INVITATION TO BID

ACSR 144/2023: - PROVISION OF PRIVATE SECURITY SERVICES FOR DR KENNETH KAUNDA DISTRICT FOR A PERIOD OF THREE (3) YEARS

- 1 You are invited to submit a bid for the services as indicated above.
- 2 **A compulsory briefing session will be held on the 27th November 2023 at 11H00 at Mahikeng Embassy Hall, Cnr William Dick Avenue and Sarel Eloff Street. Failure to attend the compulsory briefing meeting will result in your bid not being considered.**
- 3 The conditions contained in the General Conditions of Contract (GCC), the attached Terms of Reference and any other conditions accompanying this bid document are applicable.
- 4 The work procedure the bidder proposes to follow in order to obtain the required result must be clearly outlined and its terms may not conflict with those contained in the General Conditions of Contract

The following documents will be attached to this bid document:

- a) Terms of Reference
 - b) SBD 1: Invitation to bid
 - c) SBD 4: Bidders disclosure (declare interest in other companies on Par. 2.3)
 - d) SBD 6.1: Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022
 - e) General Conditions of Contract (GCC)
 - f) Pricing Schedules
- 5 All the documents accompanying this invitation to bid must be fully completed in detail and signed where applicable. **FAILURE TO PROVIDE/COMPLY WITH ANY OF THE MANDATORY REQUIREMENTS MAY RENDER THE**



situated at an entrance at Gaabomotho Building, 760 Dr. James Moroka Drive, Mmabatho, 2735 before closing date and time as follows:

Bid number: ACSR 144/2023

Closing date: 13 December 2023

Closing Time: 11H00



MS. S. PITSO
ACTING DIRECTOR: SUPPLY CHAIN MANAGEMNET

15/11/2023

DATE

RECOMMENDED / ~~NOT RECOMMENDED~~



MR. S.G. SEBOLECWE
CHAIRPERSON: BID SPECIFICATION COMMITTEE

15/11/2023

DATE

APPROVED / ~~NOT APPROVED~~



MR. T. MABE
ACTING HEAD OF DEPARTMENT

16/11/2023

DATE



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ACSR 144/2023	CLOSING DATE:	13 DECEMBER 2023	CLOSING TIME:	11H00
DESCRIPTION PROVISION OF PRIVATE SECURITY SERVICES FOR DR KENNETH KAUNA DISTRICT FOR A PERIOD OF THREE(3) YEARS					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
760 DR JAMES MOROKA ROAD					
GAABOMOTHO BULIDING					
MMAABATHO					
2735					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS. S. PITSO		CONTACT PERSON	MR. M. S. MOSIMANE	
TELEPHONE NUMBER	018 388 4136		TELEPHONE NUMBER	018 388 2850	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	SGPITSO@NWPG.GOV.ZA		E-MAIL ADDRESS	BMOSIMANE@NWPG.GOV.ZA	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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.
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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

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

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

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

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

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

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).
- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
- (b) Specific Goals.
- 1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 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:

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

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

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:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with 50% or more, owned by HDI's		5		
Enterprises with less than 50% owned by HDI's		2.5		
Enterprises with 50% or more, owned by Women		6		
Enterprises with less than 50% owned Women		3		
Enterprises with 50% or more owned by Youth		5		
Enterprises with less than 50% owned by Youth		2.5		
Enterprises with 50% or more, owned by People with Disability		4		
Enterprises with less than 50% owned by People with Disability		2		

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.

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

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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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 any thing 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 supplies 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 supplies 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 "Written" or "in writing" means handwritten 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, 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 supplies, 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 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

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.

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 in SCC.

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 supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 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 supplies 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 supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies 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 supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies 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 supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies 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 23 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 and 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, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

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 in the SCC.

12. Transportation

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

13. Incidental services

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

- (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 in SCC, 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 in SCC.

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 in SCC 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 in SCC, 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 in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment 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 in SCC.

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 in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

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 contracts 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 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 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 supplies are required, or the supplier's services are not readily available.

21.5 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 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies 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 judgment 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 intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, 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 Accounting Officer / Authority 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. Anti-dumping
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 contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies 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 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 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.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful 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 in SCC.
- 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 the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 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 (or bid rigging).
- 34.2 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 the Competition Act No. 89 of 1998.

- 34.3 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.



Department of Arts, Culture, Sports and
Recreation

North West Provincial Government

REPUBLIC OF SOUTH AFRICA

“Terms of Reference”

Provision of private security
services for Dr Kenneth Kaunda
District for a period of three (3)
years

Closing date: 13 December 2023

BID NUMBER: ACSR 144/2023



Head Office: GAABOMOTHO BUILDING

Physical Address : 760 Dr James Moroka Drive

Gaabomotho Building

Mmabatho, 2735

Contact person:

Technical queries: Mr. M.S. Mosimane

Email: bmosimane@nwpg.gov.za

Telephone: 018 388 2850

SCM queries: Ms. S. Pitso

Email: sgpitso@nwpg.gov.za

Tel: 018 388 4136/2676

The North West Department of Arts, Culture, Sports and Recreation seeks to appoint a service provider to provide physical private security services at the following sites of Dr Kenneth Kaunda District

	SITE	GRADE B	GRADE C	GRADE B	GRADE C
	DR. KENNETH KAUNDA	Day Shift	Day Shift	Night Shift	Night Shift
1	Dr Kenneth Kaunda District Library (Klerksdorp)		1		1
2	Donkervleit Recreation Centre	1	3	1	3
3	Noyons Recreation Centre	1	3	1	3
4	Lebaleng Library		1		2
5	Leeudoringstad Library		1		2
6	Kgakala Library		1		1
7	Makwassie Library		1		1
8	Wolmaranstad Library		1		2
Total		2 personnel	12 personnel	2 personnel	15 personnel

The Department reserves the right to increase, reduce or collapse the number of guards and/or sites depending on the operational need, from time to time.

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 three (3) years with the following basic requirements:
- ✓ Provision of a 24 hour security service as per the number of guards indicated above.
 - ✓ An officer should be able to read, write and compile a meaningful report (e.g. incident reports and occurrence book).
 - ✓ Good communication skills.
 - ✓ A neat and clearly identifiable uniform at all times.
 - ✓ 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 sites.
 - ✓ The successful bidder will be expected to provide proof of registration by PSIRA of individual guards.
 - ✓ To be courteous and ready to assist staff and visitors.

2. The Security Services shall further include but not limited to the following:

- ✓ The provision of efficient security, protection and safety of the departmental assets, property, employees and other persons in or on the premises;
- ✓ Effective use of access control and bag/parcel searching to prevent possible loss and theft;
- ✓ To prevent burglary and vandalism;
- ✓ To provide an adequate surveillance on premises to ensure protection and safety of all equipment, assets and vehicles;
- ✓ To maintain an occurrence book, register check all unlocked doors, check for fire threats and suspicious parcels;
- ✓ To record all vehicle/ persons movements in the appropriate register (vehicles, personnel, parcels and guns);

- ✓ To submit a security report to the Department 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 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 appointment cards.
- ✓ To manage visitors and assets movement.

3. Acceptance of the contract is subject to:

- 3.1** That the service provider will sign the service level agreement with the department before services are to be rendered within seven (7) working days after the bid has been awarded.
- 3.2** Security personnel shall meet the requirements and a certification in the training requirements of PSIRA.
- 3.3** 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 ensure that none of the security personnel appointed has a criminal record.
- 3.4** The service provider shall provide and thereafter maintain all appropriate workmen's compensation insurance, with respect to its employees to cover claims for personal injury or death in connection with this contract.
- 3.5** The service provider shall also provide and thereafter maintain liability insurance of an amount not less than R 5 Million Rand to cover third party claims in case of death, bodily injury, 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.

- 3.6 The service provider shall upon request, provide the department with satisfactory evidence of the insurance required under 3.5 above.
- 3.7 The service provider shall take responsibility for any damages incurred as a result of omission or negligence from their employees or service provider's failure to provide services in connection with this contract.

4. The service provider must ensure that the following are adhered to:

- 4.1. Strict adherence to prescribed PSIRA Regulations;
- 4.2. Strict adherence to these Terms of Reference;
- 4.3. Strict monitoring of occurrence book
- 4.4. Strict adherence to Basic Conditions of Employment Act;
- 4.5. Strict adherence to Workmen's Compensation;
- 4.6. Strict adherence to Unemployment Insurance Fund.
- 4.7. Strict adherence to National Bargaining Council for the Private Security Sector: Bargaining Council Main Collective Agreement, Gazette No 47797

5. THE SERVICE PROVIDER SHOULD PROVIDE THE FOLLOWING TOOLS

- ✓ Each security guard must have a baton stick and metal detector in his/her possession;
- ✓ Set of Hand Cuffs and pepper sprays;
- ✓ Two-way radio for each patrol officers and for the Guard Room;
- ✓ One Torch for patrol officer and one at Guard Room for night shift;
- ✓ All Security Officers must have uniform for all seasons including protective clothing such as rain suits, etc. (Samples to be made available during inspection)

6. EVALUATION CRITERIA AND PROCESS TO BE USED:

The department will follow minimum standard or criteria that the bidder needs to meet in order to progress through the evaluation and selection process. The process consist of the following four (4) phases:

6 Phase 1: Pre-Qualification Requirements

6.1 Administrative Requirements

- The prospective bidders are required to provide the following documents:
 - ✓ Company profile;
 - ✓ Company Registration Certificate (CK);
 - ✓ ID copies of the director/s;
 - ✓ Tax Compliance Status (TCS) or Personal Identification Number (PIN).
 - ✓ Valid B-BBEE certificates / Sworn Affidavits on prescribed form;
 - ✓ Consolidated B-BBEE for Joint Ventures - Each bidder must submit a separate proof and copy of Tax Compliance Status (TCS) or Personal Identification Number (PIN).
 - ✓ SBD 1: Invitation to bid
 - ✓ SBD 4: Bidders disclosure (declare interest in other ALL companies related to the bidder/s. Full names of companies to be written NOT MAAA number/s on Par. 2.3). CIPC will also be used to verify possible collusion.
 - ✓ SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
 - ✓ CSD (Central Supplier Database) registration report

6.2 Mandatory Requirements

- The prospective bidders are required to provide the following documents:
 - ✓ Valid letter of good standing for Compensation for Occupational Injuries and Diseases (COIDA);
 - ✓ Unemployment Insurance Fund (UIF) registration certificate;
 - ✓ Valid letter of Good Standing with PSIRA for the company;
 - ✓ Valid PSIRA certificates of the company.
 - ✓ Valid PSIRA certificate for ALL company director/s;
 - ✓ ICASA Licence or lease agreement for communication tools/systems (control room, two way radios etc)
 - ✓ Valid Private Security Sector Provident Fund compliance certificate;
 - ✓ Valid SAPS Clearance Certificate (valid at the time of closing the bid);

- ✓ A copy of liability insurance cover not less than of R 5 million, in the name of the company (service provider)
- ✓ Registration certificate with the National Bargaining Council of Private Security Sector.
- ✓ Joint Ventures: Bidders must submit a valid and signed joint venture agreement as acceptable proof of the existence of a joint venture.

Should any of the above mentioned mandatory requirement not be attached on the closing date and time, the bid will be considered to be non-responsive.

Phase 2: Technical Requirements

- ✓ Only bidders that have met the Pre-Qualification Criteria in Phase 1 will be evaluated in Phase 2 on Technical Criteria;
- ✓ The bidders' proposal will be scored according to the technical criteria;
- ✓ The threshold values set for the qualification of this bid is 65 out of 100 which is 65% for weight and all bidders who score below the threshold value will be eliminated.

6.3 Criteria 1 – **Existing** Operational office with functioning control room (Office to have Personnel; Furniture; Computer; Base radios; Security equipment; uniform; ICASA complaint control room etc)

- Acceptable evidence of Operational office with control room owned/ leased in the Dr Kenneth Kaunda District
- Acceptable evidence of Operational office with control room owned /leased in North West Province
- Acceptable evidence of Operational office with control room owned/ leased outside North West Province

The bidder to provide an existing and valid lease agreement, titled deed or statement of business account, in the name of the company from the local

municipality as proof of ownership. In case of rural areas, an allocation of business site in the name of the company to be provided.

NB: ACSR will conduct a compulsory site inspection to verify capabilities and readiness to render security services. This stage of evaluation is based on site inspection for shortlisted bidders only.

6.4 Criteria 2 – Qualification of company owner/s

- Security related qualifications of company directors and their CV's
- Individual experience of each owner will be considered.

6.5 Criteria 3 – References related to past experience

- This refers to the bidders' references related and relevant to the rendering of security services;
- Bidders should provide the copies of reference letters with contactable reference, on an official letterhead of the referee, in relation to the security services rendered;
- The following details to be included in the reference letter:
 - Details of security service rendered;
 - Was the work completed within the contractual time frame;
 - The contract period;
 - The contract amount, not less than R5m;
 - Accessibility of the bidder;
 - General performance of the bidder.

Reference letters with contracts value less than R5m will not be awarded points.

6.6 Criteria 4 - Response Vehicles

- Bidders should demonstrate capacity to render response services to our sites.

6.7 Criteria 5 – Financial strength based on R 5 million

- Bidders to submit bank rating letter clearly stating that R5m was used to rate the company;

Bank ratings done on amounts less than R5m and on ratings without amounts will not be awarded points

Testing minimum criteria: 65 points for technical criteria

Criteria	Weight	Scoring Guidelines	Value
<p>Operational Office with functional ICASA complaint control room.</p> <p>(Proof of ownership/lease agreement or allocation of business site in case of rural areas/Tribal Land to be attached)</p> <ul style="list-style-type: none"> Letter from the Municipality in the name of the company, (not older than three months from the date of issue) Proof of allocation of business site (in case of tribal land). Lease Agreement in the name of company Tittle deed in the name of company <p>The operational office will be verified during inspection by ACSR officials</p>	30%	Acceptable evidence of Operational office with control room owned/ leased in the Dr Kenneth Kaunda District	5
		Acceptable evidence of Operational office with control room owned/leased in North West Province	2
		Acceptable evidence of Operational office with control room owned/leased outside North West Province	1
<p>2. Number of years the company owner(s) is involved in the security services business.</p> <ul style="list-style-type: none"> Security related qualifications of company directors. CV's of company directors with contactable references 	15%	The owner (s) in possession of Grade A/B with more than 10 years relevant experience	5
		The owner (s) in possession of Grade A/B with more than 7 to 10 years of relevant experience	4
		The owner (s) in possession of Grade A/B with more than 5 to 7 years of relevant experience	3
		The owner (s) in possession of Grade A/B with more than 3 to 5	2

		years of relevant experience years	
		The owner (s) in possession of Grade A/B with 3 years and below of relevant experience	1
<p>3. References related to past experience, this refers to the bidders' references related and relevant to the rendering of security services;</p> <p>Bidders should provide the copies of reference letters with contactable details of referee(s), on an official letterhead of the referee, in relation to the security services rendered;</p> <p>The following details to be included in the reference letter:</p> <ul style="list-style-type: none"> • Details of security service rendered; • Was the work completed within the contractual time frame; • The contract period; • The contract amount of not less than R10m; • Accessibility of the bidder; • General performance of the bidder <p>Reference letters with contract value of less than R5m or without value will not be awarded points.</p>	20%	5 or more projects in security services of not less than R5m	5
		4 projects in security services of not less than R5m	4
		3 projects in security services of not less than R5m	3
		2 projects in security services of not less than R5m	2
		1 project in security services of not less than R5m	1
4. Response Vehicles	15%	Five (5) or more vehicle registration certificates submitted	5
Bidders should demonstrate capacity to			

<p>render rapid response services to our sites</p> <p>Evidence required:</p> <ul style="list-style-type: none"> Submission of vehicle registration certificates under bidders company name or Directors or lease agreement to the company <p>(Vehicles must be branded and will be verified during the site inspection)</p>		Four (4) vehicle registration certificate	4
		Three (3) vehicle registration certificate	3
		Two (2) vehicle registration certificate	2
		One (1) vehicle registration certificate	1
<p>5. Financial strength based on R5 million</p> <ul style="list-style-type: none"> submit bank rating letter base on an amount NOT less than R5m <p>Bank rating letters with an amount less than R5m or without amount will not be awarded points.</p>	20%	A	5
		B	4
		C	3
		D	2
		E	1

For a bid to be responsive, the minimum points for functionality shall be **SIXTY FIVE (65) POINTS, which will be calculated after inspection and confirmation of information provided.** Any bid with less than seventy (65) points will be eliminated.

Phase 3: Site Inspection:- Site inspection will be conducted for all the shortlisted bidders.

Site inspection will be conducted for all the shortlisted bidders.

1. Operational office

- a. **Existing** Immovable Office with furniture, equipment, personnel and control room (Base Radio, Two Way Radios, Electrical back up, ICASA licence) **(50 points)**

- b. **Existing** Immovable Office with furniture, equipment's, personnel without control room **(20 points)**

2. Company vehicles;

- a. Existing Branded vehicles with valid licence certificates in the name of the company or lease agreement **(50 points)**
- b. Existing unbranded vehicles with valid licence certificates in the name of the company or lease agreement **(20 points)**

6.8 Phase 4: Preference Point System

The qualifying bidder (after obtaining the minimum points of seventy (70) points and above in Phase 2 of Functionality) and after verification of operational office and vehicles will then be evaluated for price in terms of Procurement Preferential Regulation of 2022 using either 80/20 preferential points system.

CRETIRIA	80/20
1. Enterprises with 50% or more, owned by Historically Disadvantaged Individuals.	5
2. Enterprises with less than 50% ownership by Historically Disadvantaged Individual.	2.5
3. Enterprises with 50% or more, owned by Women	6
4. Enterprises with less than 50% ownership by Women	3
5. Enterprises with 50% or more, owned by Youth	5
6. Enterprises with less than 50% ownership by Youth	2.5
7. Enterprises with 50% or more, owned by People with Disability	4
8. Enterprises with less than 50% ownership by People with Disability	2
TOTAL	20

7. ADDITIONAL OBJECTIVE CRITERIA

- Bidders are allowed to bid for all five (5) security services bids issued by the Department;
- No bidder will be awarded more than one (1) bid;

- In an instance the highest scoring bidder has already been awarded a bid, the next responsive bidder will then be considered.
- The department does not bind itself to awarding the lowest bidder.

8. CONTRACTUAL ADMINISTRATION

- 8.1. Successful bidder(s) must report to Supply Chain Management: Contract Unit immediately when unforeseeable circumstances will adversely affect the execution of the contract.
- 8.2. Full particulars of such circumstances as well as the period of delay must be furnished.
- 8.3. The appointed service provider will enter into a Service Level Agreement with the Department of Arts, Culture, Sports and Recreation to perform all functions as set out in the Terms of Reference.

9. SPECIAL CONDITION

- 9.1. National Bargaining Council for the Private Security Sector - Bargaining Council Main Collective Agreement, Gazette No 47797, must be adhered to.
- 9.2. Determinations issued by NBCPSS (Cost plus market related and reasonable overheads and profit) are applicable.
- 9.3. The successful supplier will be bound by Government Procurement: General Condition of Contract (GCC) as well as Special Conditions of Contract, which will form part of the Service Level Agreement.
- 9.4. The Service Level Agreement, which is inclusive of the GCC, SCC, Technical Specification and bid document shall be signed 7 days after the award of the bid.
- 9.5. It is expected that the bidder shall pay his/her employees at least the minimum monthly basic wage, as prescribed by the Collective Agreement with NBCPSS. The wage must be in line with the grades which the security officers have acquired at the time of deployment at ACSR sites.

- 9.6. Bidders **must** have a contingency plan that enables provision of reasonable number of security officers on site during emergency situations.
- 9.7. The department reserves the right to request proof of payment for Security Officers from the contracted Service Provider and/or Security Officer.

10. CONFIDENTIALITY

No information or documentation may be used for any other purpose other than providing for a tender proposal to the Department, and no copies of any document may be made, except with prior written approval from the Department.

11. SUBMISSION OF BIDS DOCUMENTS

- 11.1. Bidders are advised to ensure that their bids are submitted on time.

Bidders should deposit their sealed (**clearly marked Provision of private security services for Dr Kenneth Kaunda District for a period of three (3) years**) documents into the tender box available on the Ground Floor reception area at the address below:

Department of Arts, Culture, Sports and Recreation,
Gaabomotho Building,
760 Dr. James Moroka Drive,
Mmabatho,
2735.

- 11.2. Bids received after the closing date and time will not be accepted for consideration.
- 11.3. Bid documents should be submitted **before 11H00** on the closing date.

A compulsory briefing session will be held on the 27th November 2023 at 11H00 at Mahikeng Embassy Hall, Cnr William Dick Avenue and Sarel Eloff Street. Failure to attend the compulsory briefing meeting will result in your bid not being considered.

SUBMITTED BY:



MR. S.G. SEBOLECWE

CHAIRPERSON: BID SPECIFICATION COMMITTEE

15/11/2023

DATE:

APPROVED / ~~NOT APPROVED~~



MR. T. MABE

ACTING HEAD OF DEPARTMENT

16/11/2023

DATE:

DR KENNETH KAUNDA DISTRICT		PRICING SCHEDULE				YEAR ONE-2024/2025		
Description	RATE		NUMBER OF OFFICERS		CONTRACT PERIOD IN MONTHS	TOTAL AMOUNT FOR FIRST YEAR		
	Day Shift	Night Shift	Day Shift	Night Shift		DAY	NIGHT	
Ordinary Time								
Sunday Pay Premium								
Public Holiday								
Premium Allowance								
Leave Provision								
Sick Leave								
Study Leave								
Family Responsibility Leave								
Night Shift Allowance								
Long Service Bonus(5 year average)			12	15	12			
Statutory Annual Bonus								
SUB-TOTAL								
Unemployment Insurance Fund								
Hospital Cover								
Provident Fund								
COVIDA/ WCA								
Bargaining Council Levy								
PSIRA fees per Officer								
Sets of uniform								
Training (Skills Development Levy)								
Cleaning Allowance								
SUB TOTAL								
Share of overheads								
Sub Total								
Profit								
SUB-TOTAL								
Value Added Tax								
GRAND TOTAL								
GRAND TOTAL FOR DAY AND NIGHT SHIFT								

DR KENNETH KAUNDA DISTRICT		PRICING SCHEDULE				YEAR TWO-2025/2026		
Description	RATE		NUMBER OF OFFICERS		CONTRACT PERIOD IN MONTHS	TOTAL AMOUNT FOR SECOND YEAR		
	Day Shift	Night Shift	Day Shift	Night Shift		DAY	NIGHT	
Ordinary Time								
Sunday Pay Premium								
Public Holiday								
Premium Allowance								
Leave Provision								
Sick Leave								
Study Leave								
Family Responsibility Leave								
Night Shift Allowance								
Long Service Bonus(5 year average)								
Statutory Annual Bonus			12	15	12			
SUB-TOTAL								
Unemployment Insurance Fund								
Hospital Cover								
Provident Fund								
COIDA/ WCA								
Bargaining Council Levy								
PSIRA fees per Officer								
Sets of uniform								
Training (Skills Development Levy)								
Cleaning Allowance								
SUB TOTAL								
Share of overheads								
Sub Total								
Profit								
SUB-TOTAL								
Value Added Tax								
GRAND TOTAL								
GRAND TOTAL FOR DAY AND NIGHT SHIFTS								

