

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF SOCIAL DEVELOPMENT)					
BID NUMBER:	DSDP 05/25 -19/25	CLOSING DATE:	31 October 2025	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF PHYSICAL SECURITY SERVICES AT VARIOUS FACILITIES OF THE DEPARTMENT OF SOCIAL DEVELOPMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
The Department of Social Development					
21 Biccard Street (Olympic Towers Building)					
POLOKWANE					
0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Seopa PA		CONTACT PERSON	Phokane M L	
TELEPHONE NUMBER	(015) 230 4440 or 079 699 2308		TELEPHONE NUMBER	065 556 1405	
FACSIMILE NUMBER	(015) 291 2226		FACSIMILE NUMBER	(015) 291 2226	
E-MAIL ADDRESS	SeopaPA@dsd.limpopo.gov.za		E-MAIL ADDRESS	PhokaneML@dsd.limpopo.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 REGULATION 2022, 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:.....

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....

Bid number DSDP 05/25 -19/25

Closing Time 11:00

Closing date 31 of October 2025

OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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Item No	Quantity	Description	Bid Price in RSA Currency (All applicable taxes included)
		Provision of physical security services at various facilities of the Department of Social Development for a period of thirty-six (36) months	

- Required by:
- At:
.....
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES / NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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 institution	State

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

- 2.2.1 If so, furnish particulars:

.....

- 2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES / NO

- 2.3.1 If so, furnish particulars:

.....

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

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.
1. There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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:

	POINTS
PRICE	90
SPECIFIC GOALS	10
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 90/10 PREFERENCE POINT SYSTEMS

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

90/10

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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 the 90/10 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)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Promotion of Youth	2/10	
Persons with disabilities	2/10	
Promotion of women	2/10	
Enterprises located in the Limpopo Province	4/10	

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.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

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.

TABLE OF CLAUSES

1. Definitions
2. Application
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21. Delays in the supplier's performance
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34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions	<p>2. The following terms shall be interpreted as indicated:</p> <p>2.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.</p> <p>2.2. "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.</p> <p>2.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>2.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.</p>
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	<p>2.5. “Countervailing duties” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</p> <p>2.6. “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.</p> <p>2.7. “Day” means calendar day.</p> <p>2.8. “Delivery” means delivery in compliance of the conditions of the contract or order.</p> <p>2.9. “Delivery ex stock” means immediate delivery directly from stock actually on hand.</p> <p>2.10. “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.</p> <p>2.11. “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.</p> <p>2.12. “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.</p>
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	<p>2.13. "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.</p> <p>2.14. "GCC" means the General Conditions of Contract.</p> <p>2.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</p> <p>2.16. "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.</p> <p>2.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.</p> <p>2.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.</p> <p>2.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>2.20. "Project site," where applicable, means the place indicated in bidding documents.</p>
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	<p>2.21. "Purchaser" means the organization purchasing the goods.</p> <p>2.22. "Republic" means the Republic of South Africa.</p> <p>2.23. "SCC" means the Special Conditions of Contract.</p> <p>2.24. "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.</p> <p>2.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.</p>
3. Application	<p>3.1. 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.</p> <p>3.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>3.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
4. General	<p>4.1. 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.</p>

	<p>4.2. 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</p>
5. Standards	<p>5.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
6. Use of contract Documents and information; inspection.	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
6. Patent rights	<p>6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design</p>

	rights arising from use of the goods or any part thereof by the purchaser.
7. Performance security	<p>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.</p> <p>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.</p> <p>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:</p> <p style="padding-left: 40px;">(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</p> <p style="padding-left: 40px;">(b) a cashier's or certified cheque</p> <p>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.</p>
8. Inspections, tests and analyses	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>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.</p>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 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.</p> <p>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.</p>
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9. Packing	<p>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.</p> <p>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.</p>
10. Delivery and documents	<p>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.</p> <p>10.2. Documents to be submitted by the supplier are specified in SCC.</p>
11. Insurance	<p>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.</p>
12. Transportation	<p>12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</p>
13. Incidental services	<p>13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> (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;

	<p>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</p> <p>(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</p> <p>(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.</p> <p>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.</p>
14. Spare parts	<p>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:</p> <p>(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</p> <p>(b) in the event of termination of production of the spare parts:</p> <p>(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p>(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
15. Warranty	<p>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</p>

	<p>use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>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.</p> <p>15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>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.</p> <p>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.</p>
16. Payment	<p>16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>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.</p> <p>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.</p> <p>16.4. Payment will be made in Rand unless otherwise stipulated in SCC.</p>

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 contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
21. Delays in the supplier's performance	<p>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.</p> <p>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.</p> <p>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.</p>

	<p>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.</p> <p>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.</p> <p>21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling 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.</p>
22. Penalties	<p>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.</p>
23. Termination for default	<p>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:</p> <p>(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</p>

	<p>thereof granted by the purchaser pursuant to GCC Clause 21.2;</p> <p>(b) if the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>(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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
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	<p>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:</p> <ul style="list-style-type: none"> (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. <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>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.</p>
<p>24. Anti-dumping and countervailing duties and rights</p>	<p>24.1. When, after the date of bid, provisional payments are required, or antidumping 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</p>

	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	<p>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.</p> <p>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.</p>
26. Termination for insolvency	<p>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.</p>
27. Settlement of Disputes	<p>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.</p> <p>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.</p>

	<p>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.</p> <p>27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5. Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>(b) the purchaser shall pay the supplier any monies due the supplier.</p>
28. Limitation of liability	<p>28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>(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</p> <p>(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.</p>
29. Governing language	<p>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.</p>
30. Applicable law	<p>30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.</p>
31. Notices	<p>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</p>

	<p>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.</p> <p>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.</p>
32. Taxes and duties	<p>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.</p> <p>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.</p> <p>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.</p>
33. National Industrial Participation (NIP) Programme	<p>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.</p>
34. Prohibition of Restrictive practices	<p>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).</p> <p>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</p>

	<p>possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p> <p>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.</p>
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**TERMS OF REFERENCE REGARDING PROVISION OF PHYSICAL SECURITY SERVICES AT
VARIOUS FACILITIES OF THE DEPARTMENT OF SOCIAL DEVELOPMENT FOR A PERIOD
OF THIRTY-SIX (36) MONTHS**

1. DEFINITIONS

DEFINITIONS	
Acceptable Bid	Any bid, which, in all respects, complies with the specifications and conditions of the Request for Bid as set out in this document
Administrative Requirements	This are inherent requirements of the bid, therefore failure to comply or satisfy any of the requirements shall result in the invalidation of the Bid during administrative compliance stage
Asset	Refers to property, information, and personnel
Bid	A written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services or goods
Bidder Agent	Any person mandated by a prime Bidder or consortium/joint venture to do business for and on behalf of, or to represent in a business transaction, the prime Bidder and thereby acquire rights for the prime Bidder or consortium/joint venture against Department of Social Development or an organ of state and incur obligations binding the prime Bidder or consortium/joint venture in favour of the Department
Bidders	Any enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person, legal or natural, which has been invited by the Department of Social Development to submit a bid in response to this bid invitation
Client	Government departments, provincial and local administrations that participate in Department of Social Development procurement processes
Comparative Price	The price after deduction or addition of non-firm price factors, unconditional discounts, etc.
Consortium	Several entities joining forces as an umbrella entity to gain a

	strategic collaborative advantage by combining their expertise, capital, efforts, skills, and knowledge for the purpose of executing this bid
Department	The Limpopo Department of Social Development
Disability	Means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being
Firm Price	The price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has influence on the price of any supplies or the rendering cost of any service, for the execution of a contract
Functionality	The ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender document
Goods	Any work, equipment, machinery, tools, materials, or anything of whatever nature to be rendered to Department of Social Development's delegate by the successful Bidder in terms of this bid
Joint Ownership	(Also known as equity JVs) the establishment by two parent companies of a child company for a specific task within which both parent companies invest in order to overcome the limited capabilities vested within them in order that they can both benefit from the combined investment
Joint Venture	Two or more businesses joining together under a contractual agreement to conduct a specific business enterprise with both parties sharing profit and losses
Management	In relation to an enterprise or business, an activity inclusive of control, and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director
Non-firm Price (s)	All price(s) other than firm price(s)
Organ of State	A constitutional institution defined in the Public Finance Management Act, Act 1 of 1999.
Person(s)	Refers to a natural and/or juristic person(s).
Prime Bidder	Any person (natural or juristic) who forwards an acceptable proposal in response to this Request for Bid (RFB) with the

	intention of being the main contractor should the proposal be awarded to him/her
Rand Value	The total estimated value of a contract in Rand denomination, which is calculated at the time of proposal invitations and includes all applicable taxes and excise duties
SMME	Bears the same meaning assigned to this expression in the National Small Business Act, 1996 (Act No. 102 of 1996)
Successful Bidder	The organization or person with whom the order is placed or who is contracted to execute the work as detailed in the bid
Trust	The arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person
Trustee	Any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person

2. **ABBREVIATIONS**

The following are abbreviations that are being used constantly throughout this document:

SA	Security Administrator
PSIRA	Private Security Industry Regulatory Authority
RFB	Request for Bid
RSA	Republic of South Africa
ID card	Identification card
OB	Occurrence book
SLA	Service Level Agreement
SLO	Security Liaison Officer
SO	Security Officer

1. PURPOSE

The purpose of these terms of reference is to invite suitable service providers to submit a proposal for the provision of physical security services in Department of Social Development facilities for a period of thirty-six (36) months.

2. INTRODUCTION

The Department of Social Development would like to appoint security service providers that are meeting minimum requirements of PSIRA that will be effective and efficient in ensuring safety and security of assets in Department of Social Development facilities for a period of thirty-six (36) months.

3. BACKGROUND

The Limpopo Department of Social Development requires the provision of physical security services in their facilities for the purpose of safeguarding the State property and personnel and ensuring access control at all sites.

4. SCOPE OF SERVICE IN THE DEPARTMENT OF SOCIAL DEVELOPMENT

- 4.1.** The services to be provided herein cover the daily physical security provision in department of social development facilities.
- 4.2.** The services required will be for a period of thirty-six (36) months.
- 4.3.** The service providers shall indicate in their proposals the costs per month all-inclusive which implies that no extra costs will be levied.
- 4.4.** Security service providers must pay the security officer for the work that he and she has performed as provided by National Minimum Wage Act, 9 of 2018, The Basic Conditions of Employment Act, 75 of 1997 as amended and the Basic Conditions of Employment: sectorial Determination 6: Private Security Sector.
- 4.5.** The security service providers have to take note that all descriptions indicated in the Illustrative Pricing Structure by PSIRA must be catered for during payment of security officers.
- 4.6.** The minimum requirements when providing security services in the Department are as follows:
 - 4.6.1.** All security officers shall be PSIRA registered and have successfully passed the required PSIRA grading course as required by PSIRA. All security officers should always have an updated PSIRA registration card in their possession.
 - 4.6.2.** The service providers shall comply with the PSIRA requirements with an emphasis

of the PSIRA Code of Conduct.

- 4.6.3.** The service providers shall conduct regular checks or execute patrols at least every hour around the premises as required and act when there is security breach. Clock point system shall be installed in all departmental facilities for improved patrolling and monitoring.
- 4.6.4.** The service providers shall guard Department of Social Development facilities against intrusion of unauthorized entries.
- 4.6.5.** The service providers shall protect the Department of Social Development facilities and employee's equipment and properties against act of vandalism, theft or sabotage.
- 4.6.6.** The service provider(s) shall provide twenty-four (24) hours of effective security and safety coverage of the Department of Social Development facilities and maintain and record all occurrences in their pocketbooks / pocket notebooks and later be recorded in the OB.
- 4.6.7.** All security officers should wear appropriate clean uniform while on duty without exception. The service providers shall comply with the type of uniform specified on the site job descriptions and the Service Level Agreement.
- 4.6.8.** Each security officer must be physically and mentally capable of performing all assigned duties. The service providers must ensure that each employee is able to provide the required services by ensuring that regular customized training is provided to security officers. The department reserves the right to review all minimum requirements in terms of provision of services and instruct the removal of any security officer who is unable to perform his or her duties accordingly.
- 4.6.9.** Security officers are at least required to read, write and speak and understand English.
- 4.6.10.** Security officers are to be professional, courteous, friendly, tactful and helpful at all times and at the same time be firm in executing their duties.
- 4.6.11.** Security officers are to maintain a high standard of discipline and smartness in appearance at all times.
- 4.6.12.** Security officers are not permitted to bring in any friend or relatives in the departmental premises at any point in time during the execution of their duties.
- 4.6.13.** Security officers shall be expected to report to work on time and for a particular shift as designated per site job description.
- 4.6.14.** Security officers that are supposed to possess firearms within the service area must

have undergone relevant practical training on the proper, safe handling and use of firearms from an accredited training institution. Over and above that they must be in possession of a valid Competency Certificate for the handling and use of firearms.

4.6.15. It is compulsory for the Directors of the companies to be in possession of valid competency certificates.

4.6.16. No security officer shall be allowed to work more than twelve (12) hours on any day. Security Officers must be given a rest period of at least thirty-six consecutive hours as prescribed by Sectorial Determination.

4.6.17. No security officer will be allowed to leave his / her post without being properly relieved and it is the service provider's responsibility to provide continuous uninterrupted security services.

5. PUBLIC LIABILITY INSURANCE

The Security Service Provider should have no less than **five million rand (R 5, 000,000.00)** Public Liability insurance. The cover shall be claimed by the Security Service Provider if a breach of security which results in a loss by the department happens/occurs, in an event of negligence by security officers. The successful bidder shall furnish the Department with a copy of the policy cover and a letter from the relevant insurance company confirming that the policy is effective. The letter must be submitted 14 working days after the receipt of an acceptance of offer from the department. The Department reserves the right to require the service provider to produce a letter from the insurance company not older than thirty (30) days confirming the existence of the policy at any given time

6. ACCESS CONTROL (PEDESTRIANS)

- 6.1.** All persons should be searched on entry and exit using electronic handheld metal detectors and bags searched by hand.
- 6.2.** Where the need arises for a body search that should be done with the permission of the subject and reasons advanced for such a search. This should be done discreetly and privately and by same gender Security Officer.
- 6.3.** The Security Officer shall on behalf of the Department, control the entry and exit of all people in accordance with applicable legislations, policy prescripts or directive of the department regulating such access such as e.g. Notice of suspension or Ultimatum. Where the security officer continuously fails to adhere to this measure, the security management unit must implement SLA provisions.
- 6.4.** All persons should be thoroughly searched prior to entry and exit and are required to declare any firearm and hand it over to Security Officer for safekeeping. These excludes declared members of SAPS and Correctional Services on duty; however, no firearms are allowed in the Secure Care Centers.

- 6.5.** Any employee without a proper ID card should be treated as a visitor, registered accordingly, and issued with a visitor's card.
- 6.6.** All visits to the Departmental facilities shall be confirmed with the employee being visited. All visitors must be directed to the reception desk for a visitor's slip and/ or temporary access card. Where there is no reception desk, the Security Officer shall issue a visitor's slip and/ or temporary access card and record the visitor's particulars in the visitors register.
- 6.7.** After completion of the visit, the signed visitors slip and/ or temporary access card must be collected/handed in at the receptionist/ security checkpoint prior to the visitor being allowed to exit the premises. Any missing slip/ card must be investigated by the Security Administrator.

6.8. Reporting of an incident in the OB

- 6.8.1.** Any problems or unusual occurrences must be recorded in the Occurrence Book and reported to the Security Administrator (or his/ her authorized delegate).
- 6.8.2.** In the event of an emergency occurring after hours, the Security Administrator and the relevant emergency management organization must be contacted immediately.

6.9. Access Control (Vehicles)

- 6.9.1.** The Security Officer shall control the entry and exit of vehicles in and out of the Department facilities and parking areas in accordance with the provisions of Control of Access to Public Premises and Vehicles Act, Act 53 of 1985 and any relevant legislation, the Parking policy, the Security Policy and any applicable policy or directive. All vehicles shall have valid parking permits clearly displayed. Vehicles without permits are to be recorded in the Vehicle Register.
- 6.9.2.** All occupants of vehicles and the vehicles should be searched on entry and exit.
- 6.9.3.** The use of electronic vehicles and license scanners linked to the Service Provider shall be compulsory at departmental child and youth care centers and Sekutupu Old Age Home
- 6.9.4.** Access control reports per facility should be submitted monthly and/or anytime required to the LDSD.
- 6.9.5.** No vehicle other than a State vehicle or an authorized private vehicle shall park overnight on the departmental premises except with prior approval. Security should ensure that any vehicle parking overnight without the Facility heads permission/Security Administrator's, is towed away and proper records be kept of: the Tow Operator's full details, that of the towing vehicle, the one being towed including the time. A vehicle condition assessment report and charges should then be issued to the SO for attention of the vehicle owner.

- 6.9.6. When the vehicle belongs to a visitor, the Security Officer must ensure the parking has been arranged by the host prior to allowing the vehicle access to the facility (applicable sites). The parking areas should be controlled and constantly monitored.
- 6.9.7. Dispatching and receiving goods procedures may include specific security responsibilities to be performed by the Security Officer. The Security management unit shall issue the necessary instructions on the recording of the goods received or dispatched. Under no circumstances shall a security officer receive goods on behalf of the Department.

6.10. Access Control After Hours, Weekends and Public Holidays

- 6.10.1. All persons i.e. employees and non-employees requiring access after-hours, weekends and public holidays are required to record all relevant information in the After Hours Register maintained by the Security Officers. The Security Officer must ensure all information is legible and accurate. Any attempts of unauthorized access shall be recorded in the OB and access shall be denied. The matter shall also be reported to Security Management immediately.

7. PROCEDURES AND RECORD KEEPING

- 7.1. SA and SO shall agree on any additional Security register required on site.
- 7.2. **All security registers shall be purchased by the Security Service Provider and bear the logo of the company should be available at all job sites /guard posts, maintained by the Security Officers and properly archived for future reference for audit trail.** All registers are to be uniform (unless specified otherwise and agreed with security management unit). All registers and Occurrence Books shall remain the property of the Department.
- 7.3. Occurrence Book (OB) must be kept at all security posts. All security related incidents and any unusual occurrences must be recorded per OB reference number in adequate detail for easy understanding. For example, a bomb threat or fire alarm should be recorded in the OB and all details noted as to time/ duration/ disposition, etc. Whenever in doubt, record all details in the OB.
- 7.4. Full registers and OB's must be handed to the SA for filing and safeguarding purposes.
- 7.5. Keys must be managed by the Security Management Unit as per Key Control Policy.
- 7.6. Removal of Departmental assets and bringing employees or visitors property into the Department premises must be done in accordance with the relevant policy and procedures.
- 7.7. Equipment and/ or property removal procedures should strictly be complied with at all times. Whenever the Department's property is being removed from the premises, the appropriate removal permit (to be supplied by the Department) must **BE COMPLETED WITH ALL THE NECESSARY DOCUMENTATION.**

- 7.8. Employee's / visitor's personal property, such as (but not limited to) laptops, PC's, etc. brought on the Department premises must have a permit form (to be supplied by the Department) and be **COMPLETED WITH ALL THE NECESSARY DOCUMENTATION**.
- 7.9. The Security Officer must not only open the boot on a properly conducted search, but should have the vehicle pulled off to the side and physically search the inside of the vehicle under seats and in hand baggage etc. Again, this shall be done with voluntary consent of the person driving the vehicle. Any refusals for searches must be recorded with enough applicable details.
- 7.10. Any refusal for search should cause the Security Officer to be more alert to details regarding the description of the vehicle/ person and of any boxes/ briefcases/ equipment etc. inside (and visible in) the vehicle shall be denied access to the premises.
- 7.11. Any person who refuses to allow his/ her property or vehicle to be searched on exit may have his/ her vehicle confiscated if there are reasonable grounds for believing that he/she is in possession of unauthorized property.
- 7.12. In an event where a departmental employee refuses to be searched the same procedure as in 7.11 applies and the security officer must immediately report to Security Management Unit and record all details.
- 7.13. In event where a visitor refuses to be searched procedure in, The security officer should report the matter to the security management or the Operational manager in charge (including vehicle registration number, if available) even though they may have left the premises.
- 7.14. The security company must use technological scanners for license disc and drivers ID or license as security measures for entry and exit.
- 7.15. The departmental official vehicles must be fitted with technological in and out clocking devices for easy access.
- 7.16. Visitors' registration must be conducted utilizing technological devices where possible and manual exit/entry registration where technological registration is not possible.

8. RESPONSIBILITIES OF THE SECURITY OFFICER WHILE ON PATROL ARE AS FOLLOWS:

- 8.1. Observe record and correct if possible any/ all security breaches (for example – fence holes, gates broken, etc.) Report all incidents to the SA. Relevant OB entries shall be made.
- 8.2. Recognize and report any signs of attempted and/ or successful unauthorized entries. Record details in OB for further reference.
- 8.3. Observe record and report any fire, electrical and/ or safety hazards to the SA and other relevant authorities. Where possible, immediately rectify those hazards.
- 8.4. Observe, record and report any unauthorized persons or vehicles.
- 8.5. Ensure all emergency entrances or exits are not obstructed and are operational.
- 8.6. Ensure all security lights are functioning properly.

- 8.7. Ensure all fire hoses, fire extinguishers and smoke detectors have not been tampered with and report any defects to the SA. Record the relevant defects in the OB.
- 8.8. Ensure all windows, doors and gates are locked and the technical access control system and alarms is operational. Report any problems immediately to the SA and record in the OB.
- 8.9. Patrols are to be done on foot unless specified differently by Security Management Unit.
- 8.10. The Security Officer must ensure that he/ she clocks in at all the checkpoints and within the required time intervals at all locations enhanced with security control clocking systems. All defects or tampering with these clocking systems must be reported to the security supervisor and the Security Administrator immediately. An appropriate OB entry must also be made.
- 8.11. All patrols and any irregularities must be recorded in the OB and reported to relevant individuals.
- 8.12. Security Officers on patrol must ensure that all persons encountered are visibly displaying their Identity Cards. The Security Officer must confront any individuals without visible Identity Cards. The situation shall be resolved with the employee producing his/ her Department ID or explaining why it is not available. If not available or the employee refuses to display the Departmental ID, it must be recorded in the OB and reported to the Security Management unit as soon as possible.
- 8.13. **Communication and associated equipment to be provided by Security Service Provider(s) are as follows:**
 - 8.13.1. Whenever a location requires more than one-security post and/ or security patrols, the Security Service Provider must provide a two-way radio for communication between its employees to ensure their safety. All two-way communication equipment must be operational and always functioning. SA shall check this equipment and any defects handled accordingly.
 - 8.13.2. Where possible, the department shall provide telephones at all Security posts (with few exceptions) to be used for official business only.

9. CONTINGENCY PLANS

- 9.1. The Security Service Provider must have contingency plans to cover the following scenarios:
 - 9.1.1. A strike by the Security Service Provider Security personnel
 - 9.1.2. Provision of extra Security Officers or Tactical Team or High risk team (Armed response) to assist Department in the event of labour unrest/ strike situations at the Department facilities.

- 9.1.3. Provision of extra Security Officer at no cost to assist the Department in the event of ad hoc security related operations, e.g. ad hoc searching of all vehicles entering or leaving the Department premises, searching of a building, etc.
- 9.1.4. Detailed contingency plans shall be agreed upon between the SMU and the Security Service Provider. The number of Security Officers shall also be agreed upon between the above parties. The SA shall approve the contingency plan and staff component required.

10. STRIKE ACTION BY SECURITY GUARDS

- 10.1. Security guards are not allowed to embark on in any industrial action, should the security guard embark on strike action, and as a result the Department's premises are left unattended to or the Security Service Provider does not activate contingency plan; the Security Service Provider shall be in breach of this agreement. Such breach shall entitle the Department to procure the services from any competent Security Service Provider and the contracted Security Service Provider shall forfeit any payment due for that particular month(s). Should the dispute remain unresolved for a period of twenty four (24) hours, the matter will be handled according to the applicable Service Level Agreement.
- 10.2. Should the striking security guards block the LDSD facilities entrances and exits gates, the Department shall give the Security Service Provider a One (1) hour's notice by telephone or SMS or WhatsApp and confirmed by an email within which it should ensure that Security Guards are removed from blockading or preventing patients, staff members, visitors, and contractors access to the LDSD facilities. Should the Security Service Provider fail to ensure compliance with the above notice, the Department should immediately suspend the contract for reasons stated above only and that should include the reporting of the Guards to PSIRA and prohibition of their employment at the specific site.

10.3. Protection Services

- 10.3.1. The Security Service Provider shall be required to provide protection services at all times. Protection services include the following:
- 10.3.2. Protection of the Department site and premises.
- 10.3.3. Protection of assets including vulnerable Patients.
- 10.3.4. Evidence gathering during the commission of a crime, non-compliance to procedures or deliberate disregard of rules.

10.4. Security Service Provider Personnel's Obligations

- 10.4.1. Before commencing services at the Department site, the Security Service Provider shall provide security management unit with the following information and documentation:

10.4.2. List of managers/ supervisors who shall authorize services being rendered on the site. This list shall include office and after-hours/ weekend telephone contact numbers.

10.4.3. List of Security Officers who shall be working on a specific site. This list shall contain the following information:

- ✓ Name
- ✓ Valid PSIRA registration number
- ✓ PSIRA grading
- ✓ Identification number
- ✓ Name of training institution

NB: The above list shall be updated whenever Security Officer(s) details change. Lastly there should be attachment as evidence that they have been screened with regard to criminal records.

10.5. Fire

10.5.1. When Security Officer(s) are on duty and a fire is detected, they must immediately inform the nearest Fire Brigade and other emergencies. The Security Officer must inform the security administrator (or appointed delegate) immediately. The incident must be recorded in detail in the OB.

10.5.2. If it appears to be an extinguishable fire, then the Security Officer must first attempt to extinguish it before calling the fire brigade. Where there is more than one Security Officer on site, one should inform the relative parties mentioned above while the other(s) attempt to extinguish the fire. OB entries to be made for reference checks.

10.5.3. A full detailed report is to be provided to the SA within 12 hours of the incident.

10.5.4. It is imperative that the local emergency numbers are available at all security points. The SA shall provide these numbers.

10.5.5. Where necessary a more detailed procedure shall be provided in the departmental Emergency Plan.

11. CONTROL ROOM

11.1. The Security Service Provider will be required to comply with the requirements of the control room as specified by PSIRA (Private Security Industry Regulatory Authority).

11.2. The control room shall be operated by qualified control room operators as required by PSIRA (Private Security Industry Regulatory Authority).

12. EQUIPMENT

12.1. Security officers should be issued with the following equipment's by the security company:

12.1.1. Baton

12.1.2. Handcuffs

12.1.3. Pocket books

12.1.4. Flashlights / Torches

12.1.5. Company's firearm with valid license

12.1.6. Whistles

12.1.7. Firearms licenses registered in the name of the company and competency certificate
for use and handling of firearms

12.1.8. Gun safe lockers

12.1.9. Handheld metal detectors

12.1.10. Two-way radios or at least two company cellphones with airtime.

13. REGISTERS

13.1. The following registers but not limited to must be maintained with page numbers on each:

13.1.1. After hours register

13.1.2. Occurrence Book

13.1.3. Visitors register

13.1.4. Firearm register (security officers)

13.1.5. Firearm register for personnel and visitors

13.1.6. Government motor vehicle register

13.1.7. Lost and Found Property

13.1.8. Key control register

13.1.9. Employee Access Register

13.1.10. Private owned vehicle register

13.1.11. Delivery vehicle register

13.1.12. Authority to use company's firearm in terms of the Firearm Control Act and
its Regulations

14. PATROL DUTIES

14.1. Service providers will be expected to provide patrol vehicle per site

14.2. Patrol the perimeter fence and premises twice (2) hourly during hours of darkness.

14.3. Check and report on the following aspects:

14.3.1. Conditions of perimeter fence.

14.3.2. All external doors are locked after hours.

14.3.3. External lights are illuminated during hours of darkness.

14.3.4. Broken windows

14.3.5. Gas storage areas secure.

- 14.3.6. Official vehicles that are not locked.
- 14.3.7. Any vehicles parked on the premises that appear to have been tampered with.
- 14.3.8. Any incidents that are considered to be unusual.
- 14.4. Each working day the first or second level supervisor must make contact with the departmental representative at the site in order to verify and handle mutual complaints, problems, bottlenecks and requests concerning the rendering of service. At least once a month formal discussion must be held and minutes of which must be kept by the departmental representative.
- 14.5. The Contractor must ensure that a senior member of the security company is available to come to the site at all times, particularly in cases of emergency.

15. HOURS OF DUTY

The hours of work of staff shall be 06h00 to 18h00 and 18h00 to 06h00 and shall comply with the requirements of all relevant statutes, rules and regulations applicable in the security industry. No security officer shall work for more than 12 hours per shift.

16. DEPLOYMENT OF SECURITY OFFICER

16.1. Day Shift

- 16.1.1. Number of Grade C armed as per site requirement
- 16.1.2. Number of Grade C unarmed as per site requirement

16.2. Night Shift

- 16.2.1. Number of Grade C armed as per site requirement
- 16.2.2. Number of Grade C unarmed as per site requirement

17. ADDITIONAL SECURITY REQUIREMENTS

- 17.1. Security contractor for Polokwane Welfare Complex and Mavambe Secure Care Centre shall be expected to provide escort services with a minimum of two (2) security officers per escort. Children are escorted to local schools, hospitals or any other place deemed necessary by management.
- 17.2. Transportation costs for local trips shall be at the cost of the Security contractor. Trips above 40km radius, shall be claimed from the department using National Department of Transport Rates.
- 17.3. Security contractor will be expected to Install mag-touch electronic monitoring systems for all departmental facilities for patrol monitoring.
- 17.4. Electronic verification system for guards clocking on duty to be emailed monthly to districts/project managers as verification tool of guards on duty at all sites.

- 17.5. Appointed security companies shall provide additional security services during departmental events upon request. These services shall be requested from the appointed service provider within the cluster. The cost of additional security officers shall be in accordance with PSIRA rates.

18. EVALUATION OF THE BIDS

- 18.1. Evaluation of all bids received on the date and time of closure will be evaluated in accordance with provisions of the following four (04) phases:

18.1.1. Administrative Compliance

18.1.2. Functionality Evaluation

18.1.3. Site inspection, and

18.1.4. Price and specific goals (90/10)

18.2. **Phase one: Administrative Compliance**

18.2.1. The Limpopo Department of Social Development has prescribed administrative requirements that must be met by the bidders, in order for the bid to be accepted for functional evaluation. In this regard administrative compliance will be carried out to determine whether the bidder's bid comply in this regard.

18.2.2. **Note:**

18.2.2.1. Where reference is made in the bid document to the terms, 'firm', 'bidder' and 'tenderer', it should be noted that they refer to one and the same name.

18.2.2.2. In the event where the trade name is different from the legal name, the **trade name** must be used as the name of the bidder and **NOT** the legal name.

18.2.2.3. Naming of the bidding company must be consistent in the bid document, CSD report and any other document perceived to be important with regard to the identification of the bidder.

18.2.2.4. In case of Joint Ventures and Consortia, the names of ALL parties to the JV or Consortia, must appear as name of the bidding company in the bid document. For example: "Excel cc in JV with Microsoft cc" etc.

18.2.3. The bid document is made up of the following SBD forms:

18.2.3.1. SBD 1 : Invitation to bid

18.2.3.2. SBD 3.1 : Pricing schedule-firm prices

18.2.3.3. SBD 4 : Bidder's Disclosure

- 18.2.3.4.** SBD 6.1 : Preference Points Claim form in terms of the Preferential Procurement Regulations, 2022

18.2.4. Administrative Evaluation Criteria: Bids will be evaluated on the basis of the following administrative evaluation criteria:

- 18.2.4.1.** Submission of bid document in its original form.
- 18.2.4.2.** Faxed or e-mailed or late bids will not be accepted.
- 18.2.4.3.** Use of correction fluid in the bid document will lead to the disqualification of the bid.
- 18.2.4.4.** Submission of a duly completed and signed bid document by an authorized representative. Bids submitted by Companies must be signed by a person or persons duly authorized thereto by a resolution of a Board of Directors, a copy of which Resolution, duly signed be submitted with the Bid.
- 18.2.4.5.** Completion of bid document must be in black or blue ink. *(Completion in pencil or any other color will disqualify the bid).*

18.2.5. Consortia / Joint Ventures / Partnership:

- 18.2.5.1.** Over and above compliance with requirements listed in 18.2.4 above, the following must also be complied with by consortia and joint ventures entities:
- 18.2.5.2.** Submission of duly signed agreement with clear responsibilities of each party.
- 18.2.5.3.** Letter of appointment by Consortia / Joint Venture parties / Partnership authorizing a representative to sign the bid document on its behalf.
- 18.2.5.4.** Compliance with all Tax Clearance requirements: Attach Valid Tax Clearance Certificate / PIN, Central Supplier Database Number, where consortium/joint ventures/ subcontractors are involved, each party to the association must submit separate Tax Clearance requirements.

Note: Failure to comply with the consortia / Joint Venture / Partnership as stated above will disqualify the bid.

18.2.6. Administrative requirements

All bidders are required to comply with the following administrative requirements of which non-compliance thereof will disqualify such a bid:

- 18.2.6.1.** Submission of copies of Grade A or B PSIRA certificates for the directors, shareholders, all members of the Close Corporation, all partners within the partnership if any, all trustees, administrators if the bidder is a foundation, any person performing executive / management functions of the bidder if the bidder is a sole trader.
- 18.2.6.2.** Submission of valid copy of letter of good standing with Compensation for Occupational Injuries and Diseases Act (COIDA).
- 18.2.6.3.** Submission of valid copy of PSIRA certificate for the company.
- 18.2.6.4.** Submission of valid copy of letter from PSIRA confirming that the bidding company is in good standing and can render security services.
- 18.2.6.5.** Submission of valid copy of proof of Provident fund in the name of the Company. (Letter for tender purposes or Proof of registration).
- 18.2.6.6.** Submission of copies of identity documents for all the directors and shareholders of the company.
- 18.2.6.7.** Submission of Copy of valid ICASA Communication radio License of the Company having the valid expiry date.
- 18.2.6.8.** Proof of Public Liability Assistance Insurance to the minimum value of **R5 000 000.00** to cover losses of LDSD assets and losses from facilities in case of negligence or criminal activities of company staff
- 18.2.6.9.** A resolution authorizing a particular person to sign the bid documents.

Documents that must be submitted	Non-submission and partial completion will result in disqualification	Requirements
Invitation to Bid – SBD 1	No	Complete and sign the supplied bid document
Pricing Schedule – SBD 3.1	No	Complete and sign the supplied bid document
Bidder's Disclosure – SBD 4.	Yes	Complete and sign the supplied bid document. (Must declare if they have interests in other Companies)
Preference Point Claim Form – SBD 6.1	No	Non-claiming of points on this form will lead to zero (0) even if means of verification on specific goals is attached.
Tender defaulting and restriction status	Yes	Entity and directors must not be restricted
Valid letter of good standing from PSIRA	Yes	Must be submitted with the proposal.
Copy of valid PSIRA registration for the company;	Yes	Must be submitted with the proposal.
Copy of valid PSIRA Grade A/B registration for all the Directors/owners of Private and Public Companies, all partnership, all trustees of a trust, all members of CC & Sole Proprietor;	Yes	Must be submitted with the proposal.
Copy of valid good standing with COIDA	Yes	The successful bidder will be required to comply with the requirements of Occupational Health and Safety Act, 85 of 1993

Copies of valid firearm license/s;	Yes	Must be submitted with the proposal.
Copy of valid ICASA Communication radio Licence of the Company having the valid expiry date	Yes	Must be submitted with the proposal (in cases where a third party ICASA License is used, letter of consent with signatures of both parties or valid agreement must be attached plus the copy of valid ICASA License)
Valid Proof of Provident fund in the name of the Company	Yes	Letter for tender purposes or Proof of registration. Must be submitted with the proposal
Copies of identity documents for all the directors and shareholders of the company.	Yes	Must be submitted with the proposal.
Proof of Public Liability Assistance Insurance to the minimum value of R5 000 000.00	Yes	Proof of Public Liability Assistance Insurance or letter of intent must be submitted with the proposal
A resolution authorizing a particular person to sign the bid documents	Yes	Must be submitted with the proposal.
Tender defaulting and restriction status	Yes	Entity and directors must not be restricted

18.2.6.10. Bidders must ensure that they meet the following requirements before the bid can be awarded:

Criteria	Requirements
Tax Compliance Status	(a) Bidders must ensure that they meet the following requirements before the bid can be awarded: Criteria Requirement Tax compliance status "Bidder must be tax compliant before the bid is awarded, i.e.

	<p>(i) Where the recommended bidder is not tax compliant, the bidder will be notified of their non-compliant status and the bidder must be requested to submit written proof from SARS of their tax compliance status or proof that they have made an arrangement to meet their outstanding tax obligations within 7 working days.</p> <p>(j) The bidder should thereafter provide the accounting officer with proof of their tax compliance status which should be verified via the Central Supplier Database or e-Filing”</p>
Identity number (s) or directors	Must all be active
Business registration	Entity must be in business
Company registration with central supplier database (CSD)	<p>Bidders must be registered as a service provider on the Central Supplier Database (CSD). If not registered must proceed to complete the registration prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Attach detailed CSD registration document In the service of the state status Bid will not considered if Shareholders or directors are employed by state /government departments, municipalities, municipal entities, public entities unless the approval from executive authority to do remunerative work outside public service and to do business with the state is submitted with the proposal Tender defaulting and restriction status Entity and directors must not be restricted.</p>
In the service of the state status	<p>Bid will not be considered if shareholders or directors are employed by state /government departments, municipalities, municipal entities, public entities unless the approval from executive authority to do remunerative work outside public service and to do business with the state is submitted with the proposal or if the employee is a proxy of a government department.</p>
Compliance to Sectorial Determination 6:	<p>Private Security Industry Regulation Authority (PSIRA) Bidder's must ensure that they pay their security guards according to Sectorial Determination 6 (PSIRA): Private</p>

	Security Sector as published in the government gazette in line with Basic Condition of Employment Act
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19. FUNCTIONALITY

- 19.1.** Experience and track record of the bidding company in rendering security service (please attach appointment letters and proof of completion of a contract that contains reference, contact details, values of the contracts).
- 19.2.** Submission of appropriate skills (Training) development plan relevant to security services.
- 19.3.** Submission of valid proof of financial capacity. Letter of intent from NCR (National Credit Regulator) accredited financial institutions to provide funding (letter must be signed and stamped not older than three months) or proof of overdraft facility in the name of business (Bank letter must be signed and not older than three months). NB [only overdraft amount will be considered on the letter], or Proof of company capability to self-fund (i.e., stamped bank statement not older than three months).
- 19.4.** Submission of company contingency plan which addresses critical risk areas or factors.
- 19.5.** Bidders who have been evaluated on functionality attained the minimum required seventy **(70)** points **(70%)** will proceed to the next phase of evaluation, being site inspection.

TOTAL POINTS			100	
ACCEPTABLE MINIMUM SCORE			70 POINTS (70%) OF TOTAL POINTS FOR FUNCTIONALITY)	
WEIGHTS IN TERMS OF %			100%	
NO	CRITERIA	ELEMENT BREAKDOWN	SCORING POINTS	WEIGH IN %
2.1.	Experience and track record of the bidding company in rendering security service (please attach appointment letters and proof of completion of a contract that contains reference, contact details, values of the contracts)	Evidence of rendering security services for 5 years and above	35 points	35%
		Evidence of rendering security service between 3 and 4 years	15 points	
		Evidence of rendering security service below 3 years	5 points	
		No experience of rendering security services	0 points	
2.2.	Submission of appropriate skills (Training) development plan relevant	Skills (Training) development plan with time frame that covers role and functions of	20 points	20%

	to security services.	security officers in line with, a) Application of legal prescript (POPIA) b) Communication skills c) Demonstrate the knowledge of Firearm Control Act, d) Code of conduct, e) New procedures of PSIRA		
		Skills (Training) development plan not covering all the aspects as required	10 points	
		Submission of training plan not aligned to security service	0 Points	
2.3.	Submission of company contingency plan which addresses critical risk areas or factors. Bidders Should propose on how they are going to deal with security services in respect of mentioned aspects	Company contingency plan which addresses critical risk areas but not limited to the following: (18.4.2 below) a) Strike Management b) Fire Management c) Theft. d) Riots e) Power Failure f) Emergency Evacuation g) Crowd Management h) Threat assessment i) Chemical, biological, radiological, nuclear & explosive (CBRNE)	20 Points	20%
		Submission of contingency plan not aligned to security service	0 points	
2.4.	Submission of valid proof of financial capacity. Letter of intent from NCR (National Credit Regulator)	Proof of valid financial capacity issued by authorized financial institution more than R1 000 000.	25 points	25%

	accredited financial institutions to provide funding (letter must be signed and stamped not older than three months) or proof of overdraft facility in the name of business (Bank letter must be signed and not older than three months). NB [only overdraft amount will be considered on the letter], or Proof of company capability to self-fund (i.e., stamped bank statement not older than three months).	Proof of valid financial capacity issued by authorized financial institution between R500 000 and R999 999	15 points	
		Proof of valid financial capacity issued by authorized financial institution below R500 000.	10 points	
		No submission of proof of valid financial capacity issued by authorized financial institution	0 points	
TOTAL			100 Points	100%

18.4.2. Requirements for developing a risk based contingency plan

No	Activities	Strategy	Points
1	Strike Management	<p>A detailed plan on how the security service provider will manage the strike by community members</p> <p>A detailed plan on how the security service provider will manage the strike by its employees.</p> <p>b. A plan on how the security service provider will assist the Office during Public sector industrial action</p> <p>c. The plan must have due regard to the provision of extra security officers in the case of strike management</p>	4
2	Fire Management	A detailed plan on how the security service provider will manage the sites when the fires break out.	2 points
3	Theft	How is the service provider going to manage the sites when a case of theft of assets is brought to	2 points

		their attention	
4	Riots	A Step-by-step plan indicating the strategy of managing riots affecting the sites or precinct.	2 points
5	Power Failure	How would the service provider manage the sites during the night in case of a power failure?	2 points
6	Emergency Evacuation	How would the service provider assist the authorities during emergency evacuation? Training schedule for security officers on sites on the emergency evacuation for the sites should be indicated	2 points
7	Crowd Management	A summary of step-by-step processes on how to manage crowd to avoid stampede.	2 points
8	Threat assessment	An indication on how often the service provider will conduct its own security treats analysis and provision of reports thereof.	2 points
9	Chemical, biological, radiological, nuclear & explosive (CBRNE)	Step by step summary on how the service provider would handle the CBRNE situation	2 points

19. SITE INSPECTION

19.1. The bidders who complied with the administrative evaluation criteria, special conditions and Functionality and will be subjected to site inspection to establish the following:

No	Category	Description	Points allocated	
1	Business Existence	Proof of legitimate occupancy (valid and signed lease agreement or proof of ownership)	5 Points	
		Non availability of proof of occupancy	0 Points	
2	Office tools	Availability of office equipment's	Maximum	5 points

			Office furniture	2 points	
			Computer/laptop	1 point	
			Printers	1 point	
			Internet connectivity	1 point	
			4		
3	Control room functionality	Availability of fully operational control room	Maximum	10 points	
			Existing Control within the main office structure	2 points	
			The Control Room Operator's ability to contact other guards at the offsite facilities and Police if required.	2 points	
			Power supply: two sources of power supply, preferred supply (e.g., electricity) and an alternative ready for use.	2 points	
			Communication, i.e. Telephones, with alternative backup communication system dedicated as alternative and independent from the initial service	2 points	
			Base radio: receiver and transmitter	2 points	
4	Company	Availability of company policies during site	Maximum		5 points

	Management	inspection.	Human Resources Recruitment Plan,	1 Points
			Code of Conduct,	1 Points
			Disciplinary procedure	1 Points
			Grievance procedure	1 Points
			Displayed Poster of Basic Conditions of Employment Act	1 Points
			Non-Availability	0 Point
5	Company Uniform	<p><i>Complete Uniform</i></p> <p>Complete Branded Combat entails the following items:</p> <p>Shirts, caps, trousers/skirts, jackets, jersey, socks, epilettes, belts and safety boots</p> <p>Complete Branded Corporate entails the following items:</p> <p>Shirts, caps, trousers/skirts, blazer, jersey, socks, epilettes, belts, full leather formal shoes.</p>	Maximum	10 Points
			Complete Branded Combat uniform available	4 Points
			Incomplete Combat uniform	2 Point
			No combat uniform	0 Point
			Complete Branded Corporate uniform	4 Points
			Incomplete Corporate uniform	2 Points
			No Corporate uniform	0 Point
			Raincoats	1 Point
			umbrella	1 Point
			Maximum	10 points
6	Vehicles	Vehicles in name of the company. Or the director's name. Valid company	Ten or more	10 Points

		registration should be made available during the inspection	vehicles		
			Between five (5) and nine (9)	5 Points	
			Less than five (5) vehicles	3 Points	
			No vehicle	0 points	
7	Operating aids/tools	Availability of functional security operating aids / tools	Maximum	10 points	
			Immovable or mounted safe.	2 points	
			Handheld metal detectors	2 points	
			Torches and or flashlights	2 points	
			Functional Two-Way Radios	2 points	
			Baton and handcuffs	2 points	
7.	Firearms	Valid and available Firearms and licenses in the name of bidding company	Maximum	10 Points	
			Twenty- five (25) or more valid firearms	10 Points	
			Between fifteen (15) and twenty-four (24) valid firearms	5 Points	
			Less than fifteen (15)	3 Points	
			0 firearms	0 Points	
Total points			65		

All Bidders who score less than 55 out of 65 (85%) points on-site inspection will not be considered for further evaluation on Price and Specific goals

Submission of the above-mentioned documents at site inspection does not imply qualification to the next phase (price and Specific goals). Quality assurance will still be conducted on the documents provided.

Site inspection will be conducted at the physical address of the company as indicated in the bid document. The departmental representatives conducting site inspection will not be permitted to inspect any office which was not indicated as physical address of the business.

20. PRICE AND SPECIFIC GOALS

20.1. This bid shall be evaluated in terms of the 90/10 preference points system.

20.2. Points shall be awarded to a bidder for attaining the Specific goals in accordance with the table below:

The specific goals allocated points in terms of this tender	Number of points (90/10 system)
Promotion of Youth	2/10
Persons with disabilities	2/10
Promotion of women	2/10
Enterprises located in the Limpopo Province	4/10

Price	=	90 points
Specific goals	=	10 points

20.2.1. Claiming points on specific goals

20.2.1.1. Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. (Bidders to submit copy of medical certificate from a registered medical practitioner in case of companies owned by persons with disabilities).

20.2.1.2. Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding. (Company registration documents and copy of the South African Identity Document shall be for allocation of points.

20.2.1.3. Preference points allocated for promotion of women may only be claimed if there is sufficient evidence that such women has ownership of 51% or more of the enterprise shareholding. (Company registration documents and copy of the South African Identity Document shall be for allocation of points.

20.2.1.4. Preference points for Locality may be allocated for promotion of enterprises located

within the Limpopo Province may be claimed by submission of proof that the enterprise is located within the borders of Limpopo Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Limpopo Province. Enterprises located outside the borders of the Limpopo Province and who only appoints agents and or commission warehouses in this municipal area are expressly excluded from claiming points for this goal. (Bidders to submit proof of occupancy in a form of utility bill/proof of residence/permission to occupy/ rental and or lease agreement). **Points shall be allocated only if site inspection is conducted at the same address.**

21. BID AWARD AND CONTRACT CONDITIONS

- 21.1.** Bid offers are valid for Hundred and eighty days (180) days and shall be evaluated within the validity period.
- 21.2.** The department shall conduct a compulsory briefing session. Non- attendance of the session is an automatic disqualification (All Consortia / Joint Venture parties / Partnership must attend compulsory briefing session).
- 21.3.** The department reserves the right to verify any information supplied by the bidder and should the information be found to be false or incorrect, the department will exercise any of the remedies available to it.
- 21.4.** Limpopo Department of Social Development shall award this bid to a total of fifteen (15) service providers who scored the highest points in terms of Comparative Price Schedule.
- 21.5.** Only one service provider will be appointed per cluster, and no company will be appointed in more than one cluster.
- 21.6.** The bid shall be shared through the passing of the bid to other bidders according to point scoring ranking for price and specific goals.
- 21.7.** The cluster ranking shall be based on the total number of guards from highest to lowest.
- 21.8.** The department shall subject this bid to price negotiation, wholly or in part or not to award.
- 21.9.** In case where any prospective bidder who has been allocated the award in terms of clause 21.8 above declines the award, the allocated cluster to be re-allocated to the next bidder.
- 21.10.** The department is not obliged to accept or consider any bid in full or in part or any responses or submissions in relation thereto and may reject any bid.
- 21.11.** The department may, on reasonable and justifiable grounds, award the bid to a company that did not score the highest number of points.
- 21.12.** The shortlisted bidders shall be subjected to Supply Chain Management and State Security Agency screening processes and only successful bidders who are cleared during screening shall be considered for appointment.
- 21.13.** Pending unresolved cases against the service provider(s) for non-performance or any negative record that would have negative impact on execution or performance of this contract poses a huge risk as such the department may consider those incidents for not awarding the bid to the affected companies.

- 21.14.** Security companies must comply with the Firearms Control Act (ACT 60 OF 2000) to qualify to render services in the department.
- 21.15.** The bidder must have a well-established and equipped 24-hour security control room (control room to be inspected by LDSD before the bid is awarded for shortlisted companies).
- 21.16.** The bidder must have an operational / project manager immediately available on a 24-hour basis to react in the event of emergencies.
- 21.17.** The bidder must pay Security Guards the minimum wage according to PSIRA Sectoral Determination and Legislation.
- 21.18.** The Department reserves the right to cancel and/or terminate the tender process at any stage, including after the closing date and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 21.19.** Each bid, once submitted, constitutes a binding and irrevocable offer to provide the services on terms set out in the bid, which offer cannot be amended after its date of submission.
- 21.20.** The appointment of the successful bidder shall be subject to the conclusion of a Service Level Agreement (SLA) between the department and the successful bidder governing all rights and obligations related to the required services.
- 21.21.** The contract shall be concluded between Limpopo Department of Social Development and the successful service provider(s).
- 21.22.** Bidders shall be notified about the decision of the Department by means of publication in the Provincial Bid Bulletin.
- 21.23.** The outcome of the successful bidders shall be published through the Provincial Bid Bulletin, departmental website and any other channel that was used to advertise the bid.
- 21.24.** Awarding the bid shall be subject to the service providers' acceptance of General Conditions of Contract (GCC).
- 21.25.** The successful bidders are required to submit updated / recent Public Liability Insurance within a period not exceeding fourteen (14) working days after receipt of an acceptance letter.
- 21.26.** The successful bidder will be held liable for any damage or loss suffered by the Department, as a result of the successful bidder's own or his/her employees' negligence or intent, which originated at the site.
- 21.27.** The successful bidder may not, unless otherwise specified, make use of any of the Department's equipment, aids and/or property including, inter alia, vehicles, stationery.
- 21.28.** The successful bidder is responsible for the training of his/her personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.
- 21.29.** The bidder must comply with ALL the provisions contained in Private Security Industry Regulatory Act 56 of 2001. In addition, the bidder shall comply with all training standards and codes of conduct as determined by PSIRA.
- 21.30.** Bidders who, after being awarded a bid are found not to be complying with conditions for the prescribed minimum wage requirements as legislated in the Government Gazette, will have their bids cancelled.

21.31. All company appointed (directors and their employees) to render security service at Child and Youth Care Centers will be subjected for screening in terms of Section 126 of Children's Act No 38 of 2005. The department must be notified well in advance as and when new guards are deployed to the site for them (guards) to be screened

22. PRICING INSTRUCTIONS

22.1. The pricing structure is available on the departmental website for downloading, printing and completion.

22.2. The fully completed pricing structure should be printed and attached to the bid document, failure will lead to disqualification.

22.3. Bidders are expected to quote all sites within a cluster; failure will lead to disqualification within a cluster.

22.4. The bid price per Security Officer must be in line with PSIRA Sectoral Determination and Legislation

22.5. All prices quoted by suppliers shall be assessed to ensure that bidders did not underquote. (Bidders perceived to have underquoted in terms of PSIRA Illustrative Pricing Structure shall be disqualified).

22.6. Companies must indicate the price for each site as per pricing schedule and must express their pricing for their services in the South African Currency.

22.7. All prices are inclusive of VAT. Successful bidders who are not registered for VAT at the time of bidding will be expected to register as VAT vendor within 30 days after award. Failure to comply with the requirement will lead to termination of the contract.

22.8. Department shall adjust its price on annual basis in line with PSIRA Illustrative Pricing Structure.

22.9. The bid clusters are as per the table below:

No	Clusters	Cluster Description	Total Guards	Required firearms
1	Cluster 1	Polokwane Welfare Complex including Secure Care Centre	34	6
		Sekutupu Old Aged Home	8	
		Total Number of Guards	42	
2	Cluster 2	Andrew Mehlape One-Stop Centre	4	8
		Lebowakgomo Studio 2	6	
		Buffelshoek One-Stop Centre	4	
		Senwabarwana One-Stop Centre	5	

		Mafefe One-Stop Centre	4	
		Mafefe Drop-In Centre	4	
		Botlokwa One-Stop-Centre	6	
		Eisleben Clinic	4	
Total Number of Guards			37	
3	Cluster 3	Maelula One-Stop Centre	4	8
		Rabali One-Stop Centre	4	
		Louis Trichardt Magistrate	4	
		Tshitale One-Stop Centre	4	
		Mutale One-Stop Centre	4	
		Tshaulu One-Stop Centre	4	
		Tshipise One-Stop Centre	4	
		Thandululo Community Based Rehabilitation Centre	3	
			31	
4	Cluster 4	Seshego Treatment Centre	16	6
		Seshego Zone 3 Welfare Office	4	
		Seshego One Stop Centre	4	
		Aganang Stop-Centre	6	
Total Number of Guards			30	
5	Cluster 5	Unigaz Social Development Offices	4	6
		Giyani One-Stop Centre	4	
		Iris Child and Youth care Centre	6	

		Ndindani Community Care Centre	4	
		Gawula One-Stop Centre	4	
		Sekororo One-Stop Centre	4	
Total Number of Guards			26	
6	Cluster 6	Schoonoord One Stop-Centre	4	5
		Jane Furse One Stop-Centre	4	
		Mphanama One-Stop Centre	4	
		Fetakgomo One-Stop Centre	6	
		Rossenekal One-Stop Centre	4	
Total Number of Guards			27	
7	Cluster 7	Matsepe One-Stop Centre	4	7
		Sempupuru Cluster Office	4	
		Tsimanyana One-Stop Centre	4	
		Zaaiplaas One-Stop Centre	4	
		Luckau One-Stop Centre	6	
		Matlerekeng One-Stop Centre	4	
Total Number of Guards			26	
8	Cluster 8	Woman of Calvary	3	5
		Vuwani One-Stop Centre	4	
		Mtsetweni Child and Youth Care Centre	8	
		Vleifontein One-Stop Centre	4	
		Mamvuka Community Care Centre	6	
Total Number of Guards			25	

9	Cluster 9	Thohoyandou Child and Youth Care Centre	8	5
		Thohoyandou One-Stop Centre	4	
		Tshidimbini One Stop-Centre	4	
		Makwarela After School	4	
		Makwarela Welfare	4	
Total Number of Guards			24	
10	Cluster 10	Mavambe Child and Youth Care Centre	24	4
Total Number of Guards			24	
11	Cluster 11	Sekhukhune District Office	4	5
		Tubatse Child and Youth Care Centre	8	
		Praktiseer One-Stop Centre	4	
		Phasha Selatole One-Stop Centre	4	
Total Number of Guards			20	
12	Cluster 12	Phagameng One-Stop Centre	4	5
		Bela-Bela One-Stop Centre	4	
		Mookgopong One-Stop Centre	4	
		Thabazimbi One-Stop Centre	4	
		Mahwelereng Social Development Offices	4	
Total Number of Guards			20	
13	Cluster 13	Kgapane One-Stop Centre	4	5
		Lebaka Sub-Offices	4	
		Vukuzenzele Community Based Rehabilitation Centre	4	
		Dr. CN Phatudi One-Stop Centre	4	

		Nkowankowa Office	2	
Total Number of Guards			18	
14	Cluster 14	Bakenberg One-Stop Centre	4	4
		Lephalale Social Development Offices	4	
		Witpoort / Phalala One-Stop-Centre	4	
		Taueatswala Community Care Centre	6	
Total Number of Guards			18	
15	Cluster 15	Namakgale One-Stop Centre	4	4
		Bonn Community Care Centre	4	
		Senwamokgope Social Development Office	4	
		Giyani Social Development Storeroom	4	
Total Number of Guards			16	

SUMMARY SHEET

SPECIFICATIONS FOR CAPRICORN DISTRICT							
No	Contract No	Sites	Number of Grade C armed (Day Shift)	Number of Grade C unarmed (Day Shift)	Number of Grade C armed (Night Shift)	Number of Grade C unarmed (Night Shift)	Total Number of Guards
01	DSDP 05/25	Polokwane Welfare Complex including Secure Care Centre	5	12	5	12	34
		Sekutupu Old Aged Home	2	2	2	2	8
02	DSDP 06/25	Andrew Mehlahe One-Stop Centre	1	1	1	1	4
		Lebowakgomo Studio 2	1	2	1	2	6

		Buffelshoek One-Stop Centre	1	1	1	1	4
		Senwabarwana One-Stop Centre	1	2	1	1	5
		Mafefe One-Stop Centre	1	1	1	1	4
		Mafefe Drop-In Centre	1	1	1	1	4
		Botlokwa One-Stop-Centre	1	2	1	2	6
		Eisleben Clinic	1	1	1	1	4
03	DSDP 07/25	Seshego Treatment Centre	3	5	3	5	16
		Seshego Zone 3 Welfare Office	1	1	1	1	4
		Seshego One Stop Centre	1	1	1	1	4
		Aganang Stop-Centre	1	2	1	2	6

SPECIFICATIONS FOR SEKHUKHUNE DISTRICT							
No	Contract No	Sites	Number of Grade C armed (Day Shift)	Number of Grade C unarmed (Day Shift)	Number of Grade C armed (Night Shift)	Number of Grade C unarmed (Night Shift)	Total Number of Guards
1.	DSDP 08/25	Sekhukhune District Office	1	1	1	1	4
		Tubatse Child and Youth Care Centre	2	2	2	2	8
		Praktiseer One-Stop Centre	1	1	1	1	4
		Phasha Selatole One-Stop Centre	1	1	1	1	4
2	DSDP 09/25	Schoonoord One Stop-Centre	1	1	1	1	4
		Jane Furse One Stop-Centre	1	1	1	1	4
		Mphanama One-Stop Centre	1	1	1	1	4

		Fetakgomo One-Stop Centre	1	2	1	2	6
		Rossenekal One-Stop Centre	1	1	1	1	4
3.	DSDP 10/25	Matsepe One-Stop Centre	1	1	1	1	4
		Sempupuru Cluster Office	1	1	1	1	4
		Tsimanyana One-Stop Centre	1	1	1	1	4
		Zaaiplaas One-Stop Centre	1	1	1	1	4
		Luckau One-Stop Centre	1	2	1	2	6
		Matlerekeng One-Stop Centre	1	1	1	1	4

SPECIFICATIONS FOR WATERBERG DISTRICT							
No	Contract No	Sites	Number of Grade C armed (Day Shift)	Number of Grade C unarmed (Day Shift)	Number of Grade C armed (Night Shift)	Number of Grade C unarmed (Night Shift)	Total Number of Guards
1.	DSDP 11/25	Phagameng One-Stop Centre	1	1	1	1	4
		Bela-Bela One-Stop Centre	1	1	1	1	4
		Mookgopong One-Stop Centre	1	1	1	1	4
		Thabazimbi One-Stop Centre	1	1	1	1	4
		Mahwelereng Social Development Offices	1	1	1	1	4
2.	DSDP 12/25	Bakenberg One-Stop Centre	1	1	1	1	4
		Lephalale Social Development Offices	1	1	1	1	4
		Witpoort / Phalala One-	1	1	1	1	4

		Stop-Centre					
		Taeatswala Community Care Centre	1	2	1	2	6

SPECIFICATIONS FOR MOPANI DISTRICT							
No	Contract No	Sites	Number of Grade C armed (Day Shift)	Number of Grade C unarmed (Day Shift)	Number of Grade C armed (Night Shift)	Number of Grade C unarmed (Night Shift)	Total Number of Guards
1.	DSDP 13/25	Unigaz Social Development Offices	1	1	1	1	4
		Giyani One-Stop Centre	1	1	1	1	4
		Iris Child and Youth care Centre	1	2	1	2	6
		Ndindani Community Care Centre	1	1	1	1	4
		Gawula One-Stop Centre	1	1	1	1	4
		Sekororo One-Stop Centre	1	1	1	1	4
2.	DSDP 14/25	Namakgale One-Stop Centre	1	1	1	1	4
		Bonn Community Care Centre	1	1	1	1	4
		Senwamokgope Social Development Office	1	1	1	1	4
		Giyani Social Development Storeroom	1	1	1	1	4
3.	DSDP 15/25	Kgapane One-Stop Centre	1	1	1	1	4
		Lebaka Sub-Offices	1	1	1	1	4
		Vukuzenzele Community Based Rehabilitation Centre	1	1	1	1	4
		Dr. CN Phatudi One-Stop Centre	1	1	1	1	4
		Nkowankowa Social	1	-	1	-	2

		Development Office					
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SPECIFICATIONS FOR VHEMBE DISTRICT							
No	Contract No	Sites	Number of Grade C armed (Day Shift)	Number of Grade C unarmed (Day Shift)	Number of Grade C armed (Night Shift)	Number of Grade C unarmed (Night Shift)	Total Number of Guards
1.	DSDP 16/25	Maelula One-Stop Centre	1	1	1	1	4
		Rabali One-Stop Centre	1	1	1	1	4
		Louis Trichardt Magistrate	1	1	1	1	4
		Tshitale One-Stop Centre	1	1	1	1	4
		Mutale One-Stop Centre	1	1	1	1	4
		Tshaulu One-Stop Centre	1	1	1	1	4
		Tshipise One-Stop Centre	1	1	1	1	4
		Thandululo Community Based Rehabilitation Centre	1	-	1	1	3
2.	DSDP 17/25	Woman of Calvary	1	-	1	1	3
		Vuwani One-Stop Centre	1	1	1	1	4
		Mtsetweni Child and Youth Care Centre	1	3	1	3	8
		Vleifontein One-Stop Centre	1	1	1	1	4
		Mamvuka Community Care Centre	1	2	1	2	6
3.	DSDP 18/25	Thohoyandou Child and Youth Care Center	1	3	1	3	8
		Thohoyandou One-Stop Centre	1	1	1	1	4
		Tshidimbini One Stop-	1	1	1	1	4

		Centre					
		Makwarela After School	1	1	1	1	4
		Makwarela Social Development office	1	0	1	0	2
4.	DSDP 19/25	Mavambe Child and Youth Care Centre	4	8	4	8	24

23. DETAILS OF COMPULSORY BRIEFING SESSION

Compulsory briefing session will be held as follows:

Date : 21 October 2025

Venue : 21 Bicard Street Olympic Tower Ground floor foyer

Time : 10H00

24.CONTACT DETAILS

TECHNICAL ENQUIRIES	ADMINISTRATION
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