



**DEPARTMENT: MUNICIPAL MANAGER**

**PROJECT DESCRIPTION:**

**APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PHYSICAL SECURITY FOR A PERIOD OF THREE (3) YEARS FROM THE DATE OF APPOINTMENT**

**BID NO:**

**MUN001/2026**

**BID SUBMITTED BY:**

**NAME OF BIDDING ENTITY :** .....

**ADDRESS :** .....

**CONTACT NUMBER :** .....

**CONTACT PERSON :** .....

**TENDERED OFFER :** .....

**ISSUED BY:**

Dihlabeng Local Municipality  
No. 9 Muller Street  
P.O. Box 551  
**BETHLEHEM**  
9700

**CLOSING DATE : 20 FEBRUARY 2026 AT 12H00**

**VERY IMPORTANT NOTICE ON DISQUALIFICATION**

**A Bid not complying with the peremptory requirements stated hereunder will be regarded as being a not “Acceptable Bid” and as such will be rejected.**

“Acceptable Bid” means any bid which, in all respects, complies with the conditions of Bid and specifications as set out in the bid document, including conditions as specified in the Preferential Procurement Policy Framework Act and related legislation as published in Government Gazette No 20549, in terms of which provision is made for this policy.

1. Submit bid in the correct bid box
2. Submit bid before closing date and time
3. Fill in the required information in all Forms/Schedules.
4. Complete all Forms/Schedules in ink. Do not use pencils or correction fluid to make corrections.
5. Make corrections, if necessary, only by placing a line across the words/numbers to be corrected and initial next to the amended text. Do not scratch out, write over rates, paint over rates or use correction fluid.
6. Do not remove pages from the bid document. Do not take the document apart
7. Ensure that witnesses signed where required
8. Price the Activity Schedules as required
9. Attend the compulsory site/clarification meetings if stated in the advert
10. Submit the applicable completed Authority for Signatory form and attach a certified copy of the members/director’s resolution
11. Attach to the bid documents a copy of a signed Joint Venture agreement (if applicable)
12. Only the person authorised to do so may sign the bid offer
13. Attach to the bid document, appointment letters and completion certificates for work done and Central Supplier Database report
14. If a valid tax clearance certificate or copy thereof (in the case of a joint venture, of all the partners in the joint venture) has not been submitted with the bid document on closing date of the bid.
15. Form of offer not completed and signed by the authorised signatory

Furthermore, the bid will be considered as not acceptable if:

16. The bidder attempts to influence or has in fact influenced the evaluation of the bid and/or the awarding of the contract.
17. The bidder during the last 5 years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
18. The bidder or any of his directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
19. The bidder has abused DLM’s Supply Chain Management System
20. The bidder or any of its directors is in arrear for more than 3 months for any municipal rates and taxes owed to DLM or any other municipality.
21. Irrespective of the procurement process followed, no award may be given to a person-
  - a. who is in the service of the state, or
  - b. if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
  - c. Who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest.
22. The bidder may only submit a bid on the documentation provided by DLM.

Bids containing any one or more of the following errors or omissions will not be rejected, provided that when the bid is awarded to such a bidder, the error or omission is corrected:

- a. Failure to initial each page of the bid document

NOTE:

IN THIS DOCUMENT AND OTHER DOCUMENTS REFERRED TO BUT NOT ATTACHED, THE FOLLOWING WORDS ARE SYNONYMOUS WITH EACH OTHER

1. CLIENT, EMPLOYER, **DIHLABENG LOCAL MUNICIPALITY (DLM)**
2. BIDDER, CONTRACTOR, SERVICE PROVIDER
3. BID AND TENDER AND VARIATIONS THEREOF
4. JOINT VENTURE / CONSORTIUM

# DIHLABENG LOCAL MUNICIPALITY

## BID DOCUMENT

### APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PHYSICAL SECURITY FOR A PERIOD OF THREE (3) YEARS FROM THE DATE OF APPOINTMENT

BID NO:

MUN001/2026

### SUMMARY FOR BID OPENING PURPOSES

NAME OF BIDDING ENTITY: .....

CSD REGISTRATION NUMBER: .....

PHYSICAL STREET ADDRESS	POSTAL ADDRESS

TELEPHONE NUMBER :  
.....

FAX NUMBER : .....

E-MAIL ADDRESS : .....

\*BID PRICE : .....

\*(Amount brought forward from the Form of Offer and Acceptance)

Signed by Authorised Representative of Bidding Entity:

SIGNATURE : .....

DATE : .....

**NOTE:** Should any discrepancy occur between the above amounts and those stated in the Form of Offer and Acceptance, the latter shall take precedence and apply.

**DIHLABENG LOCAL MUNICIPALITY**  
**BID DOCUMENT**  
**APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PHYSICAL**  
**SECURITY FOR A PERIOD OF THREE (3) YEARS FROM THE DATE OF APPOINTMENT**  
**BID NO: MUN001/2026**

**PART T1**  
**BIDDING PROCEDURE**

**PART T1.1**  
**BID NOTICE AND INVITATION TO BID**

## PART T1.1: INVITATION TO TENDER: MUN001/2026

### INVITATION TO TENDER DIHLABENG LOCAL MUNICIPALITY

Suitable Bids are hereby invited for the following bid:

Bid Name	Bid No.	CIDB Grading	Compulsory briefing session	Evaluation and Adjudication Criteria and Preference Points	Closing Date	Enquiries
Appointment of a Service Provider for provision of physical security for a period of three (3) years from the date of appointment.	MUN001/2026	N/A	N/A	<b>Bids will be evaluated on:</b> <ul style="list-style-type: none"><li>• Stage 1: Pre-evaluation</li><li>• Stage 2: Functionality</li><li>• Stage 3: Financial Offer and Preference Evaluation (90/10 Scoring Points)</li><li>• Stage 4: Risk Analysis</li></ul>	20 February 2026	Ms. Dipuo Sehlabaka Tel.: 058 303 5732 dipu@s@dihlabeng.co.za

Bid documents will be available from **12:00 on 23 January 2026**, upon payment of a cash non-refundable document fee of R1 000, 00 per set, at the Dihlabeng Local Municipality, 9 Muller Street, Bethlehem, 9700.

**Please note that tender document can also be accessed/download for free on the Dihlabeng Local Municipality website <http://www.dihlabeng.gov.za/strategic-documents/bid-documents>. And on eTender Portal.**

Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents and must be sealed together with supporting documents and externally endorsed **WITH THE CONTRACT NUMBER AND DESCRIPTION** and placed in bid box, on the Ground Floor, Dihlabeng Local Municipality, 9 Muller Street, Bethlehem, 9700 not later than **12:00 on or before the date stipulated above.**

Bidders' attention is specifically drawn to the provisions of the bid rules and evaluation criteria (including Functionality) which are included in the bid documents. The highest or any bid will not necessarily be accepted, and the Council reserves the right not to consider any bid not suitably endorsed or comprehensively completed. Bids completed in pencil will be regarded as invalid bids. Bids may only be submitted on the documentation provided by the Dihlabeng Local Municipality.

**The compulsory documents stated in the document must be submitted together with the Bid Document**

With effect from 1 July 2016, Dihlabeng Local Municipality must use and verify suppliers registered on the Central Supplier Database - <https://secured.csd.gov.za/>.

**Failure to register will result in Dihlabeng Local Municipality not being able to conduct business with your company/ entity.**

Bids will be opened in public as soon as possible after the closing time. The municipality reserves the right to reject any and all bids at any time.

*Everyone, Every Household, Every Entity – A Testimonial of our Excellent Service!*

9 Muller Street East  
P.O. Box 551  
BETHLEHEM  
9700  
M Ntheli  
MUNICIPAL MANAGER



[www.dihlabeng.gov.za](http://www.dihlabeng.gov.za)

# DIHLABENG LOCAL MUNICIPALITY

## APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PHYSICAL SECURITY FOR A PERIOD OF THREE (3) YEARS FROM THE DATE OF APPOINTMENT

BID NO:  
MUN001/2026

### T1.2 Bid Data

The Standard Conditions of Bid for procurement makes several references to the Bid Data for details that apply specifically to this Bid. The Bid Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Bid for procurement other than disposals.

#### The additional Conditions of Bid are:

##### Clause

##### Number

##### Bid Data

- F.1.1 The Employer is the Dihlabeng Local Municipality.
- F.1.2 The Bid document (Volume 1) issued by the Employer comprises:
- F.1.3 The Employer's agent is:
- Name: Ms. Dipuo Sehlabaka  
Address: P.O. Box 551, Bethlehem 9700  
Tel: 058 303 5732  
Fax: 058 303 1128  
E-mail: dipuos@dihlabeng.co.za
- F.1.4 The lowest or any bid will not necessarily be accepted. The Employer reserves the right to award the contract to different projects to different bidders.
- F.2.1 Only those Bidders who have in their employ management and supervisory staff satisfying the requirements of the Scope of Work for supervisory and management staff are eligible to submit bids.
- The Bidder will not be eligible to submit a bid if:
- (a) The Bidder is under restrictions or has principals who are under restriction to participate in the Employer's procurement due to corrupt or fraudulent practices.
  - (b) the Bidder does not have the legal capacity to enter into the contract.
  - (c) the Bidder submitting the bid is insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of the foregoing.
  - (d) the Bidder does not comply with the legal requirements stated in the Employer's procurement policy.
  - (e) the Bidder cannot provide proof that he is in good standing with respect to duties, taxes, levies and contributions required in terms of legislation applicable to the work in the contract.

F.2.2 No alternative bid offers will be considered.

F.2.2.1 Parts of each Bid offer communicated on paper shall be submitted as original and USB.

F.2.2.2 The Employer's address for delivery of Bid offers and identification details to be shown on each Bid offer package are:

**Location of Bid Box: Tender Box, Dihlabeng Local Municipality, Bethlehem. Physical address: 9 Muller Street East, Bethlehem.**

**Identification details: Bid Number, title of Bid and the closing date and time of the Bid.**

**Postal address: PO Box 551, Bethlehem, 9700**

F.2.2.3 The closing time for submission of Bid offers is as stated in the Bid Notice and Invitation to Bid. Telephonic, telegraphic, telex, facsimile or e-mailed Bid offers will not be accepted.

F.2.2.4 The Bid offer validity period is 90 Days.

F.2.2.5 The Bidder is required to submit all the documents in a single arch file accompanied by the soft copy of the files identical to the bid submitted.

F.3.4 Bids will be opened immediately after the closing time for bids at the Dihlabeng Local Municipality's offices in Bethlehem.

F.3.5 The two-envelope system will not be followed for this Bid.



## **Annex: Standard Conditions of Bid**

### **F.1 General**

#### **F.1.1 Actions**

The Employer and each bidder submitting a Bid Offer shall comply with these Conditions of Bid. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently.

#### **F.1.2 Bid Documents**

The documents issued by the Employer for the purpose of a Bid Offer are listed in the Bid Data.

#### **F.1.3 Interpretation**

**F.1.3.1** The Bid Data and additional requirements contained in the Bid Schedules that are included in the returnable documents are deemed to be part of these Conditions of Bid.

**F.1.3.2** These Conditions of Bid, the Bid Data and Bid Schedules which are only required for bid evaluation purposes, shall not form part of any contract arising from the Invitation to Bid.

**F.1.3.3** For the purpose of these conditions for the calling for expressions of interest, the following definitions apply:

- a) **Comparative offer** means the bidder's financial offer after the factors of non-firm prices, unconditional discounts and any other bidding parameters that will affect the value of the financial offer have been taken into consideration
- b) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the Employer or his staff or agents in the bid process; and
- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the bid process or the award of a contract arising from a Bid Offer to the detriment of the Employer, including collusive practices intended to establish prices at artificial levels
- d) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

#### **F.1.4 Communication and Employer's agent**

Each communication between the Employer and a Bidder shall be to or from the Employer's agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The Employer shall not take any responsibility for non-receipt of communications from or by a bidder. The name and contact details of the Employer's agent are stated in the Bid Data.

#### **F.1.5 The Employer's Right to accept or reject any Bid Offer**

**F.1.5.1** The Employer may accept or reject any variation, deviation, Bid Offer, or alternative Bid Offer, and may cancel the Bid Process and reject all Bid Offers at any time before the formation of a contract. The Employer shall not accept or incur any liability to a bidder for such cancellation and rejection but will give written reasons for such action upon written request to do so.

**F.1.5.2** The Employer may not subsequent to the cancellation or abandonment of a Bid Process or the rejection of all responsive Bid Offers re-issue a bid covering substantially the same scope of work within a period of 6 (six) months unless only one bid was received and such bid was returned unopened to the bidder.

## **F.2 Bidder's obligations**

### **F.2.1 Eligibility**

Submit a Bid Offer only if the bidder complies with the criteria stated in the Bid Data and the bidder, or any of his principals, is not under any restriction to do business with Employer.

### **F.2.2 Cost of bidding**

Accept that the Employer will not compensate the bidder for any costs incurred in the preparation and submission of a Bid Offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

### **F.2.3 Check documents**

Check the Bid Documents on receipt for completeness and notify the Employer of any discrepancy or omission.

### **F.2.4 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the Bid. Use and copy the documents issued by the Employer only for the purpose of preparing and submitting a Bid Offer in response to the invitation.

### **F.2.5 Reference documents**

Obtain, as necessary for submitting a Bid Offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the Bid Documents by reference.

### **F.2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the Bid Document, which the Employer may issue, and if necessary, apply for an extension to the closing time stated in the Bid Data, in order to take the addenda into account.

### **F.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which bidders may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting are stated in the Bid Data.

### **F.2.8 Seek clarification**

Request clarification of the Bid Documents, if necessary, by notifying the Employer at least five working days before the closing time stated in the Bid Data.

## **F.2.9 Insurance**

Be aware that the extent of insurance to be provided by the Employer (if any) may not be for the full cover required in terms of the Conditions of Contract identified in the Bid Data. Bidders are advised to seek qualified advice regarding insurance.

## **F.2.10 Pricing the Bid Offer**

**F.2.10.1** Include in the rates, prices, and the bid total of the prices (if any) all duties, taxes, except Value Added Tax (VAT), and other levies payable by the successful bidder, such duties, taxes and levies being those applicable 14 days before the closing time stated in the Bid Data.

**F.2.10.2** Show VAT payable by the Employer separately as an addition to the bid total of the prices.

**F.2.10.3** Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

**F.2.10.4** State the rates and prices in Rand unless instructed otherwise in the Bid Data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

## **F.2.11 Alterations to documents**

Not make any alterations or additions to the Bid Documents, except to comply with instructions issued by the Employer, or necessary to correct errors made by the bidder. All signatories to the Bid Offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

## **F.2.12 Alternative Bid Offers**

**F.2.12.1** Submit alternative Bid Offers only if a main Bid Offer, strictly in accordance with all the requirements of the Bid Documents, is also submitted. The alternative Bid Offer is to be submitted with the main Bid Offer together with a schedule that compares the requirements of the Bid Documents with the alternative requirements the bidder proposes.

**F.2.12.2** Except that an alternative Bid offer may be based only on the criteria stated in the Bid data or criteria otherwise acceptable to the Employer.

## **F.2.13 Submitting a Bid Offer**

**F.2.13.1** Submit a Bid Offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the Bid Data.

**F.2.13.2** Return all returnable documents to the Employer after completing them in their entirety, in **black ink (hand written)**.

**F.2.13.3** **Submit** the parts of the Bid Offer communicated on paper as an original plus the number of copies stated in the Bid Data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the Employer.

**F.2.13.4** Sign the original and all copies of the Bid Offer where required in terms of the Bid Data. The Employer will hold all authorized signatories liable on behalf of the bidder. Signatories for bidders proposing to contract as joint ventures shall state which of the signatories is the lead partner to whom the Employer shall hold liable for the purpose of the Bid Offer.

**F.2.13.5** Where a two-envelope system is required in terms of the Bid Data, place and seal the returnable documents listed in the Bid Data in an envelope marked “financial proposal” and place the remaining returnable documents in an envelope marked “technical proposal”. Each envelope shall state on the outside the Employer’s address and identification details stated in the Bid Data, as well as the bidder’s name and contact address.

**F.2.13.6** Seal the original Bid offer and copy packages together in an outer package that states on the outside only the Employer's address and identification details as stated in the Bid Data.

**F.2.13.7** Accept that the Employer shall not assume any responsibility for the misplacement or premature opening of the Bid offer if the outer package is not sealed and marked as stated.

#### **F.2.14 Information and data to be completed in all respects**

Accept that Bid Offers, which do not provide all the data or information requested completely and, in the form required, may be regarded by the Employer as non-responsive.

#### **F.2.15 Closing time**

**F.2.15.1** Ensure that the Employer receives the Bid Offer at the address specified in the Bid Data not later than the closing time stated in the Bid Data. Proof of posting shall not be accepted as proof of delivery. The Employer shall not accept Bid Offers submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the Bid Data. It is the responsibility of the bidder to ensure that the bid is placed in the correct tender box.

**F.2.15.2** Accept that, if the Employer extends the closing time stated in the Bid Data for any reason, the requirements of these Bid Conditions apply equally to the extended deadline.

#### **F.2.16 Bid Offer validity**

**F.2.16.1** Hold the Bid Offer(s) valid for acceptance by the Employer at any time during the validity period stated in the Bid Data after the closing time stated in the Bid Data.

**F.2.16.2** If requested by the Employer, consider extending the validity period stated in the Bid Data for an agreed additional period.

#### **F.2.17 Clarification of Bid Offer after submission**

Provide clarification of a Bid Offer in response to a request to do so from the Employer during the evaluation of Bid offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the total of the prices or substance of the Bid offer is sought, offered, or permitted. The total of the prices stated by the bidder shall be binding upon the bidder.

**Note:** Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred bidder following a competitive selection process should the Employer elect to do so.

### **F.2.18 Submit securities, bonds, policies, etc.**

If requested, submit for the Employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

### **F.2.19 Check final draft**

Check the final draft of the contract provided by the Employer within the time available for the Employer to issue the contract.

### **F.2.20 Return of other Bid Documents**

If so, instructed by the Employer, return all retained Bid Documents within 28 days after the expiry of the validity period stated in the Bid Data.

### **F.2.21 Certificates**

Include in the bid submission or provide the Employer with any certificates as stated in the Bid Data.

## **F.3 The Employer's undertakings**

### **F.3.1 Respond to clarification**

Respond to a request for clarification received up to five working days prior to the bid closing time stated in the Bid Data and notify all bidders who drew procurement documents.

### **F.3.2 Issue addenda**

If necessary, issue addenda that may amend or amplify the Bid Documents to each bidder during the period from the date of the Bid Notice until seven days before the bid closing time stated in the Bid Data. If, as a result a bidder applies for an extension to the closing time stated in the Bid Data, the Employer may grant such extension and will then notify all bidders who drew documents. However, due to the emergency nature of this project, extension of the closing time will only be granted under exceptional circumstances.

### **F.3.3 Return late Bid Offers**

Return Bid offers received after the closing time stated in the Bid Data, unopened, (unless it is necessary to open a bid submission to obtain a forwarding address), to the bidder concerned.

### **F.3.4 Opening of Bid submissions**

**F.3.4.1** Unless the two-envelope system is to be followed, open valid bid submissions in the presence of bidders' agents who choose to attend at the time and place stated in the Bid Data. Bid submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

**F.3.4.2** Announce at the opening held immediately after the opening of bid submissions, at a venue indicated in the Bid Data, the name of each bidder whose Bid Offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main Bid Offer only.

**F.3.4.3** Make available the record outlined in F.3.4.2 to all interested people upon request.

### **F.3.5 Two-envelope system**

**F.3.5.1** Where stated in the Bid Data that a two-envelope system is to be followed, open only the technical proposal of valid bids in the presence of bidders' agents who choose to attend at the time and place stated in the Bid Data and announce the name of each bidder whose technical proposal is opened.

**F.3.5.2** Evaluate the quality of the technical proposals offered by bidders, then advise bidders who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of bidders, who score in the quality evaluation above the minimum number of points for quality stated in the Bid Data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to bidders whose technical proposals failed to achieve the minimum number of points for quality.

### **F.3.6 Non-disclosure**

Not disclose to bidders, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of Bid Offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful bidder.

### **F.3.7 Grounds for rejection and disqualification**

Determine whether there has been any effort by a bidder to influence the processing of Bid Offers and instantly disqualify a bidder (and his Bid Offer) if it is established that he engaged in corrupt or fraudulent practices.

### **F.3.8 Test for Pre-Evaluation**

**F.3.8.1** Determine, on opening and before detailed evaluation, whether each Bid Offer properly received:

- a) meets the requirements of these Conditions of Bid,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the Bid Documents.

**F.3.8.2** A responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bid documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affects the scope, quality, or performance of the works, services or supply identified in the Scope of Work
- b) change the Employer's or the bidder's risks and responsibilities under the contract, or
- c) affect the competitive position of other bidders presenting responsive bids, if it were to be rectified.

Reject a non-responsive Bid Offer and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

### **F.3.9 Arithmetical errors**

**F.3.9.1** Check responsive Bid Offers for arithmetical errors, correcting them in the following manner:

- a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

- b) If a Bill of Quantities (or schedule of rates) apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line-item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern, and the unit rate will be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the bidder's addition of prices, the total of the prices shall govern and the bidder will be asked to revise selected item prices (and their rates if a bill of quantities applies) to achieve the bid total of the prices.

**F3.9.2** Consider the rejection of a Bid Offer if the bidder does not correct or accept the correction of his arithmetical errors in the manner described above.

### **F.3.10 Clarification of a Bid Offer**

Obtain clarification from a bidder on any matter that could give rise to ambiguity in a contract arising from the Bid Offer.

### **F.3.11 Insurance provided by the Employer**

If requested by the proposed successful bidder, submit for the bidder's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the Employer to provide.

### **F.3.12 Acceptance of Bid Offer**

**F.3.12.1** Accept Bid Offer only if the bidder satisfies the legal requirements stated in the Bid Data.

**F.3.12.2** Notify the successful bidder of the Employer's acceptance of his Bid offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the Bid Data or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the Employer and the successful bidder as described in the form of offer and acceptance.

### **F.3.13 Notice to unsuccessful Bidders**

After the successful bidder has acknowledged the Employer's notice of acceptance, notify other bidders that their Bid Offers have not been accepted. This will only be done upon receipt of a written request.

### **F.3.14 Prepare contract documents**

If necessary, revise documents that form part of the contract and that were issued by the Employer as part of the Bid Documents to take account of:

- a) addenda issued during the bid period,
- b) inclusion of some of the returnable documents,
- c) other revisions agreed between the Employer and the successful Bidder, and
- d) the schedule of deviations attached to the form of offer and acceptance, if any.

### **F.3.15 Issue final contract**

Prepare and issue the final draft of contract documents to the successful bidder for acceptance as soon as possible after the date of the Employer's signing of the form of offer and acceptance (including the schedule of deviations, if any). Only those documents that the conditions of bid require the bidder to submit, after acceptance by the Employer, shall be included.

**F.3.16 Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

**F.3.17 Provide copies of the contracts**

Provide the successful bidder with the number of copies stated in the Bid Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

**F.3.18** The number of paper copies of the signed contract is one.



## SECTION 2: SPECIFICATIONS

### 2.1. BACKGROUND

The Dihlabeng Local Municipality had made use of a private security services of which the said contracted service comes to an end after 3 years from the date of appointment. In line with the number of suspected incidents of sabotage and theft, the Municipality is in need of a competent and resourced company to provide this service. The Municipality does not have the capacity or the resources to run the entire security service efficiently and effectively hence the outsourcing of the Private Security Service.

The required services will include the five (05) towns within the Dihlabeng Local Municipality, namely: Bethlehem, Clarens, Fouriesburg, Paul Roux and Rosendal.

Upon commencement of the contract the Municipality will expect immediate delivery of security services within the Dihlabeng Local Municipality.

The Municipality requires the Service Provider to provide a Security Service at various Dihlabeng Local Municipality's sites, to protect and secure the Municipality's Property, Personnel, Service Providers, Assets and the Public. Service provider should demonstrate the knowledge of South African Security Law and Regulations, Labor Relations Act, COIDA and Provident Fund Act with a proven track record.

#### 2.1.2.1 PROJECT SCOPE: Specification for Procuring Security Services

Project Name:	<b>APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PHYSICAL SECURITY FOR A PERIOD OF 3 YEARS FROM THE DATE OF APPOINTMENT</b>
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#### **1. Guideline for Terms of reference**

This tender is for appointment of a service provider for provision of physical security for a period of three (03) years from the date of appointment

#### **A. Background**

This contract aims to appoint a capacitated and experienced security company to provide security services within the jurisdiction of Dihlabeng Local Municipality, which includes five towns and townships as well as the surrounding areas. The duration associated with the contract is three years (thirty-six months) from the date of appointment.

## B. Scope of Work / Terms of Reference.

NO	BETHLEHEM UNIT	NUMBER OF GUARDS	GRADE PER GUARD
1	DLM Head Quarters	4x unarmed security guards at the Municipal reception/Head Quarters seven (07) days a week. Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x pistol) at the Municipal reception/Head Quarters and the surrounding area seven (07) days a week. Monday to Sunday, 18:00 - 06:00	Grade C
2	Bethlehem Town Hall	8x unarmed security guards at the Town Hall, seven (07) days a week, Monday to Friday, 06:00- 18:00	Grade C
		2 armed security guards (Rifle/1 Shotgun and 2 Pistols) at the Town Hall, seven (07) days a week, Monday to Sunday. 18:00- 06:00	Grade C
3	Technical Services Offices	4x unarmed security guards at the entrance of the Departmental yard, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		3x armed security guards (1x Rifle and 2x pistols) at the entrance of the site, seven days a week, Monday to Sunday, 18:00 - 06:00	Grade C
4	Electricity Station	3x unarmed security guards at the entrance gate, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		3x armed security guards (1x Rifle and 1x Pistol) at the entrance gate of the station, seven (07) days a week, Monday to Sunday. 18:00 - 07:00	Grade C
5	Fire Section and Bethlehem Swimming Pool	3x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		3x armed security guards (1x Rifle and 1x pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

6	Gobble Park Stadium	2x unarmed security guard at the access control point seven (7) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x pistol) at the access control point seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
7	Purification Plant (Riool)	2x unarmed security guards at the access control point seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2 Batons Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
8	Bethlehem Show Grounds	3x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		3x armed security guards(1x shotgun and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
9	Bohlokong Tennis Court	1x unarmed security guard at the access control point, seven (07) days a week, Monday tom Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
10	Department of Development and Town Planning	2x unarmed security guard at access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

12	Airfield (Technical Services)	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
13	Bakenpark Hall	1x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x baton sticks and 2x pepper sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
14	Bakenpark Swimming Pool	1x unarmed security guards at the access control point seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2 Batons Sticks and 2x Pepper Sprays) at the access control points seven (07) days a week. Monday to Sunday, 18:00 - 06:00.	Grade C
15	Pretorius Kloof (Main Entrance)	2x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control points seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
16	Dumping Site (Morelig)	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		1x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
17	Bohlokong New Hall and Library	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sundays, 18:00 - 06:00	Grade C

18	Boiketlong Hall	1 unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		2x armed security guards (2x Batons and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00.	Grade C
19	Bohlokong Stadium	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
20	Bohlokong Radio Station (Old Chambers )	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
21	Human Settlements Section	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x batons) at the access control points, seven (07) day a week, Monday to Sunday, 18:00 - 06:00	Grade C
22	Dihlabeng Parks	2x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00.	Grade C
23	Saulspoort Dam (Abstraction Point)	3x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		3x armed security guards (1x Rifle and 2x Pistols) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

24	Traffic Section	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
26	Riverside Pump Station	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

27	Phase 7 Pump Station	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
28	Liebenbergsvlei Pump Station	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
29	Vogelfontein Pump Station	1x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
30	Old and New Water Plant	2x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00.	Grade C
31	La Provance Sewer Pump Station	1x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
32	Water Works	3x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		3x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

33	Bakenpark Stadium	2x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1 Rifle and 1 Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00-06:00	Grade C
34	Utopia Cemetery	2x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
35	Workshop	2x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
36	Panorama Pump Station	2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
37	Lorrain Substation	1x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00-06:00.	Grade C
38	Morelig Pump Station	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00.	Grade C



39	Hospital Reservoir	2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
40	Wolhouterskop Game Reserve	6x armed security guards (Rifles and Pistols) at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00  6x armed security guards (Rifles and Pistols) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00.	Grade C  Grade C
41	Groenvoer Lande	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00  2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C  Grade C
42	Windy Ridge Sub Station	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00  2x armed security guards (1 Rifle and 1 Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C  Grade C
43	Bakenpark Reservoir	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00  2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C  Grade C
44	Bird Cage Reservoir	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00  2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C  Grade C

45	Morelig Reservoir	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1 Rifle and 1 Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
46	Hospital View Reservoir	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		2x armed security guards (1 Rifle and 1 Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
47	Panorama Reservoir	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
48	Fisher Reservoir	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1 Rifle and 1 Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
49	Bethlehem Tower Saulspoort	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
50	Jordania Sub Station	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

51	Slabberts Farm (Water Borehole×2)	4x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		4x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
52	Critical Key Areas Whole of DLM	8x Armed Tactical Team, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		8x Armed Tactical Team, seven (07) days a week, Monday to Sunday, 18:00- 06:00	Grade C
53	Struiksteine Substation	2x unarmed security guards at the access control points, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
	PAUL ROUX		
1	Municipal Offices	2x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
2	Dumping Site	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
3	Paul Roux Stadium	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

4	Sewarage Plant (Riool)	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00.	Grade C
5	Fateng Tse Ntsho Offices	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		2x armed security guards (2 Baton Sticks and 2 Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00.	Grade C
6	Fateng Tse Ntsho Community Hall	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guard (2 Baton Sticks and 2 Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00.	Grade C
7	Water Purification Plant	2x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1 Rifle and 1 Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
	ROSENDAL		
1	Municipal Offices and Library	2x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
2	Mautse Stadium	2x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

3	Town Hall	1x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2 armed security guards (2 Baton Sticks and 2 Pepper Sprays) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
4	Rosendal Riool	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
5	Mautse Offices	2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
6	Water Treatment Plant	1x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1 Rifle and 1 Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
7	Sewarage Plant	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
8	Mautse Community Hall	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
9	Mautse Transfer Station (Dumping Site)	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point,	Grade C

		seven (07) days a week, Monday to Sunday, 18:00 - 06:00	
10	Rosendal Reservoir (Mooivlei)	<p>2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00</p> <p>2x armed security guards(1x Pistol and 1x Rifle) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00</p>	<p>Grade C</p> <p>Grade C</p>
FOURIESBURG			
1	Show Grounds	<p>2x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.</p> <p>2x security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00.</p>	<p>Grade C</p> <p>Grade C</p>
2	Water Works	<p>1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00</p> <p>2x security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00</p>	<p>Grade C</p> <p>Grade C</p>
3	Town Hall	<p>1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.</p> <p>2x security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00.</p>	<p>Grade C</p> <p>Grade C</p>

4	Municipal Offices	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 -18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
5	Mashaeng Stadium	3x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
		3x security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00.	Grade C
6	Mashaeng Hall	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
7	Mashaeng Pump Station 1	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
8	Mashaeng Pump Station 2	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
9	Mashaeng Municipal Offices	2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
10	Mashaeng Riool	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

11	Store Room	1x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
12	Tonosa Pump Station	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
13	Mashaeng Library	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
14	Fouriesburg Border Post	4x armed security guards for patrols under the bridge to secure the Municipal Property (infrastructure), seven days a week. Monday to Sunday, 06:00 - 18:00	Grade C
		6x armed security guards for patrols under the bridge to secure the Municipal Property (infrastructure), seven days a week. Monday to Sunday, 18:00 - 06:00	Grade C
15	Smalden	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 -18:00	Grade C
		2x armed security guards (1x Pistol and 1x Shotgun) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
16	Carolina Pump Station	2x unarmed security guard at the access control point, seven (07) days a week, ay to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Shotgun and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C



17	Dumping Site	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (2x batons and 2x pepper sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
19	Bethlehem Crossing Pump Station	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
20	Greenland Pump Station	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

21	Clarens Road Pump Station	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
22	Fouriesburg Reservoir 1	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
23	Fouriesburg Reservoir 2	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

24	Fouriesburg Boreholes x 5	Water	10x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
			10x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
	CLARENS			
1	Martie Lotz Hall		1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
			2x security guards (2x Baton Sticks and 2x Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
2	Municipal Store Rooms		1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
			2x security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
3	Municipal Offices		1x unarmed security guards at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
			2x armed security guards (1x Rifle and 1x Pistol) at the access control points, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
4	Kgubetswana Municipal Offices and Kgubetswana Hall		2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
			2x armed security guards (1 Rifle and 1 Pistol ) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
5	Kgubetswana Site	Dumping	1x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00.	Grade C
			2x security guards (2x baton sticks and 2x pepper sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

6	Water Purification Plant	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Pistol and 1x Rifle ) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
7	Sewarage Treatment Plant	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x security guards (2 Baton Sticks and 2 Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
8	Kgubetswana Stadium	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x security guards (2 Baton Sticks and 2 Pepper Sprays) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
9	Kgubetswana Pump Station	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
10	Little Caledon	2x armed security guards (1x Pistol and 1x Rifle) at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
11	Little Caledon (Main Gate)	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
12	Kanana Reservoirs	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

13	Clarens Reservoirs 1	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
14	Clarens Reservoir 2	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
15	Clarens Reservoir 3	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
16	Phahameng Pump Station	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C
17	Clarens Solar Panels	2x unarmed security guard at the access control point, seven (07) days a week, Monday to Sunday, 06:00 - 18:00	Grade C
		2x armed security guards (1x Rifle and 1x Pistol) at the access control point, seven (07) days a week, Monday to Sunday, 18:00 - 06:00	Grade C

**SUPERVISION:**

NO	UNIT	NO OF SUPERVISORS	GRADE
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1.	Bethlehem	4 supervisors for monitoring and supervising, seven (07) days a week, Monday to Sunday, 06:00-18:00	Grade B
		4 supervisors for monitoring and supervising seven (07) days a week, Monday to Sunday, 18:00-06:00	Grade B
2.	Clarens	1 supervisor for monitoring and supervising, seven (07) days a week, Monday to Sunday, 06:00-18:00	Grade B
		1 supervisor for monitoring and supervising seven (07) days a week, Monday to Sunday, 18:00-06:00	Grade B
3.	Fouriesburg	2 supervisors for monitoring and supervising, seven (07) days a week, Monday to Sunday, 06:00-18:00	Grade B
		2 supervisors for monitoring and supervising seven (07) days a week, Monday to Sunday, 18:00-06:00	Grade B

4.	Paul Roux	1 supervisor for monitoring and supervising, seven (07) days a week, Monday to Sunday, 06:00-18:00	Grade B
		1 supervisor for monitoring and supervising seven (07) days a week, Monday to Sunday, 18:00-06:00	Grade B
5.	Rosendal	1 supervisor for monitoring and supervising, seven (07) days a week, Monday to Sunday, 06:00-18:00	Grade B
		1 supervisor for monitoring and supervising seven (07) days a week, Monday to Sunday, 18:00-06:00	Grade B

<b>TOTAL: SECURITY GUARDS</b>	<b>GRADE A/B</b>	<b>GRADE C</b>	<b>GRADE C (Unarmed)</b>
504	18	254	232

**SPECIFICATION:**

**SPECIFICATION AS APPROVED BY THE BID SPECIFICATION COMMITTEE IN TERMS OF THE DLM SUPPLY CHAIN MANAGEMENT POLICY:**

**PROJECT SCOPE:** Specification for Procuring Security Services

Project Name:	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PHYSICAL SECURITY FOR A PERIOD OF 3 YEARS FROM THE DATE OF APPOINTMENT
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**1. Guideline for Terms of reference**

This tender is for appointment of a service provider for provision of physical security for a period of three (03) years from the date of appointment

**A. Background**

This contract aims at appointing a capacitated and experienced security company to provide security services within the jurisdiction of Dihlabeng Local Municipality which includes five towns and townships as well as the surrounding areas. The duration associated with the contract is three years (thirty six months) from the date of appointment.

**B. Scope of Work / Terms of Reference.**

Description	Unit of Measure	Quantity
<b>BETHLEHEM UNIT</b>		
	SUPERVISORS (Grade A/B): Per Day Shift	SEVEN DAYS A WEEK
	SUPERVISORS (Grade A/B): Per Night shift	SEVEN DAYS A WEEK
	Security Officials (Grade C - Unarmed): Per Day Shift	SEVEN DAYS A WEEK
	Security Officials (Grade C): Per Night Shift	SEVEN DAYS A WEEK
<b>FOURIESBURG UNIT</b>		
	SUPERVISORS (Grade A/B): Per Night shift	SEVEN DAYS A WEEK
	Security Officials (Grade C - Unarmed): Per Day Shift	SEVEN DAYS A WEEK
	Security Officials (Grade C): Per Night Shift	SEVEN DAYS A WEEK
<b>ROSENDAL UNIT</b>		
	SUPERVISORS ( Grade A/B): Per Night shift	SEVEN DAYS A WEEK

	Security Officials (Grade C - Unarmed): Per Day Shift	SEVEN DAYS A WEEK
	Security Officials (Grade C): Per Night Shift	SEVEN DAYS A WEEK
CLARENS UNIT		
	SUPERVISORS (Grade A/B): Per Night shift	SEVEN DAYS A WEEK
	Security Officials (Grade C - Unarmed): Per Day Shift	SEVEN DAYS A WEEK
	Security Officials (Grade C): Per Night Shift	SEVEN DAYS A WEEK
PAUL ROUX		
	SUPERVISORS (Grade A/B): Per Night shift	SEVEN DAYS A WEEK
	Security Officials (Grade C - Unarmed): Per Day Shift	SEVEN DAYS A WEEK
	Security Officials (Grade C): Per Night Shift	SEVEN DAYS A WEEK
TACTICAL TEAMS	SUPERVISORS (Grade A/B) Per Day and Night Shift	SEVEN DAYS A WEEK

Dihlabeng Local Municipality consists of 5 administrative units which are the following Bethlehem, Paul Roux, Clarens, Rosendal and Fouriesburg.

In Bethlehem there is four (04) day shift Supervisor x Seven days a week, four (04) night shift Supervisor x Seven days a week, X Seven days a week, day shift posts, Night shift posts x Seven days a week.

In Fouriesburg there are two (2) day shift Supervisor x Seven days a week, two (2) night shift Supervisor x Seven days a week, X Seven days a week, dayshift posts, Night shift posts x Seven days a week.

In Clarens there are One (1) day shift Supervisor x Seven days a week, One (1) night shift Supervisor x Seven days a week, X Seven days a week, dayshift posts, Night shift posts x Seven days a week.

In Paul Roux there are One (1) day shift Supervisor x Seven days a week, One (1) night shift Supervisor x Seven days a week, X Seven days a week, dayshift posts, Night shift posts x Seven days a week

In Rosendal there are One (1) day shift Supervisor x Seven days a week, One (1) night shift Supervisor x Seven days a week, X Seven days a week, dayshift posts, Night shift posts x Seven days a week

The services of professionally trained qualified and registered security personnel are required by the Municipality to perform duties at our premises in accordance with the Private Security Industry Regulation Act no. 56 of 2001.

In respect of the security services provided on the property of the Municipality, the Service Provider shall at all times comply with the provisions of the Control of Access to Public Premises and Vehicle Act, 1985 Act No. 52 of 1985.

Subject to the provisions of the Trespass Act, 1959 [Act no. 6 of 1959], an Authorized Officer may at any time remove any person from any Municipal premises or vehicle.

## 1. **Overall responsibilities.**

The incumbent security company shall render the service using trained Guards. The scope of service offered shall include, but is not limited to:

- Access control.
- Sites surveillance.
- Electrical Sub Station patrols
- Water Reservoir patrols
- Eradication of theft /shrinkage
- Monitoring and identification of security threats & risks.
- Locking and unlocking of facilities as per site requirement.
- Safeguarding of lost and found property.
- Maintaining records of security registers as per site requirements.
- Assist where applicable with OHS and other relevant systems.
- Overall crime prevention.
- Foot patrols.
- Site inspections including buildings and fence parameters.
- Investigations on theft of Municipal property and assets.
- Crime must be reported immediately to the SAPS, and to the client namely DLM's Manager: Security Services & the Municipal Manager.

## 2. **Equipment Needed.**

The following will be the type of requirement that will be needed to execute duties satisfactorily:

- Base station radio.
- Firearms.
- Two way hand held radio at the ratio of 1 radio per every two guards on duty.
- Patrol monitoring system
- Cameras, Drones, Electronic Security Management System where applicable.
- Vehicle mobile two way communication radio.
- Torches for all security guards for night shift.
- Security Registers for administration purposes.
- Handcuffs and other equipment needed to assist the security officer to perform good quality service.

All the above equipment must be fully operational at all times. The service provider may suggest alternative technologies which may be more advanced and effective for service delivery.

## 3. **REQUIREMENTS AND DUTIES**

### **REQUIREMENTS:**

The following requirements are applicable to all security officers:

#### **Training skill and knowledge**

Minimum training – The standard laid down as determined by the PSIRA/SASSETA

- Registered with PSIRA
- Theoretical – and practical training of firearms if an armed guard is required. Proof of a competency certificate of the caliber of training received and full license to possess firearm.



- Sound knowledge of the Act on fire arms and ammunition (armed guards).
- Sound knowledge of all the relevant and applicable section of the Criminal Procedures Act, (Act 51/1977) which have a direct bearing on the duties of a security officer.

#### **4. Equipment and other aids**

- Two way communication radio in a serviceable condition, with good communication between user stations (individual on duty) with the control room of the firm respectively.
- Baton and handcuffs.
- Flashlight (during the night).
- Any Electronic Security Management Systems.
- Full company uniform with the necessary identifying insignias, which clearly illustrate the code of arms of the firm, with the name tag of the security guard.
- Such other as is /are necessary to properly render the services contemplated in Clause 3 above.
- Trained dogs.

#### **5. Behavior and conduct**

- i. The security officers must at all times be present at the sites during his/her specific shift.
- ii. The security officers must at times be alert and in a state of readiness during his specific shift.
- iii. The security officers may not be under the influence of any intoxicating liquor or any other drug.
- iv. The security officers may not at any time when on duty, host private individual for any reason other than that which is related to the business of the client.
- v. Display high level of discipline, honesty and professionalism.

#### **6. DUTIES:**

- i. The following duties are applicable to all security officers:
- ii. To prevent any person by pursuing all possible and available means, from committing an illegal and wrongful act which may result in damage to and loss of property on or from any premises.
- iii. To arrest any person who has committed an illegal and wrongful act on or at the sites and any person whom the officer reasonably suspects of having committed an illegal and wrongful act.
- iv. To report the malfunctioning of or damage to anything on or at a guarded premises which is the property of DLM to the Manager Security Services or his/her Representatives.
- v. To do regular patrols on or at the premises in order to make his presence obvious and to enable him to execute the above mentioned duties

## **7. SPECIFICATION OF GUARDS**

The following duties apply to security officers guarding office buildings:

### **Grade A**

To remove any person from the site whose behavior disturbs the peace or causes discomfort to, or annoys the, client, employees, service providers, visitors and tenants.

### **Grade B**

The following duties applies to security officers guarding empty buildings and/or premises:

1. To prevent any person ,apart from personnel of DLM from entering the building or premises responsible for the Municipality
2. To ensure that nothing is removed from the premises without written authorization and in the presence of a staff member from DLM.

### **Grade C**

The following duties applies to security officers guarding Water Treatment plants, or any other such as Water Pump Stations, Sewage Plants, Sewage Pump station, Electrical Substation, Electrical Installations Sites, Water Installations, Water Reservoirs, Municipality properties and Bulk Supply Installations:

1. To ensure that any equipment taken out of the premises/site has a written permission/ authorization.
2. To prevent any person except the Sheriff of court or SAPS when executing official duty from entering without authorization.

### **Grade C (Unarmed)**

The following duties applies to security officers guarding a factory or shop or any other such commercial or industrial premises, where DLM has started legal action against the tenants, owners and or landlords:

1. To prevent any person, except Legal personnel of DLM and the messenger of the court from entering the premises.
2. To prevent anything from being done and or being removed from the Bulk supply plantation premises without written authorization from the Accounting Officer/ Manager Security or any designated Municipality official.

## 8. QUESTIONNAIRE

(To be completed in full by tenderer.)  
COMPANY

1. State the nature of your (i.e. close corporation ,proprietary or limited or other)as well as the registration numbers thereof (please attach proof)

--

2. Please supply us with your registered business address as well as that of your branch officers.

3. List names of all shareholders or members with percentage of shareholding applicable per shareholder or member as well as copies of the relevant identity documents.

4. List names of all directors and or management as applicable.

5. Please attach partnership agreement /articles of association and certificate of incorporation /founding statement and CK1 if applicable.

6. How long has your company been a security service provider?

7. How many security guards has your company employed at present?

8. Is your company registered with the private security industry regulating? If so, please give registration details.

9. Are the directors /members of the company registered with the Private Security Industry Regulating Authority?  
YES/NO

10. What percentage of security guards presently employed by your company are:

- Registered with the Private Security Industry Regulating Authority? Attach a copies of registrations

Awaiting registration with the Private Security Industry Regulating Authority?

11. Which major contracts are you presently serving?

12. Is your company registered with the SAPS to use fire arms? YES/NO

If no, give details .....

## COMMUNICATIONS

13. Please state: Location of your operational /control room:

.....

24 hour telephone number of your operations /control room:

(Code)\_\_\_\_\_ (Number)

a) Your Company's radio frequency:

.....

b) Is the frequency exclusive to your company? YES/NO If not, please elaborate:

.....

Please state brief details of the qualification of the staff that will man your operation /control room on a permanent basis: (Attach proof)

.....

#### GENERAL

Is your tender based on wages as laid down in terms of the Labour Regulations Act ,1956 as amended by Government Gazette no 5667 of 30 JUNE 1997? YES/NO

I/we hereby agree that this tender, together with the letter of acceptance thereof will constitute a bidding contract which will take effect from date of appointment or alternatively from the first of the month following the date of dispatch of the letter of acceptance, whichever is the latter.

#### COMPANIES AUTHORIZED REPRESENTATIVE

.....  
SIGNATURE

.....  
DATE

.....  
CAPACITY

The DLM have the right to allocate the companies to specific areas:

## 2.10. FUNCTIONAL INFORMATION AND EVALUATION

### 2.10.1. BIDDERS'S INFORMATION

#### A. The Service Provider shall:

- a) Perform all its duties under the supervision of the Dihlabeng Local Municipality and in strict compliance with any instruction received from an authorized representative of the Municipality.
- b) Nominate a suitable person based in Dihlabeng Local Municipality to act as “contract manager with overall authoritative responsibility for implementation and management of all aspects of the contract and to serve as primary liaison between the Municipality and the contractor.
- c) Replace the “contract manager” upon receipt of a written request from the Municipality in the event that the Municipality is dissatisfied with the performance of the “contract manager”.
- d) Should any new law or Act in terms of the Security Services comes into effect, or be repealed, or amended which thereby materially impact on the ability of either party to fulfill their obligations in terms of the contract, then the parties agree to re-negotiate the contract in so far as it is affected by the changes, provided that if the change is of such a nature and extend that, in the sole opinion of the Municipality, the only reasonable option is to terminate all or part of the contract, the Local Authority may unilaterally do so after giving the contractor one month written notice.

### 2.10.2 Payment and invoicing

#### A. The Service Provider shall:

- a) Tender a set fee of rate per unit for day and night shift per quantity covering all its obligations in terms of this contract. All cost of charges that the bidder may incur must be included in the price quoted.
- b) Acknowledge that no additional payments for any reason whatsoever will be paid by the Municipality to the contractor.
- c) Calculate the monthly fee payable by the Municipality to the contractor by multiplying the number of successfully safe guarded Municipal sites (rates per unit), recorded on the contractor system in the preceding calendar month with the set fee and adding value added tax.
- d) Submit to the Municipality on or before the 7th day of each Calendar month:
  - i. Submit invoices to the Head of Security for verification process every month before payment is effected by Finance Department
  - ii. A value added tax invoice detailing the fees payable by the Municipality to the contractor in respect of security services provided.

Submit proof of payment to the Security Manager of DLM that the entire security within the DLM are paid. Proof of payment must be submitted two (02) days after the effected date.

## SECTION 2.2: EVALUATION CRITERIA

### Evaluation of tender

The Bids will be evaluated in four (04) stages, namely:

- Stage 1: Pre Evaluation**
- Stage 2: Functionality**
- Stage 3: Financial Offer and Preference**
- Stage 4: Risk Analysis**

### STAGE 1: PRE EVALUATION

Tenders will be checked for compliance with Tender Conditions and the mandatory documents / returnable verified for completeness and correctness. Non-compliance with any of the requirements will render the tender non-responsive and it will not be considered further for evaluation. The documents and/or accreditation certificates as stipulated in the table below are mandatory and must be submitted together with a completed tender document:

Pre-compliance evaluation and compulsory returnable documents required for evaluation purposes. Submission of the below documents is compulsory	Checklist- Documents submitted (Yes/No)	
Joint Venture	Yes/No	Joint Venture Agreement and Power of Attorney, if applicable.
Company address	Yes/No	A copy of a valid signed Lease Agreement or Municipal Account Statement in the name of the company, that is not more than 3 months old and not more than 90 days in arrears
Proof of current 3rd party liability insurance for the bidding company to the value of R10million or more (the liability insurance must be current. Letters of intent will not be accepted).	Yes/No	A copy of 3rd party liability insurance
Original or certified copy (certified copies must not be older than 6 months) of ICASA radio communication license of the company or leased license (if leased, a valid lease agreement would be required)	Yes/No	ICASA radio communication license
PSIRA Certificate	Yes/No	A valid PSIRA Certificate in the name of the bidding company
List of Firearm Registration Certificate	Yes/No	A List of Firearm Registration by SAPS
Letter of Good Standing (COIDA Certificate)	Yes/No	Valid Letter of Good Standing (COIDA Certificate)
Original or certified copy (certified copies must not be older than 6 months) of a valid ROC (RPAS Operating Certificate) as per the Civil Aviation Regulations (CAR) 101 of 2011, South African Aviation Authority (SACCA). Where the equipment is leased, a valid lease	Yes/No	Original or Certified copy of RPAS Operating Certificate not older than 6 months

agreement is accepted and a certified copy of an operator		
Original or certified copy of firearm register from SAPS to possess firearms for business purposes issued in terms of Section 20 of the Firearms Act. (Print out not older than sixty days).	Yes/No	Proof of SAPS firearm register
The bidder must provide the recent 3 Years Audited Financial Statements, preferably (2023 / 2024 / 2025).	Yes/No	2023, 2024 and 2025
Tender documents must be submitted as one (1) original, and one (1) scanned copy (PDF) of the original completed in a flash drive with all exhibits and forms required included in the returnable schedule.	Yes/No	
Original or certified copy (certified copies must not be older than 6 months) of firearm competency certificates and / or training records of the person responsible for Armory to handle and use all prescribed firearms for business purposes in terms of the Firearm Control Act (FCA) and / or SASSETA accredited institutions. The following documentation is required: Valid SAPS Firearm Competency Certificate Accredited Training certificate for use of firearm for business purposes: - Unit standard 123511 - Handle and use of self-loading carbine for business purposes - Unit standard 123514 - Handle and use of shotgun for business purposes - Unit standard 123515 - Handle and use of handgun for business purposes - Unit standard 117705 - Legal aspects relating to Firearm control act.	Yes/No	Competency and training Certificates Unit standards

..... (BIDDER) tendering for .....

..... Hereby has read the stipulated pre-qualification criteria as stated above.

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

DATE:

.....

ADDRESS: .....

.....

.....

## STAGE 2: FUNCTIONALITY

### FUNCTIONALITY AS PER THE BELOW SCORE CARD

The following criteria will be applied for functionality to assess all the bidders who complied with pre-evaluation requirements. Bidders must obtain a minimum threshold of 60% (60 points) on functionality in order to be considered for further evaluation.

Key aspect of criterion	Basis for point allocation	Min	Max points	Verification Method
Experience of the Bidder	<p>More than 10 Projects / Contracts for Provision of Physical Security Services - 20</p> <p><math>6 \leq 10</math> Projects / Contracts for Provision of Physical Security Services - 10</p> <p><math>3 \leq 5</math> Projects / Contracts for Provision of Physical Security Services - 5</p> <p><math>0 \leq 2</math> Projects / Contracts for Provision of Physical Security Services - 0</p>	10	<b>20</b>	Appointment Letters and Reference Letters on the Clients' Letterhead
PSIRA Letter of Good Standing	<p>Provided a certified copy – 20</p> <p>Did not provide a certified copy or no information provided - 0</p>	20	<b>20</b>	Letter of Good Standing which must not be older than three months
Company's vehicles	<p>12 Vehicles or more - 10</p> <p><math>7 \leq 11</math> Vehicles - 5</p> <p><math>\geq 6</math> Vehicles - 0</p>	5	<b>10</b>	NaTis registration documents in the name of the company
Registered and qualified Private Investigators with PSIRA within the Company	<p><math>\geq 2</math> Private Investigators – 10</p> <p>1x Private Investigator - 5</p> <p>0x Private Investigator - 0</p>	5	<b>10</b>	PSIRA Registration Certificates. At least Grade B registration.



Proven experienced and qualified of key personnel in relation Director/s (Grade A or B)	CV and a valid Grade A/B PSIRA Certificate with at least 15 Years' Experience - 20	10	<b>40</b>	Attach CV and certified copies of Grade A or B PSIRA Certificate/s
	CV and a valid Grade A/B PSIRA Certificate with 7 to 14 Years' Experience - 10			
Project Manager (Grade B or C)	CV and a valid Grade A/B PSIRA Certificate with less than 7 Years' Experience - 5			Attach CV, certified copies of Grade A or B PSIRA Certificate/s and Security Management Diploma
	CV, a valid Grade A/B PSIRA Certificate and at least NQF Level 6 Security Management Diploma with at least 5 Years' Experience – 10	5		
	CV, a valid Grade A/B PSIRA Certificate and at least NQF Level 6 Security Management Diploma with 2 to 4 Years' Experience - 5			
	CV, a valid Grade A/B PSIRA Certificate and at least NQF Level 6 Security Management Diploma with less than 2 Years' Experience - 0			
<b>TOTAL</b>		<b>60</b>	<b>100</b>	

**STAGE 3: FINANCIAL OFFER AND PREFERENCE**

Each Bid will be evaluated in terms of price and preference in accordance with the Preferential Procurement Regulations 2022.

**POINTS AWARDED FOR PRICE**

A maximum of 80 or 20 points is allocated for price on the following basis:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

**POINTS AWARDED FOR SPECIFIC GOALS**

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:

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

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

<b>A</b>	<b>Number of points allocated (90/10 system) (To be completed by the Organ of state)</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (90/10 system) (To be completed by the tenderer)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
Within the boundaries of Dihlabeng Local Municipality	5	10		
Within The boundaries of Thabo Mofutsanyane District	3	6		
Within the boundaries of the Free State	2	4		
Outside of the boundaries of the Free State	0	0		
	10	20		

### **How to claim the points**

- i) A tenderer must submit their Municipal rates and taxes statement, which is not older than three (3) months (90 days);
- ii) or valid (not expired at closing date) lease agreement which is in the name of the company and signed.
- iii) or an official letter from the bank confirming the registered business address of the bidder.
- iv) for bidders from rural areas, a letter from the municipality that the area is not liable to pay municipal rates and taxes OR a signed letter from the chief indicating that the bidder is from that particular rural/tribal area.

#### Stage 4: Risk Analysis-Supply Chain Management

In addition to the evaluation of Responsiveness, Functionality and Financial Offer, a risk analysis will be performed on the bidders having the highest ranking/number of points to ascertain if any of the following, as relevant, present an unacceptable commercial risk to the employer in terms of:

1. The bid of any bidder may be disregarded if that bidder, or any of its directors have –
  - i. Abused the institution's supply chain management system.
  - ii. Committed fraud or any other improper conduct in relation to such system.
  - iii. Suspected/charged with any act of Fraud and Corruption,
  - iv. Under any other criminal investigation in terms of the Criminal Procedure Act, Act 51
  - v. Failed to perform on any previous contract.
  - vi. The bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or people prohibited from doing business with the public sector.
  - vii. Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied.
  - viii. If a company does not have more than 24 months (02 years) experience, working with the Government Institution.
2. The Database of Restricted Suppliers is available on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) and can be accessed by clicking on its link at the bottom of the home page.

Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

The Register for Tender Defaulters can be accessed on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) by clicking on its link at the bottom of the home page.

Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?

Was any contract between the bidder and any Organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

This tender is and shall be implemented in accordance with all relevant and applicable legislation, which includes and is not limited to best practice guidelines of procurement, PSIRA (Private Security Industry Act): Guideline for Services and Processes for Estimating Fees for Persons Registered in terms of the Private Security Industry Act (PSIRA) for the typical services stages as listed), tender evaluations and etc.

1. BID DECLARATION

1.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

2. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

2.1. B-BBEE Status Level of Contributor: ..... =.....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

3. SUB-CONTRACTING

3.1. Will any portion of the contract be sub- contracted? (Tick applicable box)

YES		NO	
-----	--	----	--

If yes, indicate:

1. What percentage of the contract will be subcontracted? %
2. The name of the sub-contractor.....
3. The B-BBEE status level of the sub-contractor.....
4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

5. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2022:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm:.....

4.2 VAT registration number:.....

4.3 Company registration number:.....

4.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

#### 4.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

...

.....

...

.....

...

.....

#### 4.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[Tick applicable box]

4.7 Total number of years the company/firm has been in business:.....

4.8 I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - a) disqualify the person from the bidding 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 favorable arrangements due to such cancellation;
  - d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. ....

2. ....

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

DATE: .....

ADDRESS .....

.....

.....

## SECTION 3

### 3.1 Pricing Schedule

NAME OF BIDDER: .....BID NO.: ..... CLOSING TIME 12:00 .....

CLOSING DATE: .....

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

#### 1. SECTION A – SECURITY GUARDS

DESCRIPTION	QUANTITY	RATE PER DAY SHIFT	RATE PER NIGHT SHIFT	TOTAL = DAY + NIGHT SHIFTS	TOTAL AMOUNT (QUANTITY X TOTAL)
Grade A/B	18				
Grade C	486				
	<b>TOTAL AMOUNT FOR SECTION A</b>				
	<b>GRAND TOTAL FOR 36 MONTHS FOR SECTION A (TO BE TRANSFERRED TO SUMMARY PAGE)</b>				

#### 2. SECTION B – TASK TEAM

DESCRIPTION	QUANTITY	RATE PER DAY SHIFT	RATE PER NIGHT SHIFT	TOTAL = DAY + NIGHT SHIFTS	TOTAL AMOUNT (QUANTITY X TOTAL)
Grade A	1				
Grade B	1				
Grade C	18				
	<b>TOTAL AMOUNT FOR SECTION B</b>				
	<b>GRAND TOTAL FOR 36 MONTHS FOR SECTION B (TO BE TRANSFERRED TO SUMMARY PAGE)</b>				



### 3. SECTION C – MISCELLANEOUS ITEMS

DESCRIPTION	QUANTITY	RATE PER ITEM PER MONTH	TOTAL AMOUNT
Pump Action Gun	5		
Rifle	70		
9mm Pistol	70		
.38 Revolver	5		
7.65 Pistol	5		
Quad bike	5		
Dog	10		
Disbursement (Vehicles, Torches, Batons, Hand cuffs, Spray Guns, etc.)	Sum		
<b>TOTAL AMOUNT FOR SECTION C</b>			
<b>GRAND TOTAL FOR 36 MONTHS FOR SECTION C (TO BE TRANSFERRED TO SUMMARY PAGE)</b>			

### 4. SUMMARY PAGE

DESCRIPTION	TOTALS (36 MONTHS) BROUGHT FORWARD FROM EACH SECTION
SECTION A	
SECTION B	
SECTION C	
<b>TOTAL EXCLUDING VAT</b>	
<b>15% VAT</b>	
<b>TOTAL INCLUDING VAT (TO BE TRANSFERRED TO FORM OF OFFER)</b>	

The Rate (FIRM Price) charged per security grade will be used as the Base for pricing on a monthly basis subject to number of personnel used in that particular month

NB: PLEASE NOTE: THE BID PRICES ARE NOT FIRM THEN: NON FIRM PRICES WILL BE ADJUSTED AS PER PSIRA GUIDELINES.

\_\_\_\_\_  
Signature of person authorized to sign bid documents

\_\_\_\_\_  
Name in block letters

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

SECTION 4

SECTION 4.1 MBD 4: DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-

- The bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number:.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- b) Any municipality or municipal entity;
- c) Provincial legislature;
- d) National Assembly or the national Council of provinces; or
- e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

NB: (Circle the relevant answer)

2.7 Are you or any person connected with the bidder      YES / NO Presently employed by the state?

- 2.7.1 If so, furnish the following particulars:  
 Name of person / director / trustee / shareholder/ member  
 .....  
  
 Name of state institution at which you or the person Connected to the bidder is employed:  
 Position occupied in the state  
 institution: Any other particulars:  
 .....  
 .....  
 .....
- 2.7.2 If you are presently employed by the state, did you obtain YES / NO  
 The appropriate authority to undertake  
 remunerative Work outside employment in the public sector?
- 2.7.2.1 If yes, did you attached proof of such authority to the bid YES / NO  
 document?  
 (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.
- 2.7.2.2 If no, furnish reasons for non-submission of such proof:  
 .....  
 .....  
 .....
- 2.8 Did you or your spouse, or any of the company's directors / YES / NO  
 trustees / shareholders / members or their spouses conduct  
 business with the state in the previous twelve months?
- 2.8.1 If so, furnish particulars:  
 .....  
 .....  
 .....
- 2.9 Do you, or any person connected with the bidder, have YES / NO  
 any relationship (family, friend, other) with a person employed  
 by the state and who may be involved with the evaluation and or adjudication of this bid?
- 2.9.1 If so, furnish particulars.  
 .....  
 .....  
 .....
- 2.10 Are you, or any person connected with the bidder, YES/NO  
 aware of any relationship (family, friend, other)

between any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....  
.....  
.....

Do you or any of the directors / trustees / shareholders / members  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?  
If so, furnish particulars:

YES/NO

.....  
.....  
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I  
ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23  
OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
SIGNATURE

.....  
DATE

.....

.....

## SECTION 4.2:

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

2. This Standard Bidding Document must form part of all bids invited.
3. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
4. The bid of any bidder may be disregarded if that bidder, or any of its directors have -
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
5. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/>	<input type="checkbox"/>
	If so, furnish particulars:		

#### MBD 8 CERTIFICATION

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

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

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of Bidder

SECTION 4.3: DECLARATION

1. I hereby declare that I have read, understood, agree and comply with all of the sections below, if included, that it shall be deemed to form and be construed as part of this agreement:
  - Invitation to Tender
  - Tender Conditions and Information
  - General Conditions of Contract
  - Special Conditions of Contract
  - Specification(s)
  - Price schedule(s)
  - Bid for Requirements of the Dihlabeng Local Municipality (Form MBD1)
  - Declaration of Interest (Form MBD4)
  - Preference Points Claim Form in Terms of the Preferential Procurement Regulations, 2001 (Forms MBD6.1 and MBD6.11)
  - Declaration of Bidder's Past Supply Chain Management Practices (Form MBD8)
  - Contract Form
  - Any other sections that might be added to form part of this document.
  - Certificate of Independent BID Determination (Form MBD 9)
2. I confirm that I am duly authorized to sign this document.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2. ....

DATE: .....



SECTION 4.4: MBD 7.2: CONTRACT FORM - RENDERING OF SERVICES

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

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

3. I hereby undertake to render services described in the attached bidding documents to (name of the institution)...  
.....in accordance with the requirements and task directives / proposals  
specifications stipulated in Bid Number ..... at the price/s quoted. My offer/s remain binding upon  
me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing  
date of the bid.
4. The following documents shall be deemed to form and be read and construed as part of this agreement:
- i. Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - ii. General Conditions of Contract; and
  - iii. Other (specify)
5. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
6. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
7. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
8. I confirm that I am duly authorized to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

.

2 .....

.

SECTION 4.5: MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION  
MBD 9

1. This Municipal Standard Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a) Disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b) Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

—

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

respect: I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

- 1) I have read and I understand the contents of this Certificate;
- 2) I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 3) I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 4) Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- 5) For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - i) has been requested to submit a bid in response to this bid invitation;
  - ii) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - iii) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6) The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- 7) In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - i) prices;
  - ii) geographical area where product or service will be rendered (market allocation)
  - iii) methods, factors or formulas used to calculate prices;
  - iv) the intention or decision to submit or not to submit, a bid;
  - v) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - vi) bidding with the intention not to win the bid.

- 8) In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9) The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10) I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder