

DESCRIPTION			REQUIRED	TENDER NO	CLOSING DATE														
<p>Rendering of a Security Service for period of 36 months at the following offices (Central Cluster):</p> <ul style="list-style-type: none">• Botshabelo Labour Centre• Bloemfontein Labour Centre• Zastron Labour Centre• Petrusburg Labour Centre <p>All bids response will be evaluated into four Phases:</p> <ul style="list-style-type: none">➤ Phase 1: Administrative Pre-qualification requirements➤ Phase 2: Mandatory requirements➤ Phase 3: Evaluation on Functionality requirements➤ Phase 4: Evaluation on Price and Specific Goals <p>Functionality requirements: Bidders should score 70/100 points or more in order to qualify to move to the Preference Point System:</p>			Department of Employment and Labour Free State: Management Support Service	FSDEL 02/2026	09/03/2026														
NO	EVALUATION CRITERIA	POINT																	
1	<p>Project Execution Plan</p> <ul style="list-style-type: none">i. Tabling daily activities shift roster (2), Occurrence book (1) and supervisory activities (2) = total points 5ii. Detailed response plan (6), Response time in an event of emergency (4) = Total Points 10iii. Provide a detailed Operational Plan on how the work will be completed and managed in line with RFP =Total points 10 <p>NB: No points will be allocated on information that is not provided by the bidder</p>	25																	
2	<p>Security Service Experience: Bidder must submit proof to demonstrate a minimum experience of delivering security service.</p> <table><tr><th>Years of Experience</th><th>Points allocated</th></tr><tr><td>Less than 1 year experience</td><td>(0)</td></tr><tr><td>From 1 year but less than 2 years relevant experience</td><td>(5)</td></tr><tr><td>From 2 years but less than 3 years relevant experience</td><td>(10)</td></tr><tr><td>From 3 years but less than 4 years relevant</td><td>(15)</td></tr><tr><td>From 4 years but less than 5 years relevant</td><td>(20)</td></tr><tr><td>From 5 years and above</td><td>(30)</td></tr></table> <p>NB:</p> <ul style="list-style-type: none">• No points will be allocated where bidders did not provide any reference letter or copy of awarded contract.• Contract running concurrently will be regarded as one in years of experience.• Confirmation of experience will be made and any misrepresentation will lead to disqualification	Years of Experience	Points allocated	Less than 1 year experience	(0)	From 1 year but less than 2 years relevant experience	(5)	From 2 years but less than 3 years relevant experience	(10)	From 3 years but less than 4 years relevant	(15)	From 4 years but less than 5 years relevant	(20)	From 5 years and above	(30)	30			
Years of Experience	Points allocated																		
Less than 1 year experience	(0)																		
From 1 year but less than 2 years relevant experience	(5)																		
From 2 years but less than 3 years relevant experience	(10)																		
From 3 years but less than 4 years relevant	(15)																		
From 4 years but less than 5 years relevant	(20)																		
From 5 years and above	(30)																		
3	<p>Financial Management (Bank Grading Certificate)</p> <p>Grade A (20) Grade B (15) Grade C (10) Grade D (05)</p> <p>NB: Grade E and below will not be awarded points (e.g. Grade F, Grade G, Grade H etc. will not be awarded points)</p>	20																	
4	<p>1. Proof of Vehicles</p> <p>Attach Valid Vehicles Registration Certificates under the company name:</p> <ul style="list-style-type: none">• 1- vehicle certificate= 5 points• 2 vehicles certificates= 10 points• 3 vehicles certificates= 15 points• 4 or More vehicles certificates= 20 points	25																	

	<p>2. Provide pictures of staff in company uniform and security aid according to the specification requirements (5)</p> <p>NB: Where certificates and pictures are not provided, the bidder will not be awarded points</p>	
Total		100

The 20 points for Specific goals for the Department are allocated as follows:

Specific Goals	Points Allocated	Conditions
Women	05	Women ownership that is less than 100% will be proportionally allocated points based on percentage
SMME's	06	6 points will only be allocated to medium enterprises with annual turnover <R10 million, turnover above R10 million no points awarded).
HDI	04	HDI Ownership that is less than 100% will be proportionally allocated points based on percentage
Disabled	03	Disable Individual Ownership that is less than 100% will be proportionally allocated points based on percentage
Locality	02	No points will be awarded for bidders outside the Xhariep and Mangaung district municipality
Non-compliant contributor	0	No points will be allocated for non-compliant contributor

NB: Bidders who fail to provide the following documents will be automatically disqualification:

- National Bargaining Counsel for Private Security Sector (NBCPSS) Certificate
- PSIRA Certificates (Company and all directors)
- SBDs (Missing or not fully completed SBDs)
- **ONLY FIRM PRICES WILL BE ACCEPTED**

Notes: DOCUMENT MUST BE NEATLY BINDED AND CLEARLY COMPLETED AND SIGNED.

Non Compulsory Virtual Briefing Session: A virtual Briefing Session will be scheduled on :05/03/2026 @ 10H00.

Teams: Meeting ID: 348 713 185 448 21
Passcode: Qe93Tm9m

Or

LINK:

<https://teams.microsoft.com/meet/34871318544821?p=A3jFTvfEjjeXqm6DCJ>

Email Enquiries: FSTenderEnquiries@LABOUR.gov.za (NB: turnaround timeframe to answer all enquiries within 5 working days.

No enquiries will be accepted 5 working days' prior the closing date of the tender. Bidders can also request bid documents on this email without any costs.

The bid must remain valid for a period of 120 days from the closing date.

No Site Inspection will be conducted.

A set of standard bidding forms, instruction and other supporting documents will be obtained at no cost at the following Department of Employment and Labour Website (<https://www.labour.gov.za/Tenders/Available-Tenders>) or National Treasury eTender Portal.

Alternatively, SBD documents can be downloaded at National Treasury Website, Instruction Note and other supporting documents can be downloaded at Department of Employment and Labour (<https://www.labour.gov.za/Tenders/Available-Tenders>)

Completed bid documents must be handed in at the office of the Department of Employment and Labour: **64 ST ANDREWS STREET, BLOEMFONTEIN, 9300** by or before closing date **09/03/2026** at **11h00**.

Alternatively, registered posted: Department of Employment and Labour: **PO Box 522, Bloemfontein, 9300**. Note that No bids documents will be accepted except in the above mentioned options.