



dedect

Department:
Economic Development, Environment,
Conservation and Tourism
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



OFFICE OF THE HOD

NWDC Building, Cnr University
Drive & Provident Street

Enquiries: M Sebogodi/A Mabogole
Tel: 018 388 1478/5946

Private Bag X15
MMABATHO 2735
www.nwpg.gov.za

**PROVISION OF A 24 HOURS PHYSICAL SECURITY SERVICES AT THE DEDECT OFFICES,
BUILDINGS FOR A PERIOD OF THREE (03) YEARS.**

BID NUMBER: DEDECT 01/2022

BID VALIDITY PERIOD: 90 DAYS

**ISSUED BY:
HEAD OF DEPARTMENT
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION & TOURISM**

**NWDC BUILDING
CNR UNIVERSITY DRIVE & PROVIDENT STREET
MMABATHO
2735
NORTH WEST PROVINCE**

NAME OF TENDERER:

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

CLOSING DATE: 06 December 2022

Contents

1. ACCESSING BIDDING DOCUMENTS.....	4
2. BRIEFING SESSION:.....	5
3. No telephonic, telegraphic, telex, facsimile, electronic or e-mailed bids will be considered.	5
4. The Department of Economic Development, Environment, Conservation and Tourism reserves the right to accept any bid in whole or in part and does not bind itself to accept the lowest or any bid.	5
5. CLOSING DATE.....	5
6. BID REQUIREMENTS.....	5
6.1 Administrative requirements.....	5
6.2 Important conditions to note	6
6.3 OHS Compliance	6
7. The following documents must be attached for evaluation on functionality.	6
8. The following documents must be attached for evaluation on preferential points 80/20	6
9. The evaluation process will entail the following Stages:.....	6
10. STAGE 1 (Compulsory briefing session)	7
11. STAGE 2 (Submission of mandatory documents).....	7
12. STAGE 3 (Functionality)	7
13. STAGE 4 (Evaluation on price and preferential points)	9
14. REASONS FOR DISQUALIFICATION:-	11
15. For more information please contact the following:	11
16. INSTRUCTION TO BIDDERS.....	12
17. LIST OF RETURNABLE DOCUMENTS	12
18. BID REQUIREMENTS	13
19. SCHEDULE OF RATES	13
SIGNATORY AUTHORISATION.....	15
STANDARD BIDDING DOCUMENTS FORMS.....	17
PRICING SCHEDULE	21
PRICING SCHEDULE.....	25
PRICING SCHEDULE.....	29
PRICING SCHEDULE.....	37
PRICING SCHEDULE.....	42
PRICING SCHEDULE.....	47
PRICING SCHEDULE.....	55
PRICING SCHEDULE.....	60
PRICING SCHEDULE.....	65
80/20 or 90/10.....	71
GENERAL CONDITIONS OF THE CONTRACT	75
20. TERMS OF REFERENCE.....	76
19.1 BACKGROUND	76
19.2 SCOPE OF WORK.....	76



19.3 DETAILED SITES PER CLUSTER	77
19.4 SPECIAL CONDITIONS OF THE CONTRACT.....	82
19.5 COMPLIANCE WITH STANDARDS	82
19.6 GENERAL REQUIREMENTS PERTAINING TO AREA MANAGER AND SECURITY OFFICERS	83
19.7 SECURITY AIDS TO BE IN THE POSSESSION OF OFFICERS AT ALL TIMES.....	84
19.8 SECURITY SERVICE PROVIDERS RESPONSIBILITIES	84
19.9 SECURITY OFFICERS RESPONSIBILITIES	87
19.10 RIGHTS AND OBLIGATION	88
19.11 ADMISSION, CONTROL REGISTER AND FORMS	88





dedect

Department:
Economic Development, Environment,
Conservation and Tourism
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



NWDC Building, Cnr University
Drive & Provident Street

Enquiries: M Sebogodi/A Mabogole
Tel: 018 388 1478/5946

OFFICE OF THE HOD

Private Bag X15
MMABATHO 2735
www.nwpg.gov.za

Dear Sir/Madam

PROVISION OF A 24 HOURS PHYSICAL SECURITY SERVICES AT THE DEDECT OFFICES FOR A PERIOD OF THREE (03) YEARS.

ADVERTISEMENT

DEDECT 01/2022

evaluation criteria

80/20

You are hereby invited to bid for the Department of Economic Development, Environment, Conservation and Tourism for provision of 24 hours Security Services at the DEDECT offices for a period of three (03) years bid in line with this invitation letter and attached tender documents.

1. ACCESSING BIDDING DOCUMENTS

1.1 Bid documents will be available at the , SCM office No 262, 2nd Floor Department of Economic Development, Environment, Conservation and Tourism on presentation of proof of deposit of the non-refundable fee of R300.00 per bidding document, weekdays (Monday to Friday) starting from 8:30 to 16:30

1.2 As far as possible the deposit slip/proof of payment must display Bid Number and Company Name

1.3 Account No: 62811734848, FNB Bank, Cheque account, Megacity branch.

or

1.4 down load for free from <https://www.etenders.gov.za> or <http://www.nwpg.gov.za/dedect>



Together we move North West forward



2. BRIEFING SESSION:

Compulsory briefing session will be held as follows:

Venue: NWDC Building Auditorium (DEDECT Provincial office), Corner University Drive and Provident Street

Date: 23 November 2022

Time: 10:00 AM

NB, interested bidders who will be attending a briefing session should proof that they have a minimum requirements of Grade B PSIRA certificate for company owner and minimum of 7 valid firearm licenses for cluster A, for cluster B 8 and 7 for cluster C before the date of briefing session. Enquiries may be directed to contact persons mentioned in paragraph 15, page 11, of this invitation letter

3. No telephonic, telegraphic, telex, facsimile, electronic or e-mailed bids will be considered.

4. The Department of Economic Development, Environment, Conservation and Tourism reserves the right to accept any bid in whole or in part and does not bind itself to accept the lowest or any bid.

5. CLOSING DATE

Sealed bids must be deposited in a bid box situated at **Department of Economic Development, Environment, Conservation and Tourism, Corner University and Provident Street, Mmabatho** on:

Closing Date: 06 December 2022

Closing Time: 11H00 AM

Late bids will not be considered. Please note that bids are late if they are received at the address given in the bid document after the bid closing date and time.

6. BID REQUIREMENTS

6.1 Administrative requirements

Completion of SBD forms

Kindly receive attached the following bid documents for completion:

- SBD 1- Invitation to bid
- SBD 3.3-Profesional services
- SBD 4- Bidder's Disclosure with certified copies of Identity Documents of the Main Shareholders/ Directors of the company valid for 3 months.
- SBD 6.1 Preferential Points
- General Conditions of Contract (initialised each page)



6.2 Important conditions to note

- a) Bids will be valid for a period of 90 days after closing date
- b) Successful bidder must be tax compliant.
- c) All bid prices must be quoted in South African Currency and must be VAT inclusive.
- d) All the relevant forms attached to this bid document must be completed in full and signed in ink where applicable by a duly authorised person.
- e) Bidders should also submit National Treasury Central Supplier Database (CSD) registration report.
- f) Potential bidders will be liable for vetting/screening

6.3 OHS Compliance

- a) Compliance to Occupational Health and Safety Act. Successful Bidder will be required to provide relevant protective clothing.

7. The following documents must be attached for evaluation on functionality.

- a) Company profile
- b) Qualification and CVs of key personnel who will be involved in the project
- c) Certified copies of certificates for key personnel who will be involved in the project
- d) Signed letters of appointments and Service Level Agreements for both past and present contracts. Furthermore, for completed projects, close-out / reference letters indicating that a contract was successfully completed must be attached. All letters must be on the Clients letterhead and duly signed

8. The following documents must be attached for evaluation on preferential points 80/20

- a) Original valid BBBEE certificate issued by verification agency accredited by SANAS or certified copy/signed and dated sworn affidavit authorized by the Commissioner of Oath.
- b) In case of Joint Venture a consolidated certificate in line with requirements as stated on paragraph 8.a) above

9. The evaluation process will entail the following Stages:

- a) Stage 1-Compulsory briefing session
- b) Stage 2-Submission of mandatory documents
- c) Stage 3- Evaluation on functionality



d) Stage 4- Evaluation on price 80/20 and BBBEE points claimed

10. STAGE 1 (Compulsory briefing session)

Bidders who fail to attend compulsory briefing session will be disqualified

11. STAGE 2 (Submission of mandatory documents)

Bidders are required to submit the following documents

- Valid certified PSIRA registration certificate of the Company.
- Valid certified PSIRA registration certificate of the Company Owner/s.
- Valid Grade A or B PSIRA certificate of the Owner of Company.
- Letter of good standing from PSIRA not older than 1 month (1 month from the closure of the bid)
- Proof of valid SAPS issued firearms licenses in the company name, as follows:
Cluster A, a minimum of 7 licenses; Cluster B a minimum of 8 licenses; and Cluster C a minimum of 7 licences.

Bidders who do not possess any or all of the above will be disqualified.

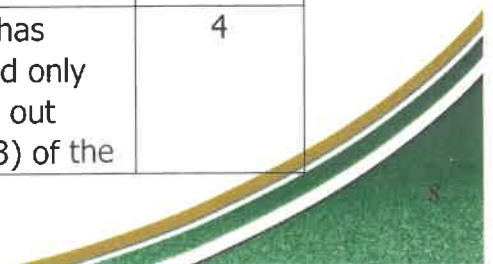
12. STAGE 3 (Functionality)

Bids scoring less than 60% will be considered non-responsive and will be disqualified and proceed to the stage of evaluation.

No.	Criteria	Weight	Scoring Guidelines	Value
1.	The bidder has performed security guarding services continuous for maximum of value of R5 million. <i>(Bidders are compelled to attach signed letters of appointments and Service Level Agreements for both past and present contracts. Furthermore, for completed projects, close-out / reference letters indicating that a contract was successfully completed</i>	30	Reference letter of contract value of R5 million and above.	5
			Reference letter of contract value of R4 million and less than R5 million.	4
			Reference letter of contract value of R3 million and less than R4 million	3
			Reference letter of contract value of R2 million and less than R3 million	2



	<i>must be attached. All letters must be on the Clients letterhead and duly signed).</i>		Reference letter of contract value of R1 million and less than R2 million.	1
			No reference letter	0
2.	Key Staff (Management) – Continuous experience security guarding services (Attach CV's and PSIRA membership all key staff. Further indicate relevant experience, including references	30	9 or more years of work experience in managing a company that renders security guarding.	5
			6 - 8 years of work experience in managing a company that renders security guarding.	4
			3 - 5 years of work experience in managing a company that renders security guarding.	3
			1 - 2 Years of work experience in managing a company that renders security guarding.	2
			Less than 1 year of work experience in managing a company that renders security guarding.	1
3.	The Bidder should be able to have the capacity to respond to emergency incidents/situations by demonstrating its resources to respond to emergency situations. The following is	25	- Bidder has provided all three (3) of the required criteria.	5
			- Bidder has provided only two (2) out three (3) of the	4



	required and proof must be attached: (i) A copy of a comprehensive contingency plan that addresses the turnaround plan for replacement of officers on site during emergencies, protest/action and other unforeseen incidents. (ii) At least three (3) licensed and company/bidder branded vehicles under name of the bidder or a signed lease agreement between the bidder and vehicles owner (iii) Valid ICASA licensed communication equipment, including base radio and two (2) way radio devices (Frequency Spectrum Licence or Radio Dealer Certificate). Or a valid lease agreement between the license holder and a bidder.		criteria.	
			- Bidder has provided only one (1) out of three (3) of the criteria	2
			- Bidder has not provided any information relevant to the criteria	0
4.	Financial rating Printed on the Bank's official letterhead and/or bank stamped.	15	Bank Rating A	5
			Bank Rating B	4
			Bank Rating C	3
			Bank Rating D	2
			Bank Rating E	1
Total Score of 60%			100 with a minimum score	
Bidders who do not achieve the minimum score of 60 will be disqualified				

13. STAGE 4 (Evaluation on price and preferential points)

- Only service providers that have attached Broad-Based Black Economic Empowerment (BBBEE) Status Level Certificates will earn preferential points accordingly.
- In case of Joint Venture, a consolidated Broad-Based Black Economic Empowerment (BBBEE) Status Level Certificates must be provided.



c) In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

d) The following formula will be used to calculate the points for price: 80

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

e) A maximum of 20 points will be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



14. REASONS FOR DISQUALIFICATION:-

- a) Bidders who are not tax compliant during the stage of award
- b) Bidder who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.
- c) Bidders who received information not available to other bidders through fraudulent means;
- d) Bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts; and/or
- e) Bidders who are listed on the National Treasury's Database of restricted suppliers
- f) Bidders who are employed by the state
- g) Misrepresentation of information provided

15. For more information please contact the following:

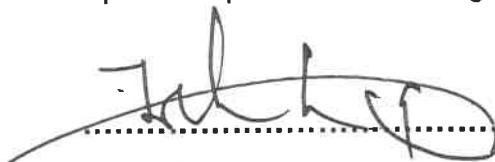
**Department of Economic Development, Environment, Conservation & Tourism (North West)
for administrative enquiries**

Contact Person (admin): Mr Aobakwe Mabogole -018 388 1618 amabogole@nwpg.gov.za

Contact Person (admin): Mr Mike Sebogodi- 018 388 1478 SebogodiM@nwpg.gov.za

For technical enquiries

Specs enquiries: Mr OS Bogatsu (018 388 5825) osbogatsu@nwpg.gov.za



**Mr Lufuno Tshikovhi
Head of Department**

24/10/2022

Date



16. INSTRUCTION TO BIDDERS

The bid has been divided according to three (3) clusters as follows:

BID No. DEDECT 01/2022	DISTRICT
DEDECT 01/2022 (A)	Ngaka Modiri Molema and Head Office
DEDECT 01/2022(B)	Bojanala and and Kenneth Kaunda
DEDECT 01/2022(C)	Dr Ruth Segomotsi Mompati

Bidders are allowed to bid for one or all clusters, however bid will be awarded to one bidder per cluster, therefore no bidder will be awarded more than one cluster or multiple clusters.

The Department of Economic Development, Environment, Conservation and Tourism reserves the right to accept any bid in whole or in part and does not bind itself to accept the lowest or any bid

17. LIST OF RETURNABLE DOCUMENTS

17.1 Proof of Central Suppliers Database (CSD) registration

17.2 C.K. Document

17.3 Certified ID copies (of not more than six months) of company directors

17.4 Original & Valid BBBEE certificate with SANAS Log or certified copy or sworn affidavit signed by deponent and attested by Commissioner of oaths (only to be applied for allocation of BBBEE points)

17.5 A signed Joint Venture Agreement

17.6 Individual companies must submit their individual tax status pin as well a consolidated joint venture status pin (in a case of a Joint Venture)

17.7 Joint Ventures must submit valid consolidated BBBEE certificate or sworn affidavit

17.8 Valid Workman Compensation Certificate (COIDA)

17.9 Valid certified PSIRA registration of the Company

17.10 Valid certified PSIRA registration of the Company Owner/s

17.11 Grade A or B for the PSIRA certificate of the Owner of the Company

17.12 Letter of good standing from PSIRA not older than 1 month (1 month from the closure of the bid)

17.13 Certified copy of Unemployment Insurance Certificate

17.14 A letter of good standing for the Private Sector Security

17.15 Provident Fund Certificate (pension fund whereby both the employer and employees contribute 7.5%)



- 17.16 Valid Police Clearance of the Company Director/s.
- 17.17 Public Liability Insurance of R 20 million and above.
- 17.18 All tenders/bids must be submitted in original hard copy and soft-copy (electronic format).

18. BID REQUIREMENTS

- 18.1 Late bids will not be considered. Please note that bids are late if they are received after the closing date and time.
- 18.2 Bids will be valid for 90 days.
- 18.3 All prices must be quoted in South African currency and must be VAT Inclusive.
- 18.4 All items must be priced, failure to price all items will render your bid non-responsive.
- 18.5 All relevant forms attached to this bid document must be completed and signed in black ink by a duly authorised official. Use of tipex and pencil will not be acceptable.
- 18.6 Certified copies must have a date of certification and should not be older than six (6) months as at the close of the tender.
- 18.7 Only original stamped and signed documents will be accepted and therefore copy of a certified will be considered non responsive.

19. SCHEDULE OF RATES

- 18.1 The bidder will be required to complete general requirements and rates must be aligned to the minimum wage.
- 18.2 Bidders to provide illustrative price breakdown on submission (wages, overheads, statutory provisions), as advised by the annual sectoral determination.
- 18.3 All rates must be VAT inclusive
- 18.4 All prices quoted must be for a period of three (3) years and the bidder must attach three (3) separate pricing schedules for each cluster they want to bid for, reflecting year 1, year 2, and year 3. The combined total price for three (3) years per cluster must be carried to the relevant SBD 1.
- 18.5 Bid price must be for a period of three (3) years (all inclusive). The total bid price per cluster must be reflected on SBD 3.3.

Bidder's bids must comply with National Bargaining Council for the Private Security Sector (NBCPSS). Bidders must quote for 2022/2023, 2023/2024 and 2024/2025 using the 2022 rates.



Bidder's bids/quotation must comply with 2022, 2023 and 2024, National Bargaining Council for the Private Security Sector (NBCPSS) starting from the 2022/2023 period. (Bidders may quote for 2024, using the 2023 National Bargaining Council for the Private Security Sector (NBCPSS) starting from the 2022/2023 period with the proviso that only the direct costs will be revised, should the revised 2024 rates differ with the 2023 rates used for 2024).



SIGNATORY AUTHORISATION

(To be completed by the Bidder)

SIGNATORY AUTHORISATION

I/We the undersigned, am/are authorized to enter into this contract on behalf of

(Name of Firm)

By virtue of resolution dated -----day of -----20-----
(Month)

The certified copy of resolution that is herewith attached to this Bid.

AS WITNESSES:

1.

.....
(Initials and Surname in full)

Signature

Firm/Company's Name:

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

Physical Address:

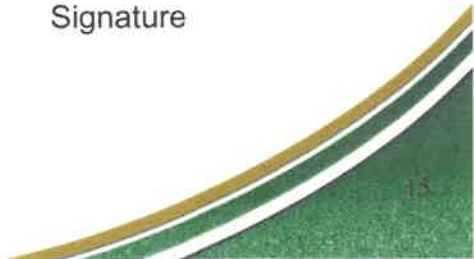
.....
.....
.....
.....

2.

.....
(Initials and Surname in full)

Signature

Firm/Company's Name:



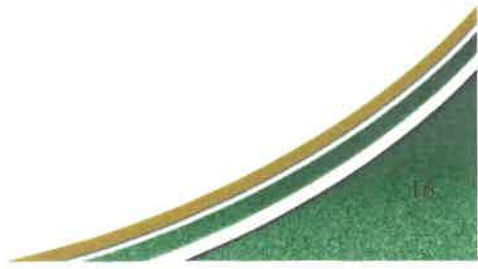
.....
.....

.....
.....

Physical Address:

.....
.....

.....
.....



STANDARD BIDDING DOCUMENTS FORMS



**PART A
INVITATION TO BID (CLUSTER A)**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
--	---	--	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES
☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES
☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES
☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐
 YES ☐ NO

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



PART B (CLUSTER A)
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:



PRICING SCHEDULE
(Professional Services)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

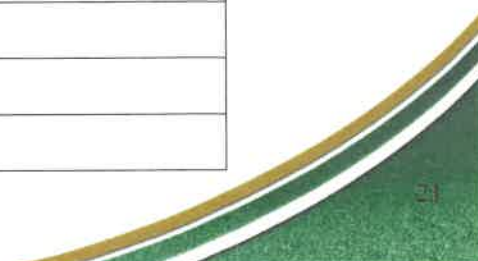
CLOSING DATE:

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

GRADE B ARMED SECURITY GUARD, CLUSTER A, YEAR 1

(A TOTAL OF 3 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO" fee		



Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 3 GRADE B ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C ARMED SECURITY GUARD (A TOTAL OF 10 GUARDS REQUIRED)

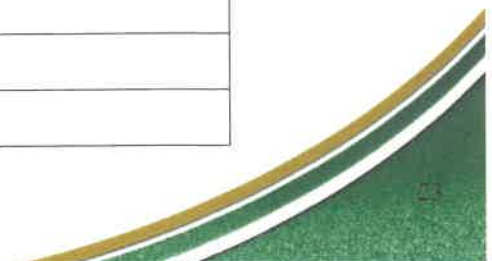
DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COVID/WCA	3,71 % of remuneration	



Bargaining Council Levy		
PSIRA "per SO" fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C UNARMED SECURITY GUARD (A TOTAL OF 18 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	



COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO" fee	3,60 Rand (average)	
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 18 GRADE C UNARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

SUMMARY FOR CLUSTER A, YEAR 1	
SUB TOTAL FOR GRADE B ARMED	
SUB TOTAL FOR GRADE C ARMED	
SUB TOTAL FOR GRADE C UNARMED	
TOTAL	
VAT (15%)	
GRAND TOTAL	
GRAND TOTAL IN WORDS	

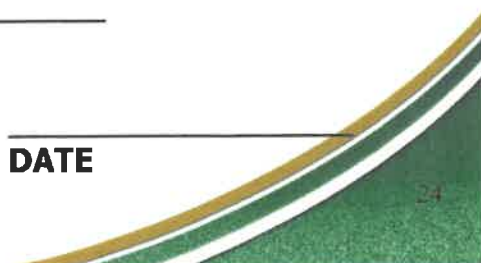
NAME AND DETAILS OF THE BIDDER

SIGNATURE



Together we move North West forward

DATE



PRICING SCHEDULE
(Professional Services)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

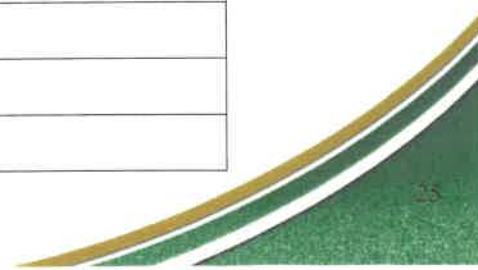
CLOSING DATE:

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

GRADE B ARMED SECURITY GUARD, CLUSTER A, YEAR 2

(A TOTAL OF 3 GUARDS REQUIRED)

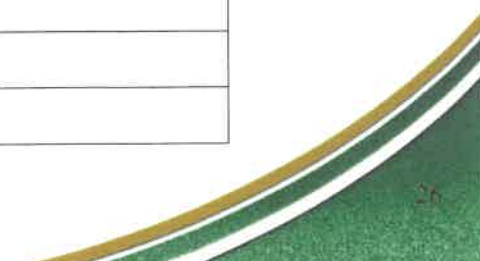
DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO" fee		



Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 3 GRADE B ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C ARMED SECURITY GUARD (A TOTAL OF 10 GUARDS REQUIRED)

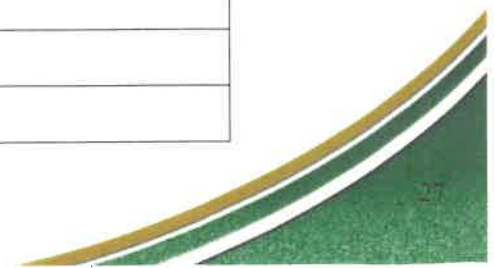
DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COVID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		



Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C UNARMED SECURITY GUARD (A TOTAL OF 18 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COVID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO" fee		



Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 18 GRADE C UNARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

SUMMARY FOR CLUSTER A, YEAR 2	
SUB TOTAL FOR GRADE B ARMED	
SUB TOTAL FOR GRADE C ARMED	
SUB TOTAL FOR GRADE C UNARMED	
TOTAL	
VAT (15%)	
GRAND TOTAL	
GRAND TOTAL IN WORDS	

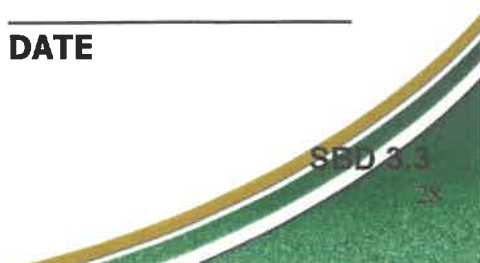
NAME AND DETAILS OF THE BIDDER

SIGNATURE

DATE



Together we move North West forward



PRICING SCHEDULE
(Professional Services)
PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:BID NO.:

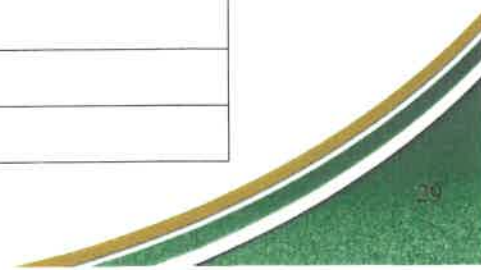
CLOSING TIME 11:00

CLOSING DATE:

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

GRADE B ARMED SECURITY GUARD, CLUSTER A, YEAR 3
(A TOTAL OF 3 GUARDS REQUIRED)

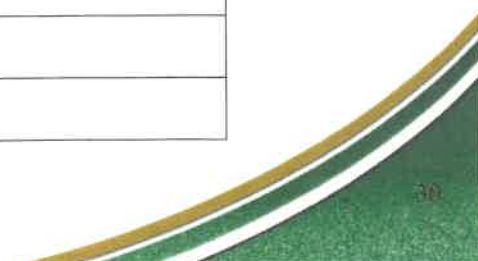
DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	



Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 3 GRADE B ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

**GRADE C ARMED SECURITY GUARD
(A TOTAL OF 10 GUARDS REQUIRED)**

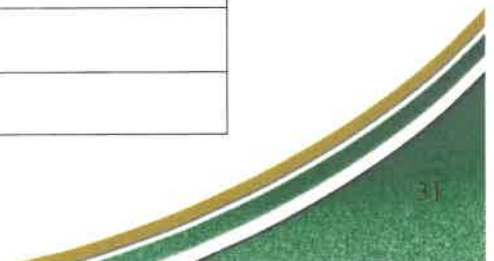
DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	



Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C UNARMED SECURITY GUARD (A TOTAL OF 18 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		



UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 18 GRADE C UNARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

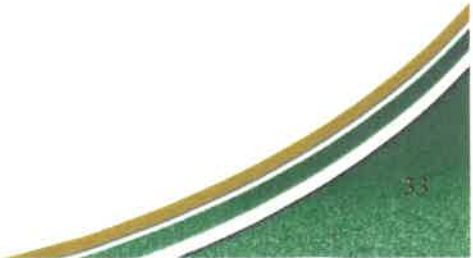
SUMMARY FOR CLUSTER A, YEAR 3	
SUB TOTAL FOR GRADE B ARMED	
SUB TOTAL FOR GRADE C ARMED	
SUB TOTAL FOR GRADE C UNARMED	
TOTAL	
VAT (15%)	
GRAND TOTAL	
GRAND TOTAL IN WORDS	



NAME AND DETAILS OF THE BIDDER

SIGNATURE

DATE



PART A
INVITATION TO BID (CLUSTER B)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
---	--	--	---

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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



PART B (CLUSTER B)
TERMS AND CONDITIONS FOR BIDDING

3. BID SUBMISSION:

- 1.5. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.6. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.7. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.8. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

4. TAX COMPLIANCE REQUIREMENTS

- 2.8 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.9 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.10 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.11 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.12 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.13 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.14 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:



PRICING SCHEDULE
(Professional Services)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

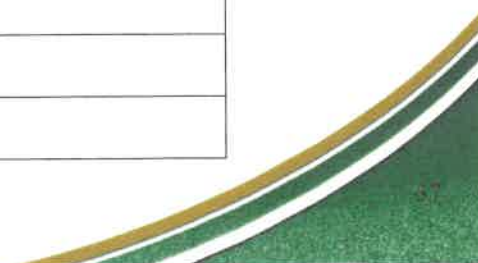
CLOSING DATE:

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

GRADE B ARMED SECURITY GUARD, CLUSTER B, YEAR 1

(A TOTAL OF 3 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COVID/WCA	3,71 % of remuneration	



Bargaining Council Levy		
PSIRA "per SO" fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 3 GRADE B ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C ARMED SECURITY GUARD (A TOTAL OF 11 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	



SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 11 GRADE C ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

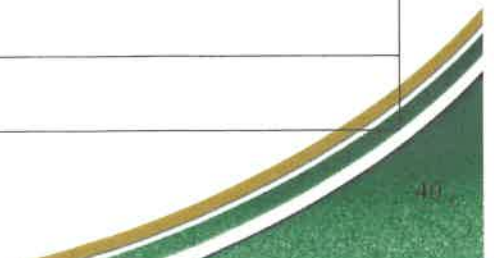
GRADE C UNARMED SECURITY GUARD (A TOTAL OF 10 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	



• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C UNARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

SUMMARY FOR CLUSTER B, YEAR 1	
SUB TOTAL FOR GRADE B ARMED	
SUB TOTAL FOR GRADE C ARMED	
SUB TOTAL FOR GRADE C UNARMED	
TOTAL	
VAT (15%)	
GRAND TOTAL	



GRAND TOTAL IN WORDS

NAME AND DETAILS OF THE BIDDER

SIGNATURE

DATE



PRICING SCHEDULE
(Professional Services)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

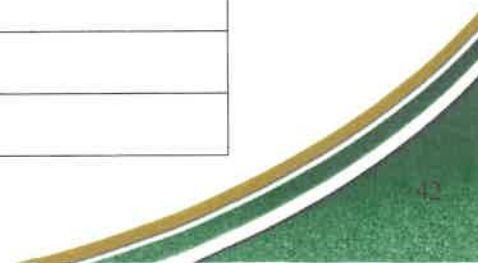
CLOSING DATE:

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

GRADE B ARMED SECURITY GUARD, CLUSTER B, YEAR 2

(A TOTAL OF 3 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	



COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 3 GRADE B ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C ARMED SECURITY GUARD (A TOTAL OF 11 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		



• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO" fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 11 GRADE C ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C UNARMED SECURITY GUARD (A TOTAL OF 10 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		



• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C UNARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

SUMMARY FOR CLUSTER B, YEAR 2	
SUB TOTAL FOR GRADE B ARMED	
SUB TOTAL FOR GRADE C ARMED	
SUB TOTAL FOR GRADE C UNARMED	
TOTAL	

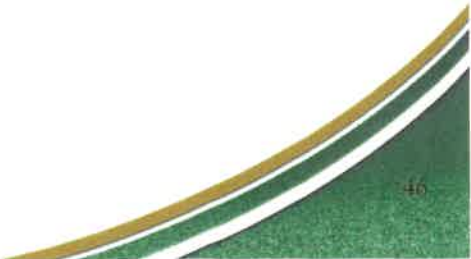


VAT (15%)	
GRAND TOTAL	
GRAND TOTAL IN WORDS	

NAME AND DETAILS OF THE BIDDER

SIGNATURE

DATE



PRICING SCHEDULE
(Professional Services)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

CLOSING DATE:

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

GRADE B ARMED SECURITY GUARD, CLUSTER B, YEAR 3

(A TOTAL OF 3 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	



COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO" fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 3 GRADE B ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C ARMED SECURITY GUARD (A TOTAL OF 11 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		



• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 11 GRADE C ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C UNARMED SECURITY GUARD (A TOTAL OF 10 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		



• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO" fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C UNARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

SUMMARY FOR CLUSTER B, YEAR 3	
SUB TOTAL FOR GRADE B ARMED	
SUB TOTAL FOR GRADE C ARMED	
SUB TOTAL FOR GRADE C UNARMED	
TOTAL	



VAT (15%)	
GRAND TOTAL	
GRAND TOTAL IN WORDS	

NAME AND DETAILS OF THE BIDDER

SIGNATURE

DATE



**PART A
INVITATION TO BID (CLUSTER C)**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
-------------	--	---------------	--	---------------	--

DESCRIPTION

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]



<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
--	---	---	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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



PART B (CLUSTER C)
TERMS AND CONDITIONS FOR BIDDING

5. BID SUBMISSION:

- 1.9. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.10. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.11. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.12. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

6. TAX COMPLIANCE REQUIREMENTS

- 2.15 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.16 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.17 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.18 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.19 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.20 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.21 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:



PRICING SCHEDULE
(Professional Services)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

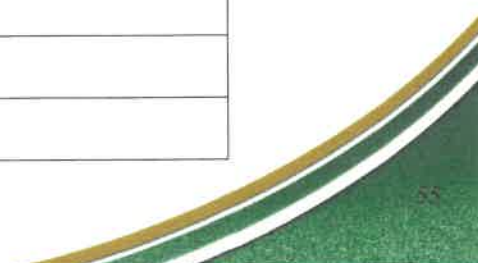
CLOSING DATE:

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

GRADE B ARMED SECURITY GUARDS, CLUSTER C, YEAR 1

(A TOTAL OF 3 GUARDS REQUIRED)

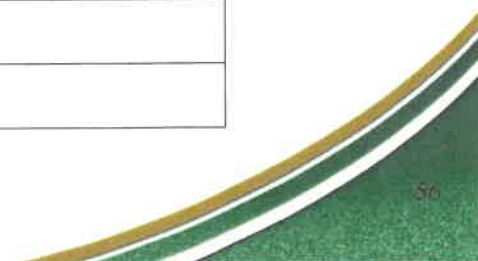
DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	



COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO" fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 3 GRADE B ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C ARMED SECURITY GUARD
(A TOTAL OF 10 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		



• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C UNARMED SECURITY GUARD (A TOTAL OF 10 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	



• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C UNARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

SUMMARY FOR CLUSTER C, YEAR 1	
SUB TOTAL FOR GRADE B ARMED	
SUB TOTAL FOR GRADE C ARMED	
SUB TOTAL FOR GRADE C UNARMED	
TOTAL	

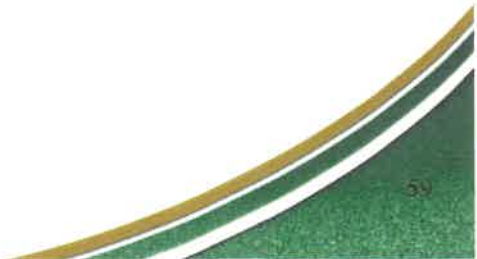


VAT (15%)	
GRAND TOTAL	
GRAND TOTAL IN WORDS	

NAME AND DETAILS OF THE BIDDER

SIGNATURE

DATE



PRICING SCHEDULE
(Professional Services)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

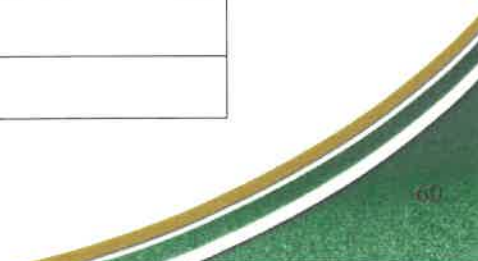
CLOSING DATE:

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

GRADE B ARMED SECURITY GUARDS, CLUSTER C, YEAR 2

(A TOTAL OF 3 GUARDS REQUIRED)

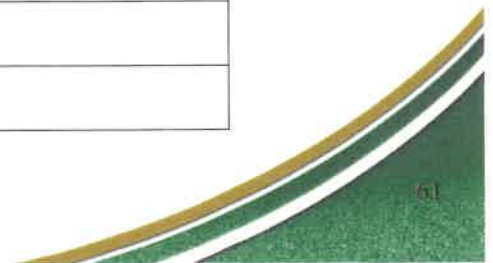
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	



Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 3 GRADE B ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C ARMED SECURITY GUARD
(A TOTAL OF 10 GUARDS REQUIRED)

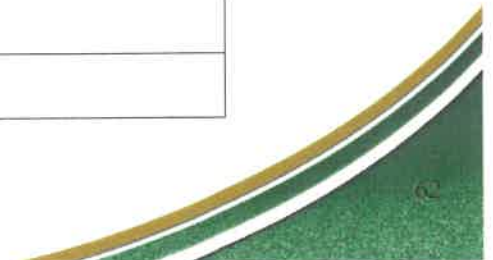
DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		



• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO" fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C UNARMED SECURITY GUARD (A TOTAL OF 10 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		



• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C UNARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

SUMMARY FOR CLUSTER C, YEAR 2	
SUB TOTAL FOR GRADE B ARMED	
SUB TOTAL FOR GRADE C ARMED	
SUB TOTAL FOR GRADE C UNARMED	
TOTAL	



VAT (15%)	
GRAND TOTAL	
GRAND TOTAL IN WORDS	

NAME AND DETAILS OF THE BIDDER

SIGNATURE

DATE



PRICING SCHEDULE
(Professional Services)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

CLOSING DATE:

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

GRADE B ARMED SECURITY GUARDS, CLUSTER C, YEAR 3

(A TOTAL OF 3 GUARDS REQUIRED)

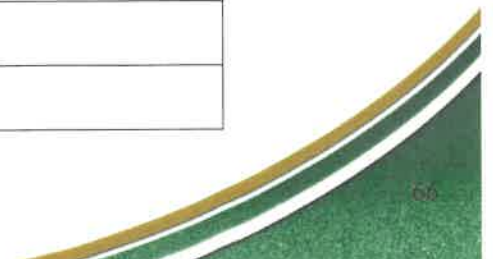
DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	



Bargaining Council Levy		
PSIRA "per SO" fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 3 GRADE B ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

**GRADE C ARMED SECURITY GUARD
(A TOTAL OF 10 GUARDS REQUIRED)**

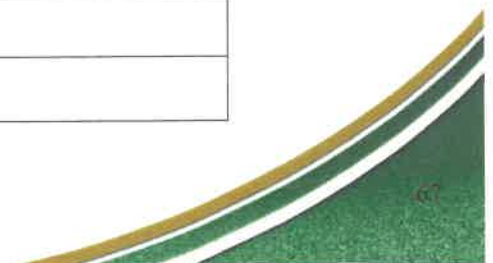
DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		
• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		



• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C ARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

GRADE C UNARMED SECURITY GUARD (A TOTAL OF 10 GUARDS REQUIRED)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
MONTHLY SALARY		
Hourly equivalent rate		
Ordinary time: (i) Primary security officer	4 shifts per week (48 hours)	
(ii) Relief security Officer	2 shifts per week (24 hours)	
• Sunday Pay premium	4.333 weeks per month @ 1.5	
• Public Holiday Premium	1 shift per month average	
• Security officer premium allowance		



• Leave Provision	21 Consecutive days leave	
• Sick leave	24 shifts per 3 year cycle	
• Study Leave	6 days per annum	
• Family Responsibility Leave	5 days per annum	
• Night shift allowance		
• Long service bonus (5 years average)		
• Statutory annual bonus	monthly salary	
SUB-TOTAL		
UIF	1% of remuneration	
Hospital cover		
Provident fund	5 % of Fund Salary	
COID/WCA	3,71 % of remuneration	
Bargaining Council Levy		
PSIRA "per SO' fee		
Sets of uniform		
Training (Skills Development Levy)	1% of remuneration (SDL)	
Cleaning Allowance		
TOTAL DIRECT COST		
Share of overheads		
AMOUNT FOR 10 GRADE C UNARMED SECURITY OFFICERS		
PROFIT		
SUB TOTAL		

SUMMARY FOR CLUSTER C, YEAR 3	
SUB TOTAL FOR GRADE B ARMED	
SUB TOTAL FOR GRADE C ARMED	
SUB TOTAL FOR GRADE C UNARMED	
TOTAL	

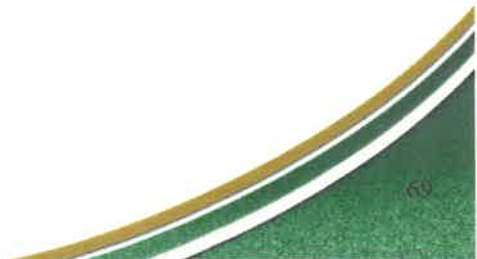


VAT (15%)	
GRAND TOTAL	
GRAND TOTAL IN WORDS	

NAME AND DETAILS OF THE BIDDER

SIGNATURE

DATE



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

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

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

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

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

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20.. preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-



Based Black Economic Empowerment Act;

- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14



4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

6.1 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.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

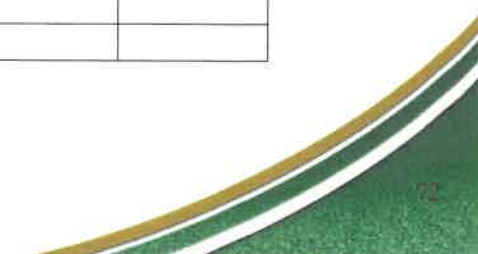
- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017

Designated Group: An EME or QSE which is at least 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		



8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised 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 favourable 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

.....

.....



GENERAL CONDITIONS OF THE CONTRACT



Together we move North West forward



THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- | | |
|---|---|
| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

	(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	<p>31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>
32. Taxes and duties	<p>32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.</p>
33. National Industrial Participation Programme (NIP)	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices	<p>34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p>

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)

20. TERMS OF REFERENCE

19.1 BACKGROUND

THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION & TOURISM invites proposals from potential service providers for rendering of physical security services to DEDECT as the below-mentioned clusters for a period of 36 months (3 years).

19.2 SCOPE OF WORK

The scope of work for this project is rendering of security services to the Departmental assets and includes the following primary duties: -

- 24 hours armed guarding and protection of all departmental property assets
- Patrolling services – inspection rounds and patrols.
- Manning of access control on all property entrances and exit points.
- Electronic Access Management.
- Control Room Management.
- Automated Daily, Weekly and Monthly security reports.
- Offsite system monitoring integrated with armed reaction.
- Screening by determining if a person is a legitimate visitor and if his/her reason for visiting the premises is a valid one. During the process, you must establish the authenticity of a person's identification document (ID).
- Escorting visitors to ensure employee and departmental assets safety (security personnel must remain in the vicinity of the visitor until he/she reaches the destination and where necessary until he/she leaves the premises).
- Searching of all vehicles leaving and /or entering the premises i.e. no vehicle should leave Departmental premises (offices) with goods without any proof of authorisation or delivery note from the relevant organisation/department;
- Registering all visitors entering all departmental premises (visitors' register must be compiled for every visitor and the register must require full particulars of the visitor, visitor's registration and address)
- Recording of occurrences daily
- Inspection of departmental vehicles and Security Service Providers' vehicles leaving and entering the departmental premises.
- Reporting of any security breaches and violations.
- Supervision of all the above activities.
- The bid has been divided according to three clusters as follows and bidders are allowed to bid for all cluster, however bidders will be awarded per cluster.
 - Bidders are required to bid per cluster.
 - The bid will be evaluated per cluster.



A: NGAKA MODIRI MOLEMA DISTRICT & HEAD OFFICE

	Local Municipality	Site & Address	Number of Guards per shift and their grades.		Total Security Officers
			Day shift	Night shift	
	Mafikeng	NWDC Building Development House Cnr University Drive & Provident Street, Mmabatho, 2735	2 Armed & 8 unarmed Officers Grade C (12 Hour Shift)	2 Armed & 8 Grade C unarmed Officers (12 Hour Shift)	20 S/O
	Mafikeng	Letlamoreng Dam Mafikeng N18 Vryburg Road Mahikeng	2 Armed Officers Grade C (12 Hour Shift)	2 Armed Officers Grade C (12 Hour Shift)	4 S/O
	Mafikeng	1st Street Industrial Site Mafikeng	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	4 S/O
			2 Armed Grade B Supervisors	1 Armed Grade B Supervisor	3 Armed Supervisors
					28 Officers & 3 Supervisors

19.3.2 DEDECT 01/2022 – CLUSTER B: BOJANALA AND DR KENNETH KAUNDA DISTRICTS

Bid Number	Cluster	Local Municipality	Site	Number of Guards per shift and their grades.		Total Security Officers
				Day shift	Night shift	
DEDECT 01/2022(B)	Bojanala & Dr. K Kaunda	Madibeng	Office No.1 Teba Building 18 Kirchner Estate Meelean & Veleden Street Brits	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	4 S/O
	Bojanala & Dr. K Kaunda	Moses Kotane	Pilanesberg 169 Land Bank Building Fatima Bhayat Street Rustenburg, 0300 & No 80 Kerk Street Rustenburg, 0300	1 Unarmed Grade C (12 Hour Shift)	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	3 S/O
	Bojanala & Dr. K Kaunda	Madibeng	No. 56 Maraitz Street Haartebeespoort Dam	1 Unarmed Grade C (12 Hour Shift)	1 Armed Grade C (12 Hour Shift)	2 S/O
	Bojanala & Dr. K Kaunda	Kgetleng Rivier	No 13 Jan Van Reebeck Street, Swartruggens, 2835	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	1 Armed Grade C (12 Hour Shift)	3 S/O



	Bojanala & Dr. K Kaunda	Rustenburg	No. 169 Land Bank Building Fatima Bhayat Street Rustenburg, 0300	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	1 Armed Grade C (12 Hour Shift)	3 S/O
	Bojanala & Dr. K Kaunda	Rustenburg	No. 80 Kerk Street Rustenburg, 0300	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	4 S/O
	Bojanala & Dr. K Kaunda	Makwassi Hills	No 4 Vievir Straat Wollmaranstad	1 Unarmed Grade C (12 Hour Shift)	1 Armed Grade C (12 Hour Shift)	2 S/O
	Bojanala & Dr. K Kaunda	Potchefstroom	Vredefort Dome Venterskroon	1 Armed Grade C (12 Hour Shift)	1 Unarmed Grade C (12 Hour Shift)	2 S/O
TOTAL				2 Armed Grade B Supervisors	1 Armed Grade B Supervisor	3 Armed Supervisors
						21 S/O & 3 supervisors = 26 Personnel

NB, The Fire Arms will be handed over when the shifts rotates and will be recorded in the Occurrence Book on daily basis.



19.3.3 DEDECT 01/2022 – CLUSTER C: DR RUTH SEGOMOTSI MOMPATI DISTRICT

Bid Number	Cluster	Local Municipality	Site	Number of Guards per shift and their grades.		Total Security Officers
				Day shift	Night shift	
DEDECT 01/2022 (C)	Dr. R.S Mompoti	Greater Taung	Taung Skull Fossil Side Buxton Village Taung Thomeng	1 Unarmed Grade C (12 Hour Shift) 1 Armed Grade C	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	4 S/O
	Dr. R.S Mompoti	Greater Taung	Taung Skull Fossil Side Buxton Village Taung Blue Pool, Taung	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	4 S/O
	Dr. R.S Mompoti	Greater Taung	Taung Skull Fossil Side Buxton Village Taung museum, Taung	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	1 Armed & 1 Unarmed Grade C (12 Hour Shift)	4 S/O
	Dr. R.S Mompoti	Greater Taung	Taung Skull Fossil Side Buxton Village Taung	2 Unarmed Grade C (12 Hour Shift) 2 Armed Grade C (12 Hour Shift)	2 Unarmed Grade C (12 Hour Shift) 2 Armed Grade C (12hour shift)	8 S/O
				2 Armed Grade B Supervisors	1 Armed Grade B Supervisor	3 Armed Supervisors



TOTAL						
	20 S/O & 3 Supervisors = 23 Personnel					

NB, The Fire Arms will be handed over when the shifts rotates and will be recorded in the Occurrence Book on daily basis.



19.4 SPECIAL CONDITIONS OF THE CONTRACT

19.4.1 DELIVERABLES

- a) The purpose of access control is to prevent the unauthorized access and egress of person/vehicles and the bringing in of any dangerous objects onto the DEDECT premises in order to ensure the safety and security of persons, the property, assets and buildings.
- b) The security officers should exercise control over the removal of the DEDECT property and prevent the unauthorised or forced removal of such property,
- c) Assist Staff, visitors and clients in the handling of emergencies and evacuate persons from the premises to safety. To prevent illegal occupation and vandalism of the DEDECT premises.
- d) Compliance with Firearms Control Act of 2000. Provide ownership certificate stating serial numbers of all firearms
- e) Company Firearm licences equivalent to the number of required guards who will carry or issued the firearms and registered with South African Police Services (SAPS) requirements
- f) Security Officers valid Firearm Competency certificates and equivalent to the number required who will be issued with the firearms and registered with SAPS requirements.
- g) Functioning control room with telephones and emails
- h) Valid ICASA licensed communication equipment, including base radio and two (2) way radio devices
- i) During patrols the security officers must take notice of any irregularities (such as unauthorised persons trying to obtain access and/or persons trying to or already committing theft, vandalism or any other crime) refer Criminal Procedure Act, 51 of 1977, make an entry in the occurrence book and report it to his/her supervisor for further handling, or call for further assistance by way of telephone, radio or other suitable supplied communication device.
- j) Security breaches must be noted in the occurrence book and reported to the Sites Supervisor. All incidents must be reported to Manager at MISS office and/or his/her duly authorised representative.

19.5 COMPLIANCE WITH STANDARDS

19.5.1 The norms/quality of the security service to be rendered must be in accordance with acceptable standards of the security industry (i.e. PSIRA Act). It is the responsibility of the security service provider to see to it that personnel in his/her service meet the requirements at all times.

19.5.2 All possible steps shall be taken by the Security Service Provider to ensure that the contract/intended execution of the contract will take place. These steps include, inter alia, the following:

- The protection of property, persons at the intended sites;
- The protection of officials ,employees visitors Security Service Providers against injuries, death or any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act,1977 (Act 51 of 1977) on the site; and
- The protection of information.

19.5.3 The Security service provider must provide the security personnel registered with PSIRA as required for the successful rendering of service, as follows:

- Security Officer, Grade B – Site Area Manager
- Security Officer, Grade C – The security officer who shall execute the access control Security services at DEDECT and its peripheral Premises

19.5.4 For purposes of this contract, the Security Service Provider shall, in order to ensure the continuity of the service to be rendered, allocate personnel to the specified sites.

19.5.6 Exchange of any security personnel may only be executed with prior consent of the MISS Manager and/or his/her duly authorized representative.

19.6 GENERAL REQUIREMENTS PERTAINING TO AREA MANAGER AND SECURITY OFFICERS

19.6.1 Area Manager and security officers must have undergone and passed formal security training as per PSIRA and SASSETA requirements.

19.6.2 At all times Area Manager and security officers must present an acceptable image/appearance which implies, inter alia, that they may not sit, lounge about, smoke, eat or drink while attending people.

19.6.3 Area Manager and security officers must at all-times present a dedicated attitude/approach to security, which attitude/approach shall imply, inter alia, that there shall be no unnecessary arguments with visitors/staffed or discourteous behaviour towards them.

19.6.4 Area Manager and security officers must be physically healthy and medically fit for the execution of their duties.

19.6.5 Area Manager and security officers must be registered as per PSIRA requirements.



19.6.6 Area Manager and security officers must sign an undertaking in which they declare that they will refrain from any act or omission which may be to the detriment of the Department.

19.6.7 Area Manager and security officers are prohibited from reading Departmental documents or records except when are official instructed to do so.

19.7 SECURITY AIDS TO BE IN THE POSSESSION OF OFFICERS AT ALL TIMES

19.7.1 A neat and clearly identifiable uniform, which will include matching raincoats and overcoats.

19.7.2 A clear identification card of the Security Service Provider with security officer's photo, name and PSIRA number on it, and should be worn on his/her person at all times whilst on duty

19.7.3 Service and security aids are to be in the possession of the officers at all times while on during duty, such as:

- Pen (Black and Red)
- Radio
- Fire arm and handcuffs
- Hand held scanners
- Batons, torches
- Pepper sprayers
- Bullet proof jacket
- Guard patrol monitoring system

19.7.4 The Security Service Provider must ensure that serviceable and service security aids are available at all times at each site where he/she renders a security services in terms of this contract.

19.7.5 The Security Service Provider must have a well-established and equipped (24) hour operational security control room.

NB FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS WILL RESULT IN BREACH OF CONTRACT WHICH MAY RESULT IN ITS TERMINATION.

19.8 SECURITY SERVICE PROVIDERS RESPONSIBILITIES

19.8.1 Oversees all security activities performed by security personnel.

19.8.2 Handles all problems experience by security personnel on site.

19.8.3 Attends to and resolve all problems regarding the administration and human resources of security officers such as payment problems, social difficulties, challenges etc.



- 19.8.4 Copies of identity documents, PSIRA registration certificates and fully signed contract of employment in respect of all the security officers must be supplied to the Department upon commencing of the contract.
- 19.8.5 The Department reserves the right to ascertain from the South African Police Services (SAPS) and State Security Agency (SSA) whether security personnel possess record clearances as well as to ascertain from PSIRA whether the security personnel and the Security Service Provider are registered with PSIRA.
- 19.8.6 Ensures that there is always adequate serviceable security equipment required on site according to the specification.
- 19.8.7 Be involved in any security operational projects and manage special events from Security Service Provider's responsibility sphere.
- 19.8.8 Ensure that Security Officers are given continuous training.
- 19.8.9 Liaises with the Security Manager and/or his/her duly authorized representative/s.
- 19.8.10 Shortage of security officers should be recorded in the occurrence book by the supervisor and the Security Manager and/or his/her duly authorized representative informed thereof. Any shortage of security officers will not be acceptable for two or more consecutive days.
- 19.8.11 Ensure that Security Service Provider's security staff is familiar and knowledgeable on how to handle emergency situations.
- 19.8.12 Ensures that registers are clean, neat, legible and updated at all times.
- 19.8.13 No information concerning Departmental activities may be furnished to the public or news media by the Security Service Provider and his/her employees.
- 19.8.14 Holds,
- Weekly meeting with his/her Area Manager.
 - Monthly meetings with Security Personnel.
 - Quarterly meetings with Security Manager.
- 19.8.15 Ensures that all security staff understands the needs and expectation of the secondary clients (e.g. visitors) and primary clients (e.g. employees) of the Department.
- 19.8.16 Ensure that all security staff understands the principle of Batho Pele and apply it throughout.
- 19.8.17 The security Service Provider must provide adequate security personnel as required by the Department for the successful rendering of security services on a 24 hours basis throughout the contract.
- 19.8.18 Ensure that security personnel present themselves well to the members and to the public and cooperate with the Departments Security Management Unit staff.
- 19.8.19 The Security Service Provider will be held liable for any damages or loss suffered by the Department, as a result of the Security Service Provider's own and/or his/her employees negligence or intent, which originated on the sites.



19.8.20 The Department shall not be liable for any loss or damage of any nature to any of the Security Service Provider's properties or any items kept at the DEDECT offices and peripheral offices, even in cases where the loss originated as a result of negligence or intent on the part of the Department.

19.8.21 The Department is indemnified against any loss, expenses or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and Department costs, that may be instituted against or incurred by the Security Service Provider, and which arise from or are the result of any act or connection with the execution of the services in terms of this contract which may result in the following cases:

- a) Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.
- b) Damages to or destruction of any equipment or property of the Security Service Provider during the execution on their duties.
- c) Any claims and legal costs which may ensue from the failure by or acts committed by security personnel against third persons, which acts include:
 - Illicit frisking, arrests and other illicit or wrongful deeds. The Security Service Provider shall be notified in writing of the particulars of each claim he is liable for.
- d) The Security Service Provider must, at his own expense, take out sufficient insurance cover against any claims, costs, loss and / or damage ensuing from the obligations and he/she must ensure that such insurance remains operative for the duration of this contract.
- e) A copy of such insurance contract shall be handed to the Department representative within fourteen (14) days prior to the commencement of the service, failure to provide such may lead to summarily termination of the contract.
- f) The Security Service Provider may not, unless otherwise specified, make use of any of the Departmental equipment, aids and /or property, for purposes of compliance with the conditions of this contract
- g) The Security Service Provider is responsible for the training of his/her personnel at the sites in respect of the application of the specification with regard to the job requirements and the emergency plan applicable for the specific sites.
- h) The Security Service Provider's personnel must at all times refrain from littering and must at all times keep the grounds occupied by them clean, hygienic and neat. The Security Service Provider shall, at the end of each shift, remove any litter caused by security officers.
- i) Under no circumstances are security personnel allowed to carry on any trading within the DEDECT sites.



- j) The Security service Provider shall not erect or display any sign, printed matter, paintings, nameplates, advertisement, articles or objects of any nature whatsoever, in, or against DEDECT buildings or any part thereof without written consent from the Department.
- k) Any sign, printed matter, printing, nameplate, advertisement, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable, will immediately be removed by the Department and the Security Service Provider shall be penalized.

19.9 SECURITY OFFICERS RESPONSIBILITIES

19.9.1 Practice access control procedure in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

19.9.2 The Security Officers shall be responsible for the safety of Departmental staff, clients and property on site, and the protection of the said property against theft, fire, including offences referred to in schedule of the CPA, (Act 51 of 1977) and vandalism.

19.9.3 Protect Departmental information against any espionage and/or leakage thereof.

19.9. 4 Controlling or reporting on the movement of persons or vehicles through checkpoints and/or gates.

19.9.5 Conduct searches on the receipt or bringing in of goods into the premises and to require removal permits to verify authorization in this regard.

19.9.6 Patrol the premises of the Department.

19.9.7 Respond to emergency situations.

19.9.8 Ensure that security registers are up to date and kept legible and neat at all times.

19.9.9 Escort employees who carry/transport valuable assets within the departmental premises and also be expected to escort visitors to their various destination within the departmental premises.

19.9.10 Security Officers are prohibited to read any newspapers any private or any official documents not directly related to the execution of their duties.

19.9.11 Security Officers found guilty of any offence shall be removed by the Security Service Provider from the applicable site immediately and be replaced by a competent and suitable security officer. The Department reserves the right to request the immediate removal of security officers who neglects their duties.

19.9.12 Security Officers should avoid any conflict with staff members or members of the public.

19.9.13 Security Officers shall report any lost and found articles and goods to the Departmental MISS Manager and/or his/her duly authorized representative.



19.9.14 Security Officers who are under the influence of any intoxicating substance must not be allowed on site.

19.9.15 Act as an emergency officer during emergency situations until the arrival of Departmental security personnel and/or representatives.

19.10 RIGHTS AND OBLIGATION

19.10.1 In order to safeguard the premises and/or vehicles and the contents thereof as well as the people therein or thereon the Security Service Provider must do this by the application of the Control of Access to Public Premises and Vehicles Act 53 of 1985.

19.10.2 Whilst conducting access the employees of the service provider must ensure that:

- a) No property of the Department is removed from the premises without a proper letter of authorization (Removal Permit) issued and signed by a person duly authorized by the Department.
- b) No official vehicle (or rented vehicle) of the Department may be removed from the premises without a properly signed and completed Vehicle Removal Register by the driver of such vehicle.
- c) All dangerous weapons. E.g. Fire arms (brought in the premises) must be declared and handed in for safekeeping (as a condition for entrance) at security against signature.
- d) No staff member and/or visitor enters the premises after hours without proper permission by the Department Security Policy and/or the Departmental Manager and/or his/her duly authorized representative.

19.11 ADMISSION, CONTROL REGISTER AND FORMS

19.11.1 Occurrence Books at the DEDECT offices and other peripheral Premises

The purpose of the occurrence books is to give an overall account of activities and inspections of the security officers and Area Manager as well as incidents that occurred at the Departmental site.

19.11.2 Compulsory Occurrence-Book Entries:

The security personnel on duty must make the following entries in the occurrence books.

19.11.3 All listed routine procedures such as patrols undertaken, handing-over of shifts, etc. The procedures followed must be mentioned, by whom and the time of commencement. These entries must be made clearly legible, in black ink.



19.11.4 All occurrences must be described with regard to the time of the occurrence and/or discovery thereof, the correct times involved and relevant actions taken such as:

- a) The issue and/or receipt of keys, indicating the time and by whom they were received or delivered.
- b) The unlocking of doors or gates, indicating the time and by who locked or unlocked.
- c) All security personnel activities, especially deviations.
- d) The handing-over of shifts by mentioning all names of all shift personnel and accompanying equipment and aids. In this case, personnel taking over as well as personnel handing-over must sign the entries personally.
- e) Reading of occurrence Book: After the taking-over of shifts, the Security Officers must make an entry declaring that they have read the occurrence-book in order to acquaint themselves with events that occurred during the previous shift and/or ongoing events or incidents.
- f) All visits by the Area Manager and Top Management of the security Service Provider: These entries must be done in red ink indicating date and time.
- g) The Department shall pass on in writing all necessary changes and/or additional request in respect of the rendering of the service.

NOTE: Under no circumstances may an entry in the occurrence book be erased, painted out with correction fluid, deleted, rectified or continued by copied entries etc. It shall only be crossed out by a single line and initialled next to the incorrect part

h) Storage of Occurrence Books: The Security Service Provider shall hand over completed occurrence books to the Department which shall remain the Department's property.

i) Information Book

To inform the Security Officers of any additional information applicable to the duties of the Security Officers. (This book will be supplied by the Department).

j) Visitors Register: ("Entry Control for Visitors or Vehicles").

To record the detail of all visitors to the Department's premises. (These registers are to be supplied by the Department)

k) Staff and Visitors After Hours Register.



To record the detail of all authorized staff and visitors accessing and leaving the premises after hours. (These register will be supplied by the Department).

Blank spaces after the last transaction on each page in this register must be crossed after the end of each day by drawing a horizontal line directly under the last persons particulars from the left margin to the right margin, then to the bottom left margin and then horizontally again to the right margin where after the security officer must sign his/her particulars above the bottom horizontal line.

