

28 JANUARY 2026

**TENDER NUMBER: CPTSC 02/26**

**NOTICE TO TENDERERS: ADDENDUM NO.1**

**PROJECT TITLE:**

**PROVISION OF SECURITY GUARDING SERVICES AT PARLIAMENT TOWERS  
CPTSC 02/26 FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

Dear Tenderer

1. The above-mentioned matter bears the reference.
2. Herewith Addendum No.1 for your attention
3. The following amendment should be included with the above tender document when submitting the tender on the closing date.

**PLEASE ACKNOWLEDGE RECEIPT OF THIS AMENDMENT AS FOLLOWS:**

1. Confirm receipt of this addendum by completing and signing the attached acknowledgement of receipt and send back with your tender document on the closing date of tenders.
2. Bidders are requested to utilise the information issued in terms of this addendum.

Regards



Assistant Director: SCM

**THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO.1 SHOULD BE  
SUBMITTED TOGETHER WITH THE TENDER DOCUMENT**

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE  
CUSTOMS HOUSE BUILDING  
HEERENGRACHT STR  
CAPE TOWN  
8000

Dear Sir/Madam

**PROJECT TITLE: PROVISION OF SECURITY GUARDING SERVICES AT PARLIAMENT  
TOWERS CPTSC 02/26 FOR A PERIOD OF THIRTY SIX (36) MONTHS**

Changes to the document:

- Kindly note the following amendments on the advertised tender document:

**CHANGES REQUIRED IN TERMS OF THE ADDENDUM:**

1. On PA- 32-page 1 total number of items is marked with N/A  
**N/A is removed.**
2. On Pricing Schedule page 15 paragraph 2 reads as follows: Bidders are Required to use the illustrative Pricing Guide of the National Bargaining Council rates effective from 01 March 2025 until 28 February 2026 multiply by 36 months as illustrated below.  
**The paragraph now read as follows: Bidders are required to quote using the Illustrative Pricing Guide of the National Bargaining Council rates effective from 01 March 2026 until 28 February 2027 multiply by 36 months as illustrated below**
3. The Illustrative Pricing Guide that is effective from 01 March 2025 until 28 February 2026 was attached.  
**The Illustrative Pricing Guide That is effective from 01 March 2026 until February 2027 is now attached.**
4. **Bidders to take note that closing date has been extended from 05/02/2026 until 13/02/2026**

I/We \_\_\_\_\_ accept that this Addendum forms part of the Tender Document.

- (a) Have noted the contents of this Addendum
- (b) Have fully considered this Addendum
- (c) Have incorporated the amendments contained in this Addendum in my/our Tender Document for Tender

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STATUS:** This Addendum forms an integral part of the Tender Document and the subsequent contract with the successful Tenderer. The variations and amendments to the tender document as described hereafter, shall take precedence. Notwithstanding anything said during the tender period, only the additional information or variations and amendments contained in this Addendum, will be legally binding.

Invitation to Bid: PA-32

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

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

|             |             |               |            |               |       |
|-------------|-------------|---------------|------------|---------------|-------|
| BID NUMBER: | CPTSC 02/26 | CLOSING DATE: | 13/02/2026 | CLOSING TIME: | 11:00 |
|-------------|-------------|---------------|------------|---------------|-------|

|             |  |
|-------------|--|
| DESCRIPTION | PROVISION OF SECURITY GUARDING SERVICES AT PARLIAMENT TOWERS FOR A PERIOD OF THIRTY SIX (36) MONTHS. |
|-------------|--|

|  |  |
|--|--|
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT</b> |  |
|--|--|

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

|  |
|--|
| MAIN ENTRANCE, GROUND FLOOR<br>CUSTOMS HOUSE BUILDING<br>LOWER HEERENGRACHT STREET<br>FORESHORE<br>CAPE TOWN |
|--|

|                   |
|-------------------|
| OR POSTED TO: N/A |
|-------------------|

**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 |          |  |            |
|                         | TCS PIN: |  | OR CSD No: |

|   |  |                             |  |  |                             |
|---|--|-----------------------------|--|--|-----------------------------|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes<br>[IF YES ENCLOSE PROOF] | <input type="checkbox"/> No | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes<br>[IF YES ANSWER PART B:3 BELOW] | <input type="checkbox"/> No |
|---|--|-----------------------------|--|--|-----------------------------|

|  |  |  |  |      |
|--|--|--|--|------|
| SIGNATURE OF BIDDER  |  |  |  | DATE |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) |  |  |  |      |

|                               |  |   |  |  |
|-------------------------------|--|---|--|--|
| TOTAL NUMBER OF ITEMS OFFERED |  | TOTAL BID PRICE<br>( <sup>1</sup> ALL APPLICABLE TAXES) |  |  |
|-------------------------------|--|---|--|--|

|   |  |   |                             |  |
|---|--|---|-----------------------------|--|
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: |  | TECHNICAL INFORMATION MAY BE DIRECTED TO: |                             |  |
| DEPARTMENT/ PUBLIC ENTITY                       |  | CONTACT PERSON                            | LINDANI NOGUBAZA            |  |
| CONTACT PERSON                                  |  | TELEPHONE NUMBER                          | 063 699 9946                |  |
| TELEPHONE NUMBER                                |  | FACSIMILE NUMBER                          | N/A                         |  |
| FACSIMILE NUMBER                                |  | E-MAIL ADDRESS                            | Lindani.nogubaza@dpw.gov.za |  |
| E-MAIL ADDRESS                                  |  |   |                             |  |



## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.

#### 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORCIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

#### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

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

#### Note Well:

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) All delivery costs must be included in the bid price, for delivery at the prescribed destination.
- c) The price that appears on this form is the one that will be considered for acceptance as a firm and final offer.
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on



## Invitation to Bid: PA-32

the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

<sup>1</sup> All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies



## PROVISION OF SECURITY GUARDING SERVICES AT PARLIAMENT TOWERS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

### PRICING SCHEDULE

Bidders will be required to adhere to the Illustrative Pricing Guide of the National Bargaining Council and thereafter price adjustments will apply as per NBC determination.

Bidders are required to quote using the Illustrative Pricing Guide of the National Bargaining Council rates effective from 01 March 2026 until 28 February 2027 multiply by 36 months as illustrated below.

Bidders will be compensated based on the Illustrative Pricing Guide of National Bargaining Council rates for Private Security sector (Area 1 and Area 2 for Urban). Bidders must quote Supervisors (Grade B); Security officers (Grade C); share of overheads and profit percentage as indicated hereunder. Bidders must complete the Pricing schedule in full, failure will result to elimination. Only VAT vendors are eligible to price for VAT at 15%.

| <b>TOTAL DIRECT COST AS PER NATIONAL BARGAINING COUNCIL FOR PRIVATE SECURITY SECTOR (Use line B) Failure to use this line will result to the bid disqualification.</b> | <b>Unit Price (Grade B or Grade C) Per Month</b> | <b>Quantity of guards required</b> | <b>Total Price (36 months)</b> |
|--|--|------------------------------------|--------------------------------|
| Grade B Day Shift  | R  | X1                                 | R                              |
| Grade B Night shift  | R  | X1                                 | R                              |
| Grade C Day Shift  | R  | X3                                 | R                              |
| Grade C Night Shift  | R  | X2                                 | R                              |
| <b>SUB TOTAL 1: (TOTAL SALARY COST)</b>  |  |                                    | <b>R</b>                       |
| SHARE OF OVERHEADS ( _____ % )   |  |                                    | R                              |
| <b>SUB TOTAL 2: (TOTAL SALARY COST + SHARE OF OVERHEADS)</b>   |  |                                    | R                              |
| MARK- UP PERCENTAGE ( _____ % )  |  |                                    | R                              |
| <b>SUB TOTAL 3: (SALARY + OVERHEADS + MARK-UP PERCENTAGE)</b>  |  |                                    | <b>R</b>                       |
| VAT at 15% (if VAT vendor)   |  |                                    | R                              |
| <b>GRAND TOTAL</b>   |  |                                    | <b>R</b>                       |

**Note: Night Shift allowance must be omitted when calculating day shift. (Refer to NBCPSS illustrative pricing guide)**

## ILLUSTRATIVE PRICING GUIDE

Effective as from 01 March 2026 until 28 February 2027

### PLEASE NOTE THAT THIS IS PURELY A GUIDE AND IS DISTRIBUTED WITHOUT PREJUDICE

#### AREA 1 & AREA 2 (URBAN)

(Based on the average month, 12 hours shifts every day or night of such month at a site)

| Description                          | Expiration  | Grade             | Calculation       |
|--------------------------------------|---|-------------------|-------------------|
| MONTHLY SALARY                       |   | A                 | PROMOTED SALARY   |
| Ordinary time:                       |   |                   |                   |
| i) * Relief Sec Officer              | Clause 4(7)(b) of NBOPSS Main Agreement   | R8 184,00         | R7 607,00         |
| Sunday pay premium                   | 4 shifts per week (48 hrs)<br>2 shifts per week (24 hrs)<br>4.33 weeks p/m @ X.15 | R8 184,00         | R7 607,00         |
| Public holiday premium               | 1 shift p/m average<br>N/A  | R4 092,00         | R3 803,50         |
| Security officer premium allowance   |   | R3 059,00         | R2 852,53         |
| Leave provision                      |   | R7 21,50          | R4 38,87          |
| Sick leave                           | 21 consecutive days leave   | R7 08,23          | R6 59,30          |
| Study leave                          | 24 shifts per 3 year cycle  | R4 72,15          | R3 58,87          |
| Family responsibility leave          | 5 days per annum  | R3 45,12          | R3 03,01          |
| Night shift allowance                | 3 days per annum  | R2 95,10          | R2 74,29          |
| Long service bonus (5 years average) | 8 Rand p/m night shift worked<br>R500 over 60 months                              | R2 43,33          | R2 24,33          |
| Statutory annual bonus               | Monthly salary  | R1 023,00         | R850,88           |
| <b>SUB TOTAL</b>                     |   | <b>R18 025,58</b> | <b>R17 607,30</b> |
| UIF                                  | 1 % of remuneration   | R1 089,74         | R1 078,57         |
| Hospital cover                       | R172,50 Per month   | R2 58,75          | R2 58,75          |
| Provident fund                       | 7,5 % of Fund Salary  | R820,70           | R855,79           |
| COD/WCA                              | 2,65 % of remuneration  | R502,80           | R467,92           |
| Bargaining Council Levy              | 7 Rand  | R10,50            | R10,50            |
| PSIRA per SO 1 fee                   | 4 Rand (average)  | R6,00             | R6,00             |
| Sees of uniform                      | R3 000,00 Rand p/m p.a  | R3 75,00          | R375,00           |
| Training (Skills Development Levy)   | 1 % of remuneration (SDL)   | R1 089,74         | R1 076,57         |
| Cleaning Allowance                   | 32 Rand p/m   | R48,00            | R48,00            |
| <b>TOTAL DIRECT COST</b>             |   | <b>R21 426,80</b> | <b>R19 984,40</b> |
| Share of overheads                   | 40 % of direct cost   | R8 570,72         | R7 993,16         |
| <b>TOTAL COST PER MONTH</b>          |   | <b>R29 997,53</b> | <b>R27 978,17</b> |
| NOTE:                                |   | 6.41%             | 6.50%             |
|                                      |   |                   | 7.51%             |

|   |  |  |  |
|---|--|--|--|
| 1. Excludes profit and VAT  |  |  |  |
| 2. Rates used see in terms of the Schedule to the Main Agreement of the National Bargaining Council for the Private Security Sector.  |  |  |  |
| 3. This is an illustrative pricing guide and NBOPSS will not be held responsible in respect of your reliance on the accuracy of the aforesaid information.  |  |  |  |
| 4. Maternity benefits of 4.5% over a period of four months not included in the pricing structure.   |  |  |  |
| 5. Relief Security Officer is a permanent employee  |  |  |  |
| 6. Share of overheads includes fire and liability and other insurance, payroll and admin, control, centre, transport costs (vehicles, maintenance and fuel), fixed infrastructure, rates & taxes, registers, security aids, occupational health and safety compliance, management and supervision and statutory fees payable.   |  |  |  |
| 7. PSIRA fees revised annually, as from April of each year, not yet finalised for the next year.  |  |  |  |
| <b>AREA 1 &amp; 2 COMPRISES</b>   |  |  |  |
| Chatsworth, Durban East, London, Germiston, Goodwood, Inanda, Johannesburg, Kempton Park, Kintbury, Klerksdorp, Krugersdorp, Kyalami, Mitchells Plain, Nigel, Oberndorf, Pearl, Pietermaritzburg, Pinetown, Port Elizabeth, Pretoria, Randburg, Rustenburg, Sasolburg, Simon's Town, Somerset West, Springs, Stellenbosch, Strand, The Cape, Uitenhage, Vanderbijlpark, Vereeniging, Westrand, Wonderboom and Wyvern. |  |  |  |
| <b>AREA 3 COMPRISES</b>   |  |  |  |
| All other majorisal districts.  |  |  |  |