

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.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
MAIN ENTRANCE, GROUND FLOOR CUSTOMS HOUSE BUILDING LOWER HEERENGRACHT STREET FORESHORE 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 <input type="checkbox"/> No		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW]
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 ('ALL APPLICABLE TAXES)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			LINDANI NOGUBAZA		
TELEPHONE NUMBER			TELEPHONE NUMBER		
			063 699 9946		
FACSIMILE NUMBER			FACSIMILE NUMBER		
			N/A		
E-MAIL ADDRESS			E-MAIL ADDRESS		
			Lindani.nogubaza@dpw.gov.za		

Invitation to Bid: PA-32

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 CONSORTIA / 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.

¹ 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 TOWES 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%.

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.	Unit Price (Grade B or Grade C) Per Month	Quantity of guards required	Total Price (36 months)
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
SUB TOTAL 1: (TOTAL SALARY COST)			R
SHARE OF OVERHEADS (_____ %)			R
SUB TOTAL 2: (TOTAL SALARY COST + SHARE OF OVERHEADS)			R
MARK- UP PERCENTAGE (_____ %)			R
SUB TOTAL 3: (SALARY + OVERHEADS + MARK-UP PERCENTAGE)			R
VAT at 15% (if VAT vendor)			R
GRAND TOTAL			R

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

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

AREA 1 & AREA 2 (URBAN)

Description	Explanation	Grade			Calculations
		A	B	C/D/E	
MONTHLY SALARY		R8 184,00	R7 607,00	R7 003,00	PROJUGATED SALARY
		R19,146/2	R36,57/21	R1,146/24	hourly equivalent wage (NOT FOR SALARY CALCULATION)
Ordinary time:	Clause 4(7)(b) of NBOPSS Main Agreement				
i) Primary Sec Officer	4 shifts per week (48 hrs)	R8 184,00	R7 607,00	R7 003,00	Monthly salary as per NBOPSS Main Agreement
ii) Relief Sec Officer	2 shifts per week (24 hrs)	R4 092,00	R3 803,50	R3 501,50	1/2 x 24 x 4,333
Sunday pay premium	4,333 weeks p.m @ X1,5	R3 089,00	R2 852,63	R2 626,13	12 x 4,333 x 1/2 x 1,5 (Sunday rate)
Public holiday premium	1 shift p.m average	R472,15	R438,67	R404,02	1/2 x 12 (1 x portion already incl. in basic salary)
Security officer premium allowance	N/A	R0,00	R0,00	R0,00	Collapsed into basic salary
Leave provision	21 consecutive days leave	R708,23	R658,30	R606,03	1/2 x 144 / 12 * 1,5 (reliever) (+ 3 extra days after 2 years)
Sick Leave	24 shifts per 3 year cycle	R472,15	R438,67	R404,02	(1/2 x 48 x 6 / 36 * 1,5 (reliever)
Study leave	6 days per annum	R354,12	R329,15	R303,01	(1/2 x 12 x 6 / 12) x 1,5 (reliever)
Family responsibility leave	5 days per annum	R295,10	R274,29	R252,51	(1/2 x 12 x 5 / 12) x 1,5 (reliever)
Night shift allowance	8 Rand /night shift worked	R243,33	R234,33	R243,33	365 / 12) x 8 OMIT IF FOR DAY SHIFT
Long service bonus (5 years average)	R500 over 60 months	R12,50	R12,50	R12,50	Long service bonus / 60 * 1,5 (reliever)
Statutory annual bonus	Monthly salary	R1 023,00	R950,88	R875,38	Monthly salary / 12 x 1,5 (reliever)
SUB TOTAL		R18 925,58	R17 609,30	R16 231,43	A
UIF	1 % of remuneration	R189,74	R176,57	R162,79	(Total income: Primary + reliever) x 1%
Hospital cover	R172,50 Per month	R258,75	R258,75	R258,75	Including reliever
Provident fund	7,5 % of Fund Salary	R920,70	R855,79	R787,84	Fund Salary X 7,5% x 1,5 (reliever)
COD/MCA	2,65 % of remuneration	R502,80	R467,92	R431,40	(Total income: Primary + reliever) x 2,65%
Bargaining Council Levy	7 Rand	R10,50	R10,50	R10,50	Including reliever
PSIRA *per SO* fee	See note 7 below	R6,00	R6,00	R6,00	Including reliever (variable according to company size)
Sets of uniform	4 Rand (average)	R375,00	R375,00	R375,00	(Rand value + reliever(50%)) / 12
Training (Skills Development Levy)	1 % of remuneration (SDL)	R189,74	R176,57	R162,79	(Total income: Primary + reliever) x 1%
Cleaning Allowance	32 Rand p.m	R48,00	R48,00	R48,00	Allowance x 1,5 (reliever)
TOTAL DIRECT COST		R21 426,80	R19 984,40	R18 474,51	B
Share of overheads	40 % of direct cost	R8 570,72	R7 993,76	R7 389,80	B x 40% (Economy of Scale rule applies)
TOTAL COST PER MONTH		R29 997,53	R27 978,17	R25 864,31	C
		6,41%	6,90%	7,51%	

NOTE:

1. Excludes profit and VAT
2. Rates used are in terms of the Main Agreement of the National Bargaining Council for the Private Security Sector.
3. This is an illustrative pricing guide and SASA will not be held responsible in respect of your reliance on the accuracy of the aforesaid information.
4. Mealtime benefits of 34% over a period of four months and included in this pricing structure.
5. "Relief Security officer" is a permanent employee
6. Share of overheads includes: rent, electricity 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.

AREA 1 & 2 COMPRISES

Magisterial districts of Alberton, Edulila, Benoni, Botshabelo, Blantyre, Brakpan, Camerdown, Chatsworth, Durban, East London, Germiston, Goodwood, Harare, Johannesburg, Kempton Park, Kimberley, Klerksdorp, Krugersdorp, Kullerdrif, Mitchell's Plain, Nigel, Overland, Pearl, Pietermaritzburg, Pinetown, Port Elizabeth, Pretoria, Randburg, Randfontein, Roodepoort, Sasolburg, Simon's Town, Somerset West, Springs, Stellenbosch, Strand, The Cape, Uitenhage, Vanderbijlpark, Vereeniging, Westonaria, Woodstock and Wynberg.

AREA 3 COMPRISES

All other magisterial districts.