

INVITATION TO SUBMIT A PROPOSAL FOR REQUIREMENTS OF THE SOUTH AFRICAN BUREAU OF STANDARDS (SABS)

RFP NUMBER: 201851

DESCRIPTION: PROVISION OF SECURITY OFFICERS TO RENDER PROTECTION SERVICES FOR ALL SABS SITES FOR A FIXED TERM OF THREE (3) YEARS

COMPULSORY BRIEFING SESSION

DATE: 12 NOVEMBER 2025 @ 10:00 am

VENUE: MS TEAMS

BIDDERS INTERESTED IN ATTENDING THE BRIEFING SESSION MUST SEND AN INTENT TO ATTEND VIA AN EMAIL TO: mabaT@sabs.co.za

CLOSING DATE: 21 NOVEMBER 2025

CLOSING TIME: 11:00am

Copyright Notice:

This document contains information that is proprietary and confidential to SABS who has all rights of copyright in it. Any dissemination, distribution, reproduction, or disclosure in any form of the content of this document is forbidden without prior authorisation of SABS. The SABS will strictly enforce its rights against any acts of copyright infringement.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED)**

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	(CODE)		(NUMBER)	
FACSIMILE NUMBER	(CODE)		(NUMBER)	
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?	YES or NO
HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED?	YES OR NO
<u>IF YES, WHO WAS THE CERTIFICATE ISSUED BY?</u> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) ☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) ☐ A REGISTERED AUDITOR ☐ [TICK APPLICABLE BOX]	

NAME OF AUTHORISED PERSON	
SIGNATURE OF BIDDER	
CAPACITY UNDER WHICH THIS BID IS SIGNED	
DATE	

1. Intent

The South African Bureau of Standards (SABS) is inviting experienced and reputable suppliers or bidders to submit proposals for the provision of security officers to render protection services for all SABS sites for a fixed term of three (3) years.

2. Confidentiality

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the Request for Proposal (RFP) process are to be covered by the non-disclosure agreement signed between the SABS and the Bidder.

3. Procedural compliance

3.1 Intent to respond

An interested Bidder is required to advise the SABS of its intention to submit a proposal by completing and returning the "Intention to Respond" form (Appendix B) no later than **17 November 2025**. Should a party decide not to respond to this RFP, you are requested to continue to treat the information as confidential in perpetuity.

3.2 Responsibility for costs

Under no circumstances shall the SABS accept any responsibility whatsoever for any of the Bidder's costs associated with the preparation and/or submission of its Bid/Proposal, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

3.3 Amendments to the RFP

Amendments to this document shall only be effective if agreed by the SABS and confirmed in a written addendum to the RFP. The SABS reserves the right to modify the scope of this document at any time prior to and after the award of the tender.

3.4 Delivery of proposals or bids

The Bidder is responsible for ensuring that the Bid/Proposal is submitted and delivered on time to Tenders.Tintswalo@sabs.co.za. The SABS undertakes that the Bids/Proposals shall be stored in a secure place, opened at the same time and not before the deadline for submission.

Note: The above email address should only be used for submission of proposals. No clarity seeking questions should be sent to this email address. (see 4.2 below)

3.5 No obligation to proceed

The SABS reserves the right to discontinue the RFP process at any time prior to the formation of the envisaged agreement and will give written reasons for the cancellation upon written request to do so. The SABS, its subsidiaries, shareholders, advisors, directors, employees, representatives including the SABS Representative shall not be liable for any losses, claims or damages of whatsoever nature or howsoever arising that may be sustained by a Bidder or any other person as a result of its participation or any amendment, termination or suspension of the process set

out in this RFP or its exclusion from participating in the tender process at any point. It is an express term that SABS shall in no way be liable for any indirect/consequential damages, loss of profits, etc. suffered by the Bidder during the RFP process, award, negotiating and/or contracting phase.

After any cancellation of the tender process or the rejection of all tenders due to non-compliance with the thresholds, SABS may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

3.6 No contract

Bidders shall note that this RFP does not commit the SABS to any course of action resulting from the receipt of Bids/Proposals and the SABS may, at its discretion, reject any Bid/Proposal that does not conform to instructions and specifications that are contained herein or select a Bidder based upon its own unique set of criteria. SABS also reserves the right not to select a Bidder/award the tender. The SABS does not become bound by any obligations prior to the signature, by both parties, of an agreement - to be negotiated, resulting from a successful bid.

Nothing in this document shall be construed as a contract between the parties and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFP.

SABS shall not be liable for any fees incurred due to any work done/services performed by the Bidder prior to signature, by both parties, of an agreement resulting from a successful bid.

3.7 Validity of proposals

The proposal shall remain valid for a period of one hundred and eighty (180) days from the submission date, where after such proposal expires. SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their proposals, prior to expiry thereof. Such request, if any, shall be in writing. The Bidder is not obliged to extend the validity period.

3.8 Intellectual Property

The Bidder undertakes that the SABS retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.

4. General Instructions

4.1 Assumptions

The SABS has endeavoured to provide sufficient guidance to inform Bidders' Bids/Proposals. However, it may be necessary to make some assumptions. Where assumptions have been made these must be documented in the Bid/Proposal. The SABS accepts no responsibility for assumptions made by the Bidder.

4.2 Requests for clarification/additional information

Requests for additional information, questions or issues fundamental to the quality or clarity of the response should be submitted using the 'Request for Proposal Enquiry' (Appendix N). Additional information will be provided at the discretion of the SABS. The SABS also reserves the right to provide the same information to all other interested Bidders.

4.3 Contact information

All enquiries regarding this RFP must be e-mailed to Tintswalo.nyathi@sabs.co.za. Bidders must not contact any other SABS personnel regarding this RFP as this may lead to disqualification of the bid. Also note that any canvassing by Bidders regarding this RFP will result in disqualification.

4.4 Timescale

The proposed timescales for the RFP process are indicated below.

Item	Milestone	Date
1	Date of RFP advertisement	31 October 2025
2	Compulsory Site Visit MS TEAMS	12 November 2025 @ 10:00 am
3	Final Date for Bidders to submit consolidated requests for clarification (Questions) Questions to be send to Tintswalo.nyathi@sabs.co.za	19 November 2025
4	SABS clarification. (Not further clarification after this date)	19 November 2025
7	Proposal Submission Date Proposals to be send to Tenders.Tintswalo@sabs.co.za	21 November 2025 11:00am
8	Evaluation of proposals	TBA
9	Awarding of Tender	TBA

4.5 Management summary

This section should be submitted as a separate document. The information to be provided in the Management Summary shall include but not be limited to the following items.

- o Company profile
- o Completed 'Statement of compliance' (Appendix K)

4.6 Presentations

The SABS reserve the right to request bidders to present for clarification.

4.7 Clarification and inspections

The SABS may submit clarification in writing on specific tender aspects to obtain a better understanding of the received bid/s. This may also include possible inspections of the Bidder's premises at an agreed upon date and time.

4.8 Submitting a response

4.8.1 Due date

- o Proposals/ Bids are to be submitted by closing date and time as stipulated on page 1.
- o Proposals/ Bids must be submitted **electronically** to Tenders.Tintswalo@sabs.co.za indicating the tender **reference number** and **description on the subject**. **Maximum size 14MB.**
- o **NB: Mandatory and functionality requirements must be submitted in one folder.**
- o Proposals/ Bids must be submitted on **PDF Files** (compressed zipped folder if necessary).
 - o Proposals/Bids submitted **via a link and/or “we transfer” will not be accepted.**
 - o The responsibility for on-time submission rests entirely with the Bidders. **No Late submissions will NOT be accepted.**
- o **The above email address should only be used for submission of proposals. No clarity seeking questions should be send to this email address.**

4.8.2 Proposal format

Each proposal shall include a detailed description of the Bidder’s capabilities with regard to the requirements set out in **Appendix A and Section 5.3** of the Mandatory Evaluation.

4.8.3 Central Supplier Database (CSD) Registration

Service providers and suppliers who wish to render services to SABS will no longer register at SABS directly. Suppliers will have to register on National Treasury Central Supplier Database (CSD) as per

National Circular No 3 of 2015/6 – Central Supplier Database;

National Treasury will maintain the database for all suppliers for Government and its institutions; and All existing and prospective suppliers are requested to register on the CSD by accessing the National Treasury website at www.CSD.gov.za.

5. Evaluation

5.1 Returnable documents

Bidders must provide the following administrative compliance documents. [TICK APPLICABLE BOX]

NO	APPENDIX	TICK
1	Appendix A Tender Requirements/ Scope of Work	
2	Appendix B Company experience/ project list	
3	Appendix C Pricing Template	
4	Appendix D Intention to Respond	
5	Appendix E SBD 4 Bidder’s Disclosure	
6	Appendix F Signed Non-disclosure agreement	
7	Appendix G SBD 6.1 Preference points claim form in terms of the Preferential procurement Regulation 2022	
8	Appendix H CSD Report / Proof of banking details for international suppliers	

9	Appendix I BBBEE/ Sworn affidavit	
10	Appendix J Management Summary (including Statement of Compliance)	
11	Appendix K Statement of Compliance	
12	Appendix L Page 2 of the RFP Document	
13	Appendix M Audited Financial Statements	
14	Appendix N Request for Proposal Enquiry	
15	Appendix O Mandatory Requirement	
16	Appendix P Functionality Requirements	
17	Annexure A General Condition of Contract	

5.2 Disqualifying criteria is as follows:

- Bidders who do not meet all the requirements as specified on the RFP document scope of work will not be evaluated any further.
- Bidders whose solution is encumbered by any Intellectual Property rights, whether registered and / or unregistered, including but not limited to Copyrights, Patents, Know-How, Registered Designs, Trademarks, Trade Secrets and the like, will not be considered for award of the bid.
- Bidders who make a misrepresentation on the above 2 points or any other material fact.

5.3 Tender Evaluation Process

Stage 1: Mandatory Requirements

No	Description	Submitted Yes/No
1	PSIRA registration certificates for the business or company and PSIRA letter of good standing for the business or company	
2	Public Liability and Professional Indemnity Insurance: The bidder must submit a valid and active Public Liability and/or active Professional Liability Insurance of a minimum of R 50 000 000.00 or letter of intent.	
3	Provide a valid COIDA (Compensation for Occupational Injuries and Diseases Act) registration.	

Only bidders that meet the mandatory requirements will be evaluated further on stage 2 functionality evaluation.

Stage 2: Bids will be evaluated in terms of Functionality based on the following criteria:

no.	Selection Criteria		
	Functionality will be measured on a scale of 1-5. Very poor:1, Poor:2, Average:3, Good:4, Excellent:5	sub weight	Weight
1	Company Experience		
	Proven track record and experience of successfully rendering security/guarding services at a similar size. Suppliers must submit reference letters on official letterhead with a valid contactable reference to prove they have provided this service on this magnitude.		
	No reference letters and/or relevant experience	0	20%
	1 reference letter	1	
	2 reference letters	2	
	3 reference letters	3	
	4 reference letters	4	
	5 reference letters	5	
2	Company capability in terms of Security Operating Management System		
	The operation's Manager or Key Account Manager must be a lead implementer and /or lead auditor with the ISO 18788 (Security Operating Management System). Bidders must have started implementing a management system that complies with the ISO 18788 standard. (Submit proof)		20%
3	Provision of a Security plan for the protection of the SABS buildings		
	The bidder must provide a detailed security plan to demonstrate a detailed plan for the following items: Security Policies and Procedures Training Plan or matrix plan Technology plan. Risk Assessment and Site Analysis Physical Security Measures		30%
	No plan	0	
	Plan with all the components	5	
4	Operational Management team structure (organogram) – including all regions		
	The bidder must demonstrate the Operational team's experience and qualification(s) of the Operational Manager/ Key Account Manager in managing security contracts. Bidders must attach proof of qualifications (minimum matric) and a detailed CV of the Operational Manager/ Key Account Manager to be assigned to the SABS, clearly indicating the number of years of relevant experience.		
	No Operational plan for the SABS	0	20%
	1 = Regional structure included	1	
	2 = As above + strike contingency plan	2	
	3 = As above + Proposed operational procedures for SABS Groenkloof	3	
	4 = As above + Control room procedures	4	
	5 = As above + Takeover project plan from current supplier	5	
5	Proof of National footprint		
	The bidder must provide proof of a national footprint. Either a lease agreement or a W&L account		
	Proof of offices/footprint in Gauteng only	1	10%
	Proof of offices/footprint in Durban only	2	
	Proof of offices/footprint in EL only	3	
	Proof of offices/footprint in CPT only	4	
	Proof of offices/footprint in all SABS regions	5	
			100%
Minimum threshold is 75%			

Only bidders that meet the minimum threshold of 75 % will be evaluated further on Preference Point System (Price and specific goals).

6. Preference Point System (Price and Specific Goals)

Bids will be evaluated in terms of the Preferential Procurement Regulation of 2022, where the 80/20 preference points system (price and specific goals) will be used. **Feedback on Proposals**

Once the recommendation to the Bid Adjudication Committee has been approved, the successful and unsuccessful bidder(s) will be notified in writing.

Successful bidder/s will be issued with a notification letter. Such notification does not constitute an agreement. The award is wholly subject to the successful Bidder entering into a duly signed contract with SABS.

7. Contracting

Successful bidder(s) will be required to enter a contract with the SABS. A formal Agreement will be signed with the successful bidder and SABS further reserves the right to amend, alter or delete clauses relating to, but not limited to insurance, indemnity, undertaking, guarantees, Intellectual Property, service levels and / or tax compliance.

SABS shall not be liable for any costs expended by the bidder prior to any formal agreement being signed. **It is therefore imperative that NO SERVICES are rendered prior to the formal agreement becoming effective.**

Appendix A – Scope of Work

REFER TO ANNEXURE A FOR A DETAILED SCOPE OF WORK

1. INTRODUCTION

The South African Bureau of Standards (SABS) invites bidders from prospective service provider/s for the provision of security officers to render protection services at SABS for a fixed term of 3 three years, from 01 November 2022 to 31 October 2025. Investigations are included in the scope of work of security services. Investigations will be required on an Adcock basis if and when required.

Therefore, bidders will need to provide evidence of their ability to deploy and meet all the requirements.

SABS requires the services of a security service provider with a **reputable track record** to provide security personnel to render protection services, thus supplementing its internal (in-house) security personnel. Bidders **must have a national footprint** and subsequent proof thereof.

In addition, the SABS requires companies that support the ISO quality assurance approach. In particular, bidders must have started with the ISO 18788 (Security Operating Management System) implementation. For this purpose, we require at least an ISO 18788 lead implementer certificate as a minimum requirement.

2. REQUIREMENTS

- 2.1. The bidder must provide a Comprehensive Operation Plan that should include the following information:
 - 2.1.1. The operational management team that will be responsible for the management of the contract and interaction with the SABS. CV's of staff must be included.
 - 2.1.2. Plans in which the operational management team and control room will monitor the security officers provided and the frequency thereof.
 - 2.1.3. The type of ongoing or refresher training and the intervals thereof that will be provided to the security personnel who will be supplied. Training must include x-ray machine training.
 - 2.1.4. Copies of general site instructions entailing general security instructions that the security officers must comply with whilst on duty.
 - 2.1.5. Plans for the continued provision of the security services (replacement labour) in case the supplied officers embark on strikes or are prevented from reporting on duty due to strikes or similar labour unrests.
 - 2.1.6. A monthly reporting template that will assist the SABS to monitor the performance of the service provider.
 - 2.1.7. Risk assessments to advise SABS on mitigation and recommendations.

2.1.8. Policies, procedures or plans in which the service provider will ensure continued screening officers supplied.

3. PROJECT/SERVICES REQUIREMENTS

3.1. Prospective service providers must satisfy the following requirements, which must be clearly outlined in the bid documents:

3.1.1. An existing office with a 24/7 operational security control room. This control room will act as a national command and control centre for the guarding and investigation operations for the duration of the service.

3.1.2. The SABS shall, as part of its bid evaluation process, conduct a physical site inspection to ascertain (i) the physical location of the offices; (ii) whether control rooms operate 24/7; (iii) if the control room is equipped with the minimum equipment, etc.

3.1.3. Bidders will have to submit documentary proof of the accreditation of the training facility where security officers deployed were trained, or an MOU if the training is outsourced. This process will have to be followed with all new security officers appointed. Designate only appropriately trained, qualified personnel to perform the services meeting all the applicable requirements referred to in the Private Security Regulation Act 2001(Act 56 of 2001) and other applicable legislation

3.1.4. Bidders must take note that penalty clauses will be part of the contract of the successful bidder. The acceptance of this provision must be indicated in the first stage bid document

3.1.5. The roll-out or handover plan from the current service provider must also be included. Proof of your ability to take over this size of operation must be included.

3.2. The following documents MUST be submitted with the bids:

3.2.1. PSIRA registration certificates for the business or company.

3.2.2. PSIRA letter of good standing.

3.2.3. Public Liability insurance with a minimum of R 50 million per incident. The bidder must provide either the insurance document or a letter of acceptance to this point.

3.2.4. Submission of a valid COIDA.

3.2.5. Operational Management team structure – including all regions

- 3.2.6. Security plan
- 3.2.7. Training Plan or Matrix for the duration of the contract
- 3.2.8. Technology plan. Bidder must propose a solution in the following areas:
- 3.2.9. Biometric time and attendance system for all sites and guards, with daily reports to the SABS, preferably Honeycomb Management tool.
- 3.2.10. Equipment listed below
- 3.2.11. Strike contingency plan
- 3.2.12. Proof of offices/footprint in Gauteng
 - Either lease agreement or W&L account.
- 3.2.13. Proof of offices/footprint Durban
 - Either lease agreement or W&L account.
- 3.2.14. Proof of offices/footprint in East London or W&L account
 - Either lease agreement or W&L account.
- 3.2.15. Proof of offices/footprint in Cape Town
 - Either lease agreement or W&L account.
- 3.2.16. Certified ISO 18788 Lead Implementer Certification

3.3. **Services Completion**

- 3.3.1. The contract shall be for a period of three (3) years.
- 3.3.2. Penalties - The SABS reserves the right to deduct an amount as negotiated between the parties, in the event that the prospective service provider does not comply with any of the conditions of the Contract, e.g. short-posting of the officers, late-posting, failure to supply the required security personnel, etc., and shall this not exclude any other remedy to the SABS' disposal.

3.4. **Payments**

- 3.4.1. Prospective service providers shall ensure that each invoice is accompanied by a comprehensive operational/performance report containing the information that will be outlined in a SLA.
- 3.4.2. The SABS shall pay all invoices correctly submitted with all substantiating documents within 30 days as per the Public Finance Management Act, Act 1 of 1999 and the SABS Supply Chain Management Policies.

3.5. Service Reports

3.5.1. Prospective service providers shall provide the SABS with detailed performance reports on a monthly basis. Such reports shall contain accurate information so as to enable the SABS to monitor and manage the service provider's performance.

3.5.2. All documentation shall be in English.

3.5.3. **As a minimum, the report shall contain the following information:**

- Performance information in respect of the security officers supplied, security incidents/risks identified corrective action undertaken, supervisory/management visits to inspect security officers, security officers' absence and misconducts, and changes of security officers.
- Indication of basic salaries paid to each security officer supplied and reasons for the shortfall.
- Number of shifts and hours worked by each security officer.
- Proof of payment of PSIRA subscriptions for each security officer.
- Proof of payment to Provident Fund for each security officer.
- Any other additional information that may be required by the SABS from time to time.

3.6. Ownership in services vests in the SABS

3.6.1. Any information supplied to or obtained by the service provider or its security personnel during the course of the contract shall be treated as confidential and not divulged to any other third party.

3.6.2. b. Reports and records (including Occurrence Books and pocketbooks) generated by the service provider, or security personnel in respect of their duties during the course of the contract, shall be treated as confidential, and shall be handed over to the SABS for safe-keeping.

4. RULES OF BIDDING AND BID SUBMISSION REQUIREMENTS

- 4.1. The individuals proposed for professional work on the project shall remain on the project unless the SABS grants permission to change the proposal. Such permission will only be granted in exceptional circumstances.
- 4.2. No material or information derived from the provision of the services under the Contract, may be used for any purposes other than those of the SABS, except where authorized in writing to do so. All information will be held strictly confidential. The successful service provider will be required to sign a confidentiality agreement with the SABS.
- 4.3. Copyright of all documents and electronic aids, software programs prepared or developed in terms of the appointment, shall vest in the SABS.
- 4.4. The SABS reserves the right to amend, modify or withdraw this TOR document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Prospective service providers.
- 4.5. Any briefing Notes which may be issued by the SABS to the Bidder/s should be considered as part of this RFP. Furthermore, in the event that the negotiations between the SABS and the preferred Bidder/s fail with regard to the conclusion of a Service Level Agreement, the SABS reserves its right not to appoint the Preferred Bidder/s without incurring any liability to compensate or reimburse the Preferred Bidder/s.
- 4.6. Neither the SABS, nor any of its respective officers or employees may make any representation or warranty, expressed or implied in this RFP document. And nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- 4.7. A proposal submitted by a company, close corporation, or any other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.
- 4.8. A proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 4.9. A proposal submitted by a consortium of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
 - 4.9.1. The conditions under which the consortium will function
 - 4.9.2. Its period of duration;
 - 4.9.3. The persons authorized to represent it;
 - 4.9.4. The participation of the several parties forming the consortium;
 - 4.9.5. The benefits that will accrue to each party;
 - 4.9.6. Any other information necessary to permit full appraisal of its functioning.

- 4.10. The preferred Bidder will be required to enter into a Service Level Agreement (SLA) prior to appointment.
- 4.11. The SABS is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before final selection. The SABS also reserves the right to call interviews with short-listed bidders before final selection, and to negotiate price.
- 4.12. Bidders may not contact the SABS on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effect by the bidder to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.
- 4.13. Bid submission requirements must be completed in sections and appendices provided in the bid document.
- 4.14. Prospective service providers must at all-time comply with the SABS Supply Chain rules and processes with regard to all projects and payments.

5. SITE VISITS AND INTERVIEWS

5.1. At the discretion of the evaluation committee site visits and interviews might be included, as:

- 5.1.1. Control room visit
- 5.1.2. Interview with control room manager
- 5.1.3. Regional site offices
- 5.1.4. Interviews with regional operations management

6. DOCUMENTATION SUBMISSION

6.1. All bid submissions **must** be named and compiled in the following sequence:

- 1. **EXHIBIT A** – COMPLIANCE DOCUMENTATION
 - 1.1. Valid PSIRA Certificate – Company
 - 1.2. ID Copies of Directors/Owners
 - 1.3. Valid Tax clearance certificates
 - 1.4. Central Supplier Database report from National Treasury
 - 1.5. COIDA registration certificate
 - 1.6. UIF letter of good standing
 - 1.7. PSIRA provident fund – Letter of Good Standing.
 - 1.8. B-BBEE Certificate
 - 1.9. Company Certificate & CIPRO registration
 - 1.10. Public liability insurance (R 50 mil minimum)

- 1.11. Proof of offices/footprint in Gauteng
- 1.12. Proof of offices/footprint in Durban (KZN)
- 1.13. Proof of offices/footprint in East London
- 1.14. Proof of offices/footprint in Cape Town
- 1.15. Contactable reference letters
- 1.16. Proof of ISO 18788 Implementer training

2. **EXHIBIT B** – OPERATIONAL PROPOSAL / PLAN

- 2.1. Operational Management team structure – including all regions
- 2.2. Security plan for the protection of the SABS buildings as per RFP
- 2.3. Training Plan and Matrix for the duration of the contract
- 2.4. Proposed strike contingency plan
- 2.5. CV's of regional and branch managers
- 2.6. Guidelines of site instructions
- 2.7. Risk assessment checklist
- 2.8. Client visiting sheet
- 2.9. Biometric time and attendance brochure
- 2.10. Electronic OB proposal
- 2.11. Driver's license scanning and vehicle license technology brochure
- 2.12. Client incident report - Sample
- 2.13. Takeover Plan – detailed project plan
- 2.14. Bidders offices and control room
- 2.15. Investigations capability

3. **EXHIBIT C** – RETURNABLE DOCUMENTS

- 3.1. Tender requirements/scope of work
- 3.2. Intention to respond
- 3.3. Signed non-disclosure agreement
- 3.4. Vetted SABS terms and conditions and legal comments
- 3.5. Declaration of interest
- 3.6. Company profile
- 3.7. Three years audited financial statements

4. **EXHIBIT D** – PRICING PROPOSAL

- 4.1. Pricing proposal – Groenkloof
- 4.2. Pricing proposal – NETFA

- 4.3. Pricing proposal – Secunda
- 4.4. Pricing proposal – Durban
- 4.5. Pricing proposal – Richards Bay
- 4.6. Pricing proposal – East London
- 4.7. Pricing proposal – Cape Town
- 4.8. Pricing proposal – Saldanha Bay
- 4.9. Pricing proposal – Technology
- 4.10. Pricing proposal – Investigations and Ad Hoc Services
- 4.11. Bidders **MUST** return the costing Microsoft Excel document provided by the SABs.

5. **EXHIBIT E** – BIDDER SPECIFIC PROPOSAL

In this section, bidders can provide any complementary and additional information. This section is also for bidders specific proposals, feel free to make use of this section to promote additional services and the quality of your service.

IMPORTANT: Bids that is not marked and submitted in the above sequence will be disqualified.

1. SCOPE OF SERVICES

The bidder shall tender for the rendering of different protection services at the SABs premises situated at Head Office (Groenkloof) and regional offices. All bidders must be registered with the Private Security Regulatory Industry Authority (PSIRA), SARS, Letter of Good standing, Department of labour, Provident Fund, Insurance per incident of R5 000 000.00. The services will include physical guarding and investigations (if and when required).

Security services		Frequency	Groenkloof	NETFA	Durban	Cape Town	Secunda	East London	Saldanha Bay	Richards Bay
Access control of people, vehicles and goods through use of physical guarding and physical and electronic access control systems	Administer the access control management system, issuing and return of access control permits and continuous related risk assessment and mitigation	Day shift	✓	X	X	X	X	X	N/A	X
	Physical guarding of defined access and egress points to assure that duly authorised permitted staff and visitors are granted access	24-hours	✓	✓	✓	✓	✓	✓	✓	✓
	Manage vehicle movements at entrance and egress points to prevent congestion and risk of accidents	24-hours	✓	✓	✓	✓	✓	✓	X	✓
	Maintain and manage keys and access codes to all lockable doors	24-hours	✓	✓	✓	✓	✓	✓	✓	✓

	Unlock doors for duly authorised persons where such keys are forgotten or lost	As required	✓	✓	✓	✓	✓	✓	✓	✓	✓
Physical patrolling and guarding to detect, deter and detain unauthorised access	Perform visible perimeter, cross-site and building patrols	minimum three times per shift	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Provide trained security dogs for added deterrent measures, patrolling and intrusion detection and alarming	Nigh shift	X	✓	X	X	X	X	X	X	X
	Apprehend and detain unauthorised trespassers and liaise as appropriate with SA Police Services	24-hours	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Perform locked status of all offices and designated facilities and advise occupants by leaving prescribed notice	Night shift	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Perform lights-on status and advise occupant where lights left on by leaving defined notice	Night shift	✓	✓	✓	✓	✓	✓	✓	✓	✓
Detection and withholding dangerous weapons or articles from entering the premises	Provide, operate and maintain equipment for dangerous items detection on person and in baggage	24-hours	✓	X	X	X	X	X	X	X	X
	Use of detection equipment and hand-body searches where appropriate to detect and withhold dangerous articles	24-hours	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Provide and operate a gun-safe facility for proper recording person-gun particulars, safe discharge and storage and re-issue on exit.	24-hours	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Provide and operate a dangerous article facility for proper recording person-article particulars, safe storage and re-issue on exit.	24-hours	✓	✓	✓	✓	✓	✓	✓	✓	✓
Detection of unauthorised removal of SABS assets and waste	Administer declaration of personal assets by staff and visitors and reconcile person-asset on exit	24-hours	✓	✓	✓	✓	✓	✓	✓	✓	✓

of value from the premises	Perform vehicle exit searches to detect unauthorised SABS assets , withhold such assets from exiting and notify SABS Security management of the transgression	24-hours	√	√	√	√	√	√	√	√
	Perform people baggage exit searches to detect unauthorised SABS assets and withhold such assets from exiting and notify SABS Security management of the transgression	24-hours	√	√	√	√	√	√	√	√
Remote monitoring of activities via Close-Circuit Television (CCTV) camera network to proactively detect suspicious behaviour and security contraventions	Staff, operate and maintain CCTV monitoring, surveillance and recording equipment	Day shift	√	X	X	X	X	X	X	X
	Perform risk-based monitoring of premises through use of CCTV and communicate suspicious behaviour for investigation by the guarding personnel	Day shift	√	X	X	X	X	X	X	X
	Perform incident based retrieval of recordings and analyses sequence of events leading to and post incident	As required	√	√	√	√	√	√	√	√
Occupational health and safety and emergency preparedness support	Assist and support emergency preparedness exercises	As required	√	√	√	√	√	√	√	√
	Perform actual emergency response actions per defined procedure	As required	√	√	√	√	√	√	√	√
	Support any SAPS and emergency medical and fire response service access to site and be directed to point of emergency	As required	√	√	√	√	√	√	√	√
	Monitor fire detection and other emergency response systems and initiate response action per defined procedure	Night shift	√	√	√	√	√	√	√	√
Visitor facilitation and control	Escort visitors between locations as required	Day shift	√	√	√	√	√	√	√	√

	Monitoring movement of visitors and escort unaccompanied visitors back to reception or exit as case may. (Visitors may not be wondering the campus without accompaniment)	Day shift	√	√	√	√	√	√	√	√
Test sample delivery facilitation	Accompany large test sample transporters from Visitors Pavilion to the lab, hand-over to lab receiving officer and escort delivery vehicle back to exit. (Test samples are not to be transported unaccompanied on the campus) Direct samples to the designated samples receiving point	Day shift	√	X	X	X	X	X	X	X
Specialist investigations and reporting	Conduct investigations to any identified security incidences/ breaches and provide comprehensive report thereof	As required	√	√	√	√	√	√	√	√
	Perform lie detector or polygraph testing	As required	√	√	√	√	√	√	√	√
VIP Protection	Perform VIP protection services for identified persons	As required	√	√	√	√	√	√	√	√
Industrial Strike Management	Coordinate and assist in industrial strike actions	As required	√	√	√	√	√	√	√	√
Event security services	Provide special event security inclusive of event security risk assessment, guarding and access control amongst others as determined from the risk assessment	As required	√	√	√	√	√	√	√	√
Security systems maintenance inspections	Proactively inspect and test security systems to assure correct operation and initiate corrective maintenance as required	Monthly	√	√	√	√	√	√	√	√

2. PRESENTATIONS

The SABS may require from short listed bidders of this RFP to make a formal presentation to representatives of the SABS at a date, time and venue to be advised or seek clarification in writing on specific tender aspects to obtain a better understanding. This may also include possible inspections of the Bidder's/ Supplier's premises at an agreed upon date and time.

3. CONFIDENTIALITY

This document may not be used for any purpose by the supplier other than for developing their response to it, and all reasonable efforts must be taken by the Bidder/Supplier to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder/Supplier during the course of the Request for Proposal (RFP) process are and will be covered by the non-disclosure agreement to be signed between the SABS and the successful Bidder/Supplier.

4. SITE DEPLOYMENT AND COSTING

The following site deployment will apply. All bidders will provide a quotation with the exact number of guards and services. Bidders must include additional cost for other security equipment (if applicable), for example:

GROENKLOOF

Role	Qty.	Days of service	Grade	Monthly Rate per unit Excl. Vat	Total Monthly Rate
Day shift					
Contract/ Key Account Manager	1	5	A		
Shift supervisor	1	7	B		
Control room operators	2	7	C		
CCTV Supervisor	1	5	B		
CCTV operator	2	7	C		
ID Office	1	5	B		
Main gate/access controller	4	5	C		
Pedestrian gate	1	5	C		
Visitors parking	1	5	C		
Visitors pavilion	2	7	C		
A Block turnstiles	1	5	C		
C Block turnstiles	1	5	C		
Staff entrance	2	7	C		
Q Block parking	1	5	C		
CIDB Office	1	5	C		
CIDB entrance	2	7	C		
Staff gate	2	7	C		
Training Centre	1	5	C		
Golf cart driver	1	5	C		
Security check points	2	5	C		
Patrollers	2	7	C		
Night shift					
Shift supervisor	1	7	B		
Control room operators	1	7	C		
CCTV operator	1	7	C		
Main gate/access controller	3	7	C		
Patroller	2	7	C		
CIDB gate	1	7	C		
Staff gate	1	7	C		

NETFA

Role	Qty.	Days of service	Grade	Monthly Rate per unit Excl. Vat	Total Monthly Rate
Day shift					
Shift Supervisor	1	7	B		
Control Room Operator	1	7	C		
Main Gate/Access Controller	1	7	C		
Patrollers	1	7	C		
Armed Guard	2	7	C		
Transports / Vehicle	(include transport cost for this site)				
Night shift					
Shift Supervisor	1	7	B		
Main Gate / Patrollers	3	7	C		
Patrollers (Dog Handlers Armed guards)	2	7	C		
Patrol Dogs	2	7	N/A		
Transports / Vehicle	(include transport cost for this site)				

CAPE TOWN

Role	Qty.	Days of service	Grade	Monthly Rate per unit Excl. Vat	Total Monthly Rate
Day shift					
Main Gate/Access Controller	1	7	C		
Patrollers	1	7	C		
Night shift					
Main Gate	1	7	C		
Patrollers	1	7	C		

SALDANHA BAY

Role	Qty.	Days of service	Grade	Monthly Rate per unit Excl. Vat	Total Monthly Rate
Day shift					
Main Gate/Access Controller	1	7	C		
Night shift					
Patrollers	1	7	C		

DURBAN

Role	Qty.	Days of service	Grade	Monthly Rate per unit Excl. Vat	Total Monthly Rate
Day shift					
Shift Supervisor	1	7	B		
Main Gate/Access Controller	2	7	C		
Patrollers (Armed Guard)	1	7	C		
Night shift					
Main Gate / Supervisor	1	7	B		
Armed Guard	1	7	C		
Patrollers	2	7	C		

RICHARDS BAY

Role	Qty.	Days of service	Grade	Monthly Rate per unit Excl. Vat	Total Monthly Rate
Day shift					
Main Gate/Access Controller	2	7	C		
Night shift					
Patrollers	2	7	C		

SECUNDA

Role	Qty.	Days of service	Grade	Monthly Rate per unit Excl. Vat	Total Monthly Rate
Day shift					
Main Gate/Access Controller	2	7	C		
Patrollers	2	7	C		
Night shift					
Main Gate	2	7	C		
Patrollers	2	7	C		

EAST LONDON

Role	Qty.	Days of service	Grade	Monthly Rate per unit Excl. Vat	Total Monthly Rate
Day Shift					
Main Gate/Access Controller	1	7	C		
Patrollers	2	7	C		
Armed Guard	2	7	C		
Night Shift					
Main Gate / Supervisor	1	7	C		
Patrollers	2	7	C		
Armed Guard	2	7	C		

INVESTIGATIONS and AD HOC SERVICES AND COSTING

The following additional services and costs thereof must be included:

INVESTIGATIONS			
Role / Item	Qty.	Comments	Rate
Investigator	1	Dedicated investigator cost per day of investigations	
Polygraph test	1	Polygraph costing per applicant	
Traveling	1	Costing per km	
Accommodation	1	Costing per night	

AD HOC SERVICES			
Role / Item	Qty.	Comments	Rate
Riot officer	1	Including all riot gear	
Riot Team	1	4-man Riot Team and Riot Vehicle, including 200 km per travel per day	
Riot Gear and Equipment	1	Bidder to specify	
Tactical Vehicle	1	2 man Tactical team and Vehicle, including 200 km per travel per day	
Drone Services	1	With monitoring and surveillance capabilities	
Bodycam	1	With monitoring and recording capabilities	
Armed security Officer	1	Officer with full protection gear and a 9mm pistol, 2 magazines and 30 rounds	
Security officer	1	Grade C	

5. SITE-SPECIFIC EQUIPMENT

The SABS requires the following equipment per site as specified.

Site Name	Item	Number	Monthly Rental	Comments
Groenkloof	Vehicle License Scanning Device From SA Technologies	8	Yes	Our database is currently with SA Technologies https://satechnologies.co.za/
	Sefeko guard monitoring solution	1	Yes	Our database is currently with Sefeko https://www.sefeko.co.za/guard-monitoring/
	Digital Breathalyser	2	Yes	The supplier can specify their preferred product
	Portable Chemical Toilet	0	Yes	Must include cleaning twice a week
	Snake Gaiters set	4	Yes	4 sets of 2
	Transport Allowance for Guards	0	Yes	Allowance per guards
	Segway SE-3 Patroller	2	Yes	Must include all maintenance and services
	Patrol Dogs	0	Yes	Dogs must be kept healthy and well groomed
	Dog kennels	0	Yes	Must be kept neat and well maintained
	9 mm semi-automatic pistol with 2 magazines and 30 rounds	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost

	Firearm safe making point	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm Vault	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Hand-held Metal Detectors	8	No	Cost to be included in the guarding cost
	Batons and handcuffs	10	No	Cost to be included in the guarding cost
	Pocketbooks	55	No	Cost to be included in the guarding cost
	Torches – spotlight	15	No	Cost to be included in the guarding cost
	Base radios	1	No	Cost to be included in the guarding cost
	Two-way radios portable with chargers	40	No	Cost to be included in the guarding cost
	OB Book	1	No	Cost to be included in the guarding cost

Site Name	Item	Number	Monthly Rental	Comments
NETFA	Vehicle License Scanning Device From SA Technologies	1	Yes	Our database is currently with SA Technologies https://satechnologies.co.za/
	Sefeko guard monitoring solution	1	Yes	Our database is currently with Sefeko https://www.sefeko.co.za/guard-monitoring/
	Digital Breathalyser	1	Yes	The supplier can specify their preferred product
	Portable Chemical Toilet	0	Yes	Must include cleaning twice a week
	Snake Gaiters set	6	Yes	6 sets of 2
	Transport Allowance for Guards	12	Yes	Allowance per guard per month
	Segway SE-3 Patroller	1	Yes	Must include all maintenance and services
	Patrol Dogs	2	Yes	Dogs must be kept healthy and well groomed
	Dog kennels	2	Yes	Must be kept neat and well maintained
	9 mm semi-automatic pistol with 2 magazines and 30 rounds	2	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm safe making point	1	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm Vault	1	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Hand-held Metal Detectors	2	No	Cost to be included in the guarding cost
	Batons and handcuffs	5	No	Cost to be included in the guarding cost
	Pocketbooks	15	No	Cost to be included in the guarding cost
	Torches – spotlight	5	No	Cost to be included in the guarding cost
	Base radios	1	No	Cost to be included in the guarding cost
	Two-way radios portable with chargers	5	No	Cost to be included in the guarding cost
	OB Book	1	No	Cost to be included in the guarding cost

Site Name	Item	Number	Monthly Rental	Comments
SECUNDA	Vehicle License Scanning Device From SA Technologies	1	Yes	Our database is currently with SA Technologies https://satechnologies.co.za/
	Sefeko guard monitoring solution	1	Yes	Our database is currently with Sefeko https://www.sefeko.co.za/guard-monitoring/
	Digital Breathalyser	1	Yes	The supplier can specify their preferred product
	Portable Chemical Toilet	0	Yes	Must include cleaning twice a week
	Snake Gaiters set	0	Yes	6 sets of 2
	Transport Allowance for Guards	0	Yes	Allowance per guard per month
	Segway SE-3 Patroller	0	Yes	Must include all maintenance and services
	Patrol Dogs	0	Yes	Dogs must be kept healthy and well groomed
	Dog kennels	0	Yes	Must be kept neat and well maintained
	9 mm semi-automatic pistol with 2 magazines and 30 rounds	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm safe making point	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm Vault	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Hand-held Metal Detectors	2	No	Cost to be included in the guarding cost
	Batons and handcuffs	2	No	Cost to be included in the guarding cost
	Pocketbooks	5	No	Cost to be included in the guarding cost
	Torches – spotlight	3	No	Cost to be included in the guarding cost
	Base radios	1	No	Cost to be included in the guarding cost
	Two-way radios portable with chargers	3	No	Cost to be included in the guarding cost
	OB Book	1	No	Cost to be included in the guarding cost

Site Name	Item	Number	Monthly Rental	Comments
	Vehicle License Scanning Device From SA Technologies	1	Yes	Our database is currently with SA Technologies https://satechnologies.co.za/
	Sefeko guard monitoring solution	1	Yes	Our database is currently with Sefeko https://www.sefeko.co.za/guard-monitoring/
	Digital Breathalyser	1	Yes	The supplier can specify their preferred product
	Portable Chemical Toilet	0	Yes	Must include cleaning twice a week
	Snake Gaiters set	0	Yes	6 sets of 2
	Transport Allowance for Guards	0	Yes	Allowance per guard per month
	Segway SE-3 Patroller	0	Yes	Must include all maintenance and services
	Patrol Dogs	0	Yes	Dogs must be kept healthy and well groomed

	Dog kennels	0	Yes	Must be kept neat and well maintained
	9 mm semi-automatic pistol with 2 magazines and 30 rounds	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm safe making point	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm Vault	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Hand-held Metal Detectors	1	No	Cost to be included in the guarding cost
	Batons and handcuffs	1	No	Cost to be included in the guarding cost
	Pocketbooks	3	No	Cost to be included in the guarding cost
	Torches – spotlight	1	No	Cost to be included in the guarding cost
	Base radios	1	No	Cost to be included in the guarding cost
	Two-way radios portable with chargers	2	No	Cost to be included in the guarding cost
	OB Book	1	No	Cost to be included in the guarding cost

Site Name	Item	Number	Monthly Rental	Comments
RICHARDS BAY	Vehicle License Scanning Device From SA Technologies	1	Yes	Our database is currently with SA Technologies https://satechnologies.co.za/
	Sefeko guard monitoring solution	1	Yes	Our database is currently with Sefeko https://www.sefeko.co.za/guard-monitoring/
	Digital Breathalyser	1	Yes	The supplier can specify their preferred product
	Portable Chemical Toilet	1	Yes	Must include cleaning twice a week
	Snake Gaiters set	0	Yes	6 sets of 2
	Transport Allowance for Guards	0	Yes	Allowance per guard per month
	Segway SE-3 Patroller	0	Yes	Must include all maintenance and services
	Patrol Dogs	0	Yes	Dogs must be kept healthy and well groomed
	Dog kennels	0	Yes	Must be kept neat and well maintained
	9 mm semi-automatic pistol with 2 magazines and 30 rounds	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm safe making point	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm Vault	0	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Hand-held Metal Detectors	1	No	Cost to be included in the guarding cost
	Batons and handcuffs	1	No	Cost to be included in the guarding cost
	Pocketbooks	2	No	Cost to be included in the guarding cost
	Torches – spotlight	1	No	Cost to be included in the guarding cost
	Base radios	1	No	Cost to be included in the guarding cost
	Two-way radios portable with chargers	2	No	Cost to be included in the guarding cost
	OB Book	1	No	Cost to be included in the guarding cost

Site Name	Item	Number	Monthly Rental	Comments
DURBAN	Vehicle License Scanning Device From SA Technologies	1	Yes	Our database is currently with SA Technologies https://satechnologies.co.za/
	Sefeko guard monitoring solution	1	Yes	Our database is currently with Sefeko https://www.sefeko.co.za/guard-monitoring/
	Digital Breathalyser	1	Yes	The supplier can specify their preferred product
	Portable Chemical Toilet	2	Yes	Must include cleaning twice a week
	Snake Gaiters set	2	Yes	6 sets of 2
	Transport Allowance for Guards	0	Yes	Allowance per guard per month
	Segway SE-3 Patroller	0	Yes	Must include all maintenance and services
	Patrol Dogs	0	Yes	Dogs must be kept healthy and well groomed
	Dog kennels	0	Yes	Must be kept neat and well maintained
	9 mm semi-automatic pistol with 2 magazines and 30 rounds	1	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm safe making point	1	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm Vault	1	Yes	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Hand-held Metal Detectors	2	No	Cost to be included in the guarding cost
	Batons and handcuffs	3	No	Cost to be included in the guarding cost
	Pocketbooks	5	No	Cost to be included in the guarding cost
	Torches – spotlight	3	No	Cost to be included in the guarding cost
	Base radios	1	No	Cost to be included in the guarding cost
	Two-way radios portable with chargers	4	No	Cost to be included in the guarding cost
	OB Book	1	No	Cost to be included in the guarding cost

Site Name	Item	Number	Monthly Rental	Comments
East London	Vehicle License Scanning Device From SA Technologies	1	Yes	Our database is currently with SA Technologies https://satechnologies.co.za/
	Sefeko guard monitoring solution	1	Yes	Our database is currently with Sefeko https://www.sefeko.co.za/guard-monitoring/
	Digital Breathalyser	1	Yes	The supplier can specify their preferred product
	Portable Chemical Toilet	0	Yes	Must include cleaning twice a week
	Snake Gaiters set	6	Yes	6 sets of 2
	Transport Allowance for Guards	0	Yes	Allowance per guard per month
	Segway SE-3 Patroller	1	Yes	Must include all maintenance and services
	Patrol Dogs	0	Yes	Dogs must be kept healthy and well groomed
	Dog kennels	0	Yes	Must be kept neat and well maintained
	9 mm semi-automatic pistol with 2 magazines and 30 rounds	2	No	Supplier to comply with all firearm regulations Cost to be included in the guarding cost

	Firearm safe making point	1	No	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm Vault	1	No	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Hand-held Metal Detectors	2	No	Cost to be included in the guarding cost
	Batons and handcuffs	3	No	Cost to be included in the guarding cost
	Pocketbooks	5	No	Cost to be included in the guarding cost
	Torches – spotlight	3	No	Cost to be included in the guarding cost
	Base radios	1	No	Cost to be included in the guarding cost
	Two-way radios portable with chargers	5	No	Cost to be included in the guarding cost
	OB Book	1	No	Cost to be included in the guarding cost

Site Name	Item	Number	Monthly Rental	Comments
Cape Town	Vehicle License Scanning Device From SA Technologies	1	Yes	Our database is currently with SA Technologies https://satechnologies.co.za/
	Sefeko guard monitoring solution	1	Yes	Our database is currently with Sefeko https://www.sefeko.co.za/guard-monitoring/
	Digital Breathalyser	1	Yes	The supplier can specify their preferred product
	Portable Chemical Toilet	0	Yes	Must include cleaning twice a week
	Snake Gaiters set	0	Yes	6 sets of 2
	Transport Allowance for Guards	0	Yes	Allowance per guard per month
	Segway SE-3 Patroller	0	Yes	Must include all maintenance and services
	Patrol Dogs	0	Yes	Dogs must be kept healthy and well groomed
	Dog kennels	0	Yes	Must be kept neat and well maintained
	9 mm semi-automatic pistol with 2 magazines and 30 rounds	0	No	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm safe making point	0	No	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm Vault	0	No	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Hand-held Metal Detectors	2	No	Cost to be included in the guarding cost
	Batons and handcuffs	2	No	Cost to be included in the guarding cost
	Pocketbooks	4	No	Cost to be included in the guarding cost
	Torches – spotlight	3	No	Cost to be included in the guarding cost
	Base radios	1	No	Cost to be included in the guarding cost
	Two-way radios portable with chargers	3	No	Cost to be included in the guarding cost
	OB Book	1	No	Cost to be included in the guarding cost

Site Name	Item	Number	Monthly Rental	Comments
-----------	------	--------	----------------	----------

Saldanha Bay	Vehicle License Scanning Device From SA Technologies	0	Yes	Our database is currently with SA Technologies https://satechnologies.co.za/
	Sefeko guard monitoring solution	0	Yes	Our database is currently with Sefeko https://www.sefeko.co.za/guard-monitoring/
	Digital Breathalyser	0	Yes	The supplier can specify their preferred product
	Portable Chemical Toilet	1	Yes	Must include cleaning twice a week
	Snake Gaiters set	0	Yes	6 sets of 2
	Transport Allowance for Guards	0	Yes	Allowance per guard per month
	Segway SE-3 Patroller	0	Yes	Must include all maintenance and services
	Patrol Dogs	0	Yes	Dogs must be kept healthy and well groomed
	Dog kennels	0	Yes	Must be kept neat and well maintained
	9 mm semi-automatic pistol with 2 magazines and 30 rounds	0	No	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm safe making point	0	No	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Firearm Vault	0	No	Supplier to comply with all firearm regulations Cost to be included in the guarding cost
	Hand-held Metal Detectors	0	No	Cost to be included in the guarding cost
	Batons and handcuffs	0	No	Cost to be included in the guarding cost
	Pocketbooks	1	No	Cost to be included in the guarding cost
	Torches – spotlight	1	No	Cost to be included in the guarding cost
	Base radios	0	No	Cost to be included in the guarding cost
	Two-way radios portable with chargers	1	No	Cost to be included in the guarding cost
	OB Book	0	No	Cost to be included in the guarding cost

6. UNIFORM REQUIREMENTS

The SABS requires corporate uniforms at some sites, and others require combat uniforms. Below, is a detailed breakdown.

Corporate Uniform	Combat Uniform
Groenkloof	NETFA
Cape Town	Richards Bay
Durban	
	Secunda

	East London
	Saldanha Bay

The following uniform quantities must be issued to the guards on an annual basis during the contract period. The guidelines are the minimum requirement.

Corporate Uniform	Combat Uniform
Trousers x 3 Shirts long sleeve x 3 Pullover x 1 Jersey long sleeve x 1 Belt x 1 Tie x 2 Shoes x 1 pair Rain Jacket x 1 Warm Jacket x 1	Trousers x 3 Shirts long sleeve x 3 Pullover x 1 Jersey long sleeve x 1 Belt x 1 Tie x 2 Boots x 1 pair Rain Jacket x 1 Warm Jacket x 1 Cap x 1

Appendix B

Company Experience / Project List

NB: To be filled in to support/substantiate the stated experience under the evaluation criteria and must be returned to SABS as part of the proposal.

Completion of the table is compulsory as content will be used to evaluate similar experience in relation to the scope of work (providing security services or more).

Client/ Company Name	Description of service Security se	Start and end date of contract/project	Contact person/ telephone number/ email

Note to Bidder: If the bidder requires more space than provided above it must prepare a document in substantially the same format setting out all the information referred to above.

Bidder name: _____

Authorized signatory: _____

Date: _____

Appendix C Pricing Structure

CONSOLIDATION				
NO	SITE NAME	GUARDING COST	EQUIPMENT COST	TOTAL SITE COST
1	Groenkloof	R	R	R
2	NETFA	R	R	R
3	Cape Town	R	R	R

4	Durban	R	R	R
5	Richards Bay	R	R	R
6	Secunda	R	R	R
7	East London	R	R	R
8	Saldanha Bay	R	R	R
			Total Price (VAT excl)	
			VAT @15%	
			Grand Price (VAT incl)	

Notes:

- Bidders are required to refer to the RFP for detailed scope of work before completing the pricing structure.
- The proposed Total cost must be fixed and all inclusive. This means, all direct and indirect costs related costs must be included in the costs. No additional costs will be considered post award. The pricing must include estimated CPI and annal increases.
- Prices must be inclusive of VAT.

Company Name:

Authorised Signatory:

Date:

NB: Bidding company must complete the above pricing structure for ad-hoc request for as and when required

Appendix D

Intention to respond to the Request for Proposal

We hereby accept / decline your Request for Proposal.

Company: _____

Company Representative: _____

Position/Title:

Signature: _____

Please state a brief reason for declining this Request for Proposal _____

Appendix E

SBD 4 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

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.

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

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.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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 2022/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Appendix F

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made BETWEEN

The South African Bureau of Standards (SABS), an organisation established in terms of section 2 of the Standards Act (29 of 1993), whose registered office is at 1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.

AND _____ (“the Bidder”),
Registration Number: _____ whose registered office is at

(Hereinafter referred to as the “parties”)

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the

Bidder has received, or may receive in future, information relating to **201851** for the South African Bureau of Standards and other related information hereinafter referred to as “Confidential Information”. “Confidential information” shall include, but not be limited to any information disclosed by the SABS and / or any of its affiliates, employees, agents, representatives, subcontractors and consultants to the Bidder, its employees, agents, representatives and consultants, whether orally, in writing, by graphic, pictorial or electronic format, which information includes but is not restricted to Business information, including know how, commercial and technical aspects of products, processes and services; status and capabilities of the SABS’ business; The SABS or its subcontractors’ marketing and planning programs, products specifications, Service specifications, plans, drawings, test results and findings; financial, operational and technical data; and particular types of technologies and inventions, that already currently exist or that the SABS wishes to be developed, which could be subject to intellectual property rights, whether registered and/or unregistered.

Therefore, the parties wish to agree as follows:

1. The Bidder undertakes to keep strictly secret and confidential all confidential information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Bidder’s obligation to the South African Bureau of Standards).
2. The Bidder undertakes to not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.
3. This agreement applies to information whether or not such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which: -
 - (a) the Bidder can show had been lawfully received by it prior to disclosure under this agreement.
 - (b) is in the public domain or becomes so otherwise than through breach of this agreement;
 - (c) was disclosed to the Bidder by a third party who was under no obligation of confidence in respect thereof;

5. The Bidder further undertakes that the South African Bureau of Standards retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.
6. The Bidder acknowledges that the confidentiality obligations extend from signature of this agreement and survive the termination of the tender process, whether the Bidder is successful or not.

IN WITNESS WHEREOF the parties hereto have executed this agreement in duplicate.

Signed at.....on this.....day of2025

On behalf of the South African Bureau of Standards (signature) Lerato Monyepao (Supply Chain Management)

Witness 1. Witness 2.

Signed at..... on this..... day of2025

Signed on behalf of the Bidder, duly authorised thereto..... (signature)

..... (name) (title)

Witness 1. Witness 2.

To: Tenders.Tintswalo@sabs.co.za

Appendix G

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT

REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

Specific Goal	The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons historically disadvantaged on the basis of race	100% black ownership	5			
	75% - 99% black ownership	4			
	60% - 74.99% black ownership	3			
	51% - 59.99% black ownership	2			
	1% - 50.99% black ownership	1			
	0% black ownership	0			

Persons historically disadvantaged on the basis of gender	100% black women ownership	3			
	51% - 99% black women ownership	2			
	1% - 50.99% black women ownership	1			
	0% black women ownership	0			
Persons historically disadvantaged on the basis of disability	100% owned by persons living with disabilities	2			
	51% - 99% owned by persons living with disabilities	1			
	0% - 50.99% owned by persons living with disabilities	0			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:

4.5 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

CSD REPORT

Appendix I – BBBEE Certificate/Sworn Affidavit

Appendix J
Management Summary

Appendix K

Statement of Compliance to the Request for Proposal

Company Name: _____

Proposed Service: _____

It is hereby confirmed that the proposal response to the SABS' RFP is fully compliant with all points with the exception of the specific issues outlined below:

Signed: _____ (Authorised Signatory)

Name: _____

Position: _____

Date: _____

Appendix L
Page 2 of tender document

Appendix M
AUDITED FINANCIAL STATEMENT

Appendix N

Request for Proposal Enquiry

To: Tintswalo.Nyathi@sabs.co.za

From:

Questions:

Answers:

To: Tintswalo.Nyathi@sabs.co.za

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

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)

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 | <p>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.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p> |
| 3. General | <p>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.</p> <p>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</p> |
| 4. Standards | <p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p> |
| 5. Use of contract documents and information; inspection. | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |
| 6. Patent rights | <p>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.</p> |
| 7. Performance security | <p>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.</p> |

- 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	16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC. 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. 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. 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
17. Prices	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.
18. Contract amendments	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.
19. Assignment	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.
20. Subcontracts	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.
21. Delays in the supplier's performance	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. 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. 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. 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 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	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
	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.
32. Taxes and duties	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.
	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.
	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.
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.

CONTRACT FORM - **RENDERING OF SERVICES**

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

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

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE: