



BID NO: POCS02-2026/2027 - POCS Security Bid - MS Teams meeting – Non-Compulsory Briefing Session

Category	Ref.	Consolidated Question to be Answered	Official responses
Pricing & Financial	PF1	Should bidders include VAT in the base rates entered into the pricing schedule, or will VAT be calculated automatically by the spreadsheet formulas?	As indicated on the pricing schedule VAT must be included in the base rate on the pricing schedule.
	PF2	Can the Department clarify the correct method for completing the pricing schedule, including the treatment of VAT and the use of the pre-populated Excel formulas?	Refer to page 28 of the TOR which details what information must be captured in the two fields. The supplier rate under A, indicates that you must complete the company quoting price plus VAT and also all statutory costs as per the NBCPSS pricing guide. Under B you need to complete your overheads percentage.
	PF3	Must bidders use the pricing schedule provided in the bid documents only, or may they also submit their own detailed pricing breakdown in support of their tender?	Only use the schedule provided in the bid document. (Excel Link)
	PF4	Will prices submitted be subject to negotiation if they exceed the Department's estimated budget or acceptable pricing threshold?	No
	PF5	Which wage rates should bidders use when preparing their pricing, and how will future PSIRA/NBCPSS wage adjustments be managed during the contract period?	As stated in the bid specifications, we will use the published NBCPSS main agreement rates which ends 28 February 2027. Once the new rates is published by the Department of Labour, will we engage with the appointed service provider for the agreed new rates.
Operational Risk Assessment (ORA / ORE)	OR1	Is the Operational Risk Assessment (ORA) required to be completed and submitted as part of the tender response?	No. It is just for information. The ORA will be completed by the SRM officials when visiting the nominated service providers
	OR2	Are bidders required to submit all supporting documentation referenced in the ORA (e.g.	No. No documentation is required to be submitted as referenced in the ORA. The SRM officials will just need to view and verify it during their visit to the offices.

		reference letters, attendance registers and related evidence)?	
	OR3	Are any ORA documents required to accompany the tender submission, or are these documents intended only for site evaluations and contract management after award?	No. No documentation is required to be submitted as referenced in the ORA. The SRM officials will just need to view and verify it during their visit to the offices.
Resource Requirements & Staffing	RS1	Can the Department provide the required security staffing complement for each CBD site, including the number of day- and night-shift security officers per building?	No. The information will only be provided to the appointed service provider. Your quote should be for the grades and shifts as per the Annexure A2 (ORS).
	RS2	Can the Department identify which facilities are regarded as "surrounding sites" and provide the required staffing complement for each location?	The following buildings are outside the CBD: Parow Traffic, Sunbell Building (Bellville), Gene Louw (Brackenfell), Alexandra Precinct (Maitland), Chrysalis Academy (Tokai Forest), Athlone-Shared Services (Athlone). All the other buildings are within the Cape Town CBD. The staffing compliment details will be communicated to the awarded service provider
	RS3	Can the Department clarify the reliever requirements, including whether pricing must include relief officers for meal breaks, leave, absenteeism and other operational requirements?	According to the Private Security Industry Regulatory Authority (PSIRA), a relief security officer (or reliever) is a permanent employee who covers shifts for other guards. They step in when regular officers take leave or are absent. In PSIRA's as well as the NBCPSS's official contract pricing and costing guidelines, calculations for a reliever factor typically use a multiplier or factor to account for operational flexibility, leave provisions, and statutory benefits across the workforce. By using the NBCPSS guide, you should be able to calculate how it should be priced. Please refer to Pricing Methodology on page 23 of the TOR.
Protective Equipment & Site Requirements	PS1	What protective equipment or specialised personal protective equipment (PPE) will be required at sites presenting environmental hazards, including snake-prone areas?	As per page 16 of the TOR, we refer to snake protective gear. Typically, essential snake protection gear includes snake gaiters, heavy-duty boots, and eye protection, which guard your lower body and face from venomous strikes
Evaluation & Award Methodology	EA1	Does the Department intend appointing a single service provider or multiple service providers under this tender?	A single service provider.
	EA2	What is the rationale for adopting the proposed contract award strategy, given the size and scope of the services required?	It is operationally better to manage one service provider, especially if staff need to be redeployed due to emergencies as is common at our sites.



Preference Points & Evaluation	PP1	Will any preference be afforded to black female-owned enterprises during evaluation, and if so, how will such preference be applied?	The BBB-EE preference point is covered and accounted for on the WCBD 6.1
Compliance & Administrative Requirements	CA1	What constitutes a valid regulatory compliance document, and what validity period will be accepted at the bid closing date?	The regulatory compliance documents are listed on page 8 of the TOR. Each document have a validity period, the period in which a document is valid to be used to indicate you are compliant to the private security industry standards of South Africa. All regulatory compliance documentation, required at bid closure, must have an end date after 12 August 2026. All regulatory documentation requested by POCS prior to bid award, must have an end date after the requested date by the department. For example, if the Department ask fo the documentation to be submitted on or before 30 September 2026, then the end date must be after 30 September 2026.

