

**REQUEST FOR PROPOSAL**

**You are hereby invited to submit proposal to the South African Post Office Limited To provide Guarding Services for the South African Post Office – Eastern Cape Province**

**SECTION 1** Section to be completed by bidder

<b>BIDDER COMPANY NAME</b>	
<b>BIDDER CONTACT PERSON</b>	
<b>MAAA NUMBER:</b>	
<b>BIDDER CONTACT DETAILS</b>	<b>EMAIL:</b>
	<b>TEL :</b> <span style="float: right;"><b>CELL :</b></span>

**SECTION 2** Section to be completed by SCM

<b>RFP NUMBER:</b>	<b>RFP 26-27-04</b>	
<b>OBJECTIVE OF BID:</b>	To appoint a guarding company to provide security services at South African Post Office (SAPO) workplaces within <b>Eastern Cape Province</b> . The duration of this contract is on a month to month basis not exceeding a maximum of <b>twelve (12) months</b> .	
<b>DESCRIPTION OF SERVICES:</b>	To provide Guarding Services for the South African Post Office – Eastern Cape Province	
<b>ISSUE DATE:</b>	<b>2026/06/20</b>	
<b>COMPULSORY BRIEFING SESSION: DATE &amp; TIME</b>	<b>Date : 2026/06/25</b> Zoom link: <a href="https://us04web.zoom.us/j/75575365619?pwd=V84kwPkQYqx2nQ2BRDVXJk2kh0eBPo.1">https://us04web.zoom.us/j/75575365619?pwd=V84kwPkQYqx2nQ2BRDVXJk2kh0eBPo.1</a>	Time :@11:00AM
<b>CLARIFICATION QUESTIONS CLOSING DATE</b>	<b>2026/07/01</b> Bidders are encouraged to submit clarification questions in writing to South African Post Office Officials mentioned below not later <b>than 2026/07/01</b> All questions and answers will be uploaded at e-tender portal website	
<b>RFP CLOSING DATE AND TIME:</b>	<b>2026/07/14</b>	<b>Closing Time 11:00</b>

<b>PROPOSAL TO BE HAND DELIVERED</b>	SAPO Supply Chain Management Cnr James Drive & Moreleta Street Silverton 0184
<b>RFP VALIDITY PERIOD:</b>	180 DAYS (from closing date)
<b>ENQUIRIES: PROCUREMENT SPECIALIST</b>	Michael Mabena Tel: 012 845 2676 Email address:Michael.Mabena@postoffice.co.za

## Schedule of Bid Documents

SBD1 - INVITATION TO BID.....	1
SBD4 - BIDDER'S DISCLOSURE.....	4
1. SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS .....	6
2. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT .....	10
3. CERTIFICATE OF ACQUAINTANCE WITH BID DOCUMENTS.....	13
4. SPECIFICATION.....	14
5. EVALUATION CRITERIA.....	1
6. PRICING SCHEDULE.....	6
7. RETURNABLE DOCUMENT(S).....	1
Annexure BR.....	3
Annexure BC.....	<b>Error! Bookmark not defined.</b>

**SBD1 - INVITATION TO BID**PART A  
INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)</b>					
BID NUMBER:	RFP/26/27/04	CLOSING DATE:	2026/07/14	CLOSING TIME:	11H00
DESCRIPTION	To provide Guarding Services for the South African Post Office – Eastern Cape Province				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
SAPO Supply Chain Management [tender box at gate]					
Cnr James Drive and Moreleta Street					
Silverton					
0184					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Michael Mabena		CONTACT PERSON		
TELEPHONE NUMBER	012 845 2676		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:Michael.Mabena@postoffice.co.za">Michael.Mabena@postoffice.co.za</a>		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES  NO

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

PART B  
TERMS AND CONDITIONS FOR BIDDING

**1. BID SUBMISSION:**

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

**2. TAX COMPLIANCE REQUIREMENTS**

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

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

SIGNATURE OF BIDDER: \_\_\_\_\_

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

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

**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 in respect of employees of the State**

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by the state? **YES/NO**

If so, furnish particulars of the names, individual identity numbers, in table below.

Full Name	Identify Number	Name of State Institution

**3. Bidders' disclosure in respect of independent bidding**

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 consortium<sup>1</sup> 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.
- 3.5 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.

<sup>1</sup> 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.

- 3.6 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.
- 3.7 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.

**Directors**

Bidders to submit the list of Directors on the company letterhead as follows:

First Name	Middle Name (where applica- ble)	Surname	Gender	Race

**Shareholders**

Bidders to submit the list of Shareholders on the company letterhead as follows:

First Name	Middle Name (where applica- ble)	Surname	Gender	Race

Share certificates must be submitted

**I CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS INFORMATION PROVE TO BE FALSE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder

## 1. SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS

### 1. DESCRIPTION OF SERVICE

To provide Guarding Services for the South African Post Office – Eastern Cape Province

### 2. POINT OF DELIVERY OF SERVICES

- Eastern Cape Province

### 3. PRICE BASIS

- Bidders shall take into account that the Post Office's total requirements may not be allocated to only one bidder.
- The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the currency of the relationship.

### 4. PAYMENT

The Contract Price is the amount, agreed to by both parties during contract negotiation process, which the Post Office shall pay to the Service Provider for the Services rendered in terms of the Agreement. The Contract Price for the Services provided by the Service Provider to the Post Office shall be inclusive of VAT and payable 30 days upon statement date.

### 5. PROPOSAL DOCUMENTS

- Bidders responding to this RFP are deemed to do so, on the basis that they acknowledge and accept all the Terms and Conditions of this RFP.
- Proposals must be submitted through the Tender Box. It is the bidder's sole responsibility to ensure that the bid has been submitted and inserted in the tender box received by no later than the **2026/07/14 at 11h00**. Proposals received after the stipulated bid closing date and time will not be considered for bid evaluation purposes.
- Any amendments to the proposal documents, whether erasures or by means of correction fluid (e.g. Tippex), must be initialled by the bidder.
- All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.
- Pricing schedule must be completed in South African Rands (ZAR). Failure to provide the bid in South African Rands will result in the bid being non-responsive.
- Proposals must be compiled in the following manner:
  - 5..1 One (1) original proposal (marked 'original') must be submitted in an arch lever file(s).
  - 5..2 Loose-leaf (not bound) proposal must be supplied, in the arch lever file(s).
  - 5..3 Electronic submission of one(1) **USB**
  - 5..4 If the proposal is submitted by a Consortium / JV / Partnership, each company forming part of the Consortium / JV / Partnership must submit consolidated **BBBEE** Certificate for scoring point and proof of Consortium / JV / Partnership.. If a consolidated BBBEE Certificate is not submitted together with the proposal at closing date of the bid, the bidder will not be disqualified but receive zero (0) points for Specific Goals/Preference points. Bidder must submit a valid BBBEE Certificate, an expired BBBEE Certificate and must be valid at the bid closing date
- Hand delivered proposals must be delivered **sealed**. The following information shall appear on the outside of the sealed proposal:
  - 5..1 Name of bidder;
  - 5..2 Description of proposal;
  - 5..3 RFP number;
  - 5..4 Closing date and time;

- 5.5 Name of person for whose attention the proposal is intended; and  
 5.6 The name and address of the Bidder must be written on the reverse side of the proposal / envelope.

## 6. CONSULTATION PRIOR TO SUBMISSION OF A PROPOSAL

Bidders shall consult, **in writing**, with the undernoted Post Office officials should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid. The Post Office undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Location	Contact Details
Michael Mabena (Procurement Officer)	South African Post Office Limited Supply Chain Management Cnr. James Drive and Moreleta Street, Silverton, Pretoria.	Tel: 012 845 2676 Michael.Mabena@postoffice.co.za

## 7. CLARIFICATIONS

- Bidders are encouraged to submit clarification questions in writing to South African Post Office Officials mentioned above not later than **2026/07/01**. No further questions will be entertained after this period.
- The SAPO will respond in writing to queries and distribute to all bidders who attended the briefing session after receipt of questions.
- Oral communication or instruction by SAPO or its representative shall have no standing in this RFP unless and until they have been confirmed in writing.
- SAPO accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this RFP.

## 8. VALIDITY PERIOD OF PROPOSAL

The period during which the Post Office shall have the right to accept a proposal without any right of withdrawal on the part of the bidder shall be Hundred and Eighty days **180 DAYS (from closing date)** from the date on which proposals are due. After such period a bidder may withdraw his proposal if he has not been notified of its acceptance.

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded. Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from the tender process?

With regard to the validity period of the next highest scoring bidder(s), please refer to clause **10.3.11**

## 9. COST OF THE BID

Each Bidder shall bear all of its costs (of whatsoever nature) associated with the preparation or submission of its bid and of negotiating with the SAPO regarding a possible contract agreement and any other costs and expenses incurred by the Bidders in connection with or arising out of the competitive procurement process.

## 10. BIDDING CONDITIONS

- The South African Post Office reserves the right to reject and /or disqualify any proposal:
  - 10..1 Received without all the data and information requested.
  - 10..2 Submitted after the stated submission deadline [closing date]
  - 10..3 Which does not conform to instructions and specifications detailed herein;
- That fails to comply with the specification.
  - 10..1 That contains any information that is found to be incorrect or misleading in anyway.
  - 10..2 Such non-compliant bids shall be rejected without further evaluation, provided that SAPO believes, in its own discretion, that the non-compliance is minor then SAPO may continue with the evaluation, or seek clarification thereon or reject the bid.
- The South African Post Office reserves the right:
  - 10..1 Not to award or cancel this RFP at any time and shall not be bound to accept the highest scoring or any bid.
  - 10..2 To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
  - 10..3 To accept part of a bid rather than the whole bid.
  - 10..4 To split the award of the bid between two or more Bidders.
  - 10..5 To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
  - 10..6 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bid for, whether before or after adjudication of the bid.
  - 10..7 Request audited financial statements or other documentation for the purposes of a due diligence exercise;
  - 10..8 to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
  - 10..9 To award the bid to a Bidder who is not the highest scoring Bidder, provided that an objective criteria was indicated in the evaluation criteria.
  - 10..10 To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
  - 10..11 To award the business to the next highest scoring bidder(price and specific goal), provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with a Letter of Regret. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price, even after they have been issued with a Letter of Regret.
- No attempts may be made, whether directly or indirectly, to canvass any member of SAPO staff before the award of the contract. Any enquiries must be referred, in writing, to the specified person(s).

## 11. JOINT VENTURES, CONSORTIUMS, PARTNERSHIPS AND TRUSTS

- A trust, consortium or joint venture, will qualify for points for their specific goal as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their specific goal as an unincorporated or incorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. If a consolidated BBBEE Certificate is not submitted together with the proposal at closing date of the bid, the bidder will not be disqualified but receive zero (0) points for Specific Goals/Preference points
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. SAPO will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

## **12. SAMPLES (If applicable)**

SAPO shall not pay for samples provided and damaged / destroyed samples as a result of destruction testing.

## **13. CONDITIONS OF PURCHASE**

The terms and conditions applicable to any order / contract that may result from this bid will be stated in the main contract between SAPO and appointed service provider.

## **2. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

### **1 DEFINITION**

Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Confidentiality Agreement, bear the meanings ascribed to them:

- 1.1 "Bidder" shall mean any person who attends the briefing session and/or any entity which is represented at the briefing session whose details and signature are set out in the attendance register;
- 1.2 "Confidentiality Agreement" shall mean this confidentiality Agreement; and
- 1.3 "Post Office" shall mean the South African Post Office, a public company with limited liability duly incorporated in accordance with company laws of the Republic of South Africa with registration number 1991/005477/06.

### **2 INTRODUCTION**

- 2.1 The Bidder has attended a briefing session which is hosted by the Post Office, at which the Post Office shall provide information to Bidders who wish to enter into discussions with the Post Office concerning a number of issues pertaining to the possible provision of services by the Bidder to the Post Office, which discussions may or may not result in the Post Office and the Bidder entering into an agreement, arrangements, discussions or alliances.
- 2.2 During the briefing session and in negotiating the business relations, the Post Office shall disclose confidential information relating to its business to the Bidder.
- 2.3 The Bidder agrees to be bound by the terms and to be subject to the conditions of this Confidentiality Agreement.

### **3 CONFIDENTIAL INFORMATION**

Confidential Information in respect of this Confidentiality Agreement shall include, but not be limited to, all oral, written, printed, photographic and recorded information of all types that is:

- 3.1 Confidential or secret information relating to the commercial and financial activities of the Post Office, which would include legal, financial, contractual or commercial arrangements between the Post Office group of companies, customers and/or third parties;
- 3.2 Confidential information and details concerning current or prospective customers, suppliers, commercial associates and other parties with whom the Post Office enjoys a commercial relationship;
- 3.3 Proposed, impending or actual commercial transactions, arrangements, ventures, agreements or opportunities which are of a confidential or secret nature;
- 3.4 Trade secrets, operating procedures, quality control procedures, approximate operation personnel requirements, descriptions, trade names, trademarks, know how, techniques, technology, copyright, and all goodwill relating to the business and any other existing intellectual property rights or any intellectual property created as a result of the provision of services;
- 3.5 Confidential or privileged information concerning disputes, claims, litigation or similar actions in which any party is or may become involved; and
- 3.6 Any other information surrounding the nature of the discussions giving rise to this Confidentiality Agreement.

### **4 EXCLUDED INFORMATION**

There will be no obligation of confidentiality or restriction on the use of information where:

- 4.1 The information is publicly available, or becomes publicly available otherwise than by action of the Bidder; or
- 4.2 The information was already known to the Bidder (as evidenced by its written records) prior to its receipt under this or any previous confidentiality agreement between the parties or their affiliates; or
- 4.3 The information was received from another party not in breach of an obligation of confidentiality.

## **5 NON-DISCLOSURE**

- 5.1 The Bidder acknowledges that the Confidential Information is a valuable and unique asset proprietary to the Post Office.
- 5.2 The Bidder agrees that it shall not disclose the Confidential Information to any third party for any reason or purpose whatsoever without the prior written consent of the Post Office.
- 5.3 The Bidder may disclose the Confidential Information only to its directors and other officers, employees and professional advisors agents and consultants only on a strictly need-to-know basis and on the terms and conditions provided for in this Confidentiality Agreement.
- 5.4 The Bidder undertakes not to use the Confidential Information for any purpose other than:
  - 5.4.1 That for which it is disclosed; and
  - 5.4.2 In accordance with the provisions of this Confidentiality Agreement.
- 5.5 The Bidder undertakes to ensure that their employees will observe and comply with their obligations in respect thereof, whether or not they remain employees of the Bidder.
- 5.6 The Bidder agrees that it shall only, where necessary, disclose the Confidential Information to its professional advisers, agents and consultants, provided that such professional advisers, agents and consultants sign a similar undertaking and that they are aware of the confidential nature of the information being made available to them.
- 5.7 The Bidder shall takes all steps necessary to procure that such professional advisers, agents and consultants agree to abide by the terms of this Confidentiality Agreement to prevent the unauthorized disclosure of the Confidential Information to third parties.

## **6 OWNERSHIP**

- 6.1 All Confidential Information disclosed by the Post Office to the Bidder is acknowledged by the Bidder to be proprietary to the Post Office who shall retain all right, title and interest in and to that information.
- 6.2 The possession of the Confidential Information by the Bidder does not to confer any rights of whatever nature in such Confidential Information to the Bidder.
- 6.3 No provision in this Confidentiality Agreement shall be interpreted to confer any right of license under any trademark, patent or copyright, or any applications for such a trademark, patent or copyright which may be pending now or in the future to the Bidder.

## **7 STANDARD OF CARE**

The Bidder agrees that it shall protect the Confidential Information disclosed pursuant to the provisions of this Confidentiality Agreement using the same standard of care that it applies to its own proprietary, secret or confidential information, but in any event not less than a reasonable standard of care, and that the Confidential Information shall be stored and handled in such a way as to prevent any unauthorized disclosure thereof.

## **8 RETURN OF CONFIDENTIAL INFORMATION**

- 8.1 The Post Office may at any time request the return of the Confidential Information disclosed to the Bidder. Upon the return of the Confidential Information, the Bidder shall submit a written statement to the Post Office confirming that the Bidder has not retained in its possession or under its control, either directly or indirectly, any Confidential Information.
- 8.2 Alternatively to the return of the material contemplated in clause 8.1 above, the Bidder shall, at the request of the Post Office, destroy the Confidential Information and furnish the Post Office with a written statement to the effect that all Confidential Information in the possession or under the control of the Bidder has been destroyed.
- 8.3 The Bidder shall comply with the request in terms of this clause 8 within forty-eight hours of receipt of such a request.

**9 BREACH**

- 9.1 Any breach of any obligation or undertaking by the Bidder will constitute a material breach of this Confidentiality Agreement.
- 9.2 The Bidder shall be liable to pay the Post Office all costs incurred in the protection of its interests in terms of this Confidentiality Agreement on an attorney and own client scale.
- 9.3 The Bidder acknowledges that the Post Office shall be entitled to apply to court for an interdict or other appropriate relief against the Bidder, should the Post Office have any reasonable basis to believe that the Bidder is or may be in breach of this Confidentiality Agreement and thus endangering the proprietary interests of the Post Office.

**10 DURATION**

The obligations undertaken by the Bidder in terms of this Confidentiality Agreement shall endure notwithstanding the termination of this Confidentiality Agreement or notwithstanding that either party decides at any time, whether before or after the commencement of this Confidentiality Agreement, not to pursue the discussions to enter into a business relationship or that the relationship between the parties pursuant to those discussions is terminated for any reason whatsoever

**11 GENERAL**

- 11.1 This Confidentiality Agreement constitutes the sole record of the agreement between the parties with regard to the subject matter hereof. No party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.
- 11.2 No addition to, variation of, or agreed cancellation of this Confidentiality Agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 11.3 No relaxation or indulgence which the Post Office may grant to the Bidder shall constitute a waiver of the rights of the Post Office and shall not preclude the Post Office from exercising any rights which may have arisen in the past or which might arise in future.
- 11.4 The Bidder agrees and confirm by their signature to the RFP Documents that any present and/or previous discussions or correspondence shall, for purposes of this Confidentiality Agreement, be considered to be Confidential Information.
- 11.5 An approval or consent given by a party under this Confidentiality Agreement shall only be valid if in writing and shall not relieve the other party from responsibility for complying with the requirements of this Confidentiality Agreement nor shall it be construed as a waiver of any rights under this Confidentiality Agreement except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this Confidentiality Agreement.

**SIGNATURE**

.....

**NAME OF DELEGATED SIGNATORY**

.....

**(PRINT)**

in his capacity of

**DESIGNATION OF SIGNATORY**

.....

**(PRINT)**

who warrants his authority to sign on behalf of

**NAME OF BIDDER (COMPANY)**

.....

**DATE**

.....

**3. CERTIFICATE OF ACQUAINTANCE WITH BID DOCUMENTS**

I/We \_\_\_\_\_ of \_\_\_\_\_ do hereby certify (Name of Company) that I/we acquainted myself/ourselves with the contents of all the documents listed in the Schedule of Bid Documents, as laid down by The South African Post Office for carrying out of the proposed works.

SIGNED AT \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

**NAME OF DELEGATED SIGNATORY** : \_\_\_\_\_  
**(PRINT)** in his capacity of

**DESIGNATION OF SIGNATORY** : \_\_\_\_\_  
**(PRINT)** who warrants his authority to sign on behalf of the bidding company

## 4. SPECIFICATION

### 1. Background

The South African Post Office Limited requires service provider/s to provide a guarding service on a **month to month basis not exceeding 12 months** at various branches, mail centres amongst other across the following SAPO Regions:

- **Eastern Cape Province**

### 2. Objective of bid

The objective of this bid is to appoint a guarding company to provide security services at South African Post Office (SAPO) workplaces across the following demarcated SAPO regions:

- **Eastern Cape Province**

Bidders must supply & provide costing on **ALL SAPO FACILITIES** indicated on the Pricing Schedule (Annexure A) per Province(demarcated SAPO Region) bidding for and cannot supply and cost in part i.e. for only certain branches/facilities within the Province (demarcated SAPO Region) bidding for. This will constitute incomplete pricing, and the bidder will be disqualified and not considered further for evaluation on price and specific goals.

The Pricing Schedule (Annexure A) reflects the Province (demarcated SAPO Region) and facilities where these services will be required

- 2.1. The bidder must be registered with the Private Security Industry Regulatory Authority (PSIRA) for at least one (1) year prior to the bid closing date The PSIRA membership certificate submitted in the name of the bidding company must be valid on the bid closing date.
- 2.2. The bidder must provide a PSIRA Statement of Good Standing in the name of the bidding company confirming that the bidder is in good standing and the Statement of Good Standing must be valid on the bid closing date

The contract will be awarded on a **month to month basis**, for a maximum period of **one (1) year**.

### 3. Scope of work

- 3.1. To provide Grade C or B, PSIRA registered and accredited armed and unarmed guarding services as detailed per Annexure A.
- 3.2. The implementation of physical security, access control and other security measures, aimed at preventing and or deterring crime. Identify risks and threats to the SAPO Facilities and in so doing, safeguard SAPO assets, employees, customers and suppliers.
- 3.3. Secure the premises in order to identify risks and threats to the Post Office and in so doing, deterring / delaying crime, thus safeguard SAPO assets, employees and customers.
- 3.4. The deployment of the guards will as per the requirements per Annexure A be on a 12 hour shift, from 06:00 to 18:00 and/or 18:00 to 06:00 from Monday to Friday, and/or Weekends (Saturday and Sunday), as well as Public Holidays.

### 4. Requirements

- 4.1. To provide detailed reports to SAPO, Security and Investigations office of any incident or service irregularity within a 24 hour turnaround of the incident occurring. This does not however stop the security company from informing Security and Investigations immediately when a service irregularity or an incident occurs.
- 4.2. Identify the cause and prevent injury or death to any person within the Service Area/s.
- 4.3. Occurrence Book/s (OB) must be maintained at every single service area / designated service point/s.
- 4.4. Perform monthly documented security risk / assessment on premises or when required by SAPO.
- 4.5. The Bidder shall ensure regular patrolling of all premises to enforce and maintain law and order, and to prevent and/or detect damage, destruction, sabotage, vandalism, theft and assault.

A Guard Monitoring System shall be deployed at all designated high-risk sites, as determined by the respective Regional Managers. These sites include, but are not limited to, Mail Hubs, Regional and Area Offices, Support Service premises, and identified high-risk branches. The Contractor shall implement and maintain a fully operational electronic guard monitoring system, configured with predefined patrol points, routes, and schedules. The system must record all patrol activities in real time to ensure continuous monitoring, verification, and accountability of security operations.

The electronic guard monitoring system shall automatically detect and trigger alerts for missed patrols, which must be communicated in real time to an offsite Control Room for immediate monitoring, escalation and follow-up with on-site security personnel. The Control Room shall actively monitor such alerts and ensure appropriate response actions are taken and recorded.

The Bidder shall ensure that all patrol activities, including completed patrols, exceptions and missed patrols, are accurately recorded, stored and maintained in a manner that is auditable and available for inspection. The system must be reliable, operational at all times, and demonstrably effective in supporting the required security functions.

The implementation, functionality and effectiveness of the electronic guard monitoring system shall be subject to verification during the due diligence process and failure to demonstrate full compliance shall be deemed non-compliant.

4.6. Respond to and report any irregularities, unsafe acts and unsafe conditions.

4.7. Guards are to be visited (3) three times per shift on a four hourly basis – day and night by a patrolling Manager or Supervisor at sites as directed by the responsible SAPO Regional Manager in the Province.

4.8. Uniform and Equipment Requirements:

All guards deployed to the service areas must be dressed and equipped appropriately. Retail and Support Service sites - formal (collar, tie & step in / lace up shoes):

- Uniform
- Rain Suit
- Handcuffs
- Hand held metal detector
- Reflector jacket
- Baton
- Torch
- Pocket book and pen
- Occurrence book
- Hand held radio incorporating a panic facility and guard tracking capability
- Cell phone

**NOTE:** The costing of radios, uniform and other equipment listed above, is to be the total inclusive cost as priced in the Pricing Annexure.

4.9. Penalties, per shift, will apply in the event of, but not limited to the following;

- |                       |         |
|-----------------------|---------|
| • Late Posting        | R500.00 |
| • Incomplete Uniform  | R100.00 |
| • Short Posting       | R500.00 |
| • No OB or incomplete | R50.00  |

- No or insufficient site visits R200.00
- Guards posted without firearms to sites R500.00

4.10. The Bidder shall maintain a fully operational Branch within each Post Office Region for which they are submitting a bid. Each Branch must be equipped with both a Secure Firearm Vault and a dedicated Control Room, compliant with all applicable legislation, including the Firearms Control Act and PSIRA regulations.

4.11. Control Room Requirement

- The Bidder shall provide a dedicated Control Room that is physically separated, partitioned, and secured from the main branch operations.
- The Control Room shall operate on a 24-hour basis and be continuously staffed by Security Officials who are duly registered and accredited with PSIRA.
- All personnel assigned to the Control Room must hold valid PSIRA registration and be suitably trained to perform monitoring and response coordination functions.
- Access to the Control Room shall be strictly controlled through reinforced access control systems, including but not limited to biometric, card-based, or coded entry mechanisms. Only authorized PSIRA-registered personnel shall be permitted access.
- The Control Room shall be secured with appropriate physical security measures, including security-rated doors, locking systems and surveillance systems to prevent unauthorized entry.
- The Control Room shall be equipped with reliable and fully operational communication systems, including a base radio with sufficient network coverage to effectively communicate with the furthest operational site, as well as telephone and digital communication platforms, to ensure continuous and effective coordination of all security operations.
- The Control Room shall continuously monitor:
  - CCTV surveillance systems
  - Electronic patrol monitoring systems
  - Patrol systems and Panic activations
  - All communication channels
- Control Room personnel shall be capable of dispatching response teams and coordinating with relevant law enforcement authorities.
- A designated Control Room Manager shall be appointed to oversee operations, supervise staff, and ensure compliance with all applicable standards and procedures.
- The Control Room shall be equipped with an uninterrupted power supply or backup power system to ensure continuous operation.
- Adequate fire safety measures, including fire detection systems and emergency exits, shall be installed and maintained. Emergency procedures must be documented and readily accessible.
- The Bidder shall ensure the maintenance of accurate and up-to-date records, including incident reports, visitor logs, and operator shift records.

- The confidentiality and integrity of all client information and surveillance data shall be maintained at all times.

#### 4.12. Firearm Vault Requirements

- The Bidder shall provide a Secure Firearm Vault that is solidly constructed, tamper-resistant, and capable of being securely locked.
- The Firearm Vault shall comply fully with the provisions of the Firearms Control Act and all applicable PSIRA standards.
- Access to the Firearm Vault shall be strictly restricted through reinforced access control systems, including biometric, card-based, or coded entry mechanisms.
- Only authorized personnel who are registered with PSIRA shall be permitted access to the Firearm Vault.
- The Bidder shall maintain detailed visitor and access logs for the Firearm Vault, and all entries shall be verified and auditable.
- The Firearm Vault shall be fitted with secure storage racks and/or cabinets specifically designed for the safe storage of firearms.
- Ammunition shall be stored separately from firearms, in a secure and compliant manner.
- Emergency procedures relating to the Firearm Vault shall be documented and made readily accessible to authorized personnel.

#### 4.13. Requirements Applicable to Both Control Room and Firearm Vault

- Both the Control Room and the Firearm Vault shall be secured by means of reinforced access control systems, including security-rated doors, locking mechanisms, and restricted entry systems.
- Both facilities shall be continuously monitored by CCTV surveillance systems covering all access points and internal areas.
- CCTV recordings shall be securely stored and retained for audit, investigation and review purposes.
- Access to both facilities shall be limited strictly to authorized personnel and all access shall be recorded in maintained visitor and access logs.
- The Bidder shall ensure that all security measures implemented for both facilities are compliant with relevant legislative and regulatory requirements.

- 4.14. The Bidder shall ensure that a designated employee, being the Armoury Manager or other duly appointed responsible official, is assigned to manage the firearm armoury within the relevant Province bidding for. Such employee shall be permanently deployed within the Province of operation and shall, at all times, be in possession of a valid firearm competency certificate issued in terms of the Firearms Control Act 60 of 2000 and any applicable regulations. The Bidder shall further ensure that the appointed individual complies fully with all provisions of the Act relating to the control, safekeeping, and management of firearms.

- 4.15. The Bidder shall be required to present a developed, implemented and maintained formal documented procedure outlining the processes for the handling, control and safekeeping of firearms (Procedure/Policy Document), as well as the recording of the issuing and return of firearms (Firearms Register).

The Procedure/Policy Document must clearly define all operational processes, including but not limited to the issuing, receiving, storage, transportation and accountability of firearms, in accordance with applicable legislation, including the Firearms Control Act 60 of 2000.

The Bidder shall ensure that both the Procedure/Policy Document and the Firearms Register are fully implemented and operational at all times. Reliance on a Firearms Register alone, without an accompanying formal Procedure/Policy Document governing the handling of firearms, shall not be acceptable.

- 4.16. The Bidder shall maintain a Firearms Inventory Register detailing all firearms held within the Region(s) for which it is bidding, as evidence of its capacity to meet operational and/or ad hoc firearm requirements. The Bidder shall ensure that all listed firearms and corresponding valid licences are available for verification during the due diligence process, in accordance with the Firearms Control Act 60 of 2000.
- 4.17. The Bidder must be able to service the all the SAPO Facilities requirements as per Annexure A, within the Province bidding for.
- 4.18. Should the service provider be awarded the bid, it would be a requirement to appoint a key account manager to be assigned to the Post Office Region/Province.
- 4.19. Complying with and enforcing all SAPO Policies, physical and procedural measures as well as directives that are issued from time to time;
- 4.20. Successful bidders shall observe all applicable legislation and security registration / accreditation / grading requirements;
- 4.21. The successful Bidder/s will be required to, through negotiation, agree on and sign a contract which contains the Service Level Agreement.
- 4.22. The bidder must have a minimum of one (1) years completed experience in the provisioning of guarding services in the past two (2) years of bid closing date.

## **5. Resource Requirements**

SAPO will contract with the successful bidder based on the number of resources (estimated) and the total price per Grade levels i.e. C or B.

Bidders will submit their service rates per twelve (12) hour shifts which must also be quantified in a **monthly and total cost over (twelve) 12 months**, as per Annexure A.

The deployment of the guards will as per the requirements per Annexure A be on a 12 hour shift, from 06:00 to 18:00 and/or 18:00 to 06:00 from Monday to Friday, and/or Weekends (Saturday and Sunday), as well as Public Holidays.

In addition, Ad-hoc twelve (12) hour shift rates for Armed and Unarmed Guards must be furnished on Annexure A for normal day and night shift, as well as for Public Holidays.

The number of guarding resources indicated in the bid is but an estimate. The required resource requirements will be guided by the operational requirements of SAPO and could increase or decrease during the bidding process, at the contractual stage and/or during the course of the **12 (twelve) month** contract term.

## 6. Due Diligence

SAPO reserve the right to conduct a due diligence to verify the information submitted with the bidder's proposal. The bidder will be disqualified if the information is not able to be verifiable.

Due Diligence	Yes	No
<b>Firearm Vault / Armoury</b>		
Operational Branch, Armoury within the Province/s bidding for		
Vault Solidly constructed, tamper-resistant and lockable		
Restricted access (biometric/card/code entry)		
CCTV coverage of entrance and interior		
Compliance with Firearms Control Act and PSIRA standards		
Only authorized PSIRA-registered personnel permitted entry		
Visitor and access logs must be maintained and confirmed		
Firearm register accurate (issue/return records)		
Secure storage racks/cabinets for weapons		
Ammunition stored separately but securely		
Emergency procedures documented and accessible		
<b>Secure Control Room</b>		
Operational Branch, Secure Control room within the Province/s bidding for		
All staff working in the control room must hold valid PSIRA registration		
Restricted access with controlled entry points		
Secure doors, locks and surveillance to prevent unauthorized entry		
Fire safety measures and emergency exits		
Continuous monitoring of CCTV, alarms and communication systems		
A control room manager is required to oversee operations, supervise staff and ensure compliance		
Staff must be capable of dispatching response teams and coordinating with law enforcement		
Reliable communication systems (radio, telephone, digital).		
Backup power supply to ensure uninterrupted operations		
Incident reports, visitor logs, and operator shift records must be maintained		
Confidentiality of client information and surveillance data		
<b>Organogram</b>		
Provide a clear reporting structure including the number of security personnel assigned and reporting to the operational branch within the province(s) for which they are bidding		
Ability to provide proof of staff component (i.e. Time Sheets etc.)		
<b>Firearm Competency Certification</b>		
Firearm competency certification of the designated employee responsible for managing the firearm armoury within the Province/s bidding for		
Armory Manager must be present in the bidding province		
Present valid competency certificate		
<b>Firearm Handling Procedure</b>		
A Documented procedure outlining the process for booking in and out firearms, is required		
Completed booking register must presented		
Documented procedure for booking in and out as well as handling of a firearm, confirming consistent application to booking register		
<b>Evidence of Firearms and Permits</b>		
Evidence of the firearms currently on hand must be presented through the presentation of permits.		
Firearms must be presented with valid license permits and inventory list		
<b>Communication (Radio / cell platform)</b>		
Adequate network coverage for reliable communication		
<b>Electronic patrol solution</b>		
Confirm electronic guard monitoring system within control room during due diligence		
System installed and operational		
Devices deployed at patrol points		
Real-time patrol recording and monitoring in control room		
Missed patrols trigger alarms/signals in the control room		
Alarms logged with timestamps in electronic/manual registers within control room		
<b>Uniforms &amp; Equipment</b>		
The bidder shall confirm that all required uniforms and equipment are readily available or can be procured and issued prior to the commencement of the contract		

## 5. EVALUATION CRITERIA

The evaluation of the bidders will be done as follows:

- **Phase 0:** Compulsory Briefing Session
- **Phase 1:** Gatekeeping Criteria
- **Phase 2:** Bid Conditions
- **Phase 3:** Commercial (Price & Specific Goals)
- **Phase 4:** Due Diligence

### 5.1. Phase 1 Gatekeeping Criteria

The bidder is required to provide SAPO with the following in their bid proposal. **Failure to comply with the gatekeeping criteria will result in the disqualification of the bid.**

#### 5.1.1 Pricing Schedule

Bidders must complete Pricing Schedule (**Annexure A**) in full and in the format provided in the Bid Document.

**NOTE:** Bidders must complete Ad – hoc rates in full as it forms part/constitutes the Pricing Schedule (**Annexure A**) in its entirety.

**Note: ADHOC** pricing will not be used for benchmarking purposes (specific goals and price) but will be used on an as and when required basis during the implementation process.

#### 5.1.2 Valid PSIRA membership certificate

The bidder must be registered with the Private Security Industry Regulatory Authority (PSIRA) for at least one (1) year prior to the bid closing date. Bidders must submit a valid PSIRA membership certificate in the name of the bidding company confirming registration with PSIRA for at least one (1) year prior to the bid closing date.

The PSIRA membership certificate submitted in the name of the bidding company must be valid on the bid closing date.

#### 5.1.3 Valid PSIRA Statement of Good Standing

The bidder must provide a PSIRA Statement of Good Standing in the name of the bidding company confirming that the bidder is in good standing with PSIRA.

The Statement of Good Standing must be valid on the bid closing date.

### 5.2. Phase 2 Bid Conditions

Bidders must provide the following documentation with their bid proposals. Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to submit the outstanding bid condition/s document(s) or information within five (5) working days excluding statutory requirements that being tax compliance. Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO. Failure to comply will result in the disqualification of the bid.

#### 5.2.1. Specification Confirmation

The bidder must submit a letter on their company letterhead confirming that they will in all respects comply with SAPO bid specification.

Bidders are required to use **Annexure BC** as a template for purposes of confirming compliance in all respects with SAPO bid specification.

#### **5.2.2. Bidders Experience:**

The bidder must have a minimum of one (1) years completed experience in the provisioning of guarding services in the past two (2) years of bid closing date. The bidder must use **Annexure BR** as a template to provide to their clients to confirm the bidders experience in providing guarding services.

**Note: Annexure BR** to be completed by **bidder's client and also insert client letter head** and SAPO reserve the right to contact bidder's client to verify information provided. **Bidder must submit a minimum of one Annexure BR.**

#### **5.2.3. Operational Branch with a Secure Firearm Vault (Armoury) and dedicated Secure Control Room:**

Bidders are required to provide the physical address/es of at least one (1) Operational Branch, Secure Firearm Vault/Armoury and dedicated Secure Control Room) within the Province.

The physical address/es provided must be supported with documentary proof/evidence such as municipal accounts, lease agreements or similar that must be in the name of the bidding company to confirm their existing footprint in the Province.

**If the bidder does NOT have an existing foot print (Operational Branch, Secure Firearm Vault/Armoury and dedicated Secure Control Room) within the Province, the bidding company cannot bid for guarding services and will be disqualified from the process.**

#### **5.2.4. Firearm Competency Certificate and Confirmation Letter**

Bidders must provide a copy of the Firearm Competency Certificate in terms of the Firearms Control Act 60 of 2000 and any applicable regulations of their designated employee (i.e Armoury Manager or duly appointed responsible official) assigned to the managing of the firearm armoury within the Province.

The Firearm Competency Certificate submitted must be accompanied by a confirmation letter (on the bidders' company letterhead) to confirm that the person indicated on the Firearm Competency Certificate is the Armoury Manager or duly appointed responsible official assigned to the managing the firearm armoury within the Province.

#### **5.2.5. Firearm Handling Procedure**

Bidders must provide a procedure document outlining the process followed for the handling, control and safekeeping i.e. "booking in and out" of firearms as well as the recording of the issuing and return of firearms (Firearms Register).

The submission of a "booking in and out" register ONLY will not be accepted

#### **5.2.6. Evidence of Firearms and Permits**

Bidders must provide the Firearms Inventory Register detailing all the firearms that the bidder has in the Province including the corresponding Permits which must be valid on bid closing date

Bidders must ensure that all listed firearms and corresponding valid permits are available for verification during the due diligence process, in accordance with the Firearms Control Act 60 of 2000.

### **5.2.7. Organogram Structure**

Bidders must provide an Organogram detailing the reporting structure and the number of guards reporting to the Operational Branch within the Province bidding for.

### **5.2.8. Communication (Radio/Cell Platform)**

Bidders must provide proof of the communication systems (radio/cell platform) in place and used for monitoring & communication purposes.

Proof of the communication systems (radio/cell platform) in place may include photos or Third-party contract/letter/licence or similar. Bidders must ensure that Third-party contract/letter/licence or similar is valid on bid closing date.

### **5.2.9. Electronic Patrol System**

Bidders must provide proof of an electronic patrolling system in place and its ability to trigger missed patrol alarm/signal to their control room followed by their appropriate action taken thereafter.

Proof of the electronic patrolling system in place may include photos or Third-party contract/letter/licence or similar. Bidders must ensure that Third-party contract/letter/licence or similar is valid on bid closing date.

### **5.2.10. Letter of Good Standing [COIDA] Act No. 130 of 1993**

Bidders must submit proof that their company is registered for Compensation for Occupational Injuries which may be sustained to ensure that the medical expenses incurred will be covered.

The certificate must valid upon the bid closing date. Should the bidder use the services of a consultant/agent/third party i.e. the certificate submitted must indicate the Certificate no/CF Reg no and must be valid on the bid closing date.

### **5.2.11. Central Supplier Database**

Bidders must be registered on the National Treasury Central Supplier Database (CSD). If the bidders are not registered the bidder can register online at the following website [www.csd.gov.za](http://www.csd.gov.za) to upload mandatory information as required.

### **5.2.12. SBD Forms**

- Bidders must complete and submit SBD1 forms.
- Bidders must complete and submit SBD4 forms

### **5.2.13. Tax compliance requirements**

SAPO will not do business with a supplier who is not tax compliant. A CSD MAAA number provided by the bidder on the SBD1 form will enable SAPO to verify a bidder's tax compliance status.

### **5.2.14. Restricted Suppliers on all national treasury platforms**

SAPO shall disqualify bidders that are on the National Treasury list of restricted suppliers.

## **5.3. Phase 3 Commercial (Price and Specific Goals)**

The specific goal that this project seeks is to appoint service provider/s that are as follows;

- At least ≥ 51% Black owned or more.
- At least ≥ 51% Youth owned.
- At least ≥ 51% Women owned.
- At least ≥ 1% owned by disabled person(s)

**Note:** Tenderers who do not submit specific goal requirements with their bid proposal submitted on the specified bid closing date will not be disqualified from the bid evaluation process. Tenderers will not score points out of 20 for the specific goals, but zero (0) points will be scored.

The bid will be evaluated as follows;

Price (80) and Specific Goals (20) or Price (90) and Specific Goals (10)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to specific Goals	20/100	Points will be awarded to bidders in accordance to the specific goal table below:

Specific Goal	Points	Required Documents to be submitted for evaluation
Bidding Company is 51% Black owned or more.	10	BEE Certificate - <b>SANAS accredited OR</b> Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). <b>OR</b> a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% Youth owned	5	BEE Certificate - <b>SANAS accredited OR</b> Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). <b>OR</b> a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% women owned.	3	BEE Certificate - <b>SANAS accredited OR</b> Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). <b>OR</b> a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥1% owned by disabled person(s)	2	BEE Certificate - <b>SANAS accredited OR</b> Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). <b>OR</b> a DTI BBBEE Certificate (EMEs and QSEs).

OR

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to specific Goals	10/100	Points will be awarded to bidders in accordance to the specific goal table below:

Specific Goal	Points	Required Documents to be submitted for evaluation
Bidding Company is 51% Black owned or more.	5	BEE Certificate - <b>SANAS accredited OR</b> Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).

		and QSEs). <b>OR</b> a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% Youth owned	2.5	BEE Certificate - <b>SANAS accredited OR</b> Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). <b>OR</b> a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% women owned.	1.5	BEE Certificate - <b>SANAS accredited OR</b> Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). <b>OR</b> a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥1% owned by disabled person	1	BEE Certificate - <b>SANAS accredited OR</b> Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). <b>OR</b> a DTI BBBEE Certificate (EMEs and QSEs).

#### 5.4. Phase 4 Due Diligence

SAPO reserve the right to conduct a due diligence to verify the information submitted with the bidder's proposal. The bidder will be disqualified if the information is not able to be verifiable.

As per the due diligence table indicated under clause 6 on the specification.

## 6. PRICING SCHEDULE

See the attached Excel Pricing Schedule (Annexure A)

➤ **Eastern Cape Province**

- a) Bidders shall quote rates that **include** the cost of all labour, equipment, materials and consumables required to execute the service.
- b) The bidder warrants that the pricing quoted above is free of any errors or omissions and that he/she is able to deliver the scope on the prices quoted.
- c) For purpose of Vat Bidders are requested to use 15% VAT

## 7. RETURNABLE DOCUMENT(S)

Returnable Documents means all the documents, and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids. The section contains bookmarks for ease of reference.

### Administrative Documents

Respondents are required to submit with their bid submissions the following Administrative Documents, and also confirm submission of these documents by so indicating [Yes or No] in the tables below:

Administrative Returnable Documents	Submitted [Yes or No]
Completed SBD 1	
Completed SBD 4	
Completed Confidentiality and Non-Disclosure	
Completed Certificate of Acquaintance with bid Requirements	
Latest CSD Report / MAAA number	

### Evaluation Documents:

#### Gatekeeping Documents

Gatekeeping Returnable Documents	Submitted [Yes or No]
Pricing Schedule (Annexure A)	
Valid PSIRA membership certificate	
Valid PSIRA Statement of Good Standing	

#### Bid Condition Documents

Bid Conditions Returnable Documents	Submitted [Yes or No]
Completed and signed <b>Annexure BC</b>	
Completed and signed <b>Annexure BR</b>	
Proof of Operational Branch and dedicated Secure Control Room	
Firearm Competency Certificate	
Firearm Handling Procedure	
Evidence of Firearms and Permits	

Organogram Structure	
Communication (Radio/Cell Platform)	
Electronic Patrol System	
Letter of Good Standing [COIDA] Act No. 130 of 1993	

### Points for Specific Goals

Tenderers who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points out of 10/20 for the specific goal.

Required Documents to be submitted for evaluation	Submitted [Yes or No]
BEE Certificate - <b>SANAS accredited OR</b> Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). <b>OR</b> a DTI BBBEE Certificate (EMEs and QSEs).	
Joint Venture (i.e. incorporate/unincorporated), a consolidated BEE certificate must be submitted to earn the relevant point(s).	

**8. ANNEXURE BR**

*CLIENT LETTERHEAD & DETAILS*

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

**CLIENT NAME:** \_\_\_\_\_

Herewith we, "the client" confirm that \_\_\_\_\_ (**Name of bidding company**) has successfully provided the following services as indicated below:

<b>Statement</b>	<b>Required Re- sponse</b>	<b>Start Date</b>	<b>End Date</b>
Confirmation of a minimum of one (1) year completed experience in the supplying of guarding services in the past two (2) years of bid closing date.	Indicate Yes or No		

Signature: \_\_\_\_\_

Name of signatory: \_\_\_\_\_

Title of signatory: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Email address: \_\_\_\_\_

***BIDDERS' LETTERHEAD & DETAILS***

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

**BIDDERS' NAME:** \_\_\_\_\_

Herewith we, "the bidder" confirm the following:

<b>Statement</b>	<b>Required sponse</b>	<b>Re-</b>	<b>Response from Bidder</b>
The bidder confirms that they will in all respects comply with SAPO bid specification.	Indicate Yes or No		

Signature: \_\_\_\_\_

Name of signatory: \_\_\_\_\_

Title of signatory: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Email address: \_\_\_\_\_