



NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

PROVISION OF A 24 HOUR PHYSICAL SECURITY SERVICES AT NMMDM OFFICES, BUILDINGS AND GENERAL INFRASTRUCTURE SITES WITHIN NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY (RATLOU LOCAL MUNICIPALITY) FOR A PERIOD OF THREE (03) YEARS.

BID NUMBER: NMMDM 25/26/06 CS (Ratlou LM)

TENDER SUBMITTED BY;

COMPANY DIRECTOR:

NAME OF BIDDING COMPANY:.....

BUSINESS ADDRESS:

.....

.....

TEL. / CELL NUMBER :

E-MAIL ADDRESS :

ISSUED BY:

ACTING MUNICIPAL MANAGER

NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

PRIVATE BAG X 2167

MAHIKENG

2745

NORTH WEST PROVINCE

CLOSING DATE: 15 JUNE 2026 AT 11H00

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NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY



DESCRIPTION: PROVISION OF A 24 HOURS PHYSICAL SECURITY SERVICES AT NMMDM OFFICES, BUILDINGS AND GENERAL INFRASTRUCTURE SITES WITHIN NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY (RATLOU LOCAL MUNICIPALITY) FOR A PERIOD OF THREE (03) YEARS.

Tender No: NMMDM 25/26/06 CS (Ratlou LM)

INVITATION TO BID

Tenders are hereby invited from duly registered security companies to be appointed for 24hours, 7days a week, on site armed and unarmed security services at the following sites: Fire Station, Water-Treatment Plant:

Detailed bid documents are obtainable from www.etenders.gov.za / www.nmmdm.gov.za

Compulsory Briefing Session will be conducted on **25 May 2026** from 10:00am – 11:00am at the Ngaka Modiri Molema District Municipality (Head Office) Chamber. Bidders who do not attend the briefing session will be regarded as non-responsive.

Tenders completed as prescribed shall be sealed in an envelope marked "BID NO: NMMDM 25/26/06 CS (Ratlou LM), PROVISION OF A 24 HOURS PHYSICAL SECURITY SERVICES AT NMMDM OFFICES, BUILDINGS AND GENERAL INFRASTRUCTURE SITES WITHIN NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY (RATLOU LOCAL MUNICIPALITY) FOR A PERIOD OF THREE (03) YEARS" and deposited in the bid box at Ngaka Modiri Molema District Municipality, Cnr Carrington and 1st Avenue, Industrial Sites, Mafikeng, to reach its destination not later than **15 June 2026** at 11H00am, when tenders shall be opened in public.

Bids will be adjudicated according to Council's Supply Chain Management Policy, based on the Preferential Procurement Regulations 2022 using compliance, functionality and 80/20 points system.

The validity period for this tender is 90 days.

Any enquiries regarding the bidding procedure may be directed to Mr. P. Tauetsile 060 611 5979/ Ms. B. Mokate 060 388 9808. E-mail; tauetsilep@nmmdm.gov.za/ mokateb@nmmdm.gov.za

Any enquiries regarding technical information may be directed to Mr. D. Mashi 083 447 0602/ Mr. O. Itumeleng. E-mail; mashid@nmmdm.gov.za / oitumeleng@nmmdm.gov.za

SIGNED.

DR. A J MOTHUPI

ACTING MUNICIPAL MANAGER

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)			
BID NUMBER:	CLOSING DATE:	CLOSING TIME:	
DESCRIPTION			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).			

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

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
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 PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

LIST OF RETURNABLE DOCUMENTS

1. Proof of Central Suppliers Database (CSD) registration
2. A signed Joint Venture Agreement (In case of a Joint Venture)
3. Municipal Rates and Taxes Statements of all the Directors
 - Municipal rates and taxes statement not older than three months from the date of tender closure for each directors' address must be attached; or
 - Valid lease agreement of the director/s showing all critical contractual obligations (i.e. Full names and identification details of the lessor (landlord) and lessee, Physical address and description of the leased premises, Lease period) the director must submit the statement of rates and taxes of the lessor or a letter from a tribal authority if the lessor is residing in a tribal land, or
 - A letter from tribal authority (a copy) not older than three (3) months if the director/s are residing in a tribal land, or
 - If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement of the residence owner must be submitted together with an original affidavit from the director of the company to confirm that the director resides on the property.
 - the address that appears on the rates statement must correspond to the address on the CSD.
4. Municipal Rates and Taxes Statements of the Company
 - Municipal rates and taxes statement not older than three months from the date of closure for the company's' address must be attached; or
 - Valid lease agreement of the director/s showing all critical contractual obligations (i.e. Full names and identification details of the lessor (landlord) and lessee, Physical address and description of the leased premises, Lease period) the director must submit the statement of rates and taxes of the lessor or a letter from a tribal authority if the lessor is residing in a tribal land, or
 - A letter from a tribal authority (a copy) not older than three (3) months if the company is operating from a tribal land, or
 - If the rates and taxes account are not in the names of the company, the attached municipal rates and taxes statement of the lessor must be submitted together with an original affidavit from the director of the company confirming that the company operates from the property.
 - the address that appears on the rates statement must correspond to the address on the CSD.
5. Should the Company (Bidder) be operating from the Same Address as the Director, An affidavit confirming such should be submitted.

6. Three Years Audited Annual Financial Statements, if not required by law then annual financial statements by independent reviewer.
7. Proof of registration or letter of good standing with Compensation Fund for Occupational Injuries and Diseases Act (COIDA) as amended or letter from Employment & Labour stating that the bidder does not have employees.
8. Valid certified copy of PSIRA registration of the Company
9. Proof of registration with the National Bargaining Council for the Private Security Sector (NBCPSS).
10. Valid certified copy of PSIRA registration of the company owner (Director) as they appear on the CSD.
11. PSIRA registration Grade A or B for the Owner/Director of the Company
12. Valid Competency certificate to handle firearm for **at least one** of the directors(s) of the company.
13. Private Sector Security Provident Fund Certificate (pension fund whereby both the employer and employees contribute 7.5%)
14. Proof of Public liability insurance with not less than R500 000.00 cover or a letter from the insurer indicating intention to take up cover at the time of submitting the bid document.
15. Requirements should be submitted for J.V based on their applicability.
16. Soft copy of the entire document including returnable saved in a USB is **COMPULSORY**.

BID REQUIREMENTS

1. Late bids will not be considered. Please note that bids are late if they are received after the closing date and time.
2. Bids will be valid for 90 days.
3. All MBDs must be fully completed and signed.
4. All prices must be quoted in South African currency and must be VAT Inclusive.
5. All sites must be priced, failure to price all sites will render your bid non-responsive.
6. All relevant forms attached to this bid document must be completed and signed in black ink where applicable by a duly authorised official. Use of tipex and pencil will not be acceptable.
7. Certified copies must have a date of certification and should be not older than 3 months as at the close of the tender. (Should the copy not have the date of certification the tender will be regarded as non-responsive)
8. Only original stamp and signature will be accepted.
9. Copy of a certified copy will be considered non-responsive.
10. All bids will not be awarded to bidders owing municipal rates and taxes for over 90 days at the time of tender closure
11. Proof of residence from ward councillors will not be accepted.

NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

SIGNATORY AUTHORISATION

(To be completed by the Bidder)

SIGNATORY AUTHORISATION

I/We the undersigned, am/are authorized to enter into this contract on behalf of

(Name of Firm)

By virtue of resolution dated -----day of -----20-----
(Month)

The certified copy of resolution that is herewith attached to this Bid.

Physical Address:

1.
(Initials and Surname in full)

.....
Signature

MBD 4

NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, shareholder).....
 - 3.3 Company Registration Number:.....
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholder members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state* **YES/NO**
 - 3.8.1 If so, furnish particulars:
 - 3.9 Have you been in the service of the state for the past twelve months? **YES/NO**

* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.9.1 If so, furnish particulars:
.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

3.10.1 If so, furnish particulars:
.....
.....

3.10 Are you, aware of any relationship (family, friend, other) between any bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

3.11.1 If so, furnish particulars:
.....
.....

3.12 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.12.1 If so, furnish particulars:
.....

3.13 Are any spouse, child or parent of the company's directors Managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.13.1 If so, furnish particulars:
.....

3.14 Do you or any other of the directors, Managers, principle shareholders or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES/NO**

3.14.1 If so, furnish particulars:
.....

4. Full details of directors / trustees, members / shareholders.

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1. Are you by law required to prepare annual financial statements for auditing?

*YES / NO

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....
.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

*YES / NO

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....
.....

* Delete if not applicable

3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

*YES / NO

3.1 If yes, furnish particulars

.....
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

*YES / NO

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder

MBD 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)

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a. The applicable preference point system for this tender is the 80/20 preference point system.
- b. 80/20 preference point system will be applicable in this tender. The lowest acceptable tender will be used to determine the accurate system once tenders are received.

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
51% Disabled persons Owned companies.	
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

- a. **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- b. “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- c. “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- d. “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- e. “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

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 the 80/20 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 the 80/20 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 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% Disabled persons Owned companies.	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.1. Name of company/firm.....

3.2. Company registration number:

3.3. 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]

3.4. 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

forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

MBD 7.2

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;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - 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:	

MBD 7.2

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 APPLICABLE (ALL 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 AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Documents must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector during the past five years;
 - d. been listed in the Register for Tender defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act(no 12 of 2004).
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1.	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied)	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars		
4.2.	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445).	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1	If so, furnish particulars		
4.3.	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
4.3.1	If so, furnish particulars		
4.4.	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	<input type="checkbox"/>	<input type="checkbox"/>

4.4.1	If so, furnish particulars		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/>	<input type="checkbox"/>
4.5.1	If so, furnish particulars		

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

Signature

Date

Position

Name of Bidder

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

³ 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.

TERMS OF REFERENCE

1. BACKGROUND

Ngaka Modiri Molema District Municipality invites bids from potential security service providers for rendering of physical security services in NMMDM offices, buildings and general infrastructure sites in Ratlou Local Municipality area of jurisdiction assets for period of 36 months (3 years) on 02 sites. The relevant grading for this project is PSIRA GRADE A, B & C/D of security personnel

2. SCOPE OF WORK

The scope of work for this service is rendering of physical security to the Municipal assets and infrastructure inclusive of the following primary duties: -

- 2.1 24 hours armed and unarmed guarding and protection of stipulated municipal property, assets & infrastructure
- 2.2 Monitoring of CCTV's (Installed and to be installed) and reacting to incidents.
- 2.3 Patrolling services – inspection rounds and patrols
- 2.4 Manning of access control on entrances and exit points
- 2.5 Provision of armed security services on specified sites.
- 2.6 Electronic Access Management (i.e access control handheld ID/driver's license/vehicle disc scanners)
- 2.7 Control Room Management with Two-way Radio communication system to manage communication to all the sites
- 2.8 Digitization of Incident reports (Occurrence Book).
- 2.9 Digitization of Daily, Weekly and Monthly security reports.
- 2.10 Recording of occurrences daily in Occurrence Book.
- 2.11 Remote system monitoring integrated with armed response.
- 2.12 Screening by determining if a person is a legitimate visitor and if his/her reason for visiting the premises is a valid one. During the process, you must establish the authenticity of a person's identification document (ID/Drivers' license or Passport).
- 2.13 Searching using metal detectors at all office sites
- 2.14 Escorting visitors to ensure employees and municipal assets safety (security personnel must remain in the vicinity of the visitor until he/she reaches the destination and where necessary until he/she leaves the premises)
- 2.15 Searching of all vehicles leaving and /or entering the premises i.e. no vehicle should leave municipal premises (offices, plants/boreholes and reservoirs) with goods without any proof of authorisation or delivery note from the relevant organisation/department.
- 2.16 Registering all visitors entering municipal premises (visitors' register must be compiled for every visitor and the register must require full particulars of the visitor, visitor's vehicle registration, and address)
- 2.17 Reporting of any security breaches and violations
- 2.18 Additional security personnel on as and when required basis for new infrastructure sites not exceeding 15% of the contract value.
- 2.19 Provision of Ad-Hoc security services on as and when required basis not exceeding 15% of the contract.
- 2.20 Appointed security supervisors **MUST** be in possession of Matric, firearm competency and PSIRA Grade A certificates.

2.21 Supervision of all the above activities

3.SITES

RATLOU SUB-REGION SITES		GRADING		NO. OF PERSONNEL	
Supervisor to be posted as per Ratlou local municipality's areas.	Supervisors Grade A Armed Security Officers	1		2	
FIRE STATION SITES					
1.Ratlou Fire Station / Porter Camps	Grade C/D	1		2	
2.Disaneng Water Treatment Plant	Grade C/D (Armed)	2		2	
Disaneng Water Treatment Plant	Grade C/D (Unarmed)			2	
	TOTAL	4		8	

SPECIAL CONDITIONS OF THE CONTRACT

1. DURATION OF CONTRACT

The contract will be valid for a period of three (03) years from the date of commencement. There shall be a signing of the service level agreement (SLA) between the security service provider and the District Municipality (NMMDM) within 7 days upon the acceptance of the appointment. The service level agreement shall be returned with the signed acceptance letter within a period of seven (07) days.

2. AD-HOC SERVICES

Payment of Ad-Hoc services will be on as and when basis and the rate will be as per PSIRA of Grade B/C/D.

3. VARIATION

The variation amount will not exceed fifteen (15) percent of the contract value.

4. TENDER VALUE

The tender amount appearing in the appointment letter/pricing schedule will not be amount payable to the contractor. The payable amount will be as per the invoice claimed based on placement for a specific period.

5. ESCALATIONS

Rates escalation will be determined by the PSIRA increase on an annual basis.

6. COMMUNICATION

All vehicles to be equipped with mobile two-way radios.

7. BRANDING OF SECURITY VEHICLES

The appointed bidder will be requested to mark the vehicles in the name of the company.

8. COMPLIANCE WITH STANDARDS

8.1. The norms/quality of the security service to be rendered must be in accordance with acceptable standards of the security industry (i.e. PSIRA). It is the responsibility of the security service provider to see to it that personnel in his/her service always meet the requirements.

8.2. All possible steps shall be taken by the Security Service Provider to ensure that the contract/intended execution of the contract will take place. These steps include, inter alia, the following:

- I. The protection of property, persons at the intended sites and;
- II. The protection of officials and visitors against injuries, death or any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977) on the site and
- III. The protection of municipal information.

8.3. The Security service provider must provide the security personnel registered with PSIRA as required for the successful rendering of service, as follows:

- I. Security Officer, Grade A – Area Manager
- II. Security Officer, Grade A - Supervisors
- III. Security Officer, Grade C/D – the security officers who shall execute the access control Security services at NMMDM sites and its peripheral Premises.

8.4. For purposes of this contract, the Security Service Provider shall, in order to ensure the continuity of the service to be rendered, allocate personnel to the specified sites.

8.5. Exchange of any security personnel may only be executed with prior consent of the Municipal Security Manager and/or his/her duly authorized representative.

9. GENERAL REQUIREMENTS PERTAINING TO AREA MANAGER, SUPERVISORS AND SECURITY OFFICERS

9.1. Area Manager, supervisor and security officers must have undergone and passed formal security training as per PSIRA requirements.

9.2. At all times Area Manager, supervisor and security officers must present an acceptable image/appearance which implies, inter alia, that they may not sit, lounge about, smoke, eat or drink while attending people.

9.3. Area Manager, supervisor and security officers must at all-times present a dedicated attitude/approach to security, which attitude/approach shall imply, inter alia, that there shall be no unnecessary arguments with visitors/staffed or discourteous behaviour towards them.

9.4. Area Manager, supervisor and security officers must be physically healthy and medically fit for the execution of their duties.

9.5. Area Manager, supervisor and security officers must be registered as per PSIRA requirements.

9.6. Area Manager, supervisor and security officers must sign an undertaking in which they declare that they will refrain from any act or omission which may be to the detriment of the Municipality.

9.7. Area Manager, supervisor and security officers are prohibited from reading municipal documents or records.

10. SECURITY AIDS TO BE ALWAYS IN THE POSSESSION OF OFFICERS.

10.1. A neat and clearly identifiable uniform, which will include matching raincoats, rainboots and drymac/overcoats.

10.2. A clear identification card of the Security Service Provider with security officer's photo, name and PSIRA number on it, and should be always worn on his/her person whilst on duty.

10.3. Service and security aids are to be always in the possession of the officers while on during duty, such as:

- Pen (Black and Red)
- Pocketbook (all security personnel)
- Access control ID/Licence/car disc scanners (where applicable)
- Handheld scanners (where applicable)
- Radios
- Handcuffs
- Torches

- Firearm (where applicable)
- Batons (All security personnel)

10.4. The Security Service Provider must ensure that serviceable security aids are available at all times at each site where he/she renders a security service in terms of this contract.

11. SECURITY SERVICE PROVIDER RESPONSIBILITIES

11.1 Oversees all security activities performed by security personnel.

11.2. The Security Service Provider must have a well-established and equipped (24) hour operational security control room.

11.3. Handles all problems experienced by security personnel on site.

11.4. Attends to and resolve all problems regarding the administration and human resources of security officers such as payment problems (salary), social difficulties, challenges etc.

11.5 A copy of the registration certificates (PSIRA) in respect of all the security officers must be supplied to the Municipality upon commencing of the contract.

NB: The Municipality reserves the right to ascertain from the South African Police Services (SAPS) and State Security Agency (SSA) whether security personnel possess record clearances as well as to ascertain from PSIRA whether the security personnel and the Security Service Provider are registered with PSIRA.

11.6 Ensures that there is always adequate serviceable security equipment required on site according to the specification.

11.7. Be involved in any security operational projects and manage special events from Security Service Provider's responsibility sphere.

11.8. Ensure that Security Officers are given continuous training as and when required.

11.9. Liaises with the Municipal Security Manager and/or his/her duly authorized representative.

11.10. Shortage of security officers should be recorded in the occurrence book by the supervisor and the Municipal Security Manager and/or his/her duly authorized representative informed thereof. Any shortage of security officers will not be acceptable. Penalties will be applied.

11.11. Ensure that Security Service Provider's security staff is familiar and knowledgeable on how to handle emergency situations (e.g first aid, use of fire extinguisher).

11.12. Ensures that registers are clean, neat, legible, and updated at all times.

11.13. No information concerning Municipal activities may be furnished to the public or news media by the Security Service Provider and his/her employees.

11.14. Holds,

- Weekly meeting between Area Manager and Supervisors
- Fortnightly meetings between Area Manager and Company Directors
- Monthly meetings between Supervisors and Security personnel
- Quarterly meetings between Area Manager, nominated Supervisor(s) representative and Municipal Security Manager
- **NB: Municipality reserves the right to request the minutes of the meetings held.**

11.15 Ensures that all security staff understands the needs and expectation of the secondary clients (e.g. visitors) and primary clients (e.g. employees) of the Municipality.

11.16. Ensure that all security staff understands the principle of Batho Pele and apply it throughout.

11.17 The security Service Provider must provide adequate security personnel as required by the Municipality for the successful rendering of security services on a 24-hour basis throughout the contract.

11.18 Ensure that security personnel present themselves well to the members and to the public and cooperate with the Municipality permanent security staff.

11.19 The Security Service Provider will be held liable for any damages or loss suffered by the Municipality, because of the Security Service Provider's own and/or his/her employees' negligence or intent, which originated on the sites.

11.20 The Municipality shall not be liable for any loss or damage of any nature to any of the Security Service Provider's properties or any items kept at the NMMDM HQ and peripheral offices, even in cases where the loss originated as a result of negligence or intent on the part of the Municipality.

11.21 The Municipality is indemnified against any loss, expenses or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and Municipality costs, that may be instituted

against or incurred by the Security Service Provider, and which arise from or are the result of any act or connection with the execution of the services in terms of this contract which may result in the following cases:

a) Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.

b) Damages to or destruction of any equipment or property of the Security Service Provider during the execution on their duties.

c) Any claims and legal costs which may ensue from the failure by, or acts committed by security personnel against third persons, which acts include:

i. Illicit frisking, arrests and other illicit or wrongful deeds. The Security Service Provider shall be notified in writing of the particulars of each claim he is liable for.

d) The Security Service Provider must, at his own expense, take out sufficient insurance cover against any claims, costs, loss and / or damage ensuing from the obligations, and he/she must ensure that such insurance remains operative for the duration of this contract.

e) A copy of such insurance contract shall be handed to the municipal representative fourteen (14) days prior to the commencement of the service, failure to provide such may lead to summarily termination of the contract.

f) The Security Service Provider may not, unless otherwise specified, make use of any of the Municipal's equipment, aids and /or property, for purposes of compliance with the conditions of this contract.

g) The Security Service Provider is responsible for the training of his/her personnel at the sites in respect of the application of the specification with regard to the job requirements and the emergency plan applicable for the specific sites.

h) The Security Service Provider 's personnel must at all times refrain from littering and must at all times keep the grounds occupied by them clean, hygienic and

neat. The Security Service Provider shall, at the end of each shift, remove any litter caused by security officers.

- i) Under no circumstances are security personnel allowed to carry on any trading within the NMMDM sites.
- j) The Security service Provider shall not erect or display any sign, printed matter, paintings, nameplates, advertisement, articles or objects of any nature whatsoever, in, or against NMMDM HQ buildings or any part thereof without written consent from the Municipality.
- k) Any sign, printed matter, printing, nameplate, advertisement, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable, will immediately be removed by the Municipality and the Security Service Provider shall be penalized.

12. SECURITY OFFICERS RESPONSIBILITIES

- a) Practice access control procedure in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).
- b) The Security Officers shall be responsible for the protection of Mayor, Councillors, Staff, clients and property on site, and the protection of the said property against theft, fire, including offences referred to in schedule 1 of the CPA, (Act 51 of 1977) and vandalism.
- c) Protect Municipal information against any espionage and/or leakage thereof.
- d) Controlling or reporting on the movement of persons or vehicles through checkpoints and/or gates.
- e) Conduct searches on the receipt or bringing in of goods into the premises and to require removal permits to verify authorization in this regard.
- f) Patrol the premises of the Municipality.

- g) Respond to emergency situations.
- h) Ensure that security registers are up to date and always kept legible and neat.
- i) Escort employees who carry/transport valuable assets within the municipal premises and also be expected to escort visitors to their various destination within the municipal premises.
- j) Security Officers are prohibited to read any newspapers any private or any official documents not directly related to the execution of their duties.
- k) Security Officers found guilty of any offence shall be removed by the Security Service Provider from the applicable site immediately and be replaced by a competent and suitable security officer. The Municipality reserves the right to request the immediate removal of security officers who neglects their duties.
- l) Security Officers should avoid any conflict with staff members or members of the public.
- m) Security Officers shall report any lost and found articles and goods to the Municipal Security Manager and/or his/her duly authorized representative.
- n) Security Officers who are under the influence of any intoxicating substance must not be allowed on site.
- o) Act as an emergency officer during emergency situations until the arrival of Municipal security personnel and/or representatives.

13. RIGHT AND OBLIGATION

13.1. In order to safeguard the premises and/or vehicles and the contents thereof as well as the people therein or thereon the Security Service Provider must do this by the application of the Control of Access to Public Premises and Vehicles Act 53 of 1985.

13.2. Whilst conducting access the employees of the service provider must ensure that:

- a) No property of the Municipality is removed from the premises without a proper letter of authorization issued and signed by a person duly authorized by the Municipality.
- b) All dangerous weapons. E.g. Firearms (brought in the premises by employees and visitors) must be declared and handed in for safekeeping (as a condition for entrance) at security access point.
- c) No staff member and/or visitor enters the premises after hours without proper permission by the Municipality Security Policy and/or the Municipal Security Manager and/or his/her duly authorized representative.

14. ADMISSION, CONTROL REGISTER AND FORMS

14.1. Occurrence Books at the NMMDM HQ and other peripheral Premises

Purpose: The purpose of the occurrence books is to give an overall account of activities and inspections of the security officers, supervisors and Area Manager as well as incidents that occurred at the Municipal sites.

14.2. Compulsory Occurrence-Book Entries: The security personnel on duty must make the following entries in the occurrence books.

14.2.1. All listed routine procedures such as patrols undertaken, handing-over of shifts, etc. The procedures followed must be mentioned, by whom and the time of commencement. These entries must be made clearly legible, in black ink.

14.2.2. All occurrences must be recorded and described with regard to the time of the occurrence and/or discovery thereof, the correct times involved, and relevant actions taken such as:

- a) The issue and/or receipt of keys, indicating the time and by whom they were received or delivered.
- b) The unlocking of doors or gates, indicating the time and by who locked or unlocked.
- c) All security personnel activities, especially deviations.

- d) The handing-over of shifts by mentioning all names of all shift personnel and accompanying equipment and aids. In this case, personnel taking over as well as personnel handing-over must sign the entries personally.
- e) Reading of occurrence Book: After the taking-over of shifts, the Security Officers must make an entry declaring that they have read the occurrence-book in order to acquaint themselves with events that occurred during the previous shift and/or ongoing events or incidents.
- f) All visits by the Area Manager and Top Management of the security Service Provider: These entries must be done in red ink indicating date and time.
- g) The Municipality shall pass on in writing all necessary changes and/or additional request in respect of the rendering of the service.

14.3. When signing on and off for duty all security officers must sign next to their names. Applicable penalties will be applied for failure to sign.

NOTE: Under no circumstances may an entry in the occurrence book be erased, painted out with correction fluid, deleted, rectified or continued by copied entries etc. It shall only be crossed out by a single line and initialled next to the incorrect part.

h. Storage of Occurrence Books: The Security Service Provider shall hand over completed occurrence books to the Municipality which shall remain the Municipality's property.

i. Information Book

Purpose: To inform the Security Officers of any additional information applicable to the duties of the Security Officers. (This book will be supplied by the Municipality).

j. Visitors Register: ("Entry Control for Visitors or Vehicles").

Purpose: To record the detail of all visitors to the Municipality's premises. (These registers are to be supplied by the Municipality)

k. Staff and Visitors After Hours Register.

Purpose: To record the detail of all authorized staff and visitors accessing and leaving the premises after hours. (These registers will be supplied by the Municipality).

Blank spaces after the last transaction on each page in this register must be crossed after the end of each day by drawing a horizontal line directly under the last persons particulars from the left margin to the right margin, then to the bottom left margin and then horizontally again to the right margin where after the security officer must sign his/her particulars above the bottom horizontal line.

m. **Pocketbook.**

- I. Requirement: During their turns of duty all security personnel must have a notebook in their possession, The following information must be noted down in
 - Reporting on and off duty
 - Time of occurrence or event
 - Extent of occurrence or event
- II. Follow-up actions taken in respect of occurrence or events.
- III. Copying into occurrence book: All relevant information noted down in the notebook must immediately or directly after return from a patrol, be copied into the occurrence book.
- IV. Storage of pocketbooks; The Security Service Provider must store the fully entered pocketbooks for the duration of the contract (These pocketbooks must be supplied by the Security Service Provider)

n. Duty list

Purpose: This list is to serve as proof, at all reasonable times that security personnel reported for duty.

- I. Drawing up of Duty Lists: Daily, Weekly or Monthly duty lists of all security personnel on duty must be drawn up by the Security Service Provider and kept in the security Control Room/gate house at each site where such service is rendered.
 - II. Change of Duty list: Any change to the duty list shall be crossed out by a single line, initialled, dated and noted in the occurrence book by the supervisor (These duty lists must be supplied by the Security Service Provider)
- o. Duty Sheet (Job Descriptions)

Purpose: The security service provider must draft and issue job descriptions to all his/her security officers. The purpose of a duty sheet is to ensure that all security personnel on duty are familiar with the duties as required for this contract.

- I. The Security Service Provider must have available at the site a comprehensive duty sheet per duty or shift in accordance with this Contract.
- II. Such duty sheets must be updated by the Security Service Provider if and when any changes to the duties of security officers occur in consultation with the Municipal Security Manager.

NOTE: The Security Service Provider must hand over all completed admission, control registers and forms to the Municipal Security Manager.

15. PROVISION OF SERVICES IN CRISIS SITUATIONS

- a) Service Provider must, in consultation with the Municipal Security Manager undertake to provide certain and reasonable number of security officers as required for the rendering of service at the sites during crisis situations.

16. THE TRAINING OF SECURITY OFFICIALS BY THE SERVICE PROVIDER

- a) All security officers, supervisors and Area Manager should be trained in all aspects to effectively execute their duties at the Municipality's premises.
- b) Annual refresher training should be provided to all security officers, supervisors and Area Manager, and a training report in this regard must be provided to the Municipality when requested.
- c) Training Programme: All training programme such as initial training, refresher training, and emergency training programmes etc should be accredited with regard to the sectoral requirements and any other applicable acts and requirements in this regard. The cost will be for the Security Service Provider's account.

17. SUPERVISORY VISITS AND INSPECTIONS

- a) Area Manager must visit all the sites twice a month (during which the occurrence book and posting sheets etc must be signed indicating date and time of visits)
- b) Area Manager attend and manage all site scenes and provide a report thereof.

- c) The security service provider must submit a monthly report (on/or before the 7th of every month) of security service which includes incidents, corrective action taken etc, to the Municipal Security Manager and/or his/her duly authorized representative.
- d) A thorough inspection of the service shall be performed by the security service provider and the Municipal Security Manager and/or his/her duly representative at least every three (3) months and the Security Service Provider must rectify any shortcomings which are pointed out by the Municipal Security Manager and/or his/her duly authorized representative.
- e) The Municipality retains the right to inspect and monitor the service rendered by the service provider at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.
- f) The Municipality retains the right to inspect the Control Room (situated within NMMDM jurisdiction) as and when the need arises without prior notice.**
- g) The service provider must immediately report any incident to the Municipal Security Manager and/or his/her duly authorized representative.

18. REPLACEMENT OF SECURITY SERVICE PERSONNEL

- a) The Municipality reserve the right to require from the Security Service Provider that any of his/her employees be replaced, in which case the employee must leave the site forthwith. The Municipality will not be held responsible for any damage or claims, which may arise because of this and is indemnified against any such claims and legal expenses.
- b) The Municipal Security Manager and/or his/her duly authorized representative need to be informed of any replacements (security officers/supervisors/Area Manager) that are made.

19. PENALTIES

In the event of security personnel not being posted or being absent from their point of duty after being posted or found sleeping on duty or for any other matter as indicated below, the following penalties shall apply and be deducted from that month's invoice by the Municipality from the Security Service Provider:

NO	PROBLEM	PENALTY
19.1	Late posting of security officers	Applicable shift rate per hour times the number of hours/minutes security officer posted late
19.2	Short posting of security officers	Application shift rate times the number of security officers absent
19.3	No posting of security officers	Applicable shift rate times two and written warning will be issued. After three warnings termination of contract may be considered.
19.4	Security officer sleeping on duty	Applicable shift rate times the number of security officers sleeping on duty
19.5	Security officer under the influence of liquor/drug	Applicable shift rate times the number of security officers under the influence of liquor/drug
19.6	No communication equipment (Two-way radio) onsite	Applicable shift rate times two and written warning may be issued. After three warnings termination of contract may be considered.
19.7	Losses to the Municipality	Service provider to reimburse the value of loss and one written warning. If same type of incident re-occurs at the same place/site, termination of contract may be considered
19.8	Non-attendance of quarterly meetings	There will be a written warning per sitting. After three warnings termination of contract may be considered.

NO	PROBLEM	PENALTY
19.9	Non submission of monthly reports and supporting documentation	Applicable shift rate times two and a written warning.
19.10	No shift supervisory service	Applicable shift rate times one provided
19.11	No occurrence book	Applicable shift rate times two
19.12	No occurrence book entries made	Applicable shift rate times one
19.13	Incorrect occurrence book entries and use of correction fluid (Tip-Ex).	Applicable shift rate times two
19.14	Failure to report an incident	Applicable shift rate times two
19.15	Post desertion/absconding	Applicable shift rate times the number of security officers affected
19.16	Security officer without pocketbook	Applicable shift rate times one per security officer.
19.17	Posting of guards not registered with PSIRA	Applicable shift rate times two and written warning will be issued. After three warnings termination of contract may be considered.
19.18	Incorrect/incomplete uniform on duty	Applicable shift rate times two per officer
19.19	No security aids (handcuffs, torches, firearm & rounds, etc)	Applicable shift rate times two

FUNCTIONALITY

NO.	DESCRIPTION	WEIGHT	SCORE
1.	<p><u>COMPANY EXPERIENCE ON PHYSICAL SECURITY</u></p> <p>Appointment letters on the letterhead of the client with corresponding reference letters from government institutions, parastatals & private sector (signed by the accounting officer of the above-cited institutions, and the duration must be of 1 year or more contract per letter)</p> <ul style="list-style-type: none"> • Three letters or more (20) points • Two letters (10) points • One letter (05) points <p>NB: Failure to submit either will result in non-allocation of the points.</p>	20	
2.	<p>KEY PERSONNEL</p> <p>2.1 1 X Area Manager</p> <p>Minimum 2 years Work Experience (attach Curriculum Vitae), National Diploma in Security Management, Valid PSIRA Grade A, Valid Firearm Competency Certificate and Valid Driver's Licence</p> <p>2.2 3 X Regional Supervisors</p> <p>Each with minimum 1 year Work Experience (CV), Grade 12, PSIRA Grade A, Valid Firearm Competency Certificate and Driver's Licence</p> <p>NB: Failure to provide either of the above-mentioned key personnel will result in non-allocation of points.</p>	30	
3.	<p>VEHICLES, EQUIPMENTS & TOOLS OF TRADE</p> <p>3.1 <u>VEHICLES X 2</u></p> <p>Vehicles (preferably bakkies) registered in the name of the owner or the company (NB: If the bidder owns the vehicles attach registration certificates – E-natis) OR Attach intention to lease from the lessor to the bidder including the type and quantity of vehicles that will be leased. The intention to lease agreement must be signed, stamped and on the correct letterhead of the lessor.</p> <p>NB: Failure to provide proof of ownership / intention to lease agreement vehicles will result in non-allocation of points</p>	15	

NO.	DESCRIPTION	WEIGHT	SCORE
3.2	<p><u>CONTROL ROOM</u></p> <p>The following are expected in the control room:</p> <ol style="list-style-type: none"> 1. Communication Equipment <ul style="list-style-type: none"> - Two-way radios (Handheld and base stations) - Radio base station - Emergency communication system/panic buttons - Telephone system 2. Power & Backup <ul style="list-style-type: none"> - Uninterruptible Power Supply/ Backup Generator - Surge protection 3. Surveillance and Monitoring <ul style="list-style-type: none"> - Computer - Monitor 4. Access Control Systems <ul style="list-style-type: none"> - Access control reader/register 5. Alarm & Detection <ul style="list-style-type: none"> - Fire alarm & detection system <p>Failure to have either of these will result in none allocation of points</p> <p>Proof of valid registration with ICASA, failure to provide proof, the bidder will forfeit all the points.</p> <p>Proof of address for the control room premises must be submitted with the bid document.</p> <p>Physical verification will be conducted and restricted to control rooms of qualifying bidders.</p> <p>In case of leased premises, a signed valid lease agreement (with all contractual obligations) or intention to lease agreement detailing the address, signed by the registered property owner and the lessee on a property located within NMMDM jurisdiction.</p> <p><u>ACCESS CONTROL HANDHELD ID/DRIVER'S LICENSE/VEHICLE DISC SCANNERS</u></p>	25	
3.3	<p>Serviceable ICASA approved type scanners (To be tested during verification).</p> <p>Failure to provide serviceable scanner will result in none allocation of points.</p>	10	
	TOTAL	100	

NB: Required minimum threshold on functionality is **eighty-five (85)** points, all bidders that score below the required minimum threshold will not be evaluate further on price and Specific goals (80/20).

NB: PREFERENCE WILL BE GIVEN TO COMPANIES BASED WITHIN THE NMMDM JURISDICTION

PRICING SCHEDULE – AS PER PSIRA ILLUSTRATIVE GUIDELINES (AREA 3)

YEAR ONE 01/03/2026 TO 28/02/2027

DESCRIPTION	NUMBER OF GUARDS	TOTAL DIRECT COST PER GUARD	PER MONTH X No. of Guards	PER ANNUM X No. of Guards	TOTAL AMOUNT
TOTAL PRICE FOR AREA MANAGER PER PSIRA GUIDELINE (A)	1				
TOTAL PRICE FOR SUPERVISORS PER PSIRA GUIDELINE (A)	3				
TOTAL PRICE GUARDS PER PSIRA GUIDELINE (B, C, D)	9				
				SUB-TOTAL A	
				SHARE OF OVERHEADS*(_____ %) *Economy of scale rules apply	
				SUB-TOTAL B	
				PROFIT (MARKUP) IN PERCENTAGE (_____ %)	
				SUB-TOTAL C	
				VAT (15%)	
				GRAND-TOTAL	
				TOTAL FOR YEAR ONE	

NB: THE COSTING WILL BE GUIDED BY THE PSIRA RATES GUIDELINE INCLUDING ANNUAL ESCALATION.

ANNEXURE A

**GENERAL CONDITIONS
OF
CONTRACT**