



## WESTERN CAPE GOVERNMENT SECURITY TRANSVERSAL CONTRACT

### Guide for Completing WCBD 3.2: Pricing Schedule – Bid TR 01/2025/26

#### Important Compliance Requirements

Before completing the pricing schedule, all bidders must take note of the following:

##### 1. CONTROL ROOM REQUIREMENT

- 1.1 A **Bidder** must have a **Control Room** within the **Region** where you intend to bid to perform a service(s). (paragraphs 4.2.1.2 and 4.2.2.2.1.1)
- 1.2 A **Bidder** may only bid to provide services in the **Region** where their **Control Room** is physically located. (paragraphs 4.2.1.2 and 4.2.2.2.1.1)
- 1.3 This is a **Mandatory** requirement. **Bidders** who do not meet this requirement will be **disqualified**.
- 1.4 **Bidders** must ensure they disclose the **Bidder Name** and **Physical Address** details on the pricing schedule, this is on Row 6 of the pricing schedule.

<b>BID NO.</b>	<b>TR 01 2025/2026</b>
<b>BIDDER NAME</b>	
<b>BIDDER PHYSICAL ADDRESS</b>	

#### Example

If a **Bidder** intends to perform services in the **City of Cape Town Region (CoCT)**, a **Bidder** must have a **Control Room located** within the **CoCT Region**.

If a Bidder intends to perform services in **Central Karoo Region**, a **Bidder** must have a **Control Room** located within the **Central Karoo Region**.

**Column B** of the **Pricing Schedule** indicates the regions where services will be rendered.

## 2. ITEMS

- 2.1 The **Pricing Schedule** is made up of various **Items** (e.g., A01M, A02H, etc.). This can be found in Column A of the pricing schedule.
- 2.2 Each Item consists of **one or more Sites** which is in column F of the pricing schedule.
- 2.3 When bidding for an **Item**, the **Bidder** must price all **Sites** listed under that **Item**.
- 2.4 Failure to price all **Sites** under a selected **Item** will result in that specific **Item** being deemed non-compliant, and it will be disqualified from evaluation for that **Item**.

### Example

If a **Bidder** is bidding for **Item A01M**, the **Bidder** must ensure that it prices all the **Sites** under **Item A01M**, meaning from **Row 17** to **Row 29** of the **Pricing Schedule** in order for that bid for that **Item** to be compliant.

## 3. STEP-BY-STEP GUIDE: COMPLETING THE WCBD 3.2 PRICING SCHEDULE

### 3.1 Step 1: Confirm Control Room Location

- 3.1.1 Ensure you have a **Control Room** within the **Region** you are bidding in.

### 3.2 Step 2: Identify Your Region

- 3.2.1 Identify which **Region** your **Control Room** is located.
- 3.2.2 If a **Bidder** has a **Control Room** in more than one **Region**, the **Bidder** has an option to bid in all **Regions** where it has a Control Room.
- 3.2.3 You may only price **Items** that fall within each region.

### 3.3 Step 3: Access and Review the Pricing Schedule

- 3.3.1 Open the provided **WCBD 3.2 Excel Pricing Schedule**.
- 3.3.2 Review the list of **Items** that are within your **Region**.
- 3.3.3 A Bidder may choose to bid for **all the Items** within the **Region** in which their **Control Room** is located or **choose some**.

### 3.4 Step 4: Enter Prices in Green Cells Only

- 3.4.1 Input your pricing and other required details only in the **green-highlighted cells**.
- 3.4.2 Do not delete, override, or type into any formula or non-green highlighted fields.

### 3.5 Step 5: Ensure Full Coverage per Item

- 3.5.1 If bidding for an **Item** (e.g., A02H), make sure you price all **Sites** listed under that **Item**.
- 3.5.2 Omitting any **Site** under an **Item** will render your bid for that **Item** non-compliant.

### 3.6 Step 6: Print and Initial the Pricing Schedule

- 3.6.1 After completing your entries:
- 3.6.2 Print the entire **Pricing Schedule**,
- 3.6.3 Initial each page, and
- 3.6.4 Include the printed and initialled **Pricing Schedule** in your bid submission.