

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	DHA05-2024		CLOSING DATE:	12 APRIL 2024	
			CLOSING TIME:	11H00	
DESCRIPTION	ADVERTISEMENT OF THE TENDER FOR PHYSICAL SECURITY GUARDING SERVICES IN HEAD OFFICE, GAUTENG, NORTH WEST, EASTERN CAPE, AND LIMPOPO PROVINCES FOR A PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BROWN WOODEN BID BOX SITUATED AT THE MAIN ENTRANCE OF THE BUILDING (STREET ADDRESS)					
Department of Home Affairs					
230 Johannes Ramokhoase Street					
Cnr. Thabo Sehume and Johannes Ramokhoase Streets					
Hallmark Building, Pretoria.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Lettie Makhudu Nqobile Chonco		CONTACT PERSON	Simon Ratau	
TELEPHONE NUMBER	(012) 406 2750 (012) 406 2789		TELEPHONE NUMBER	(012) 406 4336	
E-MAIL ADDRESS	lettie.makhudu@dha.gov.za Nqobile.chonco@dha.gov.za		E-MAIL ADDRESS	Simon.Ratau@dha.gov.za	
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					
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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
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 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 2022, 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:

INSTRUCTIONS TO BIDDERS

1. THE TENDER DOCUMENTS

Rules for Bidding

- 1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.
- 1.3. The Department also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture or a consortium arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. All South African firms submitting bids as part of a consortium or joint venture must submit valid original tax clearance certificates.
- 1.7. All bidders submitting bids as part of joint venture, consortium, **must** submit the following:
 - i. A joint venture agreement or a consortium agreement signed by all companies forming a joint venture or a consortium.
 - ii. A valid tax clearance certificate and/ or pin issued by South African Revenue Services (SARS) for all companies that form part of a joint venture or a consortium.
 - iii. A consolidated Central Supplier Database(CSD) Report.
 - iv. A consolidated SANAS B-BBEE certificate or a consolidated B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).
- 1.8. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.9. The service provider and its affiliates are disqualified from providing goods, works, and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.10. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.11. The Department reserves the right to return late bid submissions unopened.
- 1.12. Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons, or bid award decisions in any manner, may result in rejection of the bid concerned.

- 1.13. Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

Conditions of the Tender

- 1.14. The General Conditions of contract will apply.
- 1.15. The Department will become the owner of all information, documents, programmes, advice, and reports collected and compiled by the service provider in the execution of this tender.
- 1.16. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Department and may not be reproduced or distributed, or made available in any other way without the written consent of the Department.
- 1.17. All information, documents, programmes, and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.
- 1.18. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.19. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

Cost of Bidding

- 1.20. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Content of Tender Documents

- 1.21. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:
- i. Instruction to Bidders;
 - ii. Technical Bid;
 - iii. Terms of Reference;
 - iv. Evaluation Criterion;
 - v. Financial Bid;
- 1.22. The Bidder is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in the rejection of the bid.

Clarification of Tender Documents

1.23. The Department will respond in email to any request for clarification of the tender documents which it receives no later than 1 week prior to the deadline for submission of bids prescribed by the Department.

1.24. **Briefing session.**

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Friday, 22 March 2024 at 10h00 to 11h00.

https://teams.microsoft.com/join/19%3ameeting_OTQwNzEyODgtMWY3MS00YmI5LTNmYjctODYxZjQ3M2UwYTFl%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%226d6f2032-3084-46f3-8872-14dae209ef10%22%7d

Amendment of Tender Documents

1.25. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.

1.26. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.

1.27. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

2. PREPARATION OF BIDS

Language of Bid

2.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Department shall be written in English.

Documents Constituting the Bid

2.2. The bid prepared by the Bidder shall comprise the following components:

a) Technical Bid, including:

- i. Invitation to Bid (SBD 1)
- ii. Tax Clearance Certificate
- iii. Bidder's Disclosure (SBD4)
- iv. Preferential Points Claim Forms (SBD 6.1)
- v. General Conditions of contract
- vi. CSD report

vii. **Letter of Authority**

- The title, name, surname, and position of an authorised person to sign the bidding documents and communicate with the department on behalf of the bidding company.
- The contact details of the authorised person including the telephone number or work cell number and the email address.

viii. Completed Technical Specification Document

b) **Financial Bid, comprising:**

- i. Price Schedule & Professional services (SBD 3)
- ii. Preferential points specific goals

Bid Prices

- 2.3 Prices indicated on the Price Schedule shall be the total price of services including, where applicable:
- All duties and other taxes;
 - The price of transportation, insurance, and other costs incidental to the delivery of the services to their final destination;
 - The price of any other incidental services required in terms of the tender deliverables;
- 2.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 2.5 A bid submitted with a variable price quotation will be treated as non-responsive and rejected.
- 2.6 Prices shall be quoted in South African Rands.
- 2.7 The Department has limited resources and bids must be competitive, with market-related pricing, as this will be one of the deciding factors in the final award of the contract.

Period of Validity of Bids

- 2.8 Bids shall remain valid for 90 days after the closing date of the bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.
- 2.9 In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

- 2.10 The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking each "Original Technical Bid" and "Original Financial Bid", as appropriate. **Apart from hard copies, a copy should also be provided on CD or memory stick. In the event of any discrepancy between the two, the original shall govern.**

- 2.11 The original and CD or Memory stick of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 2.12 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Sealing and Marking of Bids

- 2.13 The original and CD or Memory stick of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and the original and CD or Memory stick of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:
- Department of Home Affairs
230 Johannes Ramokhoase Street
Pretoria
0001
- 2.14 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 2.15 If the outer envelope is not sealed and marked as required above, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 2.16 Faxed or emailed bids will not be accepted. **Only hand-delivered bids submitted before the due date and time will be accepted.**

Closing Date of Bids

- 2.17 Bids (Technical and Financial) must be received by the Department at the address specified under clause 2.13 above. In the event of the specified date for the submission of Bids being declared a holiday for the Department, the Bids will be received up to the appointed time on the next working day.
- 2.18 The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

- 2.19 Any bid received by the Department after the deadline for submission of bids prescribed by the Department will be rejected and/or returned unopened to the Bidder.

Modification and Withdrawal of Bids

- 2.20 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 2.21 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of this bid. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 2.22 No bid may be modified subsequent to the deadline for submission of bids.
- 2.23 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

3. EVALUATION OF BIDS

Clarification of Bids

- 3.1. During evaluation of bids, the Department may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

Preliminary Examination

- 3.2. The Department will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 3.3. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.
- 3.4. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications, it will be rejected by the Department and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Evaluation and Comparison of Bids

- 3.5. The Department will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Department.
- 3.6. The Department's evaluation of a financial bid will take into account information to be provided on the SBD 3.

Contacting the Department

- 3.7. Subject to clause 3.1 above, no Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Department, it should do so in writing.
- 3.8. Any effort by a Bidder to influence the Department in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

4. AWARD OF CONTRACT

Post qualification

- 4.1. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.
- 4.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.
- 4.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Department's right to vary Quantities at Time of Award

- 4.4. The Department reserves the right at the time of Contract award to increase or decrease the quantity of the services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

Department's right to accept or reject any or all Bids

- 4.5. The Department reserves the right to:
 - Accept or reject all or individual items of this bid;
 - Accept one or more bids submissions reject individual items;
 - Request clarification or further information regarding any item in the Proposal;
 - Request further information from any bidder after the closing date;
 - Accept a bid that may not reflect the lowest pricing;
 - Consider any bid that may not conform to any aspect of this bid;
 - Annul the tender process and reject all bids at any time prior to contract award;

- Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
- Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

- 4.6. Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its bid has been accepted.
- 4.7. The notification of award will constitute the formation of the Contract.

Signing of Contract

- 4.8. At the same time as the Department notifies the successful bidder that its bid has been accepted, the Department will send the bidder the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 4.9. Within 2 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract Form and return it to the Department.

Termination of Service

- 4.10. In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.
- 4.11. Should the Department, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the Department shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

Unsatisfactory Performance

- 4.12. Failure to comply with the conditions of the contract, the Department shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract. Delays beyond time limits and timeframes agreed upon between the parties. Failure to meet the performance standards indicated in the contract

Assignment

- 4.13. The contractor shall not, without prior written authority of the Department, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

DHA05-2024

ADVERTISEMENT OF THE TENDER FOR PHYSICAL SECURITY GUARDING SERVICES IN HEAD OFFICE, GAUTENG, NORTH WEST, EASTERN CAPE, AND LIMPOPO PROVINCES FOR A PERIOD OF 36 MONTHS.

CLOSING DATE AND TIME OF BID:

12 April 2024 at 11h00

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Friday, 22 March 2024 at 10h00 to 11h00

Link to the virtual meeting

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTQwNzEyODgtMWY3MS00Yml5LTNmYjctODYxZjQ3M2UwYTFI%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%226d6f2032-3084-46f3-8872-14dae209ef10%22%7d

BID VALIDITY PERIOD: 90 DAYS

Department of Home Affairs
Supply Chain Management

TERMS OF REFERENCE

OBJECTIVES

1. The objectives (aim) of this tender are:
 - To invite bids from suitable security service provider(s) who are capable to identify and mitigate security risks through the deployment of properly trained Security officers in the security field to maximize the protection of Department of Home Affairs (DHA personnel, assets and its facilities at Head Office, Gauteng, North West, Eastern Cape, and Limpopo Offices for period of thirty-six (36) months and renewable on a month-to-month for another period not exceeding six (6) months at the discretion of the Department subject to satisfactory performance and availability of funds.

BACKGROUND

2. The Department of Home Affairs (DHA) is, in view of the nature of its mandate, vision and mission, exposed to security risks, threats and vulnerabilities. These contingencies and vulnerabilities on the premises or offices of the DHA necessitate a security structure responsible for safeguarding of human lives (staff, clients, visitors and service providers), property, DHA assets, personal belongings and information.
3. It is therefore essential that the Department enlists the services of reputable, experienced, and well-resourced service providers to provide Physical Guarding and Security Incident Management services to the Department which entails access control, guarding of premises, patrolling of premises, protection of personnel, protection of property, protection of DHA assets, protection of visitors, protection of information, event security management, and execute other security functions including ad-hoc duties as required by the Security Services Manager at the DHA. It is within this context that the service providers must comply with the following aspects:
 - Be registered as a security service provider with the Private Security Industry Regulatory Authority (PSIRA);
 - Deliver a quality and professional security service;
 - Provide back-up service/s in cases of emergency, without deviation from the Service Level Agreement ("SLA");
 - Provide properly trained and registered security officers, as per the PSIRA requirements;
 - Provide honest and properly screened security personnel;
 - Professionally manage Security officers deployed at all DHA Sites; and
 - Assume full liability for direct damages, as well as indirect / consequential / special damages incurred by DHA due to the malicious, intentional, fraudulent, reckless or grossly negligent acts or a breach of the confidentiality provisions of the SLA by the contracted service provider/s.

SCOPE AND EXTENT OF THE TENDER

4. The successful bidder(s) will be expected to execute and conduct the following tasks for/ provide the following services / items to the Department:
 - 4.1 The bid will be advertised for Head Office, Gauteng, North West, Eastern Cape, and Limpopo Offices for Physical Security Guarding.
 - 4.2 The Department requires the deployment of Grade C Security Officers as per deployment schedule attached (Annexure B) and Grade B Supervisors where specified. There should be no interruption of the required service during weekdays, weekends, and public holidays. The deployment and of public holidays should be similar to weekends and the invoice should appropriately reflect as such.
 - 4.3 This service entails the provisioning of security officials with the supervision necessary for the proper, efficient and economic performance of the Security Services and shall ensure that such performance is carried out in such a way that it will enable the Department to promote its counter-corruption efforts, and secure its assets, infrastructure, information, documents, employees and all the Client's authorised third parties within the Sites, third party property and information.
 - 4.4 The Security Officers are required to guard the premises daily for 24hours and conduct access control of all visitors into the building. The officers are also required to conduct hourly surveillance of the premises.
 - 4.5 The Department also has a right to increase or decrease the number of sites/offices in which services are or might be required. The department also has a right to increase or decrease the number of number of security guards required for each sites/offices.
 - 4.6 The service provider shall maintain the same rates as quoted should DHA decide to increase or decrease offices/sites or request for services for Saturdays/Sundays/Public Holidays or request services of additional guards.
 - 4.7 The Department may from time to time and in writing require ad hoc service(s) from the Service Provider under the same terms and conditions of this Agreement and where applicable in terms of the Individual Agreements. The service provider shall adjust the total cost but maintain the same unit rates as quoted.
 - 4.8 The functions are to be performed as per General Scope of Work attached (Annexure A).

SPECIAL CONDITIONS OF CONTRACT

5. To achieve the above the successful bidder will be required to meet the following requirements:
 - The service provider(s) may not recruit or shall attempt to recruit an employee of the Department of Home Affairs for the purposes of preparation of bid or for the duration or the execution of this contract or any part thereof.
 - Guards must be South African citizens with no criminal record.
 - Guards must be able to speak, read and write in English.
 - Guards must be registered with PSIRA for the grade specified.
 - The bidder shall pay all security officers deployed or placed at DHA at or above legislated levels.
 - The successful bidder must provide at each site, at own cost,

- Electronic active guard patrol monitoring system to the guard(s) when reporting for duty/knocking of and also doing patrolling rounds;
- Batons;
- Handcuffs;
- Whistle;
- Pen and pocket book;
- Torch;
- Communication devices/radios/press to talk gadgets Radio; (ability to connect to all sites)
- Panic buttons (for armed response unit);
- Pepper spray noting that all staff must have the training certificate in the use of these products;
- Registers
- Minimum two hand-held metal detectors for each site
- All mandatory access control books
- Occurrence Book
- Gun safes (where practical to install and remains the property of the service provider)
- The Service Provider must provide electronic active guard patrol monitoring system to the guard(s) when reporting for duty/knocking off and doing patrolling rounds. A logbook detailing the full name, contact information, Identity Number and reason for the visit to the property must be logged in the logbook with the accompanying signature of the visitor. The security on site is to ensure that no unauthorized visitors are allowed on site and that any person/s visiting the site is upon approval from DHA Office Manager or Security Manager. The printout of the monitoring system and copy of the logbook must be provided to DHA as and when required to do so.
- In order to mitigate against fronting and non-compliance with laws and regulations, the company and its workforce will be periodically verified against compliance with all legislative provisions and if found non-compliant, the Department will through competitive bidding process replace the non-compliant service provider with an alternative service provider through this particular bid.
- The Service Provider shall at all times be held strictly liable and accepts responsibility for all damage of whatsoever nature (including consequential and special damages) due to any acts or omissions by the Security Officers, servants, agents, assigns, contractors and sub-contractors in the provision of the Security Services.
- The Department reserves the right to award the bid to one or more service providers and to allocate provinces based on demonstrated existing capacity and capabilities to the first and second highest scoring bidders.
- The Department reserves the right to vary the number of sites and guards depending on operational needs and availability of funds. In such event, the successful security service provider(s) shall adjust its fees in accordance with the changed requirements of DHA.
- The successful bidder must provide an electronic active guard patrol monitoring system at no cost to the Department.

- The Department has guard houses and where it does not have the successful bidder may provide temporary structure at own cost which shall remain the property of the bidder.
- These services will be a required for a period of thirty-six (36) months and renewable on a month to month for another period not exceeding six (6) months subject to satisfactory performance and availability of funds as per the attached excel spread sheet (Annexure B).
- The successful bidder must ensure that they have registered Firearms with licences should there be a need for such.
- DHA reserves the right to subject any bidder for a security clearance through the State Security Agency (South Africa) and if a negative security screening report is issued the services of the bidders will be terminated with immediate effect.
- **COIDA and Provident fund compliant**
 - Provide a valid COIDA and Provident Fund certificate of compliance or letter of good standing (issued within 3 months' prior the closing date of submission). Copy of Payslip showing contributions towards COIDA and PF.
- **Audited financial statements**
 - Indicate that the company is solvent, practices good financial management, and has sufficient working capital to operate as a going concern.

TENDER DELIVERABLES / OUTPUTS AND TIMEFRAMES

6. The primary deliverables to be achieved:
- Safeguarding of DHA premises and assets in line with the deployment schedule (Annexure B) for a period of 36 months and discretionary renewable on a month to month basis for another period not exceeding six (6) months subject to satisfactory performance and availability of funds.

LOGISTICS AND TIMING

- **Project location(s):**
 - Head Office, Gauteng, North West, Eastern Cape, and Limpopo.
- **Expected commencement date:**
 - 01 October 2024.
- **Project period:**
 - Thirty-six (36) months and renewable on a month-to-month basis for another period not exceeding six (6) months at the discretion of the Department subject to satisfactory performance and availability of funds.

- **Bid proposal**

- Service Provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document. The bid proposal response must indicate the following:
 - ❖ The bidding company's profile, including proof of compliance with all the requirements as per the TOR document.
 - ❖ The pricing information as per **Annexure B**.
 - ❖ Where substantiations are required, a certified copy of certification or proof is required to be attached to the bid response.
- Bid documents may either be submitted through a courier services or hand delivered to the brown wooden bid box situated at the main entrance of the Hallmark Building at the address indicated on SBD 1 form attached on the Home Affairs' tender document. If the bid documents are submitted through a courier services, **it is the responsibility of the bidder to ensure that the documents are inside the brown wooden bid box by the closing time and date.**
- Bidder(s) are required to submit two (2) original bid proposal response documents as per paragraph 2.10 of the tender document under instruction to bidders:
 - ❖ One (1) original technical bid document;
 - ❖ One (1) original financial bid document and;
 - ❖ One (1) compact disc (CD) or universal serial bus (USB) with PDF content of each bid document by the closing date and time. Each bid response document and CD must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the bid response document and information in the CD or USB must be clearly labelled. Pricing information. Bid price must include VAT and should be fully inclusive to deliver all goods / services indicated in the terms of reference (preferably calculation to be done on Excel template).

- **Fee structure**

- The prospective service provider's rates and costs must be in line with the minimum National Bargaining Council for the Private Security Sector requirements as the Bid Evaluation Committee will consider minimum rates as prescribed by Department of Labour and Employment.
- National Bargaining Council for the Private Security Sector pricing structures. Bidders deviating from National Bargaining Council for the Private Security Sector pricing structures by quoting below the current year National Bargaining Council for the Private Security Sector pricing structure shall be deemed non-compliant and therefore will be disqualified.
- The Department reserves the right to negotiate the final pricing with the successful bidder/s.
- Bidder(s) must complete **Annexure B** pricing schedule and indicate the total bid price in the SBD **3.1** form. All bid prices must be firm and the price will remain as such for the duration of the contract. Based on the specifications outlined in **Annexure B**, give a specific pricing breakdown for the 3-year contract. Year 1 to year

3 (year 1, 2 and 3) pricing should be firm. Bidders are requested to clearly specify amount for year 1, year 2 and year 3 in their pricing schedule/ spreadsheet and incorporate same in the total bid price. The pricing should consider estimated yearly escalation that is prescribed by the Department of Labour and National Bargaining Council for the Private Security Sector pricing structures.

- Pricing information. Bid price must include VAT and should be fully inclusive to deliver all goods / services indicated in the terms of reference (preferably calculation to be done on Excel template).

EVALUATION STAGES

7. The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid
Stage 1A	Non-compulsory briefing session.	Yes
Stage 1B	Initial screening process / compliance with bid requirements.	Yes
Stage 2	Pre-qualification criteria evaluation.	No
Stage 3	Mandatory requirements evaluation.	Yes
Stage 4	Functionality requirements evaluation.	Yes
Stage 5	Control room bidder assessment.	Yes
Stage 6	Price / Specific goals.	Yes

Stage 1A: Briefing session

- Non-compulsory virtual (Microsoft Teams) briefing session will be held.

Stage 1B: Initial screening process/compliance with bid requirements

- Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	

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No.	Compliance Checklist	Yes / No
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point system and attach evidence as per Table 1.	

Stage 2: Pre-qualification criteria

- Not Applicable

Stage 3: Mandatory requirements evaluation

- Compliance with the mandatory requirements. Bidders who fail to meet the mandatory requirements will be disqualified.
- Only bidders who have complied with mandatory requirements will be evaluated for functionality.

Table 1 - Mandatory Requirements Checklist (bidder to complete under 'actual bidder has' against the required and indicate 'location within submitted bid document')

Mandatory Requirement		Evidence		Location within submitted bid document
	Required	Actual Bidder has (bidder to respond if complying)		(Bidder to indicate where the evidence is located in the document e.g. Folder X, Schedule A, Page 24)
Guarding Services	Yes		PSIRA Letter of Good Standing	
PSIRA registration and compliance	Yes		Registration certificate of a company and owner/s.	
Bidders must be well established and have a proven extensive practical physical security guarding experience or similar with a minimum of five (5) years As part of	Yes		Appointment letters/award letter/copy of contract/and or reference letters as proof that company has been rendering	

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Mandatory Requirement		Evidence		Location within submitted bid document
	Required	Actual Bidder has (bidder to respond if complying)		
their submission, all bidders have			security services	(Bidder to indicate where the evidence is located in the document e.g. Folder X, Schedule A, Page 24)
Must have an existing footprint and operational offices in the province/s bided for. – (The Department reserves the right to verify).				
<ul style="list-style-type: none"> Past or Present Bidder's operational office in Province. (whichever Province bided for) 	yes		Valid Lease Agreement (current or validity ending in the past twenty four (24) months), Title Deed, municipal accounts in the bidder's/owners name, or any other form of written occupational agreement E.g. Formal written agreement entered into by Service Provider/Owner/s with Property Owner/Designated Authority)	
<ul style="list-style-type: none"> Compliance with ICASA (if radios are used) If radios are not used - Signed confirmation by the Bidder indicating that there is no requirement for ICASA license and indicate the alternative solution that is used. 	1		ICASA Licence or proof of payment, or a signed rental agent/third party agreement/confirmation of relationship by the owner of the licence. If radios are not used - Signed confirmation by the Bidder indicating that there is no	

Mandatory Requirement		Evidence	Location within submitted bid document (Bidder to indicate where the evidence is located in the document e.g. Folder X, Schedule A, Page 24)
Required	Actual Bidder has (bidder to respond if complying)		
		requirement for ICASA licence and indicate the alternative solution that is used	
<ul style="list-style-type: none"> Fully-fledged, fully-equipped, and fire safety compliant Security Control Room with requisite infrastructure where the company is currently operating from. 	Yes	Documentary Claim with photographic confirmation of its existence (DHA may verify)	
<ul style="list-style-type: none"> Bidders must have public liability insurance with R10 million cover or a letter from insurer indicating intention to take up the cover upon appointment (The Department reserves the right to terminate the contract if the cover is not taken upon appointment). 	Yes	R10 million cover or a letter from insurer indicating intention to take up the cover upon appointment. (The evidence must clearly indicate the R 10 million cover)	

Stage 4: Functionality requirements evaluation

- All bidders who complied with the mandatory / minimum requirements will progress to the technical evaluation phase
- Bidders who fails to comply with the below requirements will be eliminated and bidders who comply with the below progresses to the next phase of evaluation. Bidders who not provide the required information will be allocated a score of **Zero**.

Table 2 - Technical Functional Requirements

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Category	Weight (%)	Requirement	Score	Evidence Required	Location within submitted envelopes (e.g. Folder X, Schedule A, Page 24)
Experience	15				
Relevant experience in physical security guarding services or similar	No reference letter	0	Relevant dated signed reference letter(s) (within 12 months) on the letterhead of the client(s) with contactable references indicating acceptable level of performance or satisfactory performance.		
	1 reference letter	3			
	2 reference letters	6			
	3 reference letters	9			
	4 reference letters	12			
	5 reference letters and more	15			
Project plan	15				
Project Plan with a site takeover covering all aspects with lead time of guarding operation from: <ul style="list-style-type: none"> • Project Mobilisation Plan (Upon receiving an appointment letter) • The methodology outlining an allocation of Resources (recruitment process and personnel security screening, in-service training, screening, deployment, Security equipment for all activities) with timelines on each activity. • Contract Implementation Plan: Compliance with applicable legislation, regulations and any other security 	No relevant information or	0	Project Plan/planning document		
	Incomplete or plan only consist of high level operational plan without (No scheduling of activities)	5			
	Adequate	10			
	Comprehensive	15			

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Category	Weight (%)	Requirement	Score	Evidence Required	Location within submitted envelopes (e.g. Folder X, Schedule A, Page 24)
		<p>circulars from authorised bodies.</p> <p>Security plan detailing the provision of access control, prevention, investigation and reporting of security breaches, logistics of deployment of security officers, and clock point system.</p> <ul style="list-style-type: none"> • Contingency planning (management of protest/strike, emergency lock-down, short posting, emergency situation, load shedding, and other incidents) • Completion of the project, which covers the transition out. 			
Capacity	35				
Number of sites previously and currently guarded in the province or each province bided for.	No sites in any province bided for.	0	Appointment letter or Reference letters with customer name.		
	1-3 sites	3			
	4-5 sites	6			
	6-10 sites	9			
	11 – 19 sites	12			
	20 or more sites	15			
Minimum of Guards (minimum Grade C) on strength (PSIRA Printout provided)	Less than 50 guards or no information provided (including relievers)	0	PSIRA printout with a name-list of guards		
	50-70 guards (including relievers)	5			

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Category	Weight (%)	Requirement	Score	Evidence Required	Location within submitted envelopes (e.g. Folder X, Schedule A, Page 24)
		71 – 99 guards (including relievers)	10		
		100 or more guards (including relievers)	15		
Number of Vehicles available		Less than 5 vehicles or none	0	Valid Vehicle registration documents in the name of the company/Owner or Ceded by a Rental Company for usage by the Company/Owner for services to be rendered must be attached to the proposal or agreement with the rental company	
		5-7 vehicles	1		
		8-9 vehicles	2		
		10-15 vehicles	3		
		16-20 vehicles	4		
		More than 20- vehicles	5		
Total score: 65					

The Technical proposal will be evaluated out of 65 points for technical and a Control room bidder assessment out of 35 points. Bidders that score less than a minimum of 49 points out of 65 points for technical evaluation will be disqualified and therefore not be eligible for further evaluation to Control room bidder assessment, Price and Specific goals. The technical proposal (including control room) will be evaluated out of 100 points with a threshold of 75 points. Bidders that score less than minimum of 75 points on functionality will be disqualified.

Stage 5: Control room bidder assessment

- Bidders that score less than a minimum of 49 points out of 65 points for technical evaluation will be disqualified and not considered for the Control room bidder assessment.
- Bidders must score a minimum score of 75 points on functionality including Control room bidder assessment to qualify for further evaluation on price and preference points. Bidders that do not provide the required information will be allocated a score of Zero.
- The Bidders are required to perform their own control self-assessment using the following template.
- The control self-assessment must be signed and dated, if not, a Zero score will be allocated
- The Bidders that do not complete the control room assessment will be allocated a Zero score. The Department reserves the right to verify the Bidders Control room self-assessment and determine its own score that will be regarded as final.

(The Department reserves the right to verify the information of the Bidders. Any misrepresentation identified relating to the submission of the information above would be dealt with by the Department. This also includes amongst other punitive measures, restriction from doing business with any organ of the state for a period not exceeding ten (10) years.)

Resources and Control room infrastructure	35	Item	Score	Bidder score
Control room specification adherence and tools (to be accompanied by photographic evidence)	15	<ul style="list-style-type: none"> • Double brick walls (1 points) • concrete slab ceiling (2 points) • no windows (2 points) • access controlled with clear procedures (2 points) • Air Conditioning functional (1) • Effective Patrol system/Guard monitoring system functional (3) • Landline Phones (1) • Panic system linked to Armed Response (1) • Functional CCTV System (2) 	0-15	
Administrative and operational plans	5	<ul style="list-style-type: none"> • Standard reporting procedures (1) • Standard Operating Procedures (1) • Emergency handling procedures (1) • Security Breach handling procedures (1) • Code of Conduct for security officers (1) 	0-5	

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Functional Communication equipment E.g. PTT or two-way radios (licences to be provided) and tested ability to connect with sites.	10	No Communication equipment	0	
		Not functional	1	
		Operational	5	
		Fully operational	10	
Registers / Management toolkits confirmation	5	<ul style="list-style-type: none"> • Uniform samples with supplier confirmation (all types) proof of supplier agreement showing/stating lead time from date of order by bidder (1) • Identification card printer or supplier confirmation (1) • Registers and Occurrence books (Active entries into the registers and OB) (1) • Batons and handcuffs (1) • handheld metals detectors (1) 	0-5	
TOTAL	35			
Signature:				
Date:				

Stage 6: Price/ Specific goals

- The prospective service provider's rates and costs must be in line with the minimum National Bargaining Council for the Private Security Sector requirements as the Bid Evaluation Committee will consider
- National Bargaining Council for the Private Security Sector Pricing structures. Bidders deviating from National Bargaining Council for the Private Security Sector pricing structures by quoting below the current year National Bargaining Council for the Private Security Sector pricing structure shall be deemed non-compliant and therefore will be disqualified.
- The Department reserves the right to negotiate the final pricing with the successful bidder/s.
- Bidder(s) must complete **Annexure B** pricing schedule and indicate the total bid price in the SBD 3.1 form.

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- Based on the specifications outlined in **Annexure B**, give a specific pricing breakdown for the 3-year contract. Year 1 to year 3 (year 1, 2 and 3) pricing should be firm. Bidders are requested to clearly specify amount for year 1, year 2 and year 3 in their pricing schedule/ spreadsheet and incorporate same in the total bid price. The pricing should consider estimated yearly escalation that is prescribed by the Department of Labour and National Bargaining Council for the Private Security Sector pricing structures. For an example, Bidders may price a yearly adjustment to be 5% in 2025, 7% in 2026 and 10% in 2027 and include those percentage when submitting their bid documents.
- The Department will verify the highest scoring bidder control room prior award.
- Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 90/10 point split for requirements with a Rand value above R 50 000 000, inclusive of all applicable taxes.
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a Rand value above R 50 000 000 inclusive of all applicable taxes, the 90/10 system shall be applicable and will be calculated as follows:

SN	COMPONENT	POINTS
1.	Price	90
2.	Preferential points: Specific goals	10
TOTAL:		100

Specific goals

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	Allocated Preference points	Evidence
The company owned / director/s / shareholders by people who are Black. <ul style="list-style-type: none"> • 100% company owned by people who are Black = 4 points • ≥51% and <100% company 	4	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: <ul style="list-style-type: none"> • Company Registration Certification as issued by the

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The specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
<p>owned by people who are Black = 3 points</p> <ul style="list-style-type: none"> • >0% and <51% company owned by people who are Black = 1 points • 0% company owned by people who are Black = 0 points 		<p>Companies and Intellectual Property Commission (CIPC).</p> <ul style="list-style-type: none"> • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Women = 3 points • ≥51% and <100% company owned by people who are Women = 2 points • >0% and <51% company owned by people who are Women = 1 points • 0% company owned by people who are Women = 0 points 	3	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Disabled = 3 points • ≥51% and <100% company owned by people who are Disabled = 2 points • >0% and <51% company owned by people who are Disabled = 1 points 	3	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.

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The specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
<ul style="list-style-type: none">0% company owned by people who are Disabled = 0 points		

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents**

ANNEXURE A

GENERAL SCOPE OF WORK

1. SCOPE OF SERVICE

The services will be rendered on a 24 hours a day for 365 days of the year, and will include but not limited to the following:

- a. Physical guarding of the specified site(s).
- b. Patrolling along the exterior of the perimeter of the facility, as well as within the facility
- c. Routine patrols supported by an active guard verification point system.
- d. Proper access and egress control.
- e. CCTV control room operations (where required).
- f. Appropriate radio communication between guards and control room.
- g. Completion of observance book.
- h. Monthly incident and statistical reports.
- i. Electric fence monitoring (where applicable).
- j. Locking and unlocking of access doors to the buildings and gates.
- k. Switching off corridor lights in the evening during locking period of the buildings (where required).
- l. Performance of security related Ad hoc duties as and when required.

2. PERSONNEL

2.1. Without limitation to the matters indicated below, the security personnel deployed to DHA premises must:

- a) Be a South African citizen not younger than 18 years of age;
- b) Be presentable and in a clean uniform with a name tag while on duty;
- c) Physically healthy and medically fit for the execution of their duties. Sick security personnel must not be allowed to come on-site and be replaced;
- d) Have no criminal record;
- e) Be able to speak, read and write in English;
- f) At all times present and promote a friendly and courteous attitude towards our stakeholders; and
- g) Keep their working areas clean, hygienic and neat.
- h) Not interfere with duties of the control room operator.
- i) Not interfere with normal duties of the DHA staff.
- j) Be at their designated areas/stations at all times.
- k) Not sleep while on duty.
- l) No security person will be allowed to work more than 12 consecutive hours. Only DHA can declare an emergency and authorize the service provider to hold their security personnel beyond the 12-hour requirement. Nor shall any security guard report for duty with less than 12-hours rest from having worked a previous shift, unless such reporting is necessitated by an emergency.

2.2. Transgression to the matters indicated above, and those that are identified from time-to-time and relevant to security operations but not mentioned in section above, will be reported to the security company for further action.

3. SECURITY EQUIPMENT AND UTILITIES

3.1 The successful bidder must ensure that all security personnel have the following equipment and utilities during the execution of their duties, at own costs:

- a) *Clock points and clock stick (or similar or equivalent devices) to the guard(s) when doing patrolling rounds;*
- b) *Batons;*
- c) *Handcuffs;*
- d) *Whistle;*
- e) *Pen and pocket book;*
- f) *Torch;*
- g) *Radio;*
- h) *Panic buttons (for armed response unit);*
- i) *Pepper spray noting that all staff must have the training certificate in the use of these products;*
- j) *Registers*
- k) *all mandatory access control books, Occurrence Books*
- l) *communication devices,*
- m) *two hand-held metal detectors, and press to talk gadgets.*
- n) *Personal Protective Equipment*

4. DUTIES

As a minimum, it is expected that the appointed service provider will perform the following:

4.1. Day shift

- a) Monitor the entry and exit of visitors to the Department.
- b) Record entry and exit of all staff and visitors after 17H00 on working days and at all times on weekends and public holidays.
- c) No contractors to be allowed entry after hours and weekends without prior-approval from Facility Manager or Supervisor
- d) Record entry and exit of visitors, through completion issue and recovery of access permits and tags.
- e) Contact the staff member or department being visited telephonically and obtaining his/her/their approval before allowing a visitor access to the grounds.
- f) Issue permits to delivery vehicle drivers and notify the person to whom the goods are to be delivered before allowing entry.
- g) Lock all access doors to the buildings and switch-off common areas lights at 18H00 during weekdays.
- h) Unlock all access doors to the buildings at 06H30 during weekdays.

- i) Ensure that all doors remain locked on weekends and holidays
- j) Escort staff members to their cars (where required)
- k) Ensure that no unauthorized persons enter the premises.
- l) Search the vehicles leaving the Department at random
- m) Remove any unruly abusive person from the premises
- n) Protection of personnel, visitors and property
- o) React to alarm and attend to the site, contact SAPS when needed.
- p) Confront all suspicious persons and determine whether they are authorized to be on the premises

4.2. 4.2 Night shift

- a) Ensure that only authorized persons enter the premises.
- b) Ensure that the details [name(s), vehicle registration number] and entry/exit times of every person is recorded correctly.
- c) Undertake regular patrols of the premises at approximately thirty (30) minutes intervals, ensuring that all exterior doors and windows of all buildings are securely locked or closed.
- d) Escort staff members to their cars (where required)
- e) Record any unlocked doors and open windows in the observance book.
- f) Clock on every patrol at Services Department clock point.
- g) No contractors to be allowed entry after hours and weekends without prior-approval from Facility Manager or Supervisor
- h) At least two fully charged torches (covering distance of at least 10 meters from the security personnel) per night to be used for patrolling and whenever needed
- i) All vehicles to be searched after hours and weekends

4.3. Guarding

- a) Protecting people and property against the harmful actions, by word or deed of other parties.
- b) The vigilant and, if necessary tactful, protection of property and personnel against any attempt by any person to unlawfully enter the premises of the DHA.

4.4. Patrolling

A pro-active method of observing the environment for any form of security threat or other hazard (e.g. safety hazards which may have the potential to cause damage to property or injury to people). Sustained vigilance and discipline are of the utmost importance. Patrolling can either be done by displaying high visibility to dominate the area or in an undercover manner.

4.5. Entrance control

- a) To ensure that no unwanted or unauthorized persons enter the premises or part of the premises.

- b) Contractors, Visitors and Students should be challenged and requested to sign the visitors' register.
- c) Examination of delivery documents accompanying vehicles wanting entry.
- d) DHA must identify themselves by recognized methods of identification before being allowed on the premises. If such staff cannot identify themselves, they must be treated as if they are visitors.
- e) Nobody will be allowed to bring anything that is prohibited (e.g. fire-arms) onto the premises.
- f) Nobody will be allowed to carry out any activity on the premises that is prohibited by Management.
- g) Use of security scan for visitors to identify prohibited item
- h) Searches to identify items unauthorised to leave premises.

4.6. Access control

- a. To ensure that people and vehicles leaving the premises do not remove property of the DHA.
- b. Searching of vehicles must be done as per instruction.

4.7. Tasks

- a) Exercise strict control over all visitors.
- b) Safe keeping and control of visitors' cards and scanning equipment
- c) Control of motor vehicles parking, especially those vehicles parked in the vicinity of the entrance which may obstruct vehicles / others.
- d) Removal of any unruly and abusive persons from the premises.
- e) Protection of personnel, visitors and property.
- f) React on alarms of the in house system. Contact the SAPS through their control room.
- g) Confront all suspect persons and determine whether they are authorized to be on the premises.
- h) Ensure that everything that must be locked after hours is in fact locked.
- i) Removing of vagrants from the premises will form part of the security function.

4.8. Electronic Active Guard Patrol Monitoring System

- a) This system shall be capable of logging hours of patrol through individual scans as guards pass the point.
- b) Security Company shall log each daily round trip, including time of arrival and departure for each patrol, with the electronic time logging system. Logging system shall be fully and properly operational as service commences.

5. SERVICE IMPROVEMENT PLAN

Appointed security shall be required to continuously introduce, implement and maintain service improvement plan for the service offered to DHA, including but not limited to the following

- a) Risk reduction
- b) Cost reduction
- c) Performance improvement

- d) Increased service availability
- e) Updating existing improvements
- f) Data on exiting improvements

There will be monthly meeting held with the representative of the DHA at provincial/local level to discuss compliance to Service Level Agreement and breaches of security. A quality assurance and compliance meeting will be held on a quarterly basis with the Directors.

6. SERVICE LEVEL AGREEMENT AND BREACHES

- a) The appointed Bidder will be subjected to sign a Service Level Agreement. Until such is signed, the Department and the service provider will abide by the terms of reference of this bid.
- b) In the event of the Service Provider failing to promptly commence performance of any obligation for which it is liable, or failing to carry out such obligation, partially or fully, without delay, the Client shall be entitled to appoint an alternate Service Provider to perform such obligation. Should the Client exercise the right to do so at any stage, it shall also be entitled to claim and recover all costs and/or damages incurred thereby (directly or indirectly) from the Service Provider, who hereby undertakes to pay such damages and costs to the Client upon demand.
- c) In the event of either Party to this award committing a breach of any provision of this award ("the defaulting Party"), excluding paragraph 6(a) and the defaulting Party failing to remedy such breach within 48 (forty-eight) hours after having received written notice from the other Party ("the aggrieved Party") to remedy such breach, the aggrieved Party shall be entitled to terminate this service, immediately, by notice in writing to the defaulting Party.
- d) Without derogating from the provisions of general scope, and in addition thereto, in the event of the Service Provider for any reason committing a breach of the provisions of paragraph 6(a) of this Contract and failing to remedy such breach within 12 (twelve) hours after having received written notice from the Client calling upon it to rectify such breach, the Client shall be entitled to terminate this Contract, immediately, by notice in writing to the Service Provider.
- e) Should the Service Provider's PSIRA certificate for any reason whatsoever be suspended, revoked, set aside by an appropriate authority or competent person, for any reason whatsoever, or should the Service Provider's competence to render the Security Service be terminated, or diminished in a material manner, such suspension, revocation, setting aside, termination or diminution shall be deemed to be a breach of this Contract and shall entitle the Client to terminate the Contract forthwith.
- f) Should the Service Provider's firearm license and competency certificate for any reason whatsoever be suspended, revoked or set aside by an appropriate authority or competent person or should the Service Provider's competence to render the Security Services for any reason whatsoever be diminished in a material manner, such suspension,

revocation, setting aside or diminution shall be deemed to be a breach of the Contract and shall entitle the Client to terminate the Contract forthwith.

- g) Should the Service Provider's insurance(s) for any reason whatsoever be suspended, revoked, set aside or terminated by its insurance service provider, such suspension, revocation, setting aside or termination shall be deemed to be a breach of this Contract and shall entitle the Client to terminate the Contract forthwith.
- h) Should the Service Provider act in conflict with or fail to comply with any statutory provision, regulation, by-law, rule or programme or policy or procedure that has a direct bearing on the Security Service(s), such action or failure shall be deemed to be a breach of this Contract and shall entitle the Client to terminate the Contract forthwith.
- i) Should the Client incur any losses, including but not limited to theft of the Client's property, theft of the Client's third party property, fraud and or any other criminal activities that are to the detriment of the Client, at any of the Sites where the Service Provider is performing the Security Service, such action shall be deemed to be a breach of this Contract and shall entitle the Client to terminate the Contract forthwith.
- j) Notwithstanding anything contained to the contrary in this Contract, the Client may terminate this Contract at any time by giving written notice to the Service Provider of such termination if—
 - i. the Service Provider is, other than for the purposes of reconstruction or amalgamation, placed under voluntary or compulsory liquidation, provisionally or finally, or under provisional or final judicial management, or under receivership or under any of the equivalent of any of the foregoing;
 - ii. a final and unappealable judgment against the Service Provider remains unsatisfied for a period of 21 (twenty-one) days or more after it comes to the notice of the board of directors of the Service Provider;
 - iii. the Service Provider makes any arrangements or composition with all or some of its creditors, or ceases or threatens to cease carrying on business;
 - iv. the Service Provider makes any material incorrect or untrue statement or representation to the Client in connection with any information furnished by it in respect of this Contract, or, without limitation, in the tender documents preceding the conclusion by the Parties of this Contract, then upon the occurrence of any 1 (one) or more of such events, the Client may without prejudice to any other rights it may have against the Service Provider, elect to immediately terminate this Contract forthwith by written notice of such termination to the Service Provider.
- k) Notwithstanding anything to the contrary contained in this Contract, and in addition to all of its other rights, the Client shall also be entitled to cancel this Contract, if any event or series of events occurs (whether or not caused by any reasons whatsoever outside the control of the Service Provider or the Client) which, in the reasonable opinion of the Client might have a material or adverse effect on the performance of the Security Service or the operations of Client at any Site, whether or not as contemplated in this Contract.

- l) Notwithstanding anything to the contrary contained in this Contract, and in addition to all of its other rights, the Client shall also be entitled to cancel this Contract, in whole or in part, (as the Client may in its sole discretion determine) in the event that the Service Provider colludes with any other party in respect of any tender submitted to the Client.
- m) Notwithstanding anything to the contrary in this Contract, in the event of Security Officers and/or employees of the Service Provider being in any way involved in theft, bribery, fraud and/or any other criminal activities or misconduct that are to the detriment of the Client (e.g. theft of the Client's property), either while on or off duty, then this shall be considered to be an irremediable breach of this Contract in which event the Client shall have the right to terminate this Contract with immediate effect. Such termination by the Client shall not be considered to be a dispute as intended in clause 30 (Disputes) of this Contract and shall not form the subject of any arbitration.
- n) In the event of strike action being embarked upon by the employees of the Service Provider, the Service Provider shall immediately advise the Client of the strike action. The employees of the Service Provider shall not be allowed onto the premises of the Client for any purposes other than the rendering of Security Services in terms of this contract. The Service Provider shall be responsible for the removal of any of its employees from the premises of the Client, and the costs thereof, in the event of its (the Service Provider's) employees conducting any activities on the premises of the Client other than the rendering of Security Services in terms of this Contract. The Service Provider shall immediately replace any striking employees with suitably qualified employees so that the operations of the Client are not disrupted in any way. Any additional costs that arise as a result of the aforementioned replacement labour shall be for the account of the Service Provider. Failure to comply with this provision shall constitute a material breach and the Client shall be entitled to terminate this Contract with immediate effect. In the event of the Client incurring any losses or damages as a result of the strike action, the Service Provider shall be liable for the payment of the aforementioned losses and/or damages.
- o) Notwithstanding anything stipulated under clause 26 (Penalties) the Client reserves the right to terminate this Contract without notice in the event of a Persistent Minor Breach by the Service Provider.
- p) Although it would be impractical and extremely difficult to determine the actual damage to DHA if appointed security company or its employees were to fail to perform services according to the agreed scope and timelines, DHA expects to receive other benefit from Security Company's failure to perform services as agreed.
- q) Notwithstanding its rights that will be set in the Contract/SLA, DHA will determine reasonable penalty costs acceptable to each party regarding DHA loss if the security company fails to perform services in accordance with the schedule of performance deficiency. Some anticipated schedule of performance deficiency include, but are not limited, to the following

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Item	Performance Deficiency	Penalty	Comments
1	Sleeping on duty, and/or deserting post and/or negligence in the performance of guards duties and/or arriving late for duty	<ul style="list-style-type: none"> ▣ Guard to be immediately removed from site and replaced within 2 hours ▣ First occurrence: Letter of non-performance issued by Department ▣ Second and subsequent occurrences: Shift payment deducted per guard irrespective of replacement 	<ul style="list-style-type: none"> ▣ DHA call meeting with operational manager ▣ If this practice continues more than twenty (20) in total irrespective of the which guard, contract may be terminated.
2	Failure of the guards to visit each of the identified check-in points	<ul style="list-style-type: none"> ▣ First occurrence: Letter of non-performance issued by DHA ▣ Second and subsequent occurrences: One guard shift payment deducted 	<ul style="list-style-type: none"> ▣ DHA call meeting with site representative ▣ If this practice continues more than twenty (20) in total irrespective of the which guard, contract may be terminated.
3	Failure of guards to conduct themselves in a professional and courteous and cooperative manner as determined by DHA Supervisory Staff and/or Refusal to comply with lawful instructions	<ul style="list-style-type: none"> ▣ Guard to be immediately removed from site and replaced within 2 hours ▣ Letter of non-performance issued by DHA 	<ul style="list-style-type: none"> ▣ DHA call meeting with site representative ▣ Guard never to be deployed at DHA again
4	Number of complaints against guard exceeds three (3) in any one calendar month	<ul style="list-style-type: none"> ▣ Guard to be immediately removed from site and replaced within 2 hours ▣ Letter of non-performance issued by DHA 	<ul style="list-style-type: none"> ▣ DHA call meeting with site representative ▣ Guard never to be deployed at DHA again
5	Guards intoxicated or under the influence of liquor/drugs	<ul style="list-style-type: none"> ▣ Guard to be immediately removed from site and replaced within 2 hours ▣ Letter of non-performance issued by DHA 	<ul style="list-style-type: none"> ▣ DHA call meeting with site representative ▣ Guard never to be deployed at DHA again ▣ If this practice continues, contract may be terminated.
6	Guard without basic equipment, invalid identification and improperly	<ul style="list-style-type: none"> ▣ Guard to be immediately dressed properly and have valid identification or be removed from site and replaced within 	<ul style="list-style-type: none"> ▣ DHA call meeting with site representative ▣ If this practice continues, contract may

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Item	Performance Deficiency	Penalty	Comments
	dressed	2 hours <ul style="list-style-type: none"> ▫ First occurrence: Written warning to the security company ▫ Second occurrence: Letter of non-performance issued by DHA and One guards shift payment deducted for subsequent non-deployment of equipment, invalid identification, or improper dress. 	be terminated
7	Forced break-inns	<ul style="list-style-type: none"> ▫ Letter of non-performance issued by DHA ▫ Liable for full costs of loss and repairs for each occurrence 	<ul style="list-style-type: none"> ▫ DHA call meeting with site representative. ▫ Investigation to be conducted by DHA and security company ▫ Quotation for loss and repairs to be supplied to the security company by DHA ▫ If forced break-inns continues more than five (5) times per year per site, contract may be terminated.
8	Theft of any DHA assets/equipment/tools	<ul style="list-style-type: none"> ▫ Guard to be handed over to SAPS ▫ Security company liable for full payment of the theft associated to its employee(s) 	<ul style="list-style-type: none"> ▫ If this practice continues, contract may be terminated.
9	Failure to search vehicles leaving premises after 6pm during weekdays and all day during weekends and holidays	<ul style="list-style-type: none"> ▫ First occurrence: Letter of non-performance issued by DHA ▫ Second and subsequent occurrences: Two guards shift payment deducted 	<ul style="list-style-type: none"> ▫ DHA call meeting with site representative ▫ If this practice continues, contract may be terminated.
10	Failure to deploy agreed number of security personnel	<ul style="list-style-type: none"> ▫ Letter of non-performance issued by DHA and no shift payment for the absent guards 	<ul style="list-style-type: none"> ▫ DHA call meeting with site representative ▫ If this practice continues, contract may be terminated.

Please note that the list indicated in the table above is not exhaustive and will be expanded **UPON** appointment or amended from time-to-time. If the Bidder at any time does not comply with the Conditions of Contract or the site specifications, the Department reserves the right to adjust payment pro rata in respect of short postings and/or services not rendered by the

Bidder. These adjustments will be made at the end of each month where short postings, or services not rendered, have occurred. The formula for this purpose to determine the daily (shift) tariff will be detailed in the Contract. 19.2. The relevant stipulations of the Public Finance Management Act 1 of 1999 (“the PFMA”) i.e. Sections 38(1) (f) and 76(4) (b), read with Treasury Regulation 8.2, apply for payments after the rendering of monthly services

7. TERMINATION

- a. Each Party may terminate this Contract without cause at any time by giving the other Party at least 1 (one) month written notice of termination. A termination under this clause shall not be regarded as disputable action as contemplated in the dispute provisions of this Contract.
- b. Notwithstanding anything to the contrary herein contained, this Contract may be summarily terminated by the Client if at any time the Service Provider is guilty of serious professional misconduct, serious neglect of duty or any act or omission which would justify summary dismissal under common law.
- c. On termination of this Contract the Client shall within 30 (thirty) days of the date of termination pay to the Service Provider on a pro-rata basis the fees due to the Service Provider under this Contract in respect of the period prior to termination and any invoices, properly submitted to the Client pursuant to this Contract, for payments due in respect of the period prior to the date of termination.

8. DISPUTE RESOLUTION

- a) Each Party may terminate this Contract without cause at any time by giving the other Party at least 1 (one) month written notice of termination. A termination under this clause shall not be regarded as disputable action as contemplated in the dispute provisions of this Contract.
- b) Notwithstanding anything to the contrary herein contained, this Contract may be summarily terminated by the Client if at any time the Service Provider is guilty of serious professional misconduct, serious neglect of duty or any act or omission which would justify summary dismissal under common law.
- c) On termination of this Contract the Client shall within 30 (thirty) days of the date of termination pay to the Service Provider on a pro-rata basis the fees due to the Service Provider under this Contract in respect of the period prior to termination and any invoices, properly submitted to the Client pursuant to this Contract, for payments due in respect of the period prior to the date of termination.

Annexure B

Pricing

HEAD OFFICE

Province	Office	Specification (grade D)	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
HO	Bvr/Brits	06:00 TO 18:00 MONDAY TO SUNDAY	3			
HO	Bvr/Brits	18:00 TO 06:00 MONDAY TO SUNDAY (armed)	3			
HO	Church Street/ Digital site	06:00 TO 18:00 MONDAY TO SUNDAY	2			
HO	Church Street/ Digital site	18:00 TO 06:00 MONDAY TO SUNDAY (armed)	2			
HO	Silverton digital site	06:00 TO 18:00 MONDAY TO SUNDAY	2			
HO	Silverton digital site	18:00 TO 06:00 MONDAY TO SUNDAY (armed)	2			
HO	Rosslyn	06:00 TO 18:00 MONDAY TO SUNDAY	1			
HO	Rosslyn	18:00 TO 06:00 MONDAY TO SUNDAY (armed)	2			
HO	Hallmark	06:00 TO 18:00	2			

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Province	Office	Specification (grade D)	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		MONDAY TO SUNDAY				
HO	Hallmark	18:00 TO 06:00 MONDAY TO SUNDAY (armed)	2			
HO	Marabastad	06:00 TO 18:00 MONDAY TO FRIDAY	12			
HO	Marabastad	06:00 TO 18:00 SATURDAY AND TO SUNDAY	2			
HO	Marabastad	18:00 TO 06:00 MONDAY TO SUNDAY (armed)	2			
HO	Ministry	06:00 TO 18:00 MONDAY TO SUNDAY	2			
HO	Ministry	18:00 TO 06:00 MONDAY TO SUNDAY (armed)	2			
HO	Sanlam Centre(SCRA)	06:00 TO 18:00 MONDAY TO SUNDAY	2			
HO	SITA	06:00 TO 18:00 MONDAY TO FRIDAY	1			
			44			
				Total Price per Month		

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Province	Office	Specification (grade D)	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
				Total Price YEAR 1		
				Total Price YEAR 2		
				Total Price YEAR 3		
				Total Project Price		

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GAUTENG

PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
GP	AKASIA	06:00 TO 18:00 MONDAY TO FRIDAY	3			
GP	AKASIA	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	AKASIA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	ALBERTON	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	ALBERTON	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	ALBERTON	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	ALEXANDRA	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	ALEXANDRA	06:00 TO 18:00	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SATURDAY AND SUNDAY				
GP	ALEXANDRA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	BRAAMFONTEIN [PM]	06:00 TO 18:00 MONDAY TO SUNDAY	1			
GP	BRAAMFONTEIN [PM]	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	BRAKPAN	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	BRAKPAN	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	BRAKPAN	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	BYRON	06:00 TO 18:00 MONDAY TO FRIDAY	5			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
GP	BYRON	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	BYRON	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	GARANKUWA	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	GARANKUWA	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	GARANKUWA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	HARRISON	06:00 TO 18:00 MONDAY TO FRIDAY	7			
GP	HARRISON	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	HARRISON	18:00 TO 06:00 MONDAY TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SUNDAY				
GP	KEMPTONPARK	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	KEMPTONPARK	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	KEMPTONPARK	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	KRUGERSDORP	06:00 TO 18:00 MONDAY TO FRIDAY	3			
GP	KRUGERSDORP	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	KRUGERSDORP	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	MAMELODI	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	MAMELODI	06:00 TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		18:00 SATURDAY AND SUNDAY				
GP	MAMELODI	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	MORETELE	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	MORETELE	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	MORETELE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	RANDFONTEIN	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	RANDFONTEIN	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	RANDFONTEIN	18:00 TO 06:00 MONDAY TO SUNDAY	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
GP	ROODEPOORT	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	ROODEPOORT	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	ROODEPOORT	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	SEBOKENG	06:00 TO 18:00 MONDAY TO SUNDAY	2			
GP	SEBOKENG	18:00 TO 06:00 MONDAY TO SUNDAY	2			
GP	SOWETO	06:00 TO 18:00 MONDAY TO FRIDAY	4			
GP	SOWETO	06:00 TO 18:00 SATURDAY AND SUNDAY	2			
GP	SOWETO	18:00 TO 06:00 MONDAY TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SUNDAY				
GP	VANDEBBIJLPARK	06:00 TO 18:00 MONDAY TO FRIDAY	3			
GP	VANDEBBIJLPARK	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	VANDEBBIJLPARK	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	VEREENIGING	06:00 TO 18:00 MONDAY TO FRIDAY	3			
GP	VEREENIGING	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	VEREENIGING	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	BENONI	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	BENONI	06:00 TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		18:00 SATURDAY AND SUNDAY				
GP	BENONI	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	BOKSBURG	06:00 TO 18:00 MONDAY TO FRIDAY	3			
GP	BOKSBURG	06:00 TO 18:00 SATURDAY AND SUNDAY	2			
GP	BOKSBURG	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	BRONKHORSPRUIT	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	BRONKHORSPRUIT	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	BRONKHORSPRUIT	18:00 TO 06:00 MONDAY TO SUNDAY	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
GP	CARLTONVILLE	06:00 TO 18:00 MONDAY TO SUNDAY	2			
GP	CARLTONVILLE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	CULLINAN	06:00 TO 18:00 MONDAY TO SUNDAY	1			
GP	CULLINAN	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	GERMISTON	06:00 TO 18:00 MONDAY TO FRIDAY	5			
GP	GERMISTON	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	GERMISTON	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	HEIDELBERG	06:00 TO 18:00 MONDAY TO	2			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		FRIDAY				
GP	HEIDELBERG	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	HEIDELBERG	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	NIGEL	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	NIGEL	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	NIGEL	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	RANDBURG	06:00 TO 18:00 MONDAY TO FRIDAY	3			
GP	RANDBURG	06:00 TO 18:00 SATURDAY AND SUNDAY	2			
GP	RANDBURG	18:00 TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		06:00 MONDAY TO SUNDAY				
GP	SOSHANGUVE	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	SOSHANGUVE	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	SOSHANGUVE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	SPRINGS	06:00 TO 18:00 MONDAY TO FRIDAY	3			
GP	SPRINGS	06:00 TO 18:00 SATURDAY AND SUNDAY	2			
GP	SPRINGS	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	CENTURION	06:00 TO 18:00 MONDAY TO FRIDAY	3			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
GP	CENTURION	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	CENTURION	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	MABOPANE	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	MABOPANE	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	MABOPANE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	EDENVALE	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP	EDENVALE	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	EDENVALE	18:00 TO 06:00 MONDAY TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SUNDAY				
GP	EVATON	06:00 TO 18:00 MONDAY TO FRIDAY	1			
GP	EVATON	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	MENLYN	06:00 TO 18:00 MONDAY TO FRIDAY	1			
GP	CRESTA	06:00 TO 18:00 MONDAY TO FRIDAY	4			
GP	ORANGE FARM	18:00 TO 06:00 MONDAY TO SUNDAY	1			
GP	ORANGE FARM	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
GP	ORANGE FARM	06:00 TO 18:00 MONDAY TO FRIDAY	2			
GP TOTAL			159			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
				Total Price per Month		
				Total Price YEAR 1		
				Total Price YEAR 2		
				Total Price YEAR 3		
				Total Project Price		

NORTH WEST PROVINCE

PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
NW	BRITS	06:00 TO 18:00 MONDAY TO FRIDAY	2			
NW	BRITS	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
NW	BRITS	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	MADIKWE	06:00 TO 18:00 MONDAY TO FRIDAY	1			
NW	RUSTENBURG	06:00 TO 18:00 MONDAY TO FRIDAY	3			
NW	RUSTENBURG	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
NW	RUSTENBURG	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	LEHURUTSHE	06:00 TO 18:00	2			

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		MONDAY TO FRIDAY				
NW	LEHURUTSHE	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
NW	LEHURUTSHE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	MOLOPO	06:00 TO 18:00 MONDAY TO FRIDAY	2			
NW	MOLOPO	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
NW	MOLOPO	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	LICHTENBURG	06:00 TO 18:00 MONDAY TO FRIDAY	3			
NW	LICHTENBURG	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
NW	LICHTENBURG	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	KLERKSDORP	06:00 TO 18:00	3			

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		MONDAY TO FRIDAY				
NW	KLERKSDORP	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
NW	KLERKSDORP	18:00 TO 06:00 MONDAY TO SUNDAY	2			
NW	WOLMARANSSTAD	06:00 TO 18:00 MONDAY TO FRIDAY	2			
NW	WOLMARANSSTAD	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
NW	WOLMARANSSTAD	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	ATAMELANG	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
NW	ATAMELANG	06:00 TO 18:00 MONDAY TO FRIDAY	2			
NW	ATAMELANG	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	TAUNG	06:00 TO 18:00	2			

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		MONDAY TO SUNDAY				
NW	TAUNG	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	VRYBURG	06:00 TO 18:00 MONDAY TO FRIDAY	2			
NW	VRYBURG	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
NW	VRYBURG	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	MANKWE	06:00 TO 18:00 MONDAY TO SUNDAY	2			
NW	MANKWE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	GANYESA	06:00 TO 18:00 MONDAY TO SUNDAY	1			
NW	GANYESA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	POTCHEFSTROOM	06:00 TO 18:00	3			

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		MONDAY TO FRIDAY				
NW	POTCHEFSTROOM	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
NW	POTCHEFSTROOM	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	VENTERSDORP	06:00 TO 18:00 MONDAY TO FRIDAY	1			
NW	VENTERSDORP	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	SWARTRUGGENS	06:00 TO 18:00 MONDAY TO FRIDAY	1			
NW	SWARTRUGGENS	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	PM OFFICE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
NW	PM OFFICE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW	ITSOSENG	06:00 TO 18:00	1			

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		MONDAY TO SUNDAY				
NW	ITSOSENG	18:00 TO 06:00 MONDAY TO SUNDAY	2			
NW	MMABATHO	06:00 TO 18:00 MONDAY TO FRIDAY	3			
NW	MMABATHO	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
NW	MMABATHO	18:00 TO 06:00 MONDAY TO SUNDAY	1			
NW TOTAL			68			
				Total Price per Month		
				Total Price YEAR 1		
				Total Price YEAR 2		
				Total Price YEAR 3		
				Total Project Price		

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EASTERN CAPE

PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
EC	CRADOCK	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	CRADOCK	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	ENGCOBO	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	ENGCOBO	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	FORT BEAUFORT	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	CLEARY PARK	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	GRAAFF REINET	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	GRAAFF REINET	18:00 TO 06:00 MONDAY TO SUNDAY	2			
EC	GRAHAMSTOWN	06:00 TO 18:00 MONDAY TO FRIDAY	2			
EC	GRAHAMSTOWN	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
EC	GRAHAMSTOWN	18:00 TO 06:00	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		MONDAY TO SUNDAY				
EC	HUMANSDORP	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	HUMANSDORP	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	LIBODE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	LIBODE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	MIDDLEBURG (EC)	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	MIDDLEBURG (EC)	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	MQANDULI	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	MQANDULI	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	MTHATHA	06:00 TO 18:00 MONDAY TO FRIDAY	2			
EC	MTHATHA	06:00 TO 18:00 SATURDAY AND SUNDAY	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
EC	MTHATHA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	NGQELENI	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	NGQELENI	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	PORT ALFRED	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	PORT ALFRED	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	PORT ELIZABETH	06:00 TO 18:00 MONDAY TO FRIDAY	3			
EC	PORT ELIZABETH	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
EC	PORT ELIZABETH	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	QUMBU	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	QUMBU	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	SOMERSET EAST	06:00 TO 18:00 MONDAY TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SUNDAY				
EC	SOMERSET EAST	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	TSOLO	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	TSOLO	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	UITENHAGE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	UITENHAGE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	KING WILLIAM'S TOWN LARGE OFFICE	06:00 TO 18:00 MONDAY TO FRIDAY	3			
EC	KING WILLIAM'S TOWN LARGE OFFICE	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
EC	KING WILLIAM'S TOWN LARGE OFFICE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	ALICE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	ALICE	18:00 TO 06:00 MONDAY TO SUNDAY	2			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
EC	ALIWAL NORTH	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	ALIWAL NORTH	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	BIZANA	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	BIZANA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	BURGERSDORP	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	BURGERSDORP	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	BUTTERWORTH	06:00 TO 18:00 MONDAY TO SUNDAY	2			
EC	BUTTERWORTH	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	CALA	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	CALA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	CENTANI	06:00 TO 18:00 MONDAY TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SUNDAY				
EC	CENTANI	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	EAST LONDON	06:00 TO 18:00 MONDAY TO FRIDAY	2			
EC	EAST LONDON	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
EC	EAST LONDON	18:00 TO 06:00 MONDAY TO SUNDAY	0			
EC	ELLIOT	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	ELLIOT	18:00 TO 06:00 MONDAY TO SUNDAY	0			
EC	ELLIOTDALE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	ELLIOTDALE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	FLAGSTAFF	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	FLAGSTAFF	18:00 TO 06:00 MONDAY TO SUNDAY	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
EC	IDUTYWA	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	IDUTYWA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	KEISKAMMAHOEK	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	KEISKAMMAHOEK	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	KING WILLIAM'S TOWN PM OFFICE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	KING WILLIAM'S TOWN PM OFFICE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	LADY FRERE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	LADY FRERE	18:00 TO 06:00 MONDAY TO SUNDAY	0			
EC	LUSIKISIKI	06:00 TO 18:00 MONDAY TO FRIDAY	4			
EC	LUSIKISIKI	06:00 TO 18:00 SATURDAY AND SUNDAY	2			
EC	LUSIKISIKI	18:00 TO 06:00 MONDAY TO	2			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SUNDAY				
EC	MIDDLEDRIFT	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	MIDDLEDRIFT	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	MOUNT AYLIFF	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	MOUNT AYLIFF	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	MOUNT FLETCHER	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	MOUNT FLETCHER	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	MOUNT FRERE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	MOUNT FRERE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	NQAMAKWE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	NQAMAKWE	18:00 TO 06:00 MONDAY TO SUNDAY	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
EC	PORT ST JOHNS	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	PORT ST JOHNS	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	QUEENSTOWN	06:00 TO 18:00 MONDAY TO FRIDAY	3			
EC	QUEENSTOWN	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
EC	QUEENSTOWN	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	STERKSPRUIT	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	STERKSPRUIT	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	STUTTERHEIM	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	STUTTERHEIM	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	TABANKULU	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	TABANKULU	18:00 TO 06:00 MONDAY TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SUNDAY				
EC	TSOMO	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	TSOMO	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	WHITTLESEA	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	WHITTLESEA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	WILLOWVALE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	WILLOWVALE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	PE REFUGEE CENTRE	06:00 TO 18:00 MONDAY TO FRIDAY	5			
EC	PE REFUGEE CENTRE	06:00 TO 18:00 SATURDAY AND SUNDAY	2			
EC	PE REFUGEE CENTRE	18:00 TO 06:00 MONDAY TO SUNDAY	2			
EC	MATATIELE	06:00 TO 18:00 MONDAY TO SUNDAY	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
EC	MATATIELE	18:00 TO 06:00 MONDAY TO SUNDAY	2			
EC	MOTHERWELL	06:00 TO 18:00 MONDAY TO FRIDAY	2			
EC	MOTHERWELL	06:00 TO 18:00 SATURDAY TO SUNDAY	1			
EC	MOTHERWELL	18:00 TO 06:00 MONDAY TO SUNDAY	2			
EC	COFINVABA	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	COFINVABA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	MDANTSANE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	MDANTSANE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	ZWELITSHA	06:00 TO 18:00 MONDAY TO SUNDAY	1			
EC	ZWELITSHA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC	PEDDIE	06:00 TO 18:00 MONDAY TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SUNDAY				
EC	PEDDIE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
EC TOTAL			140			
				Total Price per Month		
				Total Price YEAR 1		
				Total Price YEAR 2		
				Total Price YEAR 3		
				Total Project Price		

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LIMPOPO

PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
LP	BOCHUM	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	BOCHUM	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	DZANANI	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	DZANANI	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MAKHADO	06:00 TO 18:00 MONDAY TO FRIDAY	2			
LP	MAKHADO	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
LP	MAKHADO	18:00 TO 06:00 MONDAY TO SUNDAY	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
LP	MANKWENG	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	MANKWENG	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MUSINA	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	MUSINA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MUTALE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	MUTALE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	SESHEGO	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	SESHEGO	18:00 TO 06:00 MONDAY TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SUNDAY				
LP	THOHOYANDOU	06:00 TO 18:00 MONDAY TO FRIDAY	2			
LP	THOHOYANDOU	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
LP	THOHOYANDOU	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	BELA-BELA	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	BELA-BELA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	GIYANI	06:00 TO 18:00 MONDAY TO SUNDAY	2			
LP	GIYANI	18:00 TO 06:00 MONDAY TO SUNDAY	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
LP	MALAMULELE	06:00 TO 18:00 MONDAY TO FRIDAY	2			
LP	MALAMULELE	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
LP	MALAMULELE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MODIMOLLE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	MODIMOLLE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MOKOPANE	06:00 TO 18:00 MONDAY TO SUNDAY	3			
LP	MOKOPANE	18:00 TO 06:00 MONDAY TO SUNDAY	2			
LP	NAPHUNO	06:00 TO 18:00	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		MONDAY TO SUNDAY				
LP	NAPHUNO	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	NEBO	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	NEBO	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	POLOKWANE	06:00 TO 18:00 MONDAY TO FRIDAY	4			
LP	POLOKWANE	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
LP	POLOKWANE	18:00 TO 06:00 MONDAY TO SUNDAY	2			
LP	PRAKTISEER	06:00 TO 18:00 MONDAY TO SUNDAY	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
LP	PRAKTISEER	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	SEKHUKHUNE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	SEKHUKHUNE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	THABAZIMBI	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	THABAZIMBI	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	TZANEEN	06:00 TO 18:00 MONDAY TO FRIDAY	2			
LP	TZANEEN	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
LP	TZANEEN	18:00 TO 06:00	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SATURDAY AND SUNDAY				
LP	VUWANI	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	VUWANI	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	LEBOWAKGOMO	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
LP	LEBOWAKGOMO	06:00 TO 18:00 MONDAY TO FRIDAY	2			
LP	LEBOWAKGOMO	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MOLEMOLE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	MOLEMOLE	18:00 TO 06:00 MONDAY TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SUNDAY				
LP	MOREBENG	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	MOREBENG	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MOGWADI	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	MOGWADI	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MOLETJIE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	MOLETJIE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	ELDORADO	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	ELDORADO	18:00 TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		06:00 MONDAY TO SUNDAY				
LP	GROBLERSDAL	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	GROBLERSDAL	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	LEPHALALE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	LEPHALALE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MOOKGOPHONG	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	MOOKGOPHONG	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	PHALABORWA	06:00 TO 18:00 MONDAY TO SUNDAY	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
LP	PHALABORWA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	PROVINCIAL OFFICE	06:00 TO 18:00 MONDAY TO SUNDAY	2			
LP	PROVINCIAL OFFICE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	SENWAKGOPE	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	SENWAKGOPE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	ELIM	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	ELIM	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MARULENG	06:00 TO 18:00 MONDAY TO	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
		SUNDAY				
LP	MARULENG	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	TSHAKHUMA	06:00 TO 18:00 MONDAY TO SUNDAY	1			
LP	TSHAKHUMA	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	JANE FURSE	06:00 TO 18:00 MONDAY TO FRIDAY	1			
LP	JANE FURSE	06:00 TO 18:00 SATURDAY AND SUNDAY	1			
LP	JANE FURSE	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MODJADJISKLOOF	06:00 TO 18:00 MONDAY TO SUNDAY	1			

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PROVINCE	OFFICE	DAYS	NUMBER OF GUARDS	Unit Price	Total Price excluding VAT	Total Price Including VAT
LP	MODJADJISKLOOF	18:00 TO 06:00 MONDAY TO SUNDAY	1			
LP	MUSINA RRC	06:00 TO 18:00 MONDAY TO FRIDAY	4			
LP	MUSINA RRC	06:00 TO 18:00 SATURDAY AND SUNDAY	2			
LP	MUSINA RRC	18:00 TO 06:00 MONDAY TO SUNDAY	2			
LP TOTAL			105			
				Total Price per Month		
				Total Price YEAR 1		
				Total Price YEAR 2		
				Total Price YEAR 3		
				Total Project Price		

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number DHA05-2024
Closing Time 11:00	Closing date 12 APRIL 2024

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
1.			R.....

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The 90/10 preference point system will be applicable in this tender. The lowest/ highest 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	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

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:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 \\
 Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)
 \end{array}$$

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 either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

90/10 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 (90/10 system) (To be completed by the organ of state)	Evidence	Number of points claimed (90/10 system) (To be completed by the tenderer)
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Black = 4 points • ≥51% and <100% company owned by people who are Black = 3 points • >0% and <51% company owned by people who are Black = 1 points • 0% company owned by people who are Black = 0 points 	4	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust 	
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Women = 3 points • ≥51% and <100% company owned by people who are Women 	3	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p>	

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The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Evidence	Number of points claimed (90/10 system) (To be completed by the tenderer)
<p>= 2 points</p> <ul style="list-style-type: none"> • >0% and <51% company owned by people who are Women = 1 points • 0% company owned by people who are Women = 0 points 		<ul style="list-style-type: none"> • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust 	
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Disabled = 3 points • ≥51% and <100% company owned by people who are Disabled = 2 points • >0% and <51% company owned by people who are Disabled = 1 points • 0% company owned by people who are Disabled = 0 points 	3	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, 	

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The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Evidence	Number of points claimed (90/10 system) (To be completed by the tenderer)
		Joint Venture, or Trust.	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS: