



## social development

Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001

Enquiries: Z Mantantana, Email: [ZolisaM@dsd.gov.za](mailto:ZolisaM@dsd.gov.za)

Sir/Madam

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24-HOUR SECURITY GUARDING SERVICES AT THE NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT, HSRC BUILDING (PRETORIA), AND THE GENDER-BASED VIOLENCE COMMAND CENTRE AT SALVOKOP FOR 36 MONTHS WITH AN OPTION TO RENEW FOR A FURTHER TWO YEARS AT THE DISCRETION OF THE DEPARTMENT.**

1. Tender No: **SD01/2023**
2. Closing Date: 20 June 2023 at 11:00, Briefing date
3. Validity of the bid is 120 days from the closing date
4. The following documents form part of this invitation for a proposal:
  - SBD1: Invitation to bid
  - SBD3.1: Pricing Schedule
  - SBD4: Declaration of Interest
  - SBD6.1: Preference points Claim Form
5. **All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.**
6. Please make sure that your bid reaches this office before the closing time and date
7. When submitting your bid, the following information must appear on the sealed envelope:
  - i. Name and address of the Bidder
  - ii. Bid number
  - iii. Closing Date
8. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria

Kind regards

**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

DATE: 26/05/2023

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24-HOUR SECURITY GUARDING SERVICES AT THE NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT, HSRC BUILDING (PRETORIA), AND THE GENDER-BASED VIOLENCE COMMAND CENTRE AT SALVOKOP FOR 36 MONTHS.**

**1. PURPOSE**

The purpose of this tender is to outsource the operational security in the department by appointing a Service Provider for a period of three (3) years.

**2. BACKGROUND**

Legal mandate

The following Acts, Policies, and Procedures must be complied with:

- The Protection of Information Act, 1982 (Act No.84 of 1982)
- Control of Access to Public Premises and Vehicles Act, 1985 (Act No.53 of 1985).
- Minimum Information Security Standards (M.I.S.S)
- Minimum Physical Security Standards
- Internal Security Policies and Procedures
- Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001)

Since access control is multifunctional, it requires that different levels of security must be applied in accordance with the needs of the Department, regarding the protection of the Department's property and staff. Security officials control access to the building by monitoring and identifying people and equipment before they are allowed access. The Head of the Department is responsible for the enforcement of the provisions of the Control of Access to Public Premises and Vehicles Act, 1985 (Act No.53 of 1985). The primary purpose is to safeguard the building under the control of Government Departments.

The Control of Access to Public Premises and Vehicles Act, 1985 (Act No.53 of 1985) entails the furnishing of information, the furnishing of identification, declarations concerning hazardous objects and to search the contents of any suitcase, briefcase, handbag, bag, etc, the subjection of persons to electronic examinations and the handing over of any hazardous objects to the security official.

**3. SCOPE OF WORK**

3.1 The successful service provider will be expected to undertake the following functions:

3.1.1 Physical safeguarding of the property, documentation, assets, personnel, and visitors;



- 3.1.2 Prevent unauthorised access into the building and the immediate surrounding area;
- 3.1.3 Prevent unauthorised removal of property, documents, and assets;
- 3.1.4 Detect and prevent intrusion and respond to alarms by detection devices;
- 3.1.5 The combating and prevention of malpractices e.g. any illegal activities that may take place within the building;
- 3.1.6 Identify hazards and risks in the building; and
- 3.1.7 Incident management and reporting such incidents to the department regularly.
- 3.1.8 Assist the department with security management with opening and closing of office during office hours when DSD Security Management is short of staff. Those officers will sign a declaration of secrecy and will be vetted by the department. All private security officers will also undergo a personnel suitability check (PSC) as well as the company that is awarded the contract will be subject to the State Security Agency screening process.
- 3.1.9 Assist the department when required with security personnel at departmental events. The requirement for additional security officers must be in writing and approved by the contract manager before deployment to the event.
- 3.1.10. Scan and inspect items of baggage by use of specialized detection equipment, such as X-ray machines to detect prohibited items (prohibited items include, weapons, explosives, alcoholic beverages, and narcotics).
- 3.2 Deploy/dispatch grade C security officers to execute the physical security service.
- 3.3 Deploy/dispatch grade B security officers to exercise complete supervision and control over all security personnel at the site/s where the security service is rendered by the Service Provider.
- 3.4 Manage and control labour unrest incidents such as:
  - 3.4.1 Provide guarding services during any unrest actions by redeploying onsite guards to hot spots during unrest;
  - 3.4.2 Respond and assist the DSD Security Management during illegal gatherings;
  - 3.4.3 Respond and assist the DSD Security Management during protected and unprotected strike actions;
- 3.5 Manage the Reception Area
  - 3.5.1 At the HSRC building, assist Customer Care in registering visitors visiting NPO and DSD by completing the visitor's registration book of all visitors

- entering the DSD buildings according to the Access to Public Premises and Vehicles Act;
  - 3.5.2 Attend to all visitors in-line with the Batho Pele principles;
  - 3.5.3 Complete the visitors register for visitors and ensure that visitors and staff have the correct proof of identification when entering the building; and
  - 3.5.4 Contact personnel being visited to confirm the appointment and request the official being visited to collect visitors.
  - 3.5.5 Assist the DSD Security Management to implement health preventative measures.
- 3.6 Manage the Turnstiles
- 3.6.1 Ensure that the visitor has a visitors permit to enter the building;
  - 3.6.2 Check if the visitor has any equipment, if so it must be recorded;
  - 3.6.3 Check personnel entering the building;
  - 3.6.4 Redirect personnel without access cards to the reception.
  - 3.6.5 Report personnel who fail to produce access cards or that make use of visitor slips regularly to DSD Security Management.
- 3.7 Manage the Ministry Access Area
- 3.7.1 Ensure that the visitor has proper authorization to enter the Ministry, Deputy Ministry, and Director General offices on the executive floor; and
  - 3.7.2 Contact the personnel and request he/she collects their visitor at the security reception area.
- 3.8 Manage the Parking Area
- 3.8.1 Manage access and flow of vehicles entering and leaving the premises; and
  - 3.8.2 Check and maintain a record of all government vehicles entering and exiting the building.
  - 3.8.3 Record all visitors that enter the parking and liaise with HSRC security if parking was approved for visitor access. Visitors should provide proper identification when entering parking.
  - 3.8.4 Prevent unauthorised access to the basement parking/store rooms /offices.
- 3.9 Patrols
- 3.9.1 Security officers will patrol the building four (4) times during office hours and four (4) times during night shifts and report all deficiencies such as



doors not locked, water leaks, emergency/access doors not closed, and or incidents in the Information Book (I/B) and to Security Management. An electronic monitoring patrol system needs to be installed by an appointed private security company to monitor guards patrolling and to provide patrolling reports monthly at all sites the appointed company will be providing a security service.

### **3.10 Security Control Room**

- 3.10.1 Security officers will monitor the CCTV system in the control room and at designated viewing stations. The officers in this area must be rotated every 2 hours and report all deficiencies and or incidents in the Information Book (I/B) and to Security Management.

### **3.11 After-hours support and emergencies**

- 3.11.1 Private security company to provide after-hours support and armed reaction vehicle in case of emergencies linked to criminal activities or Occupational Health and Safety emergency at all DSD sites mentioned in this TOR.
- 3.11.2 Security officials are to be equipped with an emergency panic button per site since not being armed and if the control room does not respond on the radio they can use the panic button to activate the response vehicle on short notice. There is a requirement for a working Cellular phone for the Security Guards on each site to ensure that they can communicate in any emergency and are not dependent on DSD telephone landlines.
- 3.11.3 Response vehicle service should be available on a 24-hour basis. Reaction vehicles must be onsite within a period of five to eight minutes to assist security officials and the department during an emergency. The armed response company needs to comply with the same evaluation criteria as the company that will provide the service to the department if the company is sub-contracting the service of armed response.

## **4. SKILLS AND KNOWLEDGE REQUIRED**

### **4.1 SUPERVISORS GRADE B**

- 4.1.1 Supervisors must have a good grounding in their post description and duties;
- 4.1.2 Supervisors must at all times be capable of leading/controlling and supervising their subordinates.

### **4.2 SECURITY OFFICERS GRADE C**

- 4.2.1 Security Officers must be able to read and write;
- 4.2.2 Security Officers may not be younger than the minimum age applicable.

#### 4.3 SUPERVISORS AND SECURITY OFFICERS

- 4.3.1 Supervisors and security officers must have undergone and passed the formal security officers training course;
- 4.3.2 Supervisors must have a fair proficiency in the English language and at least three (3) other official languages;
- 4.3.3 At all times supervisors and security officers must present an acceptable image /appearance which implies, *inter alia*, that they may not sit, lounge about, smoke, eat or drink whilst attending to people;
- 4.3.4 Supervisors and security officers must at all times present a dedicated attitude/ approach to security, which attitude/ approach shall apply, *inter alia*, that there shall be no unnecessary arguments with visitors, personnel or discourteous behavior towards them;
- 4.3.5 Supervisors and security officers must be physically healthy and medically fit for the execution of their duties;
- 4.3.6 Supervisors and security officers must be registered as security officers, as required by the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);
- 4.3.7 Supervisors and security officers must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the Department;
- 4.3.8 No information concerning Department activities may be furnished to the public or the media by the Service Provider or his/her employees.
- 4.3.9 The Service Provider undertakes to ensure that each member of his/her security personnel will at all times, when on duty, be fully equipped in respect of:
  - 4.3.9.1 A uniform, neat and clearly identifiable with the companies' logo, including matching raincoats and Overcoats;
  - 4.3.9.2 A clear identification card of the company with the employees' photograph, identity, and security registration number on it. This must be visible to the security officer at all times;

#### 5. MONITORING, EVALUATION AND REPORTING

- 5.1 Monitoring and evaluation of this service will be undertaken by Security Management at the site as well as by the Service Provider himself, daily. Service provider to do site inspections during each shift to ensure that all security officers are posted, sober, and in uniform.



- 5.2 The Departmental representative will have the right to check daily, whether sufficient personnel are available at the site, in terms of the conditions of the contract;
- 5.3 All personnel shortages must be noted down in the Occurrence Book and reported immediately to the Area Supervisor;
- 5.4 The Directorate: Security Management will manage the duties and performance of the successful service provider, in accordance with its internal departmental policies.

## **6. RESOURCES REQUIRED**

The Service Provider must ensure that the following resources are made available at all times at the site/s where the security officer renders security services:

- 6.1 Occurrence Book;
- 6.2 All Admission Control Registers, visitor's book or Forms;
- 6.3 Pocket Books;
- 6.4 Duty List/Roster;
- 6.5 Duty Sheet;
- 6.6 The following equipment:
  - Baton per security officer on duty;
  - Handcuffs per security officer on duty;
  - 5 x Two-way Radios for each site;
  - Torch for night shifts to ensure they can conduct patrols when electricity is off
  - Reflective bib per security official marked security in case of emergency evacuations.
  - Emergency panic button per site.
- 6.7 DSD will provide the following:
  - Security office at HSRC building and GBVCC.
  - Office furniture
  - Fridge, kettle, and microwave to preserve food for long shifts and for officers to be able to heat food during lunch breaks.

## **7. COMMENCEMENT AND EXECUTION OF CONTRACT**

Service Providers must be in a position to assume duty the first day of that month after the tender is awarded, Hours of operation will be from 06h00.

## **8. SPECIAL CONDITIONS OF THE CONTRACT**

- 8.1 The Department reserves the right to inspect the service rendered by the Service Provider at any time, to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.
- 8.2 The Department reserves the right to require from the Service Provider that any of his employees be replaced, in which case the employee must leave the site forthwith. The Department will not be held responsible for any damages or claims which may arise because of this and is indemnified against any such claims and legal expenses.
- 8.3 In terms of Section 3 of the Private Security Industry Regulation Act, (Act 56 of 2001), the Security Company is mandated to act in a professional, transparent, accountable, equitable, and accessible manner towards its employees.
- 8.4 The Department has a duty in terms of Section 4(d) of the Private Security Industry Regulation Act to report the security company to the Authority to conduct investigations where it is apparent that there is abuse and violation of procedures contemplated in the Act.
- 8.5 According to section 34(1) of the Prevention and Combatting of Corrupt Activities Act, (Act 12 of 2004), the Department has a duty to report any offence of corruption or suspicious activities of corruption or fraud committed by the Security Company in terms of this Act, to any police official.
- 8.3 The norm/quality of the security service to be rendered, must be in accordance with PSIRA regulations with regard to the Code of Conduct for Security Service Providers.
- 8.4 All possible steps shall be taken by the Service Provider to ensure that the contract and intended execution of the agreement will take place.
- 8.5 The protection of the Department's property at the intended site and the protection of the said property against any theft and vandalism. If a case of business theft occurs due to negligence or none responsiveness of the contracted security officer of the Service Provider while on duty at any of the contracted sites, the Service Provider will replace the property or assets lost during the theft at the contracted Service Providers own cost if not insured. The contracted Service Provider will be liable for its third-party theft insurance based on this statement.
- 8.6 The protection of the Department's officials against injuries, death, or any other offenses, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977).



- 8.7 The Service Provider must provide the security personnel required for the successful rendering of the service, as follows:
- 8.8.1 All security officers must be categorized, as defined in the Order made in terms of Section 51 A (2) of the Labor Relations Act, 1956 as published in the Government Gazette, no. 209333 dated 25 February 2000.
  - 8.8.2 The Service Provider must pay his/her employees at least the minimum PSIRA monthly basic wage for shift days worked and overtime if they work more shift days than what is agreed upon as prescribed for the area concerned, as contained in the Order for the Security Services Trade (Government Gazette, No. 209333 dated 25 February 2000). Monthly wages should include all PSIRA benefits as prescribed in the yearly price adjustments.
  - 8.8.3 The Service provider must pay the employees per month on the date as per the contract agreement between the service provider and the employee. In case the service provider cannot make payment as per the contract date the service provider should notify his employees in writing of the reason for none payment as well as the date of the new payment. The Service provider should engage and assist employees with at least transport on the days that payment is not made.
- 8.8 The tender must include at least five (5) two-way radios for each site.
- 8.9 The Department of Social Development reserves the right to check the salaries paid to security officers working on the premises. The service provider shall be obliged to pay its employees in accordance with the prescribed National Bargaining Council for the Private Security Sector (NBCPSS) as per its determination. Proof of payment must be provided to the department when requested by the delegated officer of the Department within seven (7) working days and if the company does not comply with the minimum wage, the department reserves the right to:
- 8.10 Cancel the contract with immediate effect if the company does remedy non-compliance.
- 8.11 The Department reserves the right to ascertain from the SAPS whether security personnel in the employ of the company are in the possession of record clearance, as well as to ascertain from the Private Security Industry Regulatory Authority (PSIRA) whether the security personnel is registered with PSIRA. The appointment will be subject to the outcome of the SAPS and PSIRA report.

- 8.12 The Service Provider on request of the department contract manager or his/her delegate make available for inspection, personnel files, as well as all appropriate documents as per TOR evaluation criteria point 11 of all security personnel in his/her service, who are employed for the rendering of services to the department.
- 8.13 There will be No briefing session held for this tender.
- 8.14 Service providers are welcome to direct questions to the email indicated.
- 8.15 The Service Provider shall, to secure the continuity of the service, in the application of the security measures, allocate specific personnel for the service to each site. The exchange of security personnel without the written consent of the Department Contract manager or representatives is not permissible.
- 8.16 The successful Service Provider will be required to enter into a Service Level Agreement with the Department.
- 8.17 Service Providers must furnish the following particulars:
- 8.17.1 Situation of Headquarters (NB: No sharing of control room or office with any unauthorized Service Provider). Departmental representatives will inspect the control room prior to the award of the bid.
  - 8.17.2 Provide the department with the names, identity numbers, and street addresses of all Directors of the company.
  - 8.17.3 Proof of training/experience and/or a condensed description of the training/experience of the Directors of the company.
  - 8.17.4 A list of references must accompany the tender and particulars of any contacts.
  - 8.17.5 Details of any successfully rendered contracts and/or present contracts, with clear indication.
  - 8.17.6 Service Providers must provide satisfactory proof of registration as an employer with the Workmen's Compensation Commissioner.
  - 8.17.7 Service Providers must undertake to provide additional personnel, as and when requested, for the rendering of service at the site during a crisis situation. This will be at an additional payment to the service provider in line with the signed contract tender pricing.



- 8.17.8 Service provider to ensure that private security personnel posted at DSD sites are registered with the Unemployment Insurance Fund and documented proof thereof needs to be submitted to the satisfaction of DSD.
- 8.18 Price adjustments must not occur more than once a year. Adjustments will only be reviewed when proof of increase from the National Bargaining Council for Private Security Sector is published and in line with the illustrative PSIRA guideline for that financial year is submitted and upon written request from the appointed service provider to the Department.
- 8.19 Security personnel may not engage in any illicit personnel practices, such as strike action, unrest, or intimidation.
- 8.20 The service to the department should not be interrupted,

## 9. QUESTIONNAIRE

- 9.1 Are you, the company or close corporation and every Director of the company, or every member of the close corporation, registered in terms of Section 10 (1) of the Security Officers Act, 1987 (Act 92 of 1987) (PSIRA Act)

**YES/NO**

If yes, indicate the PSIRA Registration Number of the company: \_\_\_\_\_

Please attach proof of registration.

**NB: If in process of registration, proof must be submitted.**

- 9.2 Are all the Board of Directors registered in terms of Section 10 (1) (b) of the PSIRA Act?

**YES/NO**

**NOTE: If documentary proof is not attached the bid will be invalidated.**

- 9.3 For the purpose of this contract, use will be made of Category B and C PSIRA registered security officers, as defined in the Basic Conditions of Employment

act,1997(Act No. 75 of 1997) as published by the Government Gazette No. 20933 dated 25 February 2000.

**YES/NO**

Any decision of the Department regarding the adjudication of the contract is final.

9.4 Is the offer strictly in accordance with the conditions of the tender?

**YES/NO**

If not in accordance with the specifications, furnish the deviations.

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## 10. BID PROPOSALS

### HSRC BUILDING

#### Day Shift:

Mondays to Fridays 06h00 – 18h00

**Twelfth (12) Security Officers – Gr C**

R \_\_\_\_\_  
(Price per month)

**One (1) Supervisor - Gr B**

R \_\_\_\_\_  
(Price per month)

#### Day shift:

Saturdays, Sundays 06h00 – 18h00  
& Public Holidays

**Three (3) Security Officers – Gr C**

R \_\_\_\_\_  
(Price per month)

#### Night shift:

Mondays to Sundays 18h00 – 06h00

**Three (3) Security Officers – Gr C**

R \_\_\_\_\_  
(Price per month)

**Total per month for HSRC building**

R \_\_\_\_\_  
(Price per month)



**Salvokop GBVCC**

**Day shift:**

**Mondays to Fridays 06h00 – 18h00**

**One (1) Security Officers – Gr C**

**R \_\_\_\_\_  
(Price per month)**

**One (1) Supervisor - Gr B**

**R \_\_\_\_\_  
(Price per month)**

**Day shift :**

**Saturdays, Sundays 06h00 – 18h00  
& Public Holidays**

**Two (2) Security Officers – Gr C**

**R \_\_\_\_\_  
(Price per month)**

**Night shift:**

**Mondays to Sundays 18h00 – 06h00**

**Three (3) Security Officers – Gr C**

**R \_\_\_\_\_  
(Price per month)**

**Total per month for GBVCC**

**R \_\_\_\_\_**

**Total tender price for all sites for a period  
of 36 months (three years)**

**R \_\_\_\_\_**

**Please note that the following will be applicable in the case where a site close down due to contract rental termination.**

- **The Private Security company will be notified timeously (30-day notice) in order to give security officials notice of the termination of a specific site and the contract. Once the site is closed the contract price will be reduced not to include the site pricing for the remainder of the tender. Alternatively, with the written consent of the contract manager, the guards can be absorbed in the other DSD sites for the remainder of the contract.**

**NB: The unit price will be calculated as follows: The number of security officers divided by the Price per month.**

In case additional security officers or equipment are required, during the contract period, the unit price will be applicable. The contract pricing will be used for events hosted by the DSD where additional security officers need to be deployed. Such a request for additional security officers must be in writing and approved by the contract manager before deployment to the event.

Security Officer – Grade B  
Security Officer – Grade C  
Base Radio  
Two-way radios

R \_\_\_\_\_  
R \_\_\_\_\_  
R \_\_\_\_\_  
R \_\_\_\_\_

**11. BIDS WILL BE CONSIDERED INVALID AND WILL NOT BE EVALUATED FURTHER IF THE FOLLOWING CONDITIONS ARE NOT MET:**

- 11.1 PSIRA letter of good standing for the company.
- 11.2 Proof of VAT registration (Companies will be given 14 days to submit proof).
- 11.3 Proof of the Board of Directors PSIRA registration.
- 11.4 Confirmation letter from the private security company that the following will be provided to the department, namely the Control room: base radio, occurrence book, telephone, batons, handcuffs, whistle, pocketbooks, Two-way Radios, torch, visitors slip book and electronic monitoring patrolling system, panic button per site.
- 11.5 A confirmation letter from the company that the Control room will not be shared with any third party.
- 11.7 Proof of registration as an employer, with the Workmen's Compensation Commissioner.
- 11.8 Completed and signed SBD forms (SBD 3.1 and SBD 4).
- 11.9 Proof of U.I.F Registration of the company.
- 11.10 Submission of a valid Tax pin.
- 11.11 Copies of the vehicle registration and or lease agreement for the response vehicle for emergency response in cases of emergency.
- 11.12 Certified copies of the Company Directors ID documents which will be subjected to the State Security Agency screening process.

**12. GENERAL CONDITIONS OF THE CONTRACT**

The General conditions of the contract as prescribed by the National Treasury will apply in all instances.



### **13. PAYMENT**

- 13.1 An order valid for three years will be issued to the successful Service Provider.
- 13.2 All payment invoices and reports will be handed to security management on the first working day of every new month during the contract period in order to discuss the report in the compulsory monthly meeting with the service provider.
- 13.3 Invoices will be paid on a monthly basis at the end of each month. Payment will be effected within 30 days after receipt of the invoice from the successful service provider.

### **14. EVALUATION CRITERIA**

- 4.1 Only bids that comply with the administrative requirements, as well as the minimum requirements in paragraph 11 will be evaluated. The qualifying bids will be evaluated in the following two (2) stages:
  - Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale 0 - 5) in respect of functionality according to the criteria set out in paragraph 14.4. Proposals scoring less than 80 points in respect of functionality will be disqualified and not be evaluated further.
  - Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference points system as contemplated in the Preferential Procurement Regulations 2022, issued in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000).
- 14.2 The 80 points will be used to calculate price only and the 20 points will be awarded to a supplier for specific goals per SBD 6.1. included in this tender. Bidders are required to submit certified copies of proof for the preference points claimed for specific goals.
- 14.3 The points in respect of price will be calculated on the ceiling price for the service for 36 months (including wages, equipment, clothing, transport, overheads, and profit as well as VAT).
- 14.4. Technical proposals will be evaluated on a scale of 0–5 in accordance with the criteria below. The rating will be as follows:
  - 0 = No response
  - 1 = Very Poor

2 = Poor  
 3 = Average  
 4 = Good  
 5 = Very good

No.	ELEMENT/CRITERIA	1	2	3	4	5	Weight	Total
1.	<p><b>Bidders should submit full details of valid, reliable contactable signed reference letters for projects of similar scope, which were successfully completed in previous years.</b></p> <p><b>Please note: only reference letters for a project of at least R2 Million or 12 months (whichever is less) will be considered.</b></p> <p>0= No reference letters included            1= One to two reference letters included.            2= Three to four reference letters included.            3= Five to Six reference letters included.            4= Seven to Eight reference letters included.            5= None and more reference letters included.</p>						25	
2	<p><b>The service provider must demonstrate the capacity to undertake the project in terms of the number of registered guards with PSIRA</b></p> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>▪ Points are to be allocated only to grade C or Higher grades as per PSIRA.</li> <li>▪ Points will be allocated only if certified proof of all</li> </ul>						25	



No.	ELEMENT/CRITERIA	1	2	3	4	5	Weight	Total
	<p><b>registered personnel is submitted,</b></p> <p>0= No guard registered.  1= One to Five guards.  2= Six to ten guards.  3= Eleven to Twenty guards.  4= Twenty-one to thirty guards.  5= Thirty-one to Forty guards.</p>							
3.	<p><b>Bidders must provide a site take-over project plan which includes but is not limited to, recruitment strategy, logistics, tools, uniforms, etc. to take over the site. Site orientation, a Project plan with deliverables, timeframes/milestones, etc.</b></p> <p>0= No information was provided  1=Project plan provided without milestones and how deliverables will be attained.  2= Project plan provided with no clear deliverables and timeframes/ milestones.  3= Project plan provided with clear deliverables and timeframes/ milestones.  4= Project plan provided with Methodology, clear deliverables and timeframes/ milestones and management of project plan.  5= Project plan well broken down with methodology, clear deliverables and timeframes/ milestones and management of project plan including staff deployment to each activity, Covid-19 plan and contingency plan.</p>						25	

No.	ELEMENT/CRITERIA	1	2	3	4	5	Weight	Total
4.	<b>Technical capability/ expertise and track record of the team leader to be assigned to the project.</b> 0= No information available 1=1 year and less than 2 years' supervisory experience. 2= 2 years and less than 3 years' supervisory experience. 3=3 years and less than 4 years' supervisory experience. 4= 4 years and less than 5 years' supervisory experience. 5= 5 years and more supervisory experience						25	
	<b>Total points</b>						<b>100</b>	

## 15. GENERAL ENQUIRIES

Enquiries may be directed to:  
 Director Supply Chain Management  
 Mr. Z Mantantana  
 Email: ZolisaM@dsd.gov.za  
 Telephone number: 012 312 7463



## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)**

BID NUMBER: SD09/2022	CLOSING DATE: 4 NOVEMBER 2022	CLOSING TIME: 11:00
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**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO FOR SUPPLY, AND DELIVERY OF STATIONERY FOR THE DEPARTMENT FOR A PERIOD OF 2 YEARS.**

DESCRIPTION

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX

SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria

### 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			
TCS PIN:		OR	CSD No:
<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	
<input type="checkbox"/> No		<input type="checkbox"/> No	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]			
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
		<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
		<input type="checkbox"/> A REGISTERED AUDITOR	
		NAME:	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
---	--	--

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)

TOTAL NUMBER OF ITEMS OFFERED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:

DEPARTMENT/ PUBLIC ENTITY

CONTACT PERSON

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

Mr Z Mantantana

ZolisaM@dsd.gov.za

TECHNICAL INFORMATION MAY BE DIRECTED TO:

CONTACT PERSON

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

Mr Z Mantantana

ZolisaM@dsd.gov.za

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |  |  |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?           | <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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



### 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.....  
Closing Time 11:00 on .....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
-------------	----------	-------------	--

- Required by: .....
- At: .....
- Brand and model: .....
- Country of origin: .....
- Does offer comply with specification? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery \*Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price) .....

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

**\*Delete if not applicable**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

- 2.2 Do you, or any person connected with the bidder, have a relationship

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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

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

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 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 80/20 preference point system.

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	
SPECIFIC GOALS	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE



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

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

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.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each***

**preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Organisations which are 51% owned black people who are women	5	
Organisations which are 51% owned black people which are youth	5	
Organisations which are 51% owned by black people living in rural or underdeveloped areas or townships	5	
Organisations which are owned by People with disabilities	5	

#### 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:** .....

.....

.....

.....