



MUNICIPAL INFRASTRUCTURE
SUPPORT AGENT

Today, Creating a Better Tomorrow

Letaba House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0046, Private Bag X105, Centurion, 0046, Tel: 012-848-5300

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)

REFERENCE N0: MISA/SS/002/2025/26

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY SERVICES FOR THE
MUNICIPAL INFRASTRUCTURE SUPPORT AGENT FOR A PERIOD OF THIRTY (36) MONTHS

SEPTEMBER 2025

| | |
|----------------------------------|--|
| Beneficiary | Municipal Infrastructure Support Agent |
| Contact Person | Ms Elma Dineo Kau: 012 848 5325 or Elma.kau@misa.gov.za |
| Postal Address | 1303 Heuwel Avenue, Riverside Office Park, Letaba House, Centurion 0046 |
| Project Name | Appointment of a Service Provide to provide Security Services for the Municipal Infrastructure Support Agent |
| Reference No. | MISA/SS/002/2025/26 |
| Closing Date | 26 September 2025 |
| Validity Period | 90 days |
| Compulsory Briefing Session Date | 12 September 2025 |

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1. INVITATION

- 1.1 The Municipal Infrastructure Support Agent (**MISA**) intends to appoint a service provider to render physical security services at their offices in Letaba House and Hennops House, Riverside Office Park, 1303 Heuwel Road, Centurion, Pretoria, 0046.

2. DURATION

- 2.1 The bidder is required to provide security services to MISA for a period of thirty-six (36) months after signing of a contract.

3. BACKGROUND

- 3.1 MISA Head office is based at Riverside Office Park (Letaba and Hennops Houses) in Centurion, and this is where most MISA support staff is accommodated. MISA is committed in ensuring that its staff, visitors and assets are in a safe and secured environment 24- hour security guarding services for its buildings and close protection services.
- 3.2 The afore mentioned necessitate the provision of the security service to MISA offices in order to attain the safe and secured environment. The Minimum Information Security Standards (MISS) chapter 8 stipulate that physical security measures must be implemented by government departments.
- 3.3 The Control of Access to Public Premises and Vehicles Act (Act 53 of 1985) stipulate that Head of institutions are responsible for the enforcement of access control as provided by the Act for the purpose of safeguarding buildings or premises occupied or used by or under the control of government departments.
- 3.4 All the above-mentioned factors necessitate that MISA appoints a suitable service provider for the provision of security service for a period of thirty-six (36) months.

4. LEGISLATIVE AND REGULATORY FRAMEWORKS

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

- a. Private Security Industry Regulation Act, 2001 (Act no. 56 of 2001).
- b. Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985).
- c. The Protection of Personal Information Act, 2013 (Act No. 4 of 2013)
- d. The Protection of Information Act, 1982 (Act No.84 of 1982)
- e. Public Finance Management Act, 1999 (Act 1 of 1999)
- f. Minimum Information Security Standards (MISS)
- g. Minimum Physical Security Standards (MPSS)
- h. Internal Security Policies and Procedures

5. OBJECTIVES

- 5.1 MISA is committed to provide a conducive environment to its employees, contractors and visitors by ensuring amongst other things that the buildings are safe and secure. Therefore, MISA needs security services for the protection of employees, information and other physical assets. It is crucial for MISA to ensure that the building is secured in accordance with the Access Control to Premises and Vehicle

Act, 53 of 1985 and meets the Minimum Physical Security Standards (MPSS) which are applicable in the Public Service.

6. SCOPE OF WORK

- 6.1 Provision of security service for twenty-four hours, seven days a week, including public holidays (24/7).
Seven (07) Security Guards (6 security guards - Grade C minimum and one (01) Supervisor - Grade B minimum)
Day shift between (06h00 am-18h00 pm) there are four security guards i.e. 3 security guards and 1 supervisor
Night shift between (18h00-06h00am) three (3) security guards i.e. two (03) security guards for weekends and after-hours.

The night shift security guards should have fire-arm licenses and be competent.

6.2 The following security infrastructure/equipment will be required:

- 6.2.1 Full corporate security uniform with name tags for their staff.
- 6.2.2 Security Communication Tool(s) namely 2-way Radios.
- 6.2.3 Register Book for visitors.
- 6.2.4 Occurrence Book.
- 6.2.5 Declaration Register Book (for personal equipment and other items)
- 6.2.6 After-hours register
- 6.2.7 Fire- Arm register
- 6.2.8 Hand-held Scanners and metal detectors.
- 6.2.9 Baton sticks, spray guns and 2 pairs of hand cuffs per work shift.
- 6.2.10 Clocking patrol system for the MISA building namely, Letaba House and Hennops House.
- 6.2.11 2x Firearms
- 6.2.12 2X firearm safes.

- 6.3 Service provider that provides the security services will be held responsible for a safe and secure environment at all times. Service provider shall be held liable for any loss or damage caused by negligence and willful acts and omissions of its staff that result in loss or damage to MISA assets and staff.

7. PROJECT OUTPUT AND / OUTCOMES

- 7.1 The effective and efficient provision of 24 hours, 7 days a week security services to the MISA premises in order to protect departmental employees, information and other physical assets.
- 7.2 Provide security services for all entrances and exit points of MISA offices namely: the ground floor, the first floor Letaba House and second floor Hennops House.
- 7.3 Patrolling the premises, recording and report security breaches /incidents.
- 7.4 Registering and holding all weapons before entering MISA premises.
- 7.5 Registering of all visitors' electronic devices such as laptops and related items/equipment before entering MISA premises and verification on exit.
- 7.6 Occasionally conduct random searches for any MISA staff as and when deemed necessary.
- 7.7 The site supervisor will be responsible for overall supervision of security services to be rendered to MISA. All security breaches /incidents should be recorded on a daily basis and reported on a weekly basis in the Occurrence Book to the Security and Facilities Management.

7.8 All urgent cases must be reported to the MISA Project Manager within an hour then a narrative report must be provided within 24 hours.

7.9 A monthly report must be compiled and submitted together with the monthly invoice to the Project Manager or designated manager.

8. PROJECT MANAGEMENT

This project will be implemented in line with the MISA Security policy in that:

8.1 The appointed service provider must provide a monthly written report to the MISA Project Manager on specific incidents, recommendations for improvement methods, personnel turnover, tenants' complaints, remedial actions taken and all other matters relating to provision of security services.

9. COMPANY EXPERIENCE AND COMPETENCY

9.1. Company Experience:

9.1.1 The bidder (company) must have a minimum of five (05) years' operational experience providing security services within a corporate environment as required in this bid.

9.1.2 The bidder must submit three (03) signed reference letters on clients' letterhead, confirming previous/current provision of security services rendered by the bidder and each reference letter must contain contactable details for verification purposes, as required in this bid.

9.1.3 A detailed company profile together with a brief resume of the company management/directors.

9.1.4 Bidder is required to provide copies of a valid PSIRA Certification for the company as well as security guards.

9.2 The Supervisor's Experience:

All supporting documents including a minimum PSIRA Grade B certificate should be attached to the Supervisors' CV

9.2.1 The supervisor must have a minimum of five (5) years' experience as a security supervisor.

9.2.2 Senior certificate (Matric)

9.2.3 A detailed CV of the Supervisor must also be attached.

9.2.4 The Supervisor must have a minimum Grade B grading according to Private Security Industry Regulating Authority (PSIRA).

9.3 The Security Guards' Experience:

All supporting documents including a minimum PSIRA Grade C certificate should be attached to the security guards' CV

9.3.1 The Security Guards must have minimum of two (2) years' working experience.

9.3.2 Detailed CVs should be attached.

9.3.3 The security guards must have a minimum of Grade C grading according to Private Security Industry Regulating Authority (PSIRA).

9.4 Tools and Equipment:

The Bidder should have the following tools & equipment:

- 9.4.1 An operating office / control room, which is contactable 24/7.
- 9.4.2 3 x Two-way radios.
- 9.4.3 1x cellphone (for each shift).
- 9.4.4 Security Registers:
 - 9.4.4.1. 2 x Occurrence Book,
 - 9.4.4.2. 2 x Visitors register
 - 9.4.4.3. 2 x Declaration Register;
 - 9.4.4.4 1 X Fire – arm register
 - 9.4.4.5 2 x After–hours register
- 9.4.5 Company uniform and name badges for the Security Guards including Supervisor;
- 9.4.6 2 x Security Torches 12 hour burn time; dimension: 23.5cm x 5cm, 10.5 cm;
- 9.4.7 2 x Scanner hand-held security metal detector Scanners (410(L)x85(W)x45(H)mm; 9 volt rechargeable; alarm indicator, sound vibration and light alarm simultaneously
- 9.4.8 2 X Baton sticks, pepper spray and handcuffs
- 9.4.9 1 X Clocking patrol system that contains fingerprints storage.
- 9.4.10 Night shift (18h00 to 06h00) 2 x Firearm safe – 2 Gun Safe wall mounted (1300H X 295WX 290D), should be SABS approved.

10. FORM OF PROPOSAL

The bidders are required to submit their proposals together with accurately completed bidding documents and attach the following documents in support of their bids:

10.1 Proposal:

- 10.1.1 Three (03) signed letters (in company letter heads) of verifiable references in respect of relevant security services rendered to other companies.
- 10.1.2 Bidder must provide a methodology outlining the execution of the provision of security services as per the scope of work together with a project plan.
- 10.1.3 Bidders must submit a valid PSIRA certificates confirming registration of the Company.
- 10.1.4 Bidders must submit a valid PSIRA certificates confirming registration of the project team for this bid.
- 10.1.5 The bidders' proposal must demonstrate understanding of Access Control to Premises and Vehicle Act, 53 of 1985, Minimum Physical Security Standards (MPSS) which are applicable to Public Service and as well as the Private Security Industry Regulation Act, 2001 (Act 56 of 2001).
- 10.1.6 The bidder and its company management / directors must be registered in terms of the Private Security Industry Regulation Act, 2001 (Act 56 of 2001).
- 10.1.7 The bidder to list the names of security guards and align with their CV's and PSIRA certificate as per the table below:

| Name | Highest Qualification (Grade 12) | PSIRA Grade (e.g. Grade C/ Grade B) | Position held (e.g. Supervisor/ Security Guard) |
|------|-----------------------------------|-------------------------------------|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |

10.2 Pricing:

10.2.1 Pricing of the proposal for provision of security services must be, inclusive of Value Added Tax (VAT).

10.2.2 A breakdown of proposed fee(s) for rendering the required security services must be indicated in SBD 3.3. for the duration of the contract include annual industry increases.

10.2.3 State salaries of each Grade (Minimum wage determination) by Department of Labour.

11. EVALUATION OF PROPOSALS

Proposals will be evaluated to ensure responsiveness to the requirements of the bid. The preference point system applicable to this bid is 80/20 for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included). Bids are invited on the basis of their proposals and will be evaluated in three stages pre-qualification (mandatory requirement), functionality, price and specific goals in accordance with the preferential points system.

11.1 STAGE 1 – PRE-QUALIFICATION

Mandatory Requirements

Failure to comply with the mandatory requirements/documents listed below will be regarded submitting a non-responsive proposal and will be disqualified.

Table: Mandatory Requirements

| No. | Item Description | Yes/No |
|------|---|--------|
| 11.1 | Duly completed and signed Pricing Schedule (SBD 3.3). The cost/fee structure must contain the pricing schedule (SBD 3.3), which includes: the total bid prices for stated time frame. SBD 3.3 or Pricing schedule and Form of offer/Total tender amount shall not contain correction fluid and must not be filled with erasable ink/lead pencil. Any wrong entry, in case of correction, must be cancelled by a single stroke and initialed by the Authorized signatory. | |
| 11.2 | Duly completed and signed Declaration of Interest (SBD 4). | |
| 11.3 | Attach valid copies of PSIRA Certificate for the Company, Supervisor and the six (6) Security Guards that are going to be deployed at MISA. | |
| 11.4 | Attach valid public and security liability insurance. | |
| 11.5 | Bidders must attend physical compulsory briefing sessions and bidders' name must appear in MISA's briefing register. | |
| 11.6 | Attach ICASA Radio License or an Agreement with leasing company for the radios. | |
| 11.7 | Attach PSIRA letter of good standing. | |

N.B: FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS WILL LEAD TO DISQUALIFICATION.

NOTE: Additional Required Documents (Not for elimination)

- a) Valid Tax Clearance Certificate and/or SARS issued pin code (which will be verified) and Tax Compliance Status certificate.
- b) Provide letter of good standing in line with the Compensation for Occupational Injuries and Diseases Act (COIDA).
- c) Attach ID Copies for all company managing Directors.
- d) Attach CIPC and CSD documents.
- e) Duly completed: Invitation to bid- SBD 1 and Preference point claim form- SBD 6.1
- f) Attach BBBEE Certificate/ Sworn affidavit.
- g) Attach Company profile.
- h) Provide valid proof of registration as an employer with the Unemployment Insurance Commissioner.
- i) Attach valid letter of good standing with private security sector provident fund (PSSPF).

11.2 STAGE 2 – EVALUATION ON FUNCTIONALITY

The following criteria and weights will be applied when bids are assessed in terms of functionality:

Evaluation Criteria

| NO | EVALUATION CRITERIA | SCORES |
|----|---|--------|
| 1 | <p>Company experience - a minimum of five (5) years' experience in providing security services in a corporate environment.</p> <p>1.1 Five (5) years' experience in providing security services in a corporate environment. (10)</p> <p>1.2 Seven (7) years' experience in providing security services in a corporate environment. (15)</p> <p>1.3 Ten (10) years' experience in providing security services in a corporate environment. (20)</p> | 20 |
| 2 | <p>Track record on physical security services provided to previous companies. Bidders to submit reference letters on client's letterhead for all successfully completed projects</p> <p>2.1 Successfully completed 3 (three reference letters) security services project = 10 points</p> <p>2.2 Successfully completed 4 (four reference letters) security services project = 15 points</p> <p>2.3 Successfully completed 5 (five reference letters) security services project = 20 points</p> <p><i>The letters must address successfully completed projects in the following sequence: Signed copy of an appointment letter/description of the project, client name, client contact (i.e., email and office address, Project start date, project end date, contract value.</i></p> | 20 |
| 3 | <p>Supervisor's experience as per the requirement of this bid:</p> <p>The bidder should demonstrate the capacity of the security team to carry out the work outlined in the scope by submitting ID copy and CV not exceeding 3 pages and should be structured as follows:</p> <p>3.1 Certified copies of educational and professional qualifications (Grade 12 and PSIRA Certificate Grade B) in the security industry (4).</p> <p>a) Grade 12 = 2 points</p> <p>b) PSIRA certificate = 2 Points</p> <p>3.2 CV outlining of 5 years of experience within the physical security industry (6).</p> <p>a) CV outlining zero (0) of years of experience = 0 points</p> <p>b) CV outlining of 1 to 2 years of experience = 2 points</p> <p>c) CV outlining 3 to 4 years of experience = 3 points</p> <p>d) CV outlining 5 years and more of experience = 5 points</p> <p><u>Total Points =10 points</u></p> | 40 |

| | | |
|----|---|------------|
| 4. | <p>Security Guard experience as per the requirement of this bid for six (6) security guards: The bidder should demonstrate the capacity of the security team to carry out the work outlined in the scope by submitting ID copy and a CV not exceeding 3 pages and should be structured as follows:</p> <p>4.1. Certified copies of professional qualifications (PSIRA certificate Grade C) in the security industry = 2 points per security guard (12)</p> <p>4.2. CV outlining of 2 years of experience within the physical security industry.</p> <p>a) CV outlining zero (0) of years of experience – 0 points</p> <p>b) CV outlining of 1 to 2 years of experience = 2 points per security guard (12)</p> <p>c) CV outlining 3 and more years of experience = 3 points per security guard (18)</p> <p style="text-align: right;"><u>Total Points = 30 points</u></p> | |
| 5 | <p>Methodology</p> <p>5.1 Detailed project plan:</p> <p style="text-align: right;"><u>Total = 11 points</u></p> <p>1. Clear understanding of project objectives and deliverables = 4 points</p> <p>2. Indication of availability of tools and equipment as per this bid = 3 points</p> <p>3. Timelines (Shift management, replacement of staff) = 2 points</p> <p>4. Project team list = 1 point</p> <p>5. Availability of operational office and/control room = 1 point</p> <p>5.2 Detailed Contingency Plan:</p> <p style="text-align: right;"><u>Total = 9 points</u></p> <p>5.2.1 Emergency plan for bomb threats, fire and any other emergencies with timeframes (3).</p> <p>5.2.2 Plan for: Liaison with police, emergency services and local authorities (3).</p> <p>5.2.3 Plan for: Identification of threats and vulnerability (3)</p> | 20 |
| | TOTAL | 100 |

NB: Bidders must obtain a minimum threshold of **70 points** in order to be considered for further evaluation on price and specific goals.

11.3 STAGE 3 - PRICE AND SPECIFIC GOALS

Points for Specific goals will be allocated as per SBD 6.1

The applicable preference point system for this tender is the 80/20 preference point system.

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.

12. SUBCONTRACTING

- 12.1 Sub-contracting services to other companies or individuals is not permitted without the prior written approval of MISA. A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise.

13. SPECIAL CONDITIONS OF THE CONTRACT AND MISA'S RIGHTS

- 13.1 MISA reserves the right to cancel this bid in whole or in part, at its sole discretion, at any time before the Agreement is fully executed.
- 13.2 This Bid does not commit MISA to award an Agreement, to pay any costs incurred by bidders in the preparation of their proposals submitted in response to this Bid, or to procure or contract for services.
- 13.3 MISA reserves the right to conduct vetting and verify the validity of all certificates submitted by bidders.
- 13.4. MISA will reject any proposal as non-responsive that does not provide evidence of the specified mandatory requirements. MISA may or may not request additional information and clarification during the evaluation process from any or all bidders regarding their proposals
- 13.5 MISA reserves the right to request the company's latest audited financial statement in order to ascertain financial stability of the bidder prior to the award of the bid.
- 13.6 MISA holds the right to screen and interview the Security Officers supplied to render the service within seven (7) days after commencement of the service and make written request to immediately replace the officer should they not meet the criteria or perform to the accepted standard.
- 13.7 The bidder must submit a recent SAPS Clearance report (at the bidder's own expense) to MISA, in respect of all personnel he/she supplies to render the service, within fourteen (14) days after signing the service level agreement/contract.
- 13.8 **Security screening and oath of secrecy:**
- (i) Directors of the company shall be subject to security screening prior to the commencement of the contract.
 - (ii) All security personnel and everyone involved in the project will be subjected to security screening by the State Security Agency or relevant authorized agency.
 - (iii) MISA reserves the right to re-screen the above personnel as and when there is a need to do so.
 - (iv) All personnel of the company including directors shall sign a "**Declaration of Secrecy**" upon commencement of the contract.
 - (v) The Site Manager, Supervisors and Security Officers will be required to sign an undertaking declaring that they will refrain from any action which might bring the name of MISA or state into disrepute.

13.9 INSPECTIONS AND SITE VISITS

- a) MISA will carry out random inspection and evaluation visits. Inspection and visits should be recorded in the occurrence book (OB).
- b) These visits may take place at odd hours, not only during the day and must be recorded in the site occurrence book.
- c) MISA reserves the right to visit and conduct inspection of the appointed service provider's control rooms and carry out evaluation.
- d) Appointed service provider must comply fully with legislations governing security, MISA policies, standards and procedures.
- e) Non-conformances are to be issued by MISA should the appointed service provider fail to comply with contract terms and other applicable regulations.

14. REPORTING

- 14.1. The appointed bidder will report to the appointed Project Manager of MISA. The detailed reporting requirements will be provided to the successful bidder during the contract negotiation and project inception.
- 14.2. The bidder must submit a written report to the MISA Project Manager on specific problems, recommendations, improvement methods, work programmes, personnel turnover, tenants' complaints, remedial actions taken and all other matters relating to provision of security services.

15. PAYMENTS

- 15.1. MISA does not pay any amount in advance. Only original signed invoices must be submitted for payments. The bidder will be paid within **30** days after receipt of valid invoice, when the services have been fully rendered to the satisfaction of MISA, and this is done by means of electronic transfer directly into the bidder's bank account.

16. BRIEFING SESSION (COMPULSORY)

- 16.1. Bidders are invited to attend a compulsory briefing session at the MISA Head Office 1303 Heuwel Avenue, Centurion, Riverside Office Park, Letaba House, First floor, at **10H00**, on **12 September 2025**. **Attendance of the briefing session is compulsory.**

17. SUBMISSION OF PROPOSALS

- 17.1. The Tender Documents will be made available on **1 September 2025** and will be uploaded to the e-Tender Portal and MISA website. The Tender Documents are not for sale and will also not be emailed to bidders. The Tender Documents **must** also include a soft copy (Memory Stick - all in PDF Format) of the proposal, and to reach MISA offices before **11:00** on **25 September 2025** and must be enclosed in a sealed envelope clearly inscribed on the outside:

BID REFERENCE NUMBER: MISA/SS/002/2025/26

CLOSING DATE: 26 September 2025

CLOSING TIME: 11:00am

- 17.2. Tender documents are to be submitted to MISA Reception and deposited in the tender box at MISA Offices, Letaba House, 1303 Heuwel Road, Riverside Office Park, Centurion, 0046.
- 17.3. Please note that the tender closes punctually at **11h00** on **26 September 2025**. No late submissions will be considered under any circumstances.

18. PERIOD FOR ACCEPTANCE OF PROPOSALS

- 18.1. In order to allow for adequate evaluation, MISA requires a response to this bid to be valid and irrevocable for 90 working days after closing date and time.

19. COMMUNICATION WITH MISA OFFICIALS

- 19.1. Bidders and their representatives may not communicate with MISA officials except in writing. Bidders and their representatives must communicate in the manner set forth in this Bid. There shall be no communication with MISA officials except as may be reasonably necessary to carry out the procedures specified in this Bid. Nothing herein prohibits bidders and their representatives from making oral statements or presentations in public to one or more MISA officials during a public meeting.

20. CONFIDENTIALITY

- 20.1 All responses to this Bid become property of MISA and submissions after closing of bid may be subject to public inspection and disclosure in accordance with the MISA SCM Policy and provisions of applicable legislation.

21. TERMS AND CONDITIONS

- 21.1 Appointment of the service provider will be communicated by means of written instructions signed/approved by accounting officer to the successful bidder.
- 21.2 MISA reserves the right to screen and vet shortlisted service providers before appointment.
- 21.3 MISA reserves the right to terminate the contract in the event that there is clear evidence of a breach of the agreed contract and specifications.
- 21.4 The operational office of the company and/or Location of Control room must be in Centurion or within a 20 KM radius from MISA offices (Riverside Office Park, 1303 Heuwel Avenue Centurion,0046).
- 21.5 Penalties and Warranties: MISA reserves the right to reject work that does not meet the required standard and engage a different service provider to complete the work. MISA shall serve thirty (30) days written notice for termination of contract in the case of non-performance.

22. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

Bidders must carefully examine the bid documents and in the event of doubt of anything contained in the documents. All enquiries should be made at the briefing session and can also be made in writing five (5) working days before the closing date of the Bid. For queries, please contact the following person:

Ms ED Kau

E-mail: Elma.kau@misa.gov.za

PART A INVITATION TO BID

| | | | | | |
|---|---|---|--|---|-------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (MUNICIPAL INFRASTRUCTURE SUPPORT AGENCY) | | | | | |
| BID NUMBER: | MISA/SS/002/2025/26 | CLOSING DATE: | 18 September 2025 | CLOSING TIME: | 11H00 |
| DESCRIPTION | APPOINTMENT OF A BIDDER TO PROVIDE SECURITY SERVICES FOR THE MUNICIPAL INFRASTRUCTURE SUPPORT AGENT FOR A PERIOD OF THIRTY (36) MONTHS | | | | |
| THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7). BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT: | | | | | |
| LETABA HOUSE | | | | | |
| RIVERSIDE OFFICE PARK | | | | | |
| 1303 HEUWEL AVENUE | | | | | |
| CENTURION | | | | | |
| 0046 | | | | | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | | OR | CSD No: | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3] | |
| TOTAL NUMBER OF ITEMS OFFERED | | | TOTAL BID PRICE | R | |
| SIGNATURE OF BIDDER | | | DATE | | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | | TECHNICAL INFORMATION MAY BE DIRECTED TO: | | |
| DEPARTMENT | MISA | | CONTACT PERSON | | |
| CONTACT PERSON | MS ELMA DINEO KAU | | TELEPHONE NUMBER | | |
| TELEPHONE NUMBER | 012 848 5306 | | FACSIMILE NUMBER | | |
| FACSIMILE NUMBER | N/A | | E-MAIL ADDRESS | | |
| E-MAIL ADDRESS | Elma.kau@misa.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. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. | |
| 2. TAX COMPLIANCE REQUIREMENTS | |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. | |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. | |
| 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. | |
| 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. | |
| 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. | |
| 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. | |
| 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. | |
| 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | |
| 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE. | |

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

SBD 3.3

PRICING SCHEDULE

| | |
|-----------------------------|-------------------|
| NAME OF BIDDER: | BID NO.: |
| CLOSING DATE AND TIME 11:00 | CLOSING DATE..... |

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

APPOINTMENT OF A SERVICE PROVIDER TO RENDER A 24-HOUR SECURITY GUARDING SERVICES FOR MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA) HEAD OFFICE IN CENTURION FOR 36 MONTHS.

| ITEM NO | DESCRIPTION | BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED) |
|------------|-------------|--|
|------------|-------------|--|

Services must be quoted in accordance with the attached terms of reference.

Total cost of the assignment must include all
Expenses and inclusive of all applicable taxes for the project. R.....

NB: Bidders are also advised to indicate a total cost breakdown for this assignment.

The financial proposal for this assignment should cover all assignments, activities and outputs enumerated above.

Period required for commencement with project after acceptance of bid.....

Are the rates quoted firm for the full period? Yes/ No

If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index (CPI)

SIGNATURE OF THE BIDDER(s) REPRESENTATIVE

SBD 4

SERVICE PROVIDER'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 Service Provider 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. Service Provider's declaration.

2.1 Is the Service Provider, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ 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 State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

¹ 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.

2.2 Do you, or any person connected with the Service Provider, 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 Service Provider 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 Service Provider 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 Service Provider, 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 Service Provider 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

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.

required by the Institution; and the Service Provider 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 Service Provider

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

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:

- (c) Price; and
- (d) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total Points for Price and SPECIFIC GOALS | 100 |

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

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

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.

(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 bid | 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 bidder) |
|--|---|---|
| Who are women (51% or more) | 10 | |
| Locality | 10 | |
| Total scored points | 20 | |

the specific goals may include—

- a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability.
- b) Implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

Means of Verification (Specific Goals)

| Procurement Requirement | Required Proof Documents |
|-------------------------|--|
| Women | Full CSD Report and/or ID Copies |
| Location | Official Municipal rates statement which is in the name of the bidder or Any account or statement which is in the name of the bidder or Valid lease agreement. |

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

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 procedure.

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

