

REQUEST FOR PROPOSALS

PROVISION OF DAY TO DAY SECURITY SERVICES, HIGH RISK TACTICAL RESPONSE WITH ARMOURED VEHICLE SERVICES, PRIVATE INVESTIGATION AND CONTROL ROOM MONITORING (CCTV) SERVICES FOR MBDA MANAGED PRECINCTS AND SITES (MBDA SP 08/25)

NAME OF BIDDER :

CSD SUPPLIER NO. : MAAA.....

COMPANY REGISTRATION NO.:

CONTACT PERSON :

TELEPHONE NO. :

EMAIL ADDRESS :

PHYSICAL ADDRESS :

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Bid Advertisement

REQUEST FOR PROPOSALS (RFP)**PROVISION OF DAY TO DAY SECURITY SERVICES, HIGH RISK TACTICAL RESPONSE WITH ARMoured VEHICLE SERVICES, PRIVATE INVESTIGATION AND CONTROL ROOM MONITORING (CCTV) SERVICES FOR MBDA MANAGED PRECINCTS AND SITES (MBDA SP 08/25)**

The Mandela Bay Development Agency (MBDA), a Municipal Entity of the Nelson Mandela Bay Municipality (NMBM), hereby calls for security services for MBDA managed precincts and sites services for MBDA.

The electronic RFP document, outlining the requirements is available for download by prospective bidders from the MBDA website. Alternatively, the electronic RFP document, outlining the requirements will be provided to interested bidders upon an emailed request to publictenders@mbda.co.za quoting the bid reference number in the subject line as well as company contact details, from **Friday 01 August 2025**. Closing of queries is **Wednesday 20 August 2025**.

A compulsory briefing session will be held at the Mandela Bay Development Agency Offices, Corner Lower Valley Road & South Union Street, Gqeberha alternatively bidders can join via Microsoft teams on **Tuesday 12 August 2025 at 14:00**. The onus is on bidders to ensure that they arrive on time. **No attendee(s) joining after 14:15 will be allowed to tender.**

The link to the MS Teams meeting is below:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTAzYjg0OTctM2RiNC00NTM3LTg5NTEtNzJmYmEzMTYyMjA3%40thread.v2/0?context=%7b%22Tid%22%3a%22be1bb8e0-a929-4c56-90a3-85b00d9f6c79%22%2c%22Oid%22%3a%221ba18007-1895-4286-a211-61c8cf203243%22%7d

Meeting ID: 342 828 254 855 3

Passcode: Pg3xv3Rc

The following pre-qualification criteria will apply to the proposal:

The Main Applicant must:

1. Have valid Registration in terms of the Private Security Industry Regulation Act 56 of 2001.
2. In addition, the Main Applicants Directors, Shareholders, Members, Owners or Trustees must have valid Registration in terms of the Private Security Industry Regulation Act 56 of 2001.
3. Have proof of valid Registration of its Security Staff in terms of the Private Security Industry Regulation Act 56 of 2001.

PROVISION OF DAY TO DAY SECURITY SERVICES, HIGH RISK TACTICAL RESPONSE WITH ARMoured VEHICLE SERVICES, PRIVATE INVESTIGATION AND CONTROL ROOM MONITORING (CCTV) SERVICES FOR MBDA MANAGED PRECINCTS AND SITES (MBDA SP 08/25)

4. Have a valid ICASA License or an agreement with a duly registered ICASA License holder to use and maintain a frequency.
5. Have an existing and established 24-hour operating Control Room.
6. Have a valid Company Registration and be in good standing with Workman's Compensation in terms of COIDA.
7. Have valid Registration and be in good standing with Security Provident Fund for the Security Company and their Staff.
8. Have proof of health insurance cover for all their guards. All bidders should provide proof of registration with an accredited Medical Insurance.
9. Provide valid proof of Company Registration with the National Bargaining Council for Private Security Service (NBCPSS) or proof from NBCPSS they are in the process of registering
10. High Risk Tactical Response Team – bidders to submit a minimum of 10 CV's with the ability to perform work as detailed in checklist table 21, clause 22.
11. **Any Applicant failing to meet the pre-qualifying criteria stipulated above (numbers 1 to 10) will deem their bid non-compliant.**
12. The successful service provider must within 14 days of appointment must submit proof of having public liability insurance of not less than R 10 million per claim.

Bids that meet pre-qualification, will further be evaluated on functionality and preference points. The 90/10 preference point system will be applicable for this tender.

The closing date and time is Tuesday 02 September 2025 at 12h00; where after tenders will be publicly opened via Microsoft Teams. Proposals MUST be submitted on one (1) original hard copy placed in a sealed envelope and clearly marked with "PROVISION OF DAY TO DAY SECURITY SERVICES, HIGH RISK TACTICAL RESPONSE WITH ARMoured VEHICLE SERVICES, PRIVATE INVESTIGATION AND CONTROL ROOM MONITORING (CCTV) SERVICES FOR MBDA MANAGED PRECINCTS AND SITES (MBDA SP 08/25)". One (1) electronic copy must uploaded onto the MBDA Vendor Portal by Tuesday 02 September 2025 by 12h00, if the electronic upload is not possible the bidder must submit a copy on USB. FAILURE TO SUBMIT THE ORIGINAL HARD COPY AS WELL AS AN ELECTRONIC COPY VIA THE VENDOR PORTAL OR USB WILL DEEM THE BID NON-RESPONSIVE.

All responses must be placed in the MBDA tender box marked MBDA SP 08/25 on the 1st Floor, Tramways Building, Corner Lower Valley Road & South Union Street, Central, Port Elizabeth. Bids may only be submitted on bid documentation provided by the MBDA. MBDA Office hours are Monday to Friday 08h00 to 16h30.

No late, incomplete, email or facsimile bids will be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. MBDA reserves the right to accept part or the full bid. For further information contact Pamela Govender during office hours at tel. 041 811 8200 or email publictenders@mbda.co.za (please quote reference number MBDA SP 08/25 on subject line).

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INVITATION TO BID (MBD 1)

YOU ARE HEREBY INVITED TO SUBMIT A PROPOSAL FOR THE PROVISION OF DAY TO DAY SECURITY SERVICES, HIGH RISK TACTICAL RESPONSE WITH ARMoured VEHICLE SERVICES, PRIVATE INVESTIGATION AND CONTROL ROOM MONITORING (CCTV) SERVICES FOR MBDA MANAGED PRECINCTS AND SITES (MBDA SP 08/25)

BID NUMBER: MBDA SP 08/25

CLOSING DATE: 02 September 2025

CLOSING TIME: 12h00

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM

BID DOCUMENTS TOGETHER WITH THE ELECTRONIC COPY MUST BE DEPOSITED IN THE CORRECT BID BOX SITUATED AT:

MBDA tender box on the 1st Floor, Tramways Building, Corner Lower Valley Road & South Union Street, Central, Gqeberha

THE ELECTRONIC BID DOCUMENT MUST BE UPLOADED ON THE MBDA VENDOR PORTAL VIA <https://remote.mbda.co.za/> OR A COPY SUBMITTED ON USB WITH THE ORIGINAL TENDER DOCUMENT.

Bidders should ensure that bids are delivered timeously to the correct address and placed in the **CLEARLY MARKED MBDA SP 08/25** bid box. If the bid is late, or if it is deposited in the incorrect bid box it will not be accepted for consideration.

The physical bids may be submitted during office hours, namely 08H00 to 16H30 Monday to Friday.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL TENDER DOCUMENTATION PROVIDED BY THE MBDA.

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (*as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations*)

PART 1

INTERPRETATION AND DEFINITIONS:

- 2.1 In this Request for Proposals–
 - 2.1.1 Clause headings are for convenience and are not to be used in its interpretation;
 - 2.1.2 unless the context indicates a contrary intention and expression which denotes –
 - 2.1.2.1 Any gender includes the other genders;
 - 2.1.2.2 a natural person includes a juristic person and visa versa;
 - 2.1.2.3 the singular includes the plural and visa versa.
- 2.2 Unless the context clearly indicates otherwise, the following words shall have the following meanings in this Agreement –
 - 2.2.1 **“Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
 - 2.2.2 **“Applicable Legislation”** means any other legislation applicable to municipal supply chain management, including –
 - 2.2.2.1 the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and the Preferential Procurement Regulations, 2017 promulgated thereunder;
 - 2.2.2.2 the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
 - 2.2.2.3 the Construction Industry Development Board Act, 2000 (Act No.38 of 2000);
 - 2.2.2.4 the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);
 - 2.2.2.5 the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and the Municipal Supply Chain Management Regulations promulgated thereunder;
 - 2.2.3 **“Applicant”** means any person or entity, who receives and/or responds to this Request for Proposals;
 - 2.2.4 **“B-BBEE”** means broad-based black economic empowerment as defined in Section 1 of the Broad-Based Black Economic Empowerment Act;

- 2.2.5 **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.2.6 **“black people”** has the meaning assigned to it in Section 1 of the Broad-Based Black Economic Empowerment Act namely Africans, Coloureds and Indians:
- 2.2.6.1 who are citizens of the Republic of South Africa by birth or decent; or
 - 2.2.6.2 who became citizens of the Republic of South Africa by naturalization before 27 April 1994, or on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;
- 2.2.7 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.2.8 **“consortium or joint venture”** 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;
- 2.2.9 **“EME”** means an exempted micro-enterprise in terms of a code of good practice on black economic empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act and, for the purposes hereof, an enterprise with an annual Total Revenue of R10 million or less;
- 2.2.10 **“in the service of the state”** means to be –
- 2.2.10.1 a member of –
 - 2.2.10.1.1 any municipal council;
 - 2.2.10.1.2 any provincial legislature; or
 - 2.2.10.1.3 the National Assembly or the National Council of Provinces.
 - 2.2.10.2 a member of the board of directors of any municipal entity;
 - 2.2.10.3 an official of any municipality or municipal entity;
 - 2.2.10.4 an employee of any national or provincial department, national or provincial public entity or constitutional institution within

the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

- 2.2.10.5 an executive member of the accounting authority of any national or provincial public entity; or
- 2.2.10.6 an employee of Parliament or a provincial legislature;
- 2.2.11 **“Request for Proposals”** means this Request for Proposals;
- 2.2.12 **“MBDA”** means the Mandela Bay Development Agency and all its managed sites as a municipal entity established by the NMBMM;
- 2.2.13 **“NMBMM”** means the Nelson Mandela Bay Metropolitan Municipality;
- 2.2.14 **“proof of B-BBEE status level of contributor”** means:
 - 2.2.14.1 The B-BBEE status level certificate issued by an authorised body or person; or
 - 2.2.14.2 A sworn Affidavit as prescribed in the B-BBEE Codes of Good Practice in respect of an EME or QSE.
- 2.2.15 **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act and, for the purposes hereof, a Measured Entity with an annual Total Revenue of between R10 million and R50 million;
- 2.2.16 **“SCMP”** means the Supply Chain Management Policy of the MBDA;
- 2.2.17 **“Services”** means the services reflected on Annexure “A” hereto.
- 2.2.18 **“accredited authority”** means the South African National Accreditation System established by section 3 of the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act, 2006 (Act No. 19 of 2006);

CONTRACT SPECIFIC GLOSSARY OF TERMS

The following abbreviations and descriptive references appear in this specification:-

Reference	Explanation
MBDA	MBDA established in terms of Section 12(1) of the Local Government Municipal Structures Act 117 of 1998 and includes any committee or employees of the MBDA exercising powers or performing duties or functions delegated to a committee or employee of the MBDA.
Continuous coverage	A period of 3 months or more during which a security service is provided at a specific location or of a specific nature
Ad hoc coverage	A period of less than 3 months or as stipulated by the MBDA's Security Head during which a security service is provided at a specific site and/or of a specific nature.
Standard Operating Procedures (SOP)	A set of instructions covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness. The procedure is applicable unless ordered otherwise.
PSIRA	Private Security Industry Regulatory Authority of which registration is required as a security service provider such as CCTV Management, Monitoring (control room) and Control Room Operators.

THE FOLLOWING PARTICULARS MUST BE FURNISHED

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS.....

CONTACT NAME:

TELEPHONE NUMBER:

CELL PHONE NUMBER:

FACSIMILE:

E-MAIL ADDRESS:

COMPANY REGISTRATION NUMBER:.....

VAT REGISTRATION NUMBER.....

CENTRAL SUPPLIER DATABASE (CSD) NUMBER: MAAA

BIDDERS MUST BE SUCCESSFULLY REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) PRIOR TO SUBMITTING THE BID.**FOR REGISTRATION ON THE CSD BIDDERS CAN GO TO THE FOLLOWING WEBSITE:****www.csd.gov.za.**1. HAS A VALID MUNICIPAL BILLING CLEARANCE BEEN ATTACHED **YES / NO**2. HAS PROOF OF REGISTRATION WITH THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD BEEN ATTACHED (IF APPLICABLE)? **YES / NA**3. HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT BEEN ATTACHED? **YES / NO**

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

- ☐ ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
- ☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)
- ☐ A REGISTERED AUDITOR
- ☐ COMMISSIONER OF OATH

(Tick applicable box)

A CERTIFIED VALID COPY OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT MUST BE SUBMITTED. FAILURE TO SUBMIT WILL RESULT IN ZERO (0) POINTS SCORED.

5. BIDS WITH A VALUE OF MORE THAN R10 MILLION (VAT INCLUDED) ARE REQUIRED TO SUBMIT FINANCIAL STATEMENTS FOR THE PAST THREE YEARS OR SINCE ESTABLISHMENT, IF ESTABLISHED DURING THE PAST THREE YEARS.
6. BIDS MAY BE CONSIDERED NON-RESPONSIVE IF THE BID HAS NOT BEEN COMPLETED IN FULL. BIDS SHALL BE CONSIDERED NON-RESPONSIVE IF ALL THE COMPULSORY DOCUMENTS HAVE NOT BEEN INCLUDED IN THE BID SUBMITTED.
7. ALL PAGES OF THE BID DOCUMENT MUST BE INITIALED BY THE BIDDER.
8. ALL PRICES WILL BE EVALUATED EXCLUSIVE OF VAT.

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

TOTAL BID PRICE – PLEASE REFER TO THE PRICING SCHEDULE (SCHEDULE C)

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Mrs Pamela Govender

Tel: 041 811 8200

Email: publictenders@mbda.co.za

PROJECT MANAGER:

Mr. Mpumi Bandla

PART 2 - CONDITIONS OF BID

1. GENERAL REQUIREMENTS

- 1.1 The MBDA wishes to invite service providers to submit proposals for the **PROVISION OF DAY TO DAY SECURITY SERVICES, HIGH RISK TACTICAL RESPONSE WITH ARMoured VEHICLE SERVICES, PRIVATE INVESTIGATION AND CONTROL ROOM MONITORING (CCTV) SERVICES FOR MBDA MANAGED PRECINCTS AND SITES (MBDA SP 08/25)**.
- 1.2 The bidder is required to furnish full details requested on the bid forms. All prices shall be exclusive of Value Added Tax.
- 1.3 The bidder is requested to furnish all relevant information not entertained on the form of bids under separate cover which shall form part of the bid.

2. CONTACT PERSON FOR QUERIES

Name : Mrs. Pamela Govender
Telephone: 041 811 8200
Email : publictenders@mbda.co.za

3. TERMS AND CONDITIONS

3.1 Confidentiality

All materials, specifications, service level requirements detailed information and everything else supplied with this request for the bid remains the property of the MBDA and may be recalled if deemed necessary.

With reference to the POPI Act that came into effect, please note MBDA is in the process of ensuring compliance to the POPI Act. At this point, any and all personal information will be treated with the strictest confidentiality and will not be used for any unnecessary processing not related to the tender in question. All information is stored in a locked and access-controlled room with access to a few staff. The premises are monitored by cameras.

3.2 Contractual obligations

The request for bid does not constitute a contract nor does it create an obligation on the part of the MBDA to purchase services, products or equipment from any vendor submitting a bid.

3.4 Response to Questions

Where appropriate, questions should be answered explicitly by providing specific details requested. Bidders selecting to omit any of the required information or who do not follow the specified format will be disqualified from the bid process.

Should additional information be required by MBDA, bidders may be approached to provide more details, including aspects not specifically covered in this request for bids.

Please ensure that the documentation required is completed in full and signed, **failure to complete the RFP document in full, placement of signature where required, and commissioning may render the bid non-responsive.**

3.5 Ambiguities

It must be noted that if there are any ambiguities found in this bid document, it is the responsibility of the Main Applicant to clarify any such ambiguities before the closing of queries.

PART 3

TERMS OF REFERENCE (SPECIFICATION)

1. INTRODUCTION

The Mandela Bay Development Agency (MBDA), a municipal entity of the Nelson Mandela Bay Municipality (NMBM) and acting as its development agent, hereby calls for interested parties to submit proposals for the provision of integrated security services to provide safe spaces in the mandate sites and precincts to the MBDA. The specifications are for Guarding, Physical Access Control and Control Room monitoring to precinct specific security requirements from registered and reputable security service providers, who are capable of rendering all of the functions as required in terms of the specifications underlined and included herein for the MBDA. This service will require the recommended service provider to provide services to the MBDA and shareholder, the NMBM as and when required.

The contract shall be for a twelve (12) month period with the option of renewal for two (2) further twelve (12) month period. The renewal of contract shall be at the discretion of the MBDA based on budget availability and performance of the appointed service provider.

Based on budget availability the MBDA reserves the right to request for additional security services to be added or removed for the MBDA managed facilities/sites/precincts as and when required by the MBDA and its shareholder on a quotation basis.

Services shall be rendered on a 24-hour basis, as follows:

Mondays to Sundays including public holidays from 06h00 – 18h00; and

Mondays to Sundays including public holidays from 18h00 – 06h00.

The MBDA reserves the right to appoint more than one service provider for this tender.

2. BACKGROUND

The MBDA is responsible “to promote a safe and healthy environment” within its financial and administrative capacity. The National Development Plan (NDP) 2030, under the chapter “Building Safer Communities” indicate that one of its key points is “an integrated approach to safety and security will require coordinated activity across a variety of departments, the private sector and community bodies, the latter to include revitalized community-safety center’s”. As part of the MBDA year strategy, a key component is that of precinct management and this requires the MBDA to provide safety to patrons in precincts.

Aligned to the Constitutional imperatives and NDP is the 2016 White Paper on Safety and Security, published in Government Gazette No 41082, dated 1 September 2017, which seeks to realize the vision espoused in the NDP that building safer communities is a collective responsibility of both the state and its citizens (extracted from the White Paper foreword).

The MBDA, in terms of the legal imperatives referred to, have an obligation to provide protection of Municipal assets, infrastructure, property and staff, a function which has been supplemented by external security services, due to the number of localities and level of security services required.

Such services cover the provision of security services as specified for the various permanent and temporary localities under the jurisdiction of the MBDA on a continuous or ad hoc basis and may be required in as diverse localities such as high-rise buildings, construction sites, depots, strategic installations or temporary locations, at any and various times of the day or night.

The provision of external contracted security services is central to the MBDA achieving its developmental objectives. An environment thus needs to be created whereby the MBDA could base its asset protection strategy on proven national standards and experiences. Sound business, security and legal principles should at all times be applied.

3. SPECIFICATION AND SCOPE OF WORK

This specification covers the provision of security services in terms of the specifications for **PROVISION OF DAY TO DAY SECURITY SERVICES, HIGH RISK TACTICAL RESPONSE WITH ARMoured VEHICLE SERVICES, PRIVATE INVESTIGATION AND CONTROL ROOM MONITORING (CCTV) SERVICES FOR MBDA MANAGED PRECINCTS AND SITES (MBDA SP 08/25)**

and Control Room Monitoring (CCTV) for the various permanent and temporary localities under the jurisdiction of the MBDA. The contract shall be for a twelve (12) month period with the option of renewal for two (2) further twelve (12) month period. The renewal of contract shall be at the discretion of the MBDA based on budget availability and performance of the appointed service provider.

- a. The sites, depots and equipment which only a temporarily required (ad hoc) service is required, will be indicated by the MBDA to the service provider from time to time as occasion demands.
- b. The actual number of security officers required will be decided by the MBDA's Representative, after consultation with the appointed service provider and the delegated MBDA's Security Representative/s.
- c. The allocation of all localities to the successful service provider will be determined by the delegated MBDA Representative/s, in accordance with various factors such as the specific risk profile of the identified locality. Localities that will require monitoring and rapid response but not limited to the following sites, facilities and surrounds namely:

A. Nelson Mandela Stadium Precinct (See Annexure A – map of precinct area)

- i. Nelson Mandela Bay Multi-Purpose Stadium
- ii. Nelson Mandela Stadium Precinct

B. Kariega/Uitenhage CBD (See Annexure B - map of precinct area)

- i. Uitenhage Railway Sheds and NMB Science and Technology Centre
- ii. CBD Precinct

C. PE Inner City/CBD (See Annexure C - map of precinct area)

- i. St Peters Church
- ii. Trinder Park
- iii. Donkin Reserve
- iv. Fort Frederick
- v. Campanile
- vi. Aberdeens Building
- vii. Tramways Building and Parking area
- viii. Tramways Control Room
- ix. Under the Union Bridge
- x. Athenaeum Building
- xi. CBD/Inner City Precinct (Strand Street, Govan Mbeki Avenue, Parliament Street and other streets as indicated in Annexure C)
- xii. Harbour Master Building

D. Other Areas

- i. Helenvale Resource Centre
- ii. Helenvale Youth Centre
- iii. Kings Beach Park
- iv. Any other Area as and when required by the MBDA and its shareholder

Tenderers must indicate what measures they have to ensure that their security personnel are well trained, motivated, have a good back-up system and maintenance of strict supervision of their security personnel.

The appointed service providers must be linked to the various neighbourhoods and business watches. They must also be part of the Crime Prevention Forums (CPF's). Kindly state your affiliations with neighbourhoods and business watches and Crime Prevention Forums (CPF's).

Note: MBDA may add or reduce sites based on their mandate from the Nelson Mandela Bay Metropolitan Municipality.

4. SERVICE PROVIDER'S OBLIGATIONS

a. Skills and characteristics of personnel

- a) The Service provider must ensure that all personnel employed have been trained in terms of the relevant national standards, be in possession of a valid RSA ID document and display the following skills and characteristics to the satisfaction of the MBDA or nominee or authorised official so appointed:
 - i. Smart, uniformed, cleanly shaven appearance (where applicable), with discipline and self-control.
 - ii. Good inter-personal relations and communication skills with MBDA, staff at all levels and the general public, be it verbally or in writing.
 - iii. The ability to perform strict assigned duties and effective security services within the confines of deployment.
 - iv. The recognition of criminal incidents such as theft and safety hazards.
 - v. The recognition fire hazards and competent in basic firefighting skills as the first responder to such incidents.
 - vi. Be well conversant with the Criminal Procedure Act, specifically as it relates to arrest, seizure and the use of force.
 - vii. The ability to make sound independent decisions and apply corrective action in an event of any noteworthy incident on site.
 - viii. Basic level of literacy, i.e. able to read and legible handwriting.
 - ix. The ability to learn and adapt to the ever-changing security environment.
 - x. Be of sober habits and not addicted to the uncontrolled use of alcohol and drugs that have a narcotic effect.
 - xi. Be able to follow and apply locality security duties and procedures (SOP)
 - xii. Proficiency in the handling of firearms (where applicable).
 - xiii. Proficient in the use of all allocated security equipment such as a telephone, two-way radio and pepper spray.
 - xiv. Perform physical or documentary checks (where applicable).
 - xv. Operate a patrol / response monitoring system (where applicable).
 - xvi. Operate a guard monitoring system (where applicable).
 - xvii. Be in an acceptable physical condition in order to adequately perform the duties of a Security Officer as required by the relevant SOP.
 - xviii. All training must be in accordance with the latest PSIRA standards and training certificates must have originated from training institutions accredited by PSIRA, which must be available for scrutiny, at any time, by the MBDA.
 - xix. All security personnel to be deployed on each site have undergone medical surveillance by an Occupational Health Practitioner and have been certified fit.

- xx. Crime pattern analysis / trending and deployment of resources to monitor criminal activities relating to car theft, high jacking and kidnapping
- xxi. Research and monitor the activities of criminal elements and crime syndicates targeting the MBDA Precincts
- xxii. Identify crime syndicate hotspots where the MBDA Precincts assets and infrastructure are targeted and initiate operations to apprehend same.

b. Supervision of personnel

- a) The Service provider must arrange for its Security Officers to be strictly and closely supervised, whilst performing their duties by a Supervisor who is qualified, competent and registered as a Grade “B” PSIRA Security Officer.
- b) Visits to be strictly conducted as follows:–
 - i. Once between the hours of 18:01 to 00:00.
 - ii. Once between the hours of 00:01 to 06:00.
 - iii. Once between the hours of 06:01 to 12:00.
 - iv. Once between the hours of 12:01 to 18:00.

The following are applicable to visiting Supervisors: -

- I. Confirm the visit by endorsing and signing the Occurrence Book at the location and record his / her full name, Identity Number, PSIRA grade and number.
- II. The visit must fully comply with the laid down requirements of such visit i.e. equipment checked, location condition and any other supervisory observations.
- III. Only work-related comments may be recorded in the Occurrence Book.
- IV. MBDA reserve the right to check and verify security arrangements made by the Service provider at any MBDA Mandate sites and Precincts.
- V. As soon as a Security Officer reports any incident or irregularity to a MBDA official the Service provider’s on duty Supervisor must respond immediately to the location in question and resume a preliminary investigation and implement the necessary action.
- VI. The MBDA Control Room or any other control room to be determined by the MBDA must be informed immediately.

5. GENERAL OPERATIONAL REQUIREMENTS OF PERSONNEL (BUT NOT LIMITED TO):

- i. The security service is required to be continuous throughout the duty periods and the Service provider must therefore ensure that replacements are timeously provided for any of its personnel being absent for whatever reason.
- ii. The Service provider shall replace Security Officers, as and when required by request of the MBDA, reasons of which will be disclosed at the time.

- iii. The Security Officer taking the first shift must report for duty at the stipulated time of commencement of duty and must remain at his / her post until duly relieved or until the end of his / her shift when no reliever is required. Should an Officer abandon his / her post without a proper relief (where applicable) the said Officer may be requested not to be deployed at any MBDA Site and or Precinct in the future. Furthermore, a penalty will be levied equal to the quoted security cost per shift. The Officer must immediately be replaced with another Officer of equal grade by the service provider.
- iv. Sleeping on duty is not permitted and acceptable. All Security Officers shall remain totally alert throughout their shifts.
- v. An Occurrence book/pocket book and information book (IB), will be provided by the service provider, wherein every Security Officer is to sign on duty when reporting for duty, inserting his name, identity number, PSIRA number, grade and time of reporting for duty. At the completion of a shift, the same Officer shall "sign off duty" in the book by inserting his name, signature and the time at which he / she reports off duty or was relieved (if applicable) by another Security Officer.
- vi. Defacing / removal of pages in any Occurrence Book or Pocket book or any other register utilised in the execution of duties is not permitted and will result in a stipulated penalty being levied against the Company. The Occurrence or Pocket book or any other security related documentation will at all times remain the sole property of the MBDA and may not be removed from such Premises, unless authorised by the MBDA's Head of security or his / her representative or nominee.
- vii. No Security Officer shall allow any person whomever, access / entry to any locality / site, depot or to equipment for which he / she is responsible for and shall not allow any person to remove anything of whatsoever nature from the aforementioned site, depot or from equipment, unless the person requesting access / entry to the site, depot or equipment, as the case may be, produces to the officer on duty a Municipal Identity Card / Permit, All such admissions shall be recorded as a detailed entry completed in the Occurrence Book and Pocket book.
- viii. The Service provider will be responsible to ensure that Security Officers are well acquainted with the requirements of the security specifics. It will thus be necessary for Supervisors / Managers to have a high competency level to understanding and interpret SOP's and be familiar with locality layouts and operations. SOP's / officer duties will be drawn up in respect of each security functional area of responsibility. Such orders shall be readily available and service providers will be responsible for instructing their personnel accordingly.

- ix. The Service provider shall give advance notice to the MBDA's responsible official of possible forthcoming changes of personnel. In addition, the Service provider shall advise the MBDA's representative at least 30 minutes before commencement of a tour of duty of any adverse conditions regarding their personnel and equipment.
- x. All personnel assigned to and/or rendering any security related services to the MBDA must PSIRA registered.

Code of ethics applicable to the service provider and their staff

The following Code of Ethics is applicable to the Service provider and his / her staff and should be read in conjunction with the PSIRA Code of Conduct:

- a) Code of Ethics for Security Officers - "In my capacity as a Security Officer contracted to prevent report and deter crime, I pledge: -
- b) To protect life and property, prevent and reduce crime committed against MBDA mandate property, assets and staff, to which I am assigned.
- c) Abide by all PSIRA legislation.
- d) To carry out my duties with honesty and integrity and to maintain the highest moral principles.
- e) To faithfully, diligently and dependably discharge my duties, and to uphold the by-laws, policies and procedures of the MBDA and that which protect the rights of others.
- f) To discharge my duties truthfully, accurately and prudently without interference of personal feelings, prejudices animosities or friendships to influence my judgments.
- g) To report any violations of law or rule or regulation immediately to my supervisors.
- h) To respect and protect information considered confidential and privileged by my employer or the MBDA.
- i) To cooperate with all recognized and responsible law enforcement agencies within their jurisdiction.
- j) To accept no compensation, commission, gratuity, or other advantage without the knowledge and consent of my employer.
- k) To conduct myself professionally at all times, and to perform my duties in a manner that reflects credit upon myself, my employer, the security profession and the MBDA".

6. THE FOLLOWING BASIC DUTY, IN COMPARISON TO SPECIFIC GRADING, SERVES AS A COMPLIANCE AND DEPLOYMENT GUIDELINE:

a. SECURITY PLAN

The Security Plan must contain a proposal for addressing/dealing with the issues for the above listed sites, precincts and facilities as identified in the analysis of the premises/precincts. A full motivation must be provided as to why a particular approach is to be adopted with an explanation of the security plan on which the security plan is based.

The proposal must take into consideration the following:

- a) Implementation of a guard monitoring system for effective guarding /patrolling
- b) Pro-active security measures to cover entire precinct areas
- c) Controlling of access at the entrances of the building and egress of persons
- d) Details and security plan for 24-hour armed response availability and whether such services will be in-house or sub-contracted.
- e) Implementation of fire-arms procedures to ensure a safe environment
- f) General safety of the staff/office at the relevant sites, including emergency procedure plan;
- g) Tight and strict office access and exit;
- h) Emergency response service (24-hours)
- i) Unauthorised persons that may storm buildings and terrorise occupants;
- j) Criminals that break into vehicles daily in car parks;
- k) Protect the MBDA managed sites, precincts and any other site as mandated by the MBDA or its shareholder against trespassing and criminality;
- l) Car guards that operate in cahoots with criminals in the car parks;
- m) Grab and run from staff/visitors/public and tourists;
- n) Ensure that no trading takes place in the MBDA office buildings and car park
- o) Vagrants who nag MBDA staff, members of the public/motorists/visitors and tourists;
- p) Escort staff and visitors to and from parking areas;

b. STAFF CAPACITY (SERVICE PROVIDER TO PROVIDE A PLAN)

The proposed Security Plan shall outline the staff requirements **and** provide adequate proof of capacity to effectively carry out the Security Plan whilst meeting **Private Security Industry Regulatory Authority (PSIRA) requirements.**

Other requirements but not limited for security staff - Batons, Pepper sprays, Hand-cuffs, Occurrence Book, Two-way radios, guard house and ablution facilities where needed etc.

c. GUARDING REQUIREMENTS

- i. Applicants are to note the stated personnel within the RFP document are to be provided for evaluation purposes. Personnel requirements will vary from site to site and shall be done on a quotation and purchase order basis.
- ii. The Applicant must establish a local office and a 24-hour control room within the NMBM within 30 days of appointment. The maintenance and manning of the 24-hour control room located on premises of the Applicant (within the jurisdiction of the NMBM) to which all incidents occurring are to be reported.
- iii. All staff shall undergo adhoc polygraph testing as and when required at the cost of the Applicant and the results of such tests shall be made available to the MBDA.

The Applicant shall be expected to provide the following at its own cost:

1. The provision of uniforms (including rain wear), bibs, torches, cameras, radios, traffic cones, barrier tape, bolt cutters, cable ties, clicker counters, loud hailer and any other equipment that may be required for it to render the services.
2. Any identified staff are to undergo Polygraph testing and the results must be made available to the MBDA.
3. Continuous training of staff with regards to basic First Aid, Fire Fighting and evacuation procedures.
4. Attending all ESSPC and planning meetings for events held at the Stadium. And submit Operational Plans to the Authorities, Event Organizers and the Stadium.
5. The undertaking of site walk-about and training with management and supervisory staff before all functions or events.
6. The Applicant shall be responsible for all costs incidental to the aforesaid services and shall enter into a rental/lease agreement with the MBDA for the use of telephone and Data lines (if required).
7. Where guarding dogs and handling are required the successful provider must have the necessary certification, training, competency, equipment for both the guard and the dog.
8. And other security related services as may be required on a quotation and purchase basis.

d. STANDARD OPERATIONS PLAN

The Applicant will be required to submit a Standard Operations Plan, the Plan must demonstrate a detailed and comprehensive understanding of the MBDA Sites, Priority/Mandate Precincts and security service requirements. Included in this plan must be deployment plans, job descriptions, emergency procedures etc

e. RESEARCH / KNOWLEDGE OF AREA FOR ALL SITES (VERY IMPORTANT)

The Applicant **MUST** demonstrate that all the sites were visited, and challenges identified. Recommendations to address challenges must be included in proposal. Photos and brief observations and possible risk must be listed for each site identified in Clause 1.

f. GUARDING REQUIREMENTS ARE DETAILED BELOW BUT NOT LIMITED TO:

a) Grade C Guard

1. Guard, protect or patrol premises, goods, buildings, structures, vehicles, equipment or fixed property.
2. Carry out patrol procedures utilising a patrol monitoring device.
3. Comply with basic safety and firefighting requirements.
4. Experience to handle dogs. When dogs are required on any site, facility or precinct proof of dog handling certification must be provided for the nominated guard/s at that site, facility or precinct.
5. Complete Occurrence, Pocket book entries and written reports.
6. Exercise basic access control duties which include controlling, checking / searching vehicles and persons.
7. Complete documentary requirements relating to such activities.
8. Maintain a high standard of public relations.
9. Assist with the implementation of Emergency Evacuation Procedures.
10. Supervise other Grades.
11. Competent to handle firearms with proof of firearm training.

b) Grade B Guard

1. Perform any or all of the duties of a Security Officer Grade "B"
2. Conduct inspections and evaluations.
3. Comply with safety and firefighting requirements.
4. Overall site/s or building/s supervision and control.

5. Complete Occurrence, Pocket book entries, written reports and compile basic instructions.
6. Exercise basic access control duties which include controlling, checking / searching vehicles and persons.
7. Complete documentary requirements relating to such activities.
8. Maintain a high standard of public relations and interaction with Municipal officials.
9. Assist with the implementation of Emergency Evacuation procedures and the effective utilisation of personnel during such situations.
10. Collect access fees, etc.
11. Competent to handle firearms.
12. Supervision, training and controlling of lower Grade Officers.

c) Grade A Guard

1. Perform any or all of the duties of a Security Officer Grade "A"
2. Conduct inspections and evaluations.
3. Comply with safety and firefighting requirements.
4. Overall site/s or building/s management.
5. Complete Occurrence, Pocket book entries, investigations, written reports and compilation of instructions.
6. Exercise basic access control duties which include controlling, checking / searching vehicles and persons.
7. Complete documentary requirements relating to such activities.
8. Maintain a high standard of public relations and interaction with senior Municipal officials.
9. Assist with the implementation of Emergency Evacuation procedures and the effective utilisation of personnel during such situations.
10. Collect access fees, etc.
11. Competent to handle firearms.
12. Supervision, training and controlling of Security Officers "B" to "C".

7. SECURITY PERSONNEL & EQUIPMENT

8. Every Security Officer must be dressed in the Service provider's uniform, which shall consist of at least the following attire:

- a) Shirt, trousers, belt, cap (head gear).
- b) Socks, shoes / boots.
- c) Adequate clothing for protection against adverse weather elements.
- d) All security officers must be clearly identifiable by means of the service provider's insignia, which shall include shoulder flashes, rank and name tags.
- e) Under no circumstances may part/s of private clothing be worn over uniforms. If worn under the uniform it may not be visible. The service provider is furthermore responsible for any other safety / security equipment necessary for the proper execution of its security officer's tasks. This includes adequate temporary shelter and ablution facilities where ad hoc services are rendered in an environment where these do not exist.
- f) The MBDA approved alternative to combat type uniforms are to be worn in certain circumstances. The MBDA's security representative will identify such prior to the commencement of the contract.
- g) Failure to comply with all or part of the uniform requirements will result in a standard penalty being levied.
- h) The Service provider is responsible for any other safety / security equipment necessary for the proper execution of its Security Officer's tasks.

a. A Security Officer must be in possession of the following:

- a) A torch in proper working order – minimum 2 cell (for night duties).
- b) A baton or similar article approved by the MBDA's security representative.
- c) An identity document issued by PSIRA. Should such ID not be available for whatever reason then a company ID signed by the service provider, indicating the grade according to the individual's training certificate, initials and surname, staff / company number will suffice.
- d) A ballpoint pen – both red and black (no pencil allowed).
- e) Handcuffs.
- f) Non-lethal restraining devices (pepper spray) provided where indicated.
- g) Firearms where required.

- h) Where firearms are issued by the service provider to its security officers, on MBDA Premises/Sites, the following compliances are required:
- i. Firearms shall not be modified in any way that may negatively affect the safe working of the firearm.
 - ii. The Service provider shall provide the number of firearms, as set out in the schedule of sites. A schedule of all service provider registered firearms must be included in the tender response.
 - iii. Only firearms registered in the name of the Service provider shall be permitted on the MBDA's sites/Precincts. Under no circumstances will firearms belonging to other persons for the provision of security services in terms of these specifications be accepted by the MBDA.
 - iv. The Service provider furthermore certifies that it is the owner of all firearms issued to its Security Officers.
 - v. The Service provider shall at all times ensure that firearms issued to its Security Officers in terms of these specifications are in a clean and working condition and are properly maintained at all times.
 - vi. The Service provider must conform with all requirements of the PSIRA Act applicable to firearms training. All officers authorized to utilize a firearm in the execution of their duties must be in possession of a valid:
 1. Proficiency Certificate from a registered training service provider in the "Use of a Handgun".
 2. Proficiency Certificate from a registered training service provider in the "Use of a Shotgun".
 3. SAPS Competency Certificate.
 4. Certified copies of these certificates must be submitted to the MBDA's Security representative prior to deployment.
 5. Shotguns shall be fitted with proper slings / attachments. Proper holsters, compliant with the Firearms Control Act, issued by the service provider, shall be utilised for side arms.
 6. The Service provider's firearms may not be stored for safekeeping purposes on Municipal and MBDA premises.
 7. The MBDA reserves the right to inspect the Service provider's premises and examine firearms issued to personnel who perform duties in terms of this contract.
 8. All firearm related incidents must be reported to the SAPS and the MBDA (in a written statement).

9. CONTROL ROOM

- a. The MBDA has its own Central Control Rooms located at the Nelson Mandela Bay Stadium as well as at Tramways Building:
 1. Each control room must be manned on a 24-hour basis by a trained bilingual operator.
 2. The control room must be equipped with:
 - i. A two-way radio base station, in order to facilitate communication with the various localities and mobile supervisory units.
 - ii. A working telephone system, to facilitate communication with the MBDA's representative and Control Room 24 hours per day.
 - iii. An electronic Occurrence Book, for the purpose of recording entries, including irregularities, as and when reported by the MBDA's representative to the Service provider.
- b. These control rooms will be operated by the appointed service provider.
- c. The staff nominated operator to working the CCTV control rooms must have HCSA-CCTV certificate. The nominated staff CV's and certification must be submitted with the tender.

For purposes of evaluation the MBDA will require a minimum of one (1) Grade C Guard per shift to man the CCTV Control at the Nelson Mandela Bay Stadium and Tramways Building, the bidders must therefore submit the CV's and valid certifications and qualifications of the nominated guards. Failure to submit such CV's, and valid certifications and qualifications shall deem the Bidder non-responsive.

10. CCTV MONITORING AND ACCESS CONTROL

The following are broad based objectives relevant to the CCTV system:

- a) Protect and safeguard areas/precincts and premises used by the public;
- b) Deter and detect crime;
- c) Assist in the identification of offenders leading to their arrest and successful prosecution;
- d) Assist with the reduction of anti-social behaviour;
- e) Assist in reducing the fear of crime;
- f) Encourage better use of facilities and attractions;
- g) Maintain and enhance the commercial viability and encourage continued investment;
- h) Encourage the public to act responsibly in the wider community to assist in the fight against crime and anti-social behaviour;

- i) Cooperate with stakeholders and the service providers to develop and share best practice;
- j) Monitor and assist with traffic management issues;
- k) Provide and operate the system in a manner that is consistent with respect for individual's privacy;
- l) Assist with By-law enforcement;
- m) Assist with disaster early warning.
- n) Complete Occurrence Book to record incident details
- o) Monitor the guard patrol monitoring system
- p) Monitor municipal facilities, assets and locations/precincts
Access control to various sites and protection of assets

11. CCTV CONTROL ROOM OPERATOR SUITABILITY STANDARDS

Operators / Dispatchers are responsible for the day-to-day operation of the CCTV System in accordance with the policy and procedural practices (CCTV Code of Practice). The integrity of a CCTV scheme depends very much upon the activities of operators, who should be trustworthy, observe the civil rights of the public and individuals, and also respect their privacy. The following basic CCTV operator standards are minimum requirements for operators, applicable as initial selection criteria and thereafter part of continued standards evaluation and monitoring. All CCTV Control Room staff must be exposed to these requirements and conditions, based on the following criteria.

12. HIGH RISK TACTICAL RESPONSE WITH ARMoured VEHICLE SERVICES

High Risk Tactical Response with Armoured Vehicle Services is a specialized operational service required by the MBDA to respond to dangerous or volatile situations, such as:

- a) Hostage situations
- b) Active shooter events
- c) High-risk warrant executions
- d) VIP extractions under threat
- e) Transport of high-value assets through hostile environments

Key Components of the High-Risk Tactical Response service

Tactical Response Team

A highly trained unit equipped to handle critical incidents. The skills required are amongst others as follows:

- a. Close Quarters Battle (CQB)

- b. Breaching and clearing
- c. Hostage negotiation (in coordination with negotiators)
- d. Crowd control under threat
- e. Use of less-lethal and lethal force

Armoured Vehicle

Specialized vehicles used to safely transport Project Team Managers / Members, Rescue Personnel, or evacuate VIPs / Civilians. These vehicles should offer:

- a. Ballistic protection (up to B7 level or higher)
- b. Run-flat tires
- c. Tactical compartments for gear and personnel
- d. Gun ports and observation tools
- e. Communication systems integrated with HQ and support units

Benefits of use of Armoured Vehicles for the MBDA

- a. Enhanced safety for personnel in hostile environments
- b. Improved mission success rates
- c. Rapid deployment and extraction capabilities
- d. Staff and Public reassurance in crisis situations

13. PRIVATE INVESTIGATION SERVICES

The purpose of these services is to appoint competent and experienced investigators to provide expert private investigation services to the MBDA. These services will support the MBDA in addressing potential security risks / threats and other relevant issues, ensuring the organization operates with transparency and integrity. The appointed service provider will be tasked with conducting thorough and unbiased investigations as and when required, contributing to the effective governance and accountability of the MBDA. The purpose of this RFP is, therefore, to outline the MBDA' specific requirements and criteria for the appointment of such suitably qualified service provider.

The scope of the private investigations will include the following:

- a) The private investigators will be required to provide private investigation services on an as and when required basis.
- b) Establish if there has been any contravention or breach of MBDA Policies, regulations, or any applicable legislation.
- c) Establish if there were any instances of irregularities and or transgressions.
- d) Determine whether irregularities occurred with regard to the allegations reported.
- e) Quantify any loss or damages that the MBDA might have suffered.
- f) Identify the internal control weaknesses.
- g) The appointed service provider shall also provide the following:
 - i. Remedial actions to be taken, including, but not limited to systemic recommendations aimed at addressing weaknesses that have been identified.
 - ii. Support (where necessary) in subsequent disciplinary processes, including but not limited to leading evidence in disciplinary processes.
 - iii. Gather evidence and interview witnesses and suspects.
 - iv. Assist the MBDA to refer cases of safety and security risk to relevant law enforcement agencies; and preparing the necessary documentation for such referrals and assist in - Civil recoveries, if any.
- h) Service provider must adhere to strict confidentiality and ethical values as per applicable legislation.
- i) Creation of a detailed investigative plan.
- j) Prepare and provide detailed investigation reports with recommendations.
- k) Conduct any other investigation that may be required by the MBDA and to provide detailed forensic reports with recommendations.

Private Investigation Services Deliverables

- a) Discuss the findings with MBDA and gather management comments before finalising the reports.
- b) Testify in court and depose to affidavits if required for purposes of court proceedings.
- c) Recommend measures to mitigate future losses and strengthen control weaknesses.
- d) Facilitate the recovery of losses.
- e) Present comprehensive findings to MBDA on the outcome of the investigation.
- f) Service provider appointed to the panel must be able to commence an investigation within three working days from the date of receiving an instruction from MBDA.
- g) Final investigating report must be submitted to the MBDA or nominated official within thirty (30) calendar days after having commenced with the assignment, unless otherwise agreed upon in writing by the MBDA and the firm.
- h) The service provider may be requested to present findings and or comprehensive reports to the Board or any other stakeholder identified by the MBDA. Investigations must adhere to all legal obligations and or conditions for the lawful processing of personal information as stipulated by POPIA.

- i) The service provider must be conversant with South African laws and other legislative requirements.
- j) Recommend implementation of remedial measures where weaknesses have been identified.

14. REPORTING OF IRREGULARITIES / INCIDENTS

- a) An Occurrence / Pocket book, where applicable, will be provided by the Company on contract to the MBDA. A detailed description of all security related events or findings shall be entered therein by the security officer as soon as possible after the event or finding.
- b) This Occurrence / Pocket book will be made available to the MBDA's responsible official for control / inspection purposes and may record relevant entries in the Occurrence Book or Pocket book as and when required.
- c) All visits to their personnel by supervisors of the Service provider, including the time at which the visit is made and any relevant information shall be recorded at the time in the Occurrence Book.
- d) The Service provider, in addition to reports required in terms of above clauses hereof, shall draw to the attention of the MBDA's Head of Security as soon as practicable possible, any incident, condition or circumstance of importance which requires attention. Such reports should include the Service provider's recommendations.
- e) The recording and overall management of irregularities take place within a framework which has been introduced and is necessary from a control and audit perspective.

15. PENALTY CLAUSES

- a. The MBDA's Security Representative, or his representative/s, is responsible for routine inspections to the Service provider's areas of deployment in order to ensure an acceptable level of service is rendered in terms of both these specifications and or Standing Operational Procedures.
- b. Irregularities detected through such routine inspections will result in a penalty being levied against the Service provider and such penalty could range from a monetary value to the reduction in work allocated and / or the termination of the service. The penalty furthermore serves as a quality control indicator.
- c. The option of applying a penalty is but one aspect in a series of intervention options which may be implemented, depending on the severity and or continuation of the same irregularity. A penalty application should be regarded as an indicator which requires immediate corrective action to be implemented by the service provider, failure of which may activate further intervention options. The escalation of action, although designed in a priority format, may be implemented without following the set priority. This action will depend on various factors such as the severity of the irregularity or any action /

activity which results in poor service delivery or which is in contravention of the specifications. The interventions may include one or a combination of a penalty, educational, written clarification, reduction in work allocated, removal from specific Department or termination of service.

- d. The submission of invoices for work completed is closely linked to the penalty clause, which requires from the service provider to deduct the said penalties incurred from such invoice/s before submission to the MBDA.

e. The following penalty clauses will apply:

NO	ITEM	PENALTY
1	No baton	R20
2	No torch (also not in working order)	R20
3	No ID card	R50
4	No uniform (the uniform must be complete)	R100
5	No firearm / valid Firearm Authority Permit	100% of rate per shift
6	No pepper spray	100% of rate per shift
7	No handcuffs	100% of rate per shift
8	No two-way radio (radio must be 100% functional)	100% of rate per shift
9	No visit by supervisor per 6 hour period.	R200
10	Late for duty within 3 hours	R200
11	Late for duty beyond 3 hours	Pro rata to rate per shift
12	Reporting off duty prematurely	R500
13	Sleeping / not totally alert	R500
14	Under the influence of alcohol	R500
15	Leave designated area without authority	R500
16	Fail to book out / back from patrol	R50

17	Fail to book on or off duty + signature	R50
18	Compiles / making false occurrence book entry	R100
19	Alter occurrence book or page entries	R100
20	Defaces / remove occurrence book or page	R200
21	Fails to record ID number and grade when booking on duty	R50
22	Fails to comply with standing order requirements not covered by the afore-mentioned clauses	R100
23	Failing to hand/take over	R100
24	Playing games and listening to music on cell phones while doing security duties	R100
25	Provision of an incorrectly graded officer	Difference between rate of the two grades
26	Tampering or hindering operations or installations on another service providers sites	R1000

16. LOCATIONS

A complete schedule of MBDA locations, precincts required to be monitored / responded to by contract security services will only be made available to the successful tenderer. Notwithstanding, localities may be in any area within the boundaries of the MBDA.

17. SCHEDULE OF INFORMATION REQUIRED

Tenderers are requested to provide information regarding their services as follows (absence of or incorrect information may prejudice the tender application):

Based on proposed security plan state the approximate number of security officers each inspector has to supervise per shift.

Grade	C	B if applicable
Number of inspectors per shift		

f. Provide details of your total PSIRA registered security officer complement:

Grade	A	B	C
Number			

g. Where do you train your security officers?

Institution
1)
2)
3)
4)

h. State Vetting procedure for prospective security officers prior to their employment.

- i. State if you have public liability insurance cover, and, if so, the amount of such cover.

Amount	Insurance Company

- j. Provide details of any other relevant information which you feel should be brought to the MBDA's attention.

- k. Supply your company's PSIRA Registration number

PSIRA Registration Number	Date of First Registration

l. Provide details of your Director/s, Member/s, Owner/s, and Partner/s

Name & Surname	ID Number	Address

m. Provide details of the following company structures: Management, Supervisory and Support.

Management	Supervisors	Support

n. Supply a statement of work successfully carried out by the service provider over the last 12 months or which are currently being undertaken.

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o. Provide details of

Transport/Response (vehicles)		
Year	Make & Model	Type
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		

p. Provide details of two-way portable radios.

Number of Radios	
Leased/Company Owned	

q. **Provide details of uniform type and composition (optional to add photos).**

r. **Details of Firearms**

Type	Numbers

18. CHECKLIST FOR IMPORTANT AND/OR COMPULSORY INFORMATION

The following documents are required to be submitted with the tender:

No.	Description	Details	Yes/No
	PSIRA Registration Certificate for the Company (Main Applicant)	Provide / attach Certificate	
	In addition, the Main Applicants Directors, Shareholders, Members, Owners or Trustees must have valid Registration in terms of the Private Security Industry Regulation Act 56 of 2001.	Provide / attach Certificate(s)	
	PSIRA Registration for all Staff	Attach PSIRA list and / or valid Copies PSIRA Certificates for all staff	
	The Service Provider shall provide proof of license with the Independent Communications Authority of South Africa for Electronic Communications Network Services and Electronic Communications Services	Attach ICASA certification	
	Confirmation of CCTV control room operations and observational skills certification.	Submit experience of CCTV Control room operations and observation skills.	
	The Service Provider Compensation for Occupational Injuries and Diseases Letter of Good Standing from the Department of Labour.	Attach COIDA certificate	
	Have valid Registration and be in good standing with Security Provident Fund for the Security Company and their Staff.	Attach proof / valid certificate	
	Proof of health insurance cover for all their guards. All bidders should provide proof of registration with an accredited Medical Insurance.	Attach letter from Health insurance company or Registration Certificate.	

	Provide valid proof of Company Registration with the National Bargaining Council for Private Security Service (NBCPSS) or proof from NBCPSS they are in the process of registering	Provide / Attach proof	
	High Risk Tactical Response Team	Attach proof of the following: 1. Min. of 10 Employees CVs a. Have ability to conduct investigations b. Have ability to gather, access and interpret crucial information. c. Must possess intelligence in collection, analysis and dissemination of information. d. Have ability to handle sensitive and confidential information with discretion and maintain high level of security. 2. Employee Contract of Employment or Appointment Letters. Contactable References	
	Liability Insurance Policy R10 million	Successful Service provider must within 14 days of appointment must submit proof of having public liability insurance	
	SAPS list of company registered firearms	Attach a copy	

	Provide a list of all officers who are competent in the handling of firearms and state type of firearm	Attach a list	
	Officer Uniform	Attach photo of officer uniform	
	Confirmation of security electronic occurrence book, risk management and security risk management analysis certification	Attach certification of security electronic occurrence book, risk management and security risk management analysis certification	
	CCTV Operator – Grade C guards manning the CCTV Control Room	Attach CV, valid HCSA CCTV certification and qualifications	
	Proof of Company Registration with The Institute of Risk Management South Africa (IRMSA).	Attach proof	
	Valid Company Registration with Security Association of South Africa (SASA).	Attach proof	
	Valid Proof of Registration with Project Management South Africa (PMSA), the Company or the Project Manager.	Attach proof	
	Valid proof of (PCI) Private Certified Investigator or Similar	Attach proof	
	Armoured Vehicles	1. Min. of 2 Vehicles 2. SANAS/SABS Certified Vehicles 3. Lease Agreement if vehicles are not owned.	

FUNCTIONALITY CRITERIA SCORE SHEET

FUNCTIONALITY CRITERIA	
1. Relevant experience The Main applicant must demonstrate having relevant experience in the provision of security services in respect of a major multi-functional organisation and as defined in the scope of work a) 8 years and over b) 6 to 8 years c) Below 6 years 1.1 Provide detailed company profile. 1.2 Provide valid appointment letters and or reference letters 1.3 Provide proof or name(s) of traceable reference and contact details including email addresses from clients to whom the provision of multi-functional security services was provided 1.4 Please complete Annexure B.1 Failure to provide appointment letters and or reference letters with traceable references, contact details and complete annexure B will result in zero points scored.	15 15 10 0
2. Provide a valid Proof of Registration with Project Management South Africa (PMSA), the Company or the Project Manager. a. Applicant provided proof of registration with (PMSA) b. Applicant did not provide proof of registration with (PMSA) Failure to provide Proof of Registration with Project Management South Africa (PMSA) for the Company or the Project Manager will result to zero points scored.	10 10 0
3. Have Proof of valid Company Registration with Security Association of South Africa (SASA). a. Applicant provided proof of registration with (SASA) b. Applicant did not provide proof of registration with (SASA)	10 10 0

Failure to provide Proof of Registration with Project Management South Africa (PMSA) for the Company and the Project Manager will result to zero points scored.	
4. Have a Proof of Company Registration with The Institute of Risk Management South Africa (IRMSA). a. Applicant provided proof of registration with (IRMSA) b. Applicant did not provide proof of registration with (IRMSA) Failure to provide Proof of Registration with Project Management South Africa (PMSA) for the Company and the Project Manager will result to zero points scored.	10 10 0
5. Research / Knowledge of area for all sites a) Applicant demonstrates good knowledge and/ or did research of all sites as per clause 6(e) b) Applicant demonstrates some knowledge and/ or did research of all sites as per clause 6(e.) c) Applicant demonstrates no knowledge/evidence of conducting research of all sites as per clause 6 (e.) Points will be allocated as follows: 5.1 Details of the sites visited (3 points) 5.2 Identified hotspot areas (3 points) 5.3 Challenges identified (2 points) 5.4 Recommendations to address challenges (2 points) Photos and brief observations and possible risk must be listed for ALL sites identified. If photos and brief of ALL sites are not provided it will result in zero point scored.	10 10 5 0
6. SECURITY PLAN 1. Implementation of a guard monitoring system for effective guarding; [3 points]	30

2. Pro-active patrolling patterns to cover entire area of the building including sidewalks, parks etc; [1 point]	
3. Controlling of access at the entrances of the building and egress of persons; [1 point]	
4. Details and security plan for 24-hour armed response availability and whether such services will be in-house or sub-contracted. [2 point]	
5. Implementation plan of fire-arms procedures to ensure a safe environment [2 point]	
6. General safety of the staff/office at the relevant site; [1 point]	
7. Tight and strict office access and exit; [1 point]	
8. Emergency response service (24-hours) [1 point]	
9. Criminals that may storm buildings and terrorise occupants thereof; [2 point]	
10. Criminals that break into vehicles daily in car parks; [1 point]	
11. Protect the MBDA managed sites against trespassing; [1 point]	
12. Car guards that operate in cahoots with criminals in the car parks;	

[1 point]	
13. Grab and run from staff/visitors/public and tourists;	
[1 point]	
14. Ensure that no trading takes place in the MBDA office building and car park	
[1 point]	
15. Vagrants who nag MBDA staff, members of the public/motorists/visitors and tourists;	
[1 point]	
16. Provision of Firearms - please indicate the available fire arms available	
[2 point]	
17. Control Room (Photo of Control Room)	
[2 point]	
18. Office (Lease agreement or ownership. Photo of Office)	
[2 point]	
19. Vehicles (Indicate number of vehicles available to service contract (proof of registration certificate ownership)	
[2 point]	
20. CCTV monitoring/response	
[2 point]	
The Security Plan must contain a proposal for addressing/dealing with the issues for the listed sites and facilities as identified in the analysis of the premises. A full motivation must be provided as to why a particular approach is to be adopted with an explanation of the security plan on which the security plan is based. Failure to submit the security plan will result to zero points scored.	

7. EXPERIENCE IN PRIVATE INVESTIGATIONS	5
a) Applicant has a minimum of 2 Private Investigators	2
b) Each Investigator to have a minimum of 2 years' investigation experience	2
c) Investigator to be certified as Professional Certified Investigator (PCI) or similar	1
8. ARMOURED VEHICLES	
Bidders must provide a minimum of 2 SANAS/SABS certified vehicles:	10
a) Applicant submit proof of ownership/lease agreement of 2 or more vehicles.	10
b) Applicant did not submit proof of ownership/lease agreement	0
c) Applicant submitted proof of ownership/lease agreement for less than 2 SANAS/SABS certified vehicles.	0
Total	100

MINIMUM FUNCTIONALITY SCORE IS 85/100.

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required must be submitted in the following format:

COMPANY EXPERIENCE:

1. Number of years' service provider has been operating and providing similar services in respect of security services as requested by the MBDA

No of years

List of relevant or similar of a similar nature in respect of security services rendered by the service provider.

	Project Name and Description of services provided	Project Value in R	Contract period (Start – end date)	Institution	Contact person and number for reference purposes
RELATED SERVICES RENDERED: SECURITY SERVICES					
1.					  
2.					  
3.					  
4.					  
5.					  
6					 

PROVISION OF DAY TO DAY SECURITY SERVICES, HIGH RISK TACTICAL RESPONSE WITH ARMoured VEHICLE SERVICES, PRIVATE INVESTIGATION AND CONTROL ROOM MONITORING (CCTV) SERVICES FOR MBDA MANAGED PRECINCTS AND SITES (MBDA SP 08/25)

					
7.					
					
					
8.					
					
					
9.					
					
					
10.					
					
					

1. Where more space is required, the Applicant to provide additional information on a separate page, using the above format, with their proposal and reference it accordingly.

AUTHORITY FOR SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation	F Other (Specify)

A. CERTIFICATE FOR COMPANY

I,, Chairperson of the board of directors of hereby confirm that by resolution of the board (copy attached) taken on, Mr/Ms

acting in the capacity of (Position in the Enterprise), and who will sign as follows: be, and is hereby, authorized to sign the Bid/Tender, and any and all documents and/or correspondence in connection with this tender and any contract resulting from it on behalf of the company.

Witness 1 Signature:

Witness 2 Signature:

Chairperson's Signature:

Date:

Name	Capacity	Signature	Date

Note:

This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise.

Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

B. CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as:
 hereby authorize
 Mr/Ms, acting in the capacity of
 (Position in the Enterprise), and who will sign as follows: be, and
 is hereby, authorized to sign the Bid/Tender, and any and all documents and/or correspondence in
 connection with this tender and any contract resulting from it on behalf of the partnership.

Name	Capacity	Signature	Date

Note:

This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise.

Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

C. CERTIFICATE FOR JOINT VENTURE OR CONSORTIA

We, the undersigned, are submitting this tender offer in Joint Venture/Consortium and hereby authorize Mr/Ms, acting in the capacity of (Position in the Enterprise), and who will sign as follows: be, and is hereby, authorized to sign the Bid/Tender, and any and all documents and/or correspondence in connection with this tender and any contract resulting from it on behalf of the Joint Venture/Consortium.

This authorisation is evidenced by the **attached power of attorney** signed by legally authorized signatories of all the partners to the Joint Venture/Consortium.

Name of firm	Address	Percentage of contract value	Authorising signature, name and capacity

D. CERTIFICATE FOR SOLE PROPRIETOR

I,, hereby confirm that I am the sole owner of
the business trading as:

Witness 1 signature: _____

Witness 2 signature: _____

Sole proprietor's signature: _____

Date: _____

E. CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as:
..... hereby authorize
Mr/Ms acting in the capacity of
..... (Position in the Enterprise), and who will sign as follows:
..... be, and is hereby, authorized to sign the Bid/Tender, and
any and all documents and/or correspondence in connection with this tender and any contract
resulting from it on behalf of the Close Corporation.

Name:	Address:	Signature:	Date:

NOTE:

This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise.

Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

F. OTHER (SPECIFY)

We, the undersigned, being the key members in the business trading as:

..... hereby authorize

Mr/Ms acting in the capacity of

..... (Position in the Enterprise), and who will sign as follows:

..... be, and is hereby, authorized to sign the Bid/Tender, and

any and all documents and/or correspondence in connection with this tender and any contract

resulting from it on behalf of the _____.

Name:	Address:	Signature:	Date:

NOTE:

This resolution must be signed by all the Directors/Members/Partners/Other of the Bidding Enterprise.

Should the number of Directors/Members/Partners/Other exceed the space available above, additional names and signatures must be supplied on a separate page.

**PART 4 –PRICING SCHEDULE
FIRM PRICES (PURCHASES) (MBD 3.1)**

Name of Bidder:
Closing Time: 12h00

Bid Number: **MBDA SP 08/25**
Closing Date: **02 September 2025**

TENDER WILL BE VALID FOR 120 CALENDAR DAYS

BID PRICE IN RSA CURRENCY

** (ALL APPLICABLE TAXES EXCLUDING)

Please include the detailed cost breakdown as part of your proposal.

PLEASE NOTE:

- This Annexure **must** be completed.
- All amounts in the table to exclude Value Added Tax

SCHEDULE OF RATES				
Item No.	Description	Unit	Rates excluding VAT reflected in 12 hour shifts	
1	Full Month Continuous Coverage – duty every 12 hours including weekends and public holidays			
1.1	Security Officer Grade “A” see table 1.1	Monthly	R _____	
1.2	Security Officer Grade "B" see table 1.1	Monthly	R _____	
1.3	Security Officer Grade "C" see table 1.1	Monthly	R _____	
	SUB-TOTAL EXC. VAT		R _____	
2	Daily Rate - Price per 12 hour shift			
			Day / Night Shift	Sunday & Public Holidays
2.1	Security Officer Grade “A”	12 hour shift	R _____	R _____

PROVISION OF DAY TO DAY SECURITY SERVICES, HIGH RISK TACTICAL RESPONSE WITH ARMoured VEHICLE SERVICES, PRIVATE INVESTIGATION AND CONTROL ROOM MONITORING (CCTV) SERVICES FOR MBDA MANAGED PRECINCTS AND SITES (MBDA SP 08/25)

2.2	Security Officer Grade "B"	12 hour shift	R _____	R _____
2.3	Security Officer Grade "C"	12 hour shift	R _____	R _____
	SUB-TOTAL EXC. VAT		R _____	
3	Hourly Rate - Price per hour			
			Day / Night Shift	Sunday & Public Holidays
3.1	Security Officer Grade "A"	Per Hour	R _____	R _____
3.2	Security Officer Grade "B"	Per Hour	R _____	R _____
3.3	Security Officer Grade "C"	Per Hour	R _____	R _____
	SUB-TOTAL EXC. VAT		R _____	
4	Equipment - Price per 12 hours including day, night weekends and public holidays			
			Monthly	Per 12 Hour Shift

	SUB TOTAL EXCL.VAT		R _____
	TOTAL EXCL. VAT (1+2+3+4)		R _____

ANNEXURE C (continued)

DETAILED PRICING BREAKDOWN TEMPLATE

1.1 Table: Guarding breakdown costs to be inserted into the pricing table above.

DESCRIPTION		EXPLANATION		GRADE A
MONTHLY SALARY				
HOURLY EQUIVALENT RATE		Clause 3(5)(b) Sectoral Determination 6		
Ordinary time:	i) Primary Sec Officer	4	shifts per week (48 hrs)	
	ii) *Relief Sec Officer	2	shifts per week (24 hrs)	
Sunday pay premium		4.33 3	weeks p/m @ X1.5	
Public holiday premium		1	shift p/m @ X1	
Leave provision		21	consecutive days leave	
Sick Pay		1	shift p/m	
Study leave		6	days per annum	
Family response. Leave		5	days per annum	
Night shift allowance		6	Rand, p/night shift worked	
Provident fund		7.5	% of Fund Salary	
Statutory annual bonus			Monthly salary	
Medical Aid		1		
SUB TOTAL				
UIF		1	% of remuneration	
COID/WCA		4.28	% of remuneration	
Sets of uniform		1500	Rand p/p p.a	
Training		1	% of remuneration (SDL)	
Cleaning Allowance		30	Rand p/m	
TOTAL DIRECT COST				
Share of overheads		40	% of direct cost (Economy of scale rule applies)	

DESCRIPTION		EXPLANATION		GRADE B
MONTHLY SALARY				
HOURLY EQUIVALENT RATE		Clause 3(5)(b) Sectoral Determination 6		
Ordinary time:	i) Primary Sec Officer	4	shifts per week (48 hrs)	
	ii) *Relief Sec Officer	2	shifts per week (24 hrs)	
Sunday pay premium		4.33 3	weeks p/m @ X1.5	
Public holiday premium		1	shift p/m @ X1	
Leave provision		21	consecutive days leave	
Sick Pay		1	shift p/m	
Study leave		6	days per annum	
Family response. Leave		5	days per annum	
Night shift allowance		6	Rand, p/night shift worked	
Provident fund		7.5	% of Fund Salary	
Statutory annual bonus			Monthly salary	
Medical Aid		1		
SUB TOTAL				
UIF		1	% of remuneration	
COID/WC A		4.28	% of remuneration	
Sets of uniform		1500	Rand p/p p.a	
Training		1	% of remuneration (SDL)	
Cleaning Allowance		30	Rand p/m	
TOTAL DIRECT COST				
Share of overheads		40	% of direct cost (Economy of scale rule applies)	

DESCRIPTION		EXPLANATION		GRADE C
MONTHLY SALARY				
HOURLY EQUIVALENT RATE		Clause 3(5)(b) Sectoral Determination 6		
Ordinary time:	i) Primary Sec Officer	4	shifts per week (48 hrs)	
	ii) *Relief Sec Officer	2	shifts per week (24 hrs)	
Sunday pay premium		4.33 3	weeks p/m @ X1.5	
Public holiday premium		1	shift p/m @ X1	
Leave provision		21	consecutive days leave	
Sick Pay		1	shift p/m	
Study leave		6	days per annum	
Family response. Leave		5	days per annum	
Night shift allowance		6	Rand, p/night shift worked	
Provident fund		7.5	% of Fund Salary	
Statutory annual bonus			Monthly salary	
Medical Aid		1		
SUB TOTAL				
UIF		1	% of remuneration	
COID/WC A		4.28	% of remuneration	
Sets of uniform		1500	Rand p/p p.a	
Training		1	% of remuneration (SDL)	
Cleaning Allowance		30	Rand p/m	
TOTAL DIRECT COST				
Share of overheads		40	% of direct cost (Economy of scale rule applies)	

Rate for Armoured Vehicle, High-Risk Tactical Response Team Member and Private Investigation.

Monthly Rate

Monthly Cost of Armoured Vehicle (1 vehicle) Per Rate.	High Risk Tactical Response Team Member Rate per month (1)	Private Investigator Rate Per month (1)
R	R	R

Daily Rate

Daily Cost of Armoured Vehicle (1 vehicle) Rate.	High Risk Tactical Response Team Member Rate per day (1)	Private Investigator Rate Per day
R	R	R

Hourly Rate

Hourly rate of Armoured Vehicle (1 vehicle) Rate.	High Risk Tactical Response Team Member Rate per hour (1)	Private Investigator Rate Per hour
R	R	R

NOTE:

1. Labour costs must be based on legislated security sector wages for the contract security industry and must include provision for all statutory costs and annual labour increases such as annual bonus and provident fund benefits etc. Prices tendered must include profit margins / mark-ups.
2. The rates submitted shall remain fixed for the maximum period of 12-months.
3. Annual increases shall be based on CPI (Consumer Price Index) and legislated security sector wages for the contract security industry at the anniversary of the contract negotiated and agreed upon between the service provider and the MBDA.
4. The costing must make provision for shift changes, guarding on 24-hour rotation basis and off days etc.
5. It must be noted if award is from the middle of a month a pro-rata rate for the month will be billed.
6. Bidders must complete detailed pricing structure as per the PSIRA template.
7. Based on budget availability the MBDA reserves the right to add or remove guards from sites or request services to be terminated for certain sites.
8. The MBDA reserves the right to request for additional security services and sites to be added as per the MBDA managed facilities mandated sites on a quotation basis.

PROOF OF B-BBEE STATUS LEVEL OF CONTRIBUTOR
FAILURE TO SUBMIT WILL RESULT IN ZERO (0) POINTS SCORED.

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**THE SUCCESSFUL APPLICANT WILL BE REQUIRED TO SUBMIT THE FOLLOWING
DOCUMENTATION PRIOR TO AWARD**

- 1. Municipal Billing Clearance Certificate OR Lease agreement OR Statement of account**
- 2. Valid Tax Clearance Compliance Status**
- 3. CSD Report**
- 4. MBDA e-tender supplier registration – www.mbda.co.za. Click on “Tenders”, Formal and scroll down to register on portal.**
- 5. Relevant Declarations and affidavits**

CENTRAL SUPPLIER DATABASE & MBDA VENDOR PORTAL**REGISTRATION INSTRUCTIONS**

In accordance with MBDA Supply Chain Management policy a Business, that wishes to do business with MBDA, must register on the National Treasury Central Supplier Database (CSD) and the MBDA E-tender system.

Below is the link to register on CSD:

<https://secure.csd.gov.za/Account/Register>

Click on “REGISTER” and follow the prompts.

REGISTER FOR E-TENDERS AND GET DOWN TO BUSINESS

Introducing the MBDA E-Tender system. A safe, convenient, and easily accessible opportunity to do business. The tender process is now pandemic proof!

Follow these steps to get started:



Go to **www.mbda.co.za** to register and view available tenders.



Once you have completed and submitted your tender you will receive a tracking number and confirmation. It's that simple.

For more info email publictenders@mbda.co.za or call 041 811 8200.

Take advantage of online E-Tenders for safe and secure access to the latest business opportunities in Nelson Mandela Bay.



AFFIDAVIT – NATURAL PERSON

I, the undersigned,

Identity Number:

do hereby make oath and state that:

1. I am the Applicant in respect of the attached Application and all information/documentation submitted on behalf of the Applicant in connection with the Application is true and correct.
2. I am not aware of any actual or likely conflict of interest which I may have in respect of the transaction to which the response pertains nor am I in the Service of the State as referred to in the MBDA's Supply Chain Management Policy. (delete if not applicable and furnish details of such conflict of interest)
3. My SARS Income Tax Reference Number is

4. My SARS VAT Registration Number is

5. I have no outstanding tax obligations, or I have made arrangements to meet my outstanding tax obligations to the South African Revenue Services and a certificate of the South African Revenue Services is attached hereto in this regard.
6. I have not been convicted for fraud or corruption within a 5 (five) year period prior to date hereof.
7. I am / am not **(delete whichever is not applicable)** engaged in any Government or Local Government contract awarded within 5 (five) years prior to date hereof.
8. I am / am not **(delete whichever is not applicable)** in arrears in respect of any charges payable in terms of Section 118 of the Municipal Systems Act. (If in arrears, a copy of a document evidencing satisfactory arrangements made with the NMBMM is to be annexed).
9. ***I acknowledge that should any information attested to herein be false, such false statement shall entitle the MBDA to terminate any agreement to which this submission relates.***

- 10. *The Applicant acknowledges that should any information attested to herein be false, such false statement shall entitle the MBDA to terminate any agreement to which this submission relates.***

APPLICANTS SIGNATURE

DATE

I CERTIFY that the Deponent has acknowledged that he/she knows and understands the contents of this Affidavit which was signed and sworn to before me at _____ this _____ day of _____ 20_____.

COMMISSIONER OF OATHS

NOTE: ANY STATEMENT WHICH IS NOT APPLICABLE IS TO BE DELETED.

AFFIDAVIT – JURISTIC PERSON

I, the undersigned,

Identity Number:

do hereby make oath and state that:

I am a duly authorized representative of:

Entity Name: _____

Entity Registration No.: _____

the Applicant in respect of the attached Application.

1. All information/documentation submitted on behalf of the Applicant in connection with the Application is true and correct.
2. The Applicant's registered office is

3. The Applicant's principal place of business is

4. The Applicant has no actual or likely conflict of interest in respect of the transaction for which the response pertains nor is the Applicant in the Service of the State as referred to in the MBDA's Supply Chain Management Policy. (delete if not applicable and furnish details of such conflict of interest)
5. The Applicant's SARS Income Tax Reference Number is

6. The Applicant's SARS VAT Registration Number is

7. The Applicant has no outstanding tax obligations, or the Applicant has made arrangements to meet its outstanding tax obligations to the South African Revenue Services and a certificate of the South African Revenue Services is attached hereto in this regard.
8. The Applicant and/or its officials have not been convicted for fraud or corruption within a 5 (five) year period prior hereto.
9. The Applicant is / is not **(delete whichever is not applicable)** engaged in any Government or Local Government contract awarded within 5 (five) years prior to date hereof.

10. The Applicant is / is not **(delete whichever is not applicable)** in arrears in respect of any charges payable in terms of Section 118 of the Municipal Systems Act. (If in arrears, a copy of a document evidencing satisfactory arrangements made with the NMBMM is to be annexed)
11. *The Applicant acknowledges that should any information attested to herein be false, such false statement shall entitle the MBDA to terminate any agreement to which this submission relates.*

APPLICANT SIGNATURE

DATE

I CERTIFY that the Deponent has acknowledged that he/she knows and understands the contents of this Affidavit which was signed and sworn to before me at _____ this _____ day of _____ 20____.

COMMISSIONER OF OATHS

NOTE: ANY STATEMENT WHICH IS NOT APPLICABLE IS TO BE DELETED.

Declaration of Interest (MBD4)

1. No Bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to Bid. In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the Bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.**

3.1. Full Name of Bidder or his or her representative:

3.2. Identity Number:

3.3. Position occupied in the Company (director, trustee, shareholder²):

3.4. Company Registration Number:

3.5. Tax Reference Number:

3.6. VAT Registration Number:

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state? **YES / NO**

3.8.1. If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

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

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9. Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

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

3.10.1 If yes, furnish particulars.....

.....

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

3.11.1 If yes, furnish particulars

.....

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

3.12.1 If yes, furnish particulars.....

.....

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

3.13.1 If yes, furnish particulars.....

-
- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are Bidding for this contract.

YES / NO

3.14.1 If yes, furnish particulars.....

- 3.15 Are you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company an advisor or consultant contracted with the NMBMM or the MBDA

YES / NO

3.14.1 If yes, furnish particulars.....

.....

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

Full Name	Identity Number	State Employee Number

.....

Signature

.....

Date

In the presence of:

1.
2.

CERTIFICATION OF CORRECTNESS

I, THE UNDERSIGNED (NAME)

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

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

Signature.....

Date.....

.....
Position

.....
Name of Bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 90/10 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

- 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) **“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 90/10 PREFERENCE POINT SYSTEMS

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

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

B-BBEE Status Level of Contributor	Number of Points
1	5
2	4
3	3
4	2
5	1
6	1
7	1
8	1
Non-compliant Contributor	0

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 **table 1 below**:

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

Note to tenderers: The tenderer to indicate how they claim points for each preference point system. This verified

The specific goals allocated points in terms of this tender	Points allocation	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Required proof for specific goals claimed
B-BBEE status contributor	5			B-BBEE certificate confirming B-BBEE level status contribution

Enterprise located within the Nelson Mandela Bay municipal area	2			Detailed CSD registration report demonstrating supplier address information together with municipal statement of account or lease agreement or billing clearance certificate
Enterprise owned by women	2			Detailed CSD registration report / detailed B-BBEE certificate demonstrating women ownership
Enterprise owned by black youth	1			Detailed CSD registration report / detailed B-BBEE certificate demonstrating black youth ownership
TOTAL POINTS	10			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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 service provider 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 service provider, 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:

.....

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

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

Item	Question	Yes	No
4.1	Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

4.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Bid Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the Bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the Bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the Bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE "J"

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)

I, the undersigned, in submitting the accompanying Proposal in relation to **PROVISION OF DAY TO DAY SECURITY SERVICES, HIGH RISK TACTICAL RESPONSE WITH ARMoured VEHICLE SERVICES, PRIVATE INVESTIGATION AND CONTROL ROOM MONITORING (CCTV) SERVICES FOR MBDA MANAGED PRECINCTS AND SITES** hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Applicant)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant;
4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant;
5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word "competitor" shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:
 - (a) has been requested to submit a Proposal in response to this RFP;
 - (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.
6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit or not to submit, a Proposal;
 - (d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or
 - (e) submitting a Proposal with the intention not to win the award.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the improvements to which this Proposal relates.
9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.
10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

Signature Date

Name of Applicant

PART 5 GENERAL REQUIREMENTS

1. The service provider is required to furnish full details requested on the tender forms. All rates tendered shall be inclusive of Value Added Tax at the prevalent rate but will be evaluated exclusive of VAT.

1.1. The company should employ suitably trained and qualified personnel, with proof of their qualifications.

1.2. The bidder is requested to furnish all the relevant information not entertained on the form of bid under separate cover which shall form part of the bid.

2. COMPETENCY REQUIREMENTS

The service provider should have expertise and experience in conducting studies of a similar nature to the services requested by the MBDA.

3. COMPLETENESS OF THE BID INFORMATION

The MBDA may request clarification or additional information regarding any aspect of the bid. The applicant must supply the requested information within 48 hours after the request has been made.

4. TERMINATION FOR DEFAULT

The client, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this contract in whole or in part:

- a) if the service provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the client;
- b) if the service provider fails to perform any other obligation(s) under the contract; or
- c) If the service provider, in the judgement of the client, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

In the event the client terminates the contract in whole or in part, the client may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the client for any excess costs for such similar goods, works or services. However, the service provider shall continue performance of the contract to the extent not terminated.

5. EVALUATION CRITERIA

The evaluation of this Bid will be conducted in the following:

5.1 Assessment of functionality

The assessment of functionality will be done in terms of the evaluation criteria. A Bid will be

disqualified if it fails to meet the minimum threshold of for functionality as per the Bid invitation and will not proceed to the 2nd stage of evaluation. All responses to this Request for Proposals shall be evaluated in terms of the Functionality Criteria Score Sheet annexed hereto marked Annexure “B” which is to be completed by all Applicants and, documentation supporting each criteria in the relevant Annexure must be supplied.

Functionality Criteria

FUNCTIONALITY CRITERIA	
1. RELEVANT EXPERIENCE	15
2. PROOF OF REGISTRATION WITH PROJECT MANAGEMENT SOUTH AFRICA (PMSA),	10
3. PROOF OF VALID COMPANY REGISTRATION WITH SECURITY ASSOCIATION OF SOUTH AFRICA (SASA).	10
4. PROOF OF COMPANY REGISTRATION WITH THE INSTITUTE OF RISK MANAGEMENT SOUTH AFRICA (IRMSA).	10
5. RESEARCH / KNOWLEDGE OF AREA FOR ALL SITES	10
6. SECURITY PLAN	30
7. EXPERIENCE IN PRIVATE INVESTIGATIONS	5
8. ARMOURED VEHICLES	10
Total	100

The minimum functionality score is 85/100.

5.1 Preference points systems

Only those qualifying Bids will be evaluated in terms of the 90/10 preference points systems, where the 90 will be used for price (VAT inclusive) and the 10 for points awarded for specific goals as follows:

The following formula shall be used to calculate the points out of 90 for price inclusive of all applicable taxes:

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration;

Pt = price of tender under consideration; and
Pmin = price of lowest acceptable tender.

B-BBEE Status Level of Contributor	Number of Points
1	5
2	4
3	3
4	2
5	1
6	1
7	1
8	1
Non-compliant Contributor	0

POINTS AWARDED FOR SPECIFIC GOALS

5.2

5.2.1 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 **table 1 below**:

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

Note to tenderers: The tenderer to indicate how they claim points for each preference point system. This verified

The specific goals allocated points in terms of this tender	Points allocation	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Required proof for specific goals claimed

B-BBEE status contributor	5			B-BBEE certificate confirming B-BBEE level status contribution
Enterprise located within the Nelson Mandela Bay municipal area	2			Detailed CSD registration report demonstrating supplier address information together with municipal statement of account or lease agreement or billing clearance certificate
Enterprise owned by women	2			Detailed CSD registration report / detailed B-BBEE certificate demonstrating women ownership
Enterprise owned by black youth	1			Detailed CSD registration report / detailed B-BBEE certificate demonstrating black youth ownership
TOTAL POINTS	10			

5.3 An Applicant failing to submit proof of B-BBEE status level of contributor will score zero(0).

5.4 An Applicant will not be awarded points for B-BBEE status level of contributor if the response indicates that the Applicant intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the Applicant qualifies for, unless the intended subcontractor provider is an EME that has the capability to execute the subcontract.

5.5 The points scored by an Applicant for specific goals will be added to the points scored for price.

5.6 The points scored will be rounded off to the nearest two decimal places.

5.7 the contract shall be awarded to the Applicant scoring the highest points.

5.8 If the price offered by an Applicant scoring the highest points is not market related, the MBDA may not award the contract to that Applicant.

5.9 The MBDA may:

- 5.9.1 negotiate a market related price with the Applicant scoring the highest points or cancel the RFP;
- 5.9.2 if the Applicant does not agree to a market related price, negotiate a market related price with the Applicant scoring the second highest points or cancel the RFP;
- 5.9.3 if the Applicant scoring the second highest points does not agree to a market related price, negotiate a market related price with the Applicant scoring the third highest points or cancel the RFP.
- 5.9.4 If a market related price is not agreed, the MBDA will cancel the RFP.

6 COMPULSORY SUB-CONTRACTING

This Request for Proposals is not subject to subcontracting as a condition of tender as referred to in Regulation 9 of the Preferential Procurement Regulations, 2022.

7 SUBMISSION OF PROPOSALS

Proposals should be submitted in a sealed envelope, clearly marked **“SECURITY PROVISION OF DAY TO DAY SECURITY SERVICES, HIGH RISK TACTICAL RESPONSE WITH ARMoured VEHICLE SERVICES, PRIVATE INVESTIGATION AND CONTROL ROOM MONITORING (CCTV) SERVICES FOR MBDA MANAGED PRECINCTS AND SITES (MBDA SP 08/25)”**. One (1) electronic copy must uploaded onto the MBDA Vendor Portal by Monday 18 August 2025 by 12h00, if the electronic upload is not possible the bidder must submit a copy on USB. **FAILURE TO SUBMIT THE ORIGINAL HARD COPY AS WELL AS AN ELECTRONIC COPY VIA THE VENDOR PORTAL OR USB WILL DEEM THE BID NON-RESPONSIVE.** Where after, Bids will be opened via Microsoft Teams. Late, telephonic, faxed and emailed electronic bids will not be accepted.

8 RETURNABLES:

The following documents must be submitted with the Applicant’s Application:

- 8.1 Applications to be signed by an agent or consortium/joint venture member must be accompanied by a duly authorized power of attorney/resolution and those signed on behalf of a Company, Close Corporation or Trust, must be accompanied by a certified extract of the Company’s, Close Corporation’s or Trust’s minutes in terms of which such signature is authorized.
- 8.2 Applications to be submitted by a Company require certified copies of:
 - 8.2.1 The Company’s Memorandum and Articles/MOI;
 - 8.2.2 The Company’s current CIPC Certificate reflecting the Company’s current Directors;

8.3 Applications to be submitted by a Close Corporation require certified copies of:

- 8.3.1 The Close Corporation's Founding Statement and all amending Founding Statements; or
- 8.3.2 A currently dated CIPC Certificate reflecting the Members of the Close Corporation;

8.4 Applications to be submitted by a Trust require certified copies of:

- 8.4.1 The Trust Deed and any amendments thereto;
- 8.4.2 The Trust's Letters of Authority and endorsements thereto;

8.5 Applications to be submitted by a Partnership require certified copies of:

- 8.5.1 The applicable Partnership Agreement;
- 8.5.2 The Identity Document or Registration Document of each partner.

8.6 Applications to be submitted by a Natural Person require a certified copy of the persons ID.

8.6.1 Each Applicant shall note the functionality criteria score sheet annexed hereto marked Annexure "B" read with "B1.1 to B1.7" and, where applicable, documentation supporting each criteria in the relevant Annexure must be supplied. Failure to submit Annexure "B" and "B1.1 to B1.7" and such proof shall render an Application unacceptable.

8.6.2 Each Applicant will not be required to complete Annexures "C" hereto.

8.7 Each Applicant shall submit a certified copy of its proof of B-BBEE status level of contributor which shall be marked Annexure "D". Failure to submit will result in zero (0) points scored.

8.8 Each Applicant shall submit a sworn statement in accordance with either Annexure "E" (for natural persons) or "F" (for Juristic persons) hereto.

8.9 Each Applicant must complete and submit either Annexure "G" hereto given Paragraph 44 of the Supply Chain Management Policy of the MBDA which provides that:

- 8.9.1 Irrespective of the procurement process followed, no award may be made to a person:
- 8.9.2 who is in the service of the state;

- 8.9.3 if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- 8.9.4 a person who is an advisor or consultant contracted with the MBDA.
- 8.10 Each Applicant shall complete and submit the Certificate of Independent Bid Determination annexed hereto marked Annexure I.
- 8.11 Each Applicant shall submit proof that it is registered on the National Treasury Central Supplier Database (CSD) and verification that its information has been noted by the Supply Chain Management Unit of the NMBMM which is located in Harrower Road, Gqeberha.
- 8.12 Each Applicant shall submit a valid SARS Tax Clearance status issued in respect of Good Standing.
- 8.13 Proof of its VAT registration number.
- 8.14 All Applicants should furnish proof that all amounts due to the Nelson Mandela Bay Metropolitan Municipality by the Applicant, it's Directors, Members, Trustees or Partners are up to date or that arrangements have been made in respect thereof. Applicants whose address or registered office is not within the jurisdiction of the Nelson Mandela Bay Metropolitan Municipality should furnish proof that all amounts due to the local authority in whose jurisdiction their address or registered office is situated are up to date or that arrangements have been made in respect.
- 8.15 Have proof of registration of its SANAS/ The inspection body accreditation of South Africa, if applicable.
- 8.16 Have a certificate of registration in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993.
- 8.17 Details of services provided by the Applicant to any organ of state in the last five (5) years.

Part 6
Bid Form and Important Conditions

- 1 I/We hereby Bid to supply all of the supplies and/or to render all or any of the services described in the attached documents to the MANDELA BAY DEVELOPMENT AGENCY on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

- 2 I/We agree that:
 - (a) the offer herein shall remain binding upon me/us and open for acceptance by the Bid Adjudication Committee during the validity period indicated and calculated from the closing time of the Bid;

 - (b) this Bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of contract and Preference Certificate with which I am/we are fully acquainted;

 - (c) if I/we withdraw my/our Bid within the period for which I/we have agreed that the Bid should remain open for acceptance, or fail to fulfill the contract when called upon to do so, the MBDA may without prejudice to its other rights, agree to the withdrawal of my/or Bid or cancel the contract that may have been entered into between me/us and the MBDA and I/we will then pay to the MBDA any additional expense incurred either to accept any less favorable Bid or fresh Bidders have to be invited, the additional expenditure incurred by the invitation of fresh Bid and by the subsequent acceptance of any less favorable Bid, the MBDA shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other Bid or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other Bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the MBDA may sustain by reason of my/our default;

 - (d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic (full address).

- 3 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

- 4 I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.
- 5 I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
- 6 I/We declare that I/we have participation / no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or Bid (s) involved.
-
-
-
- 7 Are you duly authorized to sign the Bid? ***YES / NO**
- 8 Has the Declaration of Interest been duly completed and included with the other Bid forms? ***YES / NO**

****Delete whichever is not applicable***

SIGNATURE (S) OF BIDDER OR ASSIGNEE(S)

DATE:.....

Please complete the following in block letters

Capacity and particulars of the authority
under which this Bid is signed

.....

Name of Bidder

.....

Postal Address

.....

Telephone number(s)

.....

Facsimile number(s)

.....

Bid Number

.....

Name of contact person

.....

IMPORTANT CONDITIONS

1. Failure on the part of the Bidder to sign this Bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the Bid.
2. Bids should be submitted on the official forms and should not be qualified by the Bidder's own conditions of Bid. Failure to comply with these requirements or to renounce specifically the Bidder's own conditions of Bid, when called upon to do so may invalidate the Bid.
3. If any of the conditions on this Bid form are in conflict with any special conditions, stipulations or provisions incorporated in the Bid, such special conditions, stipulations or provisions shall apply.
4. This Bid is subject to the Supply Chain Management Regulations and the General Conditions and Procedures and subsequent amendments thereto and re-issues thereof.
5. This Request for Proposals forms part of the official Supply Chain Management Processes of the MBDA and in the event of any conflict between the SCMP and the Applicable Legislation, the provisions of the Applicable Legislation shall prevail.
6. Late and incomplete Proposals will not be accepted. The only or lowest Proposal will not necessarily be accepted and the MBDA reserves the right to accept the whole or any portion of a Proposal, or not to make an award.
7. **Posted, e-mailed, or faxed applications will not be accepted.**
8. Receipt by the MBDA of the Applicant's response shall not in any manner whatsoever oblige the MBDA to enter into any negotiations or to enter into any contract with the Applicant and any award made in terms of this RFP shall be subject to an agreement being concluded between the Applicant and the MBDA on terms and conditions acceptable to the Accounting Officer of the MBDA.
9. MBDA accepts no liability for any loss incurred by any person(s) due to events or actions taken as a consequence of the preparation and dissemination of this Request for Proposals.
10. Any costs and/or expenses incurred by any Applicant in submitting its response shall be for the exclusive account of the Applicant and the MBDA shall not be liable in this respect whatsoever.

11. The Applicant acknowledges and agrees that it shall have no claim or claims whatsoever against the MBDA and/or the NMBMM, including claims for damages whether direct, indirect or consequential, arising from and/or pursuant to and/or in relation to the submission by the Applicant of its response pursuant to the Applicant having been invited to submit same in terms of this documentation.
12. Any Applicant:

 having a conflict of interest in respect of the transaction for which the response is submitted or in the Service of the State; and/or

 having been convicted for fraud or corruption within a five-year period prior to the submission of its response; and/or

 who has willfully neglected, reneged on or has failed to comply with a government or local government contract within a five-year period of the submission of its response; and/or

 has outstanding tax obligations to the South African Revenue Services in respect of which arrangements have not been made; and/or

 is in arrear in respect of charges payable to the NMBMM in terms of Section 118 of the Municipal Systems Act and has failed to make suitable arrangements to settle such arrears;

 shall be barred from applying.
13. Failure to provide all information required in this Request for Proposals will result in the application not being considered.
14. The Applicant acknowledges that this Request for Proposals for it to submit a response to the MBDA as constituted by this document, does not confer on the Applicant any legal right or entitlement or legitimate expectation in relation to the MBDA and the Applicant acknowledges that this Request for Proposals similarly does not impose or create any obligation on the MBDA to be discharged in favour of the Applicant.
15. **No verbal and / or telephonic queries and clarifications will be entertained by the MBDA and must be made in writing and will be responded to accordingly. The MBDA reserves the right to circulate the questions and answers to all registered Applicants in the form of a bulletin. All queries and clarifications are to be addressed to publictenders@mbda.co.za, the tender reference number MBDA SP 08/25 must clearly be stated subject line. The cut - off date for such queries and clarifications will be close of business on Wednesday 20 August 2025.**

ANNEXURE “K”

Bid Check List

MBDA Individual bid documents will have the typical bid check list as an attachment. This list is to assist all bidders to submit complete bids.

Bidders are to check the following points before the submission of their bid:

Tick

- | | |
|---|--------------------------|
| 1. All pages of the bid document have been read and initialed by the bidder. | ☐ |
| 2. All pages requiring information have been completed in black ink. | ☐ |
| 3. The Pricing Schedule has been checked for arithmetic correctness. | ☐ |
| 4. All sections requiring information have been completed. | ☐ |
| 5. The bidder has submitted the following documentation, e.g. | |
| - BBBEE Certificate or Sworn Affidavit (original or certified copy) | ☐ |
| - Valid Tax clearance status | ☐ |
| - Full CSD supplier report | ☐ |
| - Valid Municipal Billing Clearance Certificate (original or certified copy) | ☐ |
| - CIDB Certificate (if applicable) | ☐ |
| - Bids with a value of more than R10 million (VAT Incl.) are required to submit the financial statements for the past three years or since establishment, if established during the past three years. | ☐ |
| - MBDA e-tender supplier registration | ☐ |

