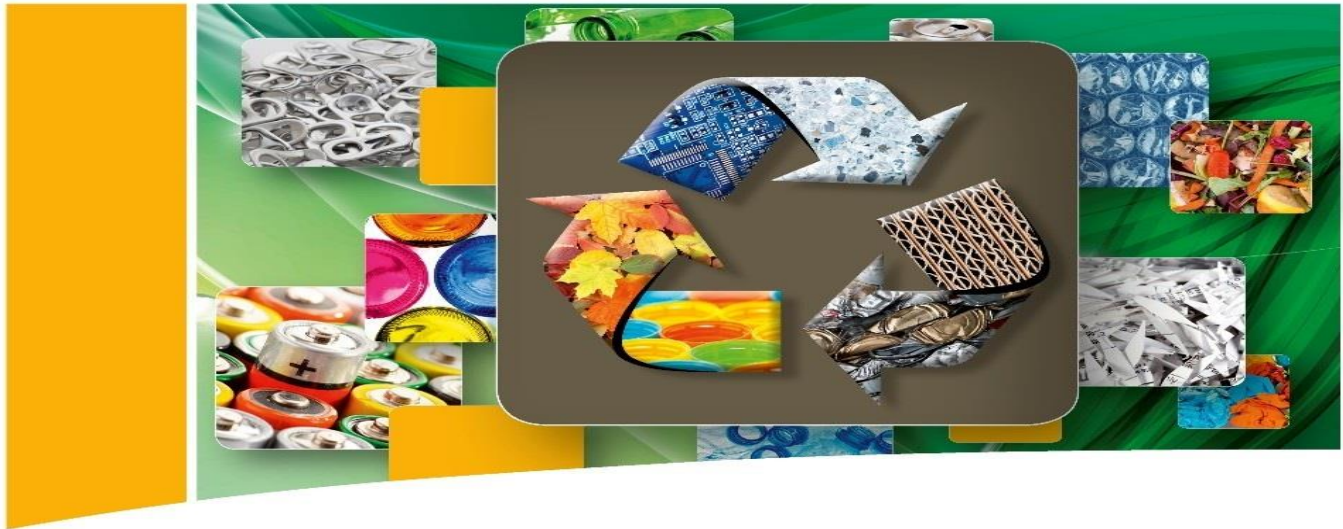




PIKITUP JOHANNESBURG SOC LIMITED

**BID DOCUMENT FOR
APPOINTMENT OF MULTIPLE SECURITY (UP TO A MAXIMUM OF TWELVE) SERVICE PROVIDERS TO
PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED
BASIS OVER A PERIOD OF 36 MONTHS. (PART A: UP TO A MAXIMUM OF EIGHT, PART B: UP TO A
MAXIMUM OF TWO AND PART C: UP TO A MAXIMUM OF TWO).**

BID NO: PU 136 / 2023

CLOSING DATE: 06 SEPTEMBER 2024; EXTENDED TO 20 SEPTEMBER 2024

CLOSING TIME: 11:00AM

BIDDER NAME:

BID AMOUNT:

TENDER DOCUMENT FOR:

**PIKITUP JOHANNESBURG SOC LTD
JORISSEN PLACE
66 JORISSEN STREET
BRAAMFONTEIN, JHB**

Contact person: Mlungisi Shongwe

E-mail: mlungisishongwe@pikitup.co.za

**Enquiries relating to this bid must be e-mailed to the
above mentioned contact person.**

Bid document must be deposited at:

**Pikitup Head Office, Tender Office, Ground
Floor, East Wing, Jorissen Place, 66 Jorissen
Street, Braamfontein, JHB before the closing
date and time.**

**No information or briefing session will be held
for this tender invitation**

**Date: 06 September 2024; Extended to
20 September 2024**

Time: 11:00am

SCAM ALERT

With an endeavor to promote transparent tender processes and to comply with the relevant legislation, bidding company names and bid values are called out at tender opening and such details are also published on the Pikitup website. Fraudsters however abuse the information available from various sources on the internet with fraudulent intentions.

It came to our attention that fraudsters are posing as municipal employees claiming that they are members of either the Bid Evaluation or Adjudication Committee and soliciting bribes from bidders for being favored during the tender evaluation or being awarded the tender.

Bidders are requested to be vigilant pertaining to the following:

- Pikitup tender documents are available free of charge from the National Treasury e-tender portal, thus do not pay for tender documents.
- Pikitup is using the National Treasury Central Supplier Database (CSD), hence Pikitup will not request bidders to pay for supplier registration forms.
- All Pikitup tenders are published on the National Treasury e-tender portal and / or the Pikitup website. Only respond to tenders that are published on these websites.
- Bid responses must be deposited in the Pikitup tender box as indicated in the respective tender documents.
- Only correspond in writing with the Pikitup contact person as indicated in the tender document. The Pikitup official and contact details are also advertised on the National Treasury e-tender portal and / or Pikitup website.
- Do not entertain any request for a bribe, and never pay money for being favoured or being awarded a tender.

REPORT FRAUD AND CORRUPTION

Please report fraud and corruption at the City of Johannesburg Anti-Fraud Hotline: 0800 002 587 or the National Treasury Anti-Corruption Hotline: 0800 701 701

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MBD 1

INVITATION TO BID

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	PU136/2023	CLOSING DATE:	06 SEPTEMBER 2024; EXTENDED TO 20 SEPTEMBER 2024	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF MULTIPLE SECURITY (UP TO A MAXIMUM OF TWELVE) SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS. (PART A: UP TO A MAXIMUM OF EIGHT, PART B: UP TO A MAXIMUM OF TWO AND PART C: UP TO A MAXIMUM OF TWO).				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
PIKITUP TENDER BOX, SITUATED AT PIKITUP JOHANNESBURG (SOC) LIMITED, JORISSEN PLACE, TENDER OFFICE, EAST WING, GROUND FLOOR, 66 JORISSEN STREET, BRAAMFONTEIN, JOHANNESBURG, 2000					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	UNIT RATES ON AN AS AND WHEN REQUIRED BASIS	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SUPPLY CHAIN		CONTACT PERSON	Mlungisi Shongwe	
CONTACT PERSON	Mlungisi Shongwe		TELEPHONE NUMBER	087 357 1228	
TELEPHONE NUMBER	087 357 1228		FACSIMILE NUMBER	NOT APPLICABLE	
FACSIMILE NUMBER	NOT APPLICABLE		E-MAIL ADDRESS	mlungisishongwe@pikitup.co.za	
E-MAIL ADDRESS	mlungisishongwe@pikitup.co.za				

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED)**
- 1.3. 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.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
NO ☐ YES ☐
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?
NO ☐ YES ☐
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
NO ☐ YES ☐
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
NO ☐ YES ☐
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
NO ☐ YES ☐

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS

AUTHORITY TO SIGN A BID
(Complete the relevant form of the following options)

1. <u>Sole Proprietor (Single Owner Business) and Natural Person</u>			
1.1 I, , the undersigned, hereby confirm that I am the sole owner of the business trading as			
OR			
1.2 I, , the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.			
SIGNATURE		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

2. Companies and Close Corporations

- 2.1 If a Bidder is a Company, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.
- 2.2 In the case of a Close Corporation (CC) submitting a bid, a resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorised Signatory			
Capacity			
Specimen Signature			
Full name and surname of all Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a certified copy of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

3. Partnership

We the undersigned partners in the business trading as
hereby authorise Mr/Mrs to sign
this bid as well as any contract resulting from the bid and any other documents and correspondence in
connection with this bid and/or contract for and on behalf of the above mentioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

4. Consortium

We the undersigned consortium partners, hereby authorise..... (Name of entity) to act as lead consortium partner and further authorise Mr/Ms to sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member.

Full name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF CONSORTIUM		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

5. JOINT VENTURE

We, the undersigned, are submitting this bid offer in joint venture and hereby authorize Mr / Ms

.....
.....

Authorized signatory of the Company / Close Corporation / Partnership (name)

.....
.....

Acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

LEAD PARTNER (Whom the Pikitup shall hold liable for the purpose of the tender)			
NAME OF FIRM			
ADDRESS			
		TEL. NO.	
SIGNATURE		DESIGNATION	

2 nd PARTNER			
NAME OF FIRM			
ADDRESS			
		TEL. NO.	
SIGNATURE		DESIGNATION	

3 rd PARTNER			
NAME OF FIRM			
ADDRESS:			
		TEL. NO.	
SIGNATURE		DESIGNATION	

4 th PARTNER			
NAME OF FIRM			
ADDRESS:			
		TEL. NO.	
SIGNATURE		DESIGNATION	

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid.

A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.

CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF MUNICIPAL SCM REGULATIONS 21(d) (ii)

I, (full name) and (ID no.), hereby acknowledge that the Pikitup may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members/partners to the City of Johannesburg, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The bidder acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

Further details of the bidder's director(s) / shareholder(s) / partner(s) / member(s), etc.:

Director / partner / member	Physical residential address of the director / partner / member	Municipal account number(s)

PLEASE NOTE:

1. Copies of all municipal accounts, not older than 3 months, to be submitted with the bid.
2. If the entity or any of its directors/shareholders/partners/members, etc. rents/leases premises a copy of the rental/lease agreement is to be submitted with this bid.

Signature	Position	Date

ANNEXURE 1.2

CONDITIONS OF TENDER

CONDITIONS OF TENDER

RETURN OF BIDS

This BID closes as indicated on the cover page of this tender document. Late bids will not be accepted or considered and bids delivered to any other address besides the address stated above will not be considered.

Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for BIDS that are not placed in the bid box by the closing date and time.

No BID shall be considered unless it is accompanied by sufficient information to show that the goods offered comply with the specification.

Bidders must state the country of origin and the name of the manufacturer of the goods offered. Documentary proof must be produced, if required.

Bidding documents must be completed properly in permanent black ink, and no correction fluid (Tippex) may be used on the bid document. If the bidder wishes to make a change, the bidder must draw a line through the incorrect wording, write the correct wording next to the change, and also initial next to the change.

VALIDITY PERIOD

Your bid submission must remain valid for a period of **90 days** from the closing date of this bid. It will constitute an offer which remains open for acceptance during the validity period.

BRIEFING OR INFORMATION MEETING

No briefing session will be conducted.

ADJUDICATION OF BIDS

Bids submitted in response to this invitation will be adjudicated by PIKITUP in terms of the Supply Chain Management Policy and Procedure Manual developed in accordance with the requirements of the Municipal Finance Management Act 56 of 2003, the Preferential Procurement Policy Framework Act # 5 of 2000, and the Preferential Procurement Regulations of 2022. Enquiries in respect of the policy should be addressed to PIKITUP's General Manager: Supply Chain Management – mihlotimaluleke@pikitung.co.za

SUBMISSION OF FRAUDULENT DOCUMENTS

Should any documents at any stage of the contract be found fraudulently obtained the contract will be terminated.

CONTRACT

The terms of the proposed contract with PIKITUP are contained in the General Conditions of Contract, the Special Conditions of Contract and any of the sections of these bidding documents in which the bidder makes an undertaking as to its performance. You must read and understand the terms before you submit your BID as you will be bound by the Contract (as described) if your BID is successful.

ADMINISTRATIVE JUSTICE

In adjudicating bids, PIKITUP shall comply with the requirements of the Promotion of Administrative Justice Act 3 of 2000 and the Promotion of Access to Information Act 2 of 2000, to the extent that these Acts apply to the adjudication by a municipal entity of bids in response to a bid invitation.

INTERNAL APPEAL PROCESS

Following the evaluation of tender and selection of a preferred bidder, and provided that a procurement contract has not already entered into force, any bidder may submit a complaint in writing to the chairperson of the PIKITUP Board of Directors ("the Board") or the Managing Director that PIKITUP has not complied with the requirements of the PIKITUP Supply Chain Management Policy or the PIKITUP Code of Ethics, or has in any respect acted in a way that is irregular. The Chairperson of the Board or Managing Director shall not entertain a complaint unless it was submitted within 20 calendar days of when the supplier or contractor submitting it became aware of the circumstances giving rise to the complaint or of when that supplier or contractor should have become aware of those circumstances, whichever is earlier; or entertain a complaint after the procurement contract has entered into force.

Unless the complaint is resolved by mutual agreement of the bidder and the Chairperson of the Board or Managing Director, the Chairperson of the Board shall, within 30 calendar days after the submission of the complaint, issue a written decision. The decision shall state the reasons for the decision; and if the complaint is upheld in whole or in part, indicate the corrective measures that are to be taken.

The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

PROVISO

In evaluating bids received and adjudicating the award of this tender, Pikitup Johannesburg (SOC) Limited will, in addition to the pre-compliance and functionality criteria included in the specifications and irrespective of the capital, pricing and black economic empowerment structures of the bidder, take into account as objective criteria (1) the desirability of rotating the work amongst service providers, (2) the past bidding practices of any bidder in relation to evidence and/or reports of combative practices including conduct reported, amongst others, in terms of the Prevention and Combatting of Corrupt Activities Act, 2004, (3) the past contractual performance of any bidder and (4) the nature and extent of disputes involving the bidder in relation to past and/or current contracts. Note that as a result of the application of these objective criteria, the highest scoring bidder(s) will not necessarily be selected as a preferred bidder(s).

In line with the provisions of Supply Chain Management Policy, Pikitup reserves the right to:

- request for a validity extension if necessary,
- award the bid in whole, or award the bid in parts, or not to award the bid at all,
- award the bid to one or more than one bidder(s)
- negotiate the bid price offered, and / or any other terms and conditions of this requirement with the preferred bidder(s), before the final award of the bid.

Pikitup further retain the right to:

- veto or conduct a due diligence on any bidder, and / or any of their sub-contractors or sub-service providers;
- request for samples, demonstrations, site visits or further information relating to the offered goods, services or works
- evaluate, review, test, inspect any of the products and / or staff offered for the tender, at Pikitup's sole discretion accept or reject such.

As per section 2(1)(f) of the PPPFA, one or more of the following "objective criteria" may be considered for final selection of bid(s):

- The spread of business amongst suppliers and / or rotation of contracts amongst suppliers,
- The protection of the environment or sustainability considerations,
- The geographical origin of resources utilised as inputs for the execution of the proposed contract,
- The development and / or impact on the local community,
- Considerations of after purchase costs, such as maintenance cost, operational costs, licence costs, or life cycle cost,
- Variants from the original scope of requirements,
- Financial stability and commercial status of the bidder(s),
- The receipt of an abnormally low bid amount, provided that the bidder in question is allowed an opportunity to justify its bid.

DECLARATION BY BIDDER:

I the undersigned, (Name and Surname),
being the duly authorised undersigned representative of the Bidder and its associates hereby grant Pikitup Johannesburg (SOC) Limited the required consent in terms of the Protection of Personal Information (POPI) Act, 2013 for the use of the personal information relating to the Bidder (i.e. the company, its owner(s), employees and/or any associated persons' BEE credentials, demographic / ownership profile, location etc.) for the legitimate purposes relating to this bid submission, its evaluation and adjudication.

I FURTHER DECLARE THAT I/WE HAVE READ THE CLAUSES SET OUT ABOVE IN THIS OF THE TENDER DOCUMENTS AND ACCEPT THEIR CONTENTS, SUBJECT TO ANY DECLARATION, WE HEREBY OFFER TO CONTRACT WITH PIKITUP ON THE TERMS SET OUT IN THE BID DOCUMENTS SHOULD WE BE APPOINTED AS THE SUCCESSFUL BIDDER.

AUTHORISED SIGNATURE :

CAPACITY OF SIGNATORY :

DATE :

ADDRESS :

WITNESSES: 1 WITNESSES: 2

ANNEXURE 2.

SPECIFICATION OF REQUIREMENTS

TERMS OF REFERENCE	
PROJECT TITLE	APPOINTMENT OF MULTIPLE SECURITY (UP TO A MAXIMUM OF TWELVE) SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS. (PART A: UP TO A MAXIMUM OF EIGHT, PART B: UP TO A MAXIMUM OF TWO AND PART C: UP TO A MAXIMUM OF TWO).

IMPORTANT NOTICE:

SUCCESSFUL BIDDERS WILL BE AWARDED FOR ONE PART OF THE TERMS OF REFERENCE.

Example: Where a bidder was awarded on Part A, the same bidder will not be considered for award on part B and C. The same principal will apply vice versa.

PART A - Specialised Physical Guarding and TSSS Officers (up to a maximum of eight bidders to be awarded).

OR

PART B - Intruder Alarms Installation and Maintenance (up to a maximum of two bidders to be awarded).

OR

PART C – SLA, CCTV and Offsite Remote Monitoring (up to a maximum of two bidders to be awarded).

1. APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS

The Security Risk Management (SRM) a unit at Corporate services in Pikitup Johannesburg SOC Ltd would like to appoint potential and accredited security service providers for the provision of specialised security services and other related services through a tender system for a 36 months contract.

The bid will be awarded up to a maximum of twelve service providers in total, where the up to a maximum of eight bidders to be awarded for part A, up to a maximum of two bidders to be awarded for part B, and up to a maximum of two bidders to be awarded for part C.

The service providers will be required to evaluate existing security risks and to make continuous improvements. In addition, opportunities can be identified where costs can be reduced on security operations.

2. DELIVERABLE

The provision and management of specialised security personnel and other related security services at PIKITUP's Corporate Head Office, Depots, Landfill Sites, Garden Sites / Drop-Off Centres & Buy Back Centres to protect the assets, fleet, property and its contents thereof. Furthermore, to also protect PIKITUP's employees at those premises. Conduct a security risk assessment and formally document a structured security operational plan in addressing the inherent security risks and threats pertaining to individual site.

3. BACKGROUND

Pikitup Johannesburg (SOC) Ltd (Pikitup), 100% owned by the City of Johannesburg, and was established on 1 November 2000 in terms of the Companies Act and is mandated to provide integrated waste management services to the residents of Johannesburg. In line with the establishment of Pikitup, the Council utilizes the Environment, Infrastructure and Services Department (EISD) as well as the appointed Board of Directors, and Group Governance Department to oversee the governance of the company, as well as to regulate it.

Pikitup Security unit manages the contract that provides private security services. This entails, specialized physical guarding, RPAS (Remotely Piloted Aircraft Systems) known as a Drone, specialized intruder alarm-armed response (under 5 minutes), 24/7 SLA monitoring, CCTV and offsite remote monitoring, PTT (Push to Talk) clocking system, protection of our facilities and equipment against theft, vandalism and damage, including the prevention and/or minimizing risk of injury or loss of life of employees and customer

Specialised Security Requirements

Table: 1 specialised security requirements for deployment at each site

No	Risk Category	Pikitup Site Allocations	Static Armed Guards - day	Static Armed Guards - night	Maximum Dog Handler - day	Maximum Dog Handler - night	Maximum Guard Dog - day	Maximum Guard Dog - night	Mobile Reaction Vehicle	Mobile Reaction Officers
1	High	Avalon Depot	4	4	2	2	2	2	1	4
2	High	Central Camp	4	4	2	2	2	2	1	4
3	High	Roodepoort	4	4	2	2	2	2	1	4
4	High	Marlboro	4	4	2	2	2	2	1	4
5	High	Midrand	4	4	1	1	1	1	1	4
6	High	Norwood	4	4	2	2	2	2	1	4
7	High	Randburg	4	4	2	2	2	2	1	4
8	High	Selby	4	4	2	2	2	2	1	4
9	High	Southdale	4	4	2	2	2	2	1	4
10	High	Waterval	4	4	2	2	2	2	1	4
11	High	Zondi	4	4	2	2	2	2	1	4
12	High	Orange Farm	4	4	2	2	2	2	1	4

No	Risk Category	Pikitup Site Allocations	Static Armed Guards - day	Static Armed Guards - night	Maximum Dog Handler - day	Maximum Dog Handler - night	Maximum Guard Dog - day	Maximum Guard Dog - night	Mobile Reaction Vehicle	Mobile Reaction Officers
13	High	Panorama Compost Plant	3	3	2	2	2	2	1	4
14	High	Head Office Braamfontein	0	0	0	0	0	0	0	0
15	High	Diepsloot Depot	2	2	2	2	2	2	0	0
16	High	Ivory Park Depot	2	2	1	1	1	1	0	0
17	Low	Heylon Hill Depot	0	0	0	0	0	0	0	0
No	Risk Category	Pikitup Site Allocations	Static Armed Guards - day	Static Armed Guards - night	Maximum Dog Handler - day	Maximum Dog Handler - night	Maximum Guard Dog - day	Maximum Guard Dog - night	Mobile Reaction Vehicle	Mobile Reaction Officers
18	High	Goudkoppies Landfill	4	4	2	2	2	2	1	4
19	High	Linbro Park Landfill	4	4	0	0	0	0	0	0
20	High	Marie Louise Landfill	4	4	2	2	2	2	1	4
21	High	Robinson Deep Landfill	4	4	2	2	2	2	1	4

APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS

22	High	Ennerdale Landfill	4	4	2	2	2	2	1	4
23	Medium	Kya Sands Landfill	3	3	1	1	1	1	0	0
No	Risk Category	Pikitup Site Allocations	Static Armed Guards - day	Static Armed Guards - night	Maximum Dog Handler - day	Maximum Dog Handler - night	Maximum Guard Dog - day	Maximum Guard Dog - night	Mobile Reaction Vehicle	Mobile Reaction Officers
24	Medium	Randburg	2	2	1	1	0	1	0	0
25	Medium	Fairlands	2	2	1	1	0	1	0	0
26	Medium	Victory Park	2	2	1	1	0	1	0	0
27	Medium	Bellona	2	2	1	1	0	1	0	0
28	Medium	Ashanti	2	2	1	1	0	1	0	0
29	Medium	Ashburton	2	2	1	1	0	1	0	0
30	Medium	Babiana	2	2	1	1	0	1	0	0
31	Medium	Disa	3	3	1	1	0	1	0	0
32	High	Panorama	3	3	1	1	0	1	0	0
33	Medium	Penny Road	1	1	1	1	0	1	0	0
34	Medium	Mapetla	1	1	1	1	0	1	0	0
35	Medium	Orlando East	1	1	1	1	0	1	0	0
36	Medium	Protea North	1	1	1	1	0	1	0	0

APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS

37	Medium	Bryanston/Barleyclare	1	1	1	1	0	1	0	0
38	Medium	Woodmead	1	1	1	1	0	1	0	0
39	Medium	Linbro Park	2	2	1	1	0	1	0	0
40	Medium	Melrose	1	1	1	1	0	1	0	0
41	Medium	Club Street	1	1	1	1	0	1	0	0
42	Medium	Norwood	2	2	1	1	0	1	0	0
43	Medium	Bezvalley	3	3	1	1	0	1	0	0
44	High	Circle	3	3	1	1	0	1	0	0
45	High	Philippi	3	3	1	1	0	1	0	0
46	High	Allie	3	3	1	1	0	1	0	0
47	High	Main (Klipspruit)	2	2	1	1	0	1	0	0
48	Medium	Nirvana	2	2	1	1	0	1	0	0
49	Medium	Bangalore	2	2	1	1	0	1	0	0
50	Medium	Flamingo Garden Site	3	3	1	1	0	1	0	0
51	High	Leo	3	3	1	1	0	1	0	0
52	High	Hospital Hills	2	2	1	1	0	1	0	0
53	Medium	Migson Manor	2	2	1	1	0	1	0	0
54	Medium	Zakariyya Park / Tumeric	3	3	1	1	0	1	0	0

APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS

55	High	East Road	2	2	1	1	0	1	0	0
56	High	Robertsham	2	2	1	1	0	1	0	0
57	High	Mondeor	2	2	1	1	0	1	0	0
58	High	Meredale	2	2	1	1	0	1	0	0
59	High	Mayfield Park	2	2	1	1	0	1	0	0
60	Medium	Cedar Road	2	2	1	1	0	1	0	0
61	Medium	Dale Road	2	2	1	1	0	1	0	0
62	High	Falcon	2	2	1	1	0	1	0	0
63	High	Tuinfluiter	2	2	1	1	0	1	0	0
64	High	Spreeu	2	2	1	1	0	1	0	0
65	High	Strandloper	2	2	1	1	0	1	0	0
66	Medium	Orange Farm	2	2	1	1	0	1	0	0
67	Medium	Woodmead	2	2	1	1	0	1	0	0
No	Risk Category	Pikitup Site Allocations	Static Armed Guards - day	Static Armed Guards - night	Maximum Dog Handler - day	Maximum Dog Handler - night	Maximum Guard Dog - day	Maximum Guard Dog - night	Mobile Reaction Vehicle	Mobile Reaction Officers
68	Medium	Reashoma (Naledi Ext 2)	1	1	1	1	0	1	0	0

APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS

69	Medium	Itsoseng (Driezic)	1	1	1	1	0	1	0	0
70	Medium	Zondi	2	2	1	1	0	1	0	0
71	Medium	Batho Pele (Benrose)	1	1	1	1	0	1	0	0
Totals			170	170	84	84	37	84	17	68

Table: 2 Operational Sites and Security Clusters

All Pikitup sites are allocated into four security clusters namely, North, South, West and Central. Specialised Security Service Providers will be required to focus but not limited on the following depots and sites mentioned in the table below.

SOUTHERN CLUSTER AND NORTHERN CLUSTER		WESTERN CLUSTER AND CENTRAL CLUSTER	
Avalon Depot	Marlboro Depot	Roodepoort Depot	Southdale Depot
Central Camp Depot	Ivory Park Satellite Depot	Randburg Depot	Robinson Deep Landfill Site
Orange Farm Depot	Diepsloot Satellite Depot	Marie Louise Landfill Site	East Road Garden Site
Ennerdale Landfill Site	Linbro Park Landfill Site	Kya Sands Landfill Site	Meredale Garden Site
Goudkoppies Landfill Site	Midrand Depot	Randburg Garden Site	Mondeor Garden Site
Orlando East Garden Site	Strandloper Garden Site	Victory Park Garden Site	Robertsham Garden Site
Protea North Garden Site	Spreeu Garden Site	Waterval Depot	Mayfield Garden Site
Tumeric (Zakariyya Park) Garden Site	Tuinfluter Garden Site	Penny Road Garden Site	Selby Depot
Nirvana Garden Site	Falcon Garden Site	Heylon Hill Satellite Depot	Head Office
Bangalore Garden Site	Cedar Road Garden Site	Panorama Compost Plant Depot	
Flamingo Garden Site	Norwood Depot	Fairlands Garden Site	
Leo Garden Site	Melrose Garden Site	Zondi Depot	
Hospital Hill Garden Site	Bezedenhout (Bez) Valley Garden Site	Panorama Garden Site	
Migson Manor Garden Site	Linbro park Garden Site	Waterval Depot	
Circle Garden Site	Norwood Garden Site	Ashburton Garden Site	
Allie Garden Site	Woodmead Garden Site	Bellona Garden Site	
Philippi Garden Site	Ballyclaire (Bryanston) Garden Site	Disa Garden Site	
Klipspruit (Main) Garden Site	Club Street Garden Site	Babiana Garden Site	
Orange Farm Garden Site (Sorting Facility)		Mapetla Garden Site	
		Protea North Garden Site	

4. GENERAL SCOPE OF REQUIREMENTS

The provision of labour, equipment, material and transport required to effect and provide a comprehensive security service for Pikitup Johannesburg (SOC) Limited that entails:

PART A

- S1a - Specialized – armed physical guard with full combat gear (uniform, bullet proof vest / jacket, flashlight, handcuffs, pepper spray, emergency & safety equipment, and other gear required to perform duties)
- S1b - Dog Handler with a Guard Dog (uniform, bullet proof vest / jacket, flashlight, handcuffs, pepper spray, and other gear required to perform duties)
- S1c - RPAS (Remotely Piloted Aircraft Systems) also known as Drone
- S2 - Specialized - Tactical Support Security Services (TSSS (vehicle +4 guards with fully armed gear)

PART B

- S3 - Specialized intruder alarm-armed response (under 5 minutes),

PART C

- S4a -Specialized - 24/7 monitoring of Push to Talk (PTT) clocking system and CCTV and Offsite Remote Monitoring.
- S4b - Specialized - separate independent online SLA (Service Level Agreement) monitoring security compliance Services system.
- S4c – Breathalyser Testing Device and equipment as specified by the act.

Security Service Providers are expected to provide protection to Pikitup facilities and equipment against theft, vandalism and damage, including the prevention and/or minimizing risk of injury or loss of life of employees and customers. Service providers will be required to provide services at identified sites as mentioned above.

PIKITUP sites are spread across seven regions the city of Johannesburg (COJ), therefore the bidding companies must have a control room and offices of operation in the Johannesburg's geographical area to be able to comply with the contract deliverables.

5. DETAILED SCOPE OF REQUIREMENTS

The guidelines herein set a minimum requirement for performance of the physical security services by the contracted security company. They also set out the basis of performance evaluation as per the contract. Failure to meet these minimum requirements of performance will lead to penalties being imposed as per penalty schedule herein attached as per table:

5. 3 below and result in the termination of contract even prior to expiry date.

TABLE: 3 SCHEDULE OF PENALTIES APPLICABLE TO ALL SECURITY SERVICE PROVIDERS:

Offence:	Penalties:
• Failure to have a working radio communication and cell phone per site (Including TSSS on Vehicle) • Failure to make use of the Pikitup Johannesburg (SOC) Limited installed cloaking button system for patrols / reporting for duty and exiting time and this system per site (Including TSSS on Vehicle) • Failure to clock is proof of not patrolling (Including TSSS on Vehicle) • Failure to have written signed and documented security operational plan per site • Failure to Submit a Weekly report per site (consolidated) (Including TSSS on Vehicle) • Failure to Submit a Monthly report per site (Including TSSS on Vehicle) • Late posting or “early departure” of any kind • Failure of Guard to be in uniform • Failure of Guard - produce a PSIRA Card or Company card with PSIRA Number (Including TSSS on Vehicle) • Site deserting – Guard must be removed from site and not posted in any of the Pikitup Johannesburg (SOC) Limited Sites • Failure to Submit the initial Incident reports within 24 Hours via –e-mail to Pikitup Johannesburg (SOC) Limited (SRM Officer-Security) • Failure to Submit the Final Incident Report within	• R3, 000 • R2000 & a <u>written warning</u> • R1000 per site per incident per shift • R3000 • R1000 • R2000 • R3000 • R2000 per site per shift • R1000 per site per shift • R3000 & a <u>written warning</u> • R2000 • R3000 & a <u>written</u>

72 Hours via –e-mail to PIKITUP Responsible Officers (Including TSSS) • Failure to have a register / OB Book per site guarded & record incidents (Including TSSS on Vehicle) • Negligent Failure to safeguard assets (theft, damage, etc) • Failure to comply with any formal/written or e-mailed directive communicated or TSSS deployment instructions (Including TSSS on Vehicle) • Failure to post guards as per agreed site specification or instruction, e.g. unarmed instead of armed or wrong grade • Posting a guard that is not registered with PSIRA (Including TSSS on Vehicle) • Guard Sleeping on duty with picture evidence • Failure to undertake 1 (one) site supervision visits per shift (OB Picture) • On Cases Reported to SAPS Bribery of guards - event & entry Fees • Failure to have a contingency plan to post guards, when guards/employees go on strikes. • Failure on TSSS to have Tactical gear on their response guard/officers • Failure of Alarm armed response to react under 5 minutes upon alarm activation and sign on site OB that they have reacted • Failure to provide Pikitup with fully functional and/ or sub- standard breathalyser testing devices and follow the scheduled equipment maintenance for the devices • Failure to provide a functional RPAS (Remotely Piloted Aircraft Systems) drone and / or an unlicensed operator	<u>warning</u> • R2000 • Replace stolen assets & a <u>written warning</u> • R3000 • R3000 • R3000 & a <u>written warning</u> • R3000 • R3000 for the month, per site • R3000 & a <u>written warning</u> • R3000 per guard & No work no pay to service provider - per guard who did not report for duty per site & written <u>warning</u> • R3000 • R500 • R 2000 • R 2000 • R 3000
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- | | |
|---|--|
| <ul style="list-style-type: none"> • Providing Pikitup with a low- end and/ or sub-standard RPAS (Remotely Piloted Aircraft Systems) drone • Add penalties on SLA for failure to submit required operational reports. | |
|---|--|

6. SCOPE OF REQUIREMENTS

S1 a, b & c

SPECIALISED -

Armed Physical Guard & Dog Handler with a Guard Dog and RPAS (Remotely Piloted Aircraft Systems) known as Drone:

NB: Performing Animals Protection Amendment Bill no. 4 of 2016, PAPA Act

❖ INCIDENT REPORTING

- Interim incidents are to be reported telephonically to the Responsible Official immediately, and then the summary report must be e-mailed within 24hrs.
- Final incident reports, having concluded the investigation, to be forwarded to the Responsible Official at Pikitup Security Risk Management within 72hrs.
- All reports to be in writing.

The contracted security service providers must report all incidents reportable to SAPS and or JMPD within 24hours.

❖ OPERATIONAL REPORTS

- Action items noted in Occurrence Book must be responded to within 48Hrs.
- Weekly report for preceding week to be submitted electronically by 14h00 on Monday of the week.
- Monthly report for the preceding Month to be submitted electronically by the 3rd of the following month.
- Reports format to be in line with PIKITUP requirements, having considered the type of facility where security services are provided.

❖ ACCESS/ EGRESS (ENTRY/EXIT) POINTS

- Access and Egress Management (access and egress control of all PIKITUP sites)
- Register /Documents to be kept thereat:

- Occurrence Book (OB)
- Visitors register
- Vehicle Register
- After –Hour Register
- Asset removal Permit
- Private Equipment Declaration Register
- List and Contact Details of Permit.
- Access is to be controlled at all entry/exit points.
- All visitors, including PIKITUP employees not ordinarily occupants at the premises, would be required to sign the visitor's register.
- Where prior arrangements have been made with the security personnel on duty, she/he will be provided with the list of the visitors against which all visitors would have been checked prior being allowed access onto the premises.
- Visitors will only be allowed onto premises once the security personnel on duty have satisfied him/herself of the authenticity thereof. This may vary given type of the facility under management.
- All persons, including PIKITUP employees who are ordinarily occupants at the premises, visiting after business hours must sign an after-hour register.
- Removal of PIKITUP assets not ordinarily associated with outside daily operations, e.g. Information Communication Technology (ICT) hardware and wheelie bins would have to be authorized by the Regional Manager.

❖ **PERIMETER FENCING**

- To be inspected at least once daily.
- Any stacking of articles around the fence, climbing devices and/or any situation, which may compromise the integrity and effectiveness of the fence to be reported immediately and documented in OB in Red ink.
- Status thereof to form part of monthly operational report.
- Report on any situation, e.g. land grabbers, vagrants along the fence, which threaten or have potential to threaten the integrity and effectiveness of the perimeter fence.
- Entry/exit points to be permanently locked at all times after normal business hours (16H30-07H00)

❖ **PARKING AREAS**

- Guard to undertake constant patrol, especially after normal business hours.
- Guards to check whether vehicle doors and windows are properly secured and locked.
- Guards to undertake daily recon of vehicle thereat to the vehicle register.
- Guards to ensure that all trucks and vehicle parts, including spare wheels, batteries, etc. are always safeguarded whilst the vehicle is in the parking area.

❖ **MAIN BUILDINGS (DEPOTS, LANDFILL SITE, GARDEN SITE)**

- Guards to undertake constant patrol, especially after normal business hours.
- Guards to check whether facility doors and windows are properly secured and locked
- Any exception must be reported to the Responsible Official at PIKITUP immediately.

❖ **STOREROOMS**

- Guards to undertake constant patrol thereat, especially after normal business hours.
- Guards to check whether stores doors and windows are properly secured and locked.
- Any exception must be reported to the Responsible Official at PIKITUP immediately.

❖ **CLOSE DOWN PROCEDURES**

- Contracted security service providers must compile closedown procedures relating to duties to be undertaken by guards on amongst others, the following:
 - Clearing of premises after hours;
 - Ensuring after hour effectiveness of perimeter fence;
 - Vehicle security;
 - Building and facility security, etc,
- These procedures must be communicated to all guards and new guards prior to posting on any specific site and/or facility.

❖ KEY CONTROL

- Guards must maintain a key register if issued with keys.
- Contracted security service providers must ensure that the guards abide by the PIKITUP key control policy.
- The onus to return keys remain with the contracted security service providers at all times.
- Under no circumstances may keys be duplicated without prior authorization by the PIKITUP Manager in writing.

❖ COMMUNICATION

- Guards are to be provided with communication equipment to allow for quick, effective and efficient communication at all times (company must provide).
- Such should be linked to a 24hr manned control room.
- A list of emergencies and after hour's number should be prominently displayed and documented in OB and/or pocket size book.

❖ SECURITY RECORDS

- All the incidents to be registered in the Occurrence Book.
- The Occurrence Book must be counter signed by the supervisor at least once per shift.
- The entry in the OB by the guards must be in black ink and by the supervisor be in red ink.
- Entries in the Occurrence Book requiring action should be in red ink, even if the guards make them.

❖ SUPERVISOR VISITS

- Supervisor to visit at least twice per shift (12hr shift)
- Such visits to be recorded in Red in the Occurrence Book,
- PIKITUP will be also doing a random site inspection checking on SLA Compliance

❖ SECURITY PERSONNEL

- Contracted security service providers are required to operate a 24hr manned control room.
- Security guards must be provided with contract company's identity cards PSIRA cards.

- Security “company” must confirm and prove the validity of all guards’ PSIRA registration. Comply with the Labour laws, Home Affairs Act and other relevant laws of South Africa.
- Guard may not work for a period of exceeding 12 hours per day.
- Posting grading and arming of guards would be as per site specification.
- Use of personal firearms by the security guards would have to be sanctioned by PSIRA and a letter thereto to be forwarded to PIKITUP Johannesburg (SOC) Limited, Security Risk Manager.
- All guards are to be posted on time (06h00-18h00 or 18h00 -06h00).
- Guards to receive on the job training prior to posting and at least an annual refresher on- site training. Records thereof to be accessible as and when required by PIKITUP Johannesburg (SOC) Limited, representative.
- Guards must always be neat and presentable whilst on duty.
- Guards must be properly briefed of their job description.
- Site instructions must be pasted in every site.

❖ **SECURITY DOGS**

- All Security Service Providers performing duties or supplying dogs must strictly comply with the **Performing Animals Protection Amendment Bill no. 4 of 2016, PAPA Act.**
- Deployment of trained and knowledgeable dog handlers with a minimum of a DH-1 Security Dog is mandatory.

Table: 4 –Dog Handling Requirements:

Dog Handler	Dog Kennel
• DH-1 Dog • Full uniform and Safety Boots • Dog Handler (Dog controlled with dog choke chain) • Flash Light (During night time) • Baton • Handcuff's • Pepper Spray or Self-defence device (if issues) • Patrol Monitoring System device (not implemented as yet) • Black & Red Ink pen	• As stipulated by the PAPPA Act

❖ **RPAS (REMOTELY PILOTED AIRCRAFT SYSTEMS) KNOWN AS DRONE**

- Contracted security service providers will be required to provide Pikitup with RPAS (Remotely Piloted Aircraft Systems) known as a Drone for intelligence gathering at all Pikitup Sites.
- Recommended Professional Drones must have the following basic features like excellent controls and sensors, auto landing, dynamic homing and orientation control
- Professional Drones must have a built-in battery and replaceable batteries while the other battery is on the charger.
- Professional Drones must be fitted with at least a 12-megapixel camera for photos and you must get at least 1080p or 4K video footage
- The professional drone must be fitted with high end cameras built with axis stabilization that provides smooth and stable recording experience with high quality videos

❖ **OTHER SECURITY TENDER - Requirements to the SLA**

In all identified Pikitup sites, the security service provider must have working base radios and 2-way radio communication or cell phone.

- Pikitup Head Office Control Room, 1 X base radio and a cell phone.
- Depots, 1 X base radio and 2 X Two-way radio communication or cell phone.
- Landfills sites, 1 X base radio and 3 X Two-way radio communication or cell phone.
- In all smaller sites such as Garden Sites/ Drop-Off Centres and Buy Back Centres, the security company must have a working 2-way radio communication or cell phone.
- Within the first two (2) months of appointment; in all the sites the security company must have written signed and documented security operational plan (To be reviewed annually)
- Submission of Weekly & Monthly reports without fail to PIKITUP Officer
- Submission of the initial Incident reports within 24 Hours and the Final Incident Report within 48 Hours via –e-mail to PIKITUP Officer
- All security service providers must have a contingency plan when their employees go on strikes.

- Security service providers will be required provide proof of training of all security personnel on the knowledge and understanding of Pikitup standard operation procedure.

S2

SPECIALISED –

Tactical Support Security Services (TSSS) (A vehicle plus 4 guards with fully armed gear)

- A team with fully armed gear (vehicle plus 4 guards)
- They must comply with all PSIRA and other legislations relating to assisting the SAPS and JMPD in their legislated law enforcement roles including by-laws in our illegal dumping spots.
- They (TSSS) must understand that they are not law enforcers but a conduit that aid the JMPD and SAPS, by making citizen arrest, if and when necessary.
- Security officers must be supplied with uniform in combat style. A more formal corporate uniform may be supplied to officers working in a corporate environment, such as Head Office, etc. Equipment to be kept on- site consists of base station two-way radios for communication with vehicles and control room as well as portable two-way radios for each roaming or patrolling security office. Each roaming or patrolling. The site must always be equipped with a battery charger to allow for the charging of batteries as and when needed. Security Officers must be equipped with fire arm, pepper spray, baton sticks, hand-cuffs and reflective vests. Reflective vest must be used at night during patrols.
- The support services will be included in the monthly guarding fee consists of regular site visits and patrols on- site during the visits, perimeter checks, regular training of the security officers and response to the site should something adverse occur. TACTICAL SUPPORT warning signs are provided and installed around the outside perimeter of the client sites to act as further deterrent to trespassers. Each site is equipped with a PIKITUP owned Guard Monitoring System (Push to Talk device). SSP must supply a separate panic and/ or panic button must be linked to a PIKITUP PTT where possible.
- TSSS vehicle (s) also conduct patrols to the areas in which we operate and additional specialized patrols. These vehicle (s) must be equipped with a mobile two-way radio for communication, an LED torch with rechargeable batteries, a high-powered search light, a stun gun, a fire extinguisher, a basic first aid kit, hand-cuffs, heavy duty cable ties, a baton stick and GPS navigation. In addition to the equipment on the response vehicles, TSSS must be equipped with pepper spray, hand cuffs, full combat uniform and cell phone-based panic button.

Table: 5 -Tactical Gear:

Security Equipment Ballistic Protection Ballistic Protection Bang Alert Hand Protection Handcuffs Mini DV Video Recorder Skunk Pepper Spray Alarms Skunk Pepper Spray Alarms Stationery Republic Arms Spare Handcuff Key. Skunk Pepper Spray Master Unit Republic Arms Handcuffs Nickel Republic Arms Leg Irons Occurrence Book Helmet Combat Level IIIA Large Skunk Intruder Repeller All Rifle/gun Bags Batteries	Emergency Preparedness To be carried every day Eye Wear Handguns pistols required (not revolvers) Firearm Maintenance Firearms Accessories First Aid Less Lethal Weapons Navigation Old Faithful Holsters Reloading Rope & Security Equipment Ballistic Protection Shotgun Accessories Storage Support Gear TacQM Tactical Ammunition
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S3
SPECIALISED

Alarm system installation, Panic Button or Panic Alarm linked to PIKITUP CCTV Control Room and maintenance of technical equipment:

The service providers are required to install and maintain the alarm systems at all the sites indicated as per table 5 below.

Alarm-Armed Response (Under 5 Minutes):

All Pikitup sites are listed below but not limited to these must have working alarms and upon activation, though a radio signal linked to the service provider. The service provider must react/respond under five minutes.

Alarm system Specifications

16 DSC Channel

Alarm Box-CPU & Components,
Expander x 1,
Transformer with Backup Battery x 1,
Door Magnets x 3,
Pet friendly Passive x 3,
Indoor-Passive x 6, 8- core cable (100m) x 1,
Rip cord 0.5 cable(100m) x 2, 6- core cable(100m) x 1,
Big siren x 1,
Red-Strobe light x 1, Power pack + 12volt battery x 1,
LCD key pad x 1, Fix Panic Button x 2,

Mobile Panic Button x 2.
32 DSC Channel
Alarm Box-CPU & Components, Expander x 2, Transformer with Backup Battery x 1, Door Magnets x 4, Pet friendly Passive x 6, Indoor-Passive x 12, DSC remote kits x 1, Extra remote x 3, 8 core cable (100m) x 2, Rip cord 0.5 Cable (100m) x 4, 6 core cable (100m) x 2, Big siren x 1, Red-Strobe light x 1, Power pack + 12volt battery x 1, LCD key pad x 1, Fix Panic Button x 2, Mobile Panic Button x 2
64 DSC Channel
Alarm Box-CPU & Components, Expander x 6, Transformer with Backup Battery x 1, Door Magnets x 6, Pet friendly Passive x 8, Indoor-Passive x 24, DSC remote kits x 1 Extra remote x 4, 8 core cable (100m) x 3, Rip cord 0.5 cable (100m) x 6, 6 core cable (100m) x 4, Big siren x 1, Red-Strobe light x 1, Power pack + 12volt battery x 1, LCD key pad x 3, Fix Panic Button x 2, Mobile Panic Button x 2.

Table for Pikitup sites with alarms to be activated.

<u>Number of Site</u>	<u>Main Depots</u>	<u>Address</u>	16 DSC Channel	32 DSC Channel	64 DSC Channel
1.	Avalon	1 Calendula Street Klipspruit West, Soweto			X
2.	Central Camp	Corner Chris Hani Road (Old Potch) and Nicholas Street, Zone 6, Diepkloof, Soweto (Behind to Bara Mall)			X
3.	Roodepoort	10 Granville Road and Lea Glen Roodepoort.			X
4.	Marlboro	9 th Street, Marlboro (Behind Sandton Licencing Testing Station)			X
5.	Rabie Ridge Depot	Midrand Depot (Opposite Rabie Ridge SAPS)			X
6.	Norwood	Corner Short and Pine Street, Orchards			X
7.	Randburg	Corner Malibongwe and Hans Schoeman Street, Randburg			X
8.	Selby	Corner Village and Usher Street, Selby			X
9.	Southdale	Corner Side and Third Street, Southdale			X
10.	Waterval	2 Alberts Street, Albertville			X
11.	Zondi	666 Koma Road, Zondi, Soweto			X
12.	Orange Farm	Orange Farm, next to Orange Farm SAPS			X
13.	Panorama Compost Plant	Corner Jim Fourche and Hendrik Potgieter Roads,	X		

		Weltevreden Park (Opposite Clearwater Mall)			
	<u>HO</u>	<u>Address</u>	16 DSC Channel	32 DSC Channel	64 DSC Channel
14.	Head Office	66 Jorissen Street, Jorissen Place, Braamfontein			X
	<u>Satellite Depots</u>	<u>Address</u>	16 DSC Channel	32 DSC Channel	64 DSC Channel
15.	Diepsloot Depot	Plot JR 388 Nyoni Street, Diepsloot Ext 9		X	
16.	Heylon Hill Depot	Cnr. Berrymore St & Honey Dew St		X	
	<u>Landfill Sites</u>	<u>Address</u>	16 DSC Channel	32 DSC Channel	64 DSC Channel
17.	Goudkoppies Landfill	Gibbs Road, Devland, Soweto	X		
18.	Linbro Park Landfill	9 th Street, Marlboro Drive, Sandton (Next to Sandton Testing Station)	X		
19.	Marie Louise Landfill	Roodepoort Road (Elias Motswaledi) Meadowlands EXT 13, Soweto	X		
20.	Robinson Deep Landfill	Turffontein Road, Turffontein, (Opposite Wembley Stadium)	X		
21.	Ennerdale Landfill	5 th Avenue and Angler Road (Old Lawley Road, Ennerdale (Opposite Coro brick)	X		
22.	Kya Sands Landfill	27 River bend Road, Bloubosrand, Randburg (Behind Kya Sands Industrial Area)	X		
23.	Zondi	664 Koma Road, Zondi Soweto (Next to Zondi Depot)	X		

S4a

SPECIALISED –

24/7 Monitoring of Push to Talk (PTT) Clocking System, CCTV and Offsite Remote Monitoring.

Security Service Provider (SSP) GUARD MONITORING SYSTEMS:

A. Function buttons

1. „Panic” button.
Sends “Panic” report to server.
2. „Call me” button.
Sends “Call me” report to server.
3. „Read-out” button.

B. Activates Radio Frequency Identification Device (RFID) transponder reading circuit for 15 seconds. To read a transponder bring the device close to ID-Tag as shown on diagram B. Charging Depending on conditions (GSM signal power, number of read-outs, test frequency) the battery enables 2 days of constant work. Need of charging is signalized with optical and sound signals.

To charge battery place device in appropriate charger. Complete charging may last approx. 3 hours. Status Battery empty Charging in progress Battery full Signal

- 1 x every 5 sec.
- 2 x every 1 min
- 1 x every 1 sec.
- Permanent flash

C. Optical signals, the device shows its status by combination of optical signals

Most important of them are:

- Status Normal work mode Data transmission registering at Global System for Mobile Communication (GSM) network Error Signal
- 1 x every 5 sec.
- Quick flashing
- 1 x every 1 sec.
- 1 x every 1 sec.
- D. Memory

Where there is no Global System for Mobile Communication (GSM) range neither General Packet Radio Service (GPRS) nor Short Messaging Services (SMS) data transmission is possible. Then data is stored in memory and is automatically sent out to server when range is back. Device may store up to 128 events and send them out in chronological order keeping real read-out times.

Terms and condition of the PTT Clocking units:

Pikitup will provide and install clocking units (PTTs) and points that are going to be given to the physical security guards in all PIKITUP sites. Any damage to the device / leather cover / charger / Water Damage is going to be the full responsibility of the private security service provider. All these devices will have sim cards similar to one found in a cellular phone.

- The guard is not allowed to attempt to open the device because a signal of temper will be sent to the PIKITUP control room for the devices. Guard normally damage the device in attempt to avoid site patrols
- Any use of the sim card to call using any cellular phone is not allowed as this will result in unnecessary cost. The sim card charges will be monitored by PIKITUP official and if any private calls are made those charges will be deducted from the service provider. The device will only use the SMS therefore, only SMS charges should emanate from a panic sent, dialled to a programmed PIKITUP number.
- The security service provider must provide a daily, weekly and monthly report to PIKITUP.

S4b

SPECIALISED

Separate Independent Online SLA Security Compliance, CCTV Monitoring Services System and Offsite Remote Monitoring.

To deliver the service effectively, service providers will be required to show functionality of the following equipment/ systems (utilising / using your company resources and equipment);

- ✓ Online SLA Management System (24 /7)
- ✓ Compliance Monitoring Centralized CCTV Control Room
- ✓ Push to Talk Communication Gadgets
- ✓ Near Field Communication (NFC) Enabled Gadgets
- ✓ SMS Alerts Dispatcher
- ✓ Various Tracking Functionalities – Online System GPS (Vehicle Tracking, PTT Tracking, Online System Tracking etc)
- ✓ Security Branded Vehicles
- ✓ Security Operations Audits (quarterly)
- ✓ PSIRA Compliance Audits - Company and personnel (Bi-Annually)
- ✓ Security Surveys and Inspections (Detailed and Summary Daily)

- ✓ Security Surveys and Inspections (Detailed and Summary Monthly)
- ✓ Security Surveys and Inspections (Quarterly Summary Reports)
- ✓ Risk Analysis, Assessment & Evaluations (Bi-Annually or if any incident occurs)
- ✓ Monitoring and Reporting on Armed Response Teams
- ✓ Key Operational Performance Indicators (Monthly)
- ✓ Innovative Security Surveillance Strategies (CCTV)
- ✓ Online Security SLA Compliance Management System Services
- ✓ Security Compliance Monitoring – SLA Management System (Online System and All its Associated Functions & Integrations)
- ✓ Web based Real Time Reporting of all SLA Non-Compliances (As and when a Non-Compliance is Reported, the Security Manager Gets to Know about it to initiate immediate mitigating strategies and corrective measures)
- ✓ NFC Enabled Checklist Audits of individual site specifications (Tags on site that will communicate the Critical SLA requirements for each individual site and specific site instructions)
- ✓ GPS Location enabled function that links Non-Compliance with each Site (This must allow the Security Manager to prove that the Non-Compliance reported did indeed happen on the reported site at the exact location and time)
- ✓ Ability to send notifications, emails and SMS alerts of Critical High-Risk Non-Compliances in Real Time (When a Non-Compliance is reported, alerts are programmed to be dispatched to the relevant department or responsible person)
- ✓ Ability to attach relevant proof on any Non-Compliance Reported on the system (The system must not allow any Non-Compliance Report to be finalized before attaching irrefutable evidence)
- ✓ Comprehensive Evidence Based Enforcement of SLA Compliance (All Reports Must be Supported with relevant evidence either by form of spy glasses to record videos and pictures)
- ✓ Key Operational Performance Indicator Dashboard (Customized Dashboard that gives the Security Managers an Executive Overview Summary of Critical Issues Reported Cases in a Bird's Eye View)
- ✓ Profiling ability of all Security Service Personnel including Disciplinary Cases Database (Ability to register and profile on the online system the 2.3 million PSIRA Accredited Security Officers at any given time)

- ✓ Investigations and Criminal Cases system function must be part of the Online Management system offerings.

Service Providers will be able to access PIKITUP facilities where and when available.

- ✓ Physical CCTV (Using PIKITUP Equipment) Monitoring Officer (24/7)
- ✓ Physical Guard Monitoring Officer- using PIKITUP's Active Guard Clocking Monitoring System (24/7)

The main objective for this service must be:

- To avail PIKITUP real time security intelligence in an innovative and strategic manner
- Through online SLA management provide PIKITUP with total control of their security management in a financially savvy manner
- Provide PIKITUP with professional service (security experts, risk analysts, criminologists and IT experts) with strong culture of support and interdependence.
- Support improved security service delivery by developing innovative compliance monitoring services
- Increasing the effectiveness of security service providers by highlighting areas of improvement
- Management of risk and return with respect to the security portfolio
- Monitor Compliance to PIKITUP's SLA in relation to PSIRA
- Provide and online an integrated web-based incident and management platform designed to capture information, manage processes and transpose the collective into management information through reports and visualizations
- Aid PIKITUP to have an overall view of the potential security risks
- Provide an operational alert service via email and SMS
- Create a focused awareness and understanding of situations and events that could pose a risk to PIKITUP
- Provide escalation of reports / information /alerts between different system users within set turnaround times
- This Online Compliance monitoring company must provide technical expertise in real time intelligence, security services and risk analysis.

- They must partner and seek community involvement within the parameters of the relevant laws
- Resolve security challenges by monitoring processes and procedures applied by the security companies and bringing to the attention of PIKITUP SLA on non-compliances
- Maintain an open online access to our real time dash boards, real time reporting and security alerts.
- No penalty will be issued without irrefutable proof of incidence. This proof must come in the form of video or picture evidence, and where there are questions around sobriety of a security officer, all necessary steps will be taken to ensure legal processes are followed in conducting a breathalyser test.
- This service provider must ensure resources are deployed to patrol and monitor compliance throughout the service area, 24 hours per day, every day of the contract duration.
- The compliance monitors must be highly visible, randomly present and a serious deterrent to non-complying security companies who do not honour their service level agreements. In cases of emergencies they will act, assist and control the inherent risks that may exist at the time of the incident while simultaneously communicating with emergency services. The compliance monitors must be equipped with pepper spray cans, handcuffs and Push to Talk (PTT) devices which will act as deterrence tools in cases of emergency. While on deployment, compliance monitors will observe and report on non-compliance incident/s, that include short postings, post desertions, lack of adequate equipment, drunk and sleeping on duty incidence, security risks and any other security threats to the security and safety of the said sites.
- Equipped with handheld digital devices, the compliance will record the GPS-location of all incidence, photo- graph and video evidence and communicate intelligence to the central control room.
- The compliance monitors will be available to provide services, 24 hours a day and patrols will be conducted by foot and vehicle. Vehicles will provide easy and efficient access to the various sites through the province. The vehicles will be clearly branded with the brand logo to ensure ease of identification. All compliance monitors will display both the PSIRA badges as well identification badge and using the PTT devices they will log their presence on site by tagging the PTT device on site tags specifically located in full view of the camera. The PTT device will confirm the identity of the individual by taking a picture of the holder of the device and logging it with the control room.

- The PTT device through its dispatcher application is a powerful, web-based application for workforce management using GPS location with half-duplex PTT and full-duplex voice calls during emergency cases. Its notable features are:
 - Users can be tracked on a map
 - Establish group calls based on location
 - SOS (An appeal for help or Alarm) flow with logging of all events Geo- fencing
 - Query current location of contacts
 - Position history
 - Priority (emergency) calls
 - Ability to break-in with full duplex sessions
 - These devices will serve as evidence collection and incidence reporting devices through an Online platform
 - On arrival, the site compliance monitors will conduct their online and real time daily checklist process, and the monitors will be specifically attentive to risks and threat resulting from noncompliance to SLA's.
 - All incidents of non-compliance and risks will be logged
 - Online data base and critical risk alerts will be immediately reported to the PIKITUP's Security Risk Management for their immediate attention
 - The compliance monitors will present a report of the incidence; provide irrefutable evidence in support of the incident.
 - Management will review all incident reports, to ensure compliance standards and once these are finalised, a summary report of all penalties to be deducted from each security service provider will be issued for the attention of Security Risk Management at PIKITUP.
 - The SLA compliance monitoring program must provide direct benefits in the security service area, ensuring the consistent, reliable enforcement of security services and the constant presence of a highly visible risk deterrent. Reducing the volume of these incidents that result in security risks to the PIKITUP will enable the Security department to manage risk and make informed decisions through access to data intelligence from online platform.
 - In addition, intelligence gathered by the compliance monitors must be provided to Security Risk Management in real-time. Summaries of collected information will also be shared with the Security on a regular basis.

- A good working relationship with the local South African Police Services (SAPS) and Security Service providers is “extremely critical”.
- To ensure the system operates to the benefit of the communities in which they operate, a dedicated Compliance Liaison Officer must be in regular contact with the commanding officer of the SAPS and Pikitup Johannesburg (SOC) Limited Security Risk Management. To help ensure a fruitful exchange of intelligence collected by the SAPS intended for further distribution to the security services chain of command.
- Where monthly penalties are in excess of 10 % of the value of the contract, we will insist on a meeting to discuss ways and means for the client and the security company to take corrective action within a set time frame. Ours is not to punish but to take the necessary action to correct Non-compliance to Service Level Agreements.

S4c:

Breathalyser Testing and equipment as specified by the relevant act or legislation

To deliver the service effectively, service providers will be required to show functionality of the following equipment/ systems (utilising / using your company resources and equipment);

- ✓ A contactless Sensor Device with high analytical specificity for breath alcohol only.
- ✓ A device that can be reset in approximately 2 seconds at .000%, less than 20 seconds at 200% Breath Alcohol Concentrations (BAC)
- ✓ Device must be portable
- ✓ Device must be battery operated or rechargeable
- ✓ The device must operate 2 modes of operation ACTIVE AND PASSIVE
- ✓ Reading Response Time- approximately 3 seconds of sampling
- ✓ Reading Display Hold Time- approximately 5 seconds
- ✓ Operating Temperature Range- from -10 to 40 degrees
- ✓ Beeper Function advises of a change in display status
- ✓ All weather resistant sleeve (i.e. rubber) for protection of the device

7. EVALUATION CRITERIA

7.1. PIKITUP will establish a Bid Evaluation Committee (BEC) whose responsibility is to make recommendations to the Bid Adjudication Committee (BAC) and / or the APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS

Accounting Officer. The BEC will evaluate and short list the bids in accordance with the evaluation criteria stated below and make recommendations to the BAC, thereafter the BAC will make a further recommendation to the Accounting Officer for final consideration.

- 7.2. The bid will be evaluated based on pre-compliance evaluation requirements, functionality evaluation, and lastly price and preference evaluation in terms of the PPPFA and Preferential Procurement Regulations of 2022. Price and preference evaluation for parts A, B and C will be evaluated respectively as per the 90/10 and / or 80/20 price and preference system applicable for the respective parts as specified in the tender document. Bidders must note that in addition to the aforementioned evaluation criteria, that objective criteria will apply, bearing in mind that information submitted in the respective bids will be verified at the site inspection, the number of bidders awarded will be limited to the maximum number specified in the document, bidders will be awarded in the geographical cluster of operation, and that bidders will only be awarded one of the three parts per bidder.
- 7.3. As part of the due diligence process, Pikitup reserves the right to verify and / or request information for clarification and / or confirmation purposes.
- 7.4. Bidders are required to demonstrate their ability to do the work by providing detailed previous and current performance reports including landfill operation, human capital, machinery where they performed work of a similar nature. The performance reports must be certified by the previous clients.
- 7.5. As a risk mitigating factor a service provider scoring functionality score of less than 70 out of 100 points will be considered to be posing a quality risk to the company and will therefore be disqualified. Only bidders who meet the minimum required score/ threshold for functionality will be further evaluation on Price and Preference.

8. PRE-COMPLIANCE EVALUATION CRITERIA

- 8.1. The appointed Bid Evaluation Committee will validate the list of returnable documents as mentioned below for further evaluation to functionality stage.
- 8.2. Compulsory Returnable Documents Required:
 - Bidders may be eliminated for not submitting compulsory returnable documents as stated below in line with Pikitup SCM Policies and Procedure Manual.

Table for Compulsory returnable documents required for pre-compliance evaluation:

NB: Pikitup retain the right to verify all information and documents submitted!

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
a) To enable Pikitup to verify the bidder's CSD registration and tax compliance status, the bidder must provide; • Copy of the Central Supplier Database (CSD) registration, where the CSD is fully tax compliant (CSD must not be older than 3 months); • or indicate their Master Registration Number / CSD Number; where the CSD is fully tax compliant; • or a copy of their Tax Clearance Certificate (TCS); Note: Refer to MDB 1 APPLICABLE FOR PART A, B AND C		CSD must be in the same business name as the bidding company? CSD must be valid? The Tax status on CSD must be fully compliant? Bidders must ensure that their tax compliant status are continuously updated on CSD. Tax status must be compliant?
b1) Confirmation that the BIDDING COMPANY'S rates and taxes are up to date: • Where the property is owned by the bidding company, an original or copy of the Municipal Account Statement of the bidding company confirming that the account is not in arrears for more than ninety (90) days. The correspondence may not be older than 3 months from date of tender closing; or • Where the property is leased or arrangements are in place for the bidding company to operate from the landlord's premises, a letter or statement or affidavit from landlord or the landlord's appointed		Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document? Are correspondence recent (not older than 3 months)? Are all payment(s) up to date (i.e. not in arrears for more than 90 days)?

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
property agent are required, confirming that the bidding company has no disputed account and / or that the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement. APPLICABLE FOR PART A, B AND C		
b2) In addition to the above, confirmation is required that rates and taxes are up to date for all the bidding company's <u>Owners / Members / Directors / Major Shareholders:</u> • Where an <u>owner / member / director / major shareholder</u> is not residing within South Africa, an affidavit is required from the <u>owner / member / director / major shareholder</u> confirming the aforesaid • Where the property is owned by the <u>owner / member / director / major shareholder</u> an original or copy of the Municipal Account Statement of the bidding company confirming that the account is not in arrears for more than ninety (90) days. or • Where the property is leased or arrangements are in place for the owner / member / director / major shareholder to reside at the landlord's premises, a letter or statement or affidavit from landlord or the landlord's appointed property agent are required, confirming that the bidding company has no disputed account and / or		Was a Municipal Account Statement(s) or landlord letter(s) provided for ALL the bidding company's (SA based) directors? The names and/or addresses of all directors on statement correspond with CIPC document? Are correspondence recent (not older than 3 months)? Are all payments up to date (i.e. not in arrears for more than 90 days)?

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
that the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement. The above correspondence may not be older than 3 months from date of tender closing. Statements must be on a letter head and dated, and letters or affidavit must be dated and signed. APPLICABLE FOR PART A, B AND C		
c) Duly Signed and completed MBD forms (MBD 1, MBD 4, MBD 5, MBD 8 and MBD 9) The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document. APPLICABLE FOR PART A, B AND C		All documents fully completed (i.e. no blank spaces)? All documents fully signed? Signature authorised (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required)? Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, will be considered)?
d) Approved Annual Financial Statements for the most recent three (3) years or annual financial statements from date of existence for companies less than three years. NB: The bidder must submit signed audited	<i>(Applicable for tenders above R10m in conjunction with MBD</i>	<u>Approved Audited</u> financials provided (Audited financials must be signed by auditor)? If not, did the bidder provide proof by means

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
annual financial statements for the most recent and consecutive 3 years, or if established for a shorter period, submit consecutive audited annual financial statements from date of establishment. or If the bidder is not obliged by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit annual financial statements for the most recent consecutive 3 years in accordance with any applicable law, or if established for a shorter period, submit annual financial statements from date of establishment. The annual financial statements must be for the most recent three consecutive periods. Where a bidder is established or operational for less than 3 years, documented proof must be provided to confirm the date of establishment or date of operational commencement. If the bidder is not obliged by law to prepare annual financial statements for auditing purposes they must submit their Public Interest Score (PIS) declaration to confirm that Audited Financial Statements are not a requirement, together with their Financial Statements for the previous three financial years or since establishment. PIS are as follows: - Above 350, Financial Statement to be audited - 100 – 349, Financial Statement must have	5)	of PIS score that financials must be either independently reviewed or no review required? In PIS score was provided, was the relevant financial statements provided (i.e. independently reviewed or where no review is required)? Where supplier is in existence for less than 3 years, the financial statements for the most recent operational years must be provided, and proof what date the company was registered must be provided, or proof of operational commencement. Where the company was registered but dormant for a period of time, a certified affidavit is required from the managing director or principal member / trustee.

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
an independent review. - Less than 100, Financial Statement do not require to be audited nor an independent reviewed. APPLICABLE FOR PART A		
e) Joint Ventures (JV) – (Only applicable when the bidder tender as a joint venture) • Where the bidder bid as a Joint Ventures (JV), the required or relevant documents as per (a) to (h) above must be provided for all JV parties. • In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties. • Note: It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from Pikitup. APPLICABLE FOR PART A, B AND C		If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (a to h) must be provided for all partners of the JV.
f) Original or certified copy (certified copies must not be older than 3 months) of certificate or letter of good standing from the Department of Labour / COIDA, the letter must be valid at the date of tender closing. APPLICABLE FOR PART A, B AND C	Yes / No	Certificate or letter of good standing from the Department of Labour / COIDA

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
g) Original or certified copy (certified copies must not be older than 3 months) of a valid PSIRA registration certificate of the bidding organisation APPLICABLE FOR PART A, B AND C	Yes / No	PSIRA registration certificate
h) Original or certified copy (certified copies must not be older than 3 months) of letter of good standing for the bidding company from PSIRA (Document must be valid at the tender closing date) APPLICABLE FOR PART A, B AND C	Yes / No	Letter of good standing for the bidding company from PSIRA
i) Proof of registration with National Bargaining Council for Private Security Sector (NBCPSS) APPLICABLE FOR PART A, B AND C	Yes / No	Valid registration certificate
j) Original or certified copy (certified copies must not be older than 3 months) of valid PSIRA registration certificates of all directors or members or shareholders (Minimum Grade A required) APPLICABLE FOR PART A, B AND C and k) Original or certified copy (certified copies must not be older than 3 months) of a valid PSIRA registration certificate of the Operations / Project Manager APPLICABLE FOR PART A, B AND C	Yes / No	PSIRA registration certificates
l) Original police Clearance Certificates for all Directors / Owners / Shareholders valid at	Yes / No	Police Clearance Certificates

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
the time of bidding APPLICABLE FOR PART A, B AND C		
m) Original or certified copy (certified copies must not be older than 3 months) of a letter of good standing from Private Security Sector Provident Fund Section 13A, the letter must be valid at the time of bidding. APPLICABLE FOR PART A, B AND C	Yes / No	Letter of good standing from Private Security Sector Provident Fund
n) Original or certified copy (certified copies must not be older than 3 months) of a certificate or license for the bidding organisation from PSIRA to handle patrol and or guard dogs. APPLICABLE FOR PART A	Yes / No	PSIRA certificate or license to handle patrol and or guard dogs
o) Proof of current 3 rd party liability insurance for the bidding organisation to the value of R10 million and more (the liability insurance must be current, and letters of intent will not be accepted) APPLICABLE FOR PART A And / or Proof of current 3 rd party liability insurance for the bidding organisation to the value of R 5 million APPLICABLE FOR PART B AND C	Yes / No	3 rd party liability insurance
p) Submit a detailed roll out plan for the tender requirements. APPLICABLE FOR PART A, B AND C	Yes / No	Roll out plan

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
q) Original or certified copy (certified copies must not be older than 3 months) of the following valid ISO certificates: - ISO 9001 - 2015, - ISO 14001 - 2015, - ISO 45001 – 2018 APPLICABLE FOR PART A ,B AND C	Yes / No	ISO certificates
r) Original or certified copy (certified copies must not be older than 3 months) of ICASA radio communication licence of the company or leased licence (if leased, a legal lease agreement would be required) APPLICABLE FOR PART A, B AND C	Yes / No	ICASA radio communication licence
s) Original or certified copy (certified copies must not be older than 3 months) of SAIDSA Bylaw level 1 and level 3 certificates APPLICABLE FOR PART A AND PART B	Yes / No	SAIDSA Bylaw level 1 and level 3 certificates
t) Original or certified copy (certified copies must not be older than 3 months) of a valid ROC (RPAS Operating Certificate) as per the Civil Aviation Regulations (CAR) 101 of 2011, South African Aviation Authority (SACCA). Where the equipment is leased, a lease certificate is accepted (If leased, a legal lease agreement would be required). APPLICABLE FOR PART A	Yes / No	RPAS Operating Certificate
u) Original or certified copy (certified copies	Yes / No	IRMSA Certificate or

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
must not be older than 3 months) of certificate or letter of good standing for the bidding organisation from the Institute of Risk Management South Africa (IRMSA) APPLICABLE FOR PART C		letter of good standing
v) Original or certified copy (certified copies must not be older than 3 months) of SAPS firearm licenses to possess firearms for business purposes issued in terms of section 20 of the Firearms Act. APPLICABLE FOR PART A AND PART B	Yes / No	SAPS firearm licenses
w) Original or certified copy (certified copies must not be older than 3 months) of bidding company accreditation letter which include a registration number from SAPS Central Firearm Registry (CFR) by juristic person. APPLICABLE FOR PART A AND PART B	Yes / No	Company accreditation letter
x) Original or certified copy (certified copies must not be older than 3 months) of letter of assurance for the bidding company from SAPS Central Firearm Registry (CFR) that will verify the number of firearms against the firearm register. APPLICABLE FOR PART A AND PART B	Yes / No	Letter of assurance
y) Original or certified copy (certified copies must not be older than 3 months) of the appointment letter of the Armoury Manager. APPLICABLE FOR PART A AND PART B	Yes / No	Appointment letter
z) Original or certified copy (certified copies	Yes / No	Competency and training

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
must not be older than 3 months) of firearm competency certificates and / or training records of the Armoury Manager to handle and use all prescribed firearms for business purposes in terms of the Firearm Control Act (FRA) and / or SASSETA accredited institutions. The following documentation are required: - Valid SAPS Firearm Competency Certificate - Accredited Training certificate for use of firearm for business purposes - Unit standard 123511 - Handle and use of self-loading carbine for business purposes - Unit standard 123514 - Handle and use of shotgun for business purposes - Unit standard 123515 - Handle and use of handgun for business purposes - Unit standard 117705 - Legal aspects relating to FCA APPLICABLE FOR PART A AND PART B		certificates

Other Returnable Documents Required:

Other Returnable Documents	Submitted (YES or NO)
a) Proof of Company Registration	
b) Certified Copy of ID Documents of owners/members/directors/ major shareholders	

c) Company Profile/s	
d) Attach all supporting documents as required in the Functionality Evaluation criteria included herein	
e) Provide signed reference letters from previous or current clients in the last 10 years	
f) Submit CV's of key personnel	
g) Submit list of qualified personnel with valid Fire arm and dog handler Certificates	
h) Submit company profile that demonstrate the bidding company's historic experience	
i) Submit a list of all PSIRA registered Graded C or higher employees	

The information contained in the OTHER RETURNABLE DOCUMENTS as indicated in the table above, will be used for further evaluation purposes.

9. FUNCTIONALITY EVALUATION

The Bid Evaluation Committee will evaluate bids based on the information and returnable documentation submitted that form part of the bid documents.

The Bid Evaluation Committee will allocate points as per the evaluation criteria stipulated in the tender document, and the weighted functionality evaluation score will be calculated out of a total of 100 based on the weighting for each criterion.

The minimum cut off points for functionality is calculated out of a total of 100 points and any bidder scoring less than the threshold will not be considered for further evaluation. Bidders that meet the minimum functionality threshold score will be considered for further evaluation.

Minimum required threshold score for functionality evaluation for this bid is 70%.

9.1. FUNCTIONALITY CRITERIA

The following functionality evaluation criteria and weightings will apply for part A, part B and part C respectively:

Table for Specialised Physical Guarding and TSSS Officers – Part A

CRITERION DETAILS	POINTS																
Description of evaluation criterion and evidence required Applicable for Part A	Weight																
Financial Capability The financial ratios below will be calculated based on the average ratio over the most recent 3 financial years, as per the information contained on the annual financial statements submitted by the bidder. <u>Liquidity Ratio (5)</u> Current Assets divided by Current Liability. Note: Functionality evaluation points allocated will be based on the average financial ratio score. If the value of assets is greater than liabilities by <table> <tr> <td>☐ Above 2</td><td>= 5</td></tr> <tr> <td>☐ Above 1.5 but less than or equal to 2</td><td>= 4</td></tr> <tr> <td>☐ Above 1 but less than or equal to 1.5</td><td>= 3</td></tr> <tr> <td>☐ Equal to or below 1</td><td>= 0</td></tr> </table> <u>Asset Turnover Ratio (5)</u> Net Sales divided by Ave Total Assets. Note: Functionality evaluation points allocated will be based on the average financial ratio score. <table> <tr> <td>☐ Above 2</td><td>= 5</td></tr> <tr> <td>☐ Above 1.5 but less than or equal to 2</td><td>= 4</td></tr> <tr> <td>☐ Above 1 but less than or equal to 1.5</td><td>= 3</td></tr> <tr> <td>☐ Equal to or less than 1</td><td>= 0</td></tr> </table>	☐ Above 2	= 5	☐ Above 1.5 but less than or equal to 2	= 4	☐ Above 1 but less than or equal to 1.5	= 3	☐ Equal to or below 1	= 0	☐ Above 2	= 5	☐ Above 1.5 but less than or equal to 2	= 4	☐ Above 1 but less than or equal to 1.5	= 3	☐ Equal to or less than 1	= 0	10
☐ Above 2	= 5																
☐ Above 1.5 but less than or equal to 2	= 4																
☐ Above 1 but less than or equal to 1.5	= 3																
☐ Equal to or below 1	= 0																
☐ Above 2	= 5																
☐ Above 1.5 but less than or equal to 2	= 4																
☐ Above 1 but less than or equal to 1.5	= 3																
☐ Equal to or less than 1	= 0																
Description of Evaluation and Evidence Required	Weight																
Experience of key personnel (Experience claimed will be rounded down to a full year, and experience claimed as per the CV may be verified): CVs of 3 (three) Key Personnel indicating previous experience for similar work and reference contact details to confirm the experience Average number of years' experience between the 3 key personnel • 0 to 2 years = 1 • 3 to 5 years = 3 • 6 years or more = 5	15																
List of qualified personnel with valid Fire arm and dog handler Certificates The information submitted may be verified during site visit: • 0 - 20 qualified personnel = 0 • 21 – 40 qualified personnel = 1	20																

• 41 - 60 qualified personnel = 2 • 61 - 80 qualified personnel = 3 • 81 - 100 qualified personnel = 4 • 101 or more qualified personnel = 5	
Experience of the Company Company profile required to indicate the number of years' experience of the company in the security industry • 0 to 5 year = 1 • 6 to 10 years = 3 • 11 years or more = 5	20
List of all PSIRA registered Graded C or higher employees • 0 - 20 PSIRA grade C or higher = 0 • 21 – 40 PSIRA grade C or higher = 1 • 41 - 60 PSIRA grade C or higher = 2 • 61 - 80 PSIRA grade C or higher = 3 • 81 - 100 PSIRA grade C or higher = 4 • 101 or more PSIRA grade C or higher = 5	20
Reference letters Signed reference letters from previous or current clients within the security industry in the last 10 years: • 5 or more Reference letters = 5 • 3 to 4 Reference letters = 3 • 1 to 2 reference letters = 2 • Zero or non-submission = 0	15

Bids that score less than 70 on functionality will not be considered for further evaluation.
Bids that score 70 or more points on functionality will qualify for further evaluation.

Table for Intruder Alarms Installation and Maintenance - Part B

CRITERION DETAILS	POINTS
Description of evaluation criterion and evidence required Applicable for Part B	Weight
Description of Evaluation and Evidence Required	Weight
Experience of key personnel (to be verified): CVs of 3 (three) Key Personnel (i.e.: Project Manager; Electronic Security Technician & Armed Response Officer) indicating previous experience for similar work and reference contact details to confirm the experience Average number of years' experience between the 3 key personnel • 0 to 2 years = 1 • 3 to 5 years = 3 • 6 to 10 years = 5	25
Qualification of key personnel (Project Manager) (The qualification must be relevant to the industry and all information submitted will be verified during site visit): Only the highest qualification will be used for calculation. • Grade 12 = 1 • Higher Certificate = 3 • National Diploma or higher = 5	10
Qualification of key personnel (Electronic Security Technician) (The qualification must be relevant to the industry and all information submitted will be verified during site visit): Only the highest qualification will be used for calculation. • Grade 12 = 1 • Higher Certificate = 3 • National Diploma or higher = 5	5

Qualification of key personnel (Armed Response Officer) (The qualification must be relevant to the industry and all information submitted will be verified during site visit): Only the highest qualification will be used for calculation. • Grade 12 = 1 • Higher Certificate = 3 • National Diploma or higher = 5	5
Experience of the Company Company profile required to indicate the number of years' experience of the company in the security industry • 0 to 5 year = 1 • 6 to 10 years = 3 • 11 years or more = 5	20
List of all PSIRA registered Graded C or higher employees • 0 - 8 PSIRA grade C or higher = 0 • 9 – 15 PSIRA grade C or higher = 3 • 16 - 30 PSIRA grade C or higher = 5	20
Reference letters Signed reference letters from previous or current clients within the security industry in the last 10 years: • 5 or more Reference letters = 5 • 3 to 4 Reference letters = 3 • 1 to 2 reference letters = 2 • Zero or non-submission = 0	15

Bids that score less than 70 on functionality will not be considered for further evaluation.
 Bids that score 70 or more points on functionality will qualify for further evaluation.

Table for SLA, CCTV and Offsite Remote Monitoring - Part C

CRITERION DETAILS	POINTS
Description of evaluation criterion and evidence required Applicable for Part C	Weight
Description of Evaluation and Evidence Required	Weight
Experience & Capability of key personnel (to be verified): CVs of 3 (three) Key Personnel (i.e.: Project Manager; Electronic Security Technician ,CCTV Controller & Monitoring Officers) indicating previous experience, capability with administrative experience and report writing skills for similar work and reference contact details to confirm the experience. This information must include all key personnel and not just one! Average number of years' experience between the 3 key personnel • 0 to 2 years = 1 • 3 to 5 years = 3 • 6 to 10 years = 5	25
Qualification of key personnel (Project Manager) (The qualification must be relevant to the industry and all information submitted will be verified during site visit): Only the highest qualification will be used for calculation. • Grade 12 = 1 • Higher Certificate = 3 • National Diploma or higher = 5	10
Qualification of key personnel (Monitoring Officers) (The qualification must be relevant to the industry and all information submitted will be verified during site visit): Only the highest qualification will be used for calculation. • Grade 12 = 1 • Higher Certificate = 3 • National Diploma or higher = 5	5

Qualification of key personnel (CCTV Controller) (The qualification must be relevant to the industry and all information submitted will be verified during site visit): Only the highest qualification will be used for calculation. • Grade 12 = 1 • Higher Certificate = 3 • National Diploma or higher = 5	5
Experience of the Company Company profile required to indicate the number of years' experience of the company in the security industry. • 0 to 5 year = 1 • 6 to 10 years = 3 • 11 years or more = 5	20
List of all PSIRA registered Graded C or higher employees • 0 - 8 PSIRA grade C or higher = 0 • 9 – 15 PSIRA grade C or higher = 3 • 16 - 30 PSIRA grade C or higher = 5	20
Reference letters Signed reference letters from previous or current clients within the security industry in the last 10 years: • 5 or more reference letters = 5 • 3 to 4 reference letters = 3 • 1 to 2 reference letters = 2 • Zero or non-submission = 0	15

Bids that score less than 70 on functionality will not be considered for further evaluation.
 Bids that score 70 or more points on functionality will qualify for further evaluation.

Bidders must note that the information submitted in their respective bid documents will be confirmed during the physical site visits to be conducted as part of the due diligence process.

10. PRICE AND PREFERENCE POINTS (SPECIFIC GOALS) EVALUATION CRITERIA

Price and preference evaluation for parts A, B and C will be evaluated respectively as per specified in the following sections.

10.1. PRICE AND PREFERENCE POINTS (SPECIFIC GOALS) EVALUATION CRITERIA APPLICABLE TO PART A

Bidders that responded and qualify for this part, will be further evaluated on the basis of the Preferential Procurement Regulations of 2022 and the Pikitup SCM Policy on the 90/10 preference point system. The 90/10 preference point system will be as follows:

Price	90
Preference (Specific Goals)	10
TOTAL	100

A maximum of 90 points will be allocated for price on the following basis:
90/10 formula.

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

Where

P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 $P_{\min}$ = Comparative price of lowest acceptable bid

Therefore

Price Points	90
Preference Points <i>((Points scored by the bidder in terms of specific goals)</i>	10
Total points for Price and Preference	100

10.2. PREFERENCE POINTS AWARDED FOR SPECIFIC GOALS FOR PART A

APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS

10.2.1. Preference points will be awarded for specific goals as stated in this tender. For the purposes of this tender the bidder will be allocated points based on the goals stated in the table below as may be supported by documented proof as stated in this tender.

10.2.2. The 90/10 preference point system will apply for part A. In the case where it is unclear whether the 90/10 preference point system applies the highest scoring acceptable tender will be used to determine the applicable preference point system.

The following specific goals are determined by Pikitup for this tender with the intent to promote HDI and the local economy.

Specific goals	The specific goals points allocated by Pikitup for this tender	Means of verification	Points allocated for each goal (90/10 preference point system)
Goal 1	Enterprises owned by black people with at least 51% shareholding	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of owners ID, or shareholders certificate	2.5
	Enterprise owned by women with at least 51% shareholding	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of owners ID, or shareholders certificate	2.5
Goal 2	SMME's (An EME or QSE)	CSD, Valid BBBEE certificate, Affidavit sworn under oath	2.5
	Enterprises located within the City of Johannesburg Metropolitan Municipality	CSD certificate, bidding company municipal account statement, letter or statement from the landlord confirming company address	2.5
Total (Maximum number of preference points)			10

10.3. Note to bidders:

- The bidder must complete and indicate in MBD 6.1 the points claimed against each specific goal according to provisions made for preference points to be claimed as indicated in Table 6 above.
- The maximum number of points that may be claimed for each goal are indicated above in the last column.

- Where the points allocated for a specific goal is “0” or indicated “N/A”, that specific goal is not applicable for this tender and no points may be claimed for that goal.
- The total number of points claimed may not exceed the maximum of 10 points where the 90/10 preference point system applies.

10.4. PRICE AND PREFERENCE POINTS EVALUATION CRITERIA FOR PART B AND PART C

Bidders that responded and qualify for this part B and C respectively, will be further evaluated on the basis of the Preferential Procurement Regulations of 2022 and the Pikitup SCM Policy on the 80/20 preference point system.

The price and preference evaluation for parts B and C will be evaluated respectively based on the 80/20 system as follows:

Bidders will be evaluated on the 80/20 Price and Preference Point System.

Price Points	80
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Preference Points	<i>(See Preference Points Table below)</i>	20
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Total points for Price and Preference	100
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11. PREFERENCE POINTS TO BE AWARDED FOR SPECIFIC GOALS FOR PART B AND PART C

- The bidder will be allocated points based on the goals stated in the table below as may be supported by documented proof as stated in the invitation for quotation.
- The following specific goals are determined by Pikitup with the intent to promote historical disadvantaged individuals (HDI) and the local economy.

Table: Specific goals for preference points

Specific goals	The specific goals points allocated by Pikitup for this tender	Means of verification	Points allocated for each goal (80/20 preference point system)
Goal 1	Enterprises owned by black people with at least 51% shareholding	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of owners ID, or shareholders certificate	5
	Enterprise owned by women with at least 51% shareholding	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of owners ID, or shareholders certificate	5
Goal 2	SMME's (An EME or QSE)	CSD, Valid BBBEE certificate, Affidavit sworn under oath	5
	Enterprises located within the City of Johannesburg Metropolitan Municipality	CSD certificate, bidding company municipal account statement, letter or statement from the landlord confirming company address	5
Total (Maximum number of preference points)			20

12. OBJECTIVE CRITERIA, SELECTION OF MULTIPLE BIDDERS, LOCATION PER PART, AND GEOGRAPHICAL ALLOCATION OF BIDDERS

The following objective criteria will apply:

- Site inspections. As part of the due diligence process the relevant bylaw minimum requirements and information submitted with the respective bids will be verified with the qualifying bidders at the site inspection. Bidders that cannot substantiate, verify or demonstrate the information submitted at the site inspection may be disqualified for further consideration.
- The number of bidders recommended for award will be limited to the maximum number specified in the document (i.e. Up to a maximum of 12 bidders be awarded in total, where up to a maximum of 8 bidders for part A, up to a maximum of 2 bidders for part B, and up to a maximum of 2 bidders for part C.)
- Bidders will only be awarded one of the three parts per bidder, where Part A will be awarded first, thereafter part B, and lastly part C.
- Bidders will be awarded within or close to the geographical cluster of the respective bidders' operations, as per the clusters indicated in the terms of reference.

As part of the due diligence process the relevant bylaw minimum requirements and the information submitted with the respective bids will be verified with the qualifying bidders at the site inspection. Bidders that cannot substantiate, verify or demonstrate the information submitted may be disqualified for further consideration. Arrangements will be made with the shortlisted / preferred bidders at least 3 business days prior to the planned site inspection.

The bid will be awarded up to a maximum of twelve bidders in total, where up to a maximum of eight bidders be awarded for part A, up to a maximum of two bidders to be awarded for part B, and up to a maximum of two bidders to be awarded for part C.

The bidders will be ranked from the highest scoring to the lowest scoring based on the price and preference evaluation point allocation for each of the respective part of the tender scope. i.e. part A, B, and C.

The highest scoring bidder for each part will get preference of selection. Part A will be awarded first, thereafter part B, and lastly part C.

The highest scoring bidders for part A will be ranked from highest to the lowest in descending order. The highest scoring qualifying bidders up to a maximum of 8 bidders will be selected as preferred bidders and recommended for award.

The highest scoring bidders for part B will be ranked from highest to the lowest in descending order. The highest scoring qualifying bidders up to a maximum of 2 bidders will be selected as preferred bidders and recommended for award. If a bidder was already included as a preferred bidder in part A, the following highest scoring bidder for this part will be considered.

The highest scoring bidders for part C will be ranked from highest to the lowest in descending order. The highest scoring qualifying bidders up to a maximum of 2 bidders will be selected as preferred bidders and recommended for award. If a bidder was already included as a preferred bidder in parts A or B, the following highest scoring bidder for this part will be considered.

Bidders will be only awarded one part per bidder. Example: Where a bidder was awarded on Part A, the same bidder will not be considered for award on parts B and / or part C; or where a bidder was awarded on part A or B, the same bidder will not be considered for award on part C.

Pikitup reserve the right to appoint one or more bidder/s per geographical cluster as indicated in table 2 of the terms of reference document. Bidders will get preference of geographical cluster allocation within the area of their existing operations.

13. SITE INSPECTION, PHYSICAL VERIFICATION AND DUE DILIGENCE PART A

SITE INSPECTION / VERIFICATION		Comply	Not comply
A working Control Room with the working resources as specified herein Bidders are required to show proof of the functionality of their Analogue 2-way Radio Communication registered with ICASA, or Provide Demonstrate proof of functionality of their Digital PTT Communication registered with ICASA. Resources / Varied Monitoring Systems (Physical inspections and tests will be done at the Bidders offices)	Working ICASA licenced 2-way radio or PTT communication system		
	Live Alarm Monitoring System		
Firearms and licences	More than 20		
Branded Vehicles, licences and monitoring/tracking	More than 4		
Online /live Guard's patrol system (Points clocking)	Online /live Guard's patrol system (Points clocking)		
SAIDSA Bylaw 1 and 3 Certification	All Bylaws		
Compliance criteria: Any bidder that does not fully comply with the site visit criteria will not be considered for further evaluation			

PIKITUP reserves the right to do a site visit on shortlisted Bidders. The site visit will include inspection of Bidders Control Room, Armoury, armed reaction services, and verification of information submitted in the bid document.

The PIKITUP evaluation team will use the inspection report / spreadsheet indicated in Appendix 1 of the terms of reference to evaluate the Bidders compliance according to SAIDSA Bylaw level 1 and 3 requirements.

<u>NOMINATION OF BIDDING PART</u>	
BIDDERS MUST INDICATE FOR WHICH PARTS OF THE SERVICES ARE THEY BIDDING FOR (BIDDERS MUST NOTE THAT BIDDER/S THAT QUALIFY WILL ONLY BE AWARDED FOR ONE OF THE THREE PARTS (I.E. PART A OR B OR C) .	
Description	Mark with an “X” on the appropriate block below, indicating for which part/s you are responding for
Part A – Specialised Physical Guarding and TSSS Officers	
Part B – Intruder Alarms Installation and Maintenance	
Part C- SLA, CCTV and Offsite Remote Monitoring (Monthly fee)	

PRICING INSTRUCTIONS:

- BIDDERS MUST QUOTE FOR ALL ITEMS IN THE RELEVANT PART OF THE PRICING SCHEDULE
- ALL UNIT RATES QUOTED SHALL BE INCLUSIVE OF VAT AND OTHER APPLICABLE COSTS
- PRICE OFFERS SHOULD INCLUDE ALL OTHER RELATED COSTS AND INDIRECT COSTS TO EXECUTE THE REQUIRED SERVICE
- BIDDERS MUST QUOTE IN LINE WITH THE PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSIRA) FOR PERSONNEL ONLY (BIDDERS WHO SUBMIT QUOTATIONS BEYOND THIS CONDITION WILL BE DEEMED NON-RESPONSIVE)

NB: IMPORTANT NOTE NOTICE: BIDDERS WILL BE ONLY AWARDED ONE PART OF THE TERMS OF REFERENCE, I.E.

PART A – Specialised Physical Guarding and TSSS Officers

OR

PART B – Intruder Alarms Installation and Maintenance

OR

PART C – SLA, CCTV and Offsite Remote Monitoring

PRICING SCHEDULE – PART A						
Part A (1) – Specialised Physical Guarding and TSSS Officers						
Description Grades:	Year 1		Year 2		Year 3	
	Rate per 12 Hour Shift – Dayshift – 06h00 to 18h00	Rate per 12 Hour Shift Nightshift – 18h00 to 06h00	Rate per 12 Hour Shift – Dayshift – 06h00 to 18h00	Rate per 12 Hour Shift Nightshift – 18h00 to 06h00	Rate per 12 Hour Shift – Dayshift – 06h00 to 18h00	Rate per 12 Hour Shift Nightshift – 18h00 to 06h00
Grade C (with Fire Arm)	R	R	R	R	R	R
Armed reaction vehicle (static on-site, but mobile on request to other sites)	R	R	R	R	R	R
Guard Dog	R	R	R	R	R	R
Dog Handler (with guard officer grade C)	R	R	R	R	R	R
Quad Bike	R	R	R	R	R	R
4 x Grade C TSSS officers with fire arms, batons, bullet proof jackets, pepper sprays, emergency & safety equipment, and other tactical gear	R	R	R	R	R	R
4x4 LDV Twin Cab with 4 X TSSS officers	R	R	R	R	R	R
Sub-Total for Part A(1) (sum of ALL the unit rates quoted above)	R		R		R	

Part A(2) – Other			
Description	Year 1	Year 2	Year 3
	Rate per site per month	Rate per site per month	Rate per site per month
Guard House – Monthly Fees (where required)	R	R	R
Drone – Monthly Fees	R	R	R
VIP Officer –Fully equipped x 1 (As & when) – Rate per Officer	R	R	R
VIP Protection vehicle x 1 (As & when) – Rate per vehicle.	R	R	R
Sub-Total for Part A(2) (sum of ALL the unit rates quoted above)	R	R	R

Annual totals for Part A Sub-total Part A(1) + Sub-total Part A(2)	R	R	R
Total over the 3 years (Sum of year 1 + year 2 + year 3)	R		
VAT at 15%	R		
PART A – Total (including VAT)	R		

Note: The total is a sum of all the unit rates quoted for this part over the 3 years. The total is calculated for evaluation and comparison purposes, and the estimated or actual quantities are not taken into consideration at this stage.

PRICING SCHEDULE – PART B			
Part B (1)– Intruder Alarm Installation and Maintenance			
Description	Year 1	Year 2	Year 3
	Rate per site	Rate per site	Rate per site
Specialised Intruder Alarm-armed response – Rate per month (Respond to Alarm Activation under 5 minutes)	R	R	R
Radio Installation Fees – Once Off rate for the 36 months	R	Not applicable	Not applicable
Alarm systems installation Fees at Pikitup Head Office. i.e. +- 25 (eyes) passive alarm, 17 door contacts – Once Off rate for the 36 months	R	Not applicable	Not applicable
Alarm systems installation Fees at Pikitup depot, i.e. +- 8 (eyes) passive alarm, 8 door contacts – Once Off rate for the 36 months	R	Not applicable	Not applicable
Alarm systems installation Fees at Pikitup landfill sites, i.e. +- 8 (eyes) passive alarm, 8 door contacts – Once Off rate for the 36 months	R	Not applicable	Not applicable
Alarm systems installation Fees at Pikitup garden site, i.e. +- 3 x 180-degree beams, 2 (eyes) passive alarm, 2 door contacts – Once Off rate for the 36 months	R	Not applicable	Not applicable
Alarm systems installation Fees at Pikitup buyback centre, i.e. +- 4 x 180-degree beams, 2 (eyes) passive alarm, 2 door contacts - - Once Off rate for the 36 months	R	Not applicable	Not applicable
Maintenance of alarm systems – Rate per month	R	R	R
Radio Receivers – Rate per annum	R	R	R
Annual totals for Part B (sum of ALL the unit rates quoted above)	R	R	R
Provision of Panic Buttons for every site and linkage of PIKITUP to the Control Room of the appointed SSP	R	R	R
Sub-Total for Part B (1) (sum of ALL the unit rates quoted above)	R	R	R

PRICING SCHEDULE – PART B			
Part B (2) – Intruder Alarm Installation and Maintenance Continue			
Description :			
These items are for probable maintenance service (on as and when required)	Unit Rate per part: Year 1	Unit Rate per part: Year 2	Unit Rate per part: Year 3
Transformer with Backup Battery Alarm Box-CPU	R	R	R
Expander	R	R	R
Door Magnets	R	R	R
Pet friendly Passive	R	R	R
Indoor-Passive	R	R	R
DSC remote kits	R	R	R
Remote	R	R	R
Core cable per meter	R	R	R
Rip cord 0.5 cable per meter	R	R	R
core cable per meter	R	R	R
Big siren	R	R	R
Red-Strobe light	R	R	R
Power pack + 12-volt battery	R	R	R
Mobile Panic Button	R	R	R
Transformer with Backup Battery Alarm Box-CPU	R	R	R
LCD key pad	R	R	R
Fix Panic Button	R	R	R
180 Degree Perimeter Beam	R	R	R
Sub-Total for Part B(2) (sum of ALL the unit rates quoted above)	R	R	R

Total for part B1 & B2 over the 3 years (Sum of year 1 + year 2 + year 3)	R
VAT at 15%	R
PART B1 & PART B 2 - Total (including VAT)	R

Note: The total is a sum of all the unit rates quoted for this part over the 3 years. The total is calculated for evaluation and comparison purposes, and the estimated or actual quantities are not taken into consideration at this stage.

NB: Any other items that may be needed for these services must be submitted with the quotation.

PRICING SCHEDULE – PART C			
Part C(1)- SLA Monitoring (Monthly fee)			
Description	Year 1	Year 2	Year 3
	Monthly Fee Per Pikitup Site Applicable	Monthly Fee Per Pikitup Site Applicable	Monthly Fee Per Pikitup Site Applicable
Full online security compliance services fees for SLA Monitoring per Pikitup Site 24/7 (Monthly Fee Applicable)	R	R	R
Grade A monitoring officer with branded vehicle	R	R	R
Grade B monitoring officer with branded vehicle	R	R	R
Sub-Total for Part C(1) (sum of ALL the unit rates quoted above)	R	R	R

Part C(2)- CCTV and Offsite Remote Monitoring (Fee per shift)						
Description – Grade	Year 1		Year 2		Year 3	
	Rate per 12 Hour Shift - Dayshift 06h00 to 18h00	Rate per 12 Hour Shift - Nightshift 18h00 to 06h00	Rate per 12 Hour Shift - Dayshift 06h00 to 18h00	Rate per 12 Hour Shift - Nightshift 18h00 to 06h00	Rate per 12 Hour Shift - Dayshift 06h00 to 18h00	Rate per 12 Hour Shift - Nightshift 18h00 to 06h00
Grade B (Controller Officer – CCTV)	R	R	R	R	R	R
Grade C (Monitoring Officer – PTT System)	R	R	R	R	R	R
Sub-Total for Part C(2) (sum of ALL the unit rates quoted above)	R		R		R	

Part C(3) - Breathalyzer Testing			
Description	Year 1	Year 2	Year 3
	Monthly Rate per device	Monthly Rate per device	Monthly Rate per device
Breathalyser testers with all-weather sleeve (i.e. rubber)	R	R	R
Sub-Total for Part C(3) (sum of ALL the unit rates quoted above)	R	R	R

Annual totals for Part C Sub-total Part C(1) + C(2) + C(3)	R	R	R
Total over the 3 years (Sum of year 1 + year 2 + year 3)	R		
VAT at 15%	R		
PART C - Total (including VAT)	R		

Note: The total is a sum of all the unit rates quoted for this part over the 3 years. The total calculated for evaluation and comparison purposes, and the estimated or actual quantities are not taken into consideration at this stage.

TERMS OF REFERENCE - APPENDIX 1

INSPECTION REPORT - CENTRAL STATION

Bylaw Ref.	MARK CORRECT ANSWER WITH "X"	BOLD = CORRECT ANSWER		INSPECTOR COMMENTS
1.1	WALLS	Min. 230mm cement mortar brick	YES NO	Fail
1.1	Or	Min. 150mm Reinforced concrete	YES NO	Fail
1.2	ROOF	Min. 120mm Reinforced concrete	YES NO	Fail
1.2		Steel to equivalent strength of above	YES NO	Fail
1.2		Concrete Lintels (sealed)	YES NO	Fail
3.1	DOORS	Two interlocked Doors	YES NO	Fail
3.2		Can both doors open simultaneously ?	YES NO	Fail
3.3		Lobby does not have other openings	YES NO	Fail
3.4		Lobby same construction as Central Station	YES NO	Fail
4.2		Steel plate Min. 1.5mm - Both sides	YES NO	Fail
4.2		Solid core timber - Min. 44mm thick	YES NO	Fail
4.3		Bullet hinges on outward opening door	YES NO	Fail
4.3		All other hinges internal	YES NO	Fail
		Checked operation	YES NO	Fail
		Type of locks	Strike Maglock Other	
4.4		High security locks	YES NO	Fail
4.4		Locks can resist a sudden impact	YES NO	Fail
5	EMERGENCY EXIT	YES NO		
	(If "YES" complete the following:-)			
	How many exits?			
5.2	Can door open easily from inside	YES NO		Fail
5.3	Alarmed-24 hour	YES NO		Fail
5.3	Monitored by which SA/DSA Control Room?			Fail
5.1	Hinges on inside	YES NO		Fail
5.1	Bullet hinges on outward opening door	YES NO		Fail
5.4	Steel plate Min. 1.5mm - Both sides	YES NO		Fail
5.4	Solid core timber - Min. 44mm thick	YES NO		Fail
5.5	Tamper proof from the outside	YES NO		Fail

FIRE EXTINGUISHER		<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>Dry Powder</td> <td>CO2</td> </tr> <tr> <td></td> <td></td> </tr> </table>		YES	NO	Dry Powder	CO2			Fail							
YES	NO																
Dry Powder	CO2																
	Type																
	Qty																
6	GLAZED AREAS	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>		YES	NO												
YES	NO																
	(If "YES" complete the following:-)																
	Quantity																
6.1	Size - max 1,5mm ²			Fail													
6.1	Min. 3ply laminated - 15mm Thick	YES	NO	Fail													
6.2	Can windows open?	YES	NO	Fail													
6.3	Operators in Direct Line of sight?	YES	NO	Fail													
6.3	If YES, are Grenade screens fitted	YES	NO	Fail													
7.1	VENTILATION	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>		YES	NO	Fail											
YES	NO																
7.1	Ventilation holes - inlets & Outlets			Fail													
	Size - Max. 0.02 m ²			Fail													
7.3	Protected against physical attack	YES	NO	Fail													
7.4	Inlets in protected area or inaccessible	YES	NO	Fail													
6.4	Airconditioning	YES	NO	Fail													
7.5	Extractor Fans	YES	NO	Fail													
7.5	Sufficient air displacement	YES	NO	Fail													
8.1	ALARM PROTECTION	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>		YES	NO	Fail											
YES	NO																
8.2	Emergency switches			Fail													
8.2	To which SA/DSA Control Room?			Fail													
8.2	Tested Weekly & Documented	YES	NO	Fail													
9	CCTV	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>		YES	NO	Fail											
YES	NO																
9.1	All approaches monitored	YES	NO	Fail													
9.1	Vandal resistant Camera Housings	YES	NO	Fail													
9.2	Digital Video Recording - 24 hours	YES	NO	Fail													
10.2	ENTRY	<table border="1"> <tr> <td>Identification type</td> <td>CCTV</td> <td>CODE</td> <td>INTERCOM</td> </tr> <tr> <td>No. of Operators</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Access Log Required if 4 or more operators</td> <td>YES</td> <td>NO</td> <td></td> </tr> </table>		Identification type	CCTV	CODE	INTERCOM	No. of Operators				Access Log Required if 4 or more operators	YES	NO		Fail	
Identification type	CCTV	CODE	INTERCOM														
No. of Operators																	
Access Log Required if 4 or more operators	YES	NO															
10.1				Fail													

11.1	TELEPHONE LINES	Quantity - Min 2 exchange lines for voice			Fail	
11.2		Cable Routing	Underground	Concealed	Fail	
11.3		One line barred from incoming calls	YES	NO	Fail	
11.4		If cellphones are used, is it a fixture	YES	NO	Fail	
		No. of Direct Lines			Fail	
12.1	POWER SUPPLY	External Mains	YES	NO	Fail	
12.2		Backup Type	UPS	Batteries	Fail	
		Location	Control Room	Other	Fail	
12.4		Generator	YES	NO	Fail	
12.4		Method of start	Manual	Auto	Fail	
		Location	Control Room	Outside	Fail	
		Protection	Locked	Alarm	Steel Cage	Fail
12.3		Duration 24 hours without Generator	YES	NO	Fail	
12.3		Duration 50 minutes with Generator	YES	NO	Fail	
		Emergency Lighting	YES	NO	Fail	
13.1	ANTENNA	Location	Roof	Other		
13.2		Protected with electronic detection device	YES	NO	Fail	
13.2		Protection against tampering	ALARM	CCTV	OTHER	Fail
		Earthed?	YES	NO	Fail	
13.1		Cable protection	CCTV	Metal Conduit	Alarm	Fail
14	REPEATERS		YES	NO		
14.1		Hourly Test	YES	NO	Fail	
14.1		Records kept	YES	NO	Fail	
15.1	ALARM SIGNALS	Visible & Audible	YES	NO	Fail	
15.1		Printed copy available	YES	NO	Fail	
16.1		Backed up	YES	NO	Fail	
16.2	RECORDS	Occurrence Register (OB)	YES	NO	Fail	
16.4		Manual Records	YES	NO	Fail	
19		Procedure manual	YES	NO	Fail	

18.1	SUPERVISION	How Often - 30 minutes			Fail	
18.1		Type	Physical	Electronic	Fail	
18.2		Dead mans switch (if one operator only)	YES	NO	Fail	
21	STANDBY EQUIPMENT	No. of Radio Frequencies				
		Make				
		Central Station Receivers	Qty		Fail	
		RF Radio Base Station	Qty		Fail	
		GSM / GPRS Base	Qty		Fail	
		Two Way Radio Base	Qty		Fail	
		Computer System	Qty		Fail	
		Printers	Qty		Fail	
21.1		Primary equipment inside Central Station	YES	NO	Fail	
21.1		Standby equipment inside Central Station	YES	NO	Fail	
21.4		Protection if standby not in Central Station			Fail	
21.5		Standby equipment unplugged	YES	NO	Fail	
20	MAINTENANCE	Maintenance tests are documented	YES	NO	Fail	

INSPECTOR		DATE	
PASS	YES	NO	
RE-INSPECT	YES	NO	
RE-INSPECTION NOTICE ISSUED	YES	NO	
COMMENTS			

INSPECTION REPORT - ARMED REACTION

Bylaw Ref.	MARK CORRECT ANSWER WITH "X"	BOLD = CORRECT ANSWER	INSPECTOR COMMENTS
1.1	PREMISES	Premises zoned for	Commercial Domestic
1.2		Domestic premises used as satellite base?	YES NO
10.1		Domestic premises used as despatch base?	YES NO
1.6		If YES, Does it comply to Bylaw 1?	YES NO
1.1		Registered as a business Reg.No.	
3.1		Company PSIRA Registration No.	
		Registration No. on Letterheads?	YES NO
1.1		Emergency Exits?	YES NO
1.1		Are they easily accessible?	YES NO
1.1		Fire Extinguishers ?	YES NO
11.1	PERSONNEL	Register of RO's personal information	YES NO Checked
7.2		Competency certificates of R/O	YES NO Checked
3.1		PSIRA certificates of R/O	YES NO Checked
9.1		Training certificates of R/O	YES NO Checked
		Total number of ROs employed	
5.2	GEOGRAPHICAL	Map of areas of operation	YES NO
9.2	TRAINING	Firearms Training certificates	YES NO Checked
9.2		Frequency of firearms training	
6.2	VEHICLES	Total reaction vehicles	
6.2		Number of fully equipped backups	
		Number of areas covered	
		Number of shifts	
		Number of vehicles per shift	
(Complete vehicle checklist below)			
DOCUMENTATION		See attached control sheet	

6	VEHICLE CHECKLIST	1	2	3	4	Backup
	Registration number of inspected vehicles					
6.16	Spare Wheel, Jack, Spanner					Fail
6.5	Fixed Two-Way radio					Fail
6.15	Fire Extinguisher					Fail
4.1.10	Map of patrol area					Fail
6.3.4	Vehicles marked as 24 hr Armed Response					Fail
6.3.1	Company details displayed					Fail

3.1.1	REACTION OFFICERS	1	2	3	4	
3.1.3	Uniforms worn?					Fail
3.1.3	Rank displayed?					Fail
4.1.1	Firearm					Fail
7.2	Firearm permit (Max 72 hours)					Fail
4.1.2	Torch					Fail
4.1.3	Black pen					Fail
4.1.4	Watch					Fail
4.1.5	Pocket book					Fail
4.1.6	Handcuffs and Key					Fail
4.1.7	Bullet Resistant vest					Fail
8.1	Response slips					Fail
3.1.1.2	Company ID Card					Fail
3.1	PSIRA Card					Fail
4.1.12	Drivers licence					Fail
4.1.11	Raincoat					Fail
3.1.2	Competency card					Fail

7.2	FIREARMS (licenced)	Company owned firearms?	YES	NO	Checked
7.2		Firearms & ammo when not in use	SAFE	OTHER	Checked
7.2		Firearms register	YES	NO	Checked
7.2		Where are licences kept?	SAFE	OTHER	Checked
9.1		Competency of Responsible person	Name:		Fail

7.4	FIREARMS (unlicensed)	<i>In the case of unlicensed firearms, complete the following:</i>		
7.4.1		Proof of purchase of firearms submitted	YES	NO
7.4.2		Proof of licence application submitted	YES	NO
7.4.3		Advised member to submit monthly status reports	YES	NO
7.4.4		"Armed" wording removed from vehicles	YES	NO
7.4.7		Non-lethal weapons used	YES	NO
13.1	CONTRACTS	Contract between company & client	YES	NO
13.2		Contract guarantees response time?	YES	NO
13.3		Does contract specify objective to minimise risk	YES	NO
13.4		Does contract state that testing of response times is prohibited?	YES	NO
13.4		Penalty clause in contract in terms of above	YES	NO
13.6	INSURANCE	National Provident fund	YES	NO
13.5		Public liability	YES	NO

(Details of above to be completed on attached control sheet)

INSPECTOR		DATE	
PASS	YES	NO	
RE-INSPECT	YES	NO	
RE-INSPECTION NOTICE ISSUED	YES	NO	
COMMENTS			

ANNEXURE 4

MBD 4

DECLARATION OF INTEREST

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
1. 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?
(Circle the applicable answer) 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?
(Circle the applicable answer)...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?

(Circle the applicable answer) 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?

(Circle the applicable answer)...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?

(Circle the applicable answer)...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?

(Circle the applicable answer)...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?

(Circle the applicable answer)...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

.....
Capacity

.....
Name of Bidder

ANNEXURE 5.1

MBD 5

MBD 5

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?

1.1 If yes, submit audited annual financial statements (signed and / or stamped by the relevant auditor) for the past three years or since the date of establishment if established during the past three years.

YES / NO *

(* Delete if not applicable)

1.2 If no, please complete the public interest scores (PIS) for each of the financial years for which you provided financial statements, to determine if the statements required to be independently reviewed or not.

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

YES / NO *

(* Delete if not applicable)

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

YES / NO *

(* Delete if not applicable)

3.1 If yes, furnish particulars

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

***YES / NO**

(* Delete if not

applicable)

- 4.1 If yes, furnish particulars

.....

.....

CERTIFICATION

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

ANNEXURE 5.2

PIS SCORE

ONLY APPLICABLE
FOR TENDERS
ABOVE R10M

DECLARATION OF PUBLIC INTEREST SCORE (PIS) SCORE

Further to MBD 5 Question 1; where it was declared that your company is not required by law to prepare annual financial statements for auditing, please declare your company's PIS score below:

PIS SCORE FOR EACH SET OF FINANCIAL STATEMENTS (AS REQUIRED BY THE COMPANIES ACT OF 2008)

PIS SCORE (1st set of financials):

PIS SCORE (2nd set of financials):

PIS SCORE (3rd set of financials):

Indicate which Financial Statement classification apply to your company	PIS Score	First set of financial statements Tick relevant box below with an "X"	Second set of financial statements Tick relevant box below with an "X"	Third set of financial statements Tick relevant box below with an "X"
- Financial Statement provided <u>must be audited</u> (Where the bidder did not provide a PIS score or if the PIS score provided is 350 points and above; audited financial statements must be provided)	Above 350			
- Financial Statement provided <u>must have an independent review</u> (Where the bidder's PIS score is between 100 and 350; financial statements that are independent reviewed by a registered auditor or a chartered accountant must be provided)	Between 100 and 350			
- Financial Statement provided <u>do not require to be audited neither independent reviewed</u> (Where the bidder's PIS score is below 100, financial statements must be provided but don't have to be audited or independently reviewed)	Below 100			

IMPORTANT NOTE:

BIDDERS WHO DO NOT PROVIDE AUDITED FINANCIAL STATEMENTS MUST PROVIDE A PIS SCORE TO CONFIRM IF THE BIDDER SHOULD PROVIDE INDEPENDENTLY REVIEWED FINANCIAL

STATEMENTS OR NOT. NON-COMPLIANCE TO THE AFOREMENTIONED WILL RESULT INTO DISQUALIFICATION FOR FURTHER EVALUATION.

CERTIFICATION

I, THE UNDERSIGNED (NAME) CERTIFY
THAT THE PIS SCORE ABOVE IS CORRECT.

PIKITUP MAY REQUEST FOR SUPPORTING DOCUMENTS TO CONFIRM THE ABOVE SCORE.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

THE FOLLOWING INFORMATION RELATING TO THE PUBLIC INTEREST SCORE (PIS) CALCULATION IS PROVIDED BY PIKITUP FOR THE BIDDER'S INFORMATION ONLY AND THE INFORMATION MIGHT ASSIST THE BIDDERS RELATING TO THE COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REQUIREMENTS IN TERMS OF THE FINANCIAL STATEMENT REQUIREMENTS OF THE COMPANIES ACT (2008) AND THE CLOSED CORPORATIONS ACT (1984).

Financial Statements and Independent Reviews

Private or personal liability companies that are required to be audited by the Companies Act, 2008 or regulation 28, must file a copy of the latest approved Audited Financial Statements on the date that they file their annual return with the CIPC.

The following private companies are required to have their annual financial statements audited:

- Any private or personal liability company if, in the ordinary course of its primary activities, it holds assets in a fiduciary capacity for persons who are not related to the company, and the aggregate value of such assets held at any time during the financial year exceeds R5 million;
- Any private or personal liability company that compiles its financial statements internally (for example, by its financial director or one of the owners) and that has a Public Interest Score (PIS) of 100 or more;
- Any private or personal liability company that has its financial statements compiled by an independent party (such as an external accountant) and that has a Public Interest Score (PIS) of 350 or more;

Unless the company has opted to have its annual financial statements audited or is required by its Memorandum of Incorporation (MOI) to do so, a private or personal liability company that is not managed by its owners may be subject to independent review if:

- It compiles its financial statements internally and its Public Interest Score is less than 100;
- It has its financial statements compiled independently at its Public Interest Score is between 100 and 349;

Private or personal liability companies that are not required to have their financial statements audited, may elect to voluntarily file their audited or reviewed statements with their annual returns. If such companies choose not to file a full set of financial statements, they must file a financial accountability supplement with their annual return.

How to calculate the Public Interest Score (PIS) of a company or close corporation

- a number of points equal to the average number of employees of the company during the financial year;
- one point for every R1 million (or portion thereof) in third party liability of the company, at the financial year end;
- one point for every R1 million (or portion thereof) in turnover during the financial year; and
- one point for every individual who, at the end of the financial year, is known by the company-
- in the case of a profit company, to directly or indirectly have a beneficial interest in any of the company's issued securities; or
- in the case of a non-profit company, to be a member of the company, or a member of an association that is a member of the company.

Source Companies and Intellectual Property Commission website: <http://www.cipc.co.za>

Does your CC follow the CC Act or the Companies Act?

If you're not 100% compliant with legislation for accounting officer duties, you'll face penalties. When the Companies Act (2008) came into effect, the Closed Corporations Act (1984) didn't fall away. The Companies Act didn't replace it either, thus both Acts apply.

According to the Close Corporations Act, you don't need an audit. You can use general accounting principles. For companies, you have to follow IFRS and the Companies Act. But if your CC grows the Companies Act kicks in and a full audit and IFRS or IFRS for SMEs is required.

Source: FSP Business Website: <http://fspbusiness.co.za/articles/accounting/do-you-know-when-and-why-you-need-to-create-financial-statements-7151.html>

Do you know when and why you need to create financial statements?

Here's what to do to calculate your PIS score:

The company gets 1 point for every:

- Number of shareholders and / or partners; and
 - Average number of staff members over the entire year (You need to look at the average of all the staff members for the entire year. So, if you have a high staff turnover, don't worry about having a high PIS score!)
 - Every R1 million rand of turnover or part thereof;
- and
- Every R1 million of outside debt / liabilities or part thereof, as at the end of the year.

Source: <http://practicalaccountancylooseleaf.co.za/content/aadppc2013b-does-your-cc-follow-cc-act-or-companies-act>

The following links might assist the bidder to calculate the Public Interest Score (PIS)

<http://statucor.co.za/public-interest-score>

<https://www.casewarefrica.co.za/interesting-reads/articles/calculate-your-business-s-public-interest-score/>

<http://www.ithembaonline.co.za/wp-content/uploads/2016/10/Public-Interest-Score-Calculator.xlsx>

https://www.exceedinc.co.za/assets/dynamic/70/files/79/6/6_public-interest-score-1--nuutste-weergawe.xlsx

The following links might assist the bidder to get a better understanding of legislative requirements and the Public Interest Score (PIS)

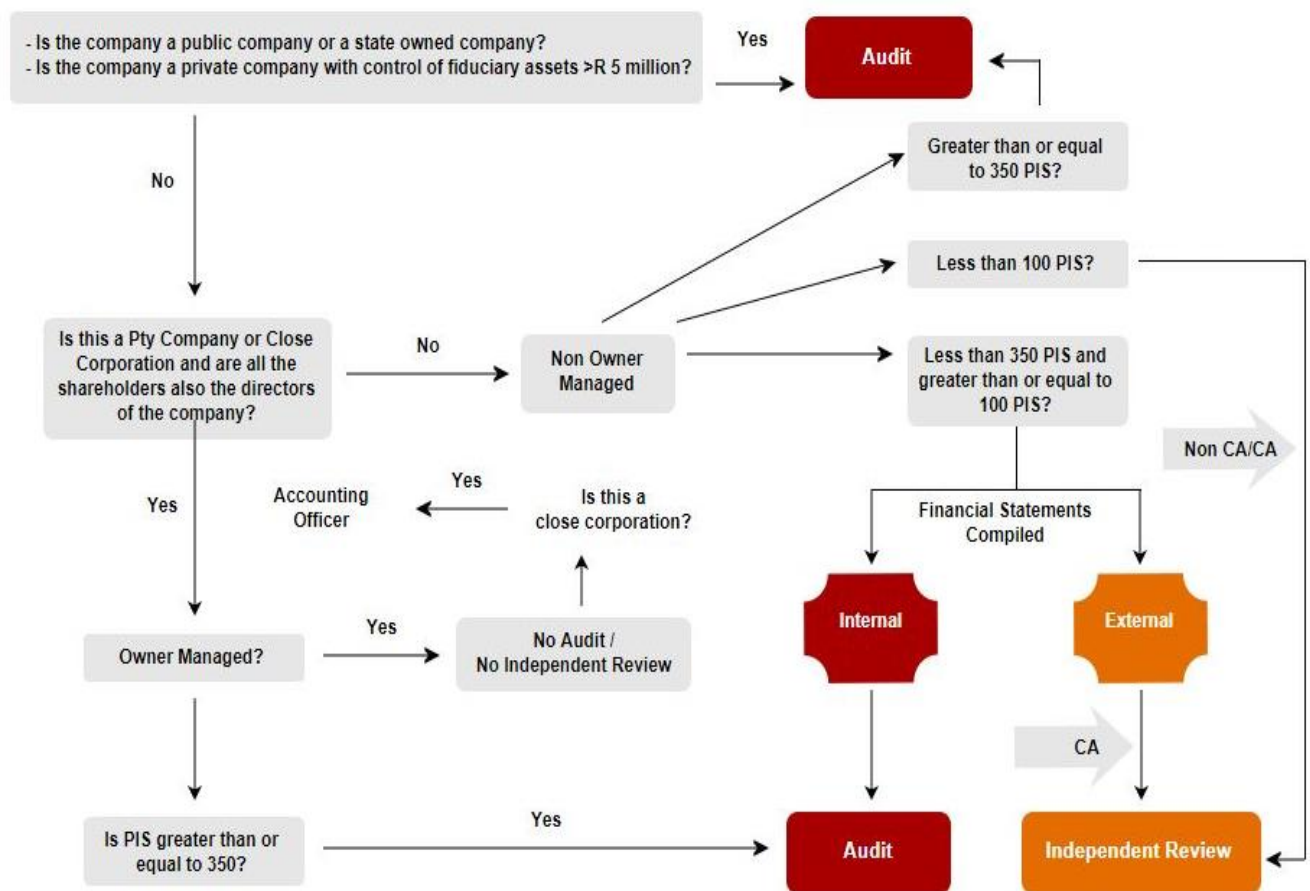
<http://www.cipc.co.za/index.php/manage-your-business/manage-your-company/private-company/compliance-obligations/financial-statements/>

<http://www.cipc.co.za/index.php/manage-your-business/compliance-and-recourse>

https://www2.deloitte.com/content/dam/Deloitte/za/Documents/governance-risk-compliance/ZA_AuditRequirementsAndOtherMattersRelatedToTheAudit_24032014.pdf

<http://www.mdacc.co.za/index.php/companies-act-and-annual-financial-statement-requirements/>

Example of PIS flow chart:



Example of PIS calculation (i.e. during a particular financial year):

Category	Points	Example company	Example score
Annual average Number of employees	1 pt per employee	45	45
Third party liabilities	1 pt per R 1m	R 2,500,000	3
Revenue Sales	1 pt per R 1m	R 5,600 ,000	6
Shareholders	1 pt per shareholder	3	3
Public interest score:			57

ANNEXURE 6.

**PART A: PRICE AND PREFERENCE POINTS (SPECIFIC GOALS)
EVALUATION CRITERIA APPLICABLE 90/10.**

**PART B AND C: PRICE AND PREFERENCE POINTS (SPECIFIC
GOALS) EVALUATION CRITERIA APPLICABLE 80/20.**

ANNEXURE 7

CONTRACT FORM

MBD 7.2 – RENDERING OF SERVICES

MBD 7.2
CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to **PIKITUP JOHANNESBURG SOC LTD** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **PU136/2023** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your bid under reference number PU128/2023 dated for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT:

NAME (PRINT):

SIGNATURE:

DATE:

Witness: 1.

Witness: 2.

ANNEXURE 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids 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 Tender 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 Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender 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 ARE
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 9

APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9
CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ 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) geographical area where product or service will be rendered (market allocation)

- (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
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 products or services to which this bid invitation relates.
 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
 10. am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract

ANNEXURE 10

CORPORATE GOVERNANCE BREACH CLAUSE

APPOINTMENT OF MULTIPLE SECURITY SERVICE PROVIDERS TO PROVIDE SPECIALISED SECURITY SERVICES FOR PIKITUP SITES ON AN AS AND WHEN-REQUIRED BASIS OVER A PERIOD OF 36 MONTHS

CORPORATE GOVERNANCE BREACH CLAUSE

1. PIKITUP Johannesburg (SOC) LTD (“PIKITUP”) requires (“the Company”) to comply, *mutatis mutandis* with the Code contained in the King II Report and Code of Good Corporate Governance (below “the Code”) for the term of this Agreement and any extension thereof.
2. The Company irrevocably undertakes and agrees that it will, *mutatis mutandis*, comply with the Code for the term of this Agreement and any extensions thereof.
3. The Company acknowledges and agrees that:
 - 3.1 It is essential that the Company complies with the Code, in order to discharge all of its obligations under and in terms of the Agreement in a proper, efficient and professional manner, and
 - 3.2 PIKITUP will be prejudiced and may suffer damages in the event of the Company failing to comply with the Code.
4. The Company shall be required, within seven (7) days of the end of each calendar month during the term of this Agreement (and any extensions thereof), to furnish PIKITUP with a written certificate, signed by the directors of the Company **[alternatively members of the Close Corporation]**, certifying that the Company has complied with the provisions of the Code during the preceding months.
5. PIKITUP shall have the right, without assigning any reason therefore and at any time, to appoint either the Institute of Directors of South Africa or a firm of chartered accountants or attorneys, to conduct an audit of the business and affairs of the Company in order to ascertain whether the Company is indeed complying with the terms of the Code. To this end, the Company irrevocably undertakes and agrees to co-operate fully with the party conducting such investigation for and on behalf of PIKITUP and to make available to such party all such documentation and all such information as the investigation party may require to fully discharge its obligations under and in terms hereof and to report fully to PIKITUP.

In the event of it being found that the Company is not complying with the Code, then PIKITUP shall be entitled to (a) regard this as a breach of the agreement and (b) recover the costs of the investigation, on an attorney and client basis, from the Company. In the event of it being

found that the Company is, in fact, discharging its obligations under and in terms of the Code, then PIKITUP shall bear the costs incurred in such investigation. In either of the foregoing events, the Company shall be entitled to receive a copy of the written report once same has been concluded by the investigating party.

6. In the event of the Code being replaced with another Code (or similar document), then such replacement document shall replace the Code and a reference to the Code shall be deemed to be a reference to such replacement document. The reference to the Code shall be deemed to include any statutory codification of directors' obligations and duties which may be enacted in the Republic of South Africa at any time in the future.
7. In entering into this Agreement, the Company represents and warrants to PIKITUP that it is familiar with the Code, that it fully understands and appreciates the rights, obligations and recommendations therein contained and agrees to be bound thereby as herein recorded.

ANNEXURE 11

The National Treasury General Conditions of Contract 2010 as well as specific conditions of contract for this bid. This is available on www.nationaltreasury.gov.za. Any additional terms and conditions will form part of special conditions of contract to be agreed and signed upon award of the bid. This will be signed by the successful bidder/s before the project commences. Further a service level agreement must be entered into by the awarded bidder/s and PIKITUP within 60 days of award of contract.

ANNEXURE 12

**ALL COMPULSORY RETURNABLE DOCUMENTS AND
OTHER RETURNABLE DOCUMENTS TO BE
ATTACHED**