



BID NUMBER

SCMU10-22/23-0016

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

NAME OF BIDDER: _____

CSD NUMBER: _____

CLOSING DATE: 07 OCTOBER 2022

Issued by:
Supply Chain Management Unit
Department of Transport
Private Bag X 714
GRAAFF-REINET
6280



DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

INVITATION FOR BID

Closing Date: 07 OCTOBER 2022

Time: 11:00

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Bids are hereby invited for **APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS** from prospective bidders who satisfy the criteria as set out in bid conditions.

Bid documents will be made available as from **09h00 on Friday, 09 September 2022**

Bid documents must be downloaded on:

www.ectransport.gov.za OR www.etenderportal.gov.za

The **COMPULSORY** Site Briefings will take place as follows:

PLACE : Department of Transport, 1 Reynold Street, Industrial Area, Makhandanda

DATE : **22 September 2022**

TIME : 12h00 (No tenderer will be allowed to participate after 12h15)

The complete Bid Document must be placed in a sealed envelope, clearly marked: **APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS**, and be deposited in the Bid Box situated at **Department of Transport, 1 Reynold Street, Industrial Area, Makhandanda, 6140** not later than **11H00 on 07 October 2022**

Electronic, telegraphic, facsimile and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that has been issued.

Enquiries should be directed to:

Mrs. T. Mafani I Cell: 072 690 1534 (SCM/Admin Enquiries)
Email: Thandi.Mafani@ectransport.gov.za

Mr. K. Siquoko I Cell: 072 422 8609 (Technical Enquiries)
Email: Kwanele.Siquoko@ectransport.gov.za

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It is the responsibility of the tenderer/s to ensure that bid documents /proposals are submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery. Tenderers using courier services for delivery of their bid documents must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery.

Tenders may only be submitted on the tender documentation that is issued. Tenderers must be registered on the National Treasury Central Supplier Data Base and proof of registration must be submitted with the proposal (<https://secure.csd.gov.za>). Bidders are required to be to be registered with **Central Supplier Database (CSD)** with **Treasury** prior submitting this bid.

FOR COMPLAINTS, FRAUD AND TENDER ABUSE:

CALL: 0800 701 701

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BID EVALUATION CRITERIA

This Bid will be evaluated in three (3) stages as follows:

- | | | |
|---------|---|---------------------------------|
| Stage 1 | - | Compliance |
| Stage 2 | - | Functionality |
| Stage 3 | - | Price Points & B-BBEE Scorecard |

STAGE 1 - COMPLIANCE

Tenderers must take particular note of the following:

“Only those tenderers who satisfy the following criteria are eligible to submit tenders:

- Bidders must be registered or accredited by PSIRA, failure to comply will render the bidder non responsive.
- **Eligibility** and **Functionality** as detailed in Conditions of Tender will apply. Tenderers are required to demonstrate their ability to undertake the work and provide proof of experience and expertise. Tenders need to meet both the eligibility criteria as well as obtain a **minimum score of 60%** for Functionality to be responsive, failing to score 60% and above will render the bid non-responsive and thus not to be considered for the next stage of evaluation.
- If the tenderer is a JV, a copy of the JV agreement or letter of intent to form a JV must be attached to the tender document. This agreement or letter must clearly state the percentage participation between the parties and any other conditions which might highlight the parties' responsibilities;
- The tenderers must ensure that they complete and sign the **SBD 1, SBD 4, SBD 6.1**.
- Bidders must complete fully the Pricing Schedule and Bid pricing form, failure to do so will render the bid non-responsive.
- **The amount reflected on the Bid Pricing Form takes precedence over any other total amount indicated elsewhere in the Bidders tender submission. If the Bid Pricing Form has no value or figure, the bidder will be regarded as having made no offer and therefore non-responsive.**
- The successful tenderer will be required to submit a **valid Letter of Good Standing** from the Compensation commissioner or FEMA within 14 days of receipt of letter of award.
- In the case of a JV tender, each party must supply a **valid Letter of Good Standing** from the Compensation commissioner or FEMA within 14 days of receipt of letter of award.
- A valid, original or certified copy of a B-BBEE Certificate issued by SANAS or SANAS accredited agencies, or a Sworn or Affidavit, as per the amended B-BBEE codes, must be submitted in order to qualify for preference points. Failure to do so zero points will be allocated for B-BBEE status level. The list of SANAS accredited agencies is available on the Department of Trade and Industry or SANAS website. Bidders tendering in a Joint Venture must submit a consolidated valid B-BBEE certificate.
- One Patrol vehicle. Bidder must attach company ownership certificate to prove ownership or must attach letter of Intent to hire from hiring company accompanied by certificates of ownership for the hired vehicle. Such a letter must be unqualified and certified by registered commissioner of Oaths. Failure to submit ownership certificate or letter of intent to hire will render the bidder non-responsive.

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- Bidders must submit a minimum of 05 copies of firearm licenses certified by SAPS. All licenses must reflect the name of the bidder. In case of a Joint Venture [JV], the license of either company must be submitted. Failure to submit the firearms license will render the bidder non-responsive
- All tenders shall be held valid for **90 Days** after the tender closing date.
- **The department reserves the right not to award more than one contract to one service provider for security services contracts advertised on 09 September 2022.**
- The Department reserves the right not to accept the lowest or any tender.

Furthermore, tender offers will only be accepted if:

- a) Bidders are registered with **Central Supplier Database (CSD)** with **Treasury** prior to submitting this Bid (see <https://secure.csd.gov.za/>) unless it is a foreign supplier with no local registered entity.
- b) The tenderer is in good standing with SARS as verified on the Central Supplier Database.
- c) The tenderer or any its directors or shareholders is not listed on the register of tender defaulters in terms of the prevention and compacting of corrupt activities Act of 2004 as a person prohibited from doing business within the public sector.
- d) The tenderer has not abused the employers Supply Chain Management System or failed to perform on any previous contract and has been given written notice to this effect.

Stage 2: Functionality

Please note bidders who do not comply with the following requirements will not be moving to the third stage of evaluation.

- a) **Functionality:** Bid offers will only be considered responsive if a minimum Functionality requirement of 60% is achieved.

Functionality (Max = 45 points)

$$N_{FU} = N_{FU1} + N_{FU2} + N_{FU3} + N_{FU4}$$

Bidders are required to demonstrate their ability to undertake the work and provide confirmation of previous experiences and availability of resources to undertake a project of this nature. Bidders are therefore required to meet the minimum **Functionality score of 60 %** (27 points out of 45) based on the criteria listed below. A score of less than 27 out of 45 points for Functionality will render the bidder non responsive. The responsibility rests with the bidder to supply adequate information to allow for evaluation and award of points detailed below.

Note: The functionality points are only used to determine responsiveness and will not be used further in the evaluation process.

Functionality component (Max = 45 points), Min 27 Points

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1. Experience – of the company in this field (N_{FU1}) Max Points: 10 Points

	Points Allocated
A company must have performed three (3) or more contracts each of R1 million and above in the last five (5) years. (Provide completion certificates from each contract)	10 points
A company must have performed two (2) contracts each of R1 million and above in the last five (5) years. (Provide completion certificates from each contract)	6 points

The completion certificate must provide the following information and must be in Client's letter head:

- Nature of work
- Duration of the contract
- Value of work
- Year completed

2. Personnel to be assigned to the job must be competent and registered by PSIRA (N_{FU2}) Max Points: 10 Points

	Points Allocated
2 Supervisory Staff with Grade B with more than 6 years' experience post accreditation by PSIRA (Attach CV, Certificates), 5 points per person	10 points
2 Supervisory Staff with Grade B with 3 to 5 years' experience post accreditation by PSIRA (Attach CV, Certificates) 3 point per person	6 points

3. Locality (N_{FU4})_Max Points: 25 Points

The tenderer should provide proof in the form of CSD (preferred address) In case of joint venture the address on the JV agreement shall be used.	Points Allocated
If the tenderer's Head Quarters is in the Makana Local Municipality	25 points
Satellite Offices in the Sarah Baartman District Municipality	20 points
Offices Outside the Sarah Baartman District Municipality	15 points

The bidder is expected to score at least 27 points out of the total functionality points of 45 to be able to move to the next stage. Failure to complete this section shall prejudice the BID as being submitted by an inexperienced Bidder and it will be rejected for such reason and declared non-responsive.

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STAGE 3 - PRICE POINTS & B-BBEEE

EVALUATION CRITERIA:

The following criteria shall apply: -

- The tender will be evaluated according to the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2017 as well as the SCM Policy of the Department of Transport.

a. Price:

- 80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto):

b. Calculation of points for B-BBEE status level of contribution

- Bidders are required to submit original and valid “**B-BBEE Status Level Verification Certificate, Sworn Affidavits in the case of Exempted Micro Enterprises [EME]**” or **certified copies** thereof together with their quotations, to substantiate their B-BBEE rating claims
- Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below

B- BBEE status level of contributor	Number of points (80/20)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non- compliant contributor	0

- **Please Note:** Bidders who do not possess the B-BBEE status verification certificate or Sworn Affidavit will not qualify to claim points for B-BBEE status level of contributor as stated above, only points for price will be considered;

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SPECIFICATION

APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

1. Purpose

The Department of Transport intends to appoint a reputable service provider(s) to render security services for the In-house construction, Makhanda Offices for a period of Thirty-Six (36) months.

2. Background

The Department of Transport proposed procurement for security for the above mentioned sites for a contract period of Thirty-Six (36) months to secure State Assets. The funding will be from the Sub Directorate, In-house Construction Unit.

3. Objectives and Goals

Section 45 (e) of the Public Finance Management Act [PFMA] states that an official in a Department, Trading Entity or Constitutional Institution is responsible for the management, including the safe-guarding, of the assets and the management of the liabilities within that official's area of responsibility, it is therefore important to safeguard the building including all assets and employees.

4. Scope of Work

4.1. Security guards will be required to work 12-hour day shift (06H00-18H00) Monday to Sunday including weekends and public holidays.

4.2 Security guards will be required to work 12-hour night shift (18H00-06H00) Monday to Sunday including weekends and public holidays.

- Provision of security officers for physically guarding Departmental camp sites and site offices.
- Provision of professional patrol armed response services for all camp sites and site offices
- One Patrol vehicle. Bidder must attach company ownership certificate to prove ownership or must attach letter of Intent to hire from hiring company accompanied by certificates of ownership for the hired vehicle. Such a letter must be unqualified and certified by registered commissioner of Oaths. The vehicle must be available for the entire duration of contract period.

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4.3 Conduct annual occupational health medical surveillance of all the guards and provide medical report to the Site Safety Officers.

5. Equipment Requirements

- 5.7.1 Communication devices (appropriately certified 2 way radios + 1 cell phones in good Working order) with airtime – 2 radios per shift.
- 5.7.2 Occurrence Book, Equipment Registers, Firearm register, Gate Control Register and Security breaches registers.
- 5.7.3 Batons – 1 per security officer
- 5.7.4 Firearms – fire arms per shift as stated in the Pricing Schedule below.
- 5.7.5 4 x Hand cuffs
- 5.7.6 Torch per guard x 2 (rechargeable spot light range 200m – DC12V) on night shift
- 6 5.7.7 4 x Pepper spray per guard
- 8 5.7.8 Attendance register
- 9 5.7.9 Patrol vehicle

6. Firearms:

- 6.1 Patrol vehicle guard must have firearms, be licensed and competent in handling of firearms
- 6.2 Firearms to be provided to security guards per camp with grade C and B.

7. Service Categories

Services may generally be divided into the following categories:

- 7.1 Patrol vehicle atleast twice per day on specific time.
- 7.2 Processing (searching) of clients and government employees
- 7.3 Searching of designated areas.
- 7.4 Guarding services

8. Access Control at Departmental Buildings

- 8.1 Ensure that the access control point is neat and tidy at all times.
- 8.2 Inspect the facility, equipment / machinery including vehicles, boundary wall and report any defects to the security manager.
- 8.3 Security staff shall possess valid PSIRA registration certificates and be conversant with access control and other related procedures.

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- 8.4 Ensure that the driver and passengers visiting the premises possess the requisite authority or good reason to be on the premises.
- 8.5 Be polite and courteous towards personnel and clients but without deviating from set procedures.
- 8.6 Perform searches on vehicles as specified in the Company (Contractor) operations procedures and enabling legislation.
- 8.7 In the event of any doubt or suspicion, contact the Shift supervisor.
- 8.8 Provide access to vehicles and individuals upon being satisfied that all requirements have been met.
- 8.9 All breaches of security including damages to the premises or contents must be reported to the department in writing.

9. Physical Scope of this Specific Contract

The following facilities to be patrolled and secured:

- 9.1. Offices
- 9.2. Car park area
- 9.3. Surroundings of the building inside and outside
- 9.4. The Guards may be rotated to various sites as per the needs of the clients.
- 9.5. Site employee compounds
- 9.6. Crushing quarries and stock pile areas
- 9.7. Temporary camps along the road
- 9.8. Construction plant sub-camp

10. Guard Services

- 10.1 This service relates to the guarding of assets in accordance with standard practices and procedures in the security industry.
- 10.2 All accommodation, facilities and services supplied to the Contractor by the Employer shall be operated and maintained by the Contractor to the satisfaction of the Employer. The bidden price shall include for such services and no extra payment will be made to this effect unless specifically allowed for in the Schedule of Quantities.

11. Restrictions on the Erection of Structures and Equipment

- 11.1 The erection, installation or alteration by the Contractor of any structures including movable temporary office accommodation units which the Contractor may wish to erect for administrative and supervisory purposes and equipment in or on the site in terms of this contract shall be subject to the prior written approval of the Employer. No domestic housing facilities will be allowed on site.

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- 11.2 The Employer shall not be liable for any loss or damage to equipment supplied by the Contractor due to theft, vandalism or whatever reason and any such equipment lost or damaged shall be replaced by the Contractor at his/her own cost.

12. General Requirements with Regard to Personnel upon Signing a Contract

- 12.1 All security staff shall be properly trained and equipped for their duties and shall be security cleared by the S.A. Police Services. All personnel shall be outfitted with uniforms and equipment necessary for the performance of their duties.
- 12.2 The Contractor undertakes to employ only such persons for the performance of the function and/or duties in connection with the project on the site as the Employer may approve in writing. The Contractor shall advise all his personnel or persons to be employed by him/her in the performance of the functions and/or duties in accordance with this contract of any security measures, which the Employer may from time to time prescribe.
- 12.3 If the Employer at any time is of the opinion that any of the Contractor's employees connected with the performance of the functions and/or duties in terms of this contract should, for any reason not be connected with the performance of such functions or duties, the Employer shall be entitled to require the Contractor forthwith to withdraw any such employee from any such function or duty or forthwith to withdraw such employee from the project.
- 12.4 In such an event the Contractor shall forthwith comply with such request and shall not on account of such request be entitled to claim any loss or damages from the Employer; and
- 12.5 Furthermore, if the Employer requires any information regarding any of the Contractor's employees connected with the performance of functions and duties in terms of this Contract, the Contractor shall without delay furnish the Employer with all available information upon request.
- 12.6 The Contractor shall appoint personnel capable of communicating with members of the public in the language dominant in the area and the Employer shall be entitled to require the Contractor forthwith to withdraw any employees from the relevant duty if such employee does not, in the opinion of the Employer, comply with a reasonable linguistic standard.

13. SUPERVISORS AND SECURITY GUARDS

The security staff employed by the Contractor at the site shall satisfy the following conditions:

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13.1 Supervisors

- (a) Supervisors shall be trained and have at least grade 12 (Gr 12) and Grade "B" PSIRA certificate.
- (b) Supervisors shall have a good grounding in their post descriptions and duties.
- (c) Supervisors shall at all times be capable of leading/controlling and supervising their subordinates.
- (d) Supervisors shall be able to communicate, read and write

13.2 Security Guards

- (a) Security guards shall be trained and have minimum of grade 10 (Gr 10) and Grade "C" PSIRA certificate.
- (b) Security guards shall be able to communicate, read and write.
- (c) Security guards may not be younger than 18 years of age.

14. General Provisions for Supervisors and Security Guards

- 14.1 Supervisors and security guards shall have undergone and passed formal Security training approved by PSIRA. Grade "B" PSIRA certificate
- 14.2 At all times supervisors and security guards shall present an acceptable image/appearance which implies, inter alia, that they may not publicly sit, lounge about, smoke, eat or drink while attending to people.
- 14.3 Supervisors and security guards shall at all times present a dedicated attitude/approach to security, which attitude/approach shall imply, inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behavior towards them.
- 14.4 Supervisors and security guards shall be physically healthy and medically fit for the execution of their duties.
- 14.5 Supervisors and security guards shall be registered as security officers/guards, as required by Private Security Industry Regulatory Act, Act 57 of 2001.
- 14.6 Supervisors and security guards shall sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the Employer.
- 14.7 Supervisors and security guards are prohibited from reading office documents or rummaging through records.

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14.8 No information concerning Employers activities may be furnished to the public or news media by the Contractor or his employees.

14.9 The Employer reserves the right to ascertain from the S.A. Police Services whether security staff in his/her service possesses clearances, and to ascertain from the Private Security Industry Regulatory Authority (PSIRA) whether the security staff are registered with PSIRA.

14.10 The wages paid to security personnel shall be at least the minimum wage according to the PSIRA determination for the specific area.

14.11 The employer is responsible for accommodation and transportation of his employees.

15. Security Staff Equipment

The Contractor shall ensure that each member of his security staff will at all times when on duty be fully equipped in respect of:

15.1 A neat and clearly identifiable uniform from the Contractor, which uniform will include matching raincoats and overcoats for rainy and cold conditions respectively.

15.2 A clear identification card from the Contractor, with the member's photo, identification and numbers on it, worn conspicuously on his person at all times.

15.3 Alternatively: A clear identification card from the Contractor with the member's identity and file numbers on it, accompanied by his official Identity Document, worn on his person at all times.

15.4 Service aids to be worn on the body at all times:

15.4.1 Baton

15.4.2 Handcuffs

15.4.3 Whistle

15.4.4 Pocket Book

15.4.5 Pen

15.4.6 Torch (at night)

15.4.7 Radio – Hand held 2 Way

15.4.8 Infrared forehead thermometer (on site daily for temperature screening)

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16. General Requirements

- 16.1 The Contractor must provide a 24-hour service and tracking of patrols must be provided to the department on a weekly basis.
- 16.2 At his Headquarters, proper staff files of all security staff in his service that is employed for service shall be kept up to date by the Contractor and be available for inspections by the Employer. The appropriate documents shall include, inter-alia, scholastic, registration and medical certificates and security clearances.
- 16.3 The Contractor shall implement an approved control system such as a registers (sign in and out) to provide physical evidence of the presence of all employees on site at all times. Data sheets shall be supplied to the representative at his request and shall be submitted with payment certificates.
- 16.4 All employees shall be fully conversant with emergency plans and procedures on site and shall give their full support in the event of an emergency.
- 16.5 Employees shall not work for more than 12-hour shifts.
- 16.6 The Contractor shall at all times provide the necessary supervision on site. This shall include a duly appointed Security Manager, Shift Commanders for each shift and supervisors for specific functions. Supervisors and Shift Commanders may form part of the functional staff.
- 16.7 Bidders shall include schematic diagrams of their command and control structure in their bids.
- 16.8 The Contractor shall have detail procedures manuals for all security functions available on site at all times. Procedures manuals shall be submitted for the approval of the Employer at the start of the Contract. Approval of the manuals will not relieve the Contractor from any of his obligations under the Contract. Should the Employer discover any deficiencies in the Procedures Manuals subsequent to his approval of such Manuals, he may order the contractor to amend the Manuals to his satisfaction at the cost of the Contractor.
- 16.9 The Contractor must establish communication linkage with the police.
- 16.10 The Contractor shall check authorization letters for the removal of goods from the institutions. Copies of the authorizations should be recorded and kept by the service provider.

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16.11 Upon signing of Service Level Agreement, the contractor shall submit full particulars, including proof of training, of all security personnel employed on site and shall not remove such personnel from the project or employ new personnel on site without written approval of the Employer.

17. Training of Personnel

17.1 The Contractor shall provide the necessary training programmes including initial and refresher courses to ensure that all personnel possess, at all times, the necessary expertise to execute their functions in accordance with the specification and to the satisfaction of the Employer.

17.2 New personnel must be mentored by existing personnel to allow for a proper induction phase.

17.3 The Contractor is responsible for the training of his staff at the centre in respect of the application of the guidelines of the emergency plan, which shall be provided to him/her by the Employer's Emergency Co-ordinator.

17.4 Should any employee of the Contractor not perform his duties to the satisfaction of the Employer, the Contractor shall forthwith remove such Employee from the site and replace him/her with an alternative competent staff member.

17.5 The Employer may perform any tests, as he considers necessary from time to time to ensure that the service provided by the Contractor is acceptable in terms of the specification. The Employer or his representative will however not act as supervisors and any such tests or absence thereof, shall not relieve the Contractor of his responsibilities under this Contract.

18. Supply and Maintenance of Equipment

All equipment including hand held metal detectors, extend-eye mirrors, radios and other communication equipment, vehicles, arms and ammunition and any other equipment necessary to execute this contract in accordance with the specification, shall be supplied and maintained by the Contractor to the satisfaction of the Employer and in accordance with the requirements of the National Key Point Act No. 102 of 1980 where applicable.

19. Back – Up Resources

19.1 The Contractor shall provide adequate back- up resources to maintain security on the site.

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20. Registers

21.1 Security registers are to be supplied and kept neat and legible.

21.2 Occurrence Book

21.3 The purpose of the occurrence book is to give an overall picture of activities, inspections by supervisors, and all other relevant occurrences at the center.

21.4 The Contractor's security staff on duty shall make the following entries in the occurrence book: all listed routine procedures such as patrols undertaken, handing over of shifts, etc. mentioning the procedures followed, by whom and the time of commencement. These entries shall be made clearly legible, in blue/black ink.

21.5 All occurrences, however, slight or unusual, shall be recorded with reference made to the correct time and relevant actions taken.

21.6 All security staff activities, especially deviations in respect of the duty list, specifying particulars of the staff and relevant times.

21.7 The issue and/or receipt of keys, specifying the time and by whom they were received or delivered.

21.8 The unlocking or locking of doors or gates, specifying the time and by whom locked or unlocked.

21.9 The handing over of shifts, mentioning all names of all shift staff and accompanying equipment and aids. In this case, staff taking over as well as staff handing over shall sign the entry/entries

21.10 After the taking over of shifts, the first level supervisor shall make an entry declaring that he has read the Occurrence Book in order to acquaint himself with events that occurred during the previous shift.

21.11 All visits by second level supervisors and top management.

21.12 These entries shall be done in red ink.

Note: Under no circumstances may an entry in the occurrence book be

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erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialed on the side.

The Contractor shall store the completed (full) Occurrence Books until the end of the contract.

21.13 Vehicle inspection forms

To be completed by the night shift for all government vehicles on the premises. Day shift to check vehicles when taking over forms. Forms from previous day are to be handed in at the office before 08h00 the following day.

21.14 Fire Arm Procedure for Contract Security

All hand held firearms and ammunition are in the custody of the site supervisor and are kept in a locked safe. Handing over of firearms is done on a daily basis using the firearm register. Alternatively, all hand held firearms and ammunition shall not enter the premises.

21.15 Storage of Pedestrian and Vehicle Forms

The contractor shall store the completed full pedestrian and vehicle register forms for a period of twelve months. After twelve months these documents must be given to the employer for archiving.

21.16 Notebook

The purpose of the notebook is to note down all incidents occurring or observations made by a security person during a turn of duty, for later reference. During their turns of duty all security staff shall wear a notebook on their persons. The following information shall be noted down in the notebooks: All occurrences/events however, slight or unusual, referring to the following:

- a. Reporting on and off duty.
- b. Time of occurrence or event.
- c. Extent of occurrence or event.
- d. Relevant occurrence book number with due allowance for paragraph below.
- e. Follow up actions taken in respect of occurrence or event.
- f. All relevant information noted down in notebook shall immediately or directly after return from a patrol, be copied into the occurrence book.
- g. The Contractor shall store the completed (full) notebooks for the contract period.

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21.17 Duty List

- a. The purpose of the duty list is to serve as proof, at all reasonable times, that all staff who should be on duty per shift, are indeed on duty.
- b. Daily, weekly or monthly duty lists of all security staff on duty, as purported in this agreement, shall be drawn up by the Contractor and kept in the security control office of each Centre where such service is rendered.
- c. Any change to the duty list shall be crossed out by a single line, installed, dated and noted in the occurrence book.

21.18 Duty Sheet

- a. The purpose of a duty sheet is to ensure that all security staff on duty is familiar with the duties as required in this agreement.
- b. The Contractor shall have available at the Centre a fully expounded duty sheet per duty point.

22. Occupational Health and Safety

In this clause the term "Act" shall mean the Occupational Health & Safety Act, No. 85 of 1993, as amended from time to time, (including any act which may take its place should it be repealed during the currency of the agreement between the parties) as read with all regulations and standards promulgated in terms of the former Machinery and Occupational Act, No 6 of 1983, as amended, and all regulations & standards promulgated in terms of the Occupational Health & Safety Act from time to time;

22.1 The contractor:-

22.1.1 acknowledges that it is fully aware of the terms and conditions of the Act;

22.1.2 acknowledges that it is an employer in its own right with duties and responsibilities as prescribed in the Act; agrees to ensure that all Services shall be performed and all equipment shall be used in accordance

With the provisions of the Act accepts accountability for its employees and sub-contractors to the extent that such employees and sub-contractors (including any other personnel) contravene the provisions of the Act;

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

22.1.3 agrees to comply with all rules and regulations implemented by or on behalf of the Employer relating to health and safety and will inform the Employer immediately should contractor for any reason be unable to comply with the provisions of the Act and such rules and regulations.

22.2 The contractor shall appoint a duly authorized representative to ensure the discharge of its duties in terms of Section 16(1) and (2) of the Act for the term of the contract.

22.3 The parties acknowledge and agree that the contract shall constitute an agreement as contemplated in Section 37(2) of the Act.

23. Service Level Agreement

It is recorded that the Employer and the service provider may from time to time agree in writing to additional quality requirements and standards relating to the Services together with performance measurement provisions, which quality requirements, performance measurement provisions shall be reduced to writing in a service level agreement and signed by both parties.

24. Breach and Termination

Bidders are referred to General Conditions of Contract (GCC) relating to failure to comply with conditions of this contract and delayed execution.

25. Loss and Damage

Contractor hereby indemnifies the State/Employer/Institution and will hold the State harmless/Employer/institution, against any loss or damages which the State may suffer, or any claims lodged against the State by any third party arising out of or relating to any loss that the State or such third party may suffer as a result of, or arising out of any act or omission of any personnel of contractor or the failure of contractor to provide the Services in accordance with the provisions of the contract.

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26. Transfer Management

Upon termination of the contract for whatever reason contractor shall assist the Employer to transfer the Services to the Employer, or to another service provider designated by the Employer. Without detracting from the generality of this obligation, contractor shall, to the extent required by the Employer, provide the Employer or the third party service provider with all information and documentation required to enable the Employer or such service provider to provide the Services, it being recorded that this obligation shall not oblige contractor to deliver any documentation which is proprietary or confidential to contractor.

27. Sub-Contractors

The contractor may only sub-contract its obligations under the contract with the prior written consent of the Employer (or any other authorized authority) and then only to a person and to the extent approved by the Employer or such authority and upon such terms and conditions as the Employer or such authority require. It is recorded that where such consent is given the contractor shall remain liable to Employer for the performance of the Services.

28. Strikes

The Contractor undertakes that strikes by his personnel will not influence the rendering of this service.

29. Insurance and Indemnity

29.1 The contractor shall be held responsible for any loss of, or damage to, or theft of, or destruction of any property belonging to the Department of Transport which he/she is contracted to secure. The Contractor shall immediately inform the Department of such loss, damage, destruction or theft.

29.2 The contractor shall furnish to the Employer upon the effective date of this Agreement, insurance underwriter's certificates evidencing that the Contractor is in full compliance with all the above described insurance requirements (including the insuring of the Contractor's contractual liability under this Article) and that:

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

- 29.2.1 The Employer, its officers, agents and employees shall be named as additional insurers there under.
- 29.2.2 The Contractor's policy requires the insurer (s) to give thirty – (30) days prior written notice of any cancellation or material alteration of the policies of insurance, or any parts thereof in a manner adverse to the Employer.
- 29.2.3 The Contractor's insurers waive rights of subrogation against the Employer, its officers, employees and agents to the extent of the contractor's indemnification obligations set forth Herein: and
- 29.2.4 The Contractor's insurance policy is endorsed to include a cross-liability clause.

29.3 The Contractor agrees and hereby undertakes to indemnify, defend and save harmless, the Employer, its officers, employees and agents from and against any and all liability, damages, claims, thefts, losses, suits and actions (including but not limited to, any and all costs and expenses related thereto) brought or alleged against the Employer, its officers, employees and agents on account of allegations of or actual false arrest, violation of applicable security regulations, searches, liable, slander, theft or injury to or death of any person or damage to or destruction of any property of any party, directly or indirectly, arising out of or in any way related to or resulting from the negligent act or omission pursuant to this Agreement, excepting, however, such liability damages, claims, penalties, thefts, fines, losses, suits and action that are caused by a negligent act or omission of the Employer, its officers, employees and agents. The Contractor's liability under this indemnity shall be limited to the Public and Product Liability insurance coverage.

29.4 The Employer agrees that it will give to the Contractor prompt and timely notice of any claim made or suit instituted which in any way, directly or indirectly, contingently or otherwise, affects or might affect the Contractor and the Contractor shall have the right to participate in the defence of the same to the extent of its own interest.

30 Professional Indemnity, all Risks, Insurances, Warranties, guarantees, Licensing& on-site support

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

31. Minimum Requirements

Expertise that will enable the potential service provider to perform the task

- Professionally Registrations and relevant accreditation;
 - Proof of current and valid PSIRA Certificate; *(The bidder must submit a valid PSIRA certificate i.e. the “New Certificate” in line with industry circular issued by PSIRA on 10 March 2015, Valid letter of good standing from PSIRA; (This correspondence must be valid at the bid closure date)*
 - Valid Letter of Good Standing from PSIRA; (This correspondence must be valid at the bid closure date)
 - Bidders must submit a minimum of 05 copies of firearm licenses certified by SAPS. All licenses must reflect the name of the bidder. In case of a Joint Venture [JV], the license of either company must be submitted.
 - One Patrol vehicle. Bidder must attach company ownership certificate to prove ownership or must attach letter of Intent to hire from hiring company accompanied by certificates of ownership for the hired vehicle. Such a letter must be unqualified and certified by registered commissioner of Oaths. The vehicle must be available for the entire duration of contract period.
- **The key personnel experience – 2 Supervisory Staff with Grade B with 3 to 5 years’ experience post accreditation by PSIRA**
- **A company must have performed two (2) or more contracts each of R1 million and above in the last five (5) years.**
- The company past experience in relation to the scope of work; Bidders shall give satisfactory evidence of actual experience in the class of work being bid for, incorporating the following details: The bid award letter / signed contract must provide for the following information and must be in the client’s letter heads.
 - Nature of work;
 - Duration of the contract;
 - Value of work;
 - Year completed.
- Provide proof of physical address for the office establishment

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32 Monitoring and Reporting

- Establishment of the Project Management Steering committee to comprise of Contracts Management, End User, Service Provider and any other stake holder relevant to the project
- A project steering committee will be established to monitor performance and certify invoices prior to payment.

33 Duration of The Project

- The term of the project will be Thirty-six (36) months from the date of acceptance of the award/ purchase order.

34 Validity of BID

- The validity of the offer is ninety (90) days.

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

SBD1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO QUOTATION FOR REQUIREMENTS OF THE DEPARTMENT OF TRANSPORT

BID NUMBER:	SCMU10-22/23-0016	CLOSING DATE:	07 OCTOBER 2022	CLOSING TIME:	11h00
DESCRIPTION	APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS.				

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

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*:

DEPARTMENT OF TRANSPORT OFFICES

1 REYNOLD STREET

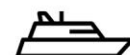
INDUSTRIAL AREA

MAKHANDA

6140

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	☐ Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes



An efficient, safe, sustainable, affordable and accessible transport system

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

[TICK APPLICABLE BOX]	☐ No		☐ No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	☐	A REGISTERED AUDITOR	
		NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ 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 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	TRANSPORT	CONTACT PERSON	Kwanele Siqoko
CONTACT PERSON	Thandi Mafani	TELEPHONE NUMBER	072 422 8609
TELEPHONE NUMBER	072 690 1534	FACSIMILE NUMBER	
E-MAIL ADDRESS:	Thandi.Mafani@ectransport.gov.za	E-MAIL ADDRESS	Kwanele.Siqoko@ectransport.gov.za

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

NAME OF BIDDER:BID NO: **SCMU10-22/23-0016**

CLOSING TIME **11:00 ON THE 07 OCTOBER 2022**

PRICING SCHEDULE

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

NB: USE INK, PREFERABLY BLACK, TO FILL IN THIS FORM

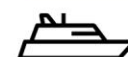
SCMU10-22/23-0016; APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

NB: ALL BIDDERS MUST ENSURE THAT THEY PROJECT FOR FUTURE SALARY INCREMENTS AS PER PSIRA REQUIREMENTS TO AVOID FUTURE VARIATIONS.

ALL BIDDERS MUST ENSURE THAT THEIR PRICING COVERS FOR RELIEF GUARDS.

Description		No. of Guards (1)	Unit Price Per Guard (2)	Total Amount Per Month (3)	Total Amount for 36 months (1 x 2 x 3 x 12)
Grade B	Day (Armed)	1			
	Night (Armed)	1			

Grade C	Day (Armed)	1			
	Day (Unarmed)	3			
	Night (Armed)	2			
	Night (Unarmed)	2			
SUBTOTAL A:					R.....



An efficient, safe, sustainable, affordable and accessible transport system

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Description	Unit	Quantity	Rate	Total Amount
Monthly Overhead Costs	Month	36		
Patrol vehicle (1000km / month)	km	36 000		
Annual Occupational Medical Health Medical Surveillance	Annually	3		
SUBTOTAL B:				R.....
SUBTOTAL A + SUBTOTAL B			R.....	
15% VALUE ADDED TAX			R.....	
GRAND TOTAL (CARRIED TO FORM OF OFFER / BID PRICING FORM)			R.....	

Required by : **Eastern Cape Department of Transport**

At : **Makhanda Offices**

.....
Bidder's Signature

.....
Capacity / Position

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

DESCRIPTIONS

1. SECURITY SERVICES

- ✓ Provision of security officers for physically guarding Departmental camp sites (8 x Grade C Security guards)
- ✓ Provision of security officers for physically guarding Departmental camp sites (2 x Grade B Security supervisors)

2. PATROL VEHICLE

- ✓ One Patrol vehicle. Bidder must attach company ownership certificate to prove ownership or must attach letter of Intent to hire from hiring company accompanied by certificates of ownership for the hired vehicle. Such a letter must be unqualified and certified by registered commissioner of Oaths. The vehicle must be available for the entire duration of contract period.

3. ANNUAL OCCUPATIONAL HEALTH MEDICAL SURVEILLANCE

- ✓ Conduct annual occupational health medical surveillance of all the guards and provide medical report to the Site Safety Officers.

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

BID PRICING FORM

For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

Total Price (amount in words):

.....

.....

.....,
inclusive of VAT

Total Price (amount in figures)

R, inclusive of VAT

NAME OF BIDDER:

.....

SIGNED ON BEHALF OF THE BIDDER:

.....

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid Number: SCMU10-22/23-0016
Closing Time : 11h00	Closing date : 07 October 2022

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF QUOTE. _____

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

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

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

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

*Delete if not applicable

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....

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

- 2.3.1 If so, furnish particulars:

.....

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

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

SBD4:

DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS

1. In terms of section 30 of the Public Service Act;

No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department.

2.

Are any of the shareholders/ directors of your company employed by the State?	Yes/No
---	--------

3. "State" means –

- (a) 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);
- (b) Any municipality or municipal entity;
- (c) Any provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.
- (f) Any Parastatal (A company or agency owned or controlled wholly or partly by the government).

4. Should you indicate "yes" above, please provide the following details:

No	NAME & SURNAME OF DIRECTOR	STATE INSTITUTION WHERE EMPLOYED	ID NUMBER	EMPLOYEE/ PERSAL NUMBER
1				
2				
3				
4				
5				

5. Please note: The "state" is clearly defined in paragraph 3 above. In the event that "no" is selected and subsequently any false declaration are detected, the non-disclosure of such "state employment" will be deemed as "fraud". Therefore, the state may reject the Quotation and in addition may proceed with further action should this declaration prove to be false.

6. DECLARATION

I, (NAME & SURNAME)ID NUMBER.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 4 ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = (maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES			NO	
-----	--	--	----	--

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	
-----	--	----	--

- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

8.7 Total number of years the company/firm has been in business:
.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE (EME) – CONTRACTORS

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under Oath that:

- ☐ The Enterprise is _____% **Black Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____% **Black Woman Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____% **Black Designated Group Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

- ☐ Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was equal to/or less than R10,000, 000.00 (ten Million Rands or less),
- ☐ Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned but less than 51% black owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

NB: KEY NOTES FOR EMES (extract from Gazette No. 41287)

- 3.6.2.4.1 An Exempted Micro Enterprise (EME) with a total annual revenue of less than R1.8 million in the case of BEPs and less than R3 million in the case of Contractors are:
 - A) Not subject to the discounting principle and therefore do not have to comply with the QSE Skills Development element, and
 - B) Not required to have an authorised B-BBEE verification certificate, and may present an affidavit or a certificate issued by the Companies and Intellectual Property Commission (CIPC), in respect of their ownership and annual turnover.
 - Contractors and/Built Environment Professionals are encouraged to familiarize themselves with the Construction Sector Codes (CSC000) as issued through Government Gazette No. 41287, Board No. NOTICE 931 OF 2017.
Details are available on: www.thedti.gov.za/economic_empowerment/bee_sector_charters.jsp
 - An electronic copy can also be requested through DoT offices (Supply Chain Offices)
4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE (QSE) – CONTRACTORS

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- - Before 27 April 1994; or - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior

3. I hereby declare under Oath that:

- ☐ The Enterprise is _____% **Black Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____% **Black Woman Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

- ☐ The Enterprise is _____% Black Designated Group Owned as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between 10 million (ten Million Rands) and less than R50,000,000.00 (fifty Million Rands).
- ☐ Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	

NB: KEY NOTES FOR QSE (extract from Gazette No. 41287)

- 5.6.3 A QSE that is at least 51% Black Owned or 100% Black Owned that does not comply with paragraph 3.6.2.3 above, will be discounted by one level from that level awarded in paragraphs 5.3.1 and 5.3.2 respectively.
 - 5.3.4 Despite paragraphs 5.2, 5.3.1 and 5.3.2, an at least 51% Black Owned QSE's BBEE Status Level and corresponding B-BBEE Recognition Level will be enhanced by one level if it achieves full points (excluding the bonus points) for the Skills Development element of the QSE Scorecard (paragraphs 1.1, 1.2 and 1.3 of Statement CSC603) or the Preferential Procurement and Supplier Development element of the QSE Scorecard (paragraphs 1.1, 1.2, 1.3 and 2.1 of CSC604).
 - 5.3.5 For the avoidance of doubt, a Measured Entity that is measured in terms of the full QSE scorecard is not eligible for enhancement in terms of paragraph 5.3.4 above.
 - Contractors and/Built Environment Professionals are encouraged to familiarize themselves with the Construction Sector Codes (CSC000) as issued through Government Gazette No. 41287, Board No. NOTICE 931 OF 2017. Details are available on: www.thedti.gov.za/economic_empowerment/bee_sector_charters.jsp
 - An electronic copy can also be requested through DoT offices (Supply Chain Offices)
4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

Signature & stamp

ANNEXURE B

RESOLUTION FOR SIGNATORY

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to sign all documents in connection with the Bid for

Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) .

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

1. _____ SIGNATURE: _____

2. _____ SIGNATURE: _____

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

IMPORTANT NOTICE: RESULTION TO SIGN

1. In the event that a resolution to sign is not completed by all directors/ shareholders of the enterprise, the signature of any one of the director or shareholder to this quotation will bind all the directors/ shareholders of the enterprise and will therefore render the quotation valid.
2. In the event that a non-shareholder/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the quotation.
3. In the case of a joint venture or consortium, at least one director/ shareholder of each of the parties need to sign the joint venture or consortium agreement.
4. Furthermore, in the case of a joint venture or consortium at least one director/ shareholder of each party to the joint venture or consortium must give consent to give authorization for signatory to this bid.

DECLARATION

I, THE UNDERSIGNED
NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT.

I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MAKHANDA OFFICES FOR THIRTY-SIX (36) MONTHS

GENERAL CONDITIONS OF CONTRACT

- The latest General Conditions of Contract [GCC] and Contract Law shall be applicable to this Quotation and obtainable by visiting the National Treasury website at www.treasury.gov.za
- Bidders must familiarize themselves with these GCCs