

DESCRIPTION		REQUIRED	TENDER NO	CLOSING DATE														
Rendering of a Security Service for period of 36 months at the following offices: (Central Cluster) • Petrusburg Labour Centre • Zastron Labour Centre • Bloemfontein Labour Centre • Botshabelo Labour Centre All bids response will be evaluated into four Phases: ➤ Phase 1: SCM Administrative requirements ➤ Phase 2: Technical Mandatory requirements ➤ Phase 3: Evaluation on Functionality ➤ Phase 4: Evaluation on Price and Specific goals Functionality requirements: Tenderers should score 80/100 points and more in order to qualify to move to Phase 4 of evaluation on Price and Specific Goals.		Department of Employment and Labour Free State: Management Support Service	FSDEL 02/2026	30/10/2026														
NO	EVALUATION CRITERIA	POINTS																
1	Project Execution Plan i. Tabling daily activities shift rosters (2), Occurrence book (1) and Supervisory activities (2) = Total Points (5) ii. Detailed response plan (6), Response time in an event of emergency (4) = Total Points (10) iii. Site Risk and threat Assessment (3), Technology and equipment (3), Training of staff (4) = Total points (10) NB: No points will be allocated on information that is not provided by the Tenderer.	25																
2	Security Service Experience: Tenderer must submit Service Level Agreement (SLA) with reference letters to demonstrate a minimum experience and background of delivering security service. <table><tr><th>Years of Experience</th><th>Points allocated</th></tr><tr><td>Less than 1 year experience</td><td>(1)</td></tr><tr><td>From 1 year but less than 2 years relevant experience</td><td>(5)</td></tr><tr><td>From 2 years but less than 3 years relevant experience</td><td>(10)</td></tr><tr><td>From 3 years but less than 4 years relevant</td><td>(15)</td></tr><tr><td>From 4 years but less than 5 years relevant</td><td>(20)</td></tr><tr><td>From 5 years and above</td><td>(30)</td></tr></table> NB: • Reference letters must have been issued within six (6) months, before the closing date of the tender, on the company letterhead, with a start and end date, stamped and signed. • No points will be allocated where Tenderers did not provide reference letters and SLA or copy of awarded contract. • Contract running concurrently will be regarded as one in years of experience.	Years of Experience	Points allocated	Less than 1 year experience	(1)	From 1 year but less than 2 years relevant experience	(5)	From 2 years but less than 3 years relevant experience	(10)	From 3 years but less than 4 years relevant	(15)	From 4 years but less than 5 years relevant	(20)	From 5 years and above	(30)	30		
Years of Experience	Points allocated																	
Less than 1 year experience	(1)																	
From 1 year but less than 2 years relevant experience	(5)																	
From 2 years but less than 3 years relevant experience	(10)																	
From 3 years but less than 4 years relevant	(15)																	
From 4 years but less than 5 years relevant	(20)																	
From 5 years and above	(30)																	

	- Experience will be verified, and misrepresentation will results in loss of points. - Confirmation of company background check will be verified and a negative report (e.g theft, loss of assets, mistreating of employees) will results in loss of points	
3	Financial Management (Bank Grading Certificate) Grade A =25 points Grade B =20 Points Grade C =15 Points Grade D =10 points Grade E and below= 0 Points	25
4	Proof of Vehicles Attach Valid Vehicles Registration Certificates (RC1) under the company name: 0 vehicle certificate= 0 points 1 vehicle certificate= 5 points 2 vehicles certificates= 10 points 3 vehicles certificates= 15 points 4 or More vehicles certificates= 20 points NB: Where certificates are not provided, the Tenderer will not be allocated points. Misrepresentation of vehicles registration will results in loss of points	20
Total		100

The 20 points for Specific goals for the Department will be allocated as follows:

Specific Goals	Points Allocation	Conditions
Women	4	4 points be equal to 100% ownership 100% Women Ownership= 4 Points (<100% ownership will be proportional allocated based on percentage. Verification will be done using CIPC, CSD report, ID Document and Shareholder Certificate .
HDI	4	4 points be equal to 100% ownership Four (4) points will be calculated to % ownership by HDI's
Locality	7	Seven (7) points will be allocated to a tenderer located in the Free State Province. (The verification will be done using municipal accounts/Lease Agreements, Permission to occupy (PTO) from the traditional leaders or councillors.)
Youth (Under 35 Years)	3	Three (3) points (<100% youth ownership will be proportional allocated based on percentage).
Disability	2	Two (2) points (<100% for persons living with disability will be proportional allocated based on percentage).

Notes: DOCUMENT MUST BE NEAT, CLEARLY COMPLETED AND SIGNED.

Non-Compulsory Virtual Briefing Session: Session will be held on Microsoft Teams scheduled as per the following details :

Date: 12/10/2026

Time: 10H00.

Meeting ID: 343 551 901 026 089

Passcode: Hk2yu7wc

LINK:

<https://teams.microsoft.com/meet/34871318544821?p=A3jFTvfEjjeXqm6DCJ>

Important Note:

All the enquiries received during the non-compulsory virtual briefing session, will be responded to at the session and any queries received thereafter via email will be addressed to the enquirer via email within two (02) working days. The Department will NOT attend to any queries within five (05) working days before the closing date of the tender.

Or

Enquiries Central Email: FSTenderEnquiries@LABOUR.gov.za

The bid must remain valid for a period of 90 days from the closing date.

No Site Inspection will be conducted.

A set of standard bidding forms, instruction and other supporting documents will be obtained from the following platforms **ONLY**:

<https://www.labour.gov.za/Tenders/Available-Tenders> or e-Tender Portal.

BID documents must be submitted online **via e-Tender Portal**, with the following information written outside of the proposal: BID Description, Bidders Name, Address and Tender Number.

Note that no bids documents will be accepted except in the above mentioned platform.