



**REQUEST FOR PROPOSALS FOR THE PROVISION OF SECURITY
SERVICES FOR THE PERIOD OF THREE (3) YEARS.**

BID NO: CHE/CS/02/04/2026.

Bid closing date and time: 29 May 2026 at 11:00 am

**Compulsory briefing session date and time: 14 May 2026
at 11:00 am**

Bid Validity Period: 90 days.

TENDER BOX ADDRESS:

The Council on Higher Education (CHE)
Reception Area
No.: 1 Quintin Brand Street,
Perseus Technopark,
Brummeria,
Pretoria East, 0020

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COUNCIL ON HIGHER EDUCATION

BID NUMBER:	CHE/CS/02/04/2026	DATE OF ISSUE:	30 April 2026	CLOSING TIME:	11:00 am
		CLOSING DATE:	29 May 2026		

DESCRIPTION	Provision of Security Services for a period of three (3) years
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BRIEFING SESSION	14 May 2026 at 11:00 am. CHE Offices.
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BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO THE FOLLOWING ADDRESS:

1 Quintin Brand Street
Persequor Park;
Brummeria
Pretoria East
0020

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Ms Philile Mnyandu	CONTACT PERSON	Mr. Kabelo Makgalo
TELEPHONE NUMBER	012 349 3903	TELEPHONE NUMBER	083 333 0242
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	Mnyandu.P@che.ac.za	E-MAIL ADDRESS	Makgalo.K@che.ac.za

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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes ☐ No ☐		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] 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 THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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) as listed under –paragraph 3.1 [mandatory requirements] below.
- 1.3 This bid will be evaluated in terms of the preferential procurement policy framework act, 2000, and the preferential procurement regulations, 2022 under the 80/20 preference points system.
- 1.4 This bid shall be governed by the general conditions of the contract (GCC) which can be obtained from the national treasury website: ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract
- 1.5 Bidders who wish to claim the preference points should complete SBD 6.1 form in full.(attached).
- 1.6 The bid must be submitted with the following standard bidding documents: SBD 4 and SBD 1
- 1.7 The bid must be accompanied by a briefing session attendance register as proof that they have attended the compulsory briefing session as indicated in part a above.
- 1.8 Copy of a valid BBBEE certificate issued by SANAS accredited verification agency or original certified sworn affidavit.

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 the state to verify the taxpayer's profile and tax status.
- 2.3 Application for tax compliance status (TCS) pin may be made via e-filing through the SARS website www.sars.gov.za.
- 2.4 Bidders may also submit a printed TCS certificate together with the bid.
- 2.5 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS CERTIFICATE / PIN / CSD Number.
- 2.6 Where no TCS pin is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

1. INTRODUCTION

The Council on Higher Education (CHE) is an independent statutory body established in May 1998 as provided for by Section 4 of the Higher Education Act (Act No. 101 of 1997, as amended), and it also functions as the Quality Council for Higher Education in terms of the National Qualifications Framework Act (Act No 67 of 2008, as amended). It is a Schedule 3A national public entity in terms of the Public Finance Management Act (Act No. 1 of 1999). More information on the CHE can be obtained from the website <https://www.che.ac.za/>.

2. BACKGROUND

The Council on Higher Education (CHE) is inviting suitably qualified security service providers to submit proposals for security services. The appointment will be for a period of three (3) years.

3. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

The Council on Higher Education (CHE) seeks to appoint a suitably qualified security services service provider to:

- Provide security services for the CHE building and assets.

This RFP does not constitute an offer to do business with the CHE but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

CHE intends to select a preferred service provider for the services mentioned above based on the fulfilment of the specification requirements and competitive price that will be submitted.

4. LEGISLATIVE FRAMEWORK OF THE BID

1.1 Tax Legislation

1.1.1 Bidder(s) must be compliant when submitting a proposal to CHE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

1.1.2 It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service

(SARS) to meet the bidder's tax obligations.

- 1.1.3 The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 1.1.4 It is a requirement that bidders grant written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 1.1.5 Bidders are required to be registered on the Central Supplier Database, and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.
- 1.1.6 Where consortia / Joint venture / Sub-contractors are involved, each party must be registered on the Central Supplier Database, and their tax compliance status will be verified through the Central Supplier Database.

1.2 Procurement Legislation

The CHE has a detailed procurement evaluation methodology established in accordance with the **Public Procurement Act, 2024 (Act No. 28 of 2024)**, which creates a unified regulatory framework for all organs of state. The Preferential Procurement Policy Framework Act (PPPFA), 2000, and Treasury Regulation section 16A Act.

1.3 Technical Legislation and/or Standards

Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services.

5. BRIEFING SESSION

The compulsory briefing session will be held on the 14th of May 2026 at the CHE offices. Briefing session time is 11:00 am. Service Providers arriving later than 11h15 will not be allowed to join the briefing session or sign the attendance register.

Non-attendance of the compulsory briefing session will be an automatic disqualification.

NB: All Service Providers attending the briefing session must sign the attendance register and no supplier will be allowed to sign for other Service Providers not in attendance (not present) and any service provider found or discovered to have signed for other service providers will be disqualified.

6. TIMELINE OF THE BID PROCESS

The validity period of this tender is **ninety (90) days**. The withdrawal of offers, after the closing date and time must be done in writing stipulating the reason for withdrawal. CHE has the right to reject or accept the withdrawal. The project timeframes of this bid are set out below:

Activity	Due Date
Advertisement of bid on Government e-tender portal	30 April 2026
Briefing session date	14 May 2026 at 11:00 am
Questions relating to bid from bidder(s)	4 May 2026 to 25 May 2026
Bid closing date	29 May 2026 at 11:00 am
Notice to bidder(s)	CHE will endeavor to inform bidders of the progress until conclusion of the tender.

All dates and times in this bid are South African standard time. Any time or date in this bid is subject to change at CHE's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the CHE to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the CHE extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

1. CONTACT AND COMMUNICATION

Any clarification required by a Bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested by e-mail from the given details below by not later than 25 May 2026. A reply will be forwarded within three (3) working days.

Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to Bidders that attended the briefing session by e-mail only. The bid number should be mentioned in all correspondence

Procurement related inquiries	Ms. P. Mnyandu	Telephone	012 349 3903
		E-mail	Mnyandu.P@che.ac.za
Technical related inquiries	Mr. Kabelo Makgalo	E-mail	Makgalo.K@che.ac.za

2. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

3. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

4. FRONTING

1.4 Government supports the spirit of broad-based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.

1.5 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CHE may have against the Bidder contractor concerned.

5. SUPPLIER DUE DILIGENCE

The CHE reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

6. SUBMISSION OF PROPOSALS

- 1.6 Bid documents must be placed in the tender box at the **CHE Reception Area, No.: 1 Quintin Brand Street, Persequor Technopark, Brummeria, Pretoria East, 0020** on or before the closing date and time.
- 1.7 Bid documents will only be considered if received in the tender box by the CHE before the closing date and time.
- 1.8 The bidder(s) are required to submit one (1) original file and one (1) USB with content of the original file by the **Closing date 29 May 2026 at 11:00am**. Each file and USB must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the file and information in the USB must have the same information and be labelled and submitted in one file divided as follows:

1A- MANDATORY AND TECHNICAL	1B- PRICE & SPECIFIC GOALS
Exhibit 1 <i>Pre-qualification documents</i> <i>Mandatory Documents</i> <i>Administrative Documents</i>	Exhibit 1(b) Pricing Schedule
Exhibit 2 • Technical Responses and Bidder Compliance Checklist for Technical Evaluation • Supporting documents for technical responses. <i>(Refer to - Gate 1: Technical Evaluation Criteria</i>	
Exhibit 3 • General Conditions of Contract (GCC)	
Exhibit 4 • Company Profile • Any other supplementary information	

Bidders are requested to ***initial each page*** of the tender document on the down right-hand corner.

7. DURATION OF THE CONTRACT

The successful bidder will be appointed for a period of three (3) years.

8. TERMS OF REFERENCE

SERVICES REQUIREMENT SPECIFICATIONS

Guarding Service

The service provider must have a minimum of sixty (60) months of continuous experience in the security industry on the closing date of the bid. The service provider must provide a guarding and access control (entrance and exit) service to the site on twenty-four (24) hours, three hundred and sixty-five (365) days per year basis, utilising three (3) guards for twelve (12) hour shifts per day. The requirements of the guarding service are:

Security Services shall employ every lawful means to prevent loss of life, property, equipment, etc. through damage, theft, explosion, fire, sabotage, espionage, and other occurrences.

Access Control

The security officers shall provide, but not be limited to, monitoring the entering and exiting of vehicles and access control for the entrance and exit door during the day and at night for walk-in employees and visitors into CHE premises, including locking of entrances in line with CHE's requirements and/or policy.

Monitoring of the onsite CCTV cameras at the security desk.

Assist the CHE Receptionist when absent with managing of all keys by recording keys issued to CHE employees and cleaning staff.

The service provider to provide the monitoring system for the entire contract period or during delivery (e.g. visitor's card or similar).

The service provider will design and implement patrol routes with night patrols. The bidder must provide patrol plans for the site with their bid document that monitors the whole site

prohibiting any illegal access. The bidder must provide on these patrol plans their risk assessment and what their proposed patrol frequency is, including rest periods.

The guarding service uses the PSIRA guard classification system to determine the required education standards, communication abilities (verbal, reading, and writing), and the minimums in consecutive work experience.

Security Officer's Training

The service provider must employ fully trained personnel. The service provider keeps a copy of the valid certificates of the training courses undertaken. PSIRA certification for all personnel must be current for the duration of the contract. The service provider keeps a copy of the training certificate in the personnel files of each security officer who is deployed to provide the services, and such must be provided to the CHE to verify such training was

received. When security officers are sent on training, the service provider makes prior arrangements with the Facilities Administrator to have the necessary replacement in place before the security officer is released to attend.

Control Room

The service provider must have a well-established, twenty-four (24) hour security control room within the boundaries of the Gauteng Province and within a 10 kilometres radius (from the CHE Offices) for the duration of the contract. The service provider must provide a supervisor and a tactical armed response officer on a twenty-four (24) hour basis within ten (10) minutes to assist with incidents onsite.

Number of guards required

I. There should be the provision of three (3) guards per twelve (12) hour shift (day and night). Three (3) guards on site per shift to cover the main guard point and to walk the perimeter patrol (fully equipped in respect of the specified relevant security equipment.).

II. The Grade of guards must be of minimum Grade C.

****Note: CHE will pay according to grade C rates only**

Supervision and Emergency Assistance Service

The service provider provides supervision service to supervise the guards on site. The service provider assigns a duly appointed Security Area Manager and, for each shift, a Shift Commander. The Shift Commander makes at least one visit to the site per shift.

The service provider keeps an occurrence book that provides an overall picture of site activities, supervisory inspections, and all other relevant occurrences.

The service provider always must provide physical evidence of all its employees' presence on site, as well as the records of the security patrols they conducted. When implementing a guard patrol control system, the service provider must obtain the CHE approval (e.g. clock points and clock stick/device or similar or equivalent devices).

The service provider, through its security officers who provide the guarding service, assists with the handling of emergencies.

In the event of an emergency, the service provider must train his or her guarding and supervision services staff using the site's emergency plans and procedures so that they can provide full support. When circumstances necessitate it, the service provider must provide additional personnel to render services at the site during a crisis.

The Security Area Manager must meet with the appointed site Facilities Administrator monthly (at the very least once a month) to review the service and any risk concerns that the Facilities Administrator may have, or a written monthly report provided by the service provider. The service provider must provide risk assessment and mitigation advice to reduce potential threats to the site's security. These meetings can take place as and when a need arises.

Armed Response Service

The service provider must provide tactical armed response service twenty-four (24) hours a day, seven (7) days a week, including the installation of panic buttons to alert the control room. Panic buttons must be placed in strategic locations. The service provider is required to deploy its tactical armed response units in a geographical area close to the premises to ensure a maximum response time of ten (10) minutes. The service provider is required to have a well-established, twenty-four (24) hour manned security control room and office/branch within the Gauteng Province and within a ten (10) kilometre radius from the Council on Higher education Offices.

The company should have an armed response within the company and no sub-contract.

The service provider provides a tactical armed response officer twenty-four (24) hours a day, seven (7) days a week to respond to and assist in the event of an emergency.

Access Control Registers/Forms and document management:

The service provider must be in possession of an active digital access control system for visitors and contractors or for non-CHE employees.

The service provider must always provide CHE with an approved access control report that records information available regarding persons and vehicles admitted to the site within a specific period, in case an occurrence, or occurrences, should take place which might lead to an enquiry or an investigation. Consideration should be given to keeping the entries in the access control forms confidential as per the POPI Act. Visitors' information should not be disclosed to other persons who visit the premises.

The service provider's security officers should not allow any person to enter the premises on foot or in a vehicle without completing the access control system and registers if they are not registered as having the current CHE access via the biometric access system.

Registers (Occurrence Book/ Incident register):

The service provider maintains an occurrence book giving an overall picture of activities, inspections by supervisors, and all other relevant occurrences at the site.

The service provider's security staff on duty make clearly legible, in blue/black ink, the following entries:

- All security breach incidents occurring on site e.g., break-ins and theft must be recorded and reported to CHE immediately.
- All listed routine procedures such as patrols undertaken,
- Handing over of shifts,
- Mentioning the procedures followed, by whom and the time of commencement,
- Records of all incidences, however, slight or unusual, with reference made to the correct time and relevant actions taken,
- Record all security staff activities, especially deviations in respect of the duty list, specifying particulars of the staff and relevant times.

- After the taking over of shifts, the security officers make entries declaring that they have read the Occurrence Book in order to acquaint themselves with events that occurred during the previous shift.
- Shift commanders, supervisors, and area managers are required to do the same as stated above for all visits to the site with these entries being in red ink.
- Under no circumstances is an entry in the occurrence book erased, painted out with correction fluid or totally deleted. It can only be crossed out by a single line and initialled on the side.
- The service provider stores the completed (full) Occurrence Books until the end of the contract (and for a period of at least twelve months after the end of the contract.)

Public image

The Council on Higher Education building's public image is very important to the CHE. The service provider's security officers must always assist visitors and employees through friendly, helpful, knowledgeable, professional rendered service level.

Supervisors and security officers must maintain a professional image and appearance, which includes not lounging, smoking, eating while attending to people, or sleeping on the job. The supervisors and security officers present must always maintain a dedicated attitude/approach to security, including no unnecessary arguments with visitors/employees or disrespectful behaviour toward them.

Security Clearance

The service provider must obtain police clearances, conduct security checks, and verify PSIRA registrations are valid prior to deploying their personnel to CHE.

Dress Code (Uniform and identification)

The service provider undertakes that every member of the security personnel will always when on duty be fully equipped in respect of the specified relevant security equipment. The security personnel must wear a full uniform that is neat and clearly identifiable to the service provider including matching raincoats and overcoats, a clear identification card of the service provider with the identification photo, staff number. Dress code to be security uniform acceptable to the CHE and shall be reviewed for summer or winter.

Cell phones

The service provider must supply the security guards on duty with cell phones, loaded with data and airtime. Serviceable cellular phones must have sufficient airtime and cameras.

Security Personnel

The service provider must provide security officers and supervisors to the site at all times. Personnel must have at least the Senior Certificate level, good abilities to communicate in English, able to read and write in English, not be younger than eighteen (18) years of age, have two (2) years consecutive experience or more, first aid training, basic firefighting training, physically healthy, and medically fit for the execution of their duties.

The service provider must verify that supervisors and security officers supplied are registered and in good standing with PSIRA.

Prior to commencement of the security contract the service provider should submit a recent SAPS Criminal record clearance certificate at its own cost, submitted to the CHE representative for all security officers deployed to render the service.

The CHE representative shall be entitled to request any person to be removed from the premises at the end of the next shift. This person shall be replaced with an alternative person, with the same or better qualifications and experience within twenty-four (24) hours.

The service provider must obtain prior approval from the CHE Facilities Administrator for the exchange of any security personnel currently assigned to CHE building site. After the weekly/monthly meeting, the Facilities Administrator may request in writing, or verbally confirm later in writing, an immediate replacement if a security officer does not meet the criteria or fails to deliver the specified levels of performance.

The CHE reserves the right to screen the security officer assigned to its site and to require substitution and/or removal, while providing valid reasons to the service provider for its action. When the CHE exercises its right to screen the security officer, the screening should be completed within 30 days of notification.

Where the CHE requires removal of an employee of the service provider, the service provider must remove that employee immediately from the site. The CHE is not liable to any person whatsoever (including the service provider's employees) for any damages or claims of whatever nature which may arise because of this replacement, and the service provider indemnifies CHE against any such claims.

Lost items

Definition: lost items are items found at the site of which the ownership could not immediately be established.

The security officers must hand lost items immediately to the CHE Facilities Administrator for safekeeping and recorded in the occurrence register.

Deliveries

The receipt or dispatch of courier packages after working hours and on weekends must be recorded.

Security officers must not accept or receive any delivery for CHE employee. The security officers must alert the receptionist, who then alerts the employee. The delivery is accepted/received by the employee or colleagues. If the delivery is urgent or involves a sensitive/valuable item, it is referred to the CHE Facilities administrator for action.

The security officers refer all deliveries to the site's reception. In exceptional circumstances after hours' collections or deliveries must be agreed with the CHE Facilities Administrator in advance and noted in the occurrence book.

Hours of Work

Monday to Sundays

- Two (2) personnel per day shift, from 06h00-18h00: Grade C Security Guard per shift and fully equipped in respect of the specified relevant security equipment.
- One (1) personnel per night shift, from 18h00-06h00: Grade C Security Guard per shift and fully equipped in respect of the specified relevant security equipment.

Legislative Mandatory Requirements

Bidders must comply with the Labour Legislations including but not limited to:

- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- The Occupational Health and Safety Act (No 85 of 1993)
- Private Security and Investigative Services Act 2005.
- POPI Act - 2013
- Fire Control Act 60 of 200

- Compensation for Occupational Injuries and Diseases Act (COIDA)
- Private Security Sector Provident Fund (PSSPF)
- The Constitution of SA

The company must be registered with the:

- Workman's Compensation Fund.
- Unemployment Insurance Fund.
- Private Security Industry Regulatory Authority and have a valid certificate.
- Compensation fund liability
- Indemnity Insurance or Public Liability Insurance

Performance Management

The performance review for the service provider will be on a quarterly basis.

Bidder to provide the following detailed requirements:

- Advice to the CHE Facilities Administrator on its latest security innovations and technologies at their disposal.
- Tactical Armed response service.
- Reaction time to site maximum of ten (10) minutes. (Plan stating where the service provider stations Tactical armed response units within a geographical area of the site to deliver a maximum reaction time of ten (10) minutes.)
- Past history of providing security services listing a minimum of sixty (60) months' experience.
- Valid registration certificate from PSIRA for the bidder including Security operations and/or Area Manager's valid PSIRA minimum grade B certificate to manage this project.
- Letter of good standing from Department of Labour.
- Municipal account/Lease agreement in the bidders' name showing site of own twenty-four (24) hour security monitoring room.
- Certified copy of employer registration with the Compensation Fund.

- Certified copy of employer registration with the Unemployment Insurance Fund.
- Certified copy of the bidder's Public Liability Insurance of not less than R5 million or Letter of Intent.
- Three (3) written references, with contact details for those customers for whom the bidder has completed projects within the last sixty (60) months (at least one reference must be within the past thirty-six (36) months i.e.: after March 2023). A list of contactable project references, with a minimum of three (3) projects combined for a value of more than R3 million, over a period of sixty (60) months reflecting the client's contact person and his/her position, contact details, description of project undertaken and the budget thereof.

9. CHE REQUIREMENTS FOR BIDDERS

Service Providers are required to submit a detailed business proposal consisting of a technical and financial proposal.

The technical proposal should contain the following information:

- a) Capabilities of the service provider.
- b) Understanding the requirements.
- c) Capacity of the company to perform the task. The team members proposed to provide the service and their experience and qualifications. Provide the CVs of the project team members.
- d) Proposed methodology and technology.
- e) Experience in the sector. Portfolio showing previous experience.
- f) The size and capacity of the service provider.
- g) Provide three (3) written signed and contactable relevant reference letters.

9. EVALUATION AND SELECTION CRITERIA

The CHE has set minimum standards (Gates) that a bidder needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following

Pre-qualification Criteria (Gate 0)	Technical Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation (Gate 2)
Bidders must submit all documents as outlined in mandatory (Table 1) below. Only bidders that comply with ALL mandatory criteria will proceed to Gate 1 (Technical evaluation) .	Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and Specific goals).	Bidder(s) will be evaluated out of 100 points and Gate 2 will only apply to bidder(s) who have met and exceeded the threshold of 70 points.

10.1 Gate 0: Pre-qualification Criteria

Without limiting the generality of the CHE's other critical requirements for this Bid, bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the mandatory documents.

Table 1: Documents that must be submitted for Pre-qualification

Mandatory documents (Gate 0)

Mandatory Document that must be submitted. Non-submission of mandatory documents will result in disqualification	Submission Compulsory
Completion of the CHE Pricing proposal Service Providers must submit full details of the pricing proposal. Incomplete pricing schedule will be disqualified.	Yes
PSIRA registration for the company	Yes
PSIRA Grade C registration for 3 security guards	Yes
PSIRA Grade B registration for supervisor	Yes
Valid provident or indemnity insurance for not less than R10 million	Yes
Compulsory briefing session attendance	Yes

Table 2: Administrative documents that must be submitted	Document submitted: Yes / No
These documents can be requested from the qualifying bidders / the preferred bidder and must be submitted within CHE`s specified time and failure to submit within the specified timeframe may result in a disqualification.	
• One (1) printed original bid document including one digital/soft copy of the proposal to be submitted	
• Completed standard bidding forms	
• Registration on the National Treasury Central Supplier Database (CSD) The Bidder must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration. Service Providers not registered with CSD after verification on the CSD system during evaluation will be disqualified.	
• Company Registration document	
• Proof of location for the office and control room (Pretoria / Tshwane)	
• Shareholder / Members certified copies of ID's	
• Resolution	
• COIDA letter of Good Standing (valid)	
• Unemployment insurance fund registration	

10.2 Gate 1: Technical Evaluation Criteria = 100 points

Only Bidders that have met the Pre-Qualification Criteria of mandatory requirements in (Gate 0) will be evaluated in Gate 1 for functionality. Functionality will be evaluated as follows:

- i. Functional Evaluation – Bidders will be evaluated out of **100** points and are required to achieve minimum threshold of **70** points of **100** points.
- ii. The overall score must be equal or above **70** points to proceed to Gate 2 for Price and Specific Goals evaluations.

As part of due diligence, CHE may conduct a site visit at a client of the Bidder (reference) for validation of the services rendered or verification of reference letter/qualifications. The choice of

due diligence and site inspection will be at CHE's sole discretion. CHE reserves the right to remove the points allocated per bidder where CHE receives none/negative feedback during verification. It is the responsibility of the bidder to ensure that contact details provided are valid and contactable.

The Bidder's information will be scored according to the following points system:

Criterion		Maximum points to be awarded
Functionality		
Working tools		
Proof of functioning control room in Pretoria		
Proof provided	10	10
Proof of control room outside Pretoria	5	
No proof provided	0	
Functioning office Location:		
Proof that office is within the 10 km radius		
Office is within 10 km radius	10	10
Office is outside the 10 km radius but less than 20 km radius	5	
Office is located outside the 20 km radius	0	
Proof of two-way radio		
Proof of more than 1 two-way radios provided	5	5
Proof of a two-way radio provided	3	
Proof of two-way radio not provided	0	
Past Performance:		
Reference letters with contact details for those customers for whom the bidder has completed projects <u>within the last sixty (60) months</u> (at least one reference must be within the past thirty-six (36) months i.e.: at least from January 2023).		30
A list of contactable project references, with a minimum of three (3) projects combined for a value of more than R3 million, over a period of sixty (60) months reflecting the client's contact person and his/her position, contact details, description of project undertaken and the budget thereof.		
Three or more valid reference letters provided	30	
Two valid reference letters provided	20	

One reference letter submitted	10	
No reference letters submitted	0	
Capacity to perform task: CVs indicating the experience and qualifications of the personnel/security officers proposed		30
Three (3) or more CVs each indicating the minimum of 2 years' experience, senior certificate and PSIRA certificate of the personnel proposed.	30	
Two (2) CVs each indicating the minimum of 2 years' experience, senior certificate and PSIRA certificate of the personnel proposed.	20	
No CV or less than 2 CV's or CV attached indicating lesser experience and qualifications as indicated above (anything less than 2 years and no senior certificate is equal to zero).	0	
Indemnity Insurance or Public Liability Insurance		15
Proof of valid Indemnity Insurance or Public Liability insurance of R10 Million	15	
Proof of valid Indemnity Insurance or Public Liability insurance of less than R10 Million	10	
No proof of valid Indemnity or public liability Insurance	0	
Total points for Functionality		100
The Minimum requirement for functionality out of 100		70
Price		
Points allocated for price		80

NB: Failure to meet all requirements above, the bidder(s) will be disqualified

10.3 Gate 2: Price and Specific goals (80+20) = 100 points

Only Bidders that have met the **70-point** threshold in Gate 1 will be evaluated in Gate 2 for price and Specific goals. Price and Specific goals will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022 as detail. CSD ownership information or BBBEE certificate will be used to claim the below points. The allocation of points will be as follows:

Specific goals as stipulated under SBD 6,1		Price
Historically disadvantaged Individual (HDI) 51% Ownership	10	Pricing Proposal
51% Women Ownership	10	
	20 points	80

NB: It is the responsibility of the service provider to submit proof of documentation required in terms of this Bid to claim points for specific goals. Preference points will be allocated zero for shareholdings which are not on an individual capacity. Only HDI's will be allocated points.

DECLARATION BY BIDDER

I, the undersigned (_____) certify that:

10.3.1 I have read and understood the conditions of this Bid.

10.3.2 I have supplied the required information and the information submitted as part of this Bid is true and correct.

Signature.....

Date

Capacity.....

10. PRICING PROPOSALS

Pricing Proposal must be submitted in one file clearly marked and separated as Exhibit 1A and Exhibit 1B. All prices must have the following:

- All prices must be fixed per year and indicated on the pricing schedule. No adjustments will be applied during the 3-year period.
- The pricing proposal must be in line with the service required and CHE pricing structure.
- Prices must be all inclusive, i.e. include all expenses and all applicable taxes for the service.

11. NUMBER OF GUARDS

CHE has the right to decrease or increase the number of guards utilizing their own internal processes within this contract. Decrease or an increase in the number of guards will not be considered as a contract variation or a contract expansion. Any changes in the number of security guards within the 3-year period will be communicated in writing and the same terms and conditions of this tender will apply, including the unit prices.

12. EXHIBIT 1B – PRICING TEMPLATE

- **COST BREAKDOWN**

Service providers must provide detailed costing, which includes:

Description	Quantity	Monthly Cost for 3 guards (Y1 price)	Total cost for year 1	Total cost for year 2	Total cost for year 3
Grade C security guards	3				
SUB-TOTAL					
VAT (15%)					
TOTAL					

NOTES REGARDING PRICING:

The total contract **MUST** be all inclusive of vat. This means, all direct and indirect related cost must be included in the annual fee. No additional cost will be considered post award of the bid. Note that failure to propose the fee or submitting incomplete pricing structure will render the entire bid as non-responsive and will lead to a disqualification under mandatory requirements.

13. GENERAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which CHE is prepared to enter into a contract with the successful Bidder(s).

The bidder submitting the General Conditions of Contract to the CHE together with its bid, duly signed by an authorised representative of the bidder.

<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>

14. CONTRACT PRICE ADJUSTMENT

Contract price adjustments will be done annually on the anniversary of the contract start date as per the pricing schedule per year (Service Providers are required to ensure that their annual increment have considered PSIRA's future adjustment).

15. SERVICE LEVEL AGREEMENT

16.1 Upon award, the CHE and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by the CHE, in the format of the draft Service Level Indicators included in this tender pack.

16.2 The CHE reserves the right to vary the proposed draft Service Level Indicators during negotiations with a bidder by amending or adding thereto.

16.3 Bidder(s) are requested to:

- Comment on draft Service Level Indicators and where necessary, make proposals to the indicators.
- Explain each comment and/or amendment; and
- Use an easily identifiable colour font or "track changes" for all changes and/or amendments to the Service Level Indicators for ease of reference.

16.4 The CHE reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the CHE or pose a risk to the organization.

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 proprietors/directors/trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the 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:

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

.....

2.3 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:

.....
.....

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.

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

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

(a) Price; and specific goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where		
Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND
INCOME GENERATING PROCUREMENT

3.2.1 POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_m}\right)$$

80/20 or 90/10

Where			
	Ps	=	Points scored for price of tender under consideration
	Pt	=	Price of tender under consideration
	Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% Historically Disadvantaged Individual (HDI) Ownership		10		
51% Women Ownership		10		

4.10.1.1 DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ (Pty) Limited

☐ Non-Profit Company

☐ State

Owned

Company

[TICK

APPLICABL

E BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - A) disqualify the person from the tendering process.
 - B) recover costs, losses or damages it has incurred or suffered because 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 favorable arrangements due to such cancellation.
 - D) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

E) forward the matter for criminal prosecution, if deemed necessary.

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