



**DEPARTMENT OF EMPLOYMENT AND
LABOUR**

**RENDERING OF SECURITY SERVICES FOR A
PERIOD OF 36 MONTHS AT:
WEST RAND CLUSTER -
(RANDBURG LC, SANDTON LC, SOWETO LC,
RANDFONTEIN LC, CARLETONVILL LC,
VANDERBIJLPARK LC, VEREENIGING LC)**

1. DURATION, CONDITIONS OF THE TENDER AND SPECIFICATIONS

1.1 DURATION:

The duration of the contract will be for a period of **36 months** commencing from the date the company begins with the security services on site. The performance will be reviewed annually for the duration of the contract. The successful tenderer shall be obliged to sign a service level agreement on the commencement of the service.

1.2 CONDITIONS:

Tenderers shall provide to the Department of Employment and Labour the following information:

- (i) The names, physical, postal addresses, telephone and fax numbers of their regional and headquarters offices.
- (ii) Names, address, telephone numbers of their banks or other financial institutions that manage their finances and the names of a contact person at each financial institution;
- (iii) Consent that the financial institutions may answer the company financial enquiries and supply statements on request by Department of Employment and Labour;
- (iv) The names, identity numbers and street addresses of all partners, shareholders of their companies and/or members of their partnerships, companies or close corporations respectively and as applicable;
- (v) All Security Officers registered in terms of the Private Security Industry Regulatory Act, 2001 (Act 56 of 2001);
- (vi) In cases where a person, partnership, closed corporation, company or any other undertaking, enters business for the first time, the following information should be provided to Department of Employment and Labour:
 - ♦ Names of the persons or institutions that will help in cases of financial crises;
 - ♦ Names of the persons or institutions that helped with the calculation of this tender;
- (vii) Consent that all Managing Directors, Shareholders of the company and Site Managers, Supervisors and Security officers assigned to the site will be subjected to pre-screening before they can resume duties with the Department of Employment and Labour;
- (viii) A list of references must be attached;
- (ix) School (Grade 12) Security Officers;

- (x) Security Officers must be have a Grade C Psira registered Certificate
 - (xi) Security clearances of security personnel when requested by Department of Employment and Labour; and
 - (xii) Consent of their employees that they do not object to signing a Declaration of Secrecy.
- 1.2.1 Prospective tenderer shall visit the site in order to ascertain the extent of the service to be rendered.

1.2.1 SITE INSPECTION AND ISSUING OF DOCUMENTS

Due to Covid19 restrictions: Treasury Instruction No. 5 of 2020/2021

1.4.1. No briefing session will be held

1.4.2. No site inspection will be held

1.4.3. Bid documents are available on the National Treasury Etender portal at no cost.

1.4.4. No staff member will download bid documents for bidders

1.4.5. Please note that any enquiries must be directed via e-mail:

Specification related: Mr. S Mthethwa via Email: SIPHOM.MTHETHWA@LABOUR.gov.za

SCM (Criteria related): Mr. S Hariparsad via Email: shashi.hariparsad@labour.gov.za

1.2.2 SUBMISSION OF DOCUMENTS

It is the responsibility of the bidder to ensure that all required documents are attached to the Tender document. Failing to do so, will result in bidders to be disqualified.

Tender documents must be submitted to: **Department of Employment and Labour, Provincial Office, 77 De Korte Street, Braamfontein, Johannesburg, 2001**, during Departmental working hours, 7:30 to 16:00, inside the correct tender box that will be clearly labelled.

1.2.3 SPECIFICATIONS

- Refer to attachments



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

SECURITY SERVICES SPECIFICATION

HILLVIEW CENTRE
CNR OAK AND HILL STREET
RANDBURG

DURATION: 36 MONTHS

NUMBER OF SECURITY PERSONEL ON SITE DAY AND NIGHT

	Description of Guards	Current contract number s	Projected number for future contract
1	SECURITY OFFICER –GRADE C DAY SHIFT: 06H00 – 18H00	3	3
2	SECURITY OFFICER –GRADE C NIGHT SHIFT: 18H00 – 06H00	0	0

MARGRET TYLEBOOI
DD:LCO RANDBURG

/05/2021

ACKNOWLEDGEMENT OF THE SPECIFICATION BY THE COMMITTEE MEMBERS

MEMBERS:

Sipho Mthethwa

31 /05/2021

Izalette Engelbrecht

/05/2021

Pindile Mati

/05/2021



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

SECURITY SERVICES SPECIFICATION

OFFICE: ROODEPOORT LABOUR CENTRE

DURATION: 36 MONTHS

NUMBER OF SECURITY PERSONEL ON SITE DAY AND NIGHT

	Description of Guards	Current contract numbers	Projected number for future contract
1	SECURITY OFFICER –GRADE C DAY SHIFT: 06H00 – 18H00	3	3
2	SECURITY OFFICER –GRADE C NIGHT SHIFT: 18H00 – 06H00	2	2

CARIEN GELDENUIS
DD:LCO ROODEPOORT

C. Geldenuis
31/05/2021

ACKNOWLEDGEMENT OF THE SPECIFICATION BY THE COMMITTEE MEMBERS

MEMBERS:

Sipho Mthethwa

Sipho Mthethwa
31/05/2021

Izalette Engelbrecht

Izalette Engelbrecht
/05/2021

Pindile Mati

Pindile Mati
/05/2021



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

SECURITY SERVICES SPECIFICATION

OFFICE: SANDTON LABOUR CENTRE

DURATION: 36 MONTHS

NUMBER OF SECURITY PERSONEL ON SITE DAY AND NIGHT

	Description of Guards	Current contract numbers	Projected number for future contract
1	SECURITY OFFICER –GRADE C DAY SHIFT: 06H00 – 18H00	4	4
2	SECURITY OFFICER –GRADE C NIGHT SHIFT: 18H00 – 06H00	2	2

MOEKETSI SELAUTSE
DD:LCO SANDTON

21/05/2021

ACKNOWLEDGEMENT OF THE SPECIFICATION BY THE COMMITTEE MEMBERS

MEMBERS:

Sipho Mthethwa

10/5/2021

Izalette Engelbrecht

10/5/2021

Pindile Mati

10/5/2021



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

SECURITY SERVICES SPECIFICATION

OFFICE: SOWETO LABOUR CENTRE

DURATION: 36 MONTHS

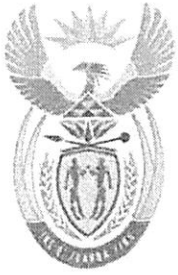
NUMBER OF SECURITY PERSONEL ON SITE DAY AND NIGHT

	Description of Guards	Required numbers
1	SECURITY OFFICER –GRADE C DAY SHIFT: 06H00 – 18H00	2
2	SECURITY OFFICER –GRADE C NIGHT SHIFT: 18H00 – 06H00	2

JANE MONOTO


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DD:LCO SOWETO

23/09/2021



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Department:
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REPUBLIC OF SOUTH AFRICA

SECURITY SERVICES SPECIFICATION

OFFICE: RANDFONTEIN LABOUR CENTRE

DURATION: 36 MONTHS

NUMBER OF SECURITY PERSONEL ON SITE DAY AND NIGHT

	Description of Guards	Required numbers
1	SECURITY OFFICER –GRADE C DAY SHIFT: 06H00 – 18H00	3
2	SECURITY OFFICER –GRADE C NIGHT SHIFT: 18H00 – 06H00	2

BENNY TAU

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DD:LCO RANDFONTEIN

23 /09/2021



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

SECURITY SERVICES SPECIFICATION

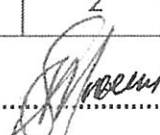
OFFICE: CARLETONVILLE LABOUR CENTRE

DURATION: 36 MONTHS

NUMBER OF SECURITY PERSONEL ON SITE DAY AND NIGHT

	Description of Guards	Current contract number s	Projected number for future contract
1	SECURITY OFFICER –GRADE C DAY SHIFT: 06H00 – 18H00	3	3
2	SECURITY OFFICER –GRADE C NIGHT SHIFT: 18H00 – 06H00	2	2

DD:LCO CARLTONVILLE

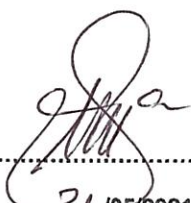

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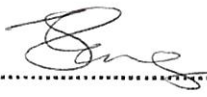
ACKNOWLEDGEMENT OF THE SPECIFICATION BY THE COMMITTEE MEMBERS

MEMBERS:

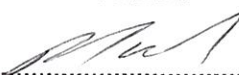
Sipho Mthethwa


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31/05/2021

Izalette Engelbrecht


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/05/2021

Pindile Mati


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/05/2021





labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

SECURITY SERVICES SPECIFICATION

NASHUA BUILDING
64 ERIC LOUW STREET
VANDERBIJLPARK

DURATION: 36 MONTHS

NUMBER OF SECURITY PERSONEL ON SITE DAY AND NIGHT

	Description of Guards	Current contract number s	Projected number for future contract
1	SECURITY OFFICER –GRADE C DAY SHIFT: 06H00 – 18H00	2	2
2	SECURITY OFFICER –GRADE C NIGHT SHIFT: 18H00 – 06H00	0	0

HENDIRX TABANE
DD:LCO VANDERBIJLPARK

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Habane

24/8/2021

ACKNOWLEDGEMENT OF THE SPECIFICATION BY THE COMMITTEE MEMBERS

MEMBERS:

Sipho Mthethwa

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Sipho Mthethwa
/ /2021

Izalette Engelbrecht

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/ /2021

Pindile Mati

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/ /2021

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labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

SECURITY SERVICES SPECIFICATION

OFFICE: VEREENIGING LABOUR CENTRE

DURATION: 36 MONTHS

NUMBER OF SECURITY PERSONEL ON SITE DAY AND NIGHT

	Description of Guards	Current contract numbers	Projected number for future contract
1	SECURITY OFFICER –GRADE C DAY SHIFT: 06H00 – 18H00	3	3
2	SECURITY OFFICER –GRADE C NIGHT SHIFT: 18H00 – 06H00	2	2

DD:LCO

06/07/2021

ACKNOWLEDGEMENT OF THE SPECIFICATION BY THE COMMITTEE MEMBERS

MEMBERS:

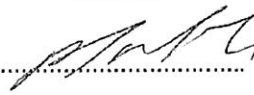
Sipho Mthethwa


07/07/2021

Izalette Engelbrecht

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/07/2021

Pindile Mati


06/07/2021



2. OPERATIONAL CONDITIONS

2.1	Security Aids				
	(a) Portable hand held 2 way radios (to be programmed to contractor's frequency).				
	(b) Handheld metal detector				
	(c) Rechargeable Torches				
	(d) Batons				
	(e) Pocket books				
	(f) Handcuffs				
	(g) One serviceable cell phone with airtime per site.				
	(h) Fully installed patrol point system at Patrol points.				
	(i) Occurrence Book				

DETAILED REQUIREMENTS

ITEM NO	DESCRIPTION	YES	NO	REMARKS
2.1.2	Private Security Industry Regulatory Authority			
2.1.2.1	The organization must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001). <i>As proof thereof, a copy of registration must be attached with the tender.</i> All Security officers that the tenderer supplies to render the service must be registered as Security Officers in terms of The Private Security Industry Regulatory Act (Act 56 of 2001).			
2.1.2.2	A copy of the registration certificates in respect of all the Security officers must be attached to the tender documents. Shortlisted bidders will be subjected to an inspection by Labour Inspectors.			
2.1.3	Supervision of Emergency Assistance			
	The tenderer must have a well established and equipped (24) hour security control room. The Tenderers must furnish details of security equipment, registers, and security systems which is available in the security control room. <i>NB: The Department holds the right to inspect such control room.</i> Tenderers must be reachable within twenty-four (24 hours) – during emergency 8 hours' terms.			
2.1.4	Minimum wages			
	It is expected that the tenderer must pay his/her employees at least the minimum monthly basic wage, as prescribed by the law. A three months Bank Statement/letter of financial assistance must be submitted as proof that the tenderer has the financial capability to remunerate his/her employees without being dependent to the Department of Employment and Labour for payment of his/her employees.			

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	Failure to do so, the Department of Employment and Labour will serve the right to terminate the contract. It is mandatory that an employer must pay his/her employees, Annual bonus, overtime every month as determined by private Security Sectoral Determination 6: Private Security Sector.			
2.1.5	Provision of personnel in crisis situation			
	Tenderers must, in consultation with the responsible Manager in charge of Security Services, or the Security Official delegated from the Department of Employment and Labour, undertake to provide certain and reasonable number of staff as required for the rendering of the service at the site during crisis situations. Failure to consult with responsible Manager or such delegated official will result in this matter being regarded as been illegitimate. Guards on leave should be replaced with temporary guards for the duration of leave or sick leave at all times.			
2.1.6	Security Service			
2.1.6.1	The quality of the service to be rendered must be in accordance with Private Security Industry Regulatory Authority standards. It is the responsibility of the successful tenderer to see that personnel employed for the rendering of this service, meet the requirements at all times, which is incorporated in the legislations listed below. Failure to meet any of these requirements will result in the termination of the contract. All possible steps shall be taken by the tenderer to ensure that the intended execution of this agreement takes place. These steps include, inter alia, the following: a) The protection of Department of Employment and Labour officials against injuries, death or any other offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977); b) The protection of State property at the intended sites and the protection of said property against theft and vandalism; c) The Protection of Information; and d) The Protection of the business process of the Development against any Interruption.			
2.1.6.2	The contractor will be held liable for any damages or loss suffered by the Department of Employment and Labour as a result of the contractor's own or his employees' negligence or intent, which originated on the site.			
2.1.6.3	The Department of Employment and Labour shall not be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the Department's site.			
2.1.7	Security personnel compliance			
2.1.7.1	Security Officers must have obtained a Senior Certificate or equivalent qualification.			

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2.1.7.2	The Security Officers supplied to render the service, must at least have had (2) two years' security experience.			
2.1.7.3	Security Officers supplied to render the service, must be trained to the standard set by the Private Security Industry Regulatory Authority, and trained in a Private Security Industry Regulatory Authority accredited centre. The Security Officers must understand and be able to implement the Control of Access to Public Premises and Vehicle Act No. 53 of 1985.			
2.1.7.4	The service provider will screen (and interview) the Security Officers supplied to render the service within (7) seven days after commencement of their respective service and provide a report to the Department. The Department retains the right to verbally request an immediate replacement should the Security Officer not meet the criteria or perform to the accepted standard.			
2.1.8	Declaration of secrecy and screening			
2.1.8.1	All security personnel and management involved with the Security Services of the Department of Employment and Labour shall at the commencement of this agreement sign an "Oath of Secrecy" declaration and submit the declaration to the responsible Manager in charge of Security Services in the Department of Employment and Labour.			
2.1.8.2	The Supervisor and Security Officers must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the Department and the State in general.			
2.1.8.3	The Supervisor and Security Officers are prohibited from reading documents or records in offices or the unnecessary handling thereof. No information concerning the State activities may be furnished to the public or media by the contractor or any of his/her employees.			
2.1.8.4	No visitors will be allowed in the guard room, on the premises or in the vicinity of the guard room.			
2.1.9	Security Screening			
2.1.9.1	All Directors in the Company will be subjected to Security screening.			
2.2	General requirements for Security Service			
2.2.1	The following General Requirements apply:			
2.2.1.1	At all times Security Officers must present an acceptable image and appearance which implies, that they may not sit, lounge about, smoke, eat or drink while attending to employees of the department and public.			
2.2.1.2	The Supervisors and Security Officers must at all times present a professional dedicated attitude. A professional dedicated attitude approach shall imply,			

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	that there shall be no unnecessary arguments with visitors / staff or dis-courteous behaviour toward them			
2.2.1.3	The Supervisors and Security Officers must be physically healthy and medically fit for the execution of their duties.			
2.2.1.4	The Department retains the right to ascertain from the Private Security Industry Regulatory Authority as to whether the Supervisors and Security Officers are in good standing with the Private Security Industry Regulatory Authority.			
2.2.2	Uniforms and Identification			
	The contractor shall undertake to ensure that each member of his security personnel will at all times when on duty be fully equipped in respect of: a) A neat and clearly identifiable uniform of the company, which will include matching rain coats and overcoats for personnel performing duties outside the building. Camo uniforms are not allowed to form part of the identifiable uniforms as indicated above. b) A clear identification card of the company with the member's photo, identification and staff number on it, worn conspicuously on his/her person at all times. c) Alternatively: The valid identification card issued by the Private Security Industry Regulatory Authority.			
2.2.3	Records on Security Personnel			
	Tenderers must keep proper files as well as appropriate documents of all security personnel, who are employed for rendering the service to the Department available for inspection by representatives of the Department. The appropriate documents shall include, the following: Scholastic, training, registration and medical certificates.			
2.2.4	Registers to be utilized and maintained			
2.2.4.1	All Security Registers must be handed over to the Department after the contract ends. These registers will be kept at the Department for record purposes relating to any enquiries and or investigations. The contractor must ensure that the Occurrence Register and Access Control Register / Forms, which are available on the site, is utilized and maintained as required:			
	a) <u>Occurrence Register</u> – The purpose of this register is to keep record of all incidents, occurrences, or observations made by the Security Officer's whilst on duty for later reference. ➤ <u>Compulsory Entries:</u> All listed routine procedures such as patrols undertaken, handing over of shifts, etc., and the procedures followed, by whom and the time of commencement. These entries must all be made clearly legible, in black ink.			

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	➤ All occurrence / events however important, slight or unusual, with reference to the correct time and relevant actions taken must be noted in a clearly legible black ink. ➤ All security personnel activities – especially deviations in respect of the duty list – indicating particulars of the personnel and relevant times. ➤ The issue and/or receipt of keys, indicating the time and by whom they were received and delivered.			
	➤ The unlocking / locking of doors / gates, indicating the time and by whom they were locked / unlocked.			
	➤ The handing over of shifts, mentioning all names of all shift personnel and accompanying equipment and aids. In this case personnel taking over as well as personnel handing-over must sign the entries.			
	➤ <u>Occurrence register – Read:</u> After handing-over of the shifts, the person who has come on shift must make an entry that he / she has read the occurrence register in order to acquaint himself / herself with events that occurred during the previous shift.			
	➤ <u>All shifts by Supervisors and Management:</u> These entries must be done in legible red ink. Officials of the Department shall pass on in writing, all additional requests in respect of the rendering of the service.			
	➤ Under no circumstances may an entry in the occurrence register be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled at the side.			
	b) <u>Shift Rosters:</u> - Purpose: The purpose of the shift roster is to serve as proof, at all reasonable times that all personnel who should be on duty per shift, are indeed on duty. ➤ Drawing up a shift roster: Daily, weekly, monthly shift roster of all security personnel must be drawn up by the contractor and kept on site where the service is rendered. ➤ Changes to the shift roster: Any changes to the shift roster shall be crossed out by a single line, initialled, dated and noted in the occurrence register.			
	c) <u>Duty sheet</u> - The purpose of the duty sheet is to ensure that all security personnel on duty are familiar with their duties as required for the contract. ➤ The contractor must have a fully expounded duty sheet available at each duty point of the site.			
	d) <u>Two-way radio's</u> – The purpose of the two-way radio communication is to ensure that there is immediate communication between the various duty points on the site and with the contractors control room.			

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	➤ Hand held 2 way radios: The hand held radios must be in good working condition at all times and they must be handed to the Security Officer patrolling the site for immediate communication with the base station.			
	e) Asset register: The purpose of asset register is to keep record of all asset movements, by recording the serial numbers, mode and make of the assets including time, date the asset was moved out and in the premises.			
	f) Access control register: The purpose of the access control register is to record all visitors entering the premises, all departmental officials without identification cards, register all officials worked after hours. This register is also applied during weekends and public holidays, and the following information should be recorded: • Date and time of visit and departure • Surname and initials of the visitor • Car registration number if applicable • Purpose of visit The Security officer on duty must ensure that all personnel complete the register correctly. This means that the Security Officer ensures that the correct time and signature of the personnel is entered correctly.			
	g) Patrols – The purpose of patrolling is to ensure that the site is inspected according to instructions and any deviation is immediately reported to supervisors and addressed accordingly.			
2.2.5	Contact with Departmental Representative			
2.2.5.1	The Site Manager or Supervisor must immediately report any abnormal and or noteworthy incident to the Departmental Representative.			
2.2.5.2	A meeting, where formal discussions can be held between the Departmental Representative and Contractors Supervisor / Manager or Contractor himself / herself, must be held at least once a month. The Department will keep the minutes of the meeting.			
2.2.5.3	The contractors shall furnish a monthly and quarterly report of the security service, incidents, etc. which transpired in the previous month to the responsible Manager or delegated official in the Department of Employment and Labour.			
2.2.6	Maximum shift hours			
	No security personnel may be allowed to work a daily shift longer than (12) twelve hours.			
2.2.7	Lost articles			
	Definition: Lost articles found at the site and of which the ownership could not immediately be established.			



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	All lost articles must immediately be handed in at the security control room on site for safekeeping and recorded in the occurrence register. Thereafter it must be handed to the Departmental Representative.			
2.2.8	Inspections			
2.2.8.1	A thorough inspection of the service shall be performed by Departmental officials as well as the contractor at least once monthly.			
2.2.8.2	The Department retains the right to inspect the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specifications.			
2.2.8.3	The Department retains the right to require from the contractor, that any of his / her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site immediately. The Department will not be held responsible for any damages or claims which may arise and the contractor or successful tenderer indemnifies the Department against any such claims and legal expenses.			
	NOTE: The Department's Representative will check daily whether sufficient personnel are available on site in terms of the conditions.			
2.2.8.4	All security personnel shortages must be noted in the occurrence register by the Contractor or any of its employees on duty.			
2.2.9	Labour unrest incidents			
	<u>Labour unrest on site:</u> If the service is interrupted / or temporary deferred because of any labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the contractor, the parties must come to an agreement on methods to ensure continuation of the security service. The contingency plan of the department will be in place.			
2.2.10	General			
	The contractor's personnel must at all time refrain from littering and they must keep the grounds / building / work area occupied by them clean, hygienic and neat.			
	Under no circumstances will any security personnel be allowed to trade on the premises.			
2.2.11	References			
	The contractor must provide a list of contactable work references in progress which must not be less than three (3) in numbers.			
2.2.12	Additional requirements			
	A direct line of communication must be established between the security control room in the Department and the control room of the contractor.			
	The contract is valid for a period of (3) three years and the Department reserves the right to terminate the contract with immediate effect if the contractor is not			

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	rendering the service in terms of the contract and Service Level Agreement. This will be done in line with the policies of the Department of Employment and Labour.			
2.2.13	Insurance			
	The bidding companies will be expected to have purchased Public Liability Insurance. In the case of new companies, a letter from the attorney indicating the Public Liability Insurance will be purchased should the bidder be awarded the contract will be required. The Department of Employment and Labour Manager responsible will check if the Insurance has been bought.			

3. LEGISLATIONS REQUIREMENTS

It is compulsory/mandatory for Bidders to comply with the following Labour Legislation:

- 3.1 To adhere to all the prescribed conditions as per: Basic Conditions of Employment Act 75 of 1997;
- 3.2 To adhere to all the prescribed conditions as per Labour Relations Act, 1995
- 3.3 Bidders must comply with Compensation Fund, as per Compensation for Occupational Injuries and Diseases Act of 1993.
- 3.4 Bidders must comply with the Unemployment Insurance Fund as per, Unemployment Insurance Contributions Act, No. 4 of 2002. **(Provide/Attach Proof)**
- 3.5 Bidders must provide their Tax Status, as per SARS Act of 1997 and must be tax compliant. Failure to comply in tax matters will invalidate the bid. (attach a CSD Registration report)
The Department will verify this information by printing a new CSD report before Bids are evaluated.
- 3.6 Bidders must comply with the minimum wages and conditions as per: Sectoral Determination 6: Private Security Sector and must pay their employees before the 7th of every month.
- 3.7 Security Officers must be paid the minimum wage according to Basic Conditions of Employment Act 75 of 1997: Sectoral Determination for private security sector as issued on 30 November 2001 in the Government Gazette No. 22873.
- 3.8 Registration with the Security Officers Board (PSIRA). **Compulsory**
- 3.9 A CSD report with a compliant status that is not older than a month. **Compulsory**

4. CONTRACTOR'S RESPONSIBILITIES

- 4.1 Oversees all security activities performed by security personnel.
- 4.2 Handles all problems experienced by security personnel on site.
- 4.3 Attends all problems regarding payments of Security Officers.
- 4.4 Ensures that there is always security equipment required on site according to the specification.
- 4.5 Be involved in any security operational projects and manage special events from Contractor's point of view. (E.g. Evacuation Drills)
- 4.6 Ensures that Security Officers are given continuous training, i.e. Customer Care, First AID, Fire Fighting etc.
- 4.7 Liaises with Head of physical security and where applicable, with senior Security Officer on duty.
- 4.8 Shortage of security personnel should be recorded in the occurrence book by the supervisor. Department of Employment and Labour shall also keep their own record with regard to shortages of Security Officers.
- 4.9 Ensures that contractor's security staff is familiar and knowledgeable on how to handle emergency situations.
- 4.10 Ensures that registers are clean, neat, legible and updated at all times.
- 4.11 Ensures that Security Officers are always in uniform and display their PSIRA registration cards.
- 4.12 Attend quarterly meetings with Chief Security Officer Department of *Employment* and Labour
- 4.13 Ensures that all security staff understands the needs and expectation of the secondary clients (e.g. visitors) and primary clients (e.g. employees) of the Department of Employment and Labour.
- 4.14 Ensures that all security staff understands the principle of *Batho Pele* and apply at all times.
- 4.15 The contractor must provide adequate security personnel as required by the Department of Employment and Labour for the successful rendering of security service as stipulated in the contract.
- 4.16 Ensure that security personnel present themselves well to the staff members and to the public.

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- 4.17 The contractor will be held liable for any damages or loss suffered by the State, as a result of the contractor's own or his employees' negligence or intent, which originated on the site.
- 4.18 The State shall not be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the State's sites, even in cases where the loss originated as a result of negligence or intent on the part of the State.
- 4.19 The State is indemnified against any loss, expense or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and client costs, that may be instituted against or incurred by the Contractor, and which arise from or are the result of any act or Omission by the Contractor or an employee or agent of the Contractor in connection with the execution of the services in terms of this contract which may result in the following cases:
- 4.19.1 Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.
- 4.19.2 Damages to or destruction of any equipment or property of the contractor during the execution of their duties.
- 4.19.3 Any claims and legal costs which may ensue from the failure by or acts committed by security personnel against third persons, which acts include:
- 4.19.4 Illicit frisking, arrests and other illicit or wrongful deeds. The contractor shall be notified in writing of the particulars of each claim he is liable for.
- 4.20 The contractor must, at his own expense, take out sufficient insurance cover against any claims, costs, loss and / or damage ensuing from his obligations and he must ensure that such insurance remains operative for the duration of this agreement.
- 4.21 A copy of such insurance contract shall be handed to the departmental representative on commencement of the service and every quarter for the duration of the contract.
- 4.22 The contractor may not, unless otherwise specified, make use of any of the State's equipment, aids and / or property, for purposes of compliance with the conditions, which equipment, aids and / or property include, *inter alia*, vehicles, stationery, firearms, rooms and furniture.
- 4.23 The contractor is responsible for the training of his personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.
- 4.24 The contractor's personnel must at all times refrain from littering and must at all times keep the grounds occupied by them clean, hygienic and neat. The contractor shall, at the end of each shift, remove any littering caused by the dogs and/or security personnel of the contract.

- 4.25 Under no circumstances are security personnel allowed to carry on any trading within Department of Employment and Labour buildings/premises.
- 4.26 The contractor shall not erect or display any sign, printer matter, painting, name plates, advertisement, and articles or object and of any nature whatsoever, in, against State buildings or sites or any part thereof without written consent from Department of Employment and Labour.
- 4.27 Any sign, printed matter, printing, name plate, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable, will immediately be removed by Department of Employment and Labour and the contractor shall be penalized.

5. SECURITY OFFICERS RESPONSIBILITIES / IDENTIFICATION

- 5.1 Practice Access Control procedures in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).
- 5.2 The Security Officers shall be responsible for the protection of State property, Assets and Personnel on the site, and the protection of the said property against theft, fire and vandalism.
- 5.3 The protection of the State's officials against any injuries, threat of any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, (Act 51 of 1977).
- 5.4 Protect State information against any espionage and/or leakage to the wrong hands.
- 5.5 Controlling or reporting on the movement of persons or vehicles through checkpoints or gates.
- 5.6 Conduct searches on staff members, members of the public and, if necessary, restrain them.
- 5.7 Patrol the premises of Department of Employment and Labour.
- 5.8 React to emergency situations.
- 5.9 Ensure that security registers are up to date and kept legible and neat at all times.
- 5.10 Check and record all movement assets.
- 5.11 Security Officers shall report on duty on time as requested by the Department of Employment and Labour.
- 5.12 Security Officers found guilty of any offence stipulated in this agreement shall be removed from site immediately.

- 5.13 Security Officers should avoid any conflicts with the staff members or members of the public.
- 5.14 Security Officers shall report any lost and found articles and goods to supervisors.
- 5.15 Security Officers who are under the influence of any intoxicated substance cannot be allowed on site.
- 5.16 Act as an emergency officer after hours and report immediately at all times to the Department of Employment and Labour's representative.
- 5.17 Report all incidents related to emergencies to the Departmental representative immediately.
- 5.18 **Render the following specific security services:**
 - 5.18.1 All incidents/events must be recorded in an occurrence book and reported to the contractor (including Public Holidays and weekends)
 - 5.18.2 Regular report to be made by radio to the security control room.
 - 5.18.3 The Security Guard should refrain from disclosing any information.
 - 5.18.4 Security Guards must not be allowed to access IT networks, registers and communication networks.
 - 5.18.5 Key control must also not form part of their responsibilities.
Inspect the premises and the vehicles parked on the premises together with the relevant officials of the Department of Employment and Labour in the mornings and in the afternoons during shift changes.
 - 5.18.6 Signing over of all equipment and registers during shift changes.
 - 5.18.7 To patrol the premises concerned and exercise crowd control (personnel protection included)
 - 5.18.8 All clock points should be visited during patrols and patrols should not be rushed.
 - 5.18.8.1 Intervals between patrols must not be longer than one hour.
 - 5.18.8.2 Patrols must not be done in the same sequence/duration.
 - 5.18.8.3 Time and route must be rotated.
 - 5.18.9 During patrols the Security Officer should ensure that:
 - 5.18.9.1 All outside doors to the building are closed.
 - 5.18.9.2 If there are any windows open on the ground floor special attention should be given to these windows.
 - 5.18.9.3 All vehicles doors are locked, windows are properly closed, boots are locked and that the spare wheels are not missing where fitted underneath vehicles.
 - 5.18.10 To act as an authorized officer in terms of the Access to Public Premises and Vehicles Act. 1985 (Act 53 of 1985).
 - 5.18.11 **Duties at gate:**
 - 5.18.11.1 All vehicles leaving the premises must be stopped and the security officer must ensure that the driver of each vehicle is in possession of the vehicles' keys and trip authority.
 - 5.18.11.2 Ensure that no person wanders between the vehicles.
 - 5.18.11.3 All persons entering/leaving the premises must complete the after hours' register.

5.18.11.4 The gates must be kept locked at all times after normal working hours unless an authorized person is collecting/delivering a vehicle.

5.18.12 Duties at the main entrance:

5.18.12.1 All persons entering/leaving the premises after hours must complete the after hours' register.

6. OTHER SECURITY REGISTERS

Apart from the occurrence book mentioned above the following registers shall be utilised by the Security Officers in rendering service at Department of Employment and Labour buildings.

6.1 Visitors Register

Purpose: The purpose of the visitor's register is to have information available at all times regarding persons allowed entry to the site within a specific period, in case occurrences should take place which might lead to judicial enquiry or investigations. Register should be kept clean, legible and neat all times. These register forms must be completed correctly and legibly by the security guard / officer on duty and the following information from the visitor should be noted:

- Date and time of visit and departure
- Surname and initials of the visitor
- ID number and proof of identity of the visitor
- Home and work address of the visitor
- Name of person to be visited
- Telephone numbers at work or home
- Duration of the visit
- Purpose of visit
- Signature of the visitor

6.2 Pocket book

Purpose: The purpose of the pocket book is to note down all incidents occurring or observations made by a security guard / officer during a turn of duty, for later reference.

Requirement: During their turns of duty all security personnel must have a pocket book on their possession.

The following information must be noted down in the Pocketbook.

All occurrence / events, however important, slight or unusual, referring to the following:

- 6.2.1 Reporting on and off duty.
- 6.2.2 Time the event occurred.
- 6.2.3 Extent of occurrence or event

- 6.2.4 The Security Officer should record any serious event taking place during the execution of the duty.
- 6.2.5 Supervisor visiting the site should sign in the Security Officers pocket book to ensure that he / she visited the officers on site. Supervisor's entry should be in a red pen.
- 6.2.6 The pocket book also helps the Security Officer with his /her performance evaluation.

6.3 Staff after hours' register

- 6.3.1 The after hours' register is intended to exercise control over staff members and any other people who entered the buildings after hours. This register is also applied during weekends and public holidays.
- 6.3.2 All persons leaving the building after hours should complete the after hours' register.
- 6.3.3 The Security Officer on duty must ensure that all personnel completing the register complete it correctly. This means that the Security Officer shall ensure that the correct time and signature of the personnel is entered correctly.

6.4 Information register

- 6.4.1 The information register plays an essential role regarding communication of security matters, particularly for shift-workers. Instructions, incidents and any other matters are recorded in the book so that shift-workers can receive messages.
- 6.4.2 Security Officers reporting for duty should read the information register, so that they can have the necessary information regarding security activities. After the message the officer should sign so as to acknowledge that he / she has received the message.
- 6.4.3 Each entry should have a serial number date, time and the name of the officer who made the entry.

6.5 Removal permit

This permit is the most essential in terms of control of goods and assets leaving and entering the Department. This register should be controlled in this manner.

- 6.5.1 State asset, information and other relevant goods are not allowed to leave the Department before the proper authority is obtained. There is a control officer who has the authority to sign for the goods leaving the building.
- 6.5.2 The Security Officer shall verify the serial numbers and the goods before the goods can be removed from the building. When the Security Officer is not certain with the serial numbers and other information, he / she should contact the Senior Officer to look at the matter before such goods can be removed from the building.

- 6.5.3 Items / assets belonging to officials must be recorded as they are brought in or taken out.

6.6 Government vehicle register

Security personnel should control government vehicles at the exits and entrances of the buildings. The security personnel should look at the following issues:

- 6.6.1 To determine whether the driver has the authority to drive the vehicle.
- 6.6.2 To report the abuse of Government vehicles by officials.
- 6.6.3 To combat the theft of vehicles and their tools.
- 6.6.4 To ensure that the vehicles are used for only official purposes.
- 6.6.5 To ensure that the officials are not returning the vehicles without reporting them.
- 6.6.6 To check the date and time the vehicle departed and entered the premises.
- 6.6.7 To conduct vehicle inspection of all Departmental vehicles before and after trips.

6.7 Private vehicles

Private vehicles entering or leaving the premises shall be subjected to a search, details recorded and occurrences recorded and reported. The following information from the visitor should be noted:

- 6.7.1 Date and time of entering and departure.
- 6.7.2 Surname and initials of the driver.
- 6.7.3 Vehicle registration number.

7. COMPULSORY INSPECTION

The Department of Employment and Labour shall have the prerogative to conduct inspection on the services rendered by the contractor:

- 7.1 Inspect the equipment provided by the contractor.
- 7.2 Record any Security Shortage on site.
- 7.3 Inspection of service shall be conducted by the representative of the Department of Employment and Labour **Provincial Office** at any time they find it appropriate to do so.
- 7.4 The Department of Employment and Labour reserves the right to conduct inspection for the services rendered by the contractor at any time. This will be done in order to establish whether the service rendered by the contract is satisfactory and complies with the conditions of contract and the site specifications.

8. EVALUATION PROCESS

CRITERIA THAT WILL BE CONSIDERED IN EVALUATING THE BIDS: 80/20

PHASE 1: Functionality

- Bids invited on the basis of functionality as a criterion must be evaluated in two stages.
- First functionality must be assessed and then in accordance with the 80/20 preference point systems.
- Only bids that achieve the minimum qualifying score of 70 percent for functionality will be evaluated further in accordance with the 80/20 preference point systems.
- FOR PROGRESSION TO STAGE 2, SERVICE PROVIDERS MUST SCORE A MINIMUM OF 70% OF TOTAL POINTS. PROFILE MUST HAVE TRACEABLE REFERENCES (PROJECT NAME, VALUE OF THE PROJECT, CONTACT PERSON, BUSINESS CONTACT NUMBER, FAX NUMBER, CELL PHONE NUMBER AND EMAIL ADDRESS).
- **NB: (BIDDERS MUST SCORE 70/100 POINTS OR MORE IN ORDER TO QUALIFY TO MOVE TO THE SECOND PHASE OF EVALUATION)**

KEY ASPECTS OF ELIGIBILITY	BASICS FOR POINTS ALLOCATION	RATING/SCORE	MAX POINTS
METHODOLOGY	-Provide details of your company structure as well as profile of key personnel (Organogram) (5) - Provide detailed plan on how the service /scope/tasks will be executed and Organizational Capacity (15)	Good	13-20
	Acceptable (In terms of the above)	Fair	6-12
	Lack the appropriate level of experience	Poor	0-5
EXPERIENCE	-Display appropriate, applicable and relevant experience on previous similar assignments. (5) - Provide details on which you undertook security contract (s) (Reference letters or Service level agreements or Purchase Orders. 0-1years=5 marks;2-5 years=10 marks;6 and more years=15 marks (15)	Good	13-20
	Acceptable(in terms of the above)	Fair	06-12
	Lack the appropriate, applicable and relevant experience in terms of the above	Poor	0-5
LOCALITY	Provide proof of business address within Gauteng (Municipal letter or Lease agreement or CSD report indicating business address (10)	Good	5 - 10
FINANCIAL CAPACITY	Provide proof of financial capacity: A three months' company bank statement not older than 3 months Or -Provide at least the latest two years audited company financial statement (Under letter head of the auditing company) Or Bank rating letter/good standing		0 - 20
	-Acceptable (Positive financial standing)	Good	10 -20
	-Lack of financial capacity	Poor	0 - 2

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RESOURCES AND EQUIPMENT	-Provide detailed list of appropriate resources and equipment available to execute the required services. (Attach branded pictures of vehicles/registration certificates) (10) -Pictures of staff in uniform using equipment (10) -Pictures of Security staff wearing a company uniform. (10)	Good	19-30
	Acceptable in terms of the above	Fair	13-18
	Did not provide satisfactory solutions to the set criteria dealing with key issues in terms of the above	Poor	0-10
TOTAL POINTS		100	

PHASE 2: Calculation of points for B-BBEE status level of contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates/sworn affidavit or certified copies under the Commission of Oath thereof together with their bids, to substantiate their BBBEE rating claims. If copies are not certified by the Commissioner of Oath, BBBEE certificate/sworn affidavit will not be considered.

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid

Other Conditions

1. Any proposals received in response to this bid remain the (intellectual) property of the Department of Employment and Labour.
2. If there is tie between the bidders, SCM Practice Notes; Circulars and Regulations will be applied to determine the successful bidder.
3. Bids should be held valid for a period of **120 days from the closing date of the advert.**
4. The successful bidder will be required to sign a Service Level Agreement (SLA) and a contract.
5. **Prospective bidders must be registered on CSD and must have a corresponding commodity with the advertised Bid; if the relevant commodity is not registered on CSD the bid will be disqualified.**
6. Bidders must attach a valid letter of good standing from COID and certificate for compliance from UIF. Failure to attach will invalidate the bid.
7. Bidders who are not registered with COID and UI funds must attach a letter for tender purpose in their bid document. Failure to attach may invalidate the bid.
8. The Department of Employment and Labour will work strictly according to the shift rosters indicated on item no 2.4.4 (b).
9. Please note that any enquiries must be directed via e-mail as there will be no compulsory site inspection and briefing session
10. **Closing date and time of this bid is 10 November 2021 @ 11h00am.**
 - No bid document will be accepted after the specified date and time.

ENQUIRIES

Technical: Mr. S Mthethwa via Email: SIPHOM.MTHETHWA@LABOUR.gov.za

Supply Chain Management: Mr. S Hariparsad via Email: Shashi.hariparsad@labour.gov.za

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GP07-2021\2022	CLOSING DATE:	10\11\2021	CLOSING TIME:	11:00AM
DESCRIPTION	RENDERING OF SECURITY SERVICES FOR A PERIOD OF 36 MONTHS AT: WEST RAND CLUSTER – (RANDBURG LC, SANDTON LC, SOWETO LC, RANDFONTEIN LC, CARLETONVILL LC, VANDERBIJLPARK LC, VEREENIGING LC)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
GAUTENG PROVINCIAL OFFICE					
77 DE KORTE STREET					
BRAAMFONTEIN					
2001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SHASHI HARIPARSAD		CONTACT PERSON	SIPHO MTHETHWA	
TELEPHONE NUMBER	072 187 8206		TELEPHONE NUMBER	066 304 4062	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	shashi.hariparsad@labour.gov.za		E-MAIL ADDRESS	SIPHO.MTHETHWA@LABOUR.gov.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]
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 A 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) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. 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 SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
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 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.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE
(General Services)

NAME OF BIDDER: BID NO.: **GP07-2021/2022**

CLOSING TIME: **11:00AM**

CLOSING DATE: **10/11/2021**

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-	1. Required by:	
-	At:	
	2. Bidders are required to indicate a total price based on the total contract period and including all expenses inclusive of all applicable taxes for the service.	R.....
	3. Does offer comply with specification?	*YES/NO
		TOTAL: R.....
	4. Period required for commencement with project after acceptance of bid	
	5. Are the rates quoted firm for the full period of contract?	*YES/NO

PRICING SCHEDULE BREAKDOWN AS FOLLOWS:

YEAR 1:	
YEAR 2:	
YEAR 3:	
GRAND TOTAL INCLUDING VAT:	

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

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

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"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) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

.....

.....

.....

YES/NO

.....

.....

.....

YES/NO

.....

.....

.....

[illegible]

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR 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

May 2011

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to ~~exceed/not exceed~~ R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

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	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
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 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or 90/10

$$P_S = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_S = 90 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = 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:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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 10 or 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	☐
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- 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	☐
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at least 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]

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

.....
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐

4.4.1	If so, furnish particulars:
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SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2