



SOUTH AFRICAN BROADCASTING SABC SOC LIMITED
("the SABC")

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/RIS/2026/10251657/19

RFP TITLE: THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PHYSICAL SECURITY SERVICES FOR SABC AUCKLAND PARK OFFICES FOR A PERIOD OF FIVE (5) YEARS.

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	24 August 2026
Bid Documents Available From	National Treasury's tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/)
Briefing Session Date & Time non-compulsory briefing session <i>See Annexure A (Guideline for Briefing Session)</i>	03 September 2026 @09:00
Venue / Link for virtual Briefing Session	Join: https://teams.microsoft.com/meet/342660600001232?p=eX4Kbw4sYFqKIGjArs Meeting ID: 342 660 600 001 232 Passcode: fR9Sb7sT
Bid Closing Date and Time	16 September 2026 @12:00 noon
Contact details	tenderqueries@sabc.co.za

The SABC retains the right to change the timeframe of this bid whenever necessary and for whatever reason it deems fit.

BIDS DELIVERY

All bids must be submitted electronically via email: rfpsubmissions@sabc.co.za

Late Bid submissions will not be accepted for consideration by the SABC.

RFP/MASTER/2024-1

1. MANDATORY DOCUMENTS

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

MANDATORY REQUIREMENT		COMPLY/ NOT COMPLY
1.	Certified copy of valid Company's Firearm License -minimum of 1 PISTOL	
2.	Certified copy of valid PSIRA Certificate	
3.	A certified copy of the NKP Certificate for a NKP site.	
4.	Provide proof of Physical Address for Site Office: Utility Bills not older than three (3) months: Municipal or local council bills for water, electricity, or rates in the name of the bidding company or its director/s. Active Lease or Rental Agreements: Signed and currently valid contracts or letter from the lessor not older than 12 months confirming that the lease extension is on month-to-month basis. Only bidders with Site offices that have a control room within the Gauteng Province will qualify for further evaluation. Bidders whose site offices are outside Gauteng Province will be eliminated. Bidders will be informed of the site inspections a week before Site Inspection takes place. At contracting, the winning bidder will be required to establish a control room within a 100km radius at the bidders' own cost.	

NON-SUBMISSION OF ANY OF THE ABOVE MANDATORY DOCUMENTS WILL RESULT IN DISQUALIFICATION.

2. REQUIRED DOCUMENTS

- 2.1 SARS "Pin" to validate supplier's tax matters
- 2.2 Original or Certified copy of Valid BBEE Certificate (from SANAS accredited Verification Agency)
- 2.3 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following:
 - 3.3.1. Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 3.3.2. Level of Black Ownership

Note 1:

Verification Agencies and Auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'approved regulatory bodies' for B-BBEE verification and therefore IRBA auditors are not allowed to issue B-BBEE certificates after 30 September 2016.

Note 2:

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended and SABC shall reject the tender.

- 2.4 Proof of Valid TV License Statement (Company's, Shareholders and all Directors'), or affidavit proving that company and/or officials are not in possession of TV licence. Verification will also be done by the SABC internally.
- 2.5 Certified copy of Company Registration Document that reflects Company Name, Registration number, date of registration and active Directors or Members.
- 2.6 Certified copy of Shareholders' certificates.
- 2.7 Certified copy of ID documents of the Directors or Members.
- 2.8 Last three years audited/reviewed financial statements OR the Companies Management Accounts.
- 2.9 Certified copy of valid Letter of Good Standing issued by the Compensation for Occupational Injuries and Diseases (COID) fund under the Department of Labour.
- 2.10 Certified copy of valid Letter of Good Standing issued by the Unemployment Insurance Fund (UIF) (also called a UIF Compliance Certificate) under the Department of Labour

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TAX AND TV LICENCE MATTERS ARE NOT IN ORDER.

THE WINNING BIDDER IS REQUIRED TO MAINTAIN OR IMPROVE THE B-BBEE LEVEL AT WHICH THE TENDER WAS AWARDED.

C O N T E N T S

DOCUMENT A:	CONDITIONS TO BE OBSERVED WHEN BIDDING
DOCUMENT B:	GENERAL CONDITIONS OF THE BID/PROPOSAL
DOCUMENT C:	QUESTIONNAIRE
DOCUMENT D:	DECLARATION OF INTEREST
DOCUMENT E:	FUNCTIONALITY REQUIREMENTS
DOCUMENT F:	CONFIDENTIALITY
DOCUMENT G:	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017- SBD 6.1
DOCUMENT H:	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES - SBD 8
DOCUMENT I:	CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9
DOCUMENT J:	ACCEPTANCE OF CONDITIONS OF BID
DOCUMENT K:	VENDOR FORM (SABC SUPPLIER/VENDOR REGISTRATION FORM) - (ATTACHED SEPARATELY) / PLEASE ALSO REGISTER ON CENTRALISED DATA BASE - https://secure.csd.gov.za

DOCUMENT A

CONDITIONS TO BE OBSERVED WHEN BIDDING**1.0 LODGING OF PROPOSALS**

1.1 Bidders are required to complete and sign the RFP Document and initial all pages (including proposal and brochures).

1.2 Electronic submission:

Bids must be submitted electronically must adhere to the following:

- The single point of entry for queries is tenderqueries@sabc.co.za.
- Submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions via the address rfpsubmissions@sabc.co.za.
- All submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- Bidders are advised to email submissions at least 60 minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time
- Tender submissions received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

1.3 The SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:

- Receipt of incomplete bid
- File size
- Delay in transmission or late receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

1.4 Bidders must ensure that bids are delivered timeously to the correct address. Bids not received in a specified manner, and by the specified time and date as set out in this RFP document will be rejected.

2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL

2.1 No alteration, amendment or variation of the submitted proposal post the closing date of this bid shall be permitted nor accepted.,

3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 3.1 All bidders are required to submit bids in accordance with stipulated technical specification as indicated on this bid document. Failure to comply with the required technical specification will result in disqualification of the bid.

4.0 SCHEDULE OF QUANTITIES

- 4.1 Bidders are required to submit a detailed Schedule of Quantities indicating how the bid amount is composed. This schedule shall contain itemised descriptions, quantities, and unit prices.

5.0 BID PRICES

- 5.1 No change in the submitted bid prices shall be accepted and/or approved by the SABC after receipt and before award of this bid.
- 5.2 All prices are to be quoted in the Republic of South African Rand including VAT.
- 5.3 All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate applicable.
- 5.4 If applicable, the prices quoted should be inclusive of all costs needed to perform the specified services, not limited to, all kinds of local guaranteed bonds, taxes and duties, customs, customs clearance, inland transportation, storage, unpacking, positioning, installation, integration and testing. The prices quoted should be inclusive of all costs for the duration of the project.
- 5.5 This bid document is not an offer to purchase, order or contract.
- 5.6 Prices must be fixed for the first year and shall, where applicable, be subject to an increase of not more than the applicable CPI.
- 5.7 Bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivery on site as specified, where applicable.
- 5.8 Any response submitted by a Bidder is subject to negotiation and review by the SABC.

6.0 ACCEPTANCE OF PROPOSALS

- 6.1 The SABC does not bind itself to accept the lowest or any bid/proposal, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Bidders in the preparation and delivery of its/his/her bid/proposal. The SABC reserves the right to accept a separate bid/proposal or separate bids/proposals for any one or more of the sections of a specification. The SABC also reserves the right to withdraw the bid at any stage.
- 6.2 No bid shall be deemed to have been accepted unless and until a formal contract/ letter of award is prepared and signed by SABC and the winning bidder.

6.3 The SABC reserves the right, should it deem it necessary, to monitor every stage of the contract to ensure:

- that the directors who were awarded the bid are in control of the company and/or that changes in directors does not affect delivery of the goods/services/work adversely;
- that, if there are changes in the control of the company, these should be brought to the attention of the SABC;
- that in the event that the bid or any part thereof is to be subcontracted to another company or organisation after the bid was awarded, the Bidder/s must immediately advise the SABC and the SABC shall approve same as it deems fit;
- successful delivery of the goods/services/works in terms of the contract, or timeous termination of the contract should such action be in the best interest of the SABC;
- audit the successful Bidder's contract from time to time.

6.4 This bid will remain valid 180 (one hundred and eighty) days from the date of bid closing.

7.0 DEFAULT BY BIDDERS

7.1 If Bidders purport to withdraw their bid(s)/proposals within the period for which they have agreed that their bid/proposal shall remain open for acceptance, or fails to enter into a written contract when called upon to do so, or fails to accept an order in terms of the bid, the SABC may, without prejudice to any other legal remedy which it may have, accept their bid(s) notwithstanding the purported withdrawal, or proceed to accept any other less favourable bid or call for bids afresh and may recover from the defaulting Bidders any additional expense it has incurred for the calling for new bids or the acceptance of any less favourable bid.

8.0 AMPLIFICATION OF PROPOSALS

8.1 The SABC may, after the receipt of bids, call on the Bidder to amplify in writing any matter which is not clear in the Bidder's submission and such amplification shall form part of the original bid.

8.2 In the event of the Bidders failing to supply such information within the specified timeframe, the bid will be liable to rejection.

8.3 The SABC reserves the right to:

- contact any Bidder during the evaluation process, in order to clarify any information, without informing any other Bidders. During the evaluation process, no change in the content of the bid shall be sought, offered or permitted;
- cancel this bid at any time on the following conditions:
 - i) Change in business requirements of the Corporation.

- ii) Budget unavailability
- iii) Identified tender irregularity.
- iv) Non-responsive bids

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the SABC and not necessarily on the basis of the lowest costs.

9.0 IMPORT/EXPORT PERMITS

- 9.1 Bidders are required to include complete information on equipment and/or components requiring export/import permits.

10.0 COST OF BIDDING

- 10.1 The Bidder shall bear all costs and expenses associated with preparation and submission of its bid/proposal, and the SABC shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

11.0 COMMUNICATION

- 11.1 The SABC has provided a single point of entry for any questions or queries that the Bidder may have. All queries must be submitted in writing and directed to authorised contact person. **Unauthorised communication with any other personnel or member of staff of the SABC, with regard to this bid is strongly discouraged and will result in disqualification of the respective Bidder's bid/proposal submission.**
- 11.2 Should there be a difference of interpretation between the Bidder and SABC; SABC reserves the right to make a final ruling on such interpretation.
- 11.3 The closing time for clarification of queries is 5 (five) business days before the deadline for bid/proposal submission.

12.0 AUTHORISED CONTACT PERSONS

- 12.1 All enquiries in respect of this bid must be addressed to:

Tender Office
SCM Division
Radio Park Office Block
Henley Road
Auckland Park
Johannesburg
South Africa
E-mail: tenderqueries@sabc.co.za

13.0 BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- 13.1 According to the 2013 B-BBEE Revised Code of Good Practice the Exempted Micro Enterprise (EME) is only required to produce a sworn affidavit signed by the Commissioner of Oaths as per the requirement in the Justice of Peace and Commissioners of Oaths Act, 1963 (Act No. 61 of 1963) or the Companies and Intellectual Property Commission ("CIPC") certificate on an annual basis.
- 13.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.
- 13.3 Only South African Accreditation Systems (SANAS) is the authorised body to issue B-BBEE certificates
- 13.4 IRBA and Accounting Officers are **not** allowed to issue B-BBEE affidavit or certificates to EMEs and QSEs as it was under 2007 Codes
- 13.5 EME's and QSE's must submit an affidavit confirming that the entity's turnover is below R10 million and percentage of black ownership to claim BBEE points
- 13.6 QSEs have to comply with all elements
- 13.7 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard
- 13.8 QSE with at least 51% black ownership or above are only required to obtain a sworn affidavit on an annual basis with a confirmation of turnover and black ownership
- 13.9 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that B-BBEE status level certificate under the consortium name is submitted.
- 13.10 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 13.11 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

A bidder will not be disqualified if they do not submit evidence to claim a specific goal, but rather they will score zero for specific goal/s if they did not provide evidence supporting the awarding of the points.

14.0 MISREPRESENTATION AND FRONTING IS PROHIBITED

Fronting means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.

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It is an offence to misrepresent or provide false information regarding a company's information or engaging in a fronting practice. If there is any contravention of some sought, the SABC may open a criminal and/or civil case/s against the bidder and its directors/members in terms of applicable legislation, and restrict the bidder & its directors/members from doing business with the SABC for a pre-determined period.

It is important to note that any proposal that does not conform fully to the instructions and requirements in this RFP will be disqualified.

Bids, which do not meet the technical requirements, will not be considered for further evaluation.

END OF DOCUMENT

DOCUMENT B**GENERAL CONDITIONS OF PROPOSAL****1.0 COMPLIANCE WITH COMPLETION OF PROPOSAL**

- 1.1 The bid forms should not be retyped or redrafted, but photocopies may be prepared and used.
- 1.2 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated. Incomplete bids will result in disqualification.

2.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 2.1 Unless a departure is clearly stated by the Bidder at the time of bidding, the works shall be taken as complying in detail with the Technical Specifications, and the Bidder shall be held liable on all the terms and conditions of the contract as if this bid contained no departures. Technical specifications contained in any brochures, or any other descriptions submitted shall apply for acceptance test purposes.

3.0 INSPECTION

- 3.1 The Bidder shall permit and assist the SABC's representatives in carrying out any inspections that are called for in the proposal or specifications.

4.0 RISK

- 4.1 The Bidder will be responsible for losses that SABC incurred due to Bidder's negligence or intention, and Bidder must provide Liability Insurance. This will be a condition of contract.

5.0 PAYMENT

- 5.1 Payment, in currency other than South African Rand, will be made by means of a telegraphic or wired bank transfer.

The Bidder must provide:

- Name and address of their bank.
- Company account number to be credited.
- Sort/swift code of bank.

- 5.2 The SABC's standard payment terms are 60 days from date of Invoice.

6.0 ASSIGNMENT OF CONTRACT

- 6.1 The Bidder shall not have the right to cede any right or delegate any obligation in terms of this contract to any third party unless with the prior written approval of the SABC.

7.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS

- 10.1 Representations made in the bid/proposal, including claims made in respect of commitments to dates of delivery, shall be considered binding on the Bidder on acceptance of the bid/proposal by the SABC and same will be form part of the contract to be concluded, unless specifically noted by the Bidder in the bid/proposal that same maybe subject to change;

8.0 COMPLIANCE WITH SABC POLICIES

- 11.1. SABC will not procure any goods, services, works or content from any employee or employee-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.2. SABC will not procure any goods, services, works or content from any SABC Independent Contractor or Independent Contractor-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.3. No former employees, SABC's non-executive members and Independent Contractors will be awarded contracts with the SABC within 24 months after resigning from SABC employment or not being engaged with the SABC.
- 11.4. Should former employees, SABC's non-executive members and Independent Contractors resign from the employment of the SABC or not being engaged with the SABC and become directors of other businesses bidding with SABC, such bid will not be considered until the cooling off period of two years has expired.
- 11.5. "The SABC has a zero tolerance to theft, fraud and corruption. Such activities will be investigated and stringent action institutes such as laying of criminal charges or even removal from the SABC database of service providers. Should you suspect or become aware of any suspicious acts of fraud, theft or corruption involving SABC employees or other suppliers rendering services to the SABC, contact the SABC whistleblowers' hotline at **"0800 372 831"**

9.0 FAILURE TO COMPLY WITH THESE CONDITIONS

- 9.1 These conditions form part of the bid and failure to comply therewith will invalidate a bid.

10.0 RFP SCHEDULE

- 10.1 Bidders will be contacted as soon as practicable with a status update. At this time, short-listed Bidder/s may be asked to meet with SABC representatives. Bidders should provide a list of persons and their contact details who are mandated to negotiate on behalf of their company.

11.0 ADDITIONAL NOTES

- 11.1 All returnable documents as indicated in the bid form must be returned with the response.
- 11.2 Changes by the Bidder to his/her submission shall not be permitted after the closing date.
- 11.3 The person or persons signing the bids must be legally authorized by the Bidder to do so. A list of the person(s) authorized to negotiate on your behalf must be submitted along with the bid.
- 11.4 SABC reserves the right to undertake post-bid negotiations with the preferred Bidder or any number of short-listed Bidders.

FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS WILL RESULT IN THE BID BEING DISQUALIFIED.

12.0 DISCLAIMERS

- 12.1 Bidders are hereby advised that the SABC is not committed to any course of action as a result of its issuance of this Bid and/or its receipt of a bid in response to it. In particular, please note that the SABC may:
 - 12.2 change all services on bid and to have Supplier re-bid on any changes.
 - 12.3 reject any bid which does not conform to instructions and specifications issued herein
 - 12.4 disqualify bids after the stated submission deadline
 - 12.5 not necessarily accept the lowest priced bid
 - 12.6 reject all bids, if it so deems fit
 - 12.7 award a contract in connection with this bid at any time
 - 12.8 make no award of a contract.

Kindly note that SABC will not reimburse any Bidder for any preparation costs or other work performed in connection with this bid, whether or not the Bidder is awarded a contract.

END OF DOCUMENT B

DOCUMENT C

QUESTIONNAIRE TO BE COMPLETED WHEN BIDDING

If the information required in respect of each item cannot be inserted in the space provided, additional information may be provided on a separate sheet of paper with a suitable reference to the questionnaire number concerned.

1. Company's Treasury CSD unique registration reference number.	
2. Have your company been issued with a SARS Compliance Status PIN.	
3. If yes, please provide PIN number. The provision of the PIN will be construed as your permission to SABC Procurement to access your tax status on-line.	
4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?	
5. If so, state your VAT registration number and original current tax clearance certificate to be submitted	
6. Are the prices quoted fixed for the full period of contract?	
7. Is the delivery period stated in the bid firm?	
8. What is the address in the Republic of South Africa where an item of the type offered by you may be inspected preferably under working conditions? (Where Applicable)	
9. What is the approximate value of stock in the Republic of South Africa for this particular item? (If required).	
10. Where are the stock held?	

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11. What facilities exist for servicing the items offered?	
12. Where are these facilities available?	
13. What are the names and addresses of the factories/suppliers where the supplies will be manufactured and may be inspected, if required?	

*

ALSO INDICATE WHICHEVER IS NOT APPLICABLE

END OF DOCUMENT C

DOCUMENT D

SBD-4
DECLARATION OF INTEREST

1.0 Any legal person, including persons employed by the state, 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.

2.0 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 / personnel 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 **YES / NO**
presently employed by the state?

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 **YES/NO**
the appropriate authority to undertake remunerative
work outside employment in the state?

2.7.2.1 If yes, did you attach proof of such authority to the bid **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 / **YES /NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

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**

2.9.1 If so, furnish particulars.

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

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

3.0 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Pers. Number

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4.0 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

END OF DOCUMENT D

DOCUMENT E

TECHNICAL SPECIFICATION

1.0 INTRODUCTION AND BACKGROUND

SABC was declared as a National Key Points (NKP) site on 11 August 2006 under the National Key Point Act, Act 102 of 1980. The South African Broadcasting Corporation SOC Limited (SABC) in terms of the Control of Access to Public Premises and Vehicle Act 53 of 1985 and National Key Points Act, No. 102 of 1980, as amended, is required to obtain the services of trained NKP security personnel from the bidder to perform twenty-four (24) hour physical security services.

The purpose of access control is to prevent the unauthorized access of persons and vehicles and the bringing in of any dangerous objects on to the Corporation's property to safeguard the people, property and premises. The SABC requires a Physical Security Service provider with a minimum of five (5) years' relevant experience to provide SABC with 24-hour NKP physical security services to perform duties at the SABC Auckland Park office.

2.0 SCOPE OF WORK

- 2.1 The physical security services shall be provided on the premises as follows:
 - 2.1.1 Access and Egress control,
 - 2.1.2 Guarding and Patrolling of the premises.
 - 2.1.3 Protection of assets, personnel, and the premises.
- 2.2 Control room operations:
 - 2.2.1 Monitoring of CCTV Cameras.
 - 2.2.2 Control room administration duties.
 - 2.2.3 Handling emergencies in the building
 - 2.2.4 Conduct risk and threat assessments around the premises.
- 2.3 Loss control- The control of equipment leaving and entering the premises. Ad hoc services outside this agreement will be delivered by the same Service Provider – Special events at SABC Auckland Park offices.
- 2.4 The specific duties of the security service provider in respect of the premises shall be as described in SABC's Standard Operating Procedures (SOP's). The SOP setting out the specific duties of the security service provider shall be complied with by the service provider at least a week before the Services commence. The said SOP- may be amended from time to time, with the agreement by both parties.

3.0 REGULATORY REQUIREMENTS

Bidders are to provide physical security services in line with the following Legal Framework:

- 3.1 National Key Points Act 102 of 1980;

- 3.2 The Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4. The application of the Criminal Procedure Act, Act 51 of 1977, Section 20, 23(b) (as amended in the Criminal Procedure Amendment Act, 33 of 1986) Section 24, 29 and 42 (as amended in the Amendment of the Criminal Law Amendment Act, 59 of 1983) as well as Section 46, 49, 50 and 51. 4.0
- 3.3 The Firearms Control Act 60 of 2000, section 10, 34, 90 and 106.
- 3.4 Private Security Industry Regulation Act 56 of 2001.
- 3.5 Protection of Information Act 84 of 1982.
- 3.6 Trespass Act 6 of 1959.
- 3.7 And all other applicable sections of The Constitution of Republic of South Africa 1996

4.0 PERSONNEL REQUIREMENTS FOR PHYSICAL SECURITY.

The scope of services shall include without limitation the following.

- 4.1 Provide **101 NKP** officers for Day shift consisting of **1x Grade B and 100 x Grade C** officers.
- 4.2 Provide **68 NKP** officers for Night shift consisting of **1x Grade B and 67 x Grade C** officers.
- 4.3 The total number **169 NKP** trained security officers **excluding relievers**.
- 4.4 The service provider must provide relievers on an as and when required to guarantee the requirements and all relievers must be properly vetted in time.
- 4.5 All security officers shall be trained and knowledgeable about SABC procedures, protocol and Standard Operating Procedures (S.O.P). In addition, the graded staff will be responsible for the following;
 - 4.5.1 Grade B security officers who will operate as shift supervisors.
 - 4.5.2 Grade C security officers as per the NKP Act patrol inside and outside the premises, including the main security control centers, entry and exit points.

5.0 PERSONNEL REQUIREMENTS FOR PHYSICAL SECURITY FOR OUTSIDE BROADCASTS

- 5.1 Grade C security officials' requirements for (Outside Broadcast's) OB's will be on ad-hoc basis.
 - 5.2 The number of guards for OBs will be dependent on the magnitude of the project, and the bidder will be advised on requirements.
 - 5.3 National availability of guards due to OB national presence
 - 5.4 For pricing purposes, the bidders must provide quotation in line with PSIRA rates for areas.
- Bidders are required to indicate if they will sub-contract in other provinces to meet the OB requirements and provide details of the service providers who will be used for subcontracting.

6.0 PERSONNEL REQUIREMENTS FOR EMERGENCIES AND ON ADHOC BASES

The appointed service provider will be required to provide security personnel for emergencies like demonstrations and riots on an as and when required basis on the same terms.

7.0 EXPECTED DELIVERABLES

Provide a security management function at the premises which will include access, parameter control at premises and escorting of personnel and/or members of the public as and when required, and general crime prevention measures as instructed from time to time. This service will include the management of all security systems installed by the SABC, as well as the execution of the SABC's security policies and procedures.

8.0 CHARGES AND SETTLEMENT OF ACCOUNTS

- 8.1 The fees payable by SABC to the service provider for the security services rendered in terms of this agreement shall not be less than, but in accordance with the statutory wages prescribed by the relevant Act.
- 8.2 The prices should be based on the latest PSIRA published rates.
- 8.3 The service provider shall, at or before the end of each calendar month submit an invoice to the SABC, to be certified by both the service provider and the SABC as correct, specifying the services rendered during that current month and detailing the amount due and payable to the service provider. Value-added tax shall be shown separately on each invoice for all vat-able items.
- 8.4 Payment for the security services shall be made by SABC to the service provider after receipt of a valid invoice.
- 8.5 Should there be any error in the invoiced amount, that shall be corrected on the following monthly invoice submitted by the service provider, the service provider shall on or before the end of a calendar month submit a statement to the SABC in respect of services rendered to the SABC in that current month in terms of this agreement.
- 8.6 The SABC will be credited with the amount equal to the services not received during the month of the statement.
- 8.7 At least two (2) calendar months prior to the statutory rate increase, the parties shall engage to agree upon the price in respect of the provision of security services by the service provider for the subsequent 12 months.

9.0 ACCESS TO PREMISES

- 9.1 Subject to SABC's security measures, SABC shall grant the service provider and its employees' access at all reasonable times to the premises so that they may carry out their duties in terms of the contract.
- 9.2 Security officers' issue and receive pre-approved SABC vehicles after hours, weekends and Public Holidays as per Standard Operating Procedures.
- 9.3 The service provider shall ensure that its employees are fully aware of the SABCs' security measures and regulations and that they shall subject themselves to such rules and regulations, including searches.
- 9.4 The SABC shall provide the service provider with all the necessary keys and access facilities, free of charge, so that the relevant workers may execute their duties in those areas of the building where they must carry out their function in terms of the contract.

10.0 GENERAL PATROLS AND FUNCTIONS OF THE SERVICE PROVIDER

The Service Provider must execute the following:

- 10.1 Ensure security officers on foot conduct patrols as per control monitoring equipment on site. Security shall conduct patrols as per the SABC Standard Operation Procedures. These patrols shall be required every day from Monday to Friday 24 hours, and over weekends and public holidays.
- 10.2 Control and supervise all personnel on duty.
- 10.3 Ensure that personnel are deployed at required sites on time and in correct attire or uniform.
- 10.4 Report any emergencies and possible illegal activities that could arise at the SABC Control room with immediate effect.
- 10.5 Provide particular attention to all boundaries and possible approach and/or escape routes which may be used by undesirable persons.
- 10.6 Ensure security officers are in possession of their identity certificate or permit, and necessary equipment at all times in order to perform their duties as required.
- 10.7 Ensure that all security officers used in these patrols are trained in the proper use of handheld two-way radio sets.
- 10.8 Ensure that all security officers at all times are capable of conveying salient details of incidents or reporting such incidents.
- 10.9 Propose recommendations to SABC with the possible improvements or preventative measures relating to security issues relevant to a site.
- 10.10 Ensure a supervisor is always on duty and available at all times.
- 10.11 Participate in emergency exercises as and when they arise and during emergencies.
- 10.12 Ensure that an up-to-date security officers posting sheet register is maintained.

11.0 GENERAL CONTROL ROOM DUTIES

Bidder shall ensure that:

- 11.1 Security officers shall assist with managing the reception and telephone exchange outside office hours or as and when required.
- 11.2 Security officers shall monitor all alarms including fire alarms etc.
- 11.3 Security officers shall monitor CCTV surveillance system.
- 11.4 Security officers shall perform all other duties as per Standard Operating Procedures of SABC.

12.0 GENERAL ACCESS DUTIES

- 12.1 Security officers shall manage front door and rear door access points as per Standard Operating Procedures.
- 12.2 Security officers shall monitor and control all gates and access points of the building as per Standard Operating Procedures.

13.0 ADDITIONAL REQUIREMENTS

- 13.1 The service provider must provide his own occurrence books and any other registers and stationery required to perform their duty, which will subsequently be SABC property.
- 13.2 Contingency plan will be guided by the SABC and will be executed by the service provider during emergencies.

- 13.3 Additional Security Officers may be required on an ad-hoc basis. A fixed rate per hour must be quoted for (Casual guarding).
- 13.4 The service provider will provide management structure for the site.
- 13.5 Rates quoted for any equipment shall be calculated on twenty-four (24) hour shifts, except for equipment utilized in patrols.
- 13.6 Rates quoted for security personnel shall be calculated on twelve (12) hour shifts.
- 13.7 The service provider must provide the following security aids; a baton, set of handcuffs, 9 mm Pistols, Shotgun, gun discharging facility, active two-way Radio, Active Base radio/station and active patrol system are required per site.
- 13.8 Charge-out tariffs shall be reviewed annually and agreed increases shall become effective as promulgated by PSIRA each year.
- 13.9 It is a specific requirement for this site that the switchboard and reception will be manned by the service provider after hours on weekdays (17H00-08H00), weekends and public holidays.

14.0 ROVING PATROLS

- 14.1 To increase the effectiveness of security personnel, the service provider may be requested to provide roving patrols. These patrols shall be required to randomly patrol the area, supervise all posted security personnel, carry out intermittent inspections of security personnel and to provide quick assistance to security personnel when incidents occur.
- 14.2 This service shall be carried out in such a manner to ensure the effectiveness in maintaining alertness of security personnel and preventing security breaches.
- 14.3 When the services of additional security personnel are urgently required, the service provider shall provide the additional services at the same rates quoted for, within a time agreed upon between the SABC and the service provider but not later than twenty-four (24) hours after the request has been received.
- 14.4 The additional services shall be provided for a period as agreed upon by both parties.
- 14.5 The service provider shall monitor operational CCTV cameras.
- 14.6 The service provider shall ensure Control room administration and communicate with internal departmental functionaries and contractors with regard to SABC rules / regulations.
- 14.7 The Service Provider will be expected to enter into a Service Level Agreement with SABC over and above contractual agreement. All personnel to be deployed to site are expected to sign non-disclosure agreements.

15.0 SPECIAL CONDITIONS TO SECURITY PERSONNEL

The following is mandatory to all security personnel:

- 15.1 Security personnel must always be dressed in full company uniform when on duty.
- 15.2 Security personnel to visible wear ID card whilst on duty. The ID card must stipulate member name, surname, PSIRA number and a photo of the employee.
- 15.3 All personnel must have a police clearance.

16.0 CONTRACT PERIOD

The contract period five (5) years.

17.0 KEY PERFORMANCE AREA EVALUATION (KPAS) FOR SUPPLIER RELATIONSHIP MANAGEMENT (SRM).

- 17.1 SABC will develop a Performance Management System, where the Service Provider will be evaluated against on a quarterly basis. The key performance will range from 1 - 4 in that 1(reflects as below target and unacceptable) and maximum of 4(reflects as exceed target level) details will be defined during contract stage.
- 17.2 The following KPI's will be used to evaluate the performance of the service provider:
- 17.2.1 All registers must be available for inspection at all times.
 - 17.2.2 Monthly report submitted 5 days prior to the last day of each month.
 - 17.2.3 Guards reporting on duty arrive on or before the specified time.
 - 17.2.4 All staff correctly graded and in full uniform as per SOP.
 - 17.2.5 New shift reports on duty 30 minutes prior to deployment (sick leave and relievers planned).
 - 17.2.6 Security personnel must be in possession of correct equipment on-site.
 - 17.2.7 Replacement of equipment within 48 hours turnaround time.
 - 17.2.8 All personnel are trained as per SOP and provided with on job training.
 - 17.2.9 Incidents reporting turnaround time (report immediately within 2 hours of the incident taking place, preliminary report within 24hrs, final report at completion of investigation with 14 days).
 - 17.2.10 Overall Management and Supervision (attendance of weekly and monthly meetings, availability of after-hours supervisors and off site management, documented minutes of meetings sent to SABC within 7 days, return of phone calls within 30 minutes & emails within 1 hour).
 - 17.2.11 NKP competency training for all guards to be conducted twice a year. Proof of refresher training courses undertaken on quarterly basis.

18.0 EVALUATION CRITERIA

Bidders should note that only bidders who met the requirement for mandatory documents of the bid will be evaluated further using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the SABC's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and afford all the bidders a fair opportunity for evaluation and selection.

The bid responses will be evaluated on 90/10-point system (refer document G) and the functionality will be evaluated based on the criteria below:

4.1 TECHNICAL EVALUATION (PAPER BASED)

Evaluation Area	Evaluation Criteria	Points
Companies Previous Experience in Physical Security	Provide reference letters from clients as evidence of relevant experience in Physical Security Services (not limited to a National Key Point site). The following should be reflected (refer to Reference Letter Template on Annexure (B)). Each letter/s must meet ALL of the following requirements in order to be accepted for evaluation. The reference letter must: 1. <i>Be on the client's company's letterhead</i> 2. <i>Be signed by an authorised client representative</i> 3. <i>Stipulate the client contact details (name and phone number/email)</i> 4. <i>Stipulate the detailed description of actual services provided</i> 5. <i>Stipulate the contract period</i> 6. <i>Stipulate number of guards/compliments deployed per site</i> Letters that do not meet all the above requirements will be automatically disqualified. Cumulative contract duration over last 10 years as of July 2026. • Less than 5 years = (0 points) • 5 – 8 years= (12 points) • Greater than 8-10 years (maximum) = (15 points) Guards/ Compliment per site • 100 guards (including relievers) = (10 points) • >100 – 135 guards (including relievers) = (20 points) • >135 guards (including relievers) = (25 points)	40

Risk management Implementation plan/ project plan	Specific to the SABC requirements, provide an adequate Implementation plan Scoring points on a rating scale 0- not provided/adequate 3- adequate 5- very good/ exceptional • Training and accreditation of guards (Pretraining and on the job training and continuous training) (0-5 points) Provide an incident management plan outlining the following, but not limited to, the Identification, response time and reporting and recovery of site. • Emergency evacuation in instances such as fire, bomb threats and evacuation drills. (0-5 points) • Management of public gatherings, crowd management, riots and strikes. (0-5 points) • Safe handling of bomb threats and hostages. (0-5 points)	20
• Proposal on Guard Patrolling System	Provide active monitoring of patrol at clocking points ✓ Manual system = (4 points) ✓ Digital system = (10 points)	10
TOTAL		

Threshold for the above paper-based evaluation:

Bidders who obtain less than threshold of **48 points out of 70 points** will be declared non-responsive and will be eliminated from further evaluation.

EVALUATION CRITERIA: SITE INSPECTION

Evaluation Area	Evaluation Criteria	Points
Compliant control room	SAPS approved control room with SABS approved safe or strong room for safekeeping of firearm/s and ammunitions.	20
Duly qualified armourer officer	Valid SAPS Firearm competency certificates for responsible person – all licenced firearms in use. (owner or appointed person)	20
Control Room Facility	Operating Hours and availability of Control room service that includes: - The Control room must be a 24-hour operation service with Centralised Monitoring - The contractor must have a central security control room where security personnel monitor multiple areas. (3 points) - Ability to bring independent communications to their server room on the rack/server provided. Resources to man the station Active Radio Base Station/PTT Network Radio Device (communication system) (2 points). - Surveillance Systems: Video surveillance cameras, Closed Circuit Television (CCTV) control room monitoring. (5 points) - Alarm Systems: Control rooms must be equipped with alarm monitoring systems that receive and process alerts from various sensors and detectors, such as motion sensors, door/window sensors, fire alarms, and intrusion detection systems. When an alarm is triggered, it is immediately relayed to the control room, enabling prompt action. (5 points) - Communication and Collaboration: Control room personnel responsible for receiving and disseminating information to relevant parties, such as security guards, emergency response teams, or law enforcement agencies. Radio network, Telephone, Panic Buttons and Monitoring (5 points)	20
Availability of Patrol Vehicles	- Provide vehicles and original or certified copies of vehicle registration certificates for company vehicles, Proof of any changes in ownership, Proof of valid lease and rental agreements in the name of the Company where applicable. - Physical inspection of the vehicles (branding on both sides and Km and proof of roadworthiness (Valid License disk). - Vehicles monitored 24 hours a day, 7 days a week. Fitted live monitoring & tracking system that have the capability to produce detailed reports. Visibility of bidder's owned branded patrol vehicles (In the absence of these vehicles at bidder's premises, bidder must avail the vehicles within fifteen (15) minutes time. Failure to fully comply with all of the above criteria will score zero points). <5 vehicles = (0 points)	10

	• 5 vehicles = (7 points) • > 5 vehicles = (10 points)	
Firearm & firearm safe	Fully compliant with firearm control Act 60 of 2000 measures with proof of the following: • Mounted/secured/immovable Firearm safe • Bullet Trap • Firearm register • Firearm (1 pistol with its valid license) (This criterion must be met in full. Partial compliance will score 0 points)	20
Availability of Uniform for all genders from head to toe.	Duly authorised uniform and policy on the frequency (minimum of twice a year) of replenishing of uniform item. Security officers issued with the following as part of the uniform items – Availability of branded corporate, presentable contingency uniform stock of 15 x full sets of each\ of the following: • Winter Jackets/ Rain Suits = (1 point) • Summer Corporate Uniform = (3 points) • Winter Corporate Uniform = (3 points) Availability of Stock/Inventory • Minimum x 5 Bullet proof vests and full combat uniform = (3 points)	10
Total points		100

Threshold for Site Inspection

Bidders who obtain less than threshold of **85 points** will be declared non-responsive and will be eliminated from further evaluation. Qualified bidders will be evaluated on Price and Specific Goals

1.0 Price and Specific Goals

The bid responses will be evaluated on the 90/10-point system. Bidders are to provide detailed breakdown of all direct and indirect costs associated with the contract, including licence fees if any.

2.0 Financial Stability

The financial stability evaluation is used to assess the financial risk of the shortlisted bidders.

Respondents are required to submit their audited financial statements for the past 3 years with their Proposal/Bid in order to enable the SABC to establish financial stability as follows: -

Area	Assessment Criteria
Financial Analysis	Bidders' financial analysis will be assessed based on submitted audited financial statements using financial ratios, where applicable.

3.0 Objective Criteria

- 3.1.1 The SABC reserves the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 3.1.2 The SABC further reserves the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- 3.1.3 Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.
- 3.1.4 The SABC reserves the right not to award this tender to any bidder who fails the financial stability assessment.
- 3.1.5 No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.
- 3.1.6 Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 24 (twenty-four) months has expired.
- 3.1.7 Should the employee be dismissed from SABC employment, such an employee shall be prohibited from conducting business with SABC for a period of 5 (five) years from the date of dismissal.
- 3.1.8 Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- 3.1.9 The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 3.1.10 Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, SABC shall not conduct business with those companies until the cooling off period of 24 (twenty-four) months has expired.
- 3.1.11 Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- 3.1.12 The SABC shall not procure any goods, services, works or Content from any independent contractor or independent contractor owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 3.1.13 Should the Independent Contractor no longer be contracted to the SABC but become directors of other companies, SABC shall not conduct business with those companies until the cooling-off period of 24 (twenty-four) months has expired.
- 3.1.14 Should the Independent Contract be found guilty in a court of law due to criminal conduct/act, such an employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

END OF DOCUMENT E

ANNEXURES TO DOCUMENT E:

Annexure A: Cost Model on last page (refer Pg 47)

Annexure B: Reference Letter Template (attached separately)

DOCUMENT F

CONFIDENTIALITY

All information related to this bid both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the SABC, written approval to divulge such information will have to be obtained from SABC.

The bidders must ensure that confidential information is maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that bidders maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFP; and not reproduced in any form except as required for the purpose of considering and responding to this bid. Bidders must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFP; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the SABC. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

NAME OF BIDDER: _____

PHYSICAL ADDRESS: _____

Bidder's contact person:

Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

END OF DOCUMENT F

DOCUMENT G

SBD 6.1

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Specific Goals.

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, 2022.

1.0 GENERAL CONDITIONS

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

- the **80/20** system for requirements with a Rand value above R50 000 (all applicable taxes included).
- the **90/10** system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R50 000 (all applicable taxes included) and therefore the.....**90/10**.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals

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

	POINTS
1.3.1.1 PRICE	90
1.3.1.2 SPECIFIC GOALS	10
Total points for Price and Specific goals must not exceed	100

2.0 DEFINITIONS

- 2.1 **“All applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“Consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R10 million or less as per the Amended Codes of Good Practice (COGP).
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“Rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

- 2.15 “**Total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.16 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.17 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3.0 ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- 3.5 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

4.0 AWARDED FOR PRICE

4.1 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

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

4.2 Points awarded for Specific Goals

In terms of Regulation 4 (1) 5 (1) and 6 (1) of the Preferential Procurement Regulations, preference points must be

awarded to a bidder for submitting evidence for specific goals claimed in accordance with the table below:

4.3 SPECIFIC GOALS TABLE

SPECIFIC GOALS	80/20	90/10
EME/SME 51% owned by Black people	10	4
51% owned by Black people;	5	3
51% owned by Black people who are women	3	2
Black Youth	2	1

NB: Bidders must submit evidence for every specific goal claimed and points will be awarded in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.

5.0 BID DECLARATION

5.1 Bidders who claim points in respect of Specific Goals must complete the following:

5.2 SPECIFIC GOALS POINTS CLAIMED IN TERMS OF SPECIFIC GOALS TABLE

5.3 **Specific Goals Points claimed: ... = (maximum of 10 or 20 points)**

(Points claimed in respect of paragraph 5.3 must be in accordance with the table reflected in paragraph 4.3 and must be substantiated by means of evidence as described table 5.4

5.4 EVIDENCE TO BE SUBMITTED FOR SPECIFIC GOALS

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents for the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified

	ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

6.0 DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:
.....

6.2 VAT registration number:
.....

6.3 Company registration number
.....

6.4 Type Of Company/ Firm

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

6.5 Describe Principal Business Activities

.....

.....

.....

.....

Company Classification

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

6.6 Total number of years the company/firm has been in business?

6.7 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 contribution indicated in paragraph 7 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the SABC that the claims are correct.
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the SABC 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:

ADDRESS:

.....

.....

END OF DOCUMENT G

RFP/MASTER/2024-1

DOCUMENT H

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0** This Standard Bidding Document must form part of all bids invited.
- 2.0** 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.
- 3.0** 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.
- 4.0** 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)? 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 ☐

4.4	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:		

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

END OF DOCUMENT H

DOCUMENT I

SBD 9
CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1.0 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2.0 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.
- 3.0 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.
- 4.0 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.
- 5.0 In order to give effect on 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 SABCs 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, submitting the accompanying bid:

RFP TITLE: RFP/RIS/2026/10251657/19 PHYSICAL SECURITY SERVICES FOR SABC AUCKLAND PARK OFFICES

in response to the invitation for the bid made by:

(South African Broadcasting Corporation SOC Limited "SABC")

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 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

END OF DOCUMENT I

DOCUMENT J

ACCEPTANCE OF CONDITIONS OF BID

By signing the BID document, the Bidder is deemed to acknowledge and accept that all the conditions governing this BID, including those contained in any printed form stated to form part thereof and SABC Limited will recognize no claim for relief based on an allegation that the Bidder overlooked any such condition or failed properly to take it into account for the purpose of calculating bided prices or otherwise.

SIGNEDat _____ this _____ day _____ of _____ 2026.

NAME OF COMPANY _____

NAME OF THE SIGNATORY (IES) _____

CAPACITY: _____

Are you authorised to sign on behalf of the company (YES/NO) _____

WITNESSES:

1. _____

2. _____

BIDDER

END OF DOCUMENT J

END OF THE REQUEST FOR PROPOSAL DOCUMENT

GUIDELINE FOR BRIEFING SESSION

Applicable where Briefing Sessions are not compulsory or mandatory:

- Bidders are requested to submit their queries related to the bid via email
- Bidders must send their queries to the Bid Office via the email tenderqueries@sabc.co.za
- It is recommended that queries be submitted at least within 10 days after the tender has been advertised on the National Treasury E-Tender Portal and the SABC Website.
- The Bid Office will forward the queries to the Bid Specification Team for relevant response(s).
- All queries and responses will be consolidated into a schedule of questions and answers and published on all the platforms that were utilized to advertise the tender within 5 days after the query deadline.

ANNEXURE B: REFERENCE LETTER TEMPLATE

The Bidder is recommended to use the attached reference letter template to obtain clear and easily verifiable references in response to the bid requirements.

This reference letter format is not to be completed by the bidder, but it is to be completed by the clients of the bidder who is bidding for this project giving reference to their level of the service rendered in either their current or previous project.

IT IS RECOMMENDED THAT THIS LETTER BE COPIED AND PASTED ON THE LETTERHEAD OF THE CLIENT/S OR OF THE BIDDER and must be completed by the client and NOT by the bidder.

REFERENCE LETTER

Title: Provision of Physical Security Services for SABC Auckland Park Offices for a period of five (05) Years.
Bid Number: : RFP/RIS/2026/10251657/19

REFERENCE LETTER FORMAT			
	Clients Letterhead		
	Clients Legal Name		
	Name of the company you are giving reference about		
Bid Number (optional)			
Bid Description: (optional)			
Describe the Services above and the duration on the company provided to your organisation.			
Number of guards/ complements per site			
Service period (start date)			
Service period (end date)			
Project Cost (Optional)			
Please rate the above bidder according to the following Criteria by ticking column and providing comments / details: (Optional)			
Criteria (Optional)	Not meet requirements	Meets requirements	Exceeds requirements

RFP NUMBER: RFP/RIS/2026/10251657/19

RFP TITLE: PHYSICAL SECURITY SERVICES FOR SABC AUCKLAND PARK OFFICES

1. Full staff complement on site at all times as per schedule agreement			
2. Staff in full presentable uniform and well equipped with security aids			
3. Proactively engages in problem resolution			
4. Timeous and accurate reporting of all incidents			
5. Active and Accurate reporting in Occurrence Books			
6. Service levels achieved at 95-100%			
7. Full compliance with all safety protocols			
8. Based on the above stated criteria, rate the Overall Satisfaction with bidder			
Comments (optional)			
Completed by:			
Signature:			
Company Name:			
Position:			
Contact Telephone Number:			
Date:			

ANNEXURE C: COSTING MODEL

DAY SHIFT					
GRADE	PER GUARD	MONTHLY RATE/ PER UNARMED GUARD	TOTAL EXCL. VAT	VAT 15 %	TOTAL INCL. VAT
A	1				
B	1				
C	1				
GRADE	PER GUARD	MONTHLY RATE/ PER ARMED GUARD	TOTAL EXCL. VAT	VAT 15 %	TOTAL INCL. VAT
B	1				
C	1				
NIGHT SHIFT					
GRADE	PER GUARD	MONTHLY RATE/PER UNARMED GUARD	TOTAL EXCL. VAT	VAT 15 %	TOTAL INCL. VAT
B	1				
C	1				
GRADE	PER GUARD	MONTHLY RATE/ PER ARMED GUARD	TOTAL EXCL. VAT	VAT 15 %	TOTAL INCL. VAT

RFP NUMBER: RFP/RIS/2026/10251657/19

RFP TITLE: PHYSICAL SECURITY SERVICES FOR SABC AUCKLAND PARK OFFICES

B	1				
C	1				

Other Costs/ Rates						
Description	QTY	Frequency (Year/Monthly)	Unit Price Excl. VAT	VAT	Unit Price incl. VAT	Total Incl. VAT
NKP Training	1					
NKP Allowance	1					
Other (specify)						
Total Annual Escalation rate per ANNU ON YEAR 2, 3, 4 & 5 -%)						

RFP NUMBER: RFP/RIS/2026/10251657/19

RFP TITLE: PHYSICAL SECURITY SERVICES FOR SABC AUCKLAND PARK OFFICES

CASUAL GUARDING	1	Ad-hoc				
Grade C						

- BIDDERS MUST STATE R 0. 00 FOR ANY ITEMS THAT THEY DO NOT PRICE FOR.
- ONLY PSIRA RATES WILL BE CONSIDERED.
- ADDITIONAL SECURITY OFFICERS MAY BE REQUIRED ON AN AD-HOC BASIS.A FIX RATE PER HOUR MUST BE QUOTED FOR (CASUAL GUARDING).

RFP/MASTER/2024-1