sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

SASSA: SASSA: 01-25-CS-FS

INVITATION TO BID

THE SOUTH AFRICAN SOCIAL SECURITY AGENCY HEREBY INVITES PROPOSALS FROM POTENTIAL SERVICE PROVIDERS FOR THE APPOINTMENT OF A SECURITY SERVICE PROVIDER(S) FOR THE PROVISION OF SECURITY GUARDING SERVICES AT SASSA FREE STATE REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

PROPOSALS MUST BE DEPOSITED IN THE BID HELD BOX SITUATED AT:

: SASSA House Iustitia Building (Ground Floor),
Cnr St Andrews and Aliwal Street,
Bloemfontein
9300

Date of publication : 14 April 2025
CLOSING DATE : 06 May 2025
TIME : 11:00

TECHNICAL ENQUIRIES CAN BE DIRECTED TO:

CONTACT : Mr. Pule Sunday – 051 410 8322;
Email: pulesun@sassa.gov.za

SUPPLY CHAIN MANANAGEMENT ENQUIRIES CAN BE DIRECTED TO:

CONTACT : Ms Gift Ziyeka – 051 410 8407
Email: GiftZ@sassa.gov.za

WHERE DOCUMENTS BID CAN BE OBTAINED:

https://etenders.treasury.gov.za
https://etenders.treasury.gov.za/
http://www.sassa.gov.za

Stamp Out Social Grants Fraud and Corruption
Call 0800 60 10 11/ 0800 701 701

South African Social Security Agency
Free State Region
IUSTITIA BUILDING
Bloemfontein
Tel: +27 51 4090 854 • Fax: +27 51 4090 857
www.sassa.gov.za

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN SOCIAL SECURITY AGENCY					
BID NUMBER:	**SASSA: 01-25-CS-FS**	CLOSING DATE:	**06 MAY 2025**	CLOSING TIME:	**11:00**
DESCRIPTION	THE SOUTH AFRICAN SOCIAL SECURITY AGENCY HEREBY INVITES PROPOSALS FROM POTENTIAL SERVICE PROVIDERS FOR THE APPOINTMENT OF A SECURITY SERVICE PROVIDER(S) FOR THE PROVISION OF SECURITY GUARDING SERVICES AT SASSA FREE STATE REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				

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

SASSA HOUSE FREE STATE REGIONAL OFFICE, IUSTITIA BUILDING, GROUND FLOOR, CNR ST ANDREWS AND ALIWAL STREET, BLOEMFONTEIN

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**MS GIFT ZIYEKA**	CONTACT PERSON	**MR PULE SUNDAY**
TELEPHONE NUMBER	**051 410 8407**	TELEPHONE NUMBER	**051 410 8322**
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	**GiftZ@sassa.gov.za**	E-MAIL ADDRESS	**PuleSun@sassa.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 PART B:3]

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 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: .....

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SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder..... Bid number: **SASSA: 01-25-CS-FS**

Closing Time **11:00** Closing date: **06 MAY 2025**

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

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

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

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

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

*Delete if not applicable

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STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

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

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

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STANDARD BIDDING DOCUMENT (SBD) 4

Full Name	Identity Number	Name of State institution

Stamp out social grants fraud and corruption
Call 0800 60 10 11 / 0800 701 701

STANDARD BIDDING DOCUMENT (SBD) 4

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

2.2.1 If so, furnish particulars:

.....

.....

.....

.....

.....

.....

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

2.3.1 If so, furnish particulars:

.....

.....

.....

.....

.....

3. DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

STANDARD BIDDING DOCUMENT (SBD) 4

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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

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

section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

....

Signature Date

....

Position Name of bidder

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

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

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

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1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**90**
SPECIFIC GOALS	**10**
Total points for Price and SPECIFIC GOALS	**100**

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

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

90/10

$$Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

90/10

$$Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	
B-BBEE Status Level 1 - 2 contributor	7	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	
B-BBEE Status Level 3 - 4 contributor	3	
B-BBEE Status Level 5 - 8 contributor	2	
OTHERS (Non-Compliant)	0	

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited

- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

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

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE.....

ADDRESS: .....

.....

.....

.....

Annexure A

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.

- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance

7.1 Within thirty (30) days of receipt of the notification of contract award,

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser

may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;
(ii) the date of commencement of the restriction
(iii) the period of restriction; and
(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF SECURITY GUARDING SERVICES AT SASSA FREE STATE REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS

ACRONYMS

BBBEE	Broad Based Black Economic Employment
COIDA	Compensation of Injury and Diseases Act
CV	Curriculum Vitae
CSD	Central Supplier Database
EME	Exempted Micro Enterprise
GCC	General Conditions of Contract
MISS	Minimum Information Security Standards
MPSS	Minimum Physical Security Standard
NQF	National Qualification Framework
PPR	Preferential Procurement Regulations
PSIRA	Private Security Industry Regulatory Authority
RMC	Records Management Centre
SANAS	South African National Accreditation System
SAPS	South African Police Services
SASSA	South African Social Security Agency
SBD	Standard Bidding Document
SCM	Supply Chain Management
SLA	Service Level Agreement
SOP	Standard Operating Procedures
SSA	State Security Agency
TOR	Terms of Reference
TRA	Threat Risk Assessment
UIF	Unemployed Insurance Fund
24/7	24 hours / 7 days a week
OHS	Occupational Health and Safety

1. OBJECTIVE

The main objective is to invite bids from prospective service providers for the provision of security guarding services for a period of thirty-six (36) months at SASSA Free State Regional Office, District, Records Management Centre, Local and Service Offices.

2. BACKGROUND

2.1 SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act 13 of 2004).

2.2 The Control of Access to Public Premises and Vehicles Act 1985, Act No. 53 of 1985 as amended; the Criminal Procedure Act 1977, Act No. 51 of 1977; the Minimum Information Security Standards (MISS); the Minimum Physical Security Standards (MPSS); the SASSA Security Policy and various other legislations that regulate security within the Organs of State, prescribe the implementation of security measures as the most crucial in protecting assets of the state and ensuring business continuity.

2.3 The SASSA Free State Region is currently structured as follows:

2.3.1 Regional Office;

2.3.2 District Offices;

2.3.3 Local Offices;

2.3.4 Service Offices; and

2.3.5 Records Management Center (RMC).

***Please refer to Annexure A for a detailed Schedule of Offices and Security guards**

3. SCOPE OF WORK

3.1 The successful bidder will be required to provide security guarding services in all offices occupied/utilized by the SASSA Free State Region.

3.2 Successful bidder must provide PSIRA registered security guards that will render security guarding services on a 24-hour basis for a fixed term of thirty-six (36) months.

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3.3 Security guards are expected to act as authorized officers in terms of the Control of Access to Public Premises and Vehicles Act 1985 (Act No. 53 of 1985) as amended and perform the following functions:

3.3.1 Control access to premises taking into account access control principles of identification, escort, authorization, recording and searching of personnel and vehicles. Access control will include:

a) Control of the flow of pedestrians to and from SASSA premises by means of provided or owned x-ray machines and walk-through metal detectors/handheld metal detectors and carry out functions as prescribed. All relevant registers are to be updated on a daily basis;
b) Control the flow of vehicles to and from the premises as prescribed. Only personnel, visitors, authorized service providers, delivery vehicles, SASSA vehicles are allowed through these entrances and proper records of all vehicle movements are to be maintained and be readily available for inspection by SASSA.

3.3.2 Patrol of premises in ensuring protection of assets (personnel, property, visitors, beneficiaries and information);
3.3.3 Recording of all incidents in relevant registers;
3.3.4 Apply and enforce relevant key SASSA policies, systems and procedures, which relates to provision of security guarding services.

4. QUANTITIES AND EXPECTED DELIVERABLES

4.1 It is expected that quantities as reflected on the **Schedule of Offices and Security guards** will be delivered during the period of contract. These quantities are given in good faith and without commitment from the SASSA Free State region. **Refer to the Attached Schedule of Offices and Security guards (Annexure A)**

4.2 The successful bidder will be expected to prove the existence of the Control Room which must meet the following requirements:

4.2.1 The security control room must comply with the following basic requirements **(Annexure B)**:

4.2.1.1. Operate 24 hours;
4.2.1.2. Manned by trained control room operators – Control room Operators / Officers training Certificate to be verified during site visits;
4.2.1.3. Constructed with brick and mortar wall.

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4.2.1.4. Secured reinforced security burglar door at the control room entrance.
4.2.1.5. Control room with burglar bars on windows and tainted / Control room without windows.
4.2.1.6. Not shared with any other service provider;
4.2.1.7. Ablution facilities in the control room building.
4.2.1.8. Operator break-away areas
4.2.1.9. Ventilation
4.2.1.10. An ergonomically designated layout including chairs, monitor positions.
4.2.1.11. Equipped with base radio and telephone
4.2.1.12. First aid kit,
4.2.1.13. fire extinguisher,
4.2.1.14. Occurrence book/incident register, operating manuals for all equipment in the control room, duty roosters for registered security guards and employee database;
4.2.1.15. Independent Communication Authority of South Africa (ICASA) radiation valid certificate for the radios;
4.2.1.16. Security illumination for the identification of visitors after hours.
4.2.1.17. Valid lease agreement or proof of ownership in respect of property.
4.2.1.18. Contact numbers of all managerial staff, client office and after hours numbers and all emergency contact details.
4.2.1.19. Standard Operating Procedures for control room operators available.
4.2.1.20. Access into the Control Room registered / recorded.
4.2.1.21. Control Room Operators registered with PSIRA at Grade C.
4.2.1.22. Display of charts relating to legal requirements and best practices in the security industry, eg BCEA, OHS etc.

5. GENERAL DUTIES AND RESPONSIBILITIES OF THE BIDDER

The successful bidder must ensure the following but not limited:

5.1. To provide security guarding services meant to protect SASSA assets including personnel, information and equipment against damage, theft and vandalism.

5.2. To perform access control duties, patrol SASSA premises to prevent unauthorized persons from entering and removing equipment or assets

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such as beneficiary files etc. from the premises concerned and prevent any other criminal activities.

5.3. To protect employees, visitors and customers by preventing or minimizing the risk of injury including death.

5.4. To apprehend any suspicious person on the premises and to take action as mandated and required by the laws of the Republic of South Africa.

5.5. To report any suspicious action or unusual occurrence/incident to the South African Social Security Agency and the South African Police Services (SAPS).

5.6. Registered security guards must be supervised on a regular basis and be equipped to perform their duties as agreed upon.

5.7. To prevent and remove persons from illegal dumping, erecting of structures on and occupying premises under the control of SASSA.

5.8. To monitor security threats and risks within the SASSA's area of responsibility and provide an early warning to facilitate proactive interventions.

5.9. To ensure compliance to Occupational Health and Safety Act 85 of 1993 as amended.

5.10. The bidder shall conduct business in a courteous and professional manner.

5.11. To comply with all PSIRA requirements in terms of the security operations.

5.12. To ensure that the security company is registered for Unemployment Insurance Fund (UIF) with the Department of Employment and Labour.

5.13. The bidder to provide necessary documentation as requested prior to the awarding of the contract.

5.14. The bidder to provide fully completed security registers to SASSA Security Management Unit.

5.15. To maintain a 24/7 permanently manned office/control room for the duration of the contract to enable effective continuous communication with SASSA and the bidder's field staff.

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6. MANAGEMENT AND SUPERVISION

6.1. The bidder must make provision for the Security Operational Manager who shall exercise supervision of registered security guards and/or activities on behalf of the bidder. The Security Operational Manager shall be a competent and responsible individual who has three (3) years' experience in carrying out the following security functions at management level:

a) manage and provide effective leadership to the private security team and ensure that resources are appropriately and efficiently managed;
b) have overall responsibility for the security staff and Service Provider's supervisors;
c) responsible for the efficient and effective management of all aspects of contracted security services of the SASSA Free State Region on a 24 hours' x 7 days' basis;
d) responsible for performance and attendance on security related issues and ensure that they are addressed at the correct time, in accordance with the security policies and procedures;
e) maintain the Security Operations Manual up to date for use by all on site security personnel to cover duties, individual instructions for each post; attendance; use of security equipment; dress standard; training etc.;
f) provide a professional interface with the public, ensuring that the necessary security measures are in place for the Regional Office and Local Offices of SASSA Free State Region and that core business is properly and appropriately secured against threat;
g) ensure that all training needs are identified and processed promptly and are undertaken at the appropriate time; and
h) ensure that the security function fully complies with the Service Level Agreement (SLA) requirements.

6.2. SASSA may delegate to any person any of its powers or functions in terms of this agreement and on receiving notice in writing of such delegation, the bidder(s) shall recognize and obey the delegated person to whom any such powers or functions have been delegated.

6.3. The bidder shall exercise adequate supervision over the services rendered and shall be represented by a representative having full power and authority on behalf of the Operational Manager. Such representative shall be competent and responsible and shall have adequate experience in carrying out the security functions provided in terms of this agreement.

6.4. The bidder shall be required to carry out proper supervision of his own personnel by means of at least two visits by an off-site supervisor per month. The Operational Manager must visit SASSA Free State Region offices at least once per month or as and when required. These visits must

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be recorded in the monthly report. Details of such visits shall be recorded in the occurrence book provided by the bidder and the pocket books of security personnel visited.

6.5. The bidder shall at all times be responsible for the acts and omissions of his employees providing security guarding services to SASSA in terms of this agreement while they are acting within the course and scope of their duties and employment.

7. ADMINISTRATIVE INFRASTRUCTURE

7.1. The bidder must demonstrate the capacity to have the administrative and management infrastructure to manage the contract at the time of commencement of the contract. Such administrative and management infrastructure must include but not limited to clearly marked vehicles, immovable office structure, personnel and 24 hours' functional control room.

7.2. The bidder must grant SASSA access to its premises at any time for infrastructure compliance inspection(s). These premises must be acceptable for the running of a security business and be equipped with fully functioning equipment manned by skilled staff.

8. LEGAL REQUIREMENTS

8.1. The contract shall in all respects be construed in accordance with the laws of the Republic of South Africa and any disputes that may arise between the bidder and SASSA in regard to the contract shall be settled within the courts of the Republic of South Africa.

8.2. Bidder(s) must comply with but not limited to the following relevant legislation:

8.2.1. The Private Security Industry Regulation Act, 2001 (Act no. 56 of 2001);
8.2.2. The Private Security Industry Regulations, 2002 dated 14 February 2002;
8.2.3. Compensation for Occupational Injuries and Diseases Act, 1993 (Act no.103 of 1993);
8.2.4. The Occupational Health and Safety Act, 1993 (Act no. 85 of 1993;
8.2.5. The Criminal Procedure Act, 1977 (Act no. 51 of 1977)
8.2.6. The Firearms Control Act, 2000 (Act no. 60 of 2000);
8.2.7. Protection of Personal Information Act 04 of 2013 as amended.
8.2.8. Occupational Health and Safety Act 85 of 1993 as amended.
8.2.9. The Control of Access to Public Premises and Vehicles Act, 1985 (Act no. 53 of 1985);

8.2.10. The Unemployment Insurance Act, 2001 (Act no. 63 of 2001);

8.3. Should any of the above be amended or replaced, such replacement or amendment must be adhered to.

8.4. All bidder(s) must be registered with the following:

8.4.1. Private Security Industry Regulatory Authority (PSIRA),
8.4.2. Central Supplier Database (CSD),
8.4.3. Compensation for Occupational Injuries and Diseases Act (COIDA) relevant to security guarding services

8.5. SASSA will not tolerate any unfair labour practices that happen during the duration of the contract. Labour disputes are the sole responsibility of the service provider. In the event of a labour dispute the service provider will continue to deploy alternative registered security guards.

9. CONFIDENTIALITY

9.1. The bidder must ensure that SASSA's interests are served at all times during the contract period. Any information gained by the bidder during the course of the contract must be kept in strict confidence and may not be used without the written permission of SASSA.

10. SECURITY PERSONNEL

10.1. It is the responsibility of the bidder to ensure that security personnel employed meet the following requirements at all times:

10.1.1. Registered security guards must have at least Grade 10 and a minimum of Grade C PSIRA registration;
10.1.2. Supervisors must have Grade 12 and Grade B PSIRA Certificate;
10.1.3. All security guards must for the purposes of report writing and making entries in the relevant registers, be able to read and write at least English;
10.1.4. Security guards must not be younger than 18 years of age;
10.1.5. Security guards must be prepared to work a maximum of 12 hours shifts;
10.1.6. Supervisors and security guards must have undergone and passed the PSIRA registered security guards training;
10.1.7. Security guards must at all times present an acceptable image/appearance which implies inter alia that they may not sit, lounge about, eat or drink whilst attending to people;
10.1.8. Supervisors and security guards must at all times present a dedicated attitude/approach to security, which attitude/approach

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shall imply inter alia that there shall be no unnecessary arguments with visitors, personnel or discourteous behavior towards them.

11. WORKING HOURS AND RATES

11.1. Security guarding services shall be provided twenty-four (24) hours and seven days a week.
11.2. The successful bidder to apply and remunerate registered security guards in accordance with standards rates as prescribed by the PSIRA.
11.3. The successful bidder to pay all registered security guards employed, the minimum wages according to the applicable sectorial determination.

12. ADDITIONAL / ADHOC SECURITY GUARDING SERVICES

12.1. Due to security operational requirements within SASSA, additional security guarding services may periodically be required on *an adhoc* basis such as during SASSA events etc.
12.2. Requests for additional security guarding services shall be handled as follows:

12.2.1. SASSA shall in advance request confirmation from the contracted bidder to establish its capacity and ability to render the required additional services at the time that the service is needed. The contracted bidder shall be expected to have capacity to provide *ad hoc* / additional security guarding services.
12.2.2. The bidder's confirmation shall also include a detailed plan and dedicated team with a manager when necessary.
12.2.3. The contracted bidder shall provide SASSA with a quotation for the required ad hoc services.
12.2.4. SASSA shall assess the bidder's confirmation for the rendering of additional security guarding services before acceptance.
12.2.5. SASSA shall have the right to procure alternative bidder in cases where the contracted bidder:

12.2.5.1. Confirms in writing that they do not have the capacity or ability to render the required ad hoc services;
12.2.5.2. The quotation is not in compliance with the PSIRA requirements;
12.2.5.3. The quotation is not market related; and
12.2.5.4. The services cannot be adequately provided.

12.3 Payment for such services will be calculated separately from the security guarding services and will be subject to the provision of accepted quotations prior to engagement of such services and proof that the services were rendered as required.

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12.4 The security guards provided for the ad-hoc services/event will be subjected to security screening as may be required.

12. TRAINING OF SECURITY PERSONNEL

12.1. The successful bidder shall before the effective date of the contract, provide proof of certification of all security personnel that will be utilized on this contract, as Grade A, B, and C.

12.2. Should the need arise for the provision of firearms, personnel issued with firearms must have received the necessary training for such firearm(s) from an accredited service provider and must have a competency certificate issued by SAPS. Personnel must be professionally and formally trained and be able to use and handle firearms when required.

12.3. SASSA may conduct random tests/inspections to test the abilities of the security guards to perform security duties.

12.4. The security guards shall after completion of their training, have expertise to execute their functions effectively, in particular regarding but not limited to the execution of their functions, including the legal aspects thereof.

12.5. The successful bidder must provide training to security guards before the commencement date to ensure that the security guards will immediately be qualified to perform their services to the level of professional efficiency required by SASSA.

12.6. The successful bidder shall be responsible for all costs incurred in the training of security guards.

12.7. The successful bidder must provide training on first aid to minimum two (02) security guards per office deployed in all SASSA offices. (Each shift should have one security guard trained on first aid at any given shift).

13. BIDDER'S OBLIGATIONS

13.1. To ensure that all staff working under this contract are in good health and pose no risk to any SASSA employee and clients/contractors.

13.2. To comply with SASSA security and emergency policies.

13.3. To ensure that SASSA is informed of any removal or replacement of registered security guards.

13.4. To have the required number of registered security guards available to render a service to the Agency during any crisis or adhoc situations.

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13.5. To pay all registered security guards employed by the bidder the minimum wages according to the applicable sectorial determination.

13.6. Ensure that all registered security guards under this contract are provided with uniforms at least once every year or as and when necessary which state the name of the company and which can be clearly distinguished from other companies. SASSA reserves the right to order immediate removal of a security guard who does not adhere to this arrangement. The uniform provided to security guards must comprise/consist of the following:

14.6.1. Male Registered security guards:

- Baton, Jacket, Jersey, formal trousers, shirt, beanie hat, formal shoes, whistle, rain suite/umbrella, tie, nametag, handcuffs and keys.

14.6.2. Female Registered security guards

- Baton, blouse/shirt, handcuffs and keys, beanie hat, jacket, jersey, shoes, skirt/trousers, whistle, rain suite/umbrella, tie/cravat, nametag.
- (Security guards should always be in full uniform and be presentable).

14.7. The successful bidder must provide a detailed deployment plan, Occupational Health and Safety plan, training plan as well as the contingency plan which will cater for the strikes/unrests or any unplanned eventuality that have the potential to disrupt services to the Agency.

14.8. The successful bidder must appoint officials/personnel who have been successfully subjected to positive criminal records checks by SAPS. The SAPS security clearance certificate not more than 3 months must be submitted. A detailed background checks report on deployed security guards must also be submitted.

14.9. The deployment of foreign nationals as security guards is strictly prohibited.

14.10. The successful bidder must agree to reliability checks by the SSA on the company, registered security guards and all directors of the company or member of the close corporation prior to the signing of the contract.

14.11. To provide functional equipment but not limited to the following:

14.11.1. Occurrence Book and other relevant security registers;
14.11.2. Fully operational radios;
14.11.3. Fully operational torches,

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14.11.4. Panic buttons;
14.11.5. Batons,
14.11.6. Pepperspray
14.11.7. Pocket Book;
14.11.8. PSIRA Identification Cards / PSIRA certificates
14.11.9. Pens;
14.11.10. Handcuffs and keys;
14.11.11. Handheld metal detectors and Magnetic Torch System.

14.12. The successful bidder shall acquaint himself/herself with any relevant wage regulating measures or statutory enactment which may be in force or which may be contemplated, affecting conditions of employment during the term of agreement.

14.13. The successful bidder shall upon request provide audited proof that remuneration paid to each of their employee was adjusted by at least the amount which the statutory wage applicable to each individual was increased.

14.14. The successful bidder shall remain solely responsible for the payment of all costs pertaining to personnel, including but not limited to salaries, bonuses, provident fund contributions, medical fund and insurance premiums.

14.15. The successful bidder shall be responsible for the payment of all applicable taxes, charges, duties or fees assessed or levied by any recognized authority in respect of security personnel provided or as a result of the security personnel being provided by the bidder in terms of this agreement and shall on request furnish sufficient documentary proof to SASSA that these payments have in fact been made, e.g. UIF etc. In an event that the security service provider unable / refuse to submit the documents when requested to do so, the service provider would be reported to other law enforcement agencies e.g PSIRA, DOL etc for intervention.

14.16. The successful bidder shall in consultation with SASSA develop and make available a clear job and post description to all identified posts and activities on the premises/site. Security guards must acknowledge receipt of, acquaint themselves with and sign off a copy of all job and post descriptions. A copy of the job description must also be kept at all duty points and the bidder's head office.

15. PENALTIES

15.1. If the successful bidder fails to deliver or perform any of the services within the prescribed period specified in the contract, SASSA shall without prejudice to its other remedies under the contract deduct from the contract price or monthly

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invoice, as a penalty a sum calculated on the delivered price of the unperformed service(s) using the amounts reflected hereunder for each day per item. SASSA may also consider termination of the contract pursuant to the general conditions of the contract.

ITEM	PENALTY
Unavailability of functional two-way/Hand-held radio	R500,00 per duty point.
Unavailability functional of two torch/flashlight	R500, 00 per duty point.
Unavailability of functional Magnetic Torch System	R1 000,00 per duty point
Unavailability of functional Handheld metal detectors	R500,00 per duty point
Unavailability of Standard Operating Procedure on Site	R500, 00 per shift.
Unavailability of Uniform	R500, 00 per person per shift.
Unavailability of Occurrence Book	R500, 00 per shift.
Unavailability of Pocket Book	R500, 00 per person per shift.
Unavailability of Pens	R250, 00 per person per shift.
Unavailability of Handcuffs and keys	R500, 00 per duty point.
Sleeping on duty	R1 500, 00 per person per shift.
Under the influence of alcohol and drugs	R1 500, 00 and immediate removal.
Late posting	R500, 00 per post per hour.
Short posting	R1 500, 00 per person per shift.
Desertion of post	R1 500, 00 per person per shift.
Falsification of entries into the occurrence book	R500, 00 per page on which faults were found. Removal of the Security guard involved.
Failure to report incident	R1 500, 00 per person per duty point.
Monthly report not received within 05 days	R2 000,00 per company report
Unavailability of Management/Supervisory visit	R1 500, 00 per duty point as per the TOR.
Unauthorized disclosure of information.	R1 500, 00 per duty point.

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ITEM	PENALTY
Late/non-payment of salaries	R500, 00 per security guard not paid per day.
Expired PSIRA identification cards/certificate	R500, 00 per security guard.
Inability to provide proof of established offices in the regions where they have been appointed within a period of 2 (two) months.	Termination of contract.

16. BID CONDITIONS

16.1. The bidder shall allow his/her personnel to attend and if necessary, testify in court proceedings, as well as in disciplinary and arbitration proceedings should SASSA deem it necessary, provided SASSA has notified the bidder within a reasonable time before the start of the proceedings that the presence of the bidder's personnel is required by SASSA.

16.2. The contract shall be terminated immediately should the successful bidder no longer qualify as a service provider in terms of the PSIRA Act, 2001 (Act no 56 of 2001).

16.3. SASSA reserves the right to cancel the contract forthwith and to terminate the services of the bidder without prior notice to do so if the bidder becomes unable for any reason whatsoever to implement any terms of the contract due to causes within his/her control or delay without proper cause, proof of which shall rest on the successful bidder. In such an event, the bidder shall, when called to do so, hand over to SASSA all documents which are related to the contract.

16.4. The Agency may in certain instances require an increase or decrease in the number of security personnel at a service station/office. For example, the number of security guards may be scaled down due to the fact that SASSA is gearing towards the implementation of digital/electronic security systems in identified offices/areas. The scaling down of the number of security guards will be implemented in phases commencing at any time during the course of the contract. The Agency will prior to effecting such a decrease or increase notify the service provider in writing, within one month. It should further be noted that the Agency may at any given time source new office space which might have an impact on the number of security guards required.

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16.5. Should SASSA property or any part(s) of SASSA property be damaged or destroyed, SASSA will, in its discretion determine which part(s) of the property no longer be bound by the stipulations of this agreement and no claim for indemnification in favour of one party against the other shall result from there. In respect of the remaining part(s) of the premises, which will still be used, the stipulations of this agreement will remain in force, but the contract amount will be reduced with a relevant sum as mutually agreed to, as of date of such change. If the damage to property is repaired, SASSA may request the service provider to resume the security guarding services. SASSA will provide the service provider with one-month prior notification in which case the stipulations of the contract in respect of the rendering of the service and the contract price will be applicable.

16.6. SASSA shall not accept any responsibility for accounts/expenses incurred by the successful bidder that was not agreed upon by the contracting parties.

16.7. The successful bidder undertakes to make the relevant provisions of this agreement known to all members of the personnel provided in terms hereof as soon as is practically possible before the commencement of this agreement.

16.8. No security personnel provided by the successful bidder shall comment to the press or any other public communications media upon the business of SASSA.

16.9. The successful bidder shall notify SASSA in writing of any change of address within five days hereof.

16.10. The personnel provided in terms of this agreement shall report for duty at those points indicated by SASSA. These points of reporting may vary from time to time according to the operational requirements of SASSA.

16.11. The successful bidder shall provide SASSA with daily posting sheets immediately as and when required by SASSA.

16.12. The successful bidder shall be responsible for all costs incurred in the transport, deployment and posting of security personnel.

16.13. Training, vetting, criminal checks, issuing of uniform and equipment, standing operating procedures must be completed within 10 working days after the commencement of the contract.

16.14. SASSA reserves the right to inspect the services rendered by the successful bidder at any time, in order to ensure that the service is

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rendered in accordance with the conditions of contract and the site specification.

16.15. The norms and quality of the services rendered must be in accordance with the acceptable standards of the security industry.

16.16. The successful bidder shall take all possible steps to ensure that the contract and the intended execution take place.

16.17. SASSA reserves the right to conduct security background checks in respect of the recommended bidder and its directors or members as well as registered security guards through the SSA. Appointment of successful bidder will be subject to positive background checks.

16.18. The successful bidder must keep available for inspection, at headquarters, personnel files as well as all appropriate documents of all security personnel in his/her service.

16.19. SASSA reserves the right to ascertain from the Private Security Regulatory Industry (PSIRA) whether the security personnel in service are registered with PSIRA.

16.20. The bid price must be inclusive of all relevant costs in terms of the PSIRA illustrative structure/schedule in accordance with the areas and as determined by the Sectorial Wage Determination guidelines issued from time to time by the Department of Labour, as well as the running costs, public liability insurance and equipment.

16.21. Price adjustment will only be effected when proof of increase from PSIRA and any other recognized or legal structure(s) is presented and upon written request by the appointed service provider. SASSA will for the purposes of implementing annual adjustments as promulgated or pronounced by the relevant Minister consider and apply stipulations outlined in the recently issued circulars/sectorial determinations in line with the following:

16.21.1. Consumer Price Index (CPI) as issued by Statistics South Africa upon contract anniversary; and

16.21.2. Sectorial Wage Increment adjustments, as per the cost of labour formula, will be applied.

16.22. To facilitate like-for-like comparison, bidders must submit pricing strictly in accordance with the price schedule issued by SASSA. (**Annexure A**). Deviation from this pricing schedule may result in a bid proposal being declared non-compliant.

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16.23. The successful bidder will enter into a Service Level Agreement (SLA) with SASSA.

16.24. Successful bidder must attach proof of footprint in Free State which include valid lease agreement(s) or tittle deed(s). Bidders who are unable to provide proof hereof will be expected to establish offices in Free State within a period of two **(02)** months. In the event that the bidder fails to establish offices in Free State within the required period and to produce the proof connected herewith, the Agency will terminate the contract. The SASSA Free State Region delegated official will in the third month of the contract visit the newly-established offices/facilities of the appointed bidder to confirm existence or presence of the company.

16.25. SASSA reserves the right to conduct regular inspections during the existence of the contract with a view to evaluate the performance of contractual obligations by the bidder.

16.26. SASSA reserves the right to enter into negotiations with bidders who have been shortlisted, on price reduction under the conventions embodied in the principles of "Best and Final Offer (BAFO).

16.27. Each bid shall once they have been submitted and after closure, constitute a binding and irrevocable offer to provide the services on the terms set out in the bid, which offer cannot be amended or withdrawn.

16.28. Bid proposals submitted must be bound or in a lever arch file and properly indexed. SASSA will not be held responsible for any information that goes missing or disappears due to improper packaging and/or indexing of bid documents.

16.29. SASSA reserves the right to verify and authenticate all the information supplied in the bid documents by the bidder. If SASSA discovers that fraudulent or unverifiable document was submitted during the bidding process, such will lead to disqualification or cancellation.

16.30. SASSA may, for any reason during relevant evaluation stage(s), request any Bidder to supply further information and/or documentation.

16.31. SASSA reserves the right to inspect the premises, head office and control room of the service provider before and after the bid is awarded. This will be done at unannounced intervals as determined by SASSA.

16.32. The appointment of the successful Bidder is subject to the conclusion of Service Level Agreement (SLA) between SASSA and the successful Bidder governing all rights and obligations related to the required services. The SLA shall be prepared by SASSA to include such terms and

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conditions commonly included in agreements of such nature, together with any other terms and conditions which are required by SASSA (whether arising from the specifications of the successful bidder's proposal or otherwise).

16.33. **Due Diligence**

16.33.1 Bidders must fully **complete** and submit the attached Infrastructure Compliance Inspections Checklist in order for the Bid Evaluation Committee to confirm the existence of the infrastructure (**Annexure B**). Bidders without control room or failure to complete the infrastructure Annexure Compliance checklist fully will be disqualified and any misrepresentation on the existence of the control room will also lead to the disqualification.

SASSA reserves the right to conduct unannounced Infrastructure Compliance Inspections on the **three (03) highest scoring recommended bidders on** price and specific goals before the award of the contract. (Should any of the three highest scoring recommended bidders not meet the requirements as per the Annexure B checklist, **the next highest recommended bidders shall be considered).**

Any bidder found to have misrepresented facts or information in the bidding documents after the due diligence process shall be disqualified and blacklisted in terms of relevant/applicable National Treasury Practice Note(s).

17. PUBLIC LIABILITY

17.1. The bidder indemnifies SASSA from any claim from a third party and all costs or legal expenses with regard to such a claim for loss or damage resulting from the death, injury or ailment of any person, or the damage of property of the service provider or any other person that may result from or be related to the execution of this contract.

17.2. The bidder will be held responsible for any damage or theft by his/her employees or due to their negligence whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly be imposed by SASSA against the service provider. SASSA reserves the right to claim for damages against the service provider arising out of negligence and/or poor performance by the service provider or its registered security guards.

17.3. Bidder must have public liability insurance with R 10 million cover or a letter from the insurer indicating intention to take up cover at the time of submitting the bid documents.

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17.4. In the case of the loss or damage to property resulting from providing service, the bidder undertakes to repair/rectify the damage immediately after the notification by Security Management in the Agency. If the bidder fails to act after such notification, SASSA will rectify the damages at will and the costs will be recovered from the bidder.

18. EVALUATION OF BID PROPOSALS

The bid proposals will be evaluated in line with the following criteria:

18.1. **A criterion** to be considered in evaluating the bid proposals will be **90/10** in terms of the Preferential Procurement Regulations, 2022 is applicable.

The evaluation shall be conducted as follows:

18.2. **STAGE ONE:**

Phase one: Mandatory Requirements
Phase two: Administrative compliance requirements
Phase three: Functionality Requirements
Phase four: Compliance Inspection (Site Inspection)

18.2.1 Phase **One: Mandatory Requirements**

18.2.1.1. Bidders must fully **complete** and submit the attached Infrastructure Compliance Inspections Checklist in order for the Bid Evaluation Committee to confirm the existence of the infrastructure (**Annexure B**). Bidders without control room or failure to complete the infrastructure Annexure Compliance checklist fully will be disqualified and any misrepresentation on the existence of the control room will also lead to the disqualification.

18.2.1.2. Valid Public Liability insurance with R 10 million and above cover or a letter from the insurer indicating intention to take up the cover of 10 million and above;

18.2.1.3. Valid company registration with PSIRA, certified copy not older than six months;

18.2.1.4. Valid company directors' certified copy of PSIRA registration certificate not older than six months;

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18.2.1.5. Valid PSIRA letter of good standing, certified copy not older than six months;

18.2.1.6. Valid COIDA certificate or letter of good standing relevant to the security guarding services, certified copy not older than six months.

18.2.1.7. Bidder(s) must provide or attach award letters/contracts/purchase orders and reference letters in respect of each of the contracts as proof of experience. Such award letters/contracts/purchase orders/ reference letters from the clients must have contact details of client(s); the type of services rendered (specifically security guarding services), start, end dates and values of the contracts as signed by previous client(s). **Annexure C - Bidders must only fully complete the template provided by SASSA.** (Reference letter must not be older than 06 months).

18.2.1.8. Proposals must be submitted in line with all attached annexures and detailed specifications. (**Annexure A, B and C**).

NB: Failure to submit the above documents will lead to the disqualification of the bid proposal. Copies of certified copies of certificates/ documents will not be accepted.

18.2.2. Phase Two: Administrative Compliance

Bidder(s) are required to submit the following documents:

Administrative Requirement
Proof of registration with National Treasury Central Supplier Database (CSD)
Company registration documents with Company intellectual Property Commission (CIPC) accompanied by the director's share certificate.
Tax compliance status PIN
Valid B-BBEE Status Level verification Certificate or certified copies of or certified copies thereof/Affidavit signed by commissioner of Oaths must be submitted together with their bids, to substantiate their B-BBEE rating claims. In case of a trust, consortium or joint venture, a consolidated B-BBEE status level Verification Certification must be submitted.
Company director's identification (ID), certified copy not older than six (6) months.
Completed and signed SBD forms by the bidder(s), (SBD 1, SBD 3.1, SBD 4, SBD 6.1).
A letter of authority to sign bidding documents for the company/entity.

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18.2.3 JOINT VENTURE

18.2.3.1This will be considered valid if there is proof of agreement signed by all parties involved. Submission of applicable: Resolution by the Legal Entity, or consortium / joint venture, authorizing a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture. The following must be submitted:

a) a consolidated valid tax clearance certificate and/or SARS issued pin code (which will be verified)

b) a signed teaming agreement must be submitted.

c) a consolidated B-BBEE certificate for all members.

d) a consolidated Central Supplier Database Registration (CSD).

e) all mandatory requirements also apply to the Joint Venture as well.

18.2.4 Phase Three: Functionality Requirements

0) Non Submission, 1) Poor, 2) Average, 3) Good, 4) Very good, 5) Excellent.

EVALUATION CRITERIA	WEIGHT
Experience in the security guarding industry	**60**

NB: The contract values of the previous and current contract/s will be calculated pro rata from the start date of the contract/s within the previous ten (10) years up to the period of the closing date of this bid. (Experience to be strictly assessed on the basis of the listed experience provided on Annexure C.)

(a) Experience: Values of the contracts as signed by the client for verification of authenticity not older than ten (10) years

Values of Contracts	Score	
Non submission NB	0	**30**
R1 – R 10 000 000	1	
R 10 000 001 – R 20 000 000	2	
R 20 000 001 – R 40 000 000	3	
R 40 000 001 – R 60 000 000	4	
R 60 000 001 and above	5	

(b) Experience: Number of security contracts in the industry not older than Ten (10) years.

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<table>
<tr><th>EVALUATION CRITERIA</th><th>WEIGHT</th></tr>
<tr><td>
<table>
<tr><th>Number of Contracts</th><th>Score</th></tr>
<tr><td>Non submission</td><td>0</td></tr>
<tr><td>1 security contract</td><td>1</td></tr>
<tr><td>2 security contracts</td><td>2</td></tr>
<tr><td>3 security contracts</td><td>3</td></tr>
<tr><td>4 security contracts</td><td>4</td></tr>
<tr><td>5 and more security contracts</td><td>5</td></tr>
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Bidder(s) should provide/attach (Annexure C) a table outlining current and previous clients in government, State-Owned Entities and Private Entities reflecting names and contact details of client(s), the types of services rendered, start and end dates and the values of the contracts.

Bidder(s) should provide or attach award letters/contracts/purchase orders and reference letters in respect of each of the contracts reflected in table (a) and (b) above. Such award letters from the clients must reflect names and contact details of client(s); the types of services rendered, start, end dates values of the contracts as signed by the client for verification of authenticity. (Reference letters should not be older than 06 months). Reference letter that does not meet these requirements will be deemed as non – submission.
</td><td>30</td></tr>
<tr><td>Comprehensive Project Implementation Plan -</td><td>40</td></tr>
<tr><td>The Comprehensive Project Implementation Plan must cover the following:</td><td></td></tr>
<tr><td>Deployment Plan detailing the takeover activities, recruitment, staff orientation/induction, handing over duties at exit stage. There must be time-frames attached to each activity. Bidders must provide details of at least three (03) project management team members, role of each team member explained and relevant training and experience of each member as well as their CV's.
<table>
<tr><th>Number of Elements</th><th>Score</th></tr>
<tr><td>Non – submission</td><td>0</td></tr>
<tr><td>1</td><td>1</td></tr>
<tr><td>2</td><td>2</td></tr>
<tr><td>3</td><td>3</td></tr>
<tr><td>4</td><td>4</td></tr>
<tr><td>5</td><td>5</td></tr>
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</td><td>15</td></tr>
<tr><td>Occupational Health and Safety Plan outlining what the successful bidder will do to manage health and safety related matters as provided for in the relevant prescripts including but not limited to appointment of OHS representatives, incident management, incident investigations and there must be time-frames attached to each activity. Bidders should refrain from attaching the Occupational Health and Safety Act and its</td><td>10</td></tr>
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<table>
<tr><th>EVALUATION CRITERIA</th><th>WEIGHT</th></tr>
<tr><td>Regulations as well as their internal policies as no points will be allocated to such.
<table>
<tr><th>Number of Elements</th><th>Score</th></tr>
<tr><td>Non Submission</td><td>0</td></tr>
<tr><td>1</td><td>1</td></tr>
<tr><td>2</td><td>2</td></tr>
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<tr><td>4</td><td>4</td></tr>
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<tr><td>Contingency Plan outlining what the successful bidder will do in crisis situations including but not limited to staff shortages, strikes/labour unrests, shortage of equipment, adhoc arrangements and there must be time-frames attached to each activity etc. The contingency plan must be detailed. It must be noted that no points will be allocated for emergency management procedures/policies.
<table>
<tr><th>Number of Elements</th><th>Score</th></tr>
<tr><td>Non Submission</td><td>0</td></tr>
<tr><td>1</td><td>1</td></tr>
<tr><td>2</td><td>2</td></tr>
<tr><td>3</td><td>3</td></tr>
<tr><td>4</td><td>4</td></tr>
<tr><td>5</td><td>5</td></tr>
</table></td><td>10</td></tr>
<tr><td>Training Plan explaining not limited to specific target areas, intended audience, intended purpose and period at which it will be provided during the existence of the contract. Bidders should refrain from attaching training manuals and procedures as no points will be allocated for such.
<table>
<tr><th>Number of Elements</th><th>Score</th></tr>
<tr><td>Non Submission</td><td>0</td></tr>
<tr><td>1</td><td>1</td></tr>
<tr><td>2</td><td>2</td></tr>
<tr><td>3</td><td>3</td></tr>
<tr><td>4</td><td>4</td></tr>
<tr><td>5</td><td>5</td></tr>
</table></td><td>05</td></tr>
<tr><td>TOTAL</td><td>100</td></tr>
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Bidders must obtain a minimum of 70 points on functionality evaluation to qualify for further evaluation on Price and Specific Goals.

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18.2.5 Phase Four: Compliance Inspection (Site Inspection).

SASSA reserves the right to conduct unannounced Infrastructure Compliance Inspections on the **three (03) highest scoring recommended bidders on** price and specific goals before the award of the contract. (Should any of the three highest scoring recommended bidders not meet the requirements as per the Annexure B checklist, **the next highest recommended bidders shall be considered).**

18.3 STAGE TWO: PRICE AND SPECIFIC GOALS

SASSA will consider PSIRA pricing structures. Therefore, bidder(s) who deviate from the applicable PSIRA Illustrative pricing structures/guidelines by quoting below the current year (2025/2026) PSIRA illustrative pricing structure threshold of A+B+C will be deemed non-compliant and therefore disqualified.

18.3.1 The 90/10 preference points system will apply in the evaluation of proposals submitted.

A criterion to be considered in evaluating the bid 90/10 in terms of the Preferential Procurement Regulations 2022 is applicable. Table below will be applied in order to evaluate each bid:

Total Price and Specific Goals	**100**
Price	**90**
Specific Goals	**10**

(a) Points awarded for BBBEE Status level of contribution will be evaluated for preference as follows:

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a service provider for attaining the BBBEE status level of contribution in accordance with the table below:

The specific goals allocated points in terms of this tender	**Number of points allocated (90/10 system) (To be completed by the organ of state)**	**Number of points claimed (90/10 system) (To be completed by the tenderer)**
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	

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B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	
B-BBEE Status Level 1 - 2 contributor	7	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	
B-BBEE Status Level 3 - 4 contributor	3	
B-BBEE Status Level 5 - 8 contributor	2	
Non-compliant contributor	0	
Note: In the event of the bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points		

(b) Valid B-BBEE status level verification certificate or certified copies of or certified copies thereof/ Sworn affidavit signed by the Commissioner of Oaths must be submitted together with their bids, to substantiate their B-BBEE rating claims. In case of trust, consortium or joint venture, a consolidated B-BBEE Status level Verification Certificate must be submitted. Failure to submit will be interpreted to mean that preference points for BBBEE status level of contributions are not claimed.

(c) Proof of medical report within the past 12 months from Registered Medical Practitioner confirming disability status when claiming points based on disability

19 BID AWARD AND CONTRACT

19.3 The contract will be concluded between SASSA and the successful bidder.

19.4 The contract period is from the date of signing the contract, for period of thirty-six (36) months.

19.5 SASSA reserves the right to not award the tender.

20 ANTI BRIBERY AND CORRUPTION CLAUSES

20.3 The bidder represents that it is familiar with (i) the South African Prevention and Combatting of Corrupt Activities Act, Act 12 of 2004, and (ii) other public and commercial anti-bribery laws which may apply ("Anti-Bribery Laws").

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20.4 The bidder represents that this tender process will be done in compliance with the Anti-Bribery Laws.

20.5 The bidder warrants that it and its affiliates have not made, offered, or authorized and will not make, offer or authorize with respect to the matters which are the subject of this tender, any payment, gift, promise or other advantage, whether directly or through any other person or entity, to or for the use or benefit of any officer or employee of SASSA or any public official (i.e., any person holding a legislative, administrative or judicial enterprise) office, including any person employed by or acting on behalf of a public agency, or a public or any political party or political party official or candidate for office, where such payment, gift, promise or advantage would violate the applicable Anti-Bribery Laws.

20.6 The bidder shall not make any payment (facilitation payment) to any employee of SASSA to solicit a pre–determined outcome on a procurement matter or to speed up an administration process in the realization of a pre-determined outcome.

20.7 The bidder represents that, to the best of its knowledge and belief, and save as disclosed to SASSA, neither it nor any of its personnel have been investigated (or is being investigated or is subject to a pending or threatened investigation) or is involved in an investigation (as a witness or suspect) in relation to any breach of the Anti-Bribery Laws by any law enforcement, regulatory or other government agency or any customer or supplier; or has admitted to; or been found by a court in any jurisdiction to have engaged in, any breach of the Anti-Bribery Laws, or been debarred from bidding for any contract or business; or are public officials or persons who might otherwise reasonably be considered likely to assert a corrupt or illegal influence on behalf of the company. The bidder agrees that if, at any time, it becomes aware that any of the representations set out in this clause are no longer correct, it will notify SASSA of this immediately in writing.

20.8 Any breach of or failure to comply with the provisions of this clause shall be deemed material and shall entitle SASSA to disqualify the bidder.

21 PLACE OF DELIVERY/SUBMISSION OF THE BIDS

21.1 The Free State Region Security Management will be responsible for overseeing of the security contract.

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21.2 Address of where bids must be submitted:

Bidders to submit bid proposals for all the offices at SASSA Free State Region, to the following address.

SASSA Free State Regional Office
Iustitia Building
Corner Aliwal and St Andrew Street
Bloemfontein
9301

21.3 The following contact details in respect of enquiries will apply:

21.4 All enquiries, questions and requests for clarification that may arise in relation to this Bid are to be directed to the email addresses listed in paragraph 21 below in the Invitation to Bid.

21.5 It is important to note that for all questions you need to:

a) Ensure that you add the Bid Reference: in the subject line of your e-mail.
b) The company's name, contact and telephone number is clearly stated.
c) The question is clear and concise.
d) Where applicable, reference be made to specific points within this Bid.
e) Submission of questions on the date of closure will not have any effect on the Bid closing date and time.

Technical enquiries

Contact Person	Email Address
Mr. Pule Sunday	pulesun@sassa.gov.za
Contact no	051-410 8322

Supply Chain Management

Contact Persons	Email Address
Ms Gift Ziyeka	GiftZ@sassa.gov.za
Contact no	051-410-8407

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ANNEXURE A

FREE STATE REGION SECURITY SPEC SUMMARY 2025

Name of Office	Monday - Friday Grade C Day Number of Guards	Monday - Friday Grade C Night Number of Guards	Saturday/Sunday / Public Holiday Grade C Day Number of Guards	Saturday/Sunday / Public Holiday Grade C Night Number of Guards	Total Amount per District
Regional and RMC	7	2	2	2	
Mangaung Metro	12	6	6	6	
Fezile Dabi District	8	6	6	6	
Thabo Mofutsanyana District	18	16	16	16	
Xhariep District Office	11	10	10	10	
Lejweleputswa District Office	10	9	9	9	
Total	**66**	**49**	**49**	**49**	
Unit Price per guard					
Total Direct Cost					
Total Overheads					
TOTAL NUMBER OF GUARDS	**115**				
Total Bid Price Per Month Vat Inclusive					
TOTAL BID PRICE FOR 36 MONTHS VAT INCLUSIVE					

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REGIONAL & RMC OFFICE SPECIFICATION

Name of Region	Free State Region
Service Description	Regional Office & Record Management Center Security Services
Tender no.	
	Grade C Rate

Name of Office	Mon - Friday Grade C Day: Number of Guards	Mon - Friday Grade C Night: Number of Guards	Saturday,Sunday / Public Holiday Grade C Day: Number of Guards	Saturday,Sunday / Public Holiday Grade C Night: Number of Guards	Total Amount VAT inclusive
Regional Office	5	2	2	2	
Record Management Center (RMC)	2	-	-	-	
Total number of Guards	7	2	2	2	

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MANGAUNG METRO SPECIFICATION

Name of Region	Free State Region
Service Description	Mangaung Metro Security Services
Tender no.	

Grade C Rate

Name of Office	Mon - Friday Grade C Day: Number of Guards	Mon - Friday Grade C Night: Number of Guards	Saturday, Sunday /Public Holiday Grade C Day: Number of Guards	Saturday, Sunday /Public Holiday Grade C Night: Number of Guards	Total Amount VAT inclusive
Mangaung LO	6	2	2	2	
Botshabelo Local Office	3	2	2	2	
Thaba nchu Local Office	3	2	2	2	
Total number of Guards	**12**	**6**	**6**	**6**	

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FEZILE DABI DISTRICT SPECIFICATION

Name of Region	Free State Region
Service Description	Fezile Dabi District Security Services
Tender no.	

Grade C Rate	

Name of Office	Mon - Friday Grade C Day Number of Guards	Mon - Friday Grade C Night Number of Guards	Saturday,Sunday / Public Holiday Grade C Day Number of Guards	Saturday,Sunday / Public Holiday Grade C Night Number of Guards	Total Amount VAT Inclusive
Fezile Dabi District,Sasolburg LO	3	2	2	2	
Kroonstad Local Office	3	2	2	2	
Frankfort Local Office	2	2	2	2	
Total number of Guards	**8**	**6**	**6**	**6**	

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THABO MOFUTSANYANA DISTRICT SPECIFICATION	
Name of Region	Free State Region
Service Description	Thabo Mofutsanyana Security Services
Tender no.	

Name of Office	Mon - Friday Grade C Day Number of Guards	Mon - Friday Grade C Night Number of Guards	Grade C Rate Saturday, Sunday /Public Grade C Day Number of Guards	Grade C Rate Saturday, Sunday /Public Grade C Night Number of Guards	Total Amount VAT inclusive
Qwaqwa local Office	4	3	3	3	
Bethlehem Local Office	3	2	2	2	
Senekal Local Office	2	2	2	2	
Ficksburg Local Office	2	2	2	2	
Harrismith Office	2	2	2	2	
Vrede Office	2	2	2	2	
Tweespruit Service Office	1	1	1	1	
Ladybrand Local Office	2	2	2	2	
Total number of guards	**18**	**16**	**16**	**16**	

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XHARIEP DISTRICT SPECIFICATION

Name of Region	Free State Region
Service Description	Xhariep District Security Services
Tender no.	

Grade C Rate

Monday - Friday		Saturday, Sunday/ Public Holiday		
Day	Night			

Name of Office	Mon - Friday Grade C		Sunday / Public Holiday Grade C		Total Amount VAT Inclusive
	Day	Night	Day	Night	
	Number of Guards	Number of Guards	Number of Guards	Number of Guards	
Smithfield Local Office	3	2	2	2	
Koffiefontein Local Office	2	2	2	2	
Jagersfontein Local Office	2	2	2	2	
Trombsburg Local Office	2	2	2	2	
Zastron Local Office	2	2	2	2	
Total number of Guards	**11**	**10**	**10**	**10**	

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LEJWELEPUTSWA DISTRICT SPECIFICATION

Name of Region	Free State Region
Service Description	Lejweleputswa District Security Services
Tender no.	

Grade C Rate

Name of Office	Mon - Friday Grade C Day Number of Guards	Mon - Friday Grade C Night Number of Guards	Saturday Sunday/Public Holiday Grade C Day Number of Guards	Saturday Sunday/Public Holiday Grade C Night Number of Guards	Total Amount VAT inclusive
Lejweleputswa DO, Welkom LO	4	3	3	3	
Odendaalsrus Local Office	2	2	2	2	
Bothaville Local Office	2	2	2	2	
Winburg Service Office	1	1	1	1	
Hertzogville Service Office	1	1	1	1	
Total number of Guards	**10**	**9**	**9**	**9**	

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SOUTH AFRICAN SOCIAL SECURITY AGENCY

ANNEXURE B

INFRASTRUCTURE CAPACITY CHECKLIST

HM

South African Social Security Agency
SASSA House

501 Prodinsa Building
Cnr Steve Biko and Pretorius Street Arcadia
Private Bag X55662 • Pretoria 0083
Tel: +27 12 400 2597
www.sassa.gov.za

CONFIDENTIAL

SECTION A: PARTICULARS OF THE BIDDER

NAME OF SERVICE PROVIDER: _____

PHYSICAL ADDRESS OF FACILITY TO BE INSPECTED:

_____

_____

_____

SECTION B

INFRASTRUCTURE REQUIREMENTS – TO BE FULLY COMPLETED BY THE BIDDER

CONTROL ROOM REQUIREMENTS:

IDENTIFIED AREA OF NEED/REQUIREMENT(S)	YES	NO
Operate 24 hours;		
Manned by trained control room operators – Control room Operators / Officers training Certificate to be verified during site visits;		
Constructed with brick and mortar wall.		
Secured reinforced security burglar door at the control room entrance.		
Control room with burglar bars on windows and tainted / Control room without windows.		
Not shared with any other service provider;		
Ablution facilities in the control room building.		
Operator break-away areas		
Ventilation		
An ergonomically designated layout including chairs, monitor positions.		
Equipped with base radio and telephone		
First aid kit,		
Fire extinguisher,		
Occurrence book/incident register, operating manuals for all equipment in the control room, duty roosters for registered security guards and employee database;		

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South African Social Security Agency
SASSA House

501 Prodinsa Building
Cnr Steve Biko and Pretorius Street Arcadia
Private Bag X55662 • Pretoria 0083
Tel: +27 12 400 2587
www.sassa.gov.za

IDENTIFIED AREA OF NEED/REQUIREMENT(S)	YES	NO
Independent Communication Authority of South Africa (ICASA) radiation valid certificate for the radios;		
Security illumination for the identification of visitors after hours.		
Valid lease agreement or proof of ownership in respect of property.		
Contact numbers of all managerial staff, client office and after hours numbers and all emergency contact details.		
Standard Operating Procedures for control room operators available.		
Access into the Control Room registered / recorded.		
Control Room Operators registered with PSIRA at Grade C.		
Display of charts relating to legal requirements and best practices in the security industry, eg BCEA, OHS etc.		

CONFIRMATION BY SERVICE PROVIDER REPRESENTATIVE

FULL NAMES: _____

SIGNATURE: _____

DATE: _____

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South African Social Security Agency
SASSA House

501 Prodinsa Building
Cnr Steve Biko and Pretorius Street Arcadia
Private Bag X55662 • Pretoria 0083
Tel: +27 12 400 2587
www.sassa.gov.za

ANNEXURE C

CURRENT AND PAST CONTRACTS (CLIENT BASE)

A list of current and past contracts (attach Award letters /Contract/Purchase Orders and Reference letters) which are relevant to the security guarding service required in the bid specifications must be attached to the bid proposals. The following template must be used and must be completed in full. Failure to complete the table in full and non-submission of award letter/Contract/Purchase Orders and Reference letters. Reference letter that does not meet these requirements will be deemed as non – submission.

Indicate all the current and past contracts in the table below and **ONLY** those relevant to the security guarding services industry required in the bid specifications.

Name of client where contract is/ was executed.	Contract period (indicate start end dates)e.g 1 April 2015 to 31 March 2016.	Is the contract Current or Past? (please indicate accordingly)	Contact persons and telephone numbers of your client.	Number of security guards per contract.	Total value of the contract.

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