

INVITATION TO BID

REQUEST FOR BID DESCRIPTION:

RENDERING OF 24-HOUR SECURITY SERVICES FOR ARMSCOR BUILDING, PROTECHNIK COMPLEX, GEROTEK TEST FACILITIES AND GEROTEK PAARDEFONTEIN TEST RANGE, INSTITUTE OF MARINE TECHNOLOGY AND ALKANTPAN TEST RANGE SITES FOR A FIVE-YEAR PERIOD- Compulsory bidders briefing will take place from 23 October 2023 at Armscor Head Office at 10h00. Kindly refer to Appendix I for the complete list of compulsory bidders briefing sessions for other sites

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NOTE:

Kindly register on the National Treasury's Central Supplier Database (CSD) via www.csd.gov.za

Bids must ONLY be submitted in hard copy; electronic bid submissions are NOT acceptable.

ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD (ARMSCOR)

Company registration: 1968/008611/06 Vat registration: 4500101169

REQUEST FOR BID: EFAC/2023/06

1. INSTRUCTIONS ON SUBMISSION OF BIDS

- 1.1 Bid Closing at **11:00 am** on **08 November 2023 (SOUTH AFRICAN TIME)**
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:
- The Manager: Supply Chain Management Department
 Armscor SOC Ltd
- Postal address: Armscor SOC Ltd
 Private Bag X337
 Pretoria
 0001
- Delivery address: Armscor Head Office
 370 Nossob Street
 Erasmuskloof Ext 4
 Pretoria
- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception.**
- 1.5 Bid proposals received after the closing time and date will not be considered.

2. ENQUIRIES

- 2.1 All queries regarding this bid must be addressed in writing to SCM Department on aopts@armscor.co.za. Questions/enquiries relating to this RFB should be received three working days prior to the closing date. Queries received after this period will not be entertained.

3. BID VALIDITY PERIOD

Bid proposals to remain valid for acceptance for a period of **ONE HUNDRED AND FIFTY** days counted from the closing date.

NOTE: Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 5 dated 22 June 2022 , as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at www.armscor.co.za.

RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted [Yes or No]	
		Yes	No
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	☐	☐
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	☐	☐
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, See bidding structure for required documents.	☐	☐
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	☐	☐
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	☐	☐
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	☐	☐
7.	Designated sectors: Local production and content. (Where applicable)	☐	☐
8.	Originally certified copy of Identity Document for the Company representative	☐	☐
9.	Copy of latest audited financial statements	☐	☐
10.	Bid conditions acceptance form on KD17 (Mandatory)	☐	☐

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

Only fill the relevant category:

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation	
Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)	
Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following:	
Name of Prime Contractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If using subcontractors, indicate the following:	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
Subcontractor Details:	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents for both Prime and Sub-Contractors:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Other:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....
Name

.....
ID number

BID CONDITIONS ACCEPTANCE FORM

Bidders shall complete and sign this bid conditions acceptance form

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in A-STD-0020 Issue 4 dated 22 June 2022 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 4 dated 22 June 2022, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

.....

(no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:.....

AUTHORISED SIGNATURE

..... Date:

Name in block letters:

Capacity:

NB: FAILURE TO COMPLETE AND SIGN THIS PAGE SHALL INVALIDATE THE BID AND WILL BE DISQUALIFIED FROM FURTHER EVALUATION.

SUPPLIER REGISTRATION

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact:-

The Security Registration

Private Bag X337

PRETORIA

0001

E-mail:- register@armscor.co.za

ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:

1. Bidders should check the numbers of the pages correspond with the table of contents as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
 - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
 - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
 - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
 - 2.4. indicate the prices quoted in the units shown and quote them per item;
 - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
 - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges:**
 - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
 - 3.2. Where supplies are quoted which are subject to levying of any customs duty, *ad valorem* customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, *ad valorem* customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire
4. **Security:**
 - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
 - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. **Advance payments:**

Bidders shall furnish the price without advance payment.

6. **Performance Guarantee:**

Armcor reserves the right to request the successful bidder to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

7. **Commissions:**

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bid.

8. **Tax Compliance Requirements**

It is a condition of bid that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25

8.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.

8.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.

8.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armcor to use the PIN code for verification of tax compliance status of the supplier.

8.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.

8.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.

8.6 Tax compliance is done via e-filing on the SARS website www.sars.gov.za.

NOTE: Armscor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.

9. **Awarding of Bids**

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 and Armscor Preference Point System of the Preferential Procurement Regulations, 2022.

The applicable points are:

Price: (Pp) 80/90 Points

Specific Goals: 20/10 Points

Total: 100 Points

The following formulas will be used to calculate the points in respect of a bid to a rand value that is below R50 000 000, 00 for 80/20 and in respect of a bid to a rand value that exceeds R50 000 000, 00 for 90/10 (all applicable taxes included).
(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

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

90/10

$$Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

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

CONFIDENTIAL

KD17 **BID NUMBER** : EFAC/2023/06
CLOSING AT 11:00 ON : 08 November 2023
VALIDITY PERIOD: 150 DAYS **NAME OF BIDDER** :

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN FOREIGN CURRENCY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
1	GAUTENG PROVINCE (Transfer total price from Appendix F Table 5 of this RFB)	LOT			
2	NORTHERN CAPE PROVINCE (Transfer total price from Appendix G Table 1 of this RFB)	LOT			
3	WESTERN CAPE PROVINCE (Transfer total price from Appendix H Table 1 of this RFB)	LOT			
4	Operations Manager – Gauteng Province	61 months			
5	Operations Manager – Northern Cape Province	61 months			
6	Operations Manager – Western Cape Province	61 months			
7	Other (specify)				
	TOTAL (excluding VAT)				
	VAT				
	TOTAL (including VAT)				

1. Delivery address: **As per province sites**
 2. * Period required for commencement of delivery, after receipt of order:
 3. * Rate of delivery: **As per this RFB document**
 4. * Period required for completion of order, after receipt thereof: **5 years**
- * Must be completed by Bidder if not completed by Armscor



ARMSCOR
Armaments Corporation of South Africa Ltd

**RFB SPECIFICATION
FOR**

**THE RENDERING OF 24 HOUR SECURITY SERVICES FOR
ARMSCOR BUILDING, PROTECHNIK COMPLEX, GEROTEK
TEST FACILITIES
AND GEROTEK PAARDEFONTEIN TEST RANGE, INSTITUTE OF
MARINE TECHNOLOGY AND ALKANTPAN TEST RANGE SITES
FOR A FIVE YEAR PERIOD**

FILE NO. : EFAC 2023/06

ISSUE : 1

DATE : OCTOBER 2023

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APPENDIX A

EVALUATION PROCESS

1. ABBREVIATIONS

CIPC: Company & Intellectual Property Registration

COIDA: The Compensation for Occupational Injuries and Disease Act

PSIRA: Private Security Industry Regulating Authority

PPS: Preference Point System

2. BID EVALUATION PROCESS

Each received bid will be evaluated in 4-stages. Armscor reserves the right to place an order for each Province based on the outcome or either the applicable Preference Point System or Objective Criteria. Therefore, the bidder must indicate the Province (s) they are bidding for by completing the Table 1 in Appendix B.

STAGE 1	Specific Goals
STAGE 2	Critical Criteria
STAGE 3	Preference Point System: 80 (Price) / 20 (Specific goals) or 90 (Price) / 10 (Specific goals)
STAGE 4	Special Requirements

2.1 STAGE 1: Specific Goals

- 2.1.1 Each bid will be assessed against the specific goals using the criteria set out under the specific goals.
- 2.1.2 Any bid with evidence documents that are not authentic will be disqualified and eliminated from further evaluation.
- 2.1.3 All bids with authentic evidence documentation will be allocated points according to the criteria and will be eligible for further evaluation under stage 2.
- 2.1.4 The specific goals are listed under Appendix A of this RFB document.

2.2 STAGE 2: Critical Criteria

The bidder(s) that comply with the requirements set for stage 1 will be assessed against the critical criteria requirements. Should the bid fail to comply with any one of the critical criteria, the bid will be disqualified from further evaluation.

NO	Critical Criteria Description	Compliance Evidence
1	The bidder shall attend compulsory bidders briefing that will be held per province. The dates for each bidders briefing are specified in Appendix I of this RFB .	The bidders shall complete and sign attendance register for each site they plan to bid for.
2	The bidder shall be a registered South African entity with at least 51% South African shareholding.	The bidder shall submit: a) A copy of the valid CIPC incorporation documentation as proof of registration and; b) Valid copies of the company share certificates that indicate the shareholding and; c) Valid Certified copies of identity documents, where shares belong to individuals
3	The bidder shall have at least 24 months consecutive experience of 24-Hour Guarding Services where a minimum of 7 guards were deployed.	The bidder shall submit reference letter(s) from client(s) on the client's letter head signed by a duly authorised person of the company. The reference letters shall include at least the following information: a) The name of the bidder, b) Type of service rendered (i.e.: 24 Hour Guarding Services), c) Number of guards deployed, d) Contract period
4	The bidder shall be a valid registered member of Private Security Industry Regulatory Authority (PSIRA).	The bidder shall submit a copy of the valid certificate of its PSIRA membership.

2.3 STAGE 3: PREFERENCE POINT SYSTEM (PPS)

- 2.3.1 Each bid that complies with all the critical criteria set in Stage 2 shall be further evaluated in terms of either the 80 (Price)/ 20 (Specific Goals) or 90 (Price) / 10 (Specific Goals) Preference Point System, depending on the Province(s) that the bidder is bidding for as indicated in Appendix B.
- 2.3.2 The Bidder shall quote remuneration for the allocated guards to the Armscor sites in accordance with the minimum wage as prescribed in terms of section 56 (1) of the Basic Conditions of Employment Act, No. 75 of 1997 for the Sectoral Determination 6: Private Security Sector, South Africa, as promulgated by the Minister of Labour in the Government Gazette. Non-compliance to the National Bargaining Council for the Private Security Sector (NBCPSS): Extension to Non-Parties of the Main Collective Agreement, as amended, effective from 2 March 2023 until 28 February 2027. The agreement can be downloaded from their website, www.nbcps.org.za.
- 2.3.3 Armscor will analyse the quoted remuneration for the allocated guards and shall disqualify the bidder from further evaluation if the remuneration of the guards is below the prescribed minimum wage.
- 2.3.4 As per the Preferential Procurement Regulations of 2022 Regulation 3(2)(b): Either the 80/20 or 90/10 PPS shall apply and that the lowest acceptable tender will be used to determine the applicable PPS.
- Price: maximum 80 points or 90 points
 - Specific Goals: maximum 20 points or 10 points
- 2.3.5 For this RFB, the applicable Specific Goal is Locality. Points scored for price are determined by the value of the contract. Points scored for Price, Specific Goals are added together (maximum 100 points) and rounded off to the nearest two decimal points.
- 2.3.6 For qualification for Specific Goal points, refer to Appendix C.

2.4 STAGE 4: Special Requirements

- 2.4.1 A bid that will emerge as preferred bidder after the PPS stage above will be subjected to further assessment under the special requirement stage.
- 2.4.2 A preferred bidder will be granted an opportunity to submit evidence (if not already submitted with the bid) required under the special requirement before the confirmation of award.
- 2.4.3 Should the bid fail to comply with any of the special requirements listed under Appendix D, the bid will not be eligible for award.
- 2.4.4 The bid may only be awarded to a preferred bid that complies with all the Special Requirements.

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APPENDIX B

ARMSCOR SITES BIDDING STRUCTURE

The Bidder shall indicate the province (s) they are bidding for by completing the "Province Bidding For" column.

Table1:

NO	Province	Price Schedule To Be Completed	Bidder must indicate Province(s) Bidding for
1	GAUTENG	APPENDIX F	
2	NORTHERN CAPE	APPENDIX G	
3	WESTERN CAPE	APPENDIX H	

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APPENDIX C

SPECIFIC GOALS

1. PROCESS

1.1 Each bid will be evaluated against the Specific Goal.

1.2 The Specific Goal applicable for this RFB is Locality.

Specific Goals for Procurement from Entities Located in Specific Province, Region or Municipality		PPS Points 80/20	PPS Points 90/10
RDP Programme: Locality			
1	Entities located within the Province bidding for	10 points	5 points
2	Entities located outside the Province bidding for	0 points	0 points
RDP Programme: Promotion of South African Owned Enterprises			
1	Entities which are BBEE Level 1 with 51% black equity ownership	10 points	5 points
2	Entities which are BBEE Level 2 with 51% black equity ownership	9 points	4 points
Maximum Specific Goals points		20 points	10 points

2. QUALIFICATION FOR LOCALITY

2.1 To qualify for **Locality** points:

2.1.1.1 The bidder shall submit a municipal account indicating the bidder's business address in the **Province bidding for** that is not older than **three (3) months**; or

2.1.1.2 If the municipal account is in the name of a third party, then the bidder shall submit:

- a. A municipal account indicating the third party's business address in the **province bidding for** that is not older than three (3) months; and
- b. An occupancy/ rental agreement or similar agreement between the bidder and the third party, that is still valid at the closing date of the RFB.

2.1.1.3 If the municipal account is in the name of the owner/director of the bidding entity, then the bidder shall submit:

- a. municipal account of the owner/director that is not older than three (3) months
- b. CIPC documentation or BEE sworn affidavit

2.2 Armscor reserves the right to conduct verification on any evidence submitted by the bidder and a bidder who will submit evidence that is not authentic will be disqualified from further evaluation.

3. **QUALIFICATION FOR RDP PROGRAMME: BLACK EQUITY OWNERSHIP**

- 3.1 To qualify for the **RDP Programme: Promotion of South African Black Owned Enterprises** points, the bidder shall submit a valid proof of B-BBEE status (B-BBEE certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE affidavit duly sworn and commissioned).
- 3.2 If the bidder is a Joint Venture (JV) or Consortium, the bidder shall submit with the bid, a consolidated proof of B-BBEE status.

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APPENDIX D

SPECIAL REQUIREMENTS

1. SPECIAL REQUIREMENTS

- 1.1 A bid that will emerge as preferred bidder after the PPS stage above will be subjected to further assessment under the special requirement stage.
- 1.2 Should the bid fail to comply with any of the special requirements listed hereunder, the bid will not be eligible for award.
- 1.3 The bid may only be awarded to a preferred bid that complies with all the Special Requirements.
- 1.4 The bidder shall submit compliance evidence for all special requirements with the bid. However, a preferred bidder will be granted an opportunity to submit evidence (if not already submitted with the bid) required under the special requirement before the confirmation of award.

NO	Special Requirement	Evidence Required
1	COIDA The bidder shall be in good standing with the Compensation Commissioner	The bidder shall submit a copy of the valid Letter of Good Standing from the Compensation Commissioner as prescribed by section 89 of the Compensation for Occupational Injuries and Diseases Act, 1993. Issued by Department of Labour or any other accredited bodies
2	Qualification, Registration & Experience of Operations Manager Each province shall have at least one Operational Manager servicing the Armscor sites in that province. a) Qualification in Security Management (NQF 6) or similar b) PSIRA registered Grade A c) Firearms Competency	The bidder shall submit the following details for each site bidding for: • Name of the proposed Operations Manager • His/her academic qualification(s) indicating minimum NQF 6 on Security Management or similar. • Copy of valid PSIRA registration certificate. • Copy of valid Firearm Competency Certificate for Business purpose
3	Minimum Sub-contracting If the bid price per province is R10 million and above (including VAT), then	The bidder shall complete and submit subcontractor B-BBEE Declaration in KD24 and a valid proof of B-BBEE status (B-BBEE certificate issued by a SANAS accredited

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	the bidder must subcontract a minimum of 30% of the order value as a special requirement to any of the following entity(s): • EME / QSE, at least 51% black people owned; and/or • EME / QSE, at least 51% black women owned; and/or • EME / QSE, at least 51% black youth owned; and/or • EME / QSE, at least 51% black military veteran owned; and/or • EME / QSE, at least 51% black owned by people living with disabilities	verification agency or CIPC B-BBEE certificate or B-BBEE affidavit duly sworn and commissioned). If the subcontractor is a Joint Venture (JV) or Consortium, the bidder shall submit with the bid, a consolidated proof of B-BBEE status
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APPENDIX E

SPECIAL CONDITIONS

1. Special Conditions are additional to A-STD-0020: Armscor's General Conditions of Contract. If the bidder is non-compliant with the special conditions, Armscor will grant the preferred bidder reasonable opportunity to comply before the commencement of the contract. Within 14 days from award date, the preferred bidder will be required to submit the documentation and/or comply with the conditions listed hereunder.

- 1.1 Special Contract Condition 1: Minimum Wages for Workers

The Service Provider shall supply proof that workers will be remunerated at least the minimum wage as prescribed in terms of section 56 (1) of the Basic Conditions of Employment Act, No. 75 of 1997 for the Sectoral Determination 6: Private Security Sector, South Africa, as promulgated by the Minister of Labour in the Government Gazette.

- 1.2 Special Contract Condition 2: Provision of Licenced Firearms

The Service Provider must provide licenced firearms as required per Armscor site.

Firearms will be issued in accordance with PSIRA prescriptions.

- 1.3 Special Contract Condition 3: Certificate of competence in the handling of a firearm and ammunition

To comply with the Firearms Act the Service Provider shall ensure that all the Guards (i.e.: Supervisors, Shift Leaders and Guards) are in possession of and maintain a valid certificate of competence in the safe handling of the firearm and ammunition to be issued.

- 1.4 Special Contract Condition 4: Locality of the Guards to be deployed

The Service Provider shall ensure that all Guards that will be deployed at the various Armscor sites shall be resident of the province awarded.

- 1.5 Special Contract Condition 5: Guards to be deployed must be PSIRA registered

To ensure that all the Guards, to be deployed for services at the Armscor sites, are acknowledged as an employee in the Security Services Industry they are required to be registered with PSIRA

- 1.6 Special Contract Condition 6: The guards to be deployed must obtain a Security Clearance

Due to the security sensitive nature of Armscor all Guards must have a security clearance of at least Secret and the Service Provider shall ensure that all Guards that will be deployed at the various Armscor sites obtain and maintain the following security clearance. v Guards to be deployed must be South African Citizens.

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ARMSCOR SITE	SECURITY CLEARANCE
Arm Scor Building	Secret
Protechnik Complex	Secret
Gerotek Test Facilities	Secret
Gerotek Paardefontein Antennae Test Range	Secret
MT	Secret
Alkantpan	Secret

Arm Scor Personnel Evaluation Division (APED) will do the necessary vetting and issue a Security Clearance Certificate. The costs for the first clearances will be paid by Arm Scor. Any subsequent security clearance required will be for the Bidder's cost. The cost for 2023/24 Financial year is R23 477,25.

The bidder must ensure that all guards (including new appointments / replacements) complete a personal security clearance application and hand it in for processing. Such individuals must also have the personal evaluation security interview (PESI) and sign a Non-Disclosure Agreement (NDA). New appointments can only be made after confirmation with the Arm Scor Executive Manager: Security and Facilities.

Arm Scor accepts no liability with respect to any negative outcome of a security clearance.

RESTRICTED

APPENDIX F

PRICE SCHEDULE FOR GAUTENG PROVINCE

If the Bidder is bidding for the Gauteng Province, then Table1 up to Table 5 must be completed in full, failure to complete the tables in full may render the bid not being eligible for awards.

***Note 1:** Escalation to be included in the total cost for Year 2 onwards. Armscor reserves the right to negotiate the Labour Costs for Year 2 onwards to ensure alignment with the National Bargaining Council for the Private Security Sector.

**** Note 2:** The rate per kilometer must be based on Automobile Association of South Africa (AA) rates. The quoted AA Rate for Year 1 will be fixed. Armscor will limit payment to the current AA rate for Year 1 should the quoted rate for Year exceed the current rates. Armscor reserves the right to negotiate the quoted AA rate for Year 2 onwards should they exceed published AA rate per kilometre.

TABLE 1: ARMSCOR BUILDING SITE

ARMSCOR BUILDING SITE					
ITEMS	DESCRIPTION	QTY	NO. OF MONTHS	UNIT PRICE IN S.A. CURRENCY/ MONTH	SUBTOTAL (No. of Guards x No. of Months X Unit Price)
1	Grade B Armed Shift Leader (Day shift)	1 Guard	12 months		
2	Grade B Armed Shift Leader (Night shift)	1 Guard	12 months		
3	Grade C Armed Guard (Day shift Monday – Friday excluding Weekends & Public Holidays)	8 Guards	8,16 months		
4	Grade C Armed Guard (Day shift including Weekends & Public Holidays =117 days)	5 Guards	3,84 months		
5	Grade C Armed Guard (Night shift)	5 Guards	12 months		
6	Guard Monitoring system with 34 checkpoints and 6 Clocking Device	1	12 months		
7	Rechargeable Torch	9	12 Months		

RESTRICTED

ARMSCOR BUILDING SITE					
ITEMS	DESCRIPTION	QTY	NO. OF MONTHS	UNIT PRICE IN S.A. CURRENCY/ MONTH	SUBTOTAL (No. of Guards x No. of Months X Unit Price)
8	Gun Safe Trap	1	12 Months		
9	Hand-held firearm with sufficient ammunition	8	12 Months		
Total Year 1 (Excluding VAT)					
*Total Year 2 (Excluding VAT)					
*Total Year 3 (Excluding VAT)					
*Total Year 4 (Excluding VAT)					
*Total Year 5 (Excluding VAT)					
Once-off Induction Programme (Evenly distributed Gauteng Province sites)					R200 000,00
TOTAL for Armscor Site (excluding VAT)					

TABLE 2: PROTECHNIK COMPLEX SITE

PROTECHNIK COMPLEX SITE					
ITEMS	DESCRIPTION	QTY	NO. OF MONTHS OR DAYS	UNIT PRICE IN S.A. CURRENCY/ MONTH	SUBTOTAL (No. of Guards x No. of Months X Unit Price)
10	Grade B Shift Leader (Day shift)	1 Guard	12 months		
11	Grade B Armed Shift Leader (Night shift)	1 Guard	12 months		
12	Grade C Guard (Day shift)	2 Guards	12 months		
13	Grade C Armed Guard (Night shift)	2	12 months		
14	Guard Monitoring system with 6 checkpoints and 1 Clocking Device	1	12 months		
15	Base Station Radio	1	12 Months		
16	Handheld Radio	3	12 Months		
17	Rechargeable Torch	5	12 Months		
18	Handgun Firearm with sufficient ammunition	3	12 Months		
19	Gun Safety Trap	1	12 Months		
Total Year 1 (Excluding VAT)					
*Total Year 2 (Excluding VAT)					
*Total Year 3 (Excluding VAT)					
*Total Year 4 (Excluding VAT)					
*Total Year 5 (Excluding VAT)					
Once-off Induction Programme (Evenly distributed for sites within the Gauteng Province)					R80 000,00
TOTAL for Protechnik Complex Site (excluding VAT)					

RESTRICTED

TABLE 3: GEROTEK TEST FACILITIES SITE

GEROTEK TEST FACILITIES SITE					
ITEMS	DESCRIPTION	QTY	NO. OF MONTHS OR DAYS	UNIT PRICE IN S.A. CURRENCY/ MONTH	SUBTOTAL (No. of Guards x No. of Months X Unit Price)
20	Grade B Armed Shift Leader (Day shift) Mobile	1	12 months		
21	Grade B Armed Shift Leader (Night shift) Mobile	1	12 months		
22	Grade C Armed Guard (Day shift)	8	12 months		
23	Grade C Armed Guard (Night shift)	5	12 Months		
24	Grade C Armed Guard: Dog Handler (Night shift)	3	12 months		
25	Guard Monitoring system with 40 checkpoints and 6 Clocking Devices	1	12 months		
26	Base Station Radio	1	12 Months		
27	Handheld Radio	9	12 Months		
28	Rechargeable Torch	15	12 Months		
29	Shotgun with sufficient ammunition	1	12 Months		
30	Hand-held Firearm sufficient ammunition	9	12 Months		
31	Gun Safety Trap	1	12 Months		
32	**Patrol Vehicle (Based on 300km per day)	9150 km	12 Months		
Total Year 1 (Excluding VAT)					
*Total Year 2 (Excluding VAT)					
*Total Year 3 (Excluding VAT)					
*Total Year 4 (Excluding VAT)					
*Total Year 5 (Excluding VAT)					
Once-off Induction Programme (Evenly distributed for sites within the Gauteng Province)					R200 000,00
TOTAL for Gerotek Test Facilities Site (excluding VAT)					

RESTRICTED

TABLE 4: PAARDEFONTEIN ANTENNAE TEST RANGE SITE

PAARDEFONTEIN ANTENNAE TEST RANGE SITE					
ITEMS	DESCRIPTION	QTY	NO. OF MONTHS OR DAYS	UNIT PRICE IN S.A. CURRENCY/ MONTH	SUBTOTAL (No. of Guards x No. of Months X Unit Price)
33	Grade B Armed Shift Leader (Day shift)	1	12 months		
34	Grade B Armed Shift Leader (Night shift)	1	12 months		
35	Grade C Armed Guard (Day shift)	2	12 months		
36	Grade C Armed Guard (Night shift)	2	12 Months		
37	Guard Monitoring system with 10 checkpoints and 1 Clocking Device	1	12 months		
38	Base Station Radio	1	12 Months		
39	Handheld Radio	2	12 Months		
40	Rechargeable Torch	4	12 Months		
41	Hand-held Firearm with sufficient ammunition	3	12 Months		
42	Gun Safety Trap	1	12 Months		
Total Year 1 (Excluding VAT)					
*Total Year 2 (Excluding VAT)					
*Total Year 3 (Excluding VAT)					
*Total Year 4 (Excluding VAT)					
*Total Year 5 (Excluding VAT)					
Once-off Induction Programme (Evenly distributed for sites within the Gauteng Province)					R80 000,00
TOTAL for Paardefontein Antennae Test Range Site (excluding VAT)					

TABLE 5: ARMSCOR GAUTENG PROVINCE SITES

ARMSCOR GAUTENG PROVINCE SITES OVER A PERIOD OF 5 YEARS		
ITEMS	DESCRIPTION	SUBTOTAL
1	Armcor Site (Transfer total from Table 1)	R
10	Protechnik Complex Site (Transfer total from Table 2)	R
20	Gerotek Test Facilities Site (Transfer total from Table 3)	R
33	Paardefontein Antennae Test Range Site (Transfer total from Table 4)	R
TOTAL for GAUTENG PROVINCE (excluding VAT) (Transfer total price to KD17 Price Schedule)		R

RESTRICTED

APPENDIX G

PRICE SCHEDULE FOR NOTHERN CAPE PROVINCE

If the Bidder is bidding for the Northern Cape Province site, then Table1 must be completed in full, failure to complete the tables in full may render the bid not being eligible for awards.

***Note 1:** Escalation to be included in the total cost for Year 2 onwards. Armscor reserves the right to negotiate the Labour Costs for Year 2 onwards to ensure alignment with the National Bargaining Council for the Private Security Sector.

**** Note 2:** The rate per kilometer must be based on Automobile Association of South Africa (AA) rates. The quoted AA Rate for Year 1 will be fixed. Armscor will limit payment to the current AA rate for Year 1 should the quoted rate for Year exceed the current rates. Armscor reserves the right to negotiate the quoted AA rate for Year 2 onwards should they exceed published AA rate per kilometre.

TABLE 1: ALKANTPAN TEST RANGE SITE (NORTHERN CAPE)

ALKANTPAN TEST RANGE SITE (NORTHERN CAPE)					
ITEMS	DESCRIPTION	QTY	NO. OF MONTHS OR DAYS	UNIT PRICE IN S.A. CURRENCY/ MONTH	SUBTOTAL (No. of Guards x No. of Months X Unit Price)
43	Grade B Armed Shift Leader (Day shift) Mobile	1	12 months		
44	Grade B Armed Shift Leader (Night shift)	1	12 months		
45	Grade C Armed Guard (Day shift)	4	12 months		
46	Grade C Armed Guard (Night shift)	4	12 Months		
47	Guard Monitoring system with 40 checkpoints and 6 Clocking Devices	1	12 Months		
48	Base Station Radio	1	12 Months		
49	Handheld Radio	7	12 Months		
50	Rechargeable Torch	10	12 Months		
51	Hand-held Firearm sufficient ammunition	5	12 Months		
52	Gun Safety Trap	1	12 Months		
53	**Patrol Vehicle (Based on 240km per day)	7320km	12 Months		
54	** Transport Vehicle (Based on 300 km per day)	9150	12 Months		

RESTRICTED

ALKANTPAN TEST RANGE SITE (NORTHERN CAPE)					
ITEMS	DESCRIPTION	QTY	NO. OF MONTHS OR DAYS	UNIT PRICE IN S.A. CURRENCY/ MONTH	SUBTOTAL <i>(No. of Guards x No. of Months X Unit Price)</i>
Total Year 1 (Excluding VAT)					
*Total Year 2 (Excluding VAT)					
*Total Year 3 (Excluding VAT)					
*Total Year 4 (Excluding VAT)					
*Total Year 5 (Excluding VAT)					
Once-off Induction Programme					R100 000,00
TOTAL for Alkantpan Test Range Site (excluding VAT)					
(Transfer total price to KD17 Price Schedule)					

RESTRICTED

APPENDIX H

PRICE SCHEDULE FOR WESTERN CAPE PROVINCE

If the Bidder is bidding for the Western Cape Province site, then Table1 must be completed in full, failure to complete the table in full may render the bid not being eligible for awards.

***Note 1:** Escalation to be included in the total cost for Year 2 onwards. Armscor reserves the right to negotiate the Labour Costs for Year 2 onwards to ensure alignment with the National Bargaining Council for the Private Security Sector.

TABLE 1: IMT SITE (WESTERN CAPE PROVINCE)

IMT SITE (WESTERN CAPE PROVINCE)					
ITEMS	DESCRIPTION	QTY	NO. OF MONTHS	UNIT PRICE IN S.A. CURRENCY/ MONTH	SUBTOTAL (No. of Guards x No. of Months X Unit Price)
55	Grade B Armed Shift Leader (Day shift)	1 Guard	12 months		
56	Grade B Armed Shift Leader (Night shift)	1 Guard	12 months		
57	Grade C Armed Guard (Day shift)	2 Guards	12 months		
58	Grade C Armed Guard (Night shift)	2 Guards	12 months		
59	Grade C Guard (Day shift Monday – Friday excluding Weekends & Public Holidays)	1 Guard	12 months		
60	Guard Monitoring system with 12 checkpoints and 1Clocking Device	1	12 months		
61	Base Station Radio	1	12 Months		
66	Handheld Radio	5	12 Months		
62	Rechargeable Torch	5	12 Months		
63	Hand held firearm sufficient ammunition	3	12 Months		
64	Gun Safety Trap	1	12 Months		
Total Year 1 (Excluding VAT)					
*Total Year 2 (Excluding VAT)					

RESTRICTED

IMT SITE (WESTERN CAPE PROVINCE)					
ITEMS	DESCRIPTION	QTY	NO. OF MONTHS	UNIT PRICE IN S.A. CURRENCY/ MONTH	SUBTOTAL <i>(No. of Guards x No. of Months X Unit Price)</i>
*Total Year 3 (Excluding VAT)					
*Total Year 4 (Excluding VAT)					
*Total Year 5 (Excluding VAT)					
Once-off Induction Programme (Evenly distributed Gauteng Province sites)					R80 000,00
TOTAL for IMT Site (Western Cape Province) (excluding VAT) (Transfer total price to KD17 Price Schedule)					

RESTRICTED

APPENDIX J
STATEMENT OF WORK

RESTRICTED

APPENDIX I

COMPULSORY BIDDERS BRIEFINGS

Compulsory Bidders Briefings will be held at these Armscor sites:

#	PROVINCE	SITE	DATE	TIME
1.	GAUTENG	<u>Armscor Head Office:</u> Armscor Building 320 Nossob Street Erasmuskloof Pretoria	23 October 2023	10H00-12H00
2.	GAUTENG	<u>Protechnik Laboratories:</u> 110 Oak Avenue/ Cnr 103 Combretum Crescent Highveld Techno Park Centurion 0157	23 October 2023	14H00-16H00
3.	GAUTENG	<u>Gerotek Test Facilities:</u> WF Nkomo Street, Plot 171, Elandsfontein Pretoria West Pretoria 0001	24 October 2023	10H00-12H00
4.	GAUTENG	<u>Paardefontein Antennae Test Range:</u> Plot 687 Paardefontein Pretoria 0001	24 October 2023	14H00-16H00
5.	WESTEN CAPE	<u>IMT: Institute For Maritime Technology:</u> Martello Road Simon's Town 7995	25 October 2023	14H00-16H00
6.	NORTHERN CAPE	<u>Alkantpan Test Range:</u> Copperton Prieska Northern Cape 8940	27 October 2023	11H00-13H00

1. An attendance register shall be completed and signed at every site.
2. The signed attendance register shall be used for verification during the bid evaluation process.
3. Bidders must attend the Bidders Briefing(s) for all the sites they will be bidding for.
4. Attendance of all bidders briefings held within Gauteng Province is mandatory if the bidder intends to submit a bid for the Gauteng Province.

STATEMENT OF WORK (SOW)
FOR THE RENDERING OF 24-HOUR SECURITY SERVICES
FOR ARMSCOR BUILDING, PROTECHNIK COMPLEX,
GEROTEK TEST FACILITIES, GEROTEK PAARDEFONTEIN
ANTENNAE TEST RANGE, IMT AND ALKANTPAN TEST
RANGE SITES FOR A PERIOD OF FIVE (5) YEARS
VERSION 1: JULY 2023

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1 INTRODUCTION

1.1 BACKGROUND

Armcor SOC Ltd is managing all the Armcor sites in line with strategic military installations. This User Requirements Specification (URS) specifies the 24-Hour Security Services (Guarding) requirement to be rendered at the Armcor sites as indicated in this document.

Armcor Site	Address	Province
Armcor Head Office	Erasmuskloof Pretoria	Gauteng
The Protechnik Complex	Techno Park, Centurion	Gauteng
Gerotek Test Facilities	Pretoria West	Gauteng
Paardefontein Facility	Wallmansthal	Gauteng
IMT	Simons town	Western Cape
Alkantpan	Copperton (near Prieska)	Northern Cape

1.2 AIM/OBJECTIVES

Armcor SOC Ltd has a requirement to contract service provider (s) for the rendering of 24 Hour Security Services for period of five (5) years at all the Armcor sites.

This URS is for the various Armcor sites and must be used as a basis to invite competitive bids and Armcor reserves the right to place multiple orders per province to render 24 Hour Security Services (Guarding) for all the Armcor sites as indicated in this document.

2 SECURITY SERVICES REQUIREMENTS

2.1 INDUCTION PROGRAMME

The successful bidder(s) per Province shall where the Armcor site(s) will be managed from, as specified in this document. The Service Provider (s) will have up to a month to establish these offices after placement of order.

A ceiling amount of R740 000, 00 (inclusive of VAT) will be provisioned for induction of new guards for the period of 1-month for all provinces broken down proportionally as follows:

	Site	ZAR
1	HQ	200 000.00
2	Protechnik	80 000.00
3	Gerotek	200 000.00
4	Paardefontein	80 000.00
5	Northern Cape	100 000.00
6	Western Cape	80 000.00
	TOTAL	740 000.00

The Manager: Physical Security will through a Work Authorisation grant permission to the successful bidder (s) to utilise these funds based on the number of guards and the time required on site as part of induction and preparation for take-over.

Each province shall have at least one Operations Manager servicing the Armscor site (s) in that province. The Operations Manager will be required on site 1-month before the commencement date of the contract to lead the preparation of site take-over.

2.2 NUMBER OF GUARDING DAYS

The number of guarding days is based on a five (5) year contract period.

2.3 NUMBER OF PUBLIC HOLIDAYS PER YEAR

The number of days to be provisioned for Public Holidays is estimated as follows:

Day Description	2024	2025	2026	2027	2028
Number of Public Holidays	13 days	13 days	13 days	13 days	13 days

2.4 ARMSCOR HEAD OFFICE SITE

Armscor Head Office is situated in Erasmuskloof Pretoria.

2.4.1 Guards Requirement

GUARD Description	Monday – Sunday		Weekends and Holidays
	Dayshift 06:00 – 18:00	Nightshift 18:00 – 06:00	Day shift 06:00-18:00
Grade B Shift Leader	1*AG	1*AG	1*AG
Grade C Guard - Main Gate	2*AG	2*AG	2*AG
Grade C Guard - Gate 2	2*AG	0	0
Grade C Guard - DHQ Parking	2*AG	0	0
Grade C Guard - DHQ Reception	1	0	0
Grade C Guard - Visitors Parking	1*AG	0	0
Grade C Guard - Patrols	0	3*AG	3*AG
Total No. of Guards	9	6	6

*AG= Armed Guard

2.4.2 Provision of Equipment

- a) 9 x Rechargeable torches
- b) 8 x hand-held firearms
- c) 1 x Gun Safe trap
- d) 1 x Gun Safe

2.4.3 Provision of Guard Monitoring System

The Service Provider must provide a Guards Monitoring System that will be used to report on a daily basis to the Security and Facilities Division of Armscor on checkpoints visited during the previous 24-hour shift.

The guards monitoring system must provide for 34 checkpoints and 6 clocking devices.

2.4.4 Provision of Firearms and Ammunition

The Service Provider must provide hand-held firearms that are in a serviceable condition and sufficient ammunition to arm the guards deployed at the site.

2.5 PROTECHNIK LABORATORIES (PROTECHNIK) SITE

Protechnik Laboratories situated in Highveld Techno Park in Centurion.

2.5.1 Guards Requirement

GUARD Description	Monday to Sunday (Inclusive of Weekends and Public Holidays)	
	Dayshift 06:00 – 18:00	Nightshift 18:00 – 06:00
Grade B Shift Leader	1	1*AG
Grade C Guard	2	2*AG
Total No. of Guards	3	3

*AG= Armed Guard

2.5.2 Provision of Equipment

- a) 1 x Station radio
- b) 3 x Handheld radios (service provider must ensure that radios are always operational order and sufficient for the duration of the contract)
- c) 5 x Rechargeable torches (service provider must ensure that torches are always operational order and sufficient for the duration of the contract)
- d) 3 x handgun firearms (9mm as minimum)
- e) Gun safety trap
- f) 1 x Gun Safe

2.5.3 Provision of Guard Monitoring System

The Service Provider must provide a Guards Monitoring System that will be used to report on a daily basis to the Armscor Site on checkpoints visited during the previous 24-hour shift.

The guards monitoring system must provide for 6 check points and 1 clocking device.

2.5.4 Provision of Firearms and Ammunition

The Service Provider must provide handgun firearms (9mm as minimum) that are in a serviceable condition and sufficient ammunition to arm the guards deployed at the site.

2.6 GEROTEK TEST FACILITIES SITE

Gerotek Test Facilities is situated in Pretoria-West.

2.6.1 Guards Requirement

GUARD Description	Monday to Sunday (Inclusive of Weekends and Public Holidays)	
	Dayshift 06:00 – 18:00	Nightshift 18:00 – 06:00
Grade B Shift Leader(Mobile)	1 *AG	1 *AG
Grade C Guard – Control room	1*AG	1*AG
Grade C Guard – Main Gate	2 *AG	2 *AG
Grade C Guard – NGA Building	1*AG	1*AG
Grade C Guard - Sedibane	1*AG	1 *AG/DH**
Grade C Guard - Admin / Tech	1*AG	1 *AG
Grade C Guard – VW site	1*AG	1 *AG/DH**
Grade C Guard - Shooting range	1*AG	1 *AG/DH**
Total No. of Guards	9	9

*AG= Armed Guard

**DH=Dog Handler

2.6.2 Provision of Equipment

- a) 1 x Base Station radio
- b) 9 x Handheld radios
- c) 15 x Rechargeable torches
- d) 9 x hand-held firearms

- e) 1 x shotgun
- f) Gun safety trap
- g) 1 x Gun Safe

2.6.3 Provision of Guard Monitoring System

The Service Provider must provide a Guards Monitoring System that will be used to report on a daily basis to the Armscor Site on checkpoints visited during the previous 24-hour shift.

The guards monitoring system must provide for 40 checkpoints and 6 Clocking Devices.

2.6.4 Provision of Firearms and Ammunition

The Service Provider must provide hand-held firearms that are in a serviceable condition and sufficient ammunition to arm the guards, deployed at the site, **at all times**.

The Service Provider must also provide a shotgun and ammunition that are in a serviceable condition that will be used during night shift vehicle patrols.

2.6.5 Provision of Vehicle

The service provider shall supply a serviceable dual-purpose pick-up vehicle with a minimum of 4 passenger carrying capacity, extended load body with canopy, 4x2 capability with approximately 180 mm ground clearance to perform the required vehicle patrols at Gerotek Test Facilities on gravel roads.

The vehicle shall be fitted with a gun rack to ensure the safe transport of the shotgun during patrols.

Ceiling amount of kilometres allowed per day / 24 hour shift: 300 km

Total ceiling amount of kms for year 1: 365 days x 300 kms = 109 500 kms

Total ceiling amount of kms for year 2: 365 days x 300kms = 109 500 kms

Total ceiling amount of kms for year 3: 365 days x 300 kms = 109 500 kms

Total ceiling amount of kms for year 4: 365 days x 300 kms = 109 500 kms

Total ceiling amount of kms for year 5: 365 days x 300 kms = 109 500 kms

The kilometres allowed is a ceiling amount and may not be exceeded without prior written approval.

The AA rates shall apply as the ceiling amount.

Kilometres travelled and claimed per month will be supported by a proper log sheet of kilometres travelled and will be signed off by the Gerotek Manager

2.7 GEROTEK PAARDEFONTEIN ANTENNAE TEST RANGE

Armscor Head Office is situated near Wallmansthal.

2.7.1 Guards Requirement

GUARD Description	Monday to Sunday (Inclusive of Weekends and Public Holidays)	
	Dayshift 06:00 – 18:00	Nightshift 18:00 – 06:00
Grade B Shift Leader	1 *AG	1*AG
Grade C Guard	2*AG	2*AG
Total No. of Guards	3	3

*AG= Armed Guard

2.7.2 Provision of Equipment

- a) 1 x Station radio
- b) 2 x Handheld radios
- c) 4 x Rechargeable torches
- d) 3 x hand-held firearms
- e) 1 x Gun safe trap
- f) 1 x Gun Safe

2.7.3 Provision of Guard Monitoring system

The Service Provider must provide a Guards Monitoring System that will be used to report on a daily basis to the Armscor Site on checkpoints visited during the previous 24-hour shift.

The guards monitoring system must provide for 10 checkpoints and 1 Clocking Device.

2.7.4 Provision of Firearms and Ammunition

The Service Provider must provide hand-held firearms that are in a serviceable condition and sufficient ammunition to arm the guards, deployed at the site, at all times.

2.8 INSTITUTE OF MARITIME TECHNOLOGY (IMT)

IMT is situated in Simons Town, Western Cape.

2.8.1 Guards Requirement

GUARD Description	Monday to Sunday (Inclusive of Weekends and Public Holidays)	
	Dayshift 06:00 – 18:00	Nightshift 18:00-06:00
Grade B Shift Leader – Control Room	1*AG	1*AG

Grade C Guard - Main Gate	2*AG	2*AG
Grade C Guard – Reception (Monday – Friday)	1	0
Total No. of Guards	4	3

*AG= Armed Guard

2.8.2 Provision of Equipment

- a) 1 x Station radio
- b) 5 x Handheld radios
- c) 5 x Rechargeable torches
- d) 3 x hand-held firearms
- e) 1 x Gun safe trap
- f) 1 x Gun Safe

2.8.3 Provision of Guard Monitoring system

The Service Provider must provide a Guards Monitoring System that will be used to report on a daily basis to the Armscor Site on checkpoints visited during the previous 24-hour shift.

The guards monitoring system must provide for 12 checkpoints and 1 Clocking Device.

2.8.4 Provision of Firearms and Ammunition

The Service Provider must provide hand-held firearms that are in a serviceable condition and sufficient ammunition to arm the guards, deployed at the site, at all times.

2.9 ALKANTPAN TEST RANGE

Alkantpan is situated in Copperton, Prieska, Northern Cape.

2.9.1 Guards Requirement

Guard Description	Monday to Sunday (Inclusive of Weekends and Public Holidays)	
	Dayshift 06:00 – 18:00	Nightshift 18:00 – 06:00
Grade B - Shift Leader (Mobile)	1 *AG	1 *AG
Grade C Guard -Control Room	1 *AG	1 *AG
Grade C Guard - Main Gate	2 *AG	2 *AG
Grade C Guard - Lodge	1 *AG	1 *AG
Total No. of Guards	5	5

*AG= Armed Guard

2.9.2 Provision of Equipment

- a) 1 x Base Station radio
- b) 7 x Handheld radios
- c) 10 x Rechargeable torches
- d) 5 x hand-held firearms
- e) 1 x Gun safe trap
- f) 1 x Gun Safe

2.9.3 Provision of Guard Monitoring system

The Service Provider must provide a Guards Monitoring System that will be used to report on a daily basis to the Armscor Site on checkpoints visited during the previous 24-hour shift.

The guards monitoring system must provide for 40 checkpoints and 4 Clocking Device.

2.9.4 Provision of Firearms and Ammunition

The Service Provider must provide hand-held firearms that are in a serviceable condition and sufficient ammunition to arm the guards, deployed at the site, at all times.

2.9.5 Provision of Vehicles

2.9.5.1 Vehicle

The Service Provider shall supply a suitable vehicle with a minimum of 4 passenger carrying capacity and do the actual transport of the Guards between Prieska and Alkantpan Test Range.

Ceiling amount of kilometres allowed per day / 24 hour shift: 300 km

Total ceiling amount of kms for year 1: 366 days x 300 kms = 109 800 kms

Total ceiling amount of kms for year 2: 365 days x 300kms = 109 500 kms

Total ceiling amount of kms for year 3: 365 days x 300 kms = 109 500 kms

Total ceiling amount of kms for year 4: 365 days x 300 kms = 109 500 kms

Total ceiling amount of kms for year 5: 365 days x 300 kms = 109 500 kms

The kilometres allowed is a ceiling amount and may not be exceeded without prior written approval.

The AA rates shall apply as the ceiling amount.

Kilometres travelled and claimed per month will be supported by a proper log sheet of kilometres travelled and will be signed off by the Alkantpan Security Representative.

3 SECURITY MANAGEMENT REQUIREMENTS

The Service Provider shall be required to provide 24/7/365 guarding service at all the Armscor sites consisting of the following:

- a) Protecting Armscor and Armscor Client's assets, and personnel on the applicable premises;
- b) Ensuring that all Armscor's security prescriptions, contained in Work Instructions (WIs) that will be made available to the successful service provider, are adhered to;
- c) Execution of entrance and exit control at all points of entry;
- d) Execution of patrols according to predetermined patrol schedule;
- e) Keeping all registers in the protection environment up to date.

The Service Provider shall confine the operations of his employees to those activities as indicated in this document, other applicable documents and within the limits of statutory requirements. The Service Provider shall be held responsible for any accident, damage and loss arising from incidents caused by the Service Provider.

3.1 Project Mobilisation Plan

Upon receiving an appointment letter, the service providers will have up to 1-month preparation lead-time to take over.

3.2 Security Operation Plan

The service provider will be expected to fulfil the following duties at the set minimum Performance Standard.

The service provider will be required to submit a detailed security operational plan to address the set key performance areas within 14 day from date of appointment

Items	KPA	Minimum Performance Standard
1	Access and Egress Control	Access registers
2	Control Room Operations	Occurrence books
3	Patrolling and methods used	Patrol logs
4	Searching of vehicles and persons	Search registers
5	Key Control management	Key register and keys returned and lost
7	Incident Investigations	Investigation register and investigation done and completed /incidents reports signed off by Armscor official
8	Training of Guards	Annual training schedules and training completed
9	Guards monitoring processes	Clocking records during shifts
10	Electronic Guard Time and Attendance Systems (Accessible to ARMSCOR Physical Security Manager)	Time attendance register
11	Vetting / Screening of Guards (Pre-employment)	SAPS report
12	Parade Handling	Daily attendance register
13	Firearms Handling Procedures	Fire arms register and permits issued

3.3 Contingency Plans

Management of Protests / Strike Action

- a) Response to security incidents and back-up plans
- b) Capacity to support your contingency plans and deployment lead times

3.4 Human Resources

- a) Training Plan of Guards
- b) Remuneration Break down of Guards (PSIRA aligned)
- c) Company benefits given to Guards (labour laws)
- d) Code of conduct for guards
- e) Disciplinary code for guards
- f) Basic Conditions of employment (including working hours and relief staff)

3.5 Health and Safety Plan

- a) Basic first aid training level 1
- b) Basic firefighting training level 1

3.6 Road Worthy Certificates for Patrol Vehicle

The Service Provider shall provide a copy of the valid Road Worthy Certificate that is not older than 3 months for the vehicle to be deployed, before the deployment of the vehicle at the Armscor site.

The Service Provider shall provide Armscor with a copy of the valid Road Worthy Certificate of the deployed vehicle at the beginning of each new 12-month period that is not older than 3 months.

3.7 Provision of Licenced Firearms

The Service Provider must provide licenced firearms as required per Armscor site.

Firearms will be issued in accordance with PSIRA prescriptions.

The Service Provider shall provide proof that the firearms are registered with the Service Provider and that the Service Provider may issue firearms in accordance with the Firearms Act.

3.8 Security Clearance

Due to the security sensitive nature of Armscor all Guards must have a security clearance of at least Secret and the Service Provider shall ensure that all Guards that will be deployed at the various Armscor sites obtain and maintain the following security clearance:

Armscor Site	Security Classification
Armscor Building in Erasmuskloof Pretoria, Gauteng.	Secret
The Protechnik Complex in Techno Park, Centurion, Gauteng	Secret
Gerotek Test Facilities in Pretoria West, Gauteng	Secret
Gerotek Paardefontein Facility in Wallmansthal, Gauteng;	Secret
Alkantpan Test Range, Prieska, Northern Cape.	Secret
Institute of Maritime Technology (IMT), Simons Town, Western Cape	Secret

3.9 Operational Duties of a Service Provider

- a. Access and Egress Control
- b. Searching of Vehicles and people
- c. Asset Protection
- d. Patrolling and status reporting
- e. Response to incidents
- f. Equipment status Reports
- g. Customer Services

3.10 Governance Duties of a Service Provider

- a) Monthly Operational Meetings with the Client
- b) Quarterly Strategic Meetings with the Client
- c) Development of Standard Operating Procedures (SOPs)
- d) Incidents Investigations
- e) Preparation of Service Provider for PSIRA/Defence Intelligence / SAPS Audits

3.11 Requirements for Operational Manager

- a) Qualification in Security Management (NQF 6) or Equivalent
- b) PSIRA registered Grade A
- c) Firearms Competency

3.12 Requirements for Security Supervisor and Shift Leaders

- a) Grade 12
- b) PSIRA registered Grade B
- c) Firearms Competency
- d) Two years minimum experience in Security environment

3.13 Requirements for a Security Control Room Operator

This role is only required for IMT, Alkantpan and Gerotek.

- a) Grade 12
- b) Control room operator course
- c) PSIRA registered Grade C
- d) Firearms Competency
- e) Two years minimum experience in Security Control Room environment

3.14 Requirements for Access Control and Patrol Guards

- a) Minimum Grade 12
- b) PSIRA registered Grade C,
- c) Firearms Competency
- d) Two years minimum experience in Security environment

3.15 Gender Equity of Guards

There shall be an equitable gender balance in the appointment of Guards recommended by the Service Provider.

3.16 Guards Management

3.16.1 Conditions of Service of Guards

The service provider undertakes to remunerate the Guards in line with the minimum rates as prescribed in Sectoral Determination and according to PSIRA grades.

3.16.2 Remuneration for Guards

The Service Provider shall supply proof that the Guards allocated to the Armscor sites will be remunerated at least the minimum wage as prescribed in terms of section 56 (1) of the Basic Conditions of Employment Act, No. 75 of 1997 for the Sectoral Determination 6: Private Security Sector, South Africa, as promulgated by the Minister of Labour in the Government Gazette.

The Guards deployed at the Armscor sites shall receive at least the minimum wage as prescribed and shall furthermore supply proof confirming the payment of at least minimum prescribed wages on a biannual basis.

Armscor reserves the right to inspect the financial books of account and cost accounting or any remuneration records of the Service Provider, through Armscor's Internal Audit Division, or to have them inspected at any time in order to ensure that the Service Provider complies with any statutory requirements in this regard.

3.16.3 Training of Guards

Guards shall be trained by an Accredited Institutions with SASSETA standards

3.16.4 Recruitment of Guards by Service Provider

Armscor reserves the right to interview Guards recommended by the Service Provider and approve the Guards before deployment.

3.16.5 Substitution of Guards to be done by the service provider

Replacement of any Guards shall follow the same process including vetting and verification of qualifications

3.16.6 Uniform and ID cards

Guards shall always wear a neat Uniform in line with agreed specifications per site, with nametags and PSIRA ID cards as mandatory.

Armscor HQ... Corporate uniform
Gerotek ... Combat uniform
Protechnik,,, Corporate uniform
Paardefontein Combat uniform
IMT... Corporate uniform
Alkantpan... Corporate

3.17 Service Excellence

Service Provider's Guards undertakes to provide excellent and consistent security services in line with Standard Operating Procedures.

3.18 Handling of Protest Actions

Protest action (not related to the Service Provider) should be handled with due care and diligence to avoid injuries or acting outside the provisions of force continuum.

3.19 Response to Incidents

Response to any detected incident should be conducted in manner that demonstrates effective response that neutralises any malicious activity.

3.20 Competent Investigator

All reported Security Incidents shall be fully investigated by the Service Provider's Investigator and professional reports issued within 48hrs

3.21 Unionisation and work stoppage (Service Provider)

Whilst the right to unionisation and strike action is enshrined in the Constitution of the RSA, the Service Provider shall endeavour to handle Labour Relation matters with its employees speedily and amicably to avoid unnecessary consequences that may impact on Armscor's business continuity. The Service Provider will have contingency measures in the eventuality of strike action leading to work stoppage, to ensure business continuity and such contingency measures will be fully funded by the Service Provider. Failure by the service provider to ensure business continuity during strike action by their own officers will lead to Armscor to deploy alternative security services at the cost of the service provider. The client will deduct amount equivalent to the period of service disruption plus two days.

3.22 Governance and Requirements

Conduct scheduled Refresher training
First aid and firefighting training level one
Conduct schedule Regulation 21(firearms)

3.23 Security Equipment

All specified security equipment as per contract shall be always available and in a functional state.

3.24 Shift Duration and Parades

Parades shall without fail convene 15 minutes before the shift starts for briefings. The Shifts shall be 12 hrs long.

3.25 Disaster management protocol

The Service Provider Guards shall adhere and enforce all disaster management Protocols that are prescribed by the Armscor.

3.26 Daily Operational Reports

The Service Provider, through their Site Manager, shall produce daily operational reports, highlighting the state of operations, challenges, incidents, response actions and remedial actions where applicable.

3.27 Monthly Performance Assessments

Arm Scor Security Service will subject the Service Provider to a monthly performance evaluation based on the agreed Key Performance Areas (KPA's). The Evaluation report will be signed by both parties reflecting agreed performance and any proposed remedial actions.

3.28 Communication with Clients

The Service Provider Guards shall always display professional etiquette when engaging with Arm Scor clients. Where disagreements arise, the Gate Supervisor and/or Site Manager shall be engaged to resolve the matter amicably.

3.29 Searching

Woman to be searched by woman and man to be searched by man.

Searching of vehicles shall be robust, purposeful, and guided Arm Scor SOPs, including actions that should be taken when anomalies are picked up.

3.30 Access Control

Access Control shall be guided by Arm Scor procedures and such procedures shall be strictly and consistently adhered to.

3.31 Minimum number of guards per site

The number of guards shall be strictly adhered to by the appointed Service provider. It remains the responsibility of the appointed Service Provider to ensure that the guards per shift are deployed. Arm Scor will consider withholding payment for the incomplete shift of the affected site if the number of guards are not deployed as required per shift.

3.32 Adherence to Arm Scor's prescriptions

Arm Scor's prescriptions are contained in Work Instructions (WIs) that will be made available to the Service Provider's deployed Guards and these WIs shall be strictly adhered too. WIs include, but is not limited to:

- a) Exit and Entrance Control,
- b) Patrols and predetermined Patrol Schedules, and
- c) Key Control.

3.33 Execution of firearm and ammunition control

Firearms and ammunition and the issuing of firearms and ammunition shall be managed by the Supervisor / Shift Leader on duty.

No firearm and / or ammunition shall be issued to guards that do not have a valid competency certificate in the handling of the applicable firearm.

Guards issued with firearms shall be held responsible for all actions where it was deemed necessary to draw a firearm. Misuse of firearms shall be regarded as a serious offence and will lead to immediate removal of the accused guard from the Arm Scor site pending full investigation by service provider and SAPS where applicable and replacement of the guard at the service provider's own cost. It is also a criminal offence and will be reported to the SA Police Services.

3.34 Management and control all registers in the security environment

Registers reflect the activities of the Guards on duty during a shift and updated registers are essential for the monitoring of activities.

All registers must be kept updated at all times.

3.35 Operation of the site's switchboard after hours

Depending on the Armscor site it will be required from the deployed guards on duty to operate the Armscor site's switchboard after hours and over weekends.

This function will typically be delegated to the Supervisor / Shift Leader on duty. The switchboard shall not be used for private calls.

3.36 Maintaining the duty list

A duty list per shift will be established and maintained. This function will typically be delegated to the Shift Leader on duty. This list will be made available to the Armscor site's Security Officer on a weekly basis.

3.37 Provision of Uniforms and Personal Protective Equipment (PPE)

Guards will be deployed, inter alia, at the main gates of the various Armscor sites. The main gate is the showroom of the Armscor sites; therefore, the dress / uniform of all Guards must always be neat and clean.

The Service Provider is responsible to issue the Guards with uniforms and, in compliance with the Occupational, Health and Safety (OHS) Act, with PPE. It is furthermore the responsibility of the Service Provider to ensure that its employees and Guards, are properly trained and use the required PPE.

3.38 Visits, Coordination Meetings and Reports by Service Provider

Armscor acknowledge the responsibility that the Service Provider has in terms of the Service Provider's personnel. It is also essential that the Service Provider acknowledge the responsibility that the Service Provider has towards Armscor.

3.39 Certificate of competence in the handling of a firearm and ammunition

To comply with the Firearms Act the Service Provider shall ensure that all the Guards (i.e.: Supervisors, Shift Leaders and Guards) are in possession of and maintain a valid certificate of competence in the safe handling of the firearm and ammunition to be issued.

The Service Provider shall supply copies of valid competency certificates in the handling of firearms of the all the Guards to be deployed at the Armscor sites to the site's Guard before the Guards are deployed for services.

3.40 Guards to be deployed must be PSIRA registered

To ensure that all the Guards, to be deployed for services at the Armscor sites, are acknowledged as an employee in the Security Services Industry they are required to be registered with PSIRA.

The Service Provider shall supply copies of valid PSIRA registration certificates of all the Guards to be deployed at Armscor sites to the Armscor site's Security Officer before the Guards are deployed for Services.

3.41 Medical Surveillance

The Service Provider is responsible to have medical surveillances conducted for all Guards to be deployed for services at the various Armscor sites. This includes but is not limited to:

- a) Base-line audiograms,
- b) Visual testing
- c) Lung tests

NB All deployed Guards should be able to perform the work required standards

These tests must be conducted prior to deployment of the Service Provider's personnel. The Service Provider shall provide the Armscor Project Manager with copies of the valid medical surveillance results of all Guards to be deployed at the various Armscor sites before the deployment of the Guards for service.

3.42 Public Liability Insurance

The Service Provider is required to have proof of current public liability insurance of at least R 50 million or letter of intent from an insurer stating that the cover will be issued after the service provider has been identified and notified of being the successful service provider. The preferred service provider must submit proof within 7 working days of the award. The letter of intent may be submitted with the bid documentation but the Service Provider must submit proof of public liability insurance of at least R 50 million before a contract can be placed on the preferred service provider.

Armscor Site	Public Liability Insurance
Armscor Head Office	R30 million
The Protechnik Complex	R5 million
Gerotek Test Facilities	R5 million
Paardefontein Facility	R5 million
IMT	R5 million
Alkantpan	R5 million
Total Public Liability Cover Insurance	R50 million

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)**

QUESTIONNAIRE

REPLIES

1 What is the request for bid number?

2 If applicable: Price basis of bid
(if not delivered into store)

3 Indicate which of the following applies:

3.1 The prices are fixed.

☐

3.2 The prices are not fixed.

☐

4 The delivery period shall be fixed

WHERE SUPPLIES OFFERED ARE TO BE IMPORTED, THE QUESTIONS BELOW MUST BE ANSWERED.

5 Foreign content:

5.1 What amount in foreign currency must be remitted overseas?

5.2 What is the rate of exchange used in converting the amount into ZAR1, 00=.....

SA Rand and the date on which this is based? Date

6 Statutory costs:

6.1 Are the goods quoted on subject to customs duty,
ad valorem customs or surcharge?

6.2 If so, what is the amount payable in respect of

a) Customs duty?

b) Ad valorem customs duty?

PRICE BREAKDOWN

7. The following particulars must be furnished, failure of which may invalidate the bids.

7.1	FOB/FCA cost of item
7.2	Sea/Air freight
7.3	Insurance charges
7.4	Clearance charges
7.5	Customs duties
7.6	Ad valorem customs duties
7.7	Delivery costs from port/airport to your premises
7.8	Local content (excluding (10.10))
7.9	Delivery costs from your premises into store
7.10	Balance (detail to be submitted)

TOTAL[illegible]

BROAD-BASED BLACK ECONOMIC EMPOWERMENT**ACRONYMS AND ABBREVIATIONS**

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
COTS	Commercial Off The Shelf
EME	Exempted Micro Enterprises
MOTS	Military Off The Shelf
QSE	Qualifying Small Enterprises
SANAS	South African National Accreditations Systems

1. PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000

- 1.1** The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022; Armscor Preference Point System of the Preferential Procurement Regulations, 2022.
- 1.2** The 80/20 or 90/10 preference point system is applicable to all bids with a Rand value below or above R50 000 000,00 (all applicable taxes included)
- 1.3** Preference points for this bid shall be awarded for:
- | | |
|---|--------------|
| Price | 80/90 |
| Specific Goals | 20/10 |
| Total points for Price and Specific Goals must not exceed | 100 |
- 1.4** Bidders who do not submit a valid proof of B-BBEE status will score zero (0) for preference points (B-BBEE Status Level Specific Goals).

2. ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS**2.1 B-BBEE Status Level**

- 2.1.1** The preference points for specific goals will be allocated according to the table below, for acquisition of services, works or goods with a value below or up to R50 000 000, 00. B-BBEE Points claimed must be in accordance with the table below and must be substantiated by means of a valid proof of B-BBEE.

SPECIFIC GOALS B-BBEE Level	Number of Points (80/20 system)	Number of Points (90/10 system)
Level 1	20	10
Level 2	18	9
Level 3	14	6
Level 4	12	5
Level 5	8	4
Level 6	6	3
Level 7	4	2
Level 8	2	1
Non-compliant contributor	0	0

- 2.1.2** The Armscor BBE Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the B-BBEE status of the bidder and/or its sub-contractor(s).

2.2 Specific Goals for Local Content & Production

- 2.2.1 The preference points that may be awarded in terms of the specific goals with regards to procurement processes where local content & production is applicable shall be as follows:

No	Specific Goals for Procurement from Entities with local manufacturing capabilities for designated sectors	Points for 80/20 PPS	Points for 90/10 PPS*
Designated Sectors			
1	Full compliance to the applicable minimum threshold for local content	10 points	5 points
2	Non-compliance to the applicable minimum threshold for local content	0 points	0 points
RDP Programme: Promotion of South African Owned Enterprises			
1	Entities which are BBBEE Level 1 with 51% black equity ownership	10 points	5 points
2	Entities which are BBBEE Level 2 with 51% black equity ownership	9 points	4 points
Maximum Points Available Per PPS*		20 points	10 points

*PPS stands for Preferential Point System

2.2.2 List Of Designated Sectors & Sub-Sectors

The complete list of sectors and sub-sectors which are designated for local production with a minimum local content threshold can be found on the website of the Department of Trade, Industry & Competition via the link below

<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

2.2.2 Specific Goals For Locality

The preference points that may be awarded in terms of the specific goals with regards to Procurement from Entities Located in Specific Province, Region or Municipality are as follows:

No	Specific Goals for Procurement from Entities Located in Specific Province, Region or Municipality	Points for 80/20 PPS	Points for 90/10 PPS
RDP Programme: Locality			
1	Entities located within the specific locality	10 points	5 points
2	Entities located outside the specific locality	0 points	0 points
RDP Programme: Promotion of South African Owned Enterprises			
1	Entities which are BBBEE Level 1 with 51% black equity ownership	10 points	5 points
2	Entities which are BBBEE Level 2 with 51% black equity ownership	9 points	4 points
Maximum Points Available Per PPS*		20 points	10 points

3. PRINCIPLES

3.1 Valid proof of B-BBEE status is either of the following:

4.1.1 A B-BBEE Sworn Affidavit fully completed and

- 3.1.1.1** Deposed and signed in the presence of the Commissioner of Oaths
- 3.1.1.2** Does not contradict itself (% black ownership matches compliance level)
- 3.1.1.3** Commissioner of Oaths credentials and signature are reflected.

3.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency

3.1.3 An unincorporated Joint Venture / Consortium must submit a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.

3.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.

3.2 Sub-Contracting

3.2.1 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

3.2.2 A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.

B-BBEE DECLARATION**1. Confirmation of the Bidder's Turnover**

Name of the Bidder			
Registration Number			
Financial Year End			
Turnover (As at the latest financial year end)	R	Period Starting (Day, Month, Year)	
		Period Ending (Day, Month, Year)	

2. Confirmation of Subcontractors to be involved in the execution of the order:

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

***Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.**

3. Confirmation of Suppliers to be involved in the execution of the order:

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

AUTHORISED SIGNATURE : Date:

Name in block letters :

Capacity :

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

- 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:

.....

.....

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.

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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.

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

ANNEXURE 2 TO KD24

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

Issued in terms of the Defence Sector Code (Gazette 42391 - 12 April 2019)

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

ANNEXURE 1 TO KD25

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR							
BID NUMBER:		CLOSING DATE:		CLOSING TIME:			
DESCRIPTION							
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :							
ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8), 370 NOSSOB STREET,							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON		Mr. A.L Mmbengwa		CONTACT PERSON		Mr. A.L Mmbengwa	
TELEPHONE NUMBER		012 428 3610		TELEPHONE NUMBER		012 428 3610	
FACSIMILE NUMBER		N/A		FACSIMILE NUMBER		N/A	
E-MAIL ADDRESS		scmbids@armscor.co.za		E-MAIL ADDRESS		scmbids@armscor.co.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	
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.							

ANNEXURE 1 TO KD25

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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
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:

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED
(ARMSCOR)**

INTELLECTUAL PROPERTY REQUIREMENTS

1 INTRODUCTION

1.1 What is Intellectual Property?

Intellectual Property (or “IP”) means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a “recipe”.

1.2 How is IP manifested?

IP is typically manifested and embodied in Data Items or Documents.

“Data items or Documents” means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

NOTE:

- The document itself is not IP
- The contents of a document represent IP
- The document becomes the tangible and recordable carrier of IP

1.3 What is Background IP?

For definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Background IP” belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

1.4 What is Historic IP?

“Historic IP” is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

1.5 What is Foreground IP?

For definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Foreground IP” is new intellectual property that is created during the execution of the order.

1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Shared” or “Jointly Owned” or “Co-owned” IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armcor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
 - Order Number on which Historic IP was generated
 - Master record index (MRI) reference
 - Original Supplier
 - Cost of Establishment
 - Percentage Ownership (DOD)
 - Associated Milestone / Line item on the order under which the IP was established

2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

Note 1: The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to properly manage such IP;

Note 2: To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armscor's web site. After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

3. SAFEGUARDING OF IP

3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

3.4 IP Audits

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website (www.armscor.co.za/Downloads/Download.asp) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- “Background IP” provides a form to capture all background IP information
- “Historic IP” provides a form to capture all historic IP information.
- “Foreground IP” provides a form to capture all foreground IP information.

4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Name	A short descriptive name to identify the IP item.
IP Number	Armscor Number provided to Historic IP.
IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.

5. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.

WITNESSES:

1 _____

2 _____

SIGNATURES OF BIDDER(S)

DATE:

ADDRESS: