

ERRATUM

Bid Number: SASSA: 04-24-CS-NC

Bid Description: APPOINTMENT OF A SERVICE PROVIDER(S) TO RENDER GUARDING SERVICES AT THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA) NORTHERN CAPE REGION, FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Date Published: 29 November 2024

Closing Date and Time: 17 January 2025 11:00am

The TOR was advertised on the E-tender Portal and SASSA Website on the 29 November 2024, with a Compulsory Briefing Session which was held on the 05 December 2024.

Based on matters that emanated from the briefing session the following were reviewed and amended:

1. Page 3 of the Terms of Reference (ToR) - Compulsory Briefing Session has been amended to *"There will not be any briefing session for this Bid. For any clarification, please submit written communication or contact the relevant officials listed below under paragraph 11 Communications/Enquiries of this Terms of Reference."*

2. para 5.6.1 *"Bidder(s) should attach proof of footprint in the province which include amongst others a valid and certified lease agreement(s) or title deed(s) or municipal accounts/rates & taxes or any other account with address of service provider to show existence of an established office in the Northern Cape"* **was changed to read** *"Bidder(s) should attach proof of footprint in the province, i.e. a valid and certified copy of lease agreement(s) or certified copy of original title deed(s) or certified copy of recent original municipal account with address of service provider to show existence of an established office in the Northern Cape"*

3. Furthermore, under Mandatory Compliance, para 8.1 table, item no. 1 the provision for the Compulsory Briefing Session **was removed**. Item no. 5 was aligned with para 2 above to read the same i.e. *"Bidder(s) should attach proof of footprint in the province, i.e. a valid and certified copy of lease agreement(s) or certified copy of original title deed(s) or certified copy of recent original municipal account with address of service provider to show existence of an established office in the Northern Cape"*

4. Lastly, para 8.1.2 Technical Evaluation (Functionality), *Infrastructural Capacity to Provide Security Services* was changed.



*[paying the right social grant, to the right person,
at the right time and place. NJALO!]*

South African Social Security Agency
Northern Cape Region

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TERMS OF REFERENCE:

APPOINTMENT OF A SERVICE PROVIDER(S) TO RENDER GUARDING SERVICES AT THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA) NORTHERN CAPE REGION, FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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1. OBJECTIVE

- 1.1. The main objective of this Bid is to invite prospective service providers to bid for the provision of Guarding Services to SASSA Northern Cape Region for a period of thirty-six (36) months.

2. BACKGROUND

- 2.1. SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act 13 of 2004).
- 2.2. The Control of Access to Public Premises and Vehicles Act 1985, Act No. 53 of 1985 as amended; the Criminal Procedure Act 1977, Act No. 51 of 1977; the Minimum Information Security Standards (MISS); the Minimum Physical Security Standards (MPSS); the SASSA Security Policy and various other legislations that regulate security within the Organs of State, prescribe the implementation of security measures as the most crucial in protecting assets of the State and ensuring business continuity.
- 2.3. The SASSA Northern Cape Region is currently structured as follows:
 - 2.3.1. 1 x Regional Office.
 - 2.3.2. 1 x Records Management Centre.
 - 2.3.3. 5 x District Offices; and
 - 2.3.4. 53 x Local Offices.

3. BRIEFING SESSION

- 3.1. There will not be any briefing session for this Bid. For any clarification, please submit written communication or contact the relevant officials listed below under paragraph 11 Communications/Enquiries of this Terms of Reference.

4. SCOPE OF WORK AND DELIVERABLES

- 4.1. In terms of Control of Access to Public Premises and Vehicles Act 1985 (Act no 53 of 1985), the Minimum Physical Security Standards as well as Minimum Information Security Standard (MISS) requires that all the Government institutions need to be protected on a 24-hourly basis. Therefore, prospective service providers will be required to supply guarding services in all offices occupied and/or utilised by the South African Social Security Agency in the Northern Cape Region for a period of 36

months, i.e. **Sixty (60) SASSA Offices requiring a total number of One Hundred and Sixty-four (164) Grade C, trained and qualified PSIRA Registered Security Personnel.**

NB. Please refer to Annexure A for a Detailed Listing of SASSA Offices and Security Personnel Requirements Pricing Schedule.

4.2. Security officers are expected to act as authorized officers in terms of the Control of Access to Public Premises and Vehicles Act 1985 (Act No. 53 of 1985) as amended; therefore, guarding services must include the following functions amongst others but not limited to:

- 4.2.1. Control access to premises considering access control principles of identification, escort, authorization, recording and searching of personnel and vehicles.
- 4.2.2. Patrol of premises in ensuring protection of assets (personnel, property, visitors, beneficiaries and information).
- 4.2.3. Recording of all incidents in relevant registers.
- 4.2.4. Apply and enforce applicable SASSA policies, systems and procedures.
- 4.2.5. Any other security-related duties and ad hoc services as may be reasonably required by the Agency, e.g. Monitoring of installed CCTV cameras where applicable.

5. LEGAL REQUIREMENTS

5.1 Responses to the bid must comply, but not limited, to the following relevant legislation:

- 5.1.1 The Private Security Regulation Act, 2001 (Act no. 56 of 2001).
- 5.1.2 The Private Security Industry Regulations, 2002 dated 14 February 2002.
- 5.1.3 Compensation for Occupational Injuries and Diseases Act, 1993 (Act no.103 of 1993).
- 5.1.4 The Occupational Health and Safety Act, 1993 (Act no. 85 of 1993).
- 5.1.5 The Criminal Procedure Act, 1977 (Act no. 51 of 1977)
- 5.1.6 The Firearms Control Act, 2000 (Act no. 60 of 2000).
- 5.1.7 The Control of Access to Public Premises and Vehicles Act, 1985 (Act no. 53 of 1985).
- 5.1.8 The Unemployment Insurance Act, 2001 (Act no. 63 of 2001).
- 5.1.9 Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), and Preferential Procurement Regulations, 2022.
- 5.1.10 Protection of Personal Information Act 4 of 2013
Should any of the above legislations be amended or replaced, such replacement or amendment should be adhered to.
- 5.1.11 The contract must in all respects be carried out in accordance with the laws of the Republic of South Africa and any disputes that may arise between the bidder(s) and SASSA regarding the contract shall be settled within the courts of the Republic of South Africa.

5.2 GENERAL DUTIES AND RESPONSIBILITIES

- 5.2.1 To provide guarding services twenty-four hours and seven days a week in accordance with applicable laws, regulations, and industry standards, meant to protect SASSA assets including personnel, information and equipment against damage, theft and vandalism.
- 5.2.2 ensure that its personnel are appropriately licensed, certified, and trained to perform the required services.
- 5.2.3 Provide the Agency with a list of personnel assigned to the Agency's premises, including their names, qualifications, and contact information
- 5.2.4 To perform access control duties, patrol SASSA premises to prevent unauthorized persons from entering and removing equipment or assets such as beneficiary files etc. from the premises concerned and prevent any other criminal activities.
- 5.2.5 To protect employees, visitors and customers by preventing or minimizing the risk of injury including death.
- 5.2.6 To apprehend any suspicious person on the premises and to act as mandated and required by the laws of the Republic of South Africa.

- 5.2.7 To report any suspicious action or unusual occurrence/incident to the South African Social Security Agency and the South African Police Services (SAPS).
- 5.2.8 Security officers must be supervised on a daily/nightly basis and be equipped to perform their duties as agreed upon.
- 5.2.9 The service provider shall provide the following reports:
 - 5.2.9.1 Monthly activities and observation reports.
 - 5.2.9.2 incident reports; and
 - 5.2.9.3 preliminary investigation reports.
- 5.2.10 To conduct threats and risks assessment as and when required from SASSA at identified sites and provide a report to facilitate proactive interventions.
- 5.2.11 Conduct business in a courteous and professional manner.
- 5.2.12 Undertake to provide a certain and reasonable number of additional staff as required for the rendering of services at the sites during crisis situations.
- 5.2.13 Utilize SASSA- approved registers for standardization. It is the responsibility of the service provider to provide the Security registers immediately upon commencement of the contract. The registers must be submitted to SASSA when they are full.
- 5.2.14 Manage information collected during the contract term as per the operator's agreement that will be concluded between the parties after contracting.

5.3 MANAGEMENT AND SUPERVISION

- 5.3.1 The bidder(s) should make provision for the Operational Manager who must exercise supervision of security officers and/or activities on behalf of the bidder(s). The Operational Manager must be a competent and responsible individual with three (3) years' experience in carrying out security functions at management level. SASSA must be notified in writing of the appointment of the Operational Manager.
- 5.3.2 The bidder(s) shall exercise adequate supervision over the services at each facility and shall be represented by a representative having full power and authority on behalf of the Operational Manager. Such representative shall be competent and responsible and shall have adequate experience in carrying out the security functions provided in terms of this agreement.
- 5.3.3 The bidder(s) shall be required to carry out proper supervision of his own personnel in each District by means of at least one visit by an off-site supervisor per shift. The Operational Manager should visit each District at least once a quarter and as when required. Details of such visits shall be recorded in the occurrence book and the pocketbooks of security personnel visited.

- 5.3.4 At all times be responsible for the acts and omissions of employees providing guarding services to SASSA in terms of this bid while they are acting within the course and scope of their duties and employment.

5.4 SECURITY PERSONNEL.

- 5.4.1 Security personnel must always meet the following requirements:

- 5.4.1.1 Have a valid Grade C PSIRA Certificate.
- 5.4.1.2 Supervisors should have Grade 12 and valid Grade B PSIRA Certificate.
- 5.4.1.3 For the purposes of report writing and making entries in the relevant registers, be able to read and write at least English.
- 5.4.1.4 Not be younger than 18 years of age.
- 5.4.1.5 Be prepared to work a maximum of 12 hours shifts.
- 5.4.1.6 Have undergone and passed the formal security officers training.
- 5.4.1.7 At all times present an acceptable image/appearance which implies inter alia that they may not sit, lounge about, smoke, eat or drink whilst attending to people.
- 5.4.1.8 At all times present a dedicated attitude/approach to security, which attitude/approach shall imply inter alia that there shall be no unnecessary arguments with visitors, personnel or discourteous behaviour towards them.
- 5.4.1.9 Employment of Foreign National is strictly prohibited.

5.5 ADDITIONAL / ADHOC GUARDING SERVICES

- 5.5.1 Due to security operational requirements within SASSA, additional guarding services may periodically be required on an adhoc basis such as during SASSA events etc.
- 5.5.2 Requests for additional guarding services will be handled as follows:
- 5.5.2.1 SASSA will in advance request confirmation from the contracted bidder(s) to establish its capacity and ability to render the required additional services at the time that the service is needed. The contracted bidder(s) will be expected to have capacity to provide ad hoc / additional guarding services.
 - 5.5.2.2 The bidder(s)'s confirmation will also include a detailed plan and dedicated team with a manager when necessary.
 - 5.5.2.3 The contracted bidder(s) will provide SASSA with a quotation for the required ad hoc services.
 - 5.5.2.4 SASSA will assess the bidder(s)'s confirmation for the rendering of additional guarding services before acceptance.

5.5.2.5 SASSA reserves the right to procure from alternative bidder(s) in cases where the contracted bidder(s):

- a) Confirms in writing that they do not have the capacity or ability to render the required *ad hoc* services.
- b) The quotation is not in compliance with the PSIRA requirements.
- c) The quotation is not market related; and
- d) The services cannot be adequately provided.

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

5.5.2.7 The security officers provided for the ad hoc services/event will be subjected to security screening or vetting by the State Security Agency (SSA) as may be required.

5.6 ADMINISTRATIVE INFRASTRUCTURE

- 5.6.1 Bidder(s) should attach proof of footprint in the province, *i.e. a valid and certified copy of lease agreement(s) or certified copy of original title deed(s) or certified copy of recent original municipal account* with address of service provider to show existence of an established office in the Northern Cape. Bidders should have a fully operational Security control room in the Northern Cape Province. The Bid Evaluation Committee will inspect the premises to confirm the presence and existence of the Control room, which must meet all the basic requirements as contained in **Annexure C – Infrastructure Capacity Checklist** provided.
- 5.6.2 The bidder(s) should demonstrate the capacity to have the administrative and management infrastructure to manage the contract at the time of commencement of the contract. Such administrative and management infrastructure must include but not limited to clearly marked vehicles, immovable office structure, personnel, 24 hours' functional Security Control Room at their premises, and means of communication e.g. two-way radios, cellular phones, etc. for effective communication.
- 5.6.3 The afore-mentioned Security Control Room must meet all the basic requirements as contained in **Annexure C – Infrastructure Capacity Checklist** provided.
- 5.6.4 The bidder(s) should grant SASSA access to its premises at any time for infrastructure compliance inspection(s). These facilities must be acceptable for the running of a security business and be equipped with fully functioning equipment and manned by skilled staff.

5.7 SUB-CONTRACTING

- 5.7.1 If bidders decide to sub-contract any portion of the contract, the following must be submitted as proof of subcontracting agreement:
- a) Subcontracting agreement between the main bidder (s) and the subcontractor clearly stating the percentage and service to be subcontracted. The value service subcontracted must add up to the total percentage proposed for the subcontracting amount.
 - b) All valid and originally certified copies of accreditation and/or certification documents required in paragraph 8.1 must be submitted as proof of the competency of the sub-contractor for the related services.
- 5.7.2 A list of potential subcontractors in the Northern Cape who are registered in the Central Supplier Database is available and may be drawn by accessing the following link: www.csd.gov.za
- 5.7.3 Main contractors/suppliers must not subcontract their subsidiary companies as this may be interpreted as subcontracting with themselves and/or using their subsidiaries for fronting.
- 5.7.4 It is the responsibility of the bidder(s) to select subcontractors that meet all the requirements of the bid so that their bid is not jeopardized by the subcontractor when evaluated e.g. capacity, ability and capability to execute sub-contracted areas. The bidders are responsible for all due diligence on their sub-contractors.
- 5.7.5 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors and personnel of its sub-contractors comply with all terms and conditions of this bid. Sub-contractors will at all times remain the responsibility of the bidder and SASSA (NC) will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

Standard bidding documents (SBD) forms must be fully completed and compliance documents as stated in paragraph 8 must be submitted by both the bidder and subcontractor.

6 SUCCESSFUL BIDDER'S OBLIGATIONS

6.1 The successful bidder/s who meet the qualifying criteria as stated in this Terms of Reference must ensure the following amongst others but not limited to:

- 6.1.1 Subcontracts – consistent with GCC 20.1; the provider shall notify the SASSA in writing of all subcontracts awarded under the contract, if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.
- 6.1.2 Before the commencement date of services or as otherwise agreed upon between the parties, provide criminal record checks, proof of PSIRA certification and ID copies of all security personnel that will be utilized on the agreed contract.
- 6.1.3 Provide proof of certification of all security personnel that will be utilized on this contract, as Grade A, B, and C. SASSA shall conduct random competency tests/inspections of the bidder(s)'s security personnel.
- 6.1.4 Appoint officials/personnel who are being subjected to and passed the criminal record checks by the South African Police Service (SAPS) and the same must be submitted within a month after commencement of the contract to SASSA.
- 6.1.5 Agree to reliability checks by the State Security Agency (SSA) on the company and all directors of the company or member of the close corporation prior to the signing of the contract.
- 6.1.6 That SASSA's interests are always served during the contract period. Any information gained by the bidder(s) during the contract must be kept in strict confidence and may not be used without the written permission of SASSA.
- 6.1.7 provide prove of conducting induction and training on standard operating procedures, emergency procedure, security breach and Code of conduct every twelve (12) months.
- 6.1.8 Provide training to their personnel before the commencement of service to ensure that the personnel will immediately be qualified to perform their services to the level of professional efficiency required by SASSA.
- 6.1.9 Responsible for all costs incurred in the training of security personnel.
- 6.1.10 That all staff working under this contract are in good health and pose no risk to any SASSA employee and clients/contractors.
- 6.1.11 Comply with SASSA security and emergency policies.
- 6.1.12 Allow personnel to attend and if necessary, testify in court proceedings, as well as in disciplinary and arbitration proceedings. SASSA will notify the service provider within a reasonable time before the start of the proceedings.
- 6.1.13 That SASSA is informed of any removal or replacement of security officers.

- 6.1.14 Have the required number of security officers available to render a service to the Agency during any crisis or adhoc situations.
- 6.1.15 Acquaint themselves with any relevant wage regulating measures or statutory enactment which may be in force, or which may be contemplated, affecting conditions of employment during the term of agreement, and remunerate security personnel employed by the bidder(s) the minimum wages and all applicable benefits e.g. Nightshift, Sunday allowances, etc. as prescribed by the Private Security Industry Regulatory Authority (PSIRA) and applicable Sectorial Determination.
- 6.1.16 Provide audited proof that remuneration paid to each of their employee was adjusted by at least the amount with which the statutory wage applicable to each security officer was increased. SASSA reserves the right to request the pay slips of security personnel to confirm compliance to the legislated remuneration rates.
- 6.1.17 The payment of all applicable taxes, charges, duties or fees assessed or levied by any recognized authority in respect of security personnel provided or because of the security personnel being provided by the bidder(s) and shall on request furnish sufficient documentary proof to SASSA that these payments have in fact been made, e.g. Provident fund, UIF etc.
- 6.1.18 SASSA shall not tolerate any unfair labour practices that happen during the duration of the contract. Labour disputes are the sole responsibility of the service provider. In the event of a labour dispute the service providers will continue to deploy alternative security officers.
- 6.1.19 Ensure that all security officers under this contract are provided with uniforms once in Twelve months which state the name of the company, and which can be clearly distinguished from other companies. SASSA reserves the right to order immediate removal of a security officer who does not adhere to this arrangement. The uniform provided to security officers should comprise / consist of the following:
- 6.1.19.1 Male security officers:**
- Baton, Jacket, Jersey, formal trousers (2), shirt (2), formal shoes, whistle, rain suite, tie, handcuffs and keys.
- 6.1.19.2 Female security officers:**
- Baton, blouse/shirt (2), handcuffs and keys, jacket, jersey, shoes, skirt/trousers (2), stockings, whistle, rain suite, tie/cravat.
- 6.1.20 Provide the following equipment amongst others but not limited:
- 6.1.20.1 Occurrence Book and other relevant security registers.
- 6.1.20.2 Fully operational radios.
- 6.1.20.3 Fully operational torches (Including batteries),
- 6.1.20.4 Panic buttons.
- 6.1.20.5 Pocket Book.

6.1.20.6 PSIRA Identification Cards/ Certificates.

6.1.20.7 Pens.

6.1.20.8 Handcuffs and keys.

6.1.20.9 Baton per Security Guard.

6.1.20.10 Handheld metal detectors.

6.1.20.11 Magnetic Torch System.

6.1.21 That all access control systems, communication devices, and other relevant security equipment used in the provision of services is properly maintained, repaired, and replaced as needed to ensure its effective operation where necessary.

7 SPECIAL CONDITIONS OF CONTRACT (SCOC)

7.1 A Contract/ Service Level Agreement will be concluded with the successful service provider(s).

7.2 General Conditions of Contract (GCC) as issued by the National Treasury of the Republic of South Africa apply; any inconsistencies will be prevailed by the SCOC.

7.3 SASSA reserves the right to negotiate price(s) with the recommended bidder(s).

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

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

7.6 The Agency may in certain instances require an increase or decrease in the number of security personnel at a service station/office. The number of security officers may be scaled down because SASSA is gearing towards the implementation of digital/electronic security systems or operational requirements. The scaling down of the number of security officers will be implemented in phases commencing at any time during the contract. The Agency will prior to effecting such a decrease or increase notify the service provider in writing.

7.7 Should SASSA property or any part(s) of SASSA property be damaged or destroyed, SASSA will, in its discretion determine which part(s) of the property no longer be bound by the stipulations of this agreement and no claim for indemnification in favour of one party against the other shall result from there. In respect of the remaining part(s) of the premises, which will still be used, the stipulations of this agreement will remain in force, but the contract amount will be reduced with a relevant sum as mutually agreed to, as of date of such change. If the damaged to property is repaired, SASSA can request the service provider to

resume the guarding services. SASSA will provide the service provider with one-month prior notification in which case the stipulations of the contract in respect of the rendering of the service and the contract price will be applicable.

- 7.8 SASSA shall not accept any responsibility for accounts/expenses incurred by the bidder(s) that was not agreed upon by the contracting parties.
- 7.9 The bidder(s) should make the relevant provisions of the agreement known to all members of the personnel provided in terms hereof as soon as is practically possible before the commencement of the agreement.
- 7.10 No security personnel provided by the bidder(s) shall comment to the press or any other public communications media upon the business of SASSA.
- 7.11 The bidder(s) must notify SASSA in writing of any change of address within five days thereof.
- 7.12 The personnel provided in terms of this agreement shall report for duty at those points indicated by SASSA. These points of reporting may vary from time to time according to the operational requirements of SASSA.
- 7.13 The bidder(s) must provide SASSA with daily posting sheets immediately when required by SASSA.
- 7.14 The bidder(s) will be responsible for all costs incurred in the transport, deployment and posting of security personnel.
- 7.15 Training, vetting, criminal checks, issuing of uniform and equipment, standing operating procedures must be completed ten working days before the commencement of the contract.
- 7.16 SASSA reserves the right to inspect the services rendered by the bidder(s) at any time, in order to ensure that the service is rendered in accordance with the conditions of contract and the site specification.
- 7.17 The norms and quality of the services rendered must be in accordance with the acceptable standards of the security industry.
- 7.18 The bidder(s) must take all possible steps to ensure that the contract and the intended execution take place.
- 7.19 SASSA reserves the right to conduct security background checks in respect of the recommended bidder(s) and its directors or members as well as security officers by the State Security Agency (SSA). Appointment of successful bidder(s) will be subject to positive background checks.
- 7.20 The bidder(s) should keep available for inspection, at headquarters, personnel files as well as all appropriate documents of all security personnel in his service.
- 7.21 The bidder(s) indemnifies SASSA from any claim from a third party and all costs or legal expenses with regard to such a claim for loss or damage resulting from the death, injury or ailment of any person, or the damage of property of the service provider or any other person that may result from or be related to the execution of this contract.
- 7.22 The bidder(s) will be held responsible for any damage or theft by his employees or due to their negligence whether in the normal execution of their duties or otherwise and a claim for indemnification can

accordingly be imposed by SASSA against the service provider. SASSA reserves the right to claim for damages against the service provider arising out of negligence and/or poor performance by the service provider or its security officers.

- 7.23 Bidder(s) should have public liability insurance with R 10 million cover or a letter from the insurer indicating intention to take up cover at the time of submitting the bid documents.
- 7.24 In the case of the loss or damage to property resulting from providing service, the bidder(s) undertakes to repair/rectify the damage immediately after the notification by Security Management in the Agency. If the bidder(s) fails to act after such notification, SASSA will rectify the damages at will and the costs will be recovered from the bidder(s).
- 7.25 SASSA will (either prior or post the commencement of the Agreement) subject the successful bidder's entity and all members or directors thereof, including any other person employed by the entity for the purpose of rendering the above-mentioned services, to a security clearance vetting by the State Security Agency (SSA). Should the outcome of this vetting bear prejudicial consequences or conditions, in whatever manner, to the operations of the Agency, the Agency reserves the right to terminate the Agreement within 5 (five) days from communication of the said outcome to your entity.
- 7.26 Successful bidders must advise the Supply Chain Management Unit immediately in writing when unforeseeable circumstances will adversely affect the execution of the contract.
- 7.27 Full particulars of such circumstances as well as the period of delay must be furnished in writing.
- 7.28 The Contract Price will be adjusted for statutory annual Minimum Wage Sectoral Determination as pronounced by the Minister of Labour. Bidders must submit a formal request on a Company Letter Head to SASSA for consideration.
- 7.29 Where practically possible, local labour (i.e. Security Guards) should be sourced or appointed where services are rendered. SASSA will verify and negotiate same with the successful bidder.
- 7.30 SASSA reserve the right to impose penalties in the instances set out in the table below:

ITEM	PENALTY
Unavailability of functional two-way/Hand-held radio	R 250, 00 per shift per site.
Unavailability of functional two- torch/flashlight	R 250, 00 per shift.
Unavailability of Magnetic Torch System	R 1 000, 00 per site
Officers work long hours with a reliever	R 1 000, 00 per security officer
Unavailability of Standard Operating Procedure on Site	R 500, 00 per shift.
Unavailability of Uniform including raincoat	R 250, 00 per item per shift.
Unavailability of functional metal detector	R 250, 00 per person per shift.
Unavailability of Occurrence Book	R 500, 00 per shift.

ITEM	PENALTY
Unavailability of Pocket Book	R 150, 00 per person per shift.
Unavailability of Pens i.e. Red and Black	R 250, 00 per person per shift.
Unavailability of Handcuffs and keys	R 250, 00 per shift.
Sleeping on duty	R 1000, 00 per person per shift.
Under the influence of alcohol and drugs	R 1000, 00 and immediate removal.
Late posting	R 500, 00 per cost per hour.
Short posting	R 1500, 00 per person per shift.
Desertion of post	R 1500, 00 per person per shift.
Falsification of entries into the occurrence book	R 500, 00 per page on which faults were found. Removal of the Security Officer involved.
Failure to report incident	R 1000, 00.
Monthly report not received within 05 days	R 1000,00 per company report
Unavailability of Management/Supervisory visit	R 1500, 00 per site per shift.
Unavailability of security refresher course (s)	R 500, 00 per site per shift.
Unauthorized disclosure of information	R 1 500
Late/non-payment of salaries or late/non-compliance to PSIRA rate.	R1000.00 per security officer not paid
Unavailability/Expired PSIRA identification cards/certificate	R 1000, 00 per security officer and immediate removal of the guard.
Security officer using SASSA asset without permission	R150.00 per security officer
Failure to conduct Access Control including searching procedures	R 500.00 per security officer

8 EVALUATION OF THE TENDER

The bids will be evaluated in Three (3) stages as follows:

Stages	
Stage 1	Phase One: Mandatory Compliance
	Phase Two: Technical Evaluation (Functionality)
	Phase Three: Administrative Compliance
Stage 2	Price and Specific goals
Stage 3	Infrastructure Capacity Inspection

8.1 STAGE 1

8.1.1 PHASE ONE: MANDATORY COMPLIANCE

As proof of mandatory compliance, the bidder(s) must complete and submit the following documents:

No.	Mandatory Requirements:	Yes/No
1.	Annexure A – Pricing Schedule. Must be costed and fully completed.	
2.	Company Profile: inclusive of a Comprehensive Project implementation Plan which outlines the following. • Deployment plan • OHS plan • Contingency plan • Training plan • Infrastructure capacity to provide security services	
3.	Annexure C – Infrastructure Capacity Checklist - Must complete in full and submit.	
4.	Bidder(s) should attach proof of footprint in the province , i.e. a valid and certified copy of lease agreement(s) or certified copy of original title deed(s) or certified copy of recent original municipal account with address of service provider to show existence of an established office in the Northern Cape.	
5.	Valid Certified copy of company registration with PSIRA;	
6.	Valid Company directors' certified copy of PSIRA registration certificate;	
7.	Valid PSIRA letter of good standing.	
8.	Public Liability insurance with R 10 million cover or a letter from the insurer indicating intention to take up the cover;	
NB. All certified copies must not be older than 6 months from the date of the bid closing.		

NB: Failure to complete and submit the above documents will lead to disqualification of the bid.
All certificates and letters of good standing must be valid on closing of the bid.

8.1.2 PHASE TWO: TECHNICAL EVALUATION (FUNCTIONALITY)

Bidder(s) will be evaluated using the Evaluation Criteria and Scaled Scoring below:

Score Scale of 1 to 5:

(1 = Poor; 2 = Average; 3 = Good; 4 = Very good; 5 Excellent.)

EVALUATION CRITERIA	WEIGHT
Experience in the security industry	40

(a) Experience: The aggregate value of the projects not older than five (5) years

Values of Contracts	Score	
R1 – R 10 000 000	1	20
R 10 000 001 – R 20 000 000	2	
R 20 000 001 – R 40 000 000	3	
R 40 000 001 – R 60 000 000	4	
R 60 000 001 and above	5	

(b) Experience: Aggregate number of projects in the industry not older than five (5) years

Number of Contracts	Score	
1 to 3 projects	1	20
4 to 5 projects	2	
6 to 7 projects	3	
8 to 9 projects	4	
10 and more projects	5	

Bidder(s) should provide/attach a table outlining current and previous clients in government, State-Owned Entities and Private Entities reflecting names and contact details of client(s), the types of services rendered, start and end dates and the values of the contracts. **(Annexure B)**

Bidder(s) should provide or attach award letters/contracts/purchase orders in respect of each of the contracts reflected in table (a) above. Such award letters from the clients must reflect names and contact details of client(s); the types of services rendered, start, end dates and values of the contracts as signed by the client.

Comprehensive Project Implementation Plan	60
The Comprehensive Project Implementation Plan must cover the following:	
Deployment Plan detailing but not limited to takeover activities, orientation, induction, recruitment, listing the project management team and relevant qualification of experience of members, handing over at exit stage and the time frames related to each activity.	20

EVALUATION CRITERIA		WEIGHT
NB. Each element listed will be assessed and scored.		
Occupational Health and Safety Plan outlining what the service provider will do to manage health and safety related matters as provided for in the relevant prescripts including but not limited to appointment of OHS representatives, incident management, incident investigations; and further outlining what the service provider will do in crisis situations including but not limited to staff shortages, strikes, shortage of equipment, and adhoc arrangements etc. bidder should refrain from providing emergency management procedures. NB. Each element listed will be assessed and scored.		10
Contingency Plan outlining what actions and within what timeframe the service provider will do in crisis situations including but not limited the following elements. Staff shortages, strikes, shortage of equipment, emergency/crisis management and natural disasters. NB. Each element listed will be assessed and scored.		10
Training Plan explaining specific target areas intended audience and period. NB. Each element listed will be assessed and scored.		10
Infrastructural Capacity to Provide Security Services	Score	10
• Bidders has Office with Control Room in the Region with less than 5 requirements of Annexure C.	1	
• Bidders has Office with Control Room in the Region with less than 10 requirements of Annexure C.	2	
• Bidders has Office with Control Room in the Region with less than 15 requirements of Annexure C	3	
• Bidders has Office with Control Room in the Region with more than 15 requirements of Annexure C	4	
• Bidders has an Office with Control Room in the Region that complies with all requirements of Annexure C.	5	
TOTAL		100

NB: Bidders must obtain a Minimum of 70 points on Technical Evaluation to qualify for further evaluation on Price and Specific Goals.

8.1.3 PHASE THREE: ADMINISTRATIVE COMPLIANCE

The bidder(s) should submit the following documents:

Document that must be submitted	Non-submission may result in disqualification	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document – Total Price transferred from Annexure A – Detailed Listing of SASSA Offices and Security Personnel Requirements Pricing Schedule
Pricing Schedule Form Prices – SBD 3.1	YES	Complete and sign the supplied pro forma document - Total Price transferred from Annexure A – Detailed Listing of SASSA Offices and Security Personnel Requirements Pricing Schedule
Tax Status Pin Tax Clearance Certificate	YES	In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification as well as SARS e-filing verification outcome will take precedence. The accredited supplier must be tax compliant on CSD and/ or SARS e filling. A pin for the tax compliance should also be submitted
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document
SBD 6.1	YES	Complete and sign the supplied pro forma document
CV of the Operational Manager with at least three (3) years of experience in carrying out security functions at a management level with contactable	YES	Submit required documents

Document that must be submitted	Non-submission may result in disqualification	
reference/s.		
Company director's identification (ID)	YES	Company director's certified identification (ID) copy
Proof of UIF registration	YES	Valid certified copy of UIF registration certificate
Proof of COIDA registration	YES	Valid certified copy of COIDA certificate or letter of good standing.
Registration on Central Supplier Database (CSD)	NO	Bidder(s) must be registered as a service provider on the Central Supplier Database (CSD). If a bidder is not registered, he/she should proceed to complete the registration of the company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain a vendor number. Submit proof of registration and CSD Master Registration Number (MAAA...)

NB.

- 8.1.4 Bidders must be registered on the Central Supplier Database (CSD) at the close of the Bid.
- 8.1.5 Bidders must be tax compliant at closure and time of awarding this Bid or proof of satisfactory, arrangements must be made with the SARS prior to submission of the bid proposal.
- 8.1.6 Bidders will be disqualified if found to have misrepresented information in their bid proposals.

8.2 STAGE 2: PRICE AND SPECIFIC GOALS

8.2.1 SASSA will consider PSIRA Illustrative Contract Pricing Guidelines (PSIRA Guidelines). Therefore, the Bid Price must be inclusive of all relevant costs as per the PSIRA Guidelines. Pricing for Area 1 & 2 and Area 3 should not be the same as different rates are prescribed for the different areas. Bidder(s) who deviate from the applicable PSIRA Guidelines by quoting below the current year/latest PSIRA illustrative pricing structure will be deemed non-responsive and disqualified. **Annexure A - Detailed Listing of SASSA Offices and Security Personnel Requirements Pricing Schedule** must be costed and fully completed. Bidders are expected to project and include into the Bid Price all envisaged increments for a period of three (3) years, which are subject to negotiations as stated under paragraph 6, special conditions of contract in this document.

8.2.2 The Summary Totals of Annexures A must be transferred as the Total Bid Price to the Standard Bid Documents (SBD1 & 3.1). Firm Bid Price must be submitted including VAT on the Standard Bid Documents.

NB. Failure to comply with above will render the bid non-responsive.

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

Points for this tender shall be awarded for:

- (a) Price (90); and
- (b) Specific Goals (10).

The maximum points for this tender are allocated as follows:

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

FORMULAE FOR POINTS AWARDED FOR PRICE

In terms of Regulation 5 (1) of the Preferential Procurement Regulations, 2022; the following formula will be used to calculate the points out of 90 for price in respect of this invitation for tender, inclusive of all applicable taxes:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 5 (2) of the Preferential Procurement Regulations, 2022; A maximum of 10 points will be awarded to a tenderer for the specific goal specified for this tender.

For the purposes of this tender the tenderer will be allocated points based on the goals stated in **Table 1** below as may be supported by proof/ documentation stated in the conditions of this tender.

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

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

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

B-BBEE Status Level 3 - 8 contributor with atleast 51% youth or disabled ownership	5	
B-BBEE Status Level 3 - 4 contributor	4	
B-BBEE Status Level 5 - 8 contributor	2	
Others (non-compliant)	0	
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.		

Bidders must submit a valid BBEE Certificate from a verification agency accredited by the SANAS, or a valid original Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oaths, together with the bid. The BBEE Certificate or the Sworn Affidavit must have been issued within 12 months. The proof of CSD registration that must be submitted under 7.1.3 (Administrative Compliance) will be verified against the required BBEE Certificate or Sworn Affidavit.

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

Returnable document to claim points	Non submission will be interpreted to mean that preference points for specific goals are not claimed
1. B-BBEE Certificate	Yes
2. Sworn Affidavit (EME or QSE)	Yes
3. CSD registration number	Yes

8.3 STAGE 3: INFRASTRUCTURE CAPACITY INSPECTION

8.3.1 CONTROL ROOM AND INFRASTRUCTURE REQUIREMENTS

8.3.1.1 Infrastructure Capacity Inspections in line with **Annexure C** will only be conducted on three of the Highest-Scoring Bidders on points for Price and Specific Goals.

8.3.1.2 Bidders must have completed and submitted the attached Infrastructure Compliance Inspections Checklist to confirm the existence of the infrastructure in line with the Infrastructure Capacity Checklist as provided - **Annexure C** as stated under Mandatory requirements.

9 SUBMISSION OF BIDS, CLOSING DATE & TIME

9.1 Bidder(s) must submit their bid proposals in line with the bid specifications and terms of reference. Failure to comply shall render the bid non-responsive.

9.2 Bid proposals are to be bounded/ in a Lever Arch File/ Sealed Envelope, clearly indicating the description of the requisite services, marked with the relevant bid number, properly indexed and paginated in accordance with the stipulation of the bid invitation. All documents must be submitted in original format into the tender box mentioned in the address.

9.3 Bidders must submit their bids on or before the **17 January 2025 at 11H00**. Late bids will not be considered.

9.4 Bids should be submitted at the following address:

SASSA Northern Cape Region
Ground Floor
Permanent Building
No: 33 Du Toitspan Road
KIMBERLEY
8301

10 VALIDITY OF BID

10.1 The bid will be valid for a period of 90 days from the closing date of the bid.

11 COMMUNICATION/ENQUIRIES

11.1 Any request for clarification must be submitted in writing to the following official:

(a) Technical enquiries

Name of Region	Contact Number	Contact Person	Email Address
Northern Cape	053 802 4933	Mr. Fabian Webster	FabianW@sassa.gov.za

(b) Supply Chain Management

Name of Region	Contact Number	Contact Person	Email Address
Northern Cape	053 8024 993	Mr. Kagisho Tsomagae	KagisoT@sassa.gov.za

ANNEXURE B: CLIENT VERIFIABLE REFERENCES TEMPLATE

Indicate all the current and past contracts (not older than five years) in the table below in relation to **ONLY** those relevant to the provision of physical guarding and related security services required in the bid specification. Only relevant experience shall be considered during the bid evaluation process.

Bidder must attach award letters/ contracts/ purchase orders in respect of each of the contracts completed/listed on this annexure for the last 5 years for the contract/reference listed to be considered for evaluation. *NB. The information will be verified for validity and accuracy.*

No.	Name of client / organization where contract is being executed/was executed	Contract period (indicate start and end dates) e.g. 1 April 2013 to 31 March 2014	Is the contract Current or Past? (please indicate accordingly)	Contact person: of your client	Contact number: of your client	Rand Value of Contract
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
16						
17						

[illegible]

ZFM DISTRICT SPECIFICATION		
Name of Region	Northern Cape Region	
Service Description	ZFM District	
Tender no.		
	Grade C Rate	

Grade C Rate													
Name of Office	Mon-Friday Grade C				Saturday,Sunday / Public Holiday Grade C				7 DAYS				Total Amount per offi
	Day Number of Guards	Night Number of guards	Day Amount	Night Amount	Day Number of Guards	Night Number of Guards	Day Amount	Night Amount	Day Amount	Night Amount	Overheads		
			A	B			C	D	A+C	B+D	E	A+B+C+D+E	
Unit Price per guard													
ZFM Local Office	2	1			1	1							
ZFM District Office	1	1			1	1							
Danielskuil Local Office	1	1			1	1							
Grobiershoop Local Office	1	2			1	2							
Kakamas Local Office	2	2			2	2							
Keimoes Local Office	2	2			2	2							
Kenhardt Local Office	1	2			1	2							
Posmasburg Local Office	2	2			2	2							
Rietfontein Local Office	1	1			1	1							
Total Number of Guards	13	14			12	14							

JOHN TAOLO GAETSEWE DISTRICT SPECIFICATION	
Name of Region	Northern Cape Region
Service Description	JTG District Security Services
Tender no.	
Grade C Rate	

Grade C Rate													
Name of Office	Mon-Friday Grade C				Saturday,Sunday / Public Holiday Grade C				7 DAYS			Total Amount per Office A+B+C+D+E	
	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day		Night
	Number of guards	Number of guards	Amount	Amount	Number of Guards	Number of Guards	Amount	Amount	Amount	Amount	Amount		Amount
Unit Price per guard			A	B			C	D		A+C	B+D	E	
JTG District Office	4	2			2	2							
Churchhill Local Office	1	2			1	2							
Bendel Local Office	1	1			1	1							
Debeng Local Office	1	2			1	1							
Dithakong Local Office	1	2			1	2							
Bathlaros Local Office	1	1			1	1							
Laxey Local Office	1	1			1	1							
Olifantshoek Local Office	1	2			1	2							
Tsineng Local Office	1	2			1	2							
Total Number of Guards	12	15			10	14							

Northern Cape Region													
Namakwa Security Services													
Grade C Rate													
Grade C Rate													
Name of Office	Mon-Friday Grade C				Saturday,Sunday / Public Holiday Grade C				7 DAYS				Total Amount per office A+B+C+D+E
	Day Number of Guards	Night Number of guards	Day Amount	Night Amount	Day Number of Guards	Night Number of Guards	Day Amount	Night Amount	Day Amount	Night Amount	Overheads		
Unit Price per guard			A	B			C	D		A+C	B+D	E	
Namakwa District Office	3	2			2	2							
Brandvlei Local Office	1	1			1	1							
Calvinia Local Office	2	2			2	2							
Fraserburg Local Office	1	1			1	1							
Garies Local Office	1	1			1	1							
Niewoudtville Local Office	1	1			1	1							
Steinkompf Local Office	1	1			1	1							
Poffader Local Office	1	1			1	1							
Port Nolloth Local Office	1	1			1	1							
Williston Local Office	1	1			1	1							
Total Number of Guards	13	12			12	12							

Northern Cape Region													
Pixley Ka Seme Security Services													
Tender no.													
Grade C Rate													
Name of Office	Mon-Friday Grade C				Saturday,Sunday / Public Holiday Grade C				7 DAYS				Total Amount per office A+B+C+D+E
	Day Number of Guards	Night Number of guards	Day Amount	Night Amount	Day Number of Guards	Night Number of Guards	Day Amount	Night Amount	Day Amount	Night Amount	Overheads		
			A	B			C	D		A+C	B+D	E	
Unit Price per guard													
PKS District Office	3	2			2	2							
Britstown Local Office	1	1			1	1							
Coleburg Local Office	1	2			1	2							
Carnavon Local Office	1	2			1	2							
Douglas Local Office	1	2			1	2							
Griekwastad Local Office	1	1			1	1							
Petrusville Local Office	1	1			1	1							
Phillipstown Local Office	1	1			1	1							
Prieska Local Office	2	2			2	2							
Richmond Local Office	1	1			1	1							
Hanover Local Office	1	2			1	1							
Hopetown Local Office	1	2			1	2							
Noupoort Local Office	1	2			1	2							
Victoria West Local Office	1	2			1	1							
Total Number of Guards	17	23	0	0	16	21	0	0	0	0			

FRANCES BAARD DISTRICT SPECIFICATION														
Name of Region		Northern Cape Region												
Service Description		Frances Baard District Security Service												
Tender no.														
Name of Office	Mon-Friday Grade C				Saturday,Sunday / Public Holiday Grade C				7 DAYS				Total Amount per office	
	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night		
	Number of Guards	Number of guards	Amount	Amount	Number of Guards	Number of Gual	Amount	Amount	Amount	Amount	Amount	Amount		
			A	B			C	D	A+C	B+D	E	A+B+C+D+E		
Unit Price per guard														
Frances Baard District Office	2	1			2	2								
Barkley West Road Local Office	1	2			1	2								
Corlessroad Local Office	2	1			1	1								
Delporthshoop Office	1	1			1	1								
Florianville Local Office	1	1			1	1								
Hartswater Local Office	1	1			1	2								
Jankempdorp Local Office	1	2			1	2								
Ritchie Local Office	1	1			1	1								
Rodepan Local Office	1	1			1	2								
Pampierstad Local Office	1	2			1	1								
Tlhokomelo Local Office	3	1			2	2								
Warrenton Local Office	1	2			1	2								
Total Number of Guards	16	16			14	19								

