



DEPARTMENT OF EMPLOYMENT AND LABOUR  
**MINIMUM REQUIREMENTS CONTRACT**  
**SECURITY SPECIFICATION**  
MPUMALANGA

BARBERTO LABOUR CENTRE  
**DURATION:36 MONTHS**

## LIST OF DOCUMENTS TO BE SUBMITTED WITH THE BID DOCUMENT

### 1. ALL PAGES MUST BE COMPLETED AND SIGNED (WHERE SIGNATURE IS APPLICABLE) BY THE BIDDER

|    |                                                                                                                 |
|----|-----------------------------------------------------------------------------------------------------------------|
|    | <b>MANDATORY REQUIREMENTS</b>                                                                                   |
| 1. | Site Inspection Certificate.                                                                                    |
| 2. | Valid PSIRA certificates for the owner of the company and for the company.                                      |
| 3. | Valid PSIRA good standing certificate.                                                                          |
| 4. | Proof of Bargaining Council registration, Provident fund, letter of good standing, as well as health insurance. |
| 5. | SBD3.3 Fully completed and signed                                                                               |
|    | <b>ADMINISTRATIVE REQUIREMENTS</b>                                                                              |
| 1. | Company Profile                                                                                                 |
| 3. | A fully completed, initialled and signed tender document.                                                       |
| 4. | Sign SBD 1, SBD 4, SBD6.1 That will be provided                                                                 |

## 2. DURATION AND CONDITIONS OF THE BID

### 2.1 DURATION

This agreement shall start upon the commencement date and shall endure for a period of **36 months** and automatically terminate on the termination date by effluxion of time, unless terminated earlier in terms of the provisions of the Service Level Agreement.

| ITEM NO. | DESCRIPTION.                                                                                                                                                        |                               |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 3.4      | <b>Address: 2455 PRESIDENT STREET (OLD SAPS BUILDING)</b><br><br><b>BARBERTON 1300</b>                                                                              |                               |
| 3.4.1    | Rendering of Security Services for a period of 36 six months on the following premises:<br><br><b>DEPARTMENT OF EMPLOYMENT AND LABOUR: BARBERTON LABOUR CENTRE.</b> |                               |
| 3.4.2    | Item                                                                                                                                                                | Number                        |
| 3.4.2.1  | Security Officer-Grade C unarmed Day Shift 06h00-18h00) Daily                                                                                                       | 2                             |
|          | Security officer Grade C unarmed Night shift (18:00 to 06:00) Daily                                                                                                 | 2                             |
|          |                                                                                                                                                                     |                               |
| 3.4.3    | Security aids                                                                                                                                                       |                               |
| 3.4.3.1  | (a) Portable hand held 2 way radios (to be programmed to successful bidder's frequency)                                                                             | 2                             |
|          | (b) Firearms                                                                                                                                                        | Not required                  |
|          | (c) Torches (Re-chargeable)                                                                                                                                         | 2                             |
|          | (d) Handheld metal detector                                                                                                                                         | 2                             |
|          | (e) Batons                                                                                                                                                          | 2                             |
|          | (f) Pocket books and pens (each per security officer)                                                                                                               | All Security officers on site |

|  |                                                                                      |                               |
|--|--------------------------------------------------------------------------------------|-------------------------------|
|  | (g) Handcuffs                                                                        | All security officers on site |
|  | (h) Serviceable cellular phones with sufficient airtime and camera                   | 1                             |
|  | (i) Pepper spray                                                                     | Each security officer         |
|  | (j) Whistle                                                                          | Each Security officers        |
|  | (k) Occurrence book to be provided for the period of contract                        | 1 at all times                |
|  | (l) Monitoring system: Patrol point (Install, manage and maintain Monitoring system) | 8                             |
|  |                                                                                      |                               |

---

## 4. OPERATIONS / WORK PLAN

---

### 4.1 Private Security Industry Regulatory Authority

- 4.1.1 The organisation and owners must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001).

*As proof thereof, certified copies of valid registration certificates must be attached with the bid*

- 4.1.2 All Security officers employed by the service provider to render service must be registered as Security Officers in terms of The Private Security Industry Regulatory Act (Act 56 of 2001)

### 4.2 Supervision of Emergency Assistance

- 4.2.1 The bidder must have a well-established and equipped with (24) hour security control room
- 4.2.2 The bidder must furnish details of equipment which is available in the security control room.

***NB: The Department holds the right to inspect such control room.***

- 4.2.3 The Supervisor and Security Officers are prohibited from reading documents or records in offices or the unnecessary handling thereof. No information concerning the state activities may be furnished to the public or media by the successful bidder or any of his/her employees
- 4.2.4 **No visitors will be allowed in the guard room, on the premises or in the vicinity of the guard room**

4.2.5 **All security personnel, Directors and the Company itself shall be subjected to vetting**

4.2.6 **Supervisor visit required at least once per shift.**

## **5. GENERAL**

5.1 The following general requirements apply:

5.1.1 At all times Security Officers must present an acceptable image and appearance which implies, that they may not sit, lounge about, smoke, eat or drink while attending to employees of the Department and public

5.1.2 The Supervisors and Security Officers must at all times present a professional dedicated attitude. A professional dedicated attitude approach shall imply, inter alia, that there shall be no unnecessary arguments with visitors / staff or discourteous behaviour towards them

5.1.3 The Supervisors and Security Officers must be physically healthy and medically fit for the execution of their duties

5.1.4 The Department retains the right to ascertain from the Private Security Industry Regulatory Authority as to whether the Supervisors and Security Officers are in good standing with the Private Security Industry Regulatory Authority

### **5.2 Uniforms and identification**

5.2.1 The successful bidder shall undertake to ensure that each member of his/her security personnel will at all times when on duty be fully equipped in respect of

(a) A neat and clearly identifiable uniform of the company, which will include matching rain coats and overcoats for personnel performing duties outside the building

**(b) Appropriate personal protective equipment (PPE)**

(c) A clear identification card of the company with the member's photo, name and employee number on it, worn conspicuously on his/her person at all times.

(d ) Alternatively the valid identification card issued by the Private Security Industry Regulatory Authority

### **5.3 Records on Security personnel**

5.3.1 Bidders must keep proper files as well as appropriate documents of all security personnel, who are employed for rendering the service to the Department available for inspection by representatives of the Department. The appropriate documents shall include, inter alia, the following; Scholastic, training, registration and medical certificates

### **5.4 Registers to be utilized and maintained**

The successful bidder must ensure that the Occurrence Register, Asset register and Access Control Register / Forms, which are available on the site, is utilized and maintained as required:

All registers will be retained by the department at the end of the contract.

5.4.1 **Occurrence Register** - The purpose of this register is to keep record of all incidents, occurrences, or observations made by the Security Officer's whilst on duty for later reference

(i) Compulsory Entries: All listed routine procedures such as patrols undertaken, handing over of shifts, etc., the procedures followed, by whom and the time of commencement. These entries must all be made clearly legible, in black ink

(ii) All occurrence/events however important, slight or unusual, with reference to the correct time and relevant actions taken must be noted in a clearly legible black ink

(iii) All security personnel activities - especially deviations in respect of the duty list - indicating particulars of the personnel and relevant times

(iv) The issue and/or receipt of keys, indicating the time and by whom they were received and delivered

(v) The unlocking/locking of doors/gates, indicating the time and by whom they were locked/unlocked

(vi) The handing over of shifts, mentioning all names of all shift personnel and accompanying equipment and aids. In this case personnel taking over as well as personnel handing-over must sign the entries

(vii) **Occurrence register - Read** : After handing-over of the shifts, the personnel who has come on shift must make an entry that he / she has read the occurrence register in order to acquaint himself / herself with events that occurred during the previous shift

(viii) **All shifts by Supervisors and Management:** These entries must be done in legible red ink

(ix) Officials of the Department shall pass on in writing, all additional requests in respect of the rendering of the service

(x) Under no circumstances may an entry in the occurrence register be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled at the side

#### 5.4.2 **Pocket Book**

(i) Apart from the occurrence book mentioned above the following registers shall be utilized by the Security Officers in rendering service to the Department of Employment and Labour.

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

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

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

1. Reporting on and off duty.
2. Nature of the incident.
3. Extent of occurrence or event.

4. The Security Officer should record any incident taking place during the execution of the duty.
5. Supervisor visiting the site should sign in the Security Officers pocket book to ensure that he / she visited the officers on site. Supervisor's entry should be in a red pen.

The pocket book also helps the Security Officer with his / her performance evaluation

5.4.3 **Shift Rosters** - Purpose: The purpose of the shift roster is to serve as proof, at all reasonable times that all personnel who should be on duty per shift, are indeed on duty

(i) Drawing up a shift roster: Daily, weekly, monthly shift roster of all security personnel must be drawn up by the successful bidder and kept on site where the service is rendered

(ii) Changes to the shift roster: Any changes to the shift roster shall be crossed out by a single line, initialled, dated and noted in the occurrence register

(iii) **Duty sheet** - The purpose of the duty sheet is to ensure that all security personnel on duty are familiar with their duties as required for the contract

(iv) The successful bidder must have a fully expounded duty sheet available at each duty point of the site

5.4.4 **Access control register:** The purpose of the access control register is to record all visitors entering the premises, all departmental officials without identification cards, register all officials working after hours. This register is also applied during weekends and public holidays, and the following information should be recorded:

- Date and time of visit and departure
- Surname and initials of the visitor
- Proof of Identification
- Car registration number if applicable
- Purpose of visit and person to be visited

- Contact Details of the visitor

The Security Officer on duty must ensure that all persons complete the register correctly. This means that the Security Officer ensures that the correct time and signature of the persons is entered correctly

Access to the building after hour must be checked and recorded correctly with full details of the officials.

5.4.5 **Asset register:** The purpose of asset register is to keep record of all asset movements, by recording the serial numbers, model and make of the assets including time, date the asset was moved from and into the premises

5.5 (i) **Two-way radios and cellular phone** - The purpose of the two-way radio phone is to ensure that there is immediate communication between the various duty points on the site and with the successful bidder's control room

(ii) Hand held 2 way radios and **cellular phones:** The hand held radios and **cellular phone** must be in good working condition at all times and they must be handed to the Security Officer patrolling the site for immediate communication with the base station.

## 5.6 **Contact with Departmental Representative**

(i) The Site Manager or Supervisor must immediately report any abnormal and or noteworthy incident to the Departmental Representative.

(ii) A meeting, where formal discussions can be held between the Departmental Representative and Successful Bidders Supervisor / Manager or Successful bidder himself / herself, must be held at least once a month. The Department will keep the minutes of the meeting.

(iii) The successful bidders shall furnish a monthly and quarterly report of the security service, incidents, etc. which transpired in the previous month to the responsible manager or delegated official in the Department of Labour

## 5.7 **Maximum shift hours**

No security personnel may be allowed to work a daily shift longer than (12) twelve hours.

## **5.8 Lost articles**

Definition: Lost articles found at the site and of which the ownership could not immediately be established.

All lost articles must immediately be handed in at the security control room on site for safekeeping and recorded in the occurrence register. Thereafter it must be handed to the Departmental Representative.

## **5.9 Inspections**

- 5.9.1. A thorough inspection of the service shall be performed by Departmental officials as well as the successful bidder at least monthly
- 5.9.2 The successful bidder required to undergo quarterly inspection including but not limited to Bargaining Council, Health Insurance provident fund and Levies in line with legislative requirements ( In paragraph 6 below)
- 5.9.3 The successful bidder required to have insurance liability and submit proof of active insurance once per quarter.
- 5.9.4 The Department retains the right to inspect the service rendered by the successful bidder at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.
- 5.9.5 The Department retains the right to require from the successful bidder, that any of his / her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site immediately. The Department will not be held responsible for any damages or claims which may arise. The successful bidder indemnifies the department against any such claims and legal expenses.
- 5.9.6 All security personnel shortages must be noted in the occurrence book register by the relevant people as indicated in this document.

**NB:** The Department's representative will have the right to check at any given time whether sufficient personnel are available on site in terms of the conditions.

## **5.10 Labour unrest incidents**

- 5.10.1 Labour unrest on site: If the service is interrupted / or temporary deferred because of any labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the successful bidder, the parties must come to an agreement on methods to ensure continuation of the security service. The contingency plan of the Department will be in place.

## **5.11 General**

- 5.11.1 The successful bidder's personnel must at all-time refrain from littering and they must keep the grounds / building / work area occupied by them clean, hygienic and neat.
- 5.11.2 Under no circumstances will any security personnel be allowed to trade on the premises.

## **5.12 Additional requirements**

- 5.12.1 A direct line of communication must be established between the security control room (on-site) and the control room of the successful bidder.
- 5.12.2 **The contract is valid for a period of 36 months** and the Department reserves the right to terminate the contract with immediate effect if the Successful bidder is not rendering the service in terms of the contract and service level agreement. This will be done in line with the policies of the Department of Employment and Labour

## **6. LEGISLATIVE REQUIREMENTS**

**Bidders must comply with the following Labour Legislations:**

---

|      |                                                                                                                                                                                                            |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1  | All the prescribed conditions as per the Basic Conditions of Employment Act 75 of 1997 and as set out by National Bargaining Council for the Private Security Sector must be adhered to e.g. minimum wage; |
| 6.2  | All the requirements as per Labour Relations Act no 66 of 1995                                                                                                                                             |
| 6.3  | The Compensation for Occupational Injuries and Diseases Act no 130 of 1993;                                                                                                                                |
| 6.4  | The Unemployment Insurance Contributions Act, No. 4 of 2002;                                                                                                                                               |
| 6.5  | The Unemployment Insurance Act no 63 of 2001;                                                                                                                                                              |
| 6.6  | The requirements of Private Security Industry Regulatory Act(PSIRA) 56 of 2001;                                                                                                                            |
| 6.7  | The Occupational Health and Safety Act 85 of 1993;                                                                                                                                                         |
| 6.8  | Employment Services Act,4 of 2014                                                                                                                                                                          |
| 6.9  | Employment Equity Act 55 of 1998                                                                                                                                                                           |
| 6.10 | National Minimum Wage Act 9 of 2018                                                                                                                                                                        |

## **7. OBLIGATIONS OF THE SUCCESSFUL BIDDER**

- 7.1 To oversee all security activities performed by security personnel;
- 7.2 To handle all problems experienced by security personnel on site;
- 7.3 To attend all problems regarding payments of Security Officers;
- 7.4 To ensure that there is always security equipment required on site according to the specification;
- 7.5 To ensure that Security Officers are given continuous training;
- 7.6 To train personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site;
- 7.7 To liaise with the Provincial representative responsible for security services and where applicable with the department's representative on-site;

- 7.8 To provide adequate security personnel as required by the Department of Employment and Labour for the successful rendering of security service as stipulated in the contract;
- 7.9 Shortage of security personnel should be recorded in the occurrence book register by the supervisor. Department of Employment and Labour shall also keep their own record with regard to shortage of Security Officers and recoveries will be done.
- 7.10 Ensures that successful bidder's security personnel are familiar and knowledgeable on how to handle emergency situations;
- 7.11 Ensures that registers are neat, legible and updated at all times;
- 7.12 Ensures that Security Officers are always in uniform and display their PSIRA registration cards;
- 7.13 Holds weekly meetings with his / her supervisor;
- 7.14 Holds monthly meetings with Departmental representative;
- 7.15 Ensures that all security staff understands the needs and expectation of the secondary clients (e.g. visitors) and primary clients (e.g. employees) of the Department of Employment and Labour;
- 7.16 Ensures that all security staff understands the *Batho Pele principles* and apply at all times and present themselves well to the staff members and to the public;
- 7.17 The successful bidder must, at his own expense, take out sufficient insurance cover against any claims, costs, loss and / or damage ensuing from his obligations and he must ensure that such insurance remains operative for the duration of this agreement;
- 7.18 A copy of such insurance contract shall be handed to the departmental representative on commencement of the service and every quarter for the duration of the contract;
- 7.19 The successful bidder may not, unless otherwise specified, make use of any of the State's equipment, aids and / or property, for purposes of compliance with the conditions, which equipment, aids and / or property include, *inter alia*, vehicles, stationery, rooms and furniture;

7.20 The successful bidder shall not erect or display any sign, printed material, painting, name plates, advertisement, and article or object of any nature whatsoever, in or against State buildings or sites or any part thereof without written consent from Department of Employment and Labour.

**7.21 The Bidder must ensure that the security officers do the following:**

7.21.1 Practice Access Control procedures in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985);

7.21.2 The Security Officers shall be responsible for the protection of State property on the site, and the protection of the said property against theft, fire and vandalism;

7.21.3 The protection of the State's officials against any injuries, threat of any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, (Act 51 of 1977);

7.21.4 Protect State information against any espionage and/or leakage of information to the wrong hands;

7.21.5 Controlling or reporting on the movement of persons or vehicles through checkpoints or gates;

7.21.6 Conduct searches on staff members, members of the public and, if necessary, restrain them;

7.21.7 Patrol the premises of Department of Employment and Labour;

7.21.8 React to emergency situations;

7.21.9 Ensure that security registers are up to date and kept legible and neat at all times;

7.21.10 Check and record all movement of assets in and out of the site;

7.21.11 Security Officers shall report on duty on time as requested by the Department of Employment and Labour;

7.21.12 Security Officers found guilty of any offence stipulated in this agreement shall be removed from site immediately

7.21.13 Security Officers should avoid any conflicts with the staff members or members of the public;

- 7.21.14 Security officers shall report any lost and found goods and articles to supervisors;
- 7.21.15 Security officers who are presumed and observed to be under the influence of any intoxicated substance cannot be allowed on site;
- 7.21.16 Act as an emergency officer after hours and report immediately at all times to the Department of Employment and Labour's representative;
- 7.21.17 Report all incidents related to emergencies to the Departmental representative immediately;
- 7.21.18 All incidents/events must be recorded in an occurrence book and reported to the successful bidder (including Public Holidays and weekends);
- 7.21.19 Regular report to be made by radio to the security control room;
- 7.21.20 The Security Guard should refrain from disclosing any information;
- 7.21.21 Security Guards must not be allowed to access IT networks, registers and communication networks;
- 7.21.22 Key control must also not form part of their responsibilities;
- 7.21.23 Inspect the premises and the vehicles parked on the premises together with the relevant officials of the Department of Employment and Labour in the mornings and in the afternoons during shift changes;
- 7.21.24 Signing over of all equipment and registers during shift changes;
- 7.21.25 To patrol the premises concerned and exercise crowd control (personnel protection included);
- 7.21.26 All patrol points should be visited;
  - 7.21.26.1 Intervals between patrols must be done hourly;
  - 7.21.26.2 Patrols must not be done in the same sequence/duration;
  - 7.21.26.3 Time and route must be rotated and recorded;
- 7.21.27 During patrols the Security Officer should ensure that;
  - 7.21.27.1 All outside doors to the building must be closed;

- 7.21.27.2 If there are any windows open on the ground floor special attention should be given to these windows;
- 7.21.27.3 All vehicles doors are locked, windows are properly closed, boots are locked and that the spare wheels are not missing where fitted underneath vehicles;
- 7.21.28 Act as an authorized officer in terms of the Access to Public Premises and Vehicles Act. 1985(Act 53 of 1985.

#### **7.21.29 Duties at the gate**

- 7.21.29.1 All State vehicles leaving the premises must be stopped and the security officer must ensure that the driver of each vehicle is in possession of the vehicle's keys and trip authority and must complete the Vehicle register.
- 7.21.29.2 Ensure that no person wanders between the vehicles.
- 7.21.29.3 All persons entering/leaving the premises must be authorised and complete the After-hours register.
- 7.21.29.4 The gates must be kept locked at all times after normal working hours unless an authorised person is collecting/delivering a vehicle.

### **8. INDEMNITY**

- 8.1 The successful bidder will be held liable for any damages or loss suffered by the department, as a result of the successful bidder's own or his employees' negligence or intent, which originated on the site.
- 8.2 The department shall not be liable for any loss or damage of any nature to any of the successful bidder's properties or any items kept at the department's sites, even in cases where the loss originated as a result of negligence or intent on the part of the department.
- 8.3 The department is indemnified against any loss, expense or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and client costs, that may be instituted against or incurred by the Successful bidder, and which arise from or are the result of any act or Omission by the Successful bidder or an employee or agent of the

Successful bidder in connection with the execution of the services in terms of this contract which may result in the following cases:

- 8.3.1 Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.
- 8.3.2 Damages to or destruction of any equipment or property of the successful bidder during the execution of their duties.
- 8.3.3 Any claims and legal costs which may ensue from the failure by or acts committed by security personnel against third persons, which acts include.
  - 8.3.3.1 Illicit frisking, arrests and other illicit or wrongful deeds. The successful bidder shall be notified in writing of the particulars of each claim he is liable for.
- 8.4 Request further information from any bidder after the closing date of the bid (within 7 days)
- 8.5 Reserve the right to award the bid to a bidder who did not score the highest points.
- 8.6 Not make an award.
- 8.7 Cancel the contract, if it is satisfied that any person (being an employee, partner, director or shareholder of the bidder or a person acting on behalf of or the knowledge of the bidder), firm or company (the expression "person, firm or company" shall include an authorised employee or agent of such a person, firm or company):
  - a) Is executing a contract with government unsatisfactorily;
  - b) Has offered, promised or given a bribe or other gift or remuneration to any officer or employee in the public service in connection with obtaining or executing a contract;
  - c) Has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining a contract with any government department, provincial administration, public body, company or person,

or that he has managed his affairs in such a way that he has in consequence there-of being found guilty of criminal offence.

- d) Has approached an office or an employee in the public service before or after bids have called for, to influence the award of the contract in his favour;
- e) Has withdrawn or amended is bid after the time set for the receipt and opening of the bid;
- f) When advised that his bid has been conditional accepted, has given notice of his inability to execute or sign the contract or furnish any security requirement
- g) Has entered into an agreement or arrangement, whether legally binding or not, with any other person firm or company to refrain from bidding for this contract, or as to the amount of the bid to be submitted by either party;
- h) Has disclosed to any other person, firm or company the exact or appropriate amount of his proposed bid except where disclosure, in confidence, was necessary to obtain insurance premium quotations for the preparation for the bid; the department of Employment and labour may, in addition to any other legal recourse which it may have, cancel the contract between the department and such person, or firm or company and or resolve that no bid from such a person, firm or company will favourable considered for a specific period
- i) The department reserves the right to negotiate the final price.

Bidder Signature.....Date..... & Place .....

## **9. GUIDELINES TO PRICING CALCULATIONS**

The price quoted must be **firm/fixed** for the duration of the contract period.

NB: There will be no price adjustments during the period of 36 months.

**The bidders should also take note of the CPI clause from the Statistics South Africa's website and also consider the Security officer's annual increase in the Sectoral Determination.**

## **10. CRITERIA THAT WILL BE CONSIDERED IN EVALUATING THE BIDS: 80/20.**

Bids invited on the basis of functionality as a criterion must be evaluated in two stages;

- First functionality must be assessed and then in accordance with the **80/20** preferential point systems
- Only bids that achieve the minimum qualifying score of **70 percent** for functionality will be evaluated further in accordance with the 80/20 preferential point systems.

### **10.1 FUNCTIONALITY STAGE**

**NB: Bidders should score 70/100 points or more in order to qualify for the 80/20 evaluation**

---

| EVALUATION CRITERIA |                                                                                                                                                                                                                                                                                                                                                                                                        | POINTS |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.                  | <b>Relevant experience in the security industry</b><br>Attach copy of existing or previous contract/ purchase order or appointment letter from the entities a service is/was rendered.                                                                                                                                                                                                                 |        |
|                     | <ul style="list-style-type: none"> <li>• More than five years.</li> </ul>                                                                                                                                                                                                                                                                                                                              |        |
|                     | <ul style="list-style-type: none"> <li>• From three to five years</li> </ul>                                                                                                                                                                                                                                                                                                                           |        |
|                     | <ul style="list-style-type: none"> <li>• One to three years</li> </ul>                                                                                                                                                                                                                                                                                                                                 |        |
|                     | <ul style="list-style-type: none"> <li>• Less than one year.</li> </ul>                                                                                                                                                                                                                                                                                                                                |        |
|                     | <b>Please note that different contract that run concurrently will be accounted as one in years of experience.</b>                                                                                                                                                                                                                                                                                      |        |
| 2.                  | <b>Demonstrate Locality of the business by attaching municipality account in the name of the director or owner of the company) name of the director/owner should reflect on CIPC certificate/CSD) not older than 3 months:</b>                                                                                                                                                                         |        |
|                     | <ul style="list-style-type: none"> <li>• Well established office in <b>the EHLAZENI DISTRICT /MUNICIPALITY UMJINDI</b></li> </ul>                                                                                                                                                                                                                                                                      |        |
|                     | <ul style="list-style-type: none"> <li>• Well established office within the <b>Mpumalanga province.</b></li> </ul>                                                                                                                                                                                                                                                                                     |        |
|                     | <ul style="list-style-type: none"> <li>• Well established office in <b>RSA.</b></li> </ul>                                                                                                                                                                                                                                                                                                             |        |
| 3.                  | A detailed Project/work Plan <ul style="list-style-type: none"> <li>• Tabling daily activities shift rooster, occurrence register and other registers and supervisory activities.</li> <li>• Contingency plan in case of fire, riots, unrest, natural and unnatural disasters</li> <li>• Response time in event of emergency.</li> <li>• List of resources to be utilized. (refer to 3.4.3)</li> </ul> |        |

|           |                                                                                                                                                                                                                                                                |            |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|           | <ul style="list-style-type: none"> <li>• Demonstrate electronic monitoring system that will be used at the site.</li> </ul>                                                                                                                                    |            |
| <b>4.</b> | <p>Financial Management: The bidder is required to submit bank rating/ grading letter as per the following categories</p> <ul style="list-style-type: none"> <li>• Category A</li> <li>• Category B</li> <li>• Category C-D</li> <li>• Category E-G</li> </ul> |            |
|           | <b>TOTAL POINTS</b>                                                                                                                                                                                                                                            | <b>100</b> |

**10.2 80/20 PREFERENTIAL POINT SYSTEM 2022**

|                            |           |
|----------------------------|-----------|
| <b>PRICE</b>               | <b>80</b> |
| <b>PREFERENTIAL POINTS</b> | <b>20</b> |

**11. GOVERNMENT GENERAL CONDITION OF CONTRACT**

The Government General Conditions of Contract (GCC) as outlined by National Treasury will be applicable for this Bid and will remain in force for the duration of the contract

|            |                                                                                                                                                                                                                                                           |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>12.</b> | <b>SPECIAL CONDITIONS OF THE BID</b>                                                                                                                                                                                                                      |
| 12.1       | In case the office move, the prospective service provider will move the services without any additional charge to the department;                                                                                                                         |
| 12.2       | All security personnel, Directors and the Company itself shall be subjected to vetting;                                                                                                                                                                   |
| 12.3       | Consent that all Managing Directors, Shareholders of the company and Site Managers, Supervisors and Security officers assigned to the site will be subjected to pre-screening before they can resume duties with the Department of Employment and Labour; |
| 12.4       | Security clearances of security personnel when requested by Department of Employment and Labour;                                                                                                                                                          |
| 12.5       | Consent of their employees that they do not object to signing a Declaration of Secrecy;                                                                                                                                                                   |
| 12.6       | Proof of Liability Insurance Cover to be provided before the commencement of the contract to a minimum amount of R2 500 000.00 (R2.5 million) <b>Part of the GCC</b>                                                                                      |

### **13. OTHER CONDITIONS**

- 13.1 Any proposals received in response to this bid remain the (intellectual) property of the Department of Employment and Labour;
- 13.2 The successful bidder will be required to sign a Service Level Agreement (SLA) and a contract;
- 13.3 Prospective bidders must be registered on CSD and must have a corresponding commodity; if the relevant commodity is not registered on CSD the bid will be disqualified;
- 13.4 Bidders must ensure compliance on tax matters. If a bidder is a VAT vendor, he/she must indicate VAT portion in the bid before the grand total and add it up with the total to get the grand total of the bid;

- 13.5 Bidders who are non-functional (emerging companies), may attach a letter for tender purposes for UI and COID in their bid document.
- 13.6 The Department of Employment and Labour will work strictly according to the work schedule and if tasks indicated on the work schedule are not performed on time that will constitute a breach of contract and penalties will be levied;
- 13.7 Penalties will be negotiated and agreed on with the successful bidder at the beginning of the contract;
- 13.8 Bidders of existing companies may attach a valid letter of good standing from COID and a valid Certificate of compliance from UIF.
- 13.9 Bidders shall ensure that there are not missing or duplicated pages, the department shall not accept liability in regard to claims by bidders that pages are missing or duplicated.
- 13.10 Bidders are requested to submit **one original** copy of the proposal.
- 13.11 Bidders are advised on their spare time to visit the office by an appointment
- 13.12 Briefing session will be conducted for any queries bidders to send their enquiries through the email ( [Mpumalanga.tenders@labour.gov.za](mailto:Mpumalanga.tenders@labour.gov.za)).
- 13.13 Bids should be held valid for a period of **120 days**.

#### **14. PRICE STRUCTURE TEMPLATE**

**N.B. ALL Bid Price Proposals must be completed in line with the following requirements:**

- 14.1 Barberton Bid price proposal must be based on **ALL OF THE BID SPECIFICATIONS AND NOTHING MUST BE LEFT OUT**
- 14.2 A **Bid Price Proposal** excluding some of the required services (as outlined in the bid specifications) **shall not be accepted**
- 14.3 The Labour costs for the security staff (Supervisor and junior employees must not be below the approved sectorial wage determination as determined by the Department of Employment and Labour

**ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH THIS TEMPLATE SHALL BE  
ACCEPTED**

| <b>Supervisor (only where a full time supervisor required is)</b> | <b>Full Time (per month)</b> |
|-------------------------------------------------------------------|------------------------------|
| Basic salary                                                      | R                            |
| Provident Fund                                                    | R                            |
| Sick leave                                                        | R                            |
| Skills Development Levy (SDL)                                     | R                            |
| UIF                                                               | R                            |
| Bonus                                                             | R                            |
| Other allowances (please specify)                                 | R                            |
|                                                                   | R                            |
| <b>Total</b>                                                      | <b>R</b>                     |
|                                                                   |                              |

| <b>Security officers (full time)</b>    | <b>Full Time (per month)</b> |
|-----------------------------------------|------------------------------|
| Basic Salary                            | R                            |
| Provident Fund                          | R                            |
| Sick leave                              | R                            |
| Skill Development Levy (SDL)            | R                            |
| UIF                                     | R                            |
| Bonus                                   | R                            |
| Other allowances (please specify)       | R                            |
|                                         |                              |
| Total monthly cost per security officer | R                            |

|                                                       |   |
|-------------------------------------------------------|---|
| Numbers of security officers                          |   |
| Total monthly cost as per number of security officers | R |

|                                                                                           |   |
|-------------------------------------------------------------------------------------------|---|
| <b>OVERTIME COST</b>                                                                      |   |
| <b>SUPERVISOR</b>                                                                         |   |
| <b>Saturday</b>                                                                           | R |
| Number of sessions (refer to tender document for specifications for afterhours services)  |   |
| <b>Sunday</b>                                                                             | R |
| Number of sessions (refer to tender document for specifications for afterhours services)  | R |
| <b>SECURITY OFFICER</b>                                                                   |   |
| <b>Saturday</b>                                                                           | R |
| Number of sessions (refer to tender document for specifications for after house services) | R |
| <b>Sunday</b>                                                                             | R |
| Number of sessions (refer to tender document for specifications for after hours)          |   |
| TOTAL COST FOR SECURITY OFFICERS                                                          | R |
| <b>TOTAL COST (SUPERVISOR AND SECURITY OFFICERS COMBINED)</b>                             | R |

|                                                           |                             |
|-----------------------------------------------------------|-----------------------------|
| <b>SECURITY SERVICES</b>                                  | <b>TOTAL COST PER MONTH</b> |
| Overheads                                                 | R                           |
| Total bid price for the 36 months                         | R                           |
| Guardroom                                                 | R                           |
| <b>Total bid price for 36 months ( all cost included)</b> | R                           |

**Name of bidder:** -----

**Signature:** -----

**Date:** -----