

TENDER NUMBER: DPWFS (T) 004/2026



**Department of
Public Works & Infrastructure**
FREE STATE PROVINCE

**HEAD OF DEPARTMENT
MR. M. TSHABALALA
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE**

TENDER DOCUMENTATION

APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON “AS AND WHEN BASIS” FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



JULY 2026



BEWARE OF SCM FRAUD AND PHISHING

WHAT IS FRAUD AND PHISHING?

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organization, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

How does phishing work?

- The phisher may begin by determining who their targeted victims will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create methods like fake emails or phony web pages to send messages that lure data from their victims.
- Phishers then send messages that appear trustworthy to the victims and begin the attack.
- Once the attack has been deployed, phishers will monitor and collect the data that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or commit fraudulent acts.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

IMPORTANT:

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111 AND;
- National Ant-Corruption Hotline: 0800 701 701 (toll free number) **OR**
- Email to: integrity@publicservicecorruptionhotline.org.za

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THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE											
Physical address: OR Tambo House Cnr St Andrews Street and Markgraaff Street Bloemfontein 9301	Post box number: P.O. Box 690 Bloemfontein 9301										
DIRECTORATE: SUPPLY CHAIN MANAGEMENT Contact Person: Name: Mr. Mosiuoa Kolobe Telephone: 051 492 1750/3886 Email: kolobem@fsworks.gov.za	DIRECTORATE: SECURITY SERVICES Contact Person: Name: Mr. Letsipa Tshabalala Telephone: 051 492 3837 Email: tshabalalaj@fsworks.gov.za										
The service providers that are appointed under this contract will be expected to provide full security services within the borders of the Free State Province as and when requested to do so by the Department. As a result, the Department will expect that bidder/s must have a fully operational offices in the Free State Province (whether situated on own or leased property for which proof must be attached or provided). Kindly indicate the region(s) which the service provider/s prefer to bid for <table><tbody><tr><td>Region 1: Motheo District:</td><td>☐</td></tr><tr><td>Region 2: Xhariep District:</td><td>☐</td></tr><tr><td>Region 3: Lejweleputswa District:</td><td>☐</td></tr><tr><td>Region 4: Fezile Dabi District</td><td>☐</td></tr><tr><td>Region 5: Thabo Mofutsanyane District:</td><td>☐</td></tr></tbody></table> (The bidder may not select more than three (3) regions). Failure to select a region above, will lead to disqualification. NB: The Department reserves the right to conduct site visits unannounced during and after the evaluation of this bid for inspection and verification purposes. In an event during that the Department cannot confirm and verify the existence of such sites including its compliance with stipulated minimum requirements, the bidder will not be considered for further evaluation. NB: Guarding under this bid may include armed or unarmed depending on the Department of Public Works and Infrastructure's (DPWI) needs. The companies should be able to deploy armed or unarmed security officers where applicable.		Region 1: Motheo District:	☐	Region 2: Xhariep District:	☐	Region 3: Lejweleputswa District:	☐	Region 4: Fezile Dabi District	☐	Region 5: Thabo Mofutsanyane District:	☐
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BID NO: DPWFS (T) 004/2026

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T1.1 - Tender Notice and Invitation to Tender

The Department of Public Works and Infrastructure invites suitably qualified, registered security companies on a panel of security service providers (Graded Security Officers will be considered) on "as and when basis" for a period of three (03) years by the Department of Public Works and Infrastructure.

Bids will be evaluated according to the 80/20 or 90/10 points system:

Bid No:	DPWFS (T) 004/2026		
Advertising date:	17 July 2026	Closing date:	17 August 2026
Closing time:	11:00	Bid Validity period	120 Calendar days
Compulsory Clarification Date:	30 July 2026	Compulsory Clarification Venue:	Number 1 Hospital Road, Kroonheuwel, Kroonstad, 9500 (Voortrekker Hospital).
Time:	11:00 AM		
Tenders are to be delivered to the following address on the stipulated closing date and time:	Department of Public Works and Infrastructure: Ground Floor (Main Entrance Foyer) at OR Tambo House (Old Lebohang Building); St Andrew Street; Bloemfontein		

COLLECTION OF TENDER DOCUMENTS

- Please note that bid documents are obtainable from e-tender portal on www.etenders.gov.za 17 July 2026 **OR**
- Bid documents will also be available from 17 July 2026 from 09h00 to 14h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaf and St Andrews Street, Bloemfontein. However, a non-refundable tender / bid deposit of R1 282.00 is payable in cash (please bring the exact amount) on collection of the bid documents. [Payments to be made at Room 102, 01st Floor, OR Tambo House]. Documents are also obtainable at Etender Portal, www.etenders.gov.za and Departmental website at www.publicworks.fs.gov.za/?page_id=2601 at no cost.

The physical address for collection of tender documents is:

FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Cnr. St Andrews Street and Markgraaff Street
OR Tambo House
Room 101B, 1st Floor
Bloemfontein
9301

BIDS ARE TO BE COMPLETED IN ACCORDANCE WITH THE CONDITIONS AND BID RULES CONTAINED IN THE BID DOCUMENTS. BID DOCUMENTS MUST BE PROPERLY INDEXED AND NEATLY BOUNDED.

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SECTION 1

RETURNABLE DOCUMENTS

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EVALUATION OF TENDER SUBMISSIONS

- The contract resulting from this Tender, if any, will be awarded to the most technically responsive tenderer offering the best value for money to the Department.
- Tenders will be evaluated by the Bid Evaluation Committee. The main objective of the Bid Evaluation Committee will be the examination of each bid proposal to determine how effectively it satisfies the Department requirements. The evaluation of bid submissions will be conducted in five (5) stages:

Phase:	Details:
Stage 1	Mandatory requirement - evaluation of tender submission - compliance with the set mandatory requirements and technical specification.
Stage 2	Functionality Evaluation – tenderers who fail to obtain a minimum 109 points out of 155 points for functionality as set out below will not be considered for the Site Visit evaluation.
Stage 3	Site Visit Evaluation - conducting site visits - site visits will be conducted of the shortlisted tenderers' premises.
Stage 4	Price and Preference - evaluation of preferred tenders in accordance with the Preferential Procurement Regulations of 2022 using 80/20 Preference points system.
Stage 5	Negotiation of flat rates - tenderers who will be appointed onto the framework contract will be engaged by the Department in the negotiation of flat rates which will be utilised for the rendering of security services.

REASONS FOR DISQUALIFICATION

- Bidders are advised to take note that the Department reserves the right to disqualify any bidder who submits any information or documents requested for submission in relation to this tender and for which the Department is not able to verify with the relevant parties referenced as contacts on the information or documents provided.
- The Department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending tenderer:
 - Tenderers whose tax matters are not compliant with SARS requirements as reflected on eFiling and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days).
 - Tenderers who submitted incomplete information and documentation according to the requirements of this tender document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document. All sections of this document must be duly completed and signed. All returnable documents must be duly completed and signed.
 - Tenderers who submitted information that is fraudulent, factually untrue or inaccurate information.
 - Tenderers who received information not available to other tenderers through fraudulent means.
 - Tenderers who do not comply with mandatory requirements as stated in this document.
 - The Pricing Schedule to be completed in full, failure which will lead to disqualification.
 - All tender documents that are submitted must be originally signed as no digital signatures will be accepted. Photocopied documents of the originally signed documents will not be accepted.
 - Where certified documents are required all pages of such documents must be fully / completely certified and not just part thereof.
 - Tenders are to be completed in accordance with the conditions and tender rules contained in the tender documents. Tender documents must be properly indexed and neatly bounded.
 - Tenderers who alter this tender document, or its annexures, in any way whatsoever will lead to disqualification.
 - Telegraphic, telephonic, telefax, facsimile, emailed and late tenders will not be accepted.**

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EVALUATION CRITERIA FOR TENDERS RECEIVED

- a) On **STAGE ONE** the tender will be evaluated on compliance with mandatory requirements. During this stage, tenderers' response will be evaluated based on the mandatory requirements indicated hereunder. This phase is not scored and tenderers who do not submit acceptable tenders by failing to comply with all the mandatory criteria and conditions will be disqualified.
- b) On **STAGE TWO** the tender will be evaluated on functionality as stipulated on the tender document. Functionality will be evaluated on the basis of the responses on the Functionality Criteria and supporting documentation supplied by the tenderers.
- c) On **STAGE THREE** the tender will be evaluated by conducting site visits of only the shortlisted tenderers' premises. Site visits will be evaluated based on the Bid Evaluation Committee's members' inspection of the tenderers' operational premises (inspection in loco) as stipulated on the tender document.
- d) On **STAGE FOUR** the tender will be evaluated on Price and Preference as stipulated on the tender document. Tenders will be evaluated in terms of the new Preferential Procurement Regulations 2022. These will be rates only prices. Prices will be on gazetted rates as provided by **Private Security Industry Regulatory Authority (PSIRA)**.
- e) On **STAGE FIVE** the tenderers who will be appointed onto the framework contract will be engaged by the Department in the negotiation of flat rates which will be utilised for the rendering of security services, on an "as, when and where needed" basis. *(Only tenderers that would have accepted the price negotiation with the Department will be recommended for appointment into the panel).*

1. STAGE ONE (A): COMPLIANCE WITH MANDATORY REQUIREMENTS

1.1. Mandatory Requirements

- 1.1.1. Tenderers must provide a unique security Personal Identification Number (PIN) issued by the South African Revenue Services and/or Central Supplier Database's MAAA number which will be used to verify the valid tax compliance status of the bidding entity. Where consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate unique security Personal Identification Number (PIN). The successful tenderer/s tax status will be confirmed, for compliance at the time of the award.
- 1.1.2. Tenderers must provide valid proof of registration on the National Treasury's Central Supplier's database by submitting a CSD REGISTRATION REPORT (**not a CSD REGISTRATION SUMMARY REPORT**), which is not older than 3 months. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate CSD REGISTRATION REPORT (**not a CSD REGISTRATION SUMMARY REPORT**), which is not older than 3 months.
 - However, Joint Ventures, Partnerships, including unincorporated Partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful tenderer.
- 1.1.3. Tenderers must attach Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC). (**Note:** if it is a copy of the original certificate, it must be certified). Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a certified copy of their Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC). **Certification must not be older than 6 months.**
- 1.1.4. Tenderers must be registered with the Private Security Industry Regulatory Authority (PSIRA). The tenderer must attach a valid / active Private Security Industry Regulatory Authority (PSIRA) registration certificate in the name of the respective security service company (certified copy). **Only New PSIRA certified certificate copies will be accepted or a PSIRA issued Digital Certificate with a verifiable barcode.** (**Note:** if it is a copy of the original certificate, it must be certified). **The certificate must not be older than 6 months.** The Department reserves the right to verify this requirement at the time of evaluation, and the tenderers must ensure that their valid status



remains active until this tendering process has been concluded. Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit a separate valid / active Private Security Industry Regulatory Authority (PSIRA) registration certificate in the name of the respective security service company (certified copy).

The certified copy of valid documentation (certificate) should clearly indicate the following information below:

- The Regulator or Professional body's name;
- The tenderer's name, registration number, and date of registration;
- The date it was issued, and the expiry date.

- 1.1.5. Tenderers must submit a valid Directors Registration PSIRA certificate for Grade A and B, for all the company directors. Only new PSIRA certified certificate copies will be accepted or a PSIRA issued Digital Certificate with verifiable barcode. Certification must not be older than 6 months. (The Department will verify this requirement at the time of evaluation, and the tenderers must ensure that their valid status remains active until this tendering process has been concluded). Where Consortium / Joint Venture / Sub-contractors are involved, each director to association must submit a separate valid Directors Registration PSIRA certificate for Grade A and B.
- 1.1.6. Tenderers must submit a Letter of Good Standing, of the company, from PSIRA to ensure that the company has met its obligations under the Private Security Industry Regulation Act. **(Note: if it is a copy of the original certificate, it must be certified). The certificate must not be older than 6 months.** The Department reserves the right to verify this requirement at the time of evaluation. Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit a separate Letter of Good Standing, of the company, from PSIRA to ensure that the company has met its obligations under the Private Security Industry Regulation Act.
- 1.1.7. Tenderers must submit a valid Letter of Good Standing that is relevant to the required service to be rendered, which is registered with the Department of Employment and Labour in terms of COIDA (Compensation for Occupational Injuries and Diseases Act, No.130 of 1993). **(Note: if it is a copy of the original certificate, it must be certified). The certificate must not be older than 6 months.** Where Consortium / Joint Venture / Sub- contractors are involved, each party to the association must submit a separate Letter of Good Standing. The Department reserves the right to verify this requirement at the time of evaluation.
- 1.1.8. Tenderers must submit a certificate of registration with the Private Security Sector Provident Fund (PSSPF) or a letter of intent to register and comply with Private Security Sector Provident Fund (PSSPF) or a valid exemption letter from the Private Security Sector Provident Fund (PSSPF). **(Note: if it is a copy of the original certificate, it must be certified). Certification must not be older than 6 months.** The Department reserves the right to verify this requirement at the time of evaluation. Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit a separate certificate of registration with the Private Security Sector Provident Fund (PSSPF) or a letter of intent to register and comply with Private Security Sector Provident Fund (PSSPF) or a valid exemption letter from the Private Security Sector Provident Fund (PSSPF).
- 1.1.9. Tenderers must be in good standing with Private Security Sector Provident Fund (PSSPF) to ensure that the payments for the monthly contributions for the employees currently in their employment are up to date. The tenderer must attach a certified copy of valid documentation (Letter of Good Standing) from the Security Sector Provident Fund (PSSPF). **Certification must not be older than 6 months.** The department reserves the right to verify this requirement at the time of evaluation. Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit valid documentation (Letter of Good Standing) from the Security Sector Provident Fund (PSSPF).
- 1.1.10. Tenderers must comply with the illustrative Pricing Guide from National Bargaining Council in the pricing schedule. The wages and the quotation provided should NOT be less than minimum wage rate as prescribed by the National Bargaining Council for the Private Security Sector (NBCPSS). The tenderer must submit a certificate of registration with the National Bargaining Council for the Private Security Sector (NBCPSS). **(Note: if it is a copy of the original certificate, it must be certified).**



- The certificate must not be older than 6 months.** The Department reserves the right to verify this requirement at the time of evaluation. Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit a separate certificate of registration with the National Bargaining Council for the Private Security Sector (NBCPSS).
- 1.1.11. Tenderers must submit a Letter of Good Standing from the National Bargaining Council for the Private Security Sector (NBCPSS). **(Note: if it is not a copy of the original certificate, it must be certified). Certification must not be older than 6 months. The Department reserves the right to verify this requirement at the time of evaluation.** Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit a separate Letter of Good Standing from the National Bargaining Council for the Private Security Sector (NBCPSS).
 - 1.1.12. Tenderers must duly complete and sign the attached Declaration of Secrecy documents (refer to the attached document). Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit separate Declaration of Secrecy documents.
 - 1.1.13. Tenderers must provide a minimum of six (6) valid proof of firearm licences and relevant competency certificates of the company. **(Note: if it is a copy of the original certificate, it must be certified). The certificate must not be older than 6 months.** NB: Firearms that are subject to any investigation including the investigation by the SAPS or any statutory body will not be considered for this purpose.
 - 1.1.14. **Tenderers must provide a valid Independent Communications Authority of South Africa (ICASA) radio license OR a valid contract with a holder of a valid Independent Communications Authority of South Africa (ICASA) radio license. Bidders must provide a valid contract signed by the relevant authorities and a copy of the Independent Communications Authority of South Africa (ICASA) radio license held by the third party. (Note: if it is a copy of the original certificate, it must be certified). The certificate must not be older than 6 months.**
 - 1.1.15. Tenderers must attach duly completed and signed Standard Bidding Documents: SBD 1, SBD 3.2, SBD 3.3 and SBD 4. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate SBD 1 and SBD 4.
 - 1.1.16. Tenderers must attach duly completed and signed Annual Financial Statements Declaration for the preceding financial year (e.g. for the financial year ended 28 February 2026). Attach the income statement and the balance sheet as support for the declaration. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate complete and signed Annual Financial Statements Declaration in line with the aforementioned requirements.
 - 1.1.17. The successful tenderer will be held responsible for any damage or loss suffered by the Department as result of the tenderer's Security Officer's negligence or wilful action in the ordinary execution of their duty. The company must submit an existing Public Liability Policy contract to the minimum value of R10 000 000.00 from the Insurance Company or Broker and must be submitted as part of the returnable. Before resuming with work, the company must submit the insurance policy contract for this service.
 - 1.1.18. Tenderers **must** attend the mandatory clarification meeting and be a recorded as such in the attendance register. The details of the mandatory clarification meeting are listed in the tender notice and invitation to tender. It is the bidder's responsibility to ensure that he/she duly complete and sign the attendance register.
 - 1.1.19. **All documents must be completed in handwriting with a black pen. Digitally completing any part of the returnable documents will not be accepted and will lead to disqualification.**

1.2. STAGE ONE (B): NON-MANDATORY REQUIREMENTS FOR EVALUATION PURPOSES

- 1.2.1. Tenderers must attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety days.
- 1.2.2. Tenderers must attach a duly completed and signed schedule of equipment offered. (Refer to the relevant section in the specification).



- 1.2.3. Tenderers must attach a duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.2.4. Tenderers must attach Appointment Letters or Purchase Orders (PO) accompanied by the relevant Reference Letters where the service provider has carried out a similar nature of service.
- 1.2.5. Tenderers must attach curriculum vitae of relevant staff (Manager/s and Director/s) in the format of the Resource Information Sheet provided.
- 1.2.6. Tenderers must attach a duly completed and signed Annexure A: Record of Addenda to tender documents.
- 1.2.7. Tenderers must attach a duly completed and signed Annexure B: Proposed amendments and qualifications.
- 1.2.8. Tenderers must attach valid proof of ICASA's radio Frequency license of the company for the hand radios.
- 1.2.9. Valid proof of insurance – (The Service Provider shall procure and maintain insurance to cover any possible future claim by the Department).
- 1.2.10. The company must provide detailed information of their current active office and sites in the Free State Province. Where applicable, detailed information of regional offices and /or headquarters should also be provided.
 - During the evaluation process, the Department will conduct site inspections, and if the Department is not able to confirm and verify the information provided above, the tenderer will not be considered for further evaluation
- 1.2.11. Demonstrate the electronic monitoring system that will be used at the site. Failure to provide live demonstration during site inspection will lead to disqualification (Live Guard Patrol system is a technologically based effective way of securing a property of any size. The system helps logging the rounds of guards in a variety of situations such as security guards patrolling property. It can be a cell phone APP, ID points, and Cloud monitoring systems, baton with a Sim card and unique ID and many others).
- 1.2.12. Each tenderer must provide proof of compliance to Unemployment Insurance Fund (UIF) - (The Department will request the prospective bidder/ (s) to submit the proof before appointment). However, the Department will not be able to appoint any bidder who is not compliant with this requirement.

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2. STAGE TWO: EVALUATION ON FUNCTIONALITY CRITERIA

2.1. The evaluation of functionality criteria will be evaluated based on the following information:

2.1.1. Any tenderer who fails to score a minimum of **109** points out of **155** points for functionality will not be evaluated further.

2.1.2. The functionality criteria will be assessed as follows:

TECHNICAL EVALUATION CRITERIA

NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE																						
1.	CAPACITY OF THE BIDDING ENTITY TO EXECUTE THE WORKS	The service provider must provide details of current or previous Security Services rendered during the last 7 years. Proof in the form of Appointment Letters and / or, Purchase Orders which are accompanied by the matching Reference Letters must be attached. Each Appointment Letter and / or Purchase Order must be to the value of above R100 000.00. Scoring of the company experience of the bidding entity for rendering security services: YEARS OF EXPERIENCE (15 Points) <table><tr><td>> 5 + years' experience</td><td>15 Points</td></tr><tr><td>3 to 5 years' experience</td><td>10 Points</td></tr><tr><td>2 to 3 years' experience</td><td>05 Points</td></tr><tr><td>1 to 2 years' experience</td><td>03 Points</td></tr><tr><td>Less than 1 year experience</td><td>00 Points</td></tr></table> NUMBER OF COMPLETED / CURRENT PROJECTS (15 Points) <table><tr><td>5 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.</td><td>15 Points</td></tr><tr><td>4 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.</td><td>12 Points</td></tr><tr><td>3 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.</td><td>09 Points</td></tr><tr><td>2 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.</td><td>06 Points</td></tr><tr><td>1 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.</td><td>03 Points</td></tr><tr><td>0 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.</td><td>00 Points</td></tr></table> Notes: - The service provider must attach Appointment Letters (appointment letters must be on the letter head of the employer which is dated and signed) and / or Purchase Orders (purchase orders must be dated) accompanied by its matching Reference Letters (reference letters must be dated, signed and stamped) with current contact details of the employer on the company letterhead confirming similar work as per the bid / tender scope, which details the amount of the contract, the appointment date and the period awarded for. - All the aforementioned documents must be originally certified and valid copies of the original document. Originally certified documents must not be older than 6 months. - Submission of Reference Letters without its corresponding Appointment Letters or the submission of Purchase Orders without its corresponding Reference Letters will not be considered for scoring purposes, therefore points will be forfeited. - The submission of reference letters without its corresponding appointment letters or Purchase Orders will not be accepted. - Only projects awarded and completed in the last seven (7) years (01 June 2019 up to and including the closing date of this bid) will be considered.	> 5 + years' experience	15 Points	3 to 5 years' experience	10 Points	2 to 3 years' experience	05 Points	1 to 2 years' experience	03 Points	Less than 1 year experience	00 Points	5 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.	15 Points	4 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.	12 Points	3 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.	09 Points	2 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.	06 Points	1 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.	03 Points	0 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.	00 Points	30 Points
> 5 + years' experience	15 Points																								
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0 x Reference Letters, with corresponding Appointment Letters or Purchase Orders.	00 Points																								

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION:

APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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Department:
Public Works & Infrastructure
PROVINCE OF THE FREE STATE

NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE						
2.	EXPERIENCE OF KEY STAFF: SITE MANAGER (GRADE A)	The service provider must provide a comprehensive CV and certified copies of qualifications / certificates together with a PSIRA Grade A security officer certificate, of personnel to be dedicated to the Department of Public Works and Infrastructure's contract. (1 x Site Manager Grade A). Scoring of the Site Manager's availability to service the Department of Public Works and Infrastructure in relation to this contract: <table><tr><td>>5 + years' Experience in the Security sector as a Site Manager coupled with Matric/ Grade 12, plus registration with PSIRA as a Grade A security officer, plus a certificate in Security Management (e.g.: National Certificate: General Security Practices, etc.) or a three-year Diploma (e.g.: Diploma in Security Management, Diploma in Safety and Security Management, etc.).</td><td>10 Points</td></tr><tr><td>3 to 5 years' Experience in the Security sector as a Site Manager coupled with Matric/ Grade 12, plus registration with PSIRA as a Grade A security officer, plus a certificate in Security Management (e.g.: National Certificate: General Security Practices, etc.) or a three-year Diploma (e.g.: Diploma in Security Management, Diploma in Safety and Security Management, etc.).</td><td>05 Points</td></tr><tr><td><3 years' Experience in the Security sector as a Site Manager coupled with Matric/ Grade 12, plus registration with PSIRA as a Grade A security officer, plus a certificate in Security Management (e.g.: National Certificate: General Security Practices, etc.) or a three-year Diploma (e.g.: Diploma in Security Management, Diploma in Safety and Security Management, etc.).</td><td>00 Points</td></tr></table> Note: • Experience of less than 3 years will not be allocated any points. • Evidence to be provided: A comprehensive CV and certified copies of qualifications / certificates together with a PSIRA Grade A security officer certificate. • The bidder must complete the attached Resource Information Sheet, failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points. Originally certified documents must not be older than 6 months. • Only post qualification experience together and coupled with post PSIRA registration will be evaluated. • All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points. • The bidder must provide a sworn affidavit signed by the Site Manager giving the company consent to utilise his/her personal information for the purpose of responding to this bid. Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points. • The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid. • The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month. • The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.	>5 + years' Experience in the Security sector as a Site Manager coupled with Matric/ Grade 12, plus registration with PSIRA as a Grade A security officer, plus a certificate in Security Management (e.g.: National Certificate: General Security Practices, etc.) or a three-year Diploma (e.g.: Diploma in Security Management, Diploma in Safety and Security Management, etc.).	10 Points	3 to 5 years' Experience in the Security sector as a Site Manager coupled with Matric/ Grade 12, plus registration with PSIRA as a Grade A security officer, plus a certificate in Security Management (e.g.: National Certificate: General Security Practices, etc.) or a three-year Diploma (e.g.: Diploma in Security Management, Diploma in Safety and Security Management, etc.).	05 Points	<3 years' Experience in the Security sector as a Site Manager coupled with Matric/ Grade 12, plus registration with PSIRA as a Grade A security officer, plus a certificate in Security Management (e.g.: National Certificate: General Security Practices, etc.) or a three-year Diploma (e.g.: Diploma in Security Management, Diploma in Safety and Security Management, etc.).	00 Points	10 Points
>5 + years' Experience in the Security sector as a Site Manager coupled with Matric/ Grade 12, plus registration with PSIRA as a Grade A security officer, plus a certificate in Security Management (e.g.: National Certificate: General Security Practices, etc.) or a three-year Diploma (e.g.: Diploma in Security Management, Diploma in Safety and Security Management, etc.).	10 Points								
3 to 5 years' Experience in the Security sector as a Site Manager coupled with Matric/ Grade 12, plus registration with PSIRA as a Grade A security officer, plus a certificate in Security Management (e.g.: National Certificate: General Security Practices, etc.) or a three-year Diploma (e.g.: Diploma in Security Management, Diploma in Safety and Security Management, etc.).	05 Points								
<3 years' Experience in the Security sector as a Site Manager coupled with Matric/ Grade 12, plus registration with PSIRA as a Grade A security officer, plus a certificate in Security Management (e.g.: National Certificate: General Security Practices, etc.) or a three-year Diploma (e.g.: Diploma in Security Management, Diploma in Safety and Security Management, etc.).	00 Points								

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION:

APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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Department:
Public Works & Infrastructure
PROVINCE OF THE FREE STATE

NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE												
3.	EXPERIENCE OF KEY STAFF: SHIFT SUPERVISORS (GRADE B)	The service provider must demonstrate the capacity to provide Shift Supervisors, with 5 or more years of relevant experience, which are registered with PSIRA and holding a Grade B security officer certificate. Scoring of the Shift Supervisor's availability to service the Department of Public Works and Infrastructure in relation to this contract: <table><tr><td>>10 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.</td><td>10 Points</td></tr><tr><td>8 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.</td><td>08 Points</td></tr><tr><td>6 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.</td><td>06 Points</td></tr><tr><td>4 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.</td><td>04 Points</td></tr><tr><td>2 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.</td><td>02 Points</td></tr><tr><td><2 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.</td><td>00 Points</td></tr></table> Notes: • Experience of less than five years will not be allocated any points. • Evidence to be provided: A comprehensive CV together with certified copies of qualification/ certificates with a PSIRA certificate. • The bidder must complete the attached Resource Information Sheet, failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points. Originally certified documents must not be older than 6 months. • Only post qualification experience together and coupled with post PSIRA registration will be evaluated. • All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points. • The bidder must provide a sworn affidavit signed by each Shift Supervisor giving the company consent to utilise his/her personal information for the purpose of responding to this bid. Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points. • The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid. • The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month. • The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.	>10 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.	10 Points	8 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.	08 Points	6 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.	06 Points	4 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.	04 Points	2 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.	02 Points	<2 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.	00 Points	10 Points
>10 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.	10 Points														
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6 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.	06 Points														
4 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.	04 Points														
2 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.	02 Points														
<2 x CVs of security officers with a PSIRA Grade B security officer certificate, plus Matric / Grade 12 coupled with 5 or more years of relevant experience in the Security sector as a Shift Supervisor.	00 Points														

TENDER NUMBER: DPWFS (T) 004/2026

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Department:
Public Works & Infrastructure
PROVINCE OF THE FREE STATE

NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE								
4.	GENERAL OPERATIONS CAPACITY: SECURITY OFFICERS (GRADE C)	The service provider must submit a list of security officers registered with PSIRA under the employment of the company who are readily available or can be allocated for this contract. The list must indicate the officer's name, ID Number, and the PSIRA registration grade (Grade C). This list should be retrieved from the PSIRA website. Scoring of the Security Officers' availability to service the Department of Public Works and Infrastructure in relation to this contract: <table><tr><td>>25 security officers employed by the company with PSIRA Grade C (excluding any other staff other than security officer).</td><td>10 Points</td></tr><tr><td>20 to 24 security officers employed by the company with PSIRA Grade C (excluding any other than the security officers).</td><td>08 Points</td></tr><tr><td>15 to 19 security officers employed by the company with PSIRA Grade C (excluding any other than the security officers).</td><td>06 Points</td></tr><tr><td><15 security officers employed by the company with PSIRA Grade C (excluding any other than the security officers).</td><td>00 Points</td></tr></table>	>25 security officers employed by the company with PSIRA Grade C (excluding any other staff other than security officer).	10 Points	20 to 24 security officers employed by the company with PSIRA Grade C (excluding any other than the security officers).	08 Points	15 to 19 security officers employed by the company with PSIRA Grade C (excluding any other than the security officers).	06 Points	<15 security officers employed by the company with PSIRA Grade C (excluding any other than the security officers).	00 Points	10 Points
>25 security officers employed by the company with PSIRA Grade C (excluding any other staff other than security officer).	10 Points										
20 to 24 security officers employed by the company with PSIRA Grade C (excluding any other than the security officers).	08 Points										
15 to 19 security officers employed by the company with PSIRA Grade C (excluding any other than the security officers).	06 Points										
<15 security officers employed by the company with PSIRA Grade C (excluding any other than the security officers).	00 Points										
5.	COMPANY VEHICLES	The service provider must have the capacity to deliver in terms of the availability of vehicles to be dedicated to this contract. Vehicles will be required for the delivery of security officers as well as for armed reaction response. Scoring of the vehicle capacity: <table><tr><td>5 x Vehicles available where service is to be rendered and dedicated to this contract.</td><td>10 Points</td></tr><tr><td>4 x Vehicles available where service is to be rendered and dedicated to this contract.</td><td>08 Points</td></tr><tr><td>3 x Vehicles available where service is to be rendered and dedicated to this contract.</td><td>06 Points</td></tr><tr><td>No documents provided or below 3 x Vehicles available where service is to be rendered to this contract.</td><td>00 Points</td></tr></table> Notes: - Bidders must provide proof that they have the vehicular capacity available to service the Department of Public Works and Infrastructure. Proof of company-registered vehicles and / or proof of lease for leased vehicles to be submitted. Originally certified documents must not be older 6 months. NB: The above vehicles will be verified and confirmed during site inspections. Failure to provide proof for the above vehicles will lead to disqualification.	5 x Vehicles available where service is to be rendered and dedicated to this contract.	10 Points	4 x Vehicles available where service is to be rendered and dedicated to this contract.	08 Points	3 x Vehicles available where service is to be rendered and dedicated to this contract.	06 Points	No documents provided or below 3 x Vehicles available where service is to be rendered to this contract.	00 Points	10 Points
5 x Vehicles available where service is to be rendered and dedicated to this contract.	10 Points										
4 x Vehicles available where service is to be rendered and dedicated to this contract.	08 Points										
3 x Vehicles available where service is to be rendered and dedicated to this contract.	06 Points										
No documents provided or below 3 x Vehicles available where service is to be rendered to this contract.	00 Points										

TENDER NUMBER: DPWFS (T) 004/2026

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Department:
Public Works & Infrastructure
PROVINCE OF THE FREE STATE

NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE												
6.	FIREARM COMPETENCY AND LICENSES	The service provider must have the capacity to provide an armed reaction response service when required for this contract. Scoring of the firearm competency and firearm licenses: <table><tr><td>Originally certified copy of valid firearm competency certificates (from SAPS) for 5 guards + 5 firearm licenses.</td><td>10 Points</td></tr><tr><td>Originally certified copy of valid firearm competency certificates (from SAPS) for 4 guards + 4 firearm licenses.</td><td>08 Points</td></tr><tr><td>Originally certified copy of valid firearm competency certificates (from SAPS) for 3 guards + 3 firearm licenses.</td><td>06 Points</td></tr><tr><td>No documents provided or below 3 firearms competency certificates (from SAPS) + below 3 firearm licenses.</td><td>00 Points</td></tr></table> Notes: - Bidders must provide certified copies of firearm competency certificates (from SAPS) for Grade C security officers / guards, as a minimum requirement. - Bidders must also provide certified firearm licenses of the company. - Originally certified documents must not be older than 6 months. NB: The above firearms will be verified and confirmed during the site inspections. Failure to provide proof for the above equipment will lead to disqualified.	Originally certified copy of valid firearm competency certificates (from SAPS) for 5 guards + 5 firearm licenses.	10 Points	Originally certified copy of valid firearm competency certificates (from SAPS) for 4 guards + 4 firearm licenses.	08 Points	Originally certified copy of valid firearm competency certificates (from SAPS) for 3 guards + 3 firearm licenses.	06 Points	No documents provided or below 3 firearms competency certificates (from SAPS) + below 3 firearm licenses.	00 Points	10 Points				
Originally certified copy of valid firearm competency certificates (from SAPS) for 5 guards + 5 firearm licenses.	10 Points														
Originally certified copy of valid firearm competency certificates (from SAPS) for 4 guards + 4 firearm licenses.	08 Points														
Originally certified copy of valid firearm competency certificates (from SAPS) for 3 guards + 3 firearm licenses.	06 Points														
No documents provided or below 3 firearms competency certificates (from SAPS) + below 3 firearm licenses.	00 Points														
7.	FINANCIAL CAPACITY: BANK RATING LETTER	The service provider must provide a Bank rating letter stamped within 3 months of the closing date of this tender and signed by the issuing institution, together with supporting audited financial statements for the previous financial year ending 28 February 2026. <table><tr><td>Bank Code A.</td><td>10 Points</td></tr><tr><td>Bank Code B.</td><td>07 Points</td></tr><tr><td>Bank Code C.</td><td>04 Points</td></tr><tr><td>No Bank Code / Bank Code is below Bank Code C.</td><td>00 Points</td></tr></table> Notes: - Bidders must attach the tendering entity's Bank stamped (physical or e- stamped) and signed Bank Rating Letter which is stamped within 3 months of the closing date. - The Department of Public Works and Infrastructure reserves the right to validate the Bank Rating Letter and report any misrepresentation to the bank and Treasury. - Originally certified documents must not be older than 6 months.	Bank Code A.	10 Points	Bank Code B.	07 Points	Bank Code C.	04 Points	No Bank Code / Bank Code is below Bank Code C.	00 Points	10 Points				
Bank Code A.	10 Points														
Bank Code B.	07 Points														
Bank Code C.	04 Points														
No Bank Code / Bank Code is below Bank Code C.	00 Points														
8.	MINIMUM SECURITY EQUIPMENT REQUIRED	The service provider must have the following minimum security equipment in order to provide a security service when required for this contract. Scoring of the security equipment required: <table><tr><td>6 x Pair of handcuffs (with key)</td><td>02 Points</td></tr><tr><td>6 x Tonfas / Batons</td><td>02 Points</td></tr><tr><td>6 x Direct Stream Pepper Spray 100ml (high strength, professional-grade)</td><td>02 Points</td></tr><tr><td>6 x Heavy duty rechargeable torches (spotlight torches) including batteries + charger</td><td>01 Point</td></tr><tr><td>3 sets x Two-way radio (with chargers)</td><td>02 Points</td></tr><tr><td>3 x Occurrence books</td><td>01 Point</td></tr></table> Notes: - Bidders must provide evidence i.e. pictures, proof of ownership, etc. NB: The above equipment will be verified and confirmed during site inspections. Failure to provide proof for the above equipment will lead to disqualification.	6 x Pair of handcuffs (with key)	02 Points	6 x Tonfas / Batons	02 Points	6 x Direct Stream Pepper Spray 100ml (high strength, professional-grade)	02 Points	6 x Heavy duty rechargeable torches (spotlight torches) including batteries + charger	01 Point	3 sets x Two-way radio (with chargers)	02 Points	3 x Occurrence books	01 Point	10 Points
6 x Pair of handcuffs (with key)	02 Points														
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3 sets x Two-way radio (with chargers)	02 Points														
3 x Occurrence books	01 Point														

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NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE														
9.	METHODOLOGY: OPERATIONAL PLAN AND WORK PROGRAMME	<u>OPERATIONAL PLAN AND WORK PROGRAMME</u> Service providers must provide a detailed proposal on how they proposes to execute the contract as per the scope of work. A detailed operational plan on how the sites would be managed and controlled during the rendering of security services must be attached. The plan must clearly describe the following: <table><tr><td>Guarding and deployment of guards</td><td>05 Points</td></tr><tr><td>Registering and controlling visitors, addressing: - Site access control - Building access control - Event security </td><td>05 Points</td></tr><tr><td>Deploying and controlling of patrolling guards</td><td>05 Points</td></tr><tr><td>Offsite armed response team</td><td>05 Points</td></tr><tr><td>Remote offsite monitoring of all sites, addressing: - How the control room of the service provider will be providing back-up monitoring of specific site activities. </td><td>5 Points</td></tr><tr><td>Remedial response on threats and incidents, addressing: - Security breaches - Labour unrest and picketing - Fire and bomb scare </td><td>05 Points</td></tr><tr><td>The use and tabling of: - A daily activities shift roster (5 Points) - Occurrence register (5 Points) - Visitors / vehicle register (5 Points) - Patrol register (5 Points) - Incident register (5 Points) </td><td>25 Points</td></tr></table>	Guarding and deployment of guards	05 Points	Registering and controlling visitors, addressing: - Site access control - Building access control - Event security	05 Points	Deploying and controlling of patrolling guards	05 Points	Offsite armed response team	05 Points	Remote offsite monitoring of all sites, addressing: How the control room of the service provider will be providing back-up monitoring of specific site activities.	5 Points	Remedial response on threats and incidents, addressing: - Security breaches - Labour unrest and picketing - Fire and bomb scare	05 Points	The use and tabling of: - A daily activities shift roster (5 Points) - Occurrence register (5 Points) - Visitors / vehicle register (5 Points) - Patrol register (5 Points) - Incident register (5 Points)	25 Points	55 Points
Guarding and deployment of guards	05 Points																
Registering and controlling visitors, addressing: - Site access control - Building access control - Event security	05 Points																
Deploying and controlling of patrolling guards	05 Points																
Offsite armed response team	05 Points																
Remote offsite monitoring of all sites, addressing: How the control room of the service provider will be providing back-up monitoring of specific site activities.	5 Points																
Remedial response on threats and incidents, addressing: - Security breaches - Labour unrest and picketing - Fire and bomb scare	05 Points																
The use and tabling of: - A daily activities shift roster (5 Points) - Occurrence register (5 Points) - Visitors / vehicle register (5 Points) - Patrol register (5 Points) - Incident register (5 Points)	25 Points																
TOTAL SCORE (bidders to obtain a minimum score of 70%)			155 Points														

The following scoring rubric will be used to score the functionality above:

Rating	Score out of 5	Score out of 10	Score out of 15	Score out of 20	Score out of 25	Approach and methodology
Poor	1	2	3	4	5	The approach and / or methodology is poor / is very unlikely to satisfy project objectives or requirements. The tenderer has completely misunderstood all aspects of the scope of work and does not deal with any critical aspects of the project.
Average	2	4	6	8	10	The approach and / or methodology is not good / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Good	3	6	9	12	15	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.
Very Good	4	8	12	16	20	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc., is specifically tailored to the critical characteristics of the project.
Excellent	5	10	15	20	25	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

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3. STAGE THREE: DUE DELIGENCE SITE VISITS (located in any region in the Free State Province)

3.1. The Department reserves the right to visit the bidder's site within 24 hours of notification.

3.2. The bidder must obtain a minimum of 30 points out of 45 points for final consideration.

CRITERIA FOR SITE VISIT

REQUIREMENT	CRITERIA FOR SITE VISIT	MAXIMUM SCORE
CONTROL ROOM	- An operating office / control room which must be an immovable structure within the Free State Province. (5 Points) - Controlled by PSIRA registered security officer. (5 Points) - Security officer's ability to contact response guard force such as SAPS, etc. (for cases of emergency / serious incidents). (5 Points) - Security Control Room's ability to have radio contact with other security staff and client representatives on all sites. (5 Points)	20 Points
COMPANY VEHICLES	Evidential proof of all vehicles as claimed under functionality.	5 Points
SECURITY EQUIPMENT	- Evidential proof of all security equipment as claimed under functionality. 6 x Pair of handcuffs (with key) (2 Points) 6 x Tonfas / Batons (2 Points) 6 x Pepper Spray (2 Points) 6 x Torches (spotlight torches) including batteries. (1 Point) 3 sets x Two-way Radio (with charges) (2 Points) 3 x Occurrence books (1 Point)	10 Points
FIREARM COMPETENCY AND LICENSES	- Evidential proof of all firearms as claimed under functionality. (3 Points) - Security safe for the safe storage of fire arms. (2 Points)	5 Points
ELECTRONIC MONITORING SYSTEM	Demonstrate the electronic monitoring system that will be used at a site. Failure to provide the demonstration during site inspection will lead to disqualification (Live Guard Patrol system is a technologically based effective way of securing a property of any size. The system helps with logging the rounds of guards in a variety of situations such as security guards patrolling property. It can be a cell phone APP, ID points, Cloud monitoring system, Baton with a sim card and unique ID and many others).	5 Points
TOTAL SCORE (bidders to obtain a minimum score of 30 points)		45 Points

4. STAGE FOUR: EVALUATION ON PRICE AND PREFERENCE

Pricing on the tender in order to achieve the objectives of the Preferential Procurement Regulations.

- 4.1. The Department is committed to achieving Government's objective of promoting economic transformation as set out in the Departmental SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE act and the Preferential Procurement Regulations of 2022.
- 4.2. The 80/20 preference point system is applicable to price quotations and tenders with a rand value of R50 million or below or R50 million or above (all applicable taxes included), will be used for evaluation of this bid.
- 4.3. The scoring of points for price and preference system in terms of the 80/20 preference point system where the lowest price score 80 points for price.
- 4.4. The issuing of task orders will be done on a rotational basis in line with the Standard Operating Procedures of the Department, which must ensure that the expenditure is distributed fairly and equitably between service providers.
- 4.5. The Department reserves the right to appoint one or more service providers on the panel; however, this number may not exceed 10 service providers for the duration of the contract. If more than 10 service providers score equal number of points, the following criteria will be applied:
 - If ten or more tenderers score an equal total number of points, the contract will be awarded to the first ten tenderers that scored the highest number of points for specific goals.
 - If ten or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots. This process will be subject to approval by the HOD before it can be implemented.
- 4.6. The points for preference will be allocated to bidders in accordance with the following specific goals:

Table 1:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for PRICE and SPECIFIC GOALS	100

- (a) A maximum of 80 points is allocated for price on the following basis:

80/20

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

- (b) Allocation of points in terms of the 80/20 preference point system.

Where

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

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

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Table 2:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State-Based Companies 100%		
Free State Based Companies	8	
Non-Free State Based Companies	2	
Gender - Woman ownership		
Gender: 51% to 100% owned by women	4	
Gender: 31% to 50% owned by women	2	
Gender: less than 31% owned by women	0	
Race - Black ownership		
Race: 51% to 100% black ownership	4	
Race: 31% to 50% black ownership	2	
Race: less than 31% black ownership	0	
Youth ownership		
Youth ownership: 51% to 100% owned by youth	2	
Youth ownership: 31% to 50% owned by youth	1	
Youth ownership: less than 31% owned by youth	0	
People living with a disability		
People living with a disability: 51% to 100% owned by people with disabilities	2	
People living with a disability: 31% to 50% owned by people with disabilities	1	
People living with a disability: less than 31% owned by people with disabilities	0	
Total Points Claimed out	20	

4.7. Claiming of preference points for Specific goals:

- Bidders will be required to submit CIPC or SARS Tax Pin with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goals on Free state-based companies. (**NB:** The lease agreement address should correspond with the address of the municipal statement account of the lessor).
- Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy / (ies) in order to claim points for specific goals on Gender.
- Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goals on Race.
- Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report and certified ID copy /(ies) in order to claim points for specific goals on Youth.
- Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter of condition from the Department of Employment and Labour confirming the bidder's disability in order to claim points for specific goals on People living with disability.

NB: 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.

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

5. STAGE FIVE: PRICE NEGOTIATIONS

The Department of Public Works and Infrastructure reserves the right to negotiate with the shortlisted bidders a flat rate prior to the award and with the successful bidder/s post award based on market conditions. (Only bidders that would have accepted the price negotiation with the Department will be recommended for appointed into the panel).

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SECTION 1: RETURNABLE DOCUMENTS

LIST OF RETURNABLE DOCUMENTS



RETURNABLE DOCUMENTS

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract. The bidder must return the tender document completed in full with the following returnable documents legibly completed and signed.

- 1.1. Annexure A: Record of Addenda to tender documents
- 1.2. Annexure B: Proposed amendments and qualifications
- 1.3. Annexure D: Compulsory Declaration
- 1.4. Annual Financial Statements Declaration
- 1.5. Resolution of Board of Directors
- 1.6. Resolution of Board of Directors to enter into Consortia or Joint Ventures
- 1.7. Special Resolution of Consortia or Joint Ventures
- 1.8. Standard Bidding Document 1 (SBD 1) – Invitation to Bid
- 1.9. Standard Bidding Document 3.2 (SBD 3.2) – Non-firm Prices
- 1.10. Standard Bidding Document 3.3 (SBD 3.3) – Professional Services
- 1.11. Standard Bidding Document 4 (SBD 4) – Bidder's Disclosure
- 1.12. Standard Bidding Document 6.1 (SBD 6.1) – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.13. Schedule of Plant and Equipment
- 1.14. Schedule of the Tenderer's Experience
- 1.15. Resource Information Sheet (CV) – Site Manager
- 1.16. Resource Information Sheet (CV) – Shift Supervisors x 10
- 1.17. All supporting documents required on the mandatory and non – mandatory requirements above.

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LIST OF RETURNABLE DOCUMENTS (CHECKLIST)

THE TENDERER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Tender Document Name	Number of Pages	Returnable document attached (Mark with an X)
ANNEXURE A: RECORD OF ADDENDA TO TENDER DOCUMENTS	1 Page	☐ Yes ☐ No
ANNEXURE B: PROPOSED AMENDMENTS AND QUALIFICATIONS	1 Page	☐ Yes ☐ No
ANNEXURE D: COMPULSORY DECLARATION	4 Pages	☐ Yes ☐ No
ANNUAL FINANCIAL STATEMENTS DECLARATION	1 Page	☐ Yes ☐ No
RESOLUTION OF BOARD OF DIRECTORS	1 Page	☐ Yes ☐ No
RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES	2 Pages	☐ Yes ☐ No
SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES	2 Pages	☐ Yes ☐ No
STANDARD BIDDING DOCUMENT 1 (SBD 1) - INVITATION TO BID	2 Pages	☐ Yes ☐ No
STANDARD BIDDING DOCUMENT 3.2 (SBD 3.2) – NON-FIRM PRICES	3 Pages	☐ Yes ☐ No
STANDARD BIDDING DOCUMENT 3.3 (SBD 3.3) – PROFESSIONAL SERVICES	4 Pages	☐ Yes ☐ No
STANDARD BIDDING DOCUMENT 4 (SBD 4) - BIDDER'S DISCLOSURE	2 Pages	☐ Yes ☐ No
STANDARD BIDDING DOCUMENT 6.1 (SBD 6.1) - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022.	5 Pages	☐ Yes ☐ No
SCHEDULE OF PLANT AND EQUIPMENT	1 Page	☐ Yes ☐ No
SCHEDULE OF THE TENDERER'S EXPERIENCE	4 Pages	☐ Yes ☐ No
RESOURCE INFORMATION SHEET (CV) – SITE MANAGER	4 Pages	☐ Yes ☐ No
RESOURCE INFORMATION SHEET (CV) – SHIFT SUPERVISORS x 10	40 Pages	☐ Yes ☐ No

Name of Bidder	Signature	Date

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ANNEXURE A: RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title of Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature: Date:

Name and surname: Position:

Tenderer:

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ANNEXURE B: PROPOSED AMENDMENTS AND QUALIFICATIONS

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signature: Date:

Name and surname: Position:

Tenderer:



ANNEXURE D: COMPULSORY DECLARATION

The following particulars must be furnished. In the case of a joint venture, separate declarations in respect of each partner must be completed and submitted.

Section 1: Enterprise details

Name of enterprise	
Contact person	
Email	
Telephone	
Cell	
Fax	
Physical address	
Postal address	

Section 2: Particulars of companies and close corporations

Company / Closed Corporation registration number	
--	--

Section 3: SARS information

Tax reference number	
VAT registration number	(state Not Registered if not registered for VAT)

Section 4: CIDB registration number

CIDB Registration number (if applicable)	
--	--

Section 5: Particulars of principals

principal: means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporations Act, 1984, (Act No. 69 of 1984).

Full name and surname of principal	Identity number	Personal tax reference number

Attach separate page if necessary

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Section 6: Record in the service of the state

Indicate, by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- | | |
|---|--|
| ☐ a member of any municipal council | ☐ an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999) |
| ☐ a member of any provincial legislature | |
| ☐ a member of the National Assembly or the National Council of Provinces | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the board of directors of any Municipal entity | ☐ an employee of Parliament of a provincial legislature |
| ☐ an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name and surname of principal	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Attach separate page if necessary

Section 7: Record of family member in the service of the state

family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Indicate, by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months in the service of any of the following:

- | | |
|---|--|
| ☐ a member of any municipal council | ☐ an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999) |
| ☐ a member of any provincial legislature | |
| ☐ a member of the National Assembly or the National Council of Provinces | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the board of directors of any Municipal entity | ☐ an employee of Parliament of a provincial legislature |
| ☐ an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name and surname of family member	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Attach separate page if necessary

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Section 8: Record of termination of previous contracts with an organ of state

Was any contract between the tendering entities, including any of its joint venture partners, terminated during the past five years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract?

☐ Yes ☐ No (tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

Section 9: Declaration

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the tendering entity, confirms that the contents of this Declaration are within my personal knowledge, save where stated otherwise in an attachment hereto, and to the best of my belief is both true and correct, and that:

- i) neither the name of the tendering entity, nor any of its principals, appears on:
 - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004); or
 - b) National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za)
- ii) the tendering entity or any of its principals has not been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa) within the last five years;
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers;
- v) the tendering entity has not engaged in any prohibited restrictive horizontal practices, including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract, etc.) or intention to not win a tender;
- vi) the tendering entity has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the tenderer nor any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity, and are not in arrears for more than three months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and, when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by National Treasury, for SARS to do likewise.

Signature: Date:

Name and surname: Position:

Enterprise name:

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NOTE 1: The Standard Conditions of Tender contained in SANS 10845-3 prohibits anticompetitive practices (clause 3.1) and requires that tenderers avoid conflicts of interest, only submit a tender offer if the tenderer or any of his principals is not under any restriction to do business with the Employer (4.1.1) and submit only one tender either as a single tendering entity or as a member in a joint venture (clause 4.13.1). Clause 5.7 also empowers the Employer to disqualify any tenderer who engages in fraudulent and corrupt practice. Clause 3.1 also requires tenderers to comply with all legal obligations.

NOTE 2: Section 30(1) of the Public Service Act, 1994, prohibits an employee (person who is employed in posts on the establishment of departments) from performing or engaging remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department. When in operation, Section 8(2) of the Public Administration Management Act, 2014, will prohibit an employee of the public administration (i.e. municipalities and all national departments, national government components listed in Part A of Schedule 3 to the Public Service Act, provincial departments including the office of the premier listed in Schedule 1 of the Public Service Act and provincial departments listed in schedule 2 of the Public Service Act, and provincial government components listed in Part B of schedule 3 of the Public Service Act) or persons contracted to executive authorities in accordance with the provisions of section 12A of the Public Service Act of 1994 or persons performing similar functions in municipalities, from conducting business with the State or to be a director of a public or private company conducting business with the State. The offence for doing so is a fine or imprisonment for a period not exceeding five years, or both. It is also a serious misconduct which may result in the termination of employment by the employer.

NOTE 3: Regulation 44 of Supply Chain Management regulations issued in terms of the Municipal Finance Management Act of 2003 requires that municipalities and municipal entities should not award a contract to a person who is in the service of the State, a director, manager or principal shareholder in the service of the State or who has been in the service of the State in the previous twelve months.

NOTE 4: Regulation 45 of Supply Chain Management regulations requires a municipality or municipal entity to disclose in the notes to the annual statements particulars of any award made to a close family member in the service of the State.

NOTE 5: Corrupt activities which give rise to an offence in terms of the Prevention and Combating of Corrupt Activities Act of 2001, include improperly influencing in any way the procurement of any contract, the fixing of the price, consideration or other moneys stipulated or otherwise provided for in any contract, and the manipulating by any means of the award of a tender.

NOTE 6: Section 4 of the Competition Act of 1998 prohibits restrictive horizontal practice, including agreements between parties in a horizontal relationship, which have the effect of substantially preventing or lessening competition, directly, or indirectly fixing prices or dividing markets or constituting collusive tendering. Section 5 also prohibits restrictive vertical practices. Any restrictive practices that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.



ANNUAL FINANCIAL STATEMENTS DECLARATION

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:
☐ internally ☐ independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]
☐ enterprise has had its financial statements audited; name of auditor
☐ enterprise is required by law to have an independent review of its financial statements name of independent reviewer
☐ enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.

[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge and save where stated otherwise are to the best of my belief both true and correct.

Signature: Date:

Name and surname: Position:

Tenderer:



RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

.....
 (legally correct full name and registration number, if applicable, of the Enterprise)

Held at..... (place) on.....(date)

RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

.....
 (project description as per Tender Document)

Tender Number:(Tender Number as per Tender Document)

- 2 *Mr. / Mrs. / Ms. : in *his / her Capacity
 as:(Position in the Enterprise)

and who will sign as follows:be, and is hereby, authorised to sign the

Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender,

as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the

Enterprise mentioned above.

	Name and surname	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.

ENTERPRISE STAMP



RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

.....
.....
(Legally correct full name and registration number, if applicable, of the Enterprise)

held at.....(place) on.....(date)

RESOLVED that:

- 1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

.....
.....
(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture) to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

.....
.....
(Project description as per Tender Document)

Tender Number: (Tender Number as per Tender Document)

- 2 *Mr. / Mrs. / Ms. :.....

in *his / her Capacity as:(Position in the Enterprise)

and who will sign as follows: be, and is hereby, authorised to sign a consortium / joint venture agreement with the parties listed under item 1 above, and any and all other documents and / or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

- 3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfillment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
- 4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

.....
.....(code).....

Postal address:

.....
.....(code).....

Telephone number: (code)..... (number)..... Fax number.....

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	Name and surname	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

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Public Works & Infrastructure
PROVINCE OF THE FREE STATE

SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture).*

1	
2	
3	
4	
5	
6	
7	
8	

Held at _____ (place) on _____ (date)

RESOLVED that:

- A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- B. Mr. / Mrs. / Ms.: _____

in *his / her Capacity as: _____ *(Position in the Enterprise)*

and who will sign as follows: _____



DECLARATION OF SECRECY

I, (full name and surname) _____

(rank) _____ (ID number) _____

1. State under oath / solemnly declare that –
2. I have taken cognizance of the content of the Protection of Information Act, 1982 (Act no. 84 of 1982).
3. I understand that I shall be guilty of an offence should I disclose to any person any information which I possess in my official capacity or which has been entrusted to me by virtue of my having access by means of a valid password to the Department of Public Works and Infrastructure computer, or reasonably ought to know, that the security or other interest of the Republic require the keeping of a secret thereof. The exceptions are any person –
 - to whom I may lawfully disclose this information;
 - to whom, it is my duty in the interest of the Republic, to disclose this information, or;
 - to whom I have been authorized by the HOD of Department of Public Works and Infrastructure or a member authorized by him, to disclose this information.
4. I understand that the above provisions and prescriptions are not only applicable during my term of office, but also after my service in the Department of Public Works and Infrastructure has been terminated.
5. I am fully aware of the serious consequences which may result from any breach or contravention of the above provisions or prescriptions and that I can be held responsible for any criminal or civil action that may result from the breach or contravention of such provisions or prescriptions.
6. I shall not disclose my computer password to any other member or person.
7. I shall not allow any other member or person to use my computer password.

I know and understand the content of this statement.
I have no objections to taking the prescribed oath/affirmation.
I consider the prescribed oath/affirmation to be binding on my conscience.

SIGNATURE (Deponent)

RANK

ID NR

- Please take note that the declaration of secrecy is valid for one year after the date of signature.

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON “AS AND WHEN BASIS” FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



at _____ on _____ / _____ 20_____

OFFICE STAMP

TENDER NUMBER: DPWFS (T) 004/2026
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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SBD 1

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE					
BID NUMBER:	DPWFS (T) 004/2026	CLOSING DATE:	17 AUGUST 2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE YEARS (03) BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. M. Kolobe		CONTACT PERSON	Mr. L. Tshabalala	
TELEPHONE NUMBER	051 492 3886 / 1750		TELEPHONE NUMBER	051 492 3837 / 065 357 3341	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	kolobem@fsworks.gov.za		E-MAIL ADDRESS	tshabalalaj@fsworks.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (DPWI) AND IF NOT REGISTER AS PER 2.3 BELOW.					

TENDER NUMBER: DPWFS (T) 004/2026
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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SBD 1

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY DPWI TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE DPWI WEBSITE WWW.DPWI.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:

TENDER NUMBER: DPWFS (T) 004/2026
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



SBD 3.2

PRICING SCHEDULE: A

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of Bidder	Bid number: DPWFS (T) 004/2026
Closing Time: 11:00	Closing date: 17 August 2026

OFFER TO BE VALID FOR **120** CALENDAR DAYS FROM THE CLOSING DATE OF BID.

Table 1:

ITEM NO	DESCRIPTION	DAILY RATE	MONTHLY RATE
1	Rental of 4m X 4m electrified Guard House with windows		
2	Rental of a JoJo tank (3000 litres) - where applicable		
3	Rental of Ablution facilities (flushable toilets) - where applicable		
4	Rental of solar panels in areas where there is no electricity (where applicable)		
5	Monthly maintenance of the above		
	Total		

Note:

The price for the above costs (Table 1 above) will be escalated annually based on CPI.



SBD 3.2

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

- IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
- IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price e.g. Labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

- The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

- FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. e.g. Labour, transport etc.)	PERCENTAGE OF BID PRICE
Guard house	
JoJo tank	
Solar Panels	
Flushable toilets	

TENDER NUMBER: DPWFS (T) 004/2026
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SBD 3.2

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

- Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

- Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

TENDER NUMBER: DPWFS (T) 004/2026
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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SBD 3.3

PRICING SCHEDULE: B – ARMED SECURITY GUARDS

(Professional Services) - AREA 1 & 2

NAME OF BIDDER: **BID NO:** DPWFS (T) 004/2026
CLOSING TIME 11:00 **CLOSING DATE:** 17 August 2026

OFFER TO BE VALID FOR **120** CALENDAR DAYS FROM THE CLOSING DATE OF BID.

PART 1: ARMED GUARDING

Description	Grade	Quantity	Rate	Total Cost Per Month
			Per Guard	
Security Officer (Day Shift): Mon - Fri (06h00-18h00) - Armed	C	1	R	R
Site Supervisor (Day Shift): Mon - Fri (06h00-18h00) - Armed	B	1	R	R
Security Officer (Day Shift): Saturday (06h00-18h00) - Armed	C	1	R	R
Site Supervisor (Day Shift): Saturday (06h00-18h00) - Armed	B	1	R	R
Security Officer (Day Shift): Sunday & Public Holidays (06h00-18h00) - Armed	C	1	R	R
Site Supervisor (Day Shift): Sunday & Public Holidays (06h00-18h00) - Armed	B	1	R	R
Security Officer (Night Shift): Mon–Fri (18h00-06h00)	C	1	R	R
Site Supervisor (Night Shift): Mon–Fri (18h00-06h00) - Armed	B	1	R	R
Security Officer (Night Shift): Saturday (18h00-06h00) - Armed	C	1	R	R
Site Supervisor (Night Shift): Saturday (18h00-06h00) - Armed	B	1	R	R
Security Officer (Nightshift): (18h00-06h00) Sunday & Public holiday – Armed	C	1	R	R
Site supervisor (Nightshift) (18h00-06h00) Sunday & Public holiday - Armed	B	1	R	R
			Sub-Total	R
			VAT - 15%	R
Rates Total for Year 1 (VAT inclusive)			Rates Total	R
Percentage Escalation Year 2			_____ %	
Percentage Escalation Year 3			_____ %	

TENDER NUMBER: DPWFS (T) 004/2026
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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SBD 3.3

NOTES:

- Failure to complete the above Pricing schedule in full will lead to disqualification
- All quoted rates are subject to negotiation with the recommended bidders prior to signing the SLA.
- The price for Labour will be escalated annually, in line with the published PSIRA Sectoral Determination price increase.
- Any escalation for consideration will be done in two separate intervals, which means Labour rates as per PSIRA publication date and other costs outside Sectorial Determination at anniversary date from contract commencement.
- There are sites where we might not request you to deploy armed guards.

TENDER NUMBER: DPWFS (T) 004/2026
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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SBD 3.3

PRICING SCHEDULE: C – UNARMED SECURITY GUARDS

(Professional Services) AREA 1 & 2

NAME OF BIDDER: **BID NO:** DPWFS (T) 004/2026
CLOSING TIME: 11:00 **CLOSING DATE:** 17 August 2026

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

PART 2: UNARMED GUARDING

Description	Grade	Quantity	Rate	Total Cost Per Month
			Per Month	
Security Officer (Day Shift): Mon - Fri (06h00-18h00) - Unarmed	C	1	R	R
Site Supervisor (Day Shift): Mon - Fri (06h00-18h00) - Unarmed	B	1	R	R
Security Officer (Day Shift): Saturday (06h00-18h00) - Unarmed	C	1	R	R
Site Supervisor (Day Shift): Saturday (06h00-18h00) - Unarmed	B	1	R	R
Security Officer (Day Shift): Sunday & Public Holidays (06h00-18h00) - Unarmed	C	1	R	R
Site Supervisor (Day Shift): Sunday & Public Holidays (06h00-18h00) - Unarmed	B	1	R	R
Security Officer (Night Shift): Mon–Fri (18h00-06h00) - Unarmed	C	1	R	R
Site Supervisor (Night Shift): Mon–Fri (18h00-06h00) - Unarmed	B	1	R	R
Security Officer (Night Shift): Saturday (18h00-06h00) - Unarmed	C	1	R	R
Site Supervisor (Night Shift): Saturday (18h00-06h00) - Unarmed	B	1	R	R
Security Officer (Nightshift): (18h00-06h00) Sunday & Public holiday - Unarmed	C	1	R	R
Site supervisor (Nightshift) (18h00-06h00) Sunday & Public holiday – Unarmed	B	1	R	R
Sub-Total				R
VAT - 15%				R
Monthly Rates for Year 1 (VAT inclusive)			Rates Total	R
Percentage Escalation Year 2			_____ %	
Percentage Escalation Year 3			_____ %	

TENDER NUMBER: DPWFS (T) 004/2026
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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SBD 3.3

PRICING SCHEDULE SUMMARY:

NO	SUMMARY PRICE	PRICE - YEAR 1
A	TOTAL – PRICING SCHEDULE (A)	
B	TOTAL - PRICING SCHEDULE (B)	
C	TOTAL - PRICING SCHEDULE (C)	
D	GRAND TOTAL FOR YEAR 1	R

NOTE:

Price adjustments for Year 2 and 3 will be made in accordance with the provisions of Pricing Schedule A to C.



SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

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

Full Name and Surname	Identity Number	Name of State Institution

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

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



SBD 4

3. DECLARATION

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

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature: Date:

Position: Name of Bidder:

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



SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for PRICE and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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



SBD 6.1

- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80 / 20

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80 / 20

90 / 10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender



SBD 6.1

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

TENDER NUMBER: DPWFS (T) 004/2026
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 PROVINCE OF THE FREE STATE

SBD 6.1

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State-Based Companies 100%		
Free State Based Companies	8	
Non-Free State Based Companies	2	
Gender - Woman ownership		
Gender: 51% to 100% owned by women	4	
Gender: 31% to 50% owned by women	2	
Gender: less than 31% owned by women	0	
Race - Black ownership		
Race: 51% to 100% black ownership	4	
Race: 31% to 50% black ownership	2	
Race: less than 31% black ownership	0	
Youth ownership		
Youth ownership: 51% to 100% owned by youth	2	
Youth ownership: 31% to 50% owned by youth	1	
Youth ownership: less than 31% owned by youth	0	
People living with a disability		
People living with a disability: 51% to 100% owned by people with disabilities	2	
People living with a disability: 31% to 50% owned by people with disabilities	1	
People living with a disability: less than 31% owned by people with disabilities	0	
Total Points Claimed out	20	

DECLARATION WITH REGARD TO COMPANY / FIRM

4.3. Name of company / firm:

4.4. Company registration number:



SBD 6.1

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

TENDER NUMBER: DPWFS (T) 004/2026
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 Department:
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 PROVINCE OF THE FREE STATE

SCHEDULE OF PLANT AND EQUIPMENT

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Minimum Quantity Required	Description, size, capacity, etc.	Remarks
3 sets	Means of Communications to different sites: Two-way radio (with chargers)	
6	Pair of handcuffs (with key)	
6	Tonfas / Batons	
6	Direct Stream Pepper Spray 100ml (high strength, professional grade)	
6	Heavy duty rechargeable torches (spotlight torches) (including batteries + charger)	
3 to 5	Firearms (accompanied by competency certificates, valid licenses and a safe)	
3	Occurrence books	
3 to 5	Vehicles required for the delivery of security officers	

NB: The above equipment will be verified and confirmed during site inspections. Failure to provide proof of the above equipment will lead to disqualification.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signature: Date:

Name and surname: Position:

Tenderer:

TENDER NUMBER: DPWFS (T) 004/2026
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (ONLY GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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SCHEDULE OF PLANT AND EQUIPMENT (continued)

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Minimum Quantity Required	Description, size, capacity, etc.	Remarks

NB: The above equipment will be verified and confirmed during site inspections. Failure to provide proof of the above equipment will lead to disqualification.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signature: Date:

Name and surname: Position:

Tenderer:

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



SCHEDULE OF THE TENDERER'S EXPERIENCE (PARTICULARS OF TENDERERS PROJECTS)

FORM: PARTICULARS OF TENDERERS PROJECTS			
Project title:	APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.		
Contract no:	DPWFS (T) 004/2026	Closing date:	17 August 2026
Advertising date:	17 July 2026	Validity period:	120 calendar days

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects: Appointment letter(s) must be provided to buttress the information supplied below.

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
1						
2						
3						
4						
5						

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.

Projects currently engaged in		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
6							
7							
8							
9							
10							
11							
12							
Name of Tenderer		Signature			Date		

TENDER NUMBER: DPWFS (T) 004/2026

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1.2. Completed projects: Both appointment letter(s) and completion certificates linked to the project(s) listed below must be provided to buttress the information provided.

Projects completed in the previous 7 (seven) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.

Projects completed in the previous 7 (seven) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
11							
12							
Name of Tenderer		Signature			Date		

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Resource Information Sheet (CV) – Site Manager who will be committed to this contract at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
1								
2								
3								
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6								

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
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TENDER NUMBER: DPWFS (T) 004/2026

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Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
13								
14								

In your opinion why would you be the right resource for this project, based on your experience?

I.....(full Name & Surname) give consent to (Name of Company)

to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026
 DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



RESOURCE NO.1

Resource Information Sheet (CV) – Shift Supervisor who will be committed to this contract at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.

Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
1								
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TENDER NUMBER: DPWFS (T) 004/2026

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Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
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TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
13								
14								

In your opinion why would you be the right resource for this project, based on your experience?

I.....(full Name & Surname) give consent to (Name of Company) to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026
 DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



RESOURCE NO.2

Resource Information Sheet (CV) – Shift Supervisor who will be committed to this contract at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
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TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
7								
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TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
13								
14								

In your opinion why would you be the right resource for this project, based on your experience?

I.....(full Name & Surname) give consent to (Name of Company) to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026
 DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



RESOURCE NO.3

Resource Information Sheet (CV) – Shift Supervisor who will be committed to this contract at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
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TENDER NUMBER: DPWFS (T) 004/2026

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Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
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12								

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
13								
14								

In your opinion why would you be the right resource for this project, based on your experience?

I.....(full Name & Surname) give consent to (Name of Company) to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026
 DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



RESOURCE NO.4

Resource Information Sheet (CV) – Shift Supervisor who will be committed to this contract at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
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TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
7								
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11								
12								

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



Key Contracts worked on (align to evaluation requirements)	Name of Contract	Role in Contract	Contract Value	Duration of Contract	Contract Start Date	Contract End Date	Reference Name and Surname	Reference Contact Number
13								
14								

In your opinion why would you be the right resource for this project, based on your experience?

I.....(full Name & Surname) give consent to (Name of Company) to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026
 DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



RESOURCE NO.5

Resource Information Sheet (CV) – Shift Supervisor who will be committed to this contract at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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In your opinion why would you be the right resource for this project, based on your experience?								

I.....(full Name & Surname) give consent to (Name of Company) to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

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 DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



RESOURCE NO.6

Resource Information Sheet (CV) – Shift Supervisor who will be committed to this contract at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

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In your opinion why would you be the right resource for this project, based on your experience?

I.....(full Name & Surname) give consent to (Name of Company) to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026
 DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



RESOURCE NO.7

Resource Information Sheet (CV) – Shift Supervisor who will be committed to this contract at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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In your opinion why would you be the right resource for this project, based on your experience?

I.....(full Name & Surname) give consent to (Name of Company) to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

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RESOURCE NO.8

Resource Information Sheet (CV) – Shift Supervisor who will be committed to this contract at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026

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In your opinion why would you be the right resource for this project, based on your experience?

I.....(full Name & Surname) give consent to (Name of Company) to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

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SIGNATURE OF THE RESOURCE:

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RESOURCE NO.9

Resource Information Sheet (CV) – Shift Supervisor who will be committed to this contract at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

EMAIL ADDRESS OF THE RESOURCE:

DATE:

TENDER NUMBER: DPWFS (T) 004/2026

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In your opinion why would you be the right resource for this project, based on your experience?

I.....(full Name & Surname) give consent to (Name of Company) to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

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RESOURCE NO.10

Resource Information Sheet (CV) – Shift Supervisor who will be committed to this contract at all times.

Professional Registration(s):	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer:	
Position held with current employer:	

NAME AND SURNAME OF THE RESOURCE:

CONTACT NUMBER OF THE RESOURCE:

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In your opinion why would you be the right resource for this project, based on your experience?

I.....(full Name & Surname) give consent to (Name of Company) to use my CV and qualifications to apply for the following bid: (Bid number) at the Department of Public Works and Infrastructure.

CONTACT NUMBER OF THE RESOURCE:

SIGNATURE OF THE RESOURCE:

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public works & infrastructure
Department:
Public Works & Infrastructure
PROVINCE OF THE FREE STATE

SECTION 2

TERMS OF REFERENCE



SECTION 2: TERMS OF REFERENCE

1. TERMS OF REFERENCE

1.1. PURPOSE OF THE TENDER

The purpose of this Tender is to invite tenderers to submit priced tenders for the appointment of suitably qualified, registered security companies on a panel of security service providers (graded security officers will be considered) on "as and when basis" for a period of three (03) years by the Department of Public Works and Infrastructure (DPWI). The Department reserves the right, at its sole discretion, to extend the contract for a further period of two (2) years on the same terms and conditions subject to satisfactory performance.

NB: The acronym DPWI will be used through out the bid document to represent Department of Public Works and Infrastructure.

1.2. PERFORMANCE MANAGEMENT AND STANDARDS

1.2.1. To ensure effective delivery of Public Works and Infrastructure projects, Service Level Agreement (SLA) as they are both crucial in ensuring value for money acquisition and good supplier relations between the Department and all its suppliers. As a result, the successful Service Provider shall, upon receipt of written notification of an award, be required to conclude an SLA with the Department, which will form an integral part of the service level agreement. The SLA will serve as a tool to measure, monitor, and assess the supplier's performance and ensure delivery of service, quality, and value-add to Department mandate. The successful Service Provider(s) will be required to comply with the above conditions and also provide a scorecard on how their service offering will be measured to achieve the objectives of this condition.

1.2.2. The Department has also determined certain minimum performance standards, Service Levels, and the adherence, which is deemed crucial to the delivery of the services at acceptable levels. **In this regard, Security Service Providers are requested to carefully study the contents of paragraph 12 below, before submitting their bids, hereto which contain the Service Levels and Financial penalties applicable in respect of performance.** Failure to adhere to Service Levels will result in the Department levying a financial penalty for the performance failure. **Financial penalties shall be limited to a maximum penalty of 10% of the monthly fee for the site in relation to which the penalty is being imposed.** Security Service Providers should submit their bids only if they agree and submit to the performance standards and financial penalties related thereto. Multiple Performance Failures will constitute sufficient proof of persistent non-compliance by the appointed Service Provider(s) with the Department's prescribed Service Levels and that persistent non-compliance will constitute a material breach of the SLA.



2. SCOPE OF WORK/SPECIFICATION/BUSINESS REQUIREMENTS – ARMED SECURITY GUARDS

The Bid specifications stated in this document is minimum specifications. Notwithstanding any shortcomings or omissions in these specifications, it will be expected of the successful Bidder(s) to deliver a viable, complete and fully functional solution.

2.1. Scope of Work

Successful Bidder(s) will be required to provide the following Services in a diligent manner-

- 2.1.1. Armed guarding of DPWI's premises and buildings.
- 2.1.2. On-site patrolling of DPWI's buildings and premises at specified sites, e.g. abandoned sites etc
- 2.1.3. Conduct patrols on designated sites to ensure that lockdown sites remain protected during the night, weekends and holidays.
- 2.1.4. Effectively respond to emergencies and the recording, investigation and reporting of security breaches and Incidents, including the recommending of solutions within prescribed timeframes.
- 2.1.5. The detection and response to security breaches and Incidents.
- 2.1.6. Provision of a daily, weekly, and monthly report outlining occurrences, security breaches, safety emergencies, Incidents and Emergencies per DPWI Site or event and / or DPWI personnel. The monthly report must be submitted to the DPWI Authorised Representative or his / her appointed delegate.
- 2.1.7. Provision of Armed Security service to DPWI as and when required and as prescribed by DPWI.
- 2.1.8. Provision of a security operational room where mobile technical security systems installed are monitored.
- 2.1.9. Provision of Security Services to DPWI sites and events, as and when required.
- 2.1.10. Tracking and tracing, which will include the tracking of the successful security service provider's vehicles providing Services to DPWI.
- 2.1.11. Conducting of personnel, event, and site risk assessments, both proactively and reactively, in line with DPWI's operational requirements as and when required for submission to the DPWI Authorised Representative.
- 2.1.12. If DPWI makes a request to the successful security service provider, DPWI will state in its written request the number and grading of armed officers needed to perform the Special Security Services. The successful security service provider shall comply with such request within twenty-four (24) hours of receipt of the request or such shorter time as may be agreed to between the Parties. All terms and conditions of the contract shall apply to the performance of the Services supplied consequent to such a request.

- The services described in **paragraph 2.1** above shall collectively be called the Services, for the purposes of this Tender.

2.2. Service Coverage Hours

The Services MUST be provided on 24 hours, 7 days a week and 365 days a year or as agreed.

2.3. Security Vetting of the Successful Bidder's Personnel

- 2.3.1. DPWI reserves the right to conduct security check (vetting) on security service providers before they can be appointed on this contract. This will include security service provider(s)' Directors and Personnel involved with the performance of the Services.
- 2.3.2. The successful security service provider(s) will obtain from its personnel such consents and documentation as may be reasonably requested by DPWI, to enable DPWI to conduct such security checks as aforementioned.
- 2.3.3. Security vetting shall include, but not be limited to, checks on criminal records, credit references and identity documents.
- 2.3.4. Where DPWI, in its discretion, finds any of the successful security service provider(s)' personnel to be a security risk, DPWI will inform the successful security service provider accordingly in writing and the successful security service provider will be required to immediately replace such a person with a suitably trained and equally graded substitute.



- 2.3.5. Failure to effect such a replacement of the successful security service provider's personnel, within a period of twelve (12) hours after being informed by DPWI, will constitute a Performance Failure.
- 2.3.6. Despite the above, the successful security service provider(s) must ensure that prior to commencement of employment, the successful security service provider's personnel undergo security vetting.
- 2.3.7. The successful security service provider(s) shall conduct a criminal status screening of its personnel on an annual basis and submit a report to the DPWI appointed representative.

2.4. Successful Bidders' Personnel

The successful security service provider(s) shall ensure that every security officer assigned to provide the Services at DPWI Sites / events, complies with the following requirements:

- 2.4.1. PSIRA registered and certified for the duration of the contract.
- 2.4.2. All Armed security officers must be registered with PSIRA.
- 2.4.3. All Armed security officers must have a working knowledge of evacuation procedures in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
- 2.4.4. The successful security service provider must issue an Identification Card to Security Officers deployed at DPWI containing as a minimum, the name, surname and PSIRA registration number, and firearm details of the relevant security officer.
- 2.4.5. All Armed security officers must always wear their Identification Cards, or any DPWI issued Identification Card, in a clear and visible manner.
- 2.4.6. The successful service provider(s) must ensure that security officers deployed at DPWI sites are rotated on as and when requested by DPWI based on identified security risk.

2.5. Medical / Fitness Requirements

- 2.5.1. All Armed Security Officers must undergo medical and physical fitness examinations at least once per year, as per the successful Bidder's guidelines.
- 2.5.2. All Armed Security Officers must undergo psychological assessments every six (6) months and a report must be submitted to the DPWI appointed representative
- 2.5.3. All Armed Security Officers must undergo psychological assessments following any incident of a trauma, particularly involving death, injury prior to deployment at DPWI.

2.6. Uniforms

- 2.6.1. Armed Security Officers must always wear a uniform whilst performing the Services at DPWI Sites, events or to DPWI personnel.
- 2.6.2. The successful Bidder(s) must issue sufficient uniforms (a minimum of 3 sets per posting / duty roster) to ensure Security Officers are always presentable, without recovering the uniform costs from the Security Officers.
- 2.6.3. The successful Bidder(s) must be in possession of Standard Operating Procedures pertaining to Personnel Protection Equipment (PPE), including but not limited to, bullet resistant jackets, firearm holsters; and the successful Bidder(s) must issue the PPE accordingly and within PSIRA requirements and prescripts.
- 2.6.4. The uniforms of the Security Officers must be clean and always worn properly.
- 2.6.5. The security uniform must accommodate all weather conditions.



2.7. Training

The successful Bidder(s) must ensure that-

- 2.7.1. All Personnel have access to a certified shooting range approved in line with SABS and the Firearms Control Act, 2000 (Act No. 60 of 2000).
- 2.7.2. All Personnel have access to trainers, moderators and assessors in accordance with the PSIRA and/or Security Sector Education Authority (SASSETA).
- 2.7.3. The successful Bidder(s) must develop and implement a firearms training plan, including refresher courses in line with the Firearms Control Act, 2000 (Act No. 60 of 2000); and
- 2.7.4. All training and induction must be recorded and signed by the Armed Security Officers in the Occurrence Book, as well as the DPWI Site Management File.

2.8. Acts that are Prohibited Whilst on Duty

The successful Bidder(s)' Armed and Security Officers must not-

- 2.8.1. Consume alcohol, take illegal drugs, or possess such substances whilst on duty.
- 2.8.2. Report for duty whilst under the influence of any intoxicating substance.
- 2.8.3. Sleep whilst on duty.
- 2.8.4. Leave a post unattended without the superior's permission.
- 2.8.5. Fight on site and argue without reason in view of DPWI's employees or visitors.
- 2.8.6. Be dishonest at any time during the contract term.
- 2.8.7. Commit a Security Incident.
- 2.8.8. Aid and/or abet in the commission of a Security Incident.
- 2.8.9. Use or remove DPWI's equipment without permission.
- 2.8.10. Use unauthorised electronic devices or illegal electronic connections.
- 2.8.11. Allow access to DPWI Sites without authority by-
 - 2.8.11.1. Opening a door physically, allowing access without querying the identification of the person entering; and
 - 2.8.11.2. Failing to report an item carried by a person which obviously requires authority e.g. Weapons, laptop computers, etc.

2.9. Management Responsibilities

Management and supervisors of the successful bidder(s) must ensure the following:

- 2.9.1. All Armed security officers assigned at DPWI Sites / events are properly trained, fit for purpose, reliable, of reputable background, of sound character and able to perform their duties.
- 2.9.2. Parades of Armed security officers are conducted during each shift change, and all handovers are done timeously without interruption of the Service.
- 2.9.3. All Armed security officers conduct themselves in a disciplined and professional manner, as required by the Code of Conduct for Security Service Providers, 2003 and the successful Bidder's own Disciplinary Code and Procedures, whenever they are at a DPWI Site / event. The successful security service provider(s) shall take all necessary steps to ensure that its Personnel selected for assignment in terms of the contract are trained.
- 2.9.4. All Armed security officers, and Personnel do not conduct themselves in a dishonest manner.
- 2.9.5. All Armed security officers adhere to the dress code regulations, DPWI safety
- 2.9.6. and security policies, and post descriptions.
- 2.9.7. All Armed security officers assigned to DPWI Sites, events and DPWI personnel are of the required security level grading.
- 2.9.8. The Armed security officers are aware of all instructions issued by the relevant DPWI Regional

- Representative or his/her delegate, and it is recorded in the Occurrence Book, instruction book and signed by each Armed Officer allocated to DPWI Sites.
- 2.9.9. The Armed security officers acquaint themselves with the contents of the Site Management File issued by the relevant DPWI Regional Representative or his/her delegate.
 - 2.9.10. Partially or uncovered shifts for Armed security officers are reported to a DPWI Regional Representative or his/her delegate immediately and that replacements are trained on Site instructions and procedures.
 - 2.9.11. The DPWI Regional Representative or his/her delegate is advised in writing when the Armed security officers are removed from or leave a DPWI site, event, or DPWI personnel for any reason whatsoever.
 - 2.9.12. All Armed security officers conduct personal searches within the confines of the law, and according to standard operating procedures and instructions.
 - 2.9.13. Incident investigation reports are prepared and submitted to the relevant DPWI Authorised Regional Representative within four (4) hours of the Incident, Security Breach, or Emergency occurring (Severity of the incident must be taken into account).
 - 2.9.14. The successful security service provider(s)' personnel are available when a DPWI Security Operations Centre makes contact regarding an Incident, Security Breach or Emergency at a DPWI Site or event.
 - 2.9.15. Where applicable, must respond to all triggered alarms at DPWI Site, event, or DPWI personnel within fifteen (15) minutes or less in any area. The fifteen (15) minutes shall be calculated from the time the successful security service providers' personnel obtains instruction from the DPWI Security Services that must be dispatched to the DPWI site, where mobile technical systems have been installed or as per DPWI request based on risk; and
 - 2.9.16. The Management of the successful security service provider(s) must ensure that a copy of the personnel file of Armed security officers assigned to a DPWI site, event or DPWI personnel is always available to DPWI, prior to the deployment. In addition, a copy of the security officers' personnel files shall be provided and/or made available to DPWI or any other lawful regulatory authority on demand. The personnel file must at a minimum contain the following-
 - Security training certificates, polygraph pre-employment results, integrity evaluation record and PSIRA registration certificates.
 - A copy of a grading certificate, performance history, copy of the security identification (PSIRA), competency certificates [as stipulated in the Firearms Control Act, 2000 (Act No. 60 of 2000)] and a certified copy of the identity document.
 - A completed DPWI Oath of Secrecy form, copies of qualifications and a medical fitness certificate.
 - Disciplinary record, a record of pre-employment screening results and annual criminal status screening.

2.10. Management Meetings

- 2.10.1. The successful Bidder(s) is expected to allocate a Contract Manager on a non-exclusive basis to DPWI for operational matters.
- 2.10.2. The successful Bidder(s) must provide DPWI with a monthly report containing a consolidated record of all Security Incidents and Emergencies at DPWI Sites, events or relating to DPWI personnel under protection during a month. The report will be validated and quality controlled by the Contract Manager.
- 2.10.3. The successful Bidder(s)' Contract Manager and the relevant DPWI Authorised Representative or his/her appointed delegate shall meet for a minimum of once a quarter, or as and when required.
- 2.10.4. The successful Bidder(s)' Director or his/her appointed senior delegate and DPWI's Authorised Representative or his/her appointed delegate shall meet a minimum of once every quarter to discuss the overall performance of Services.
- 2.10.5. At the first meeting between the Parties, they will agree on the place, the time and venue of subsequent meetings, and any proposed additions / amendments to the standard operating procedures submitted by the successful Bidder(s), which shall include as a minimum: rostering / scheduling, dress code and code of conduct.
- 2.10.6. The successful Bidder(s) will be responsible for the correct recording of the meeting proceedings of the meetings envisaged under this paragraph and the keeping of minutes.
- 2.10.7. The successful Bidder(s) shall deliver the minutes and record of the meeting proceedings to DPWI within



two (2) Business Days after the date of the meeting or such shorter period as DPWI may prescribe in its

absolute discretion, for DPWI's perusal and verification.

- 2.10.8. DPWI may call an unscheduled meeting with the successful Bidder(s) or its Contract Manager(s) to discuss any matter regarding the performance of Services, at its sole discretion.

2.11. Successful Bidder(s)' General Obligations

The successful security service provider(s) must ensure that its Personnel must be available when a DPWI Authorised Representative contacts the successful security service provider regarding Services.

- 2.11.1. Ensure all Incidents, security breaches and emergencies are reported within four (4) hours of the incident.
2.11.2. Ensure that incidents, security breaches and emergencies at a DPWI Site or event and /or DPWI personnel are fully recorded.
2.11.3. The incident report contains the following information -
- Date of incident
 - Details of the Armed security officer who provided the service.
 - Address of DPWI sites or event and/ or DPWI personnel where Incident, security breach.
 - The nature of the incident/security breach or emergency.
 - Relevant remarks and,
 - An incident reference number.

2.12. Guarding by Armed Security Officers

The successful security service provider(s) shall further comply with the following requirements-

- 2.12.1. The successful security service provider(s) shall keep a logbook ("Occurrence Book") at each and every DPWI site and record therein, as well as all activities performed by the security officers on site, including the times when the activities were performed and must be accurately recorded.
2.12.2. All Occurrence Book entries must be checked and signed off by the successful Bidder's supervisor and manager during a site visit.
2.12.3. All patrols must be recorded in the Occurrence Book and entries made detailing what was observed during the patrol and per patrol pattern / plan on site.
2.12.4. All Occurrence Books at DPWI sites shall become the property of DPWI on termination of the contract.
2.12.5. Regarding security breaches, the successful security service provider(s) shall –
- Ensure that security breaches at a site involving any damage to or loss of property or potential damage to or loss of property are fully investigated; and
 - Submit the full investigation report to the DPWI Regional Representative or his/her delegate within one (1) day of the Security Breach or such shorter time as DPWI may prescribe, in its absolute discretion.

2.13. Site Visits by Supervisors and Management

The successful security service provider(s) must ensure that its security personnel designated as supervisors and/or managers conduct the following site visits at various DPWI facilities:

- 2.13.1. Manager - day shift: Eight (8) site visits per month.
2.13.2. Manager - night shift: Four (4) site visits per month.
2.13.3. Supervisor – day shift Eight (8) site visits per month
2.13.4. Supervisor - night shift: Thirty (30) to thirty-one (31) site visits per month [minimum one (1) visit per month per night].

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- 2.13.5. The supervisors and managers are required to ensure that they physically conduct inspections on sites, monitor compliance with site specific procedures.
- 2.13.6. Check the Armed Security Officers' appearance and level of alertness.
- 2.13.7. Ensure that all Incidents, Security Breaches, and Emergencies are reported and recorded in the Occurrence Book;
- 2.13.8. Inspect the Occurrence Book and, discuss and clarify any Incidents, Security Breaches and Emergencies recorded therein;
- 2.13.9. Sign the Occurrence Book and record all non-compliance of Armed Officers with their obligations and duties;
- 2.13.10. The full details of the occurrence of the site visits shall be recorded in the Occurrence Book;
- 2.13.11. The successful security service provider(s) must further ensure that there is a specific site visit register kept at DPWI Sites;
- 2.13.12. The site visit register to contain date and time of the site visit;
- 2.13.13. Confirmation that the site visits were conducted in accordance with the minimum requirements set by DPWI.
- 2.13.14. Details of the Supervisor or Manager who conducted the site visit and the OB reference number; and
- 2.13.15. The site visit register will be inspected by DPWI as and when required. All registers utilised at DPWI Sites are the property of DPWI and must be handed over to the DPWI Authorised Representative upon request by DPWI.

2.14. Emergency Evacuation Plan

- 2.14.1. The successful Bidder(s)' Security Officers assigned to perform the Services at a DPWI Site, events and/or to DPWI personnel must adhere to the standards of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), to this extent, Security Officers must have a working knowledge of-
 - 2.14.1.1. A DPWI Site emergency plan.
 - 2.14.1.2. Emergency telephone numbers.
 - 2.14.1.3. Site escalation procedures.
 - 2.14.1.4. Basic Fire Fighting skills.
 - 2.14.1.5. Basic First Aid skills.
 - 2.14.1.6. Basic Occupational Health and Safety procedure.
 - 2.14.1.7. Basic reaction procedures to power failures on a DPWI Site.
 - 2.14.1.8. Evacuation plans of the DPWI site where the Security Officer is stationed; and
 - 2.14.1.9. DPWI Site Management File.

2.15. Uncovered and Partially Covered Shifts

- 2.15.1. The successful security service provider(s) shall ensure that all Security officers, assigned to a shift, report for duty on time. Late coming shall be regarded as a partially covered or uncovered shift.
- 2.15.2. Whenever an Armed security officer is late or absent for a shift, the incident must immediately be reported to the DPWI Authorised Regional Representative, and a replacement must be deployed on a site within one (1) hour.
- 2.15.3. The replacement of Armed security officer shall not be a person who has just performed the Services elsewhere or at a Site immediately prior to the shift of the late or absent Armed Security Officer. All training and induction to be recorded and signed by the Armed security officers in the Occurrence Book, as well as DPWI Site Management File.
- 2.15.4. The replacement Armed security officer must be of the same quality and grading level as the absent Armed security officer.
- 2.15.5. The replacement Armed security officer must be trained on site instructions and procedures, prior to the placement.
- 2.15.6. Contingency plans must be developed and implemented at all DPWI Sites in relation to short or late postings.



2.16. Change and Replacement of Armed Security Officers

- 2.16.1. The successful security service provider(s) shall advise DPWI by written notice whenever the security officer assigned to perform the Services at a site is on leave or is removed from a site / event for any reason whatsoever; and
- 2.16.2. Whenever an Armed Security Officer is absent for a shift, a replacement must be deployed on site with immediate effect, with an officer of the same grade and the requisite experience.

2.17. Communication

- 2.17.1. Successful security service provider(s) must ensure that Armed security officers have Cellular phones [minimum of one (1) per site] and be always fully functional; and
- 2.17.2. Successful security service provider(s) must ensure that there is a communication between armed security officers, assigned to DPWI at all times (including DPWI and their respective Control rooms). The details of communication mechanisms to be utilised must be submitted to DPWI before the assignment commences.

2.18. COMPLIANCE WITH INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA (ICASA)

The service provider must ensure compliance with the Independent Communications Authority of South Africa (ICASA) regulations. ICASA is the national regulator for broadcasting, electronic communications (including radio frequency spectrum), and postal services. Although ICASA does not regulate insurance or private security directly, armed response companies often use radio communications systems which fall under ICASA's jurisdiction.

2.18.1. ICASA Relevance to Armed Response Security Services

3.18.1.1. Any armed response company that uses:

- Two-way radios
- Control room radio systems
- Alarm signal transmission devices must comply with the following ICASA requirements:

2.18.2. Applicable ICASA Regulations:

- Electronic Communications Act 36 of 2005 – Governs licensing of radio communications.
- Type Approval Regulations (2013) – All radio equipment must be ICASA-approved.
- Radio Frequency Spectrum Regulations (2015) – Licenses are required for spectrum use.
- General License Fee Regulations – Applicable fees must be paid annually.

2.18.3. Clause: Radio Communication Compliance

The bidder must submit valid proof of licensing with the Independent Communications Authority of South Africa (ICASA) for the use of radio frequency and control room equipment in accordance with the Electronic Communications Act (Act 36 of 2005).

NB: Failure to comply with ICASA requirements may lead to disqualification from this tender.



2.19. Security Equipment

The successful security service provider(s) must ensure that-

- 2.19.1. The Armed Security Officers patrolling DPWI Sites are monitored by a monitoring device (electronic patrol system) and that these are fully functional.
- 2.19.2. The Armed Security Officers have working secure communication tools (i.e. Two-way radios)
- 2.19.3. All failed patrols and panic buttons / alarms activated are monitored.
- 2.19.4. Scheduled and agreed patrol plans must be always adhered to.
- 2.19.5. The successful security service provider(s) shall conduct inspections for all Security Equipment deployed on DPWI Sites, events or for personal protection. Should any of DPWI's Security Equipment fail to be fully functional at any point during the contract term, the successful security service provider must ensure that it is immediately reported to DPWI to ensure a replacement is provided, in order to prevent an interruption of the Services.
- 2.19.6. All stationery in relation to the Armed Officers' duties such Occurrence and Pocket books must be provided by the successful Bidder(s).

2.20. Notification of Disciplinary Action/Hearings

The successful Bidder(s) must inform the DPWI's Authorised Representative, or his/her appointed delegate of **any** disciplinary action taken against a Security Officer deployed to DPWI in terms of this Tender. Withholding such information shall constitute a serious breach of the contract.

2.21. Information Detrimental to DPWI Security

The successful Bidder(s) shall immediately inform the DPWI's Authorised Representative or his/her appointed delegate of any information in its possession or that it ought reasonably to be aware of, that is detrimental to DPWI's physical security or safety.

2.22. Instructions and Requests

The successful Bidder(s) and its Personnel, assigned to the delivery of the Services, must adhere to reasonable written requests and instructions by the DPWI's Authorised Representative and/or his/her appointed delegate.

NB: All these conditions are also applicable to unarmed security guards.S

3. SCOPE OF WORK/SPECIFICATION/BUSINESS REQUIREMENTS – UNARMED SECURITY GUARDS

The Bid specifications stated in this document is minimum specifications. Notwithstanding any shortcomings or omissions in these specifications, it will be expected of the successful Bidder(s) to deliver a viable, complete and fully functional solution.

3.1. Scope of Work

Successful Bidder(s) will be required to provide the following Services in a diligent manner-

- 3.1.1. Deploy Security officers to Department of Public Works and Infrastructure (DPWI) Sites, who are certified in terms of applicable legislation especially the PSIRA.
- 3.1.2. Physical guarding of DPWI's premises, assets and buildings, as prescribed by DPWI.
- 3.1.3. On-site patrolling of DPWI's buildings and premises at specified sites.

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- 3.1.4. Monitor security systems at designated DPWI control rooms.
- 3.1.5. Operate security tools and equipment provided by DPWI.
- 3.1.6. Effectively respond to Emergencies.
- 3.1.7. The detection of and response to Security Incidents.
- 3.1.8. Record, investigate and report Security Incidents and recommend solutions within prescribed timeframes;
- 3.1.9. Provide daily, weekly and monthly reports outlining Security Incidents and Emergencies, per DPWI Site. The daily, weekly and monthly reports must be submitted to the DPWI Authorised Representative or his/her appointed delegate;
- 3.1.10. Develop and implement security plans in line with DPWI policies, procedures and standards;
- 3.1.11. Conducting proactive and reactive site risk assessments in line with DPWI's operational requirements for submission to the DPWI Authorised Representative or his/her appointed delegate; and
- 3.1.12. The successful service provider must ensure that security officers deployed at DPWI sites are rotated on an annual basis or as and when requested by DPWI based on identified security risk.
- 3.1.13. The services described above shall collectively be referred to as "the Services", for the purposes of the business requirements.

3.2. Service Coverage Hours

The Services MUST be provided on 24 hours, 7 days a week and 365 days a year or as agreed: Provided that DPWI shall have the absolute right, to be exercised in its sole discretion, to vary the service coverage hours of the Services. In such event, the successful security service provider(s) shall reduce the number of Security officers and its fees in accordance with the changed requirements of DPWI.

3.3. Security Vetting Prior to Appointment to Deliver the Services

The award of a bid is conditional on the shortlisted successful security service provider(s) passing security vetting by DPWI.

3.4. Continuous Security Vetting Requirements

- 3.4.1. DPWI reserves the right at its sole and absolute discretion to do a security check (vetting) on the successful security service provider(s), its Directors and Personnel involved with the performance of the Services.
- 3.4.2. The successful security service provider(s) will obtain from its Security officers deployed at DPWI Sites such consents and documentation as may be reasonably requested by DPWI, to enable DPWI to conduct such security checks as aforementioned.
- 3.4.3. Security vetting shall include, but not be limited to, checks on criminal records, credit references and identity documents.
- 3.4.4. Where DPWI, in its sole discretion, finds any of the successful security service provider(s)' Personnel to be a security risk, DPWI will inform the successful security service provider(s) accordingly in writing and the successful security service provider(s) will be required to immediately remove such Personnel.
- 3.4.5. Failure to effect such a replacement of the successful security service provider(s)' personnel, with a
- 3.4.6. suitably trained and equally graded substitute within a period of twelve (12) hours after having been so informed by DPWI, will constitute a Performance Failure.
- 3.4.7. Despite the above, the successful security service provider(s) must ensure that prior to commencement of employment the successful security service provider(s)' personnel undergo security vetting, which must include the checks listed on the business requirements.
- 3.4.8. The successful security service provider(s) shall conduct a criminal status screening of its Security officers deployed at DPWI annually, and DPWI may at any time verify the results of such security vetting.



3.5. Successful Service Provider(s)' Personnel

The successful security service provider(s) shall ensure that every Security Officer assigned to provide the Services at a DPWI Site, complies with the following requirements:

- 3.5.1. Relevant Registration, Certification and Identification Cards.
- 3.5.2. All security officers must be registered with PSIRA.
- 3.5.3. All security officers must have a working knowledge of evacuation procedures in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
- 3.5.4. The successful security service provider(s) must issue an Identification Card to Security officers deployed at DPWI Sites containing as a minimum, the name, surname and PSIRA registration number of the relevant security officer.
- 3.5.5. All security officers must always wear their Identification Cards, or any DPWI issued Identification Card, in a clear and visible manner.

3.6. Uniforms

- 3.6.1. Security officers must wear an appropriate uniform at all times whilst performing the Services at DPWI Sites.
- 3.6.2. The successful security service provider(s) must issue sufficient uniforms (a minimum of 3 sets per posting / duty roster) to ensure security officers are presentable at all times, without recovering the uniform costs from the security officers.
- 3.6.3. The uniforms of the security officers must be clean and worn properly at all times.

3.7. Acts that are Prohibited Whilst on Duty

The successful security service provider(s)' security officers must not-

- 3.7.1. Consume alcohol, take illegal drugs, or possess such substances whilst on duty.
- 3.7.2. Report for duty whilst under the influence of any intoxicating substance.
- 3.7.3. Sleep whilst on duty.
- 3.7.4. Leave a post unattended without the superior's permission.
- 3.7.5. Fight on site and argue without reason in view of DPWI's employees or visitors.
- 3.7.6. Be dishonest at any time during the contract term.
- 3.7.7. Commit a Security Incident.
- 3.7.8. Aid and/or abet in the commission of a Security Incident.
- 3.7.9. Use or remove DPWI's equipment without permission.
- 3.7.10. Use unauthorised electronic devices or illegal electronic connections.
- 3.7.11. Allow access to DPWI Sites without authority by-
 - 3.7.11.1. Using a Security Officer's access card to allow access when a DPWI employee or visitor does not possess an access card.
 - 3.7.11.2. Opening a door physically, allowing access without querying the identification of the person entering; and
 - 3.7.11.3. Failing to report an item carried by a person which obviously requires authority e.g. Weapons, laptop computers etc.
- 3.7.12. Reading DPWI's Confidential Information and/or Taxpayer Information.



3.8. Management Responsibilities

Management and supervisors of the successful bidder(s) must ensure the following:

- 3.8.1. All security officers assigned at DPWI Sites are properly trained, fit-for-purpose, reliable, of reputable background, of sound character and able to perform their duties;
- 3.8.2. Parades of security officers are conducted during each shift change, and all handovers are done timeously without interruption of the Services.
- 3.8.3. Security officers must conduct handover reporting to the incoming shift without compromising security operations.
- 3.8.4. All Security officers deployed at DPWI do not have criminal records.
- 3.8.5. All security officers conduct themselves in a disciplined and professional manner, as required by the Code of Conduct for Security Service Providers, 2003 and the successful security service providers' own Disciplinary Code and Procedures, whenever they are at a DPWI Site. The successful security service providers shall take all necessary steps to ensure that its Personnel selected for assignment in terms of the contract are trained.
- 3.8.6. All security officers, do not conduct themselves in a dishonest manner.
- 3.8.7. All security officers adhere to the dress code regulations, DPWI safety and security policies, and post descriptions.
- 3.8.8. All security officers assigned to DPWI Sites, are of the required security level grading.
- 3.8.9. The security officers are aware of all instructions issued by the relevant DPWI Authorised Representative or his/her appointed delegate and it is recorded in both the Occurrence Book and instruction book and signed by each Security Officer allocated to DPWI Sites.
- 3.8.10. The security officers acquaint themselves with the contents of the Site Management File issued by the relevant DPWI Authorised Representative or his/her appointed delegate.
- 3.8.11. Partially or uncovered shifts for Security officers are reported to a DPWI Authorised Representative or his/her appointed delegate immediately and that replacements are trained on DPWI Site instructions and procedures.
- 3.8.12. The DPWI Authorised Representative or his/her appointed delegate is advised in writing when security officers are removed from or leave a DPWI Site for any reason whatsoever.
- 3.8.13. All security officers conduct personal searches within the confines of the law, and according to standard operating procedures and instructions.
- 3.8.14. Incident investigation reports are prepared and submitted to the relevant DPWI Authorised Representative or his/her appointed delegate within four (4) hours of the Security Incident or Emergency occurring.
- 3.8.15. the successful security service provider(s)' personnel are available when a DPWI Security Operations Centre makes contact regarding a Security Incident or Emergency at a DPWI Site.
- 3.8.16. Security officers must respond to all triggered alarms at a DPWI Site, immediately.
- 3.8.17. That all exceptions to DPWI's requirements must be approved in writing by DPWI, prior to their implementation.

3.9. Invoice Principles to be Adhered To

- 3.9.1. Each invoice shall contain the description of security services rendered and any such details as may be reasonably requested by DPWI from time to time.
- 3.9.2. Each invoice must be verified for completeness and accuracy and that it conforms to the requirements of the contract, before issuing the invoice to DPWI.
- 3.9.3. The successful security service provider must timeously issue all invoices to DPWI for security services rendered from time to time.
- 3.9.4. Should DPWI query an item in an invoice, the successful security service provider(s) shall within two (2) days after a written request by DPWI, provide DPWI with any other documentation or information reasonably required by DPWI in order to verify the accuracy of the amounts due on an invoice; and
- 3.9.5. The amount of the financial penalties for Performance Failures, calculated with reference to Penalties attached as Annexure B1 and as confirmed by DPWI pertaining to the prior months, must be credited to DPWI by issuing a credit note.



3.10. Administration/Documents

The Management of the successful security service provider(s) must ensure that a copy of the personnel file of Security officers assigned to a DPWI Site is always available to DPWI prior to the deployment. In addition, a copy of the security officers' personnel files shall be provided and/or made available to DPWI or any other lawful regulatory authority on demand, containing the following information. The personnel file must at a minimum contain the following-

- 3.10.1. Security training certificates, polygraph pre-employment results, integrity evaluation record and PSIRA registration certificates.
- 3.10.2. copy of a grading certificate, performance history, copy of the security identification (PSIRA) and a certified copy of the identity document.
- 3.10.3. A completed DPWI Oath / Affirmation of Secrecy form, copies of qualifications and a medical fitness certificate.
- 3.10.4. Disciplinary record, a record of pre-employment screening results and annual criminal status screening; and
- 3.10.5. A copy of all credit references.
- 3.10.6. Management Meetings
- 3.10.7. The successful security service provider(s) is expected to allocate a Contract Manager on a non-exclusive basis to DPWI for operational matters.
- 3.10.8. The successful security service provider(s) must provide DPWI with a monthly report containing a consolidated record of all Security Incidents and Emergencies at DPWI Sites during a month on a template specified by DPWI. The report will be validated and quality controlled by the Contract Manager.
- 3.10.9. The successful security provider(s)' Contract Manager and the relevant DPWI Authorised Representative or his/her appointed delegate shall meet for a minimum of once a month or as and when required.
- 3.10.10. The successful security service provider(s)' Chief Executive Officer or his/her appointed senior delegate and DPWI's Authorised Representative or his/her appointed delegate shall meet a minimum of once every six (6) months to discuss the overall performance of Services.
- 3.10.11. At the first meeting between the Parties, they will agree on the place, the time and venue of subsequent meetings, and any proposed additions / amendments to the Standard Operating Procedures submitted by the successful security service providers, which shall include as a minimum: rostering / scheduling, dress code and code of conduct.
- 3.10.12. The successful security service provider(s) will be responsible for the correct recording of the meeting proceedings of the meetings envisaged under this paragraph and the keeping of minutes.
- 3.10.13. The successful security service provider(s) shall deliver the minutes and record of the meeting proceedings to DPWI within two (2) Business Days after the date of the meeting or such shorter period as DPWI may prescribe in its absolute discretion, for DPWI's perusal and verification.
- 3.10.14. DPWI may call an unscheduled meeting with the successful security service provider(s) or its Contract Manager to discuss any matter regarding the performance of Services, at its sole discretion.

3.11. General Obligation for Security Service Provider(s)

- 3.11.1. To ensure that security personnel are readily available whenever the DPWI Authorised Representative or his/her appointed delegate require their deployment to render services.
- 3.11.2. Security personnel report Security Incidents and Emergency situations.
- 3.11.3. The successful security service provider(s) shall further comply with the following requirements-
- 3.11.4. Ensure that Security Incidents and Emergencies at a DPWI Site are fully recorded.
 - 3.11.4.1. Record the incident and immediately report the details of the incident, as relayed by the Security Officer at the DPWI Site, to the relevant DPWI Security Operations Centre including the following information:
 - 3.11.4.1.1. Date of incident.
 - 3.11.4.1.2. Details of the Security Officer who attended to the incident.
 - 3.11.4.1.3. Details of the control room officer the incident was reported to.
 - 3.11.4.1.4. Details regarding the findings of the Security Officer; and
 - 3.11.4.1.5. Occurrence Book number.



- 3.11.5. Prepare an incident report within four (4) hours after every incident for DPWI's perusal. The incident report contains the following information-
 - 3.11.5.1. Date of incident.
 - 3.11.5.2. Details of the Security Officer who attended to the incident.
 - 3.11.5.3. Details and designation of the persons the incident was escalated to.
 - 3.11.5.4. Address of the DPWI Site where the Security Incident or Emergency occurred.
 - 3.11.5.5. Details regarding the incident.
 - 3.11.5.6. Preliminary recommendations regarding the incident.
 - 3.11.5.7. An incident number; and
 - 3.11.5.8. Corresponding Occurrence Book number.
- 3.11.6. In respect of Security Incidents, the successful security service provider(s) shall-
 - 3.11.6.1. Ensure that Security Incidents at a Site involving any damage to or loss of property or potential damage to or loss of property are fully investigated; and
 - 3.11.6.2. Submit the full investigation report to the DPWI Authorised Representative or his/her delegate within one (1) day of the Security Incident or such shorter time as DPWI may prescribe, in its absolute discretion.

3.12. Occurrence Books Maintenance

The successful security service provider(s) shall further comply with the following requirements-

- 3.12.1. The successful security service provider(s) shall acquire and keep a logbook ("Occurrence Book") at each and every DPWI Site and accurately record therein as per DPWI requirements, as well as all activities performed by the security officers on site, including the times when the activities were performed.
- 3.12.2. All patrols must be recorded in the Occurrence Book and entries made detailing what was observed during the patrol, per patrol pattern / plan on site;
- 3.12.3. All Occurrence Books at DPWI Sites must be assigned a serial number, per DPWI Site, and once completed shall be stored by the successful security service provider(s) for the duration of the contract term. Subsequent Occurrence Books, per DPWI Site, shall be assigned a sequential serial number; and
- 3.12.4. DPWI shall have access to all Occurrence Books, upon request, and all Occurrence Books shall become the property of DPWI on termination of the contract.
- 3.12.5. All stationery in relation to the Security officers' duties must be provided by the successful security service providers.

3.13. Site Visits by Supervisors and Management

The successful security service provider(s) must ensure that its security personnel designated as supervisors and/or managers conduct the following site visits at various DPWI facilities:

- 3.13.1. Manager - day shift
Eight (8) site visits per month.
- 3.13.2. Manager - night shift
Eight (8) site visits per month.
- 3.13.3. Supervisor - day shift
Thirty (30) to thirty-one (31) site visits per month [minimum of one (1) per night]; and
- 3.13.4. Supervisor - night shift
Thirty (30) to thirty-one (31) site visits per month [minimum of one (1) per night].
- 3.13.5. The supervisors and managers of Security officers shall conduct quality site visits and will be required to-
 - 3.13.5.1. Physically monitor the guarding posts and conduct inspections of Security officers by asking those pertinent questions in this regard.
 - 3.13.5.2. Check the Security officers' appearance and level of alertness;
 - 3.13.5.3. Ensure that all Security Incidents and Emergencies are reported and recorded in the Occurrence Book.

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- 3.13.5.4. Inspect the Occurrence Book and, discuss and clarify any Security Incidents and Emergencies recorded therein; and
- 3.13.5.5. Sign the Occurrence Book and record all non-compliance of DPWI Site Officers with their obligations and duties.
- 3.13.5.6. The full details of the occurrence of the site visits shall be recorded in the Occurrence Book.
- 3.13.6. The successful security service provider(s) must further ensure that there is a specific site visit register kept at DPWI Sites, and the register contains the following information-
 - 3.13.6.1. Date and time of visit.
 - 3.12.6.2. Confirmation that the site visits were conducted in accordance with the minimum requirements set out above.
 - 3.12.6.3. Details of the Supervisor or Manager who conducted the site visit; and
 - 3.12.6.4. An Occurrence Book number.
- 3.13.7. The site visit register will be inspected by DPWI as and when required. All registers utilised at DPWI Sites are the property of DPWI and must be handed over to the DPWI Authorised Representative or his/her appointed delegate upon request.

3.14. Emergency Procedures

The successful security service provider(s)' security officers assigned to perform the Services at a DPWI Site must adhere to the standards of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), to this extent, Security officers must have a working knowledge of-

- 3.14.1. DPWI Site emergency plan.
- 3.14.2. Emergency telephone numbers.
- 3.14.3. Site escalation procedures.
- 3.14.4. Basic Fire Fighting skills.
- 3.14.5. Basic First Aid skills.
- 3.14.6. Basic Occupational Health and Safety procedure.
- 3.14.7. Basic reaction procedures to power failures on a DPWI Site;
- 3.14.8. Evacuation plans of the DPWI site where the Security Officer is stationed; and
- 3.14.9. DPWI Site Management File.

3.15. Uncovered and Partially Covered Shifts

- 3.15.1. The successful security service provider(s) shall ensure that all Security officers, assigned to a shift, report for duty on time. Late coming shall be regarded as a partially covered or uncovered shift.
- 3.15.2. Whenever a Security Officer is late or absent for a shift, the incident must immediately be reported to the DPWI Authorised Representative, or his/her appointed delegate and a replacement must be deployed on a site within one (1) hour.
- 3.15.3. The replacement Security Officer shall not be a person who has just performed the Services elsewhere or at a Site immediately prior to the shift of the late or absent Security Officer.
- 3.15.4. The replacement Security Officer must be of the same quality and grading level as the absent Security Officer.
- 3.15.5. The replacement Security Officer must be trained on DPWI Site instructions and procedures, prior to the placement.
- 3.15.6. Contingency plans must be developed and implemented at all DPWI Sites in relation to short or late postings.
- 3.15.7. Change and Replacement of Security officers
- 3.15.8. The successful security service providers shall advise DPWI by written notice whenever a Security Officer assigned to perform the Services at a site is on leave or is removed from a site for any other reason.
- 3.15.9. Whenever a Security Officer is absent for a shift, a replacement must be deployed on site within the timelines set out in paragraph 3.15.2.



3.16. Communication

The successful security service provider(s) must ensure that security officers have access to a secure form of communication (i.e. two-way radios) and a minimum of one (1) cellular telephone per site, which must be fully functional at all times.

3.17. Security Equipment

The successful security service provider(s) must ensure that-

- 3.17.1. Security Equipment used or resources deployed at DPWI Sites to perform the Services are declared at all times in the Occurrence Book.
- 3.17.2. The successful security service provider(s) shall conduct inspections of all Security Equipment deployed on DPWI Sites. Should any of DPWI's Security Equipment fail to be fully functional at any point during the contract term, the successful security service provider(s) must ensure that it is immediately reported to DPWI to ensure a replacement is provided, in order to prevent an interruption of the Services.

3.18. Notification of Disciplinary Action/Hearings

The successful security service provider(s) must inform the DPWI's Authorised Representative, or his/her appointed delegate of any disciplinary action taken against a Security Officer deployed at DPWI in terms of the business requirements. Withholding such information shall constitute a serious breach of the contract.

3.19. Information Detrimental to DPWI Security

The successful security service provider(s) shall immediately inform the DPWI's Authorised Representative or his/her appointed delegate of any information in its possession or that it ought reasonably to be aware of, that is detrimental to DPWI's physical security or safety.

4. QUESTIONS REGARDING THE TENDER

The Department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in this Tender. All questions, enquiries, and requests for clarification of information concerning this Tender should be addressed in writing to the following contact people:

Technical enquiries:

Name: Mr. Letsipa Tshabalala

Tel: 051 492 3837

E-Mail: tshabalalaj@fsworks.gov.za

Procurement enquiries:

Name: Mr. Mosiuoa Kolobe

Tel: 051 492 1750/3886

E-Mail: kolobem@fsworks.gov.za

A list of Tenderer enquiries (without identifying the source of the enquiry) and our responses thereto will be distributed to all Tenderers. Whenever a response to an enquiry constitutes a modification or addition to the original

Tender, the reply will be made in the form of an Amendment Notice to the Tender. All enquiries must include:

- The company's name, address and phone number.
- A clear and concise question.
- Relevant paragraph within this Tender to which question relates.

NB: No meetings or telephonic enquiries with tenderers will be entertained.



4.1. AMENDMENTS TO THE TENDER

The Department may at its sole discretion amend, revise or add to the Tender prior to the deadline for the submission of Tenders and at its own discretion may extend the deadline for the submission of Tenders.

Any changes to the Tender will be made in the form of a written amendment issued by the Department. Such amendments will be sent by email with receipt acknowledgement requested to all Tenderers. Amendments will be clearly marked as such. Each amendment will be numbered consecutively and will become part of this Tender. Any Bidder who fails to receive such amendments shall not be relieved of any obligation under its proposal as submitted.

The Department reserves the right to withdraw or cancel this Tender at any stage.

4.2. BRIEFING SESSION

Failure to attend the clarification meeting will lead to disqualification.

4.3. TENDER SUBMISSIONS

One (1) envelope tender submission process will be followed by this Tender. The following documentation will be included in the envelope:

Title on Envelope:	DPWFS (T) 004/2026: appointment of suitably qualified, registered security companies on a panel of security service providers (graded security officers will be considered) on “as and when basis” for a period of three (3) years by the Department of Public Works and Infrastructure (DPWI)
Documentation to be included in the envelope:	• All returnable documents are correctly provided in terms of section one (1) of this Tender. • Functionality criteria (technical assessment) • Financial proposal in the format as required.

All tenderers must comply with the above outlined tender submission format.

4.3.1. Incomplete submissions

Incomplete submissions, namely submissions that do not contain a response as contemplated in this Tender will be marked as incomplete, and may, at the Department of Public Works and Infrastructure's sole discretion, be rejected.

4.3.2. Amendments to Proposals

- The Department of Public Works and Infrastructure reserves the right, subject to compliance with legal administrative requirements, to request and accept any amendment to or modification of any aspect of any proposal from any selected or successful tenderer at any time.
- Respondents are requested to submit their tenders in a clearly structured way. All parts of the proposal are to be clearly headed, pages should be numbered, and a detailed content listing is to be provided. The tenders should follow a consistent numbering system (volumes, sections, headings, paragraphs, sub-paragraphs, etc.) that allows for easy cross-referencing, both within the proposal and also in terms of clarification questions, etc.



5. THE OBLIGATIONS OF THE DEPARTMENT

The Department shall have the following obligations:

- 5.1. To inform bidders on time of any amendments or additions made to the bid document before the closing date, and such changes must be posted on the Department's Tender Bulletin website under the relevant tender information. All prospective bidders should therefore ensure that they visit the Tender Bulletin website regularly and before they submit their bid response to ensure that they are kept undated on any amendments in this regard.
- 5.2. Use the monthly security reports as well as sanctions in the forms of financial penalties, warnings, and notices of breach of contract to ensure compliance with the terms and conditions stipulated in this bid document.
- 5.3. Effect payment of invoices, for services, which has been fully delivered to the satisfaction of the Department, within 30 days after certification. Payments will only be processed after the execution of all services as described in the specifications; upon receiving a detailed and correct invoice setting out the services rendered in accordance with the relevant appropriately authorised written request for which payment is due; and after certification of the relevant invoice by the End-User that services were rendered satisfactorily in line with the contract price.
- 5.4. Co-operate with the service provider where reasonably required.
- 5.5. Monitor and evaluate the service provided by the Service Provider on a daily, monthly and quarterly basis in order to determine its effectiveness and standard of service.

6. THE RIGHTS OF THE DEPARTMENT

- 6.1. The Department reserves the right to accept or reject any amendments or additions to bid conditions, specifications, bid validity period, or the extension of the bid closing date proposed by bidders if such changes are deemed unacceptable or pose a risk to the Department. Once the bid has closed, it cannot be amended, substituted, or modified. Therefore, any shortcomings within this bid document must be pointed out by the bidder before the contract is awarded so that they can be amended or modified if feasible. Any shortcoming identified by the supplier after the contract has been granted that would have an impact on the contract price will be on the account of the service provider.
- 6.2. The Department reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the Department.
- 6.3. The Department reserves the right to award this bid as a whole or in part or not award the bid at all.



7. SPECIAL CONDITIONS OF CONTRACT

- 7.1. The General Conditions of Contract as outlined by the National Treasury will apply to this bid and will remain in force for the duration of the contract.
- 7.2. Prices will be on gazetted rates as provided by Private Security Industry Regulatory Authority (PSIRA).
- 7.3. Failure to adhere to Service Levels will result in the Department levying a financial penalty stipulated in Column C of paragraph 12 below for the performance failure. The maximum percentage of the service provider's total invoice, which may be at risk due to any Performance Failures in any particular month, shall not exceed ten percent (10%) of the total amount invoiced to the Department in respect of such month. Where a financial penalty becomes due as a result of a performance failure, the Department shall be entitled to deduct such financial penalties from the corresponding invoice rendered by the service provider and shall be entitled to deduct and offset any applicable financial penalty against any subsequent payment due to the service provider. Multiple performance failures will constitute sufficient proof of persistent non-compliance by the appointed service provider(s) with the Department's prescribed Service Levels, and that persistent non-compliance will constitute a material breach of the SLA.
- 7.4. Notwithstanding the implementation of the Service Levels and Financial Penalty Schedule as set out in paragraph 12 below, the Department reserves the right to:
- i. Terminate the SLA for breach (persistent non-compliance) by the appointed Service Provider(s).
 - ii. Re-allocate with immediate effect the services to the affected Departments' Site to another Service Provider from the appointed Panel of Security Services. In such an event, the outgoing Service Provider shall be obliged, and for its own account, to assist in the seamless transition of the Services to the incoming Service Provider; or
 - iii. To invoke any of its rights in terms of Applicable Law.
- 7.5. Where the Department invokes the rights reserved in paragraph 7.4 (ii), the appointed Service Provider(s) shall be obliged to reduce the monthly fees for the affected Site accordingly in the month following the adjustment.
- 7.6. Cancellation or re-allocation of services in terms of the contents of paragraph 7.4 (ii) shall be without any liability to the Department, except for payment of the services already rendered by the appointed service provider with less applicable financial penalties.
- 7.7. Security officers assigned to the Department site can only be changed with the consent of the security coordinator or any delegated official of the Department. The request for the change should be in writing five days before it could take place except in cases where the Department requires that a security officer be removed immediately due to misconduct of such an officer.
- 7.8. The Department shall have the prerogative right to carry out inspections, product evaluations, or explanatory meetings in order to verify the nature and quality of the services offered by the Service Provider(s), whether before or after the adjudication of the bid process.
- 7.9. The successful security service provider(s) shall ensure, throughout the duration of the SLA, compliance with Public Finance Management Act and taxation laws applicable in the Republic of South Africa.



7.10. The appointed service provider(s) must adhere to all labour laws and applicable codes of practice in the Republic of South Africa concerning the employment relationships with its security officers at the Department sites. This includes, but is not limited to, prompt payment of wages (including bonuses, shift allowances, and overtime) in accordance with the applicable employment agreement and at the minimum wage rates; provision for leave (such as sick, annual, paternity, maternity, etc.); and the registration of security officers in the provident/pension fund along with the payment of the employer's contribution. Below are the labour laws that the service provider is required to comply with:

- i. All the prescribed conditions as per Basic Conditions of Employment Act 75 of 1997 and as set out by the National Bargaining Council for the Private Security Sector;
- ii. Requirements of Private Security Industry Regulatory Act 56 of 2001;
- iii. The Sectoral Determination 6: Private Sector, South Africa, published under Government Gazette No. 35633 of 28 August 2012, as amended;
- iv. All the requirements as per Labour Relations Act 66 of 1995;
- v. The Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- vi. Unemployment Insurance Fund
- vii. The Unemployment Insurance Contributions Act 4 of 2002;
- viii. The Unemployment Insurance Act 63 of 2001;
- ix. National Minimum Wage Act 9 of 2018.

7.11. Public policy requires a security officer's employer to be held liable for the security officer's negligence. The Service Provider shall be held liable for any injury or loss of property within the premises as a result of negligence on the part of its company or any of its employees or associates. Negligence occurs when a security officer fails to act with the level of care that a reasonable person/security officer would understand under similar circumstances, resulting in harm to others. For example, if a security officer fails to perform regular patrols, leading to a preventable theft or injury, the company may be deemed negligent.

7.12. Should the need for additional and/or Ad hoc services arise, the Department reserves the right to call upon the appointed Service Provider to provide additional security duty personnel at any particular site(s) and/or to provide security services to one or more new site(s) for a period to be determined, and where fees to cover ad hoc services will come from. In the event that additional or ad hoc services are required, the Department reserves the right to request the appointed Service Provider to provide extra security personnel at specific site(s) or to deliver security services at one or more new site(s) for a duration to be determined. The Service Provider is not allowed to perform any such services without receiving written instructions from the Department.

7.13. The Department reserves the right to negotiate with one or more preferred Service Provider(s) identified during the evaluation process regarding any terms and conditions, including pricing, without offering the same opportunity to other Service Provider(s) that have not been awarded the status of preferred Service Provider.



- 7.14. All bidder(s) accept the Department's interpretation of any specific requirement in this Bid document or specifications, should there be a difference of understanding between the bidder(s) and the Department, the Department's interpretation will prevail.
- 7.15. Should there be any discrepancies between the Bid conditions and any other documentation that forms part of this bid, the Bid conditions shall take preference.
- 7.16. If a service provider fails to comply with any of its functions, it may result in the contract being terminated.
- 7.17. The Department reserves the right to terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and./or after Bids have been evaluated and/or after the preferred Service Provider/(s) have been notified of their status as such.
- 7.18. The Department reserves the right to early termination of services of the contract, in the event of misconduct by any one of the employees of the service provider (which may or may not be construed as a breach of the contract), incompatibility, or operational requirement.
- 7.19. Each bidder must provide proof of compliance to Unemployment Insurance Fund (UIF) – (The department will request the prospective bidder/(s) to submit the proof before appointment).
- 7.20. All security personnel, Directors and the Company itself shall be subjected to vetting.
- 7.21. 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.
- 7.22. Security clearances of security personnel when requested by Department of Employment and Labour; Consent of their employees that they do not object to signing a Declaration of Secrecy.
- 7.23. In the event that the funds for the project are depleted, the Department reserves the right to terminate the contract.
- 7.24. The Department reserves the right, at its sole discretion, to extend the contract for a further period of two (2) years on the same terms and conditions subject to satisfactory performance.
- 7.25. The department reserves the right not to award the bid.

8. Occupational Health and Safety Act, 1993 (OHSA)

The tenderer must comply with the requirements of the Occupational Health and Safety Act where applicable.

9. LAWS REGULATING EQUIPMENT

9.1. Firearms control Act

- 9.1.1. The service provider shall ensure full compliance with the Firearms Control Act (Act No. 60 of 2000), including valid licensing for all firearms and personnel authorized to carry firearms. The service provider shall maintain appropriate insurance policies, including liability and firearms insurance, covering all risks arising from the possession, handling, and use of firearms during the execution of this contract. Proof of such licenses and insurance policies must be provided upon contract award and maintained throughout the contract period.



9.1.2. The following key points must always be adhered to:

- 9.1.2.1. Companies (especially security companies) must ensure all firearms are licensed.
- 9.1.2.2. Firearms must be stored, carried, and used according to strict conditions.
- 9.1.2.3. Only authorized individuals (registered firearm holders) within the company may carry and use firearms.
- 9.1.2.4. Failure to comply can result in heavy penalties and criminal charges.
- 9.1.2.5. Private Security Industry Regulation Act (PSIRA), 2001
- 9.1.2.6. This act regulates the private security industry.
- 9.1.2.7. Security companies must be registered with PSIRA and comply with firearm-related requirements.
- 9.1.2.8. PSIRA regulates the training and certification of armed security officers.
- 9.1.2.9. Firearm use must comply with both PSIRA and the Firearms Control Act.

10. LIABILITY

The Department is indemnified against any liability or compensation in respect of the following cases:

- 10.1. Liability in respect of any damage to property or lost property, whether movable or immovable, which belongs to the Department and/or third party, as a result of the service provider's own or his employees' negligence or intent, which originated on the site.
- 10.2. Liability in respect of loss or damage of any nature to any of the service provider's properties or any items kept at the Department sites, unless the loss originated as a result of negligence or intent on the part of the Department.
- 10.3. Liability in respect of death or injury, illness, or disease to any personnel during the execution of their duties or any person.

11. INSURANCE

- 11.1. It is the responsibility of the tenderer to ensure that they are registered for insurance. The insurance cover should include but not limited to:
 - The service provider(s) must, at his own expense/s, take out sufficient liability insurance policy against all claims (including claims related to the misuse of firearms), costs, loss (including death), and/or damage arising ensuing from its obligations and shall ensure that such insurance remains operative for the duration of the RFQ to be issued.
- 11.2 The service provider(s) shall provide the Department with a copy of valid liability insurance. A copy of the insurance contract shall be handed to the departmental representative upon commencement of the service.
- 11.3. The liability insurance shall be in full force and effect as from the effective date of service commencement and not be cancelled or terminated by the service provider(s) without prior consent of the Department, which shall not unreasonably be withheld or delayed by the Department.
- 11.4. The service provider(s) shall be responsible for insuring their possessions and equipment kept or used on any of the Department premises.

NB: All insurance must be underwritten by a registered Financial Services Provider (FSP) as regulated by the Financial Sector Conduct Authority (FSCA).

Whenever the tenderer is issued with the site, proof of insurance must be furnished to the Department before the tenderer deploys any security guards on site.

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12. PENALTY REGIME

ARMED AND UNARMED GUARDING SECURITY SERVICES SERVICE LEVELS AND FINANCIAL PENALTIES

(Financial penalties shall be limited to a maximum penalty of 10% of the monthly fee for the site in relation to which the penalty is being imposed)

NO.	SERVICE LEVEL	A DISCRIPTIVE SUMMARY OF THE SERVICE LEVEL FAILURE	FINANCIAL PENALTY
TRAINING			
1.	The Service Provider must ensure that Security Officers undergo an induction and refresher-training program on Department of Public Works and Infrastructure (hereinafter referred to as Department) policies, procedures and specified site procedures before deployment.	Failure to produce written proof that security officers have undergone an Induction and refresher training prior to their deployment on the Department sites within one month after completion of the refresher training.	R1 000.00 per incident
SECURITY GRADING LEVEL			
2.	The Service Provider must provide Security Officers who possess PSIRA security grading level requested by the Department.	The Service Provider provides a Security Officer of an incorrect PSIRA security grading level.	R1 500.00 per incident per Department Site plus the costs of the Security Officer. Department deduct the difference between the grades.
PARTLY COVERED OR UNCOVERED SHIFTS CHANGE AND REPLACEMENT OF ARMED SECURITY OFFICER			
3.	Security Officers must report for duty on time. Any late coming or absence from a shift will be regarded as partially covered / uncovered shift.	Replacement Security Officer must be deployed within one (1) hour.	R1 000.00 per incident per Department Site.

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SITE VISITS			
4.	The Service Provider must ensure that its Personnel designated as supervisors and/or managers conduct regular site visits to the Department Sites.	The Service provider must ensure that regular site visits occur.	R1 000.00 per incident per Department Site of failure to comply.
SERVICE LEVEL FAILURES AND MONTHLY REPORTING			
5.	The Service Provider must provide a monthly report containing a consolidated record of all Security Incidents and Emergencies at the Department sites.	The Service provider must submit the required report within five (5) Business Days after the end of the month.	R2 000.00 per month.
6.	The Service Provider must submit a monthly report containing all the Performance Failures in the Department Sites as well as the Financial Penalties due and payable to the Department as the results thereof.	The Service provider must submit the required report within five (5) Business Days after the end of the month.	R2 500.00 per month.
SECURITY INCIDENT AND EMERGENCY REPORTING			
7.	The Service Provider must ensure that Security Incident or Emergency investigation reports are prepared and submitted to the Departments' Authorised Representative or his/her delegate. The Service Provider must strictly adhere to all the requirements of the Tender regarding recording and reporting of Security Incidents and Emergencies	The Service Provider must submit the report within one 1 day of the Security Incident or Emergency happening. In respect of a Security Incident involving loss or damage to Department property, the Service Provider must prepare and submit a preliminary investigation report within one (1) day of the occurrence of the Security Incident.	1. R500.00 per incident per Department Site in respect of an Emergency or a Security Incident not involving and loss or damage of Department Property. 2. R2 500.00 per incident per Department Site for a Security Incident involving loss or damage to Department property.

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8.	The Service Provider must maintain an Occurrence Book at a Department Site and accurately record therein matters prescribed in the RFQ document,	The Service Provider must strictly adhere to all the requirements of the RFQ regarding the maintenance of an Occurrence Book, in particular and without limitation thereto, the recording of observance of the Security Officers on patrol at a Department Site as well as checking and signing off on the Occurrence Book by a supervisor or a manager.	R500.00 per incident per Department Site per failure to comply.
ALARM TRIGGERING (where applicable)			
9.	Security Officers must immediately respond to the triggering of an alarm at a Department Site	Failure to respond to a triggered alarm immediately.	R500. 00 per incident per Department Site.
AD HOC SERVICES			
10.	The Service Provider must provide additional Security Officers as and when so requested by Department.	The Service Provider must provide the Security Officer (s) within twenty-four (24) hours after a request by Department or such a shorter time as the Parties may agree at the time of the request	R1 000.00 per incident of failure to provide the Security Officer(s) as requested per Department's Site.
SECURITY VETTING			
11.	The Service Provider must check the criminal status of its Personnel once (1) in a year.	The Service Provider must provide proof of doing required checks of the criminal status of Security Personnel within ten (10) Business Days after the anniversary of the Agreement.	R1 500.00.
CONDUCT BY SECURITY OFFICERS			
12.	All Security Officers wear appropriate uniform for the assignment as prescribed by PSIRA.	Security Officer(s) wearing the wrong uniform	R1 000.00 per incident

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13.	Security Officers must adhere to patrol requirements of DPWI as per DPWI Sites, irrespective of whether or not an electronic monitoring and patrolling device has been installed at the Site.	The Security Officers fail to adhere to DPWI sites patrol plan	R1 000.00 per incident per DPWI Site.
14.	Security Officers must not • Wear or use earphones or headphones whilst on duty. • Sleep on duty. • Consume alcohol, possess or use narcotics whilst on duty. • Leave a post unattended without his/her superiors' authority. • Connect an unauthorized electronic device or electrical appliance to DPWI power points and/or network systems. • Allow access to DPWI Site without authority by- ○ Using the Security Officer's access card to allow entry to a DPWI employee or a visitor who does not exhibit lawful authority to access the DPWI Site. ○ Permitting access to any person with computer and electronic equipment and firearms without recording same, and where applicable, keeping the firearm in a safe provided by DPWI.	The Security Officer(s) commit any one of the prohibited acts and or providing access to unauthorised persons.	R2 000.00 per incident per DPWI Site in a Region. In relation to offences such as: - Sleeping on duty - Consuming alcohol, possess or use narcotics whilst on duty First offence will result in R1000.00 per DPWI Site in a Region. Second offence will result in R1 000.00 per DPWI Site in a Region and replacement of the security officer. In the case of the same incidents occurring for the third time in the same site DPWI will be entitled to terminate the contractual agreement with the appointed security service provider.

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15.	Security Officers must not- • Commit a criminal offence. • Aid and abet in the commission of a Security Incident. • Read and/or remove Department's Confidential Information	The Security Officer(s) commit any one of the prohibited acts.	R1 500.00 per incident per DPWI Site.
COMPANIES NOT PAYING THEIR EMPLOYEES			
16.	The appointed service provider(s) must adhere to all labour laws and applicable codes of practice in the Republic of South Africa concerning the employment relationships with its security officers at the Department sites. This includes, but is not limited to, prompt payment of wages (including bonuses, shift allowances, and overtime) in accordance with the applicable employment agreement and at the minimum wage rates; provision for leave (such as sick, annual, paternity, maternity, etc.); and the registration of security officers in the provident/pension fund along with the payment of the employer's contribution. provider is required to be complied with.	• Security Company failing to pay salaries for its employees • Security company failing to comply with leave provision for its employees	R2 000.00 per incident per DPWI Site. If it persists, the Department may terminate the contract.

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SECTION 3

CONTRACT DATA

GENERAL CONDITIONS OF CONTRACT (GCC)

SERVICE LEVEL AGREEMENT (SLA)



Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

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

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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GENERAL CONDITIONS OF CONTRACT

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
 - 1.14 "GCC" means the General Conditions of Contract.



- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services, or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

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| 4. Standards | 4.1 | The goods supplied shall conform to the standards mentioned in the bidding documents and specifications. |
| 5. Use of contract documents and information; inspection | 5.1 | The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the. Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. |
| | 5.2 | The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract. |
| | 5.3 | Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser. |
| | 5.4 | The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser. |
| 6. Patent rights | 6.1 | The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser. |
| 7. Performance | 7.1 | 1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC. |
| | 7.2 | The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract. |
| | 7.3 | The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
(b) a cashier's or certified cheque. |
| | 7.4 | The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC. |
| 8. Inspections, tests and analyses | 8.1 | All pre-bidding testing will be for the account of the bidder. |
| | 8.2 | If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department. |

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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



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| 11. Insurance | 11.1 | The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC. |
| 12. Transportation | 12.1 | Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC. |
| 13. Incidental services | 13.1 | <p>The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods; (b) furnishing of tools required for assembly and/or maintenance of the supplied goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. |
| | 13.2 | Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services. |
| 14. Spare parts | 14.1 | <p>As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <ul style="list-style-type: none"> (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested. |
| 15. Warranty | 15.1 | The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination. |
| | 15.2 | This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC. |

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| | 15.3 | The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty. |
| | 15.4 | Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser. |
| | 15.5 | If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract. |
| 16. Payment | 16.1 | The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC. |
| | 16.2 | The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract. |
| | 16.3 | Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier. |
| | 16.4 | Payment will be made in Rand unless otherwise stipulated in SCC. |
| 17. Prices | 17.1 | Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be. |
| 18. Contract amendments | 18.1 | No variation in or modification of the terms of the contract shall be amendments made except by written amendment signed by the parties concerned. |
| 19. Assignment | 19.1 | The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent. |
| 20. Subcontracts | 20.1 | The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract. |
| 21. Delays in the supplier's performance | 21.1 | Delivery of the goods and performance of services shall be made by supplier's the supplier in accordance with the time schedule prescribed by the performance purchaser in the contract. |
| | 21.2 | If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract. |
| | 21.3 | No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority. |
| | 21.4 | The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services |



are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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



- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

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

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| | 27.2 | If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. |
| | 27.3 | Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law. |
| | 27.4 | Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC. |
| | 27.5 | Notwithstanding any reference to mediation and/or court proceedings herein, |
| | (a) | the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and |
| | (b) | the purchaser shall pay the supplier any monies due the supplier. |
| 28. Limitation of liability | 28.1 | Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6; |
| | (a) | the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and |
| | (b) | the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment. |
| 29. Governing language | 29.1 | The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English. |
| 30. Applicable law | 30.1 | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC. |
| 31. Notices | 31.1 | Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice. |
| | 31.2 | The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice. |
| 32. Taxes and duties | 32.1 | A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country. |
| | 32.2 | A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser. |
| | 32.3 | No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services. |

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|--|------|--|
| 33. National Industrial Participation (NIP) Programme | 33.1 | The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation. |
| 34. Prohibition of Restrictive practices | 34.1 | In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging). |
| | 34.2 | If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998. |
| | 34.3 | If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned. |

General Conditions of Contract (revised July 2010)

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**ALL THE RELEVANT ANNEXURES, AS LISTED
HEREAFTER, SHOULD BE ATTACHED HERE:**

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Mandatory documents

ANNEXURE A

The bidder must attach the following documentary proof here:

Tenderers must provide a unique security Personal Identification Number (PIN) issued by the South African Revenue Services and/or Central Supplier Database's MAAA number which will be used to verify the valid tax compliance status of the bidding entity. Where consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate unique security Personal Identification Number (PIN). The successful tenderer/s tax status will be confirmed, for compliance at the time of the award.



Mandatory documents

ANNEXURE B

The bidder must attach the following documentary proof here:

Tenderers must provide valid proof of registration on the National Treasury's Central Supplier's database by submitting a CSD REGISTRATION REPORT (**not a CSD REGISTRATION SUMMARY REPORT**), which is not older than 3 months. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate CSD REGISTRATION REPORT (**not a CSD REGISTRATION SUMMARY REPORT**), which is not older than 3 months.

- However, Joint Ventures, Partnerships, including unincorporated Partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful tenderer.

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Mandatory documents

ANNEXURE C

The bidder must attach the following documentary proof here:

Tenderers must attach Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC). (**Note:** if it is a copy of the original certificate, it must be certified). Where Consortium / Joint Venture / Sub- contractors are involved, each party to the association must submit a certified copy of their Company registration documents (registration certificate) from Companies and Intellectual Property Commission (CIPC). **Certification must not be older than 6 months.**



Mandatory documents

ANNEXURE D

The bidder must attach the following documentary proof here:

Tenderers must be registered with the Private Security Industry Regulatory Authority (PSIRA). The tenderer must attach a valid / active Private Security Industry Regulatory Authority (PSIRA) registration certificate in the name of the respective security service company (certified copy). **Only New PSIRA certified certificate copies will be accepted or a PSIRA issued Digital Certificate with a verifiable barcode.** (Note: if it is a copy of the original certificate, it must be certified). **The certificate must not be older than 6 months.** The Department reserves the right to verify this requirement at the time of evaluation, and the tenderers must ensure that their valid status remains active until this tendering process has been concluded. Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit a separate valid / active Private Security Industry Regulatory Authority (PSIRA) registration certificate in the name of the respective security service company (certified copy).

The certified copy of valid documentation (certificate) should clearly indicate the following information below:

- The Regulator or Professional body's name;
- The tenderer's name, registration number, and date of registration;
- The date it was issued, and the expiry date.

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Mandatory documents

ANNEXURE E

The bidder must attach the following documentary proof here:

Tenderers must submit a valid Directors Registration PSIRA certificate for Grade A and B, for all the company directors. Only new PSIRA certified certificate copies will be accepted or a PSIRA issued Digital Certificate with verifiable barcode. Certification must not be older than 6 months. (The Department will verify this requirement at the time of evaluation, and the tenderers must ensure that their valid status remains active until this tendering process has been concluded). Where Consortium / Joint Venture / Sub-contractors are involved, each director to association must submit a separate valid Directors Registration PSIRA certificate for Grade A and B.

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Mandatory documents

ANNEXURE F

The bidder must attach the following documentary proof here:

Tenderers must submit a Letter of Good Standing, of the company, from PSIRA to ensure that the company has met its obligations under the Private Security Industry Regulation Act. (**Note:** if it is a copy of the original certificate, it must be certified). **The certificate must not be older than 6 months.** The Department reserves the right to verify this requirement at the time of evaluation. Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit a separate Letter of Good Standing, of the company, from PSIRA to ensure that the company has met its obligations under the Private Security Industry Regulation Act.

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Mandatory documents

ANNEXURE G

The bidder must attach the following documentary proof here:

Tenderers must submit a valid Letter of Good Standing that is relevant to the required service to be rendered, which is registered with the Department of Employment and Labour in terms of COIDA (Compensation for Occupational Injuries and Diseases Act, No.130 of 1993). (**Note:** if it is a copy of the original certificate, it must be certified). **The certificate must not be older than 6 months.** Where Consortium / Joint Venture / Sub- contractors are involved, each party to the association must submit a separate Letter of Good Standing. The Department reserves the right to verify this requirement at the time of evaluation.



Mandatory documents

ANNEXURE H

The bidder must attach the following documentary proof here:

Tenderers must submit a certificate of registration with the Private Security Sector Provident Fund (PSSPF) or a letter of intent to register and comply with Private Security Sector Provident Fund (PSSPF) or a valid exemption letter from the Private Security Sector Provident Fund (PSSPF). **(Note: if it is a copy of the original certificate, it must be certified). Certification must not be older than 6 months.** The Department reserves the right to verify this requirement at the time of evaluation. Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit a separate certificate of registration with the Private Security Sector Provident Fund (PSSPF) or a letter of intent to register and comply with Private Security Sector Provident Fund (PSSPF) or a valid exemption letter from the Private Security Sector Provident Fund (PSSPF).

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Mandatory documents

ANNEXURE I

The bidder must attach the following documentary proof here:

Tenderers must be in good standing with Private Security Sector Provident Fund (PSSPF) to ensure that the payments for the monthly contributions for the employees currently in their employment are up to date. The tenderer must attach a certified copy of valid documentation (Letter of Good Standing) from the Security Sector Provident Fund (PSSPF).

Certification must not be older than 6 months. The department reserves the right to verify this requirement at the time of evaluation. Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit valid documentation (Letter of Good Standing) from the Security Sector Provident Fund (PSSPF).



Mandatory documents

ANNEXURE J

The bidder must attach the following documentary proof here:

Tenderers must comply with the illustrative Pricing Guide from National Bargaining Council in the pricing schedule. The wages and the quotation provided should NOT be less than minimum wage rate as prescribed by the National Bargaining Council for the Private Security Sector (NBCPSS). The tenderer must submit a certificate of registration with the National Bargaining Council for the Private Security Sector (NBCPSS). (**Note:** if it is a copy of the original certificate, it must be certified). **The certificate must not be older than 6 months.** The Department reserves the right to verify this requirement at the time of evaluation. Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit a separate certificate of registration with the National Bargaining Council for the Private Security Sector (NBCPSS).

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Mandatory documents

ANNEXURE K

The bidder must attach the following documentary proof here:

Tenderers must submit a Letter of Good Standing from the National Bargaining Council for the Private Security Sector (NBCPSS). **(Note: if it is not a copy of the original certificate, it must be certified). Certification must not be older than 6 months. The Department reserves the right to verify this requirement at the time of evaluation.** Where Consortium / Joint Venture / Sub-contractors are involved, each party to association must submit a separate Letter of Good Standing from the National Bargaining Council for the Private Security Sector (NBCPSS).

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Mandatory documents

ANNEXURE L

The bidder must attach the following documentary proof here:

Tenderers must provide a minimum of six (6) valid proof of firearm licences and relevant competency certificates of the company. (**Note:** if it is a copy of the original certificate, it must be certified). **The certificate must not be older than 6 months.** NB: Firearms that are subject to any investigation including the investigation by the SAPS or any statutory body will not be considered for this purpose.

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Mandatory documents

ANNEXURE M

The bidder must attach the following documentary proof here:

Tenderers must provide a valid Independent Communications Authority of South Africa (ICASA) radio license OR a valid contract with a holder of a valid Independent Communications Authority of South Africa (ICASA) radio license. Bidders must provide a valid contract signed by the relevant authorities and a copy of the Independent Communications Authority of South Africa (ICASA) radio license held by the third party. (Note: if it is a copy of the original certificate, it must be certified). The certificate must not be older than 6 months.

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Mandatory documents

ANNEXURE N

The bidder must attach the following documentary proof here:

Tenderers must attach duly completed and signed Annual Financial Statements Declaration for the preceding financial year (e.g. for the financial year ended 28 February 2026). Attach the income statement and the balance sheet as support for the declaration. Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate complete and signed Annual Financial Statements Declaration in line with the aforementioned requirements.

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Mandatory documents

ANNEXURE O

The bidder must attach the following documentary proof here:

The successful tenderer will be held responsible for any damage or loss suffered by the Department as result of the tenderer's Security Officer's negligence or wilful action in the ordinary execution of their duty. The company must submit an existing Public Liability Policy contract to the minimum value of R10 000 000.00 from the Insurance Company or Broker and must be submitted as part of the returnable. Before resuming with work, the company must submit the insurance policy contract for this service.

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Documents relating to Specific Goals

ANNEXURE P

The bidder must attach the following documentary proof here:

Bidders must attach a municipal statement or lease agreement. (**NB:** The lease agreement address should correspond with the address of the municipal statement account of the lessor).

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Documents relating to Specific Goals

ANNEXURE Q

The bidder must attach the following documentary proof here:

Bidders must attach share certificates and certified ID copy / (ies).

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Documents relating to Specific Goals

ANNEXURE R

The bidder must attach the following documentary proof here:

Bidders must attach a medical certificate from a Registered Medical Practitioner or a letter of condition from the Department of Employment and Labour confirming the bidder's disability.



Documents relating to Functionality

ANNEXURE S

The bidder must attach the following documentary proof here:

CAPACITY OF THE BIDDING ENTITY TO EXECUTE THE WORKS

CONTRACT NO.1

The service provider must provide details of current or previous Security Services rendered during the last 7 years. Proof in the form of Appointment Letters and / or, Purchase Orders which are accompanied by the matching Reference Letters must be attached. Each Appointment Letter and / or Purchase Order must be to the value of above R100 000.00.

Notes:

- The service provider must attach Appointment Letters (appointment letters must be on the letter head of the employer which is dated and signed) and / or Purchase Orders (purchase orders must be dated) accompanied by its matching Reference Letters (reference letters must be dated, signed and stamped) with current contact details of the employer on the company letterhead confirming similar work as per the bid / tender scope, which details the amount of the contract, the appointment date and the period awarded for.
- All the aforementioned documents must be originally certified and valid copies of the original document. Originally certified documents must not be older than 6 months.
- Submission of Reference Letters without its corresponding Appointment Letters or the submission of Purchase Orders without its corresponding Reference Letters will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of reference letters without its corresponding appointment letters or Purchase Orders will not be accepted.
- Only projects awarded and completed in the last seven (7) years (01 June 2019 up to and including the closing date of this bid) will be considered.



Documents relating to Functionality

ANNEXURE S (continued)

The bidder must attach the following documentary proof here:

CAPACITY OF THE BIDDING ENTITY TO EXECUTE THE WORKS

CONTRACT NO.2

The service provider must provide details of current or previous Security Services rendered during the last 7 years. Proof in the form of Appointment Letters and / or, Purchase Orders which are accompanied by the matching Reference Letters must be attached. Each Appointment Letter and / or Purchase Order must be to the value of above R100 000.00.

Notes:

- The service provider must attach Appointment Letters (appointment letters must be on the letter head of the employer which is dated and signed) and / or Purchase Orders (purchase orders must be dated) accompanied by its matching Reference Letters (reference letters must be dated, signed and stamped) with current contact details of the employer on the company letterhead confirming similar work as per the bid / tender scope, which details the amount of the contract, the appointment date and the period awarded for.
- All the aforementioned documents must be originally certified and valid copies of the original document. Originally certified documents must not be older than 6 months.
- Submission of Reference Letters without its corresponding Appointment Letters or the submission of Purchase Orders without its corresponding Reference Letters will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of reference letters without its corresponding appointment letters or Purchase Orders will not be accepted.
- Only projects awarded and completed in the last seven (7) years (01 June 2019 up to and including the closing date of this bid) will be considered.



Documents relating to Functionality

ANNEXURE S (continued)

The bidder must attach the following documentary proof here:

CAPACITY OF THE BIDDING ENTITY TO EXECUTE THE WORKS

CONTRACT NO.3

The service provider must provide details of current or previous Security Services rendered during the last 7 years. Proof in the form of Appointment Letters and / or, Purchase Orders which are accompanied by the matching Reference Letters must be attached. Each Appointment Letter and / or Purchase Order must be to the value of above R100 000.00.

Notes:

- The service provider must attach Appointment Letters (appointment letters must be on the letter head of the employer which is dated and signed) and / or Purchase Orders (purchase orders must be dated) accompanied by its matching Reference Letters (reference letters must be dated, signed and stamped) with current contact details of the employer on the company letterhead confirming similar work as per the bid / tender scope, which details the amount of the contract, the appointment date and the period awarded for.
- All the aforementioned documents must be originally certified and valid copies of the original document. Originally certified documents must not be older than 6 months.
- Submission of Reference Letters without its corresponding Appointment Letters or the submission of Purchase Orders without its corresponding Reference Letters will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of reference letters without its corresponding appointment letters or Purchase Orders will not be accepted.
- Only projects awarded and completed in the last seven (7) years (01 June 2019 up to and including the closing date of this bid) will be considered.



Documents relating to Functionality

ANNEXURE S (continued)

The bidder must attach the following documentary proof here:

CAPACITY OF THE BIDDING ENTITY TO EXECUTE THE WORKS

CONTRACT NO.4

The service provider must provide details of current or previous Security Services rendered during the last 7 years. Proof in the form of Appointment Letters and / or, Purchase Orders which are accompanied by the matching Reference Letters must be attached. Each Appointment Letter and / or Purchase Order must be to the value of above R100 000.00.

Notes:

- The service provider must attach Appointment Letters (appointment letters must be on the letter head of the employer which is dated and signed) and / or Purchase Orders (purchase orders must be dated) accompanied by its matching Reference Letters (reference letters must be dated, signed and stamped) with current contact details of the employer on the company letterhead confirming similar work as per the bid / tender scope, which details the amount of the contract, the appointment date and the period awarded for.
- All the aforementioned documents must be originally certified and valid copies of the original document. Originally certified documents must not be older than 6 months.
- Submission of Reference Letters without its corresponding Appointment Letters or the submission of Purchase Orders without its corresponding Reference Letters will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of reference letters without its corresponding appointment letters or Purchase Orders will not be accepted.
- Only projects awarded and completed in the last seven (7) years (01 June 2019 up to and including the closing date of this bid) will be considered.



Documents relating to Functionality

ANNEXURE S (continued)

The bidder must attach the following documentary proof here:

CAPACITY OF THE BIDDING ENTITY TO EXECUTE THE WORKS

CONTRACT NO.5

The service provider must provide details of current or previous Security Services rendered during the last 7 years. Proof in the form of Appointment Letters and / or, Purchase Orders which are accompanied by the matching Reference Letters must be attached. Each Appointment Letter and / or Purchase Order must be to the value of above R100 000.00.

Notes:

- The service provider must attach Appointment Letters (appointment letters must be on the letter head of the employer which is dated and signed) and / or Purchase Orders (purchase orders must be dated) accompanied by its matching Reference Letters (reference letters must be dated, signed and stamped) with current contact details of the employer on the company letterhead confirming similar work as per the bid / tender scope, which details the amount of the contract, the appointment date and the period awarded for.
- All the aforementioned documents must be originally certified and valid copies of the original document. Originally certified documents must not be older than 6 months.
- Submission of Reference Letters without its corresponding Appointment Letters or the submission of Purchase Orders without its corresponding Reference Letters will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of reference letters without its corresponding appointment letters or Purchase Orders will not be accepted.
- Only projects awarded and completed in the last seven (7) years (01 June 2019 up to and including the closing date of this bid) will be considered.



Documents relating to Functionality

ANNEXURE S (continued)

The bidder must attach the following documentary proof here:

CAPACITY OF THE BIDDING ENTITY TO EXECUTE THE WORKS

CONTRACT NO.6

The service provider must provide details of current or previous Security Services rendered during the last 7 years. Proof in the form of Appointment Letters and / or, Purchase Orders which are accompanied by the matching Reference Letters must be attached. Each Appointment Letter and / or Purchase Order must be to the value of above R100 000.00.

Notes:

- The service provider must attach Appointment Letters (appointment letters must be on the letter head of the employer which is dated and signed) and / or Purchase Orders (purchase orders must be dated) accompanied by its matching Reference Letters (reference letters must be dated, signed and stamped) with current contact details of the employer on the company letterhead confirming similar work as per the bid / tender scope, which details the amount of the contract, the appointment date and the period awarded for.
- All the aforementioned documents must be originally certified and valid copies of the original document. Originally certified documents must not be older than 6 months.
- Submission of Reference Letters without its corresponding Appointment Letters or the submission of Purchase Orders without its corresponding Reference Letters will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of reference letters without its corresponding appointment letters or Purchase Orders will not be accepted.
- Only projects awarded and completed in the last seven (7) years (01 June 2019 up to and including the closing date of this bid) will be considered.



Documents relating to Functionality

ANNEXURE S (continued)

The bidder must attach the following documentary proof here:

CAPACITY OF THE BIDDING ENTITY TO EXECUTE THE WORKS

CONTRACT NO.7

The service provider must provide details of current or previous Security Services rendered during the last 7 years. Proof in the form of Appointment Letters and / or, Purchase Orders which are accompanied by the matching Reference Letters must be attached. Each Appointment Letter and / or Purchase Order must be to the value of above R100 000.00.

Notes:

- The service provider must attach Appointment Letters (appointment letters must be on the letter head of the employer which is dated and signed) and / or Purchase Orders (purchase orders must be dated) accompanied by its matching Reference Letters (reference letters must be dated, signed and stamped) with current contact details of the employer on the company letterhead confirming similar work as per the bid / tender scope, which details the amount of the contract, the appointment date and the period awarded for.
- All the aforementioned documents must be originally certified and valid copies of the original document. Originally certified documents must not be older than 6 months.
- Submission of Reference Letters without its corresponding Appointment Letters or the submission of Purchase Orders without its corresponding Reference Letters will not be considered for scoring purposes, therefore points will be forfeited.
- The submission of reference letters without its corresponding appointment letters or Purchase Orders will not be accepted.
- Only projects awarded and completed in the last seven (7) years (01 June 2019 up to and including the closing date of this bid) will be considered.



Documents relating to Functionality

ANNEXURE T

The bidder must attach the following documentary proof here:

EXPERIENCE OF KEY STAFF: SITE MANAGER (GRADE A)

The service provider must provide a comprehensive CV and certified copies of qualifications / certificates together with a PSIRA Grade A security officer certificate, of personnel to be dedicated to the Department of Public Works and Infrastructure's contract. (1 x Site Manager Grade A).

Note:

- **Experience of less than 3 years will not be allocated any points.**
- Evidence to be provided: A comprehensive CV and certified copies of qualifications / certificates together with a PSIRA Grade A security officer certificate.
- The bidder must complete the attached Resource Information Sheet, **failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points.** Originally certified documents must not be older than 6 months.
- **Only post qualification experience together and coupled with post PSIRA registration will be evaluated.**
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide a sworn affidavit signed by the Site Manager giving the company consent to utilise his/her personal information for the purpose of responding to this bid. **Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points.**
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.



Documents relating to Functionality

ANNEXURE U

The bidder must attach the following documentary proof here:

EXPERIENCE OF KEY STAFF: SHIFT SUPERVISORS (GRADE B)

SHIFT SUPERVISOR NO.1

The service provider must demonstrate the capacity to provide Shift Supervisors, with 5 or more years of relevant experience, which are registered with PSIRA and holding a Grade B security officer certificate.

Notes:

- **Experience of less than five years will not be allocated any points.**
- Evidence to be provided: A comprehensive CV together with certified copies of qualification/ certificates with a PSIRA certificate.
- The bidder must complete the attached Resource Information Sheet, **failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points.** Originally certified documents must not be older than 6 months.
- **Only post qualification experience together and coupled with post PSIRA registration will be evaluated.**
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide a sworn affidavit signed by each Shift Supervisor giving the company consent to utilise his/her personal information for the purpose of responding to this bid. **Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points.**
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.



Documents relating to Functionality

ANNEXURE U (continued)

The bidder must attach the following documentary proof here:

EXPERIENCE OF KEY STAFF: SHIFT SUPERVISORS (GRADE B)

SHIFT SUPERVISOR NO.2

The service provider must demonstrate the capacity to provide Shift Supervisors, with 5 or more years of relevant experience, which are registered with PSIRA and holding a Grade B security officer certificate.

Notes:

- **Experience of less than five years will not be allocated any points.**
- Evidence to be provided: A comprehensive CV together with certified copies of qualification/ certificates with a PSIRA certificate.
- The bidder must complete the attached Resource Information Sheet, **failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points.** Originally certified documents must not be older than 6 months.
- **Only post qualification experience together and coupled with post PSIRA registration will be evaluated.**
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide a sworn affidavit signed by each Shift Supervisor giving the company consent to utilise his/her personal information for the purpose of responding to this bid. **Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points.**
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.



Documents relating to Functionality

ANNEXURE U (continued)

The bidder must attach the following documentary proof here:

EXPERIENCE OF KEY STAFF: SHIFT SUPERVISORS (GRADE B)

SHIFT SUPERVISOR NO.3

The service provider must demonstrate the capacity to provide Shift Supervisors, with 5 or more years of relevant experience, which are registered with PSIRA and holding a Grade B security officer certificate.

Notes:

- **Experience of less than five years will not be allocated any points.**
- Evidence to be provided: A comprehensive CV together with certified copies of qualification/ certificates with a PSIRA certificate.
- The bidder must complete the attached Resource Information Sheet, **failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points.** Originally certified documents must not be older than 6 months.
- **Only post qualification experience together and coupled with post PSIRA registration will be evaluated.**
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide a sworn affidavit signed by each Shift Supervisor giving the company consent to utilise his/her personal information for the purpose of responding to this bid. **Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points.**
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.



Documents relating to Functionality

ANNEXURE U (continued)

The bidder must attach the following documentary proof here:

EXPERIENCE OF KEY STAFF: SHIFT SUPERVISORS (GRADE B)

SHIFT SUPERVISOR NO.4

The service provider must demonstrate the capacity to provide Shift Supervisors, with 5 or more years of relevant experience, which are registered with PSIRA and holding a Grade B security officer certificate.

Notes:

- **Experience of less than five years will not be allocated any points.**
- Evidence to be provided: A comprehensive CV together with certified copies of qualification/ certificates with a PSIRA certificate.
- The bidder must complete the attached Resource Information Sheet, **failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points.** Originally certified documents must not be older than 6 months.
- **Only post qualification experience together and coupled with post PSIRA registration will be evaluated.**
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide a sworn affidavit signed by each Shift Supervisor giving the company consent to utilise his/her personal information for the purpose of responding to this bid. **Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points.**
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.



Documents relating to Functionality

ANNEXURE U (continued)

The bidder must attach the following documentary proof here:

EXPERIENCE OF KEY STAFF: SHIFT SUPERVISORS (GRADE B)

SHIFT SUPERVISOR NO.5

The service provider must demonstrate the capacity to provide Shift Supervisors, with 5 or more years of relevant experience, which are registered with PSIRA and holding a Grade B security officer certificate.

Notes:

- **Experience of less than five years will not be allocated any points.**
- Evidence to be provided: A comprehensive CV together with certified copies of qualification/ certificates with a PSIRA certificate.
- The bidder must complete the attached Resource Information Sheet, **failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points.** Originally certified documents must not be older than 6 months.
- **Only post qualification experience together and coupled with post PSIRA registration will be evaluated.**
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide a sworn affidavit signed by each Shift Supervisor giving the company consent to utilise his/her personal information for the purpose of responding to this bid. **Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points.**
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.



Documents relating to Functionality

ANNEXURE U (continued)

The bidder must attach the following documentary proof here:

EXPERIENCE OF KEY STAFF: SHIFT SUPERVISORS (GRADE B)

SHIFT SUPERVISOR NO.6

The service provider must demonstrate the capacity to provide Shift Supervisors, with 5 or more years of relevant experience, which are registered with PSIRA and holding a Grade B security officer certificate.

Notes:

- **Experience of less than five years will not be allocated any points.**
- Evidence to be provided: A comprehensive CV together with certified copies of qualification/ certificates with a PSIRA certificate.
- The bidder must complete the attached Resource Information Sheet, **failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points.** Originally certified documents must not be older than 6 months.
- **Only post qualification experience together and coupled with post PSIRA registration will be evaluated.**
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide a sworn affidavit signed by each Shift Supervisor giving the company consent to utilise his/her personal information for the purpose of responding to this bid. **Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points.**
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.



Documents relating to Functionality

ANNEXURE U (continued)

The bidder must attach the following documentary proof here:

EXPERIENCE OF KEY STAFF: SHIFT SUPERVISORS (GRADE B)

SHIFT SUPERVISOR NO.7

The service provider must demonstrate the capacity to provide Shift Supervisors, with 5 or more years of relevant experience, which are registered with PSIRA and holding a Grade B security officer certificate.

Notes:

- **Experience of less than five years will not be allocated any points.**
- Evidence to be provided: A comprehensive CV together with certified copies of qualification/ certificates with a PSIRA certificate.
- The bidder must complete the attached Resource Information Sheet, **failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points.** Originally certified documents must not be older than 6 months.
- **Only post qualification experience together and coupled with post PSIRA registration will be evaluated.**
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide a sworn affidavit signed by each Shift Supervisor giving the company consent to utilise his/her personal information for the purpose of responding to this bid. **Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points.**
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.



Documents relating to Functionality

ANNEXURE U (continued)

The bidder must attach the following documentary proof here:

EXPERIENCE OF KEY STAFF: SHIFT SUPERVISORS (GRADE B)

SHIFT SUPERVISOR NO.8

The service provider must demonstrate the capacity to provide Shift Supervisors, with 5 or more years of relevant experience, which are registered with PSIRA and holding a Grade B security officer certificate.

Notes:

- **Experience of less than five years will not be allocated any points.**
- Evidence to be provided: A comprehensive CV together with certified copies of qualification/ certificates with a PSIRA certificate.
- The bidder must complete the attached Resource Information Sheet, **failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points.** Originally certified documents must not be older than 6 months.
- **Only post qualification experience together and coupled with post PSIRA registration will be evaluated.**
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide a sworn affidavit signed by each Shift Supervisor giving the company consent to utilise his/her personal information for the purpose of responding to this bid. **Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points.**
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.



Documents relating to Functionality

ANNEXURE U (continued)

The bidder must attach the following documentary proof here:

EXPERIENCE OF KEY STAFF: SHIFT SUPERVISORS (GRADE B)

SHIFT SUPERVISOR NO.9

The service provider must demonstrate the capacity to provide Shift Supervisors, with 5 or more years of relevant experience, which are registered with PSIRA and holding a Grade B security officer certificate.

Notes:

- **Experience of less than five years will not be allocated any points.**
- Evidence to be provided: A comprehensive CV together with certified copies of qualification/ certificates with a PSIRA certificate.
- The bidder must complete the attached Resource Information Sheet, **failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points.** Originally certified documents must not be older than 6 months.
- **Only post qualification experience together and coupled with post PSIRA registration will be evaluated.**
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide a sworn affidavit signed by each Shift Supervisor giving the company consent to utilise his/her personal information for the purpose of responding to this bid. **Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points.**
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.



Documents relating to Functionality

ANNEXURE U (continued)

The bidder must attach the following documentary proof here:

EXPERIENCE OF KEY STAFF: SHIFT SUPERVISORS (GRADE B)

SHIFT SUPERVISOR NO.10

The service provider must demonstrate the capacity to provide Shift Supervisors, with 5 or more years of relevant experience, which are registered with PSIRA and holding a Grade B security officer certificate.

Notes:

- **Experience of less than five years will not be allocated any points.**
- Evidence to be provided: A comprehensive CV together with certified copies of qualification/ certificates with a PSIRA certificate.
- The bidder must complete the attached Resource Information Sheet, **failure to do so and to provide originally certified and valid supporting documents will result in the bidder forfeiting these points.** Originally certified documents must not be older than 6 months.
- **Only post qualification experience together and coupled with post PSIRA registration will be evaluated.**
- All foreign academic qualifications must be evaluated by the South African Qualifications Authority (SAQA). A candidate must attach proof of SAQA's Certificate of Evaluation (SCoE) which reflects its recognition decision on the authenticity and comparability of a foreign qualification and its appropriate location on the NQF. Failure to attach proof of SAQA's Certificate of Evaluation (SCoE) will result in the bidder forfeiting these points.
- The bidder must provide a sworn affidavit signed by each Shift Supervisor giving the company consent to utilise his/her personal information for the purpose of responding to this bid. **Failure to attach proof of a sworn affidavit will result in the bidder forfeiting these points.**
- The bidder has the responsibility to ensure that they maintain within their employment a person/s of similar qualification, and experience as to the one they submitted their details for this bid.
- The bidder further has the responsibility to notify the employer should this resource no longer be available for this contract and make an equivalent replacement within a period of one month.
- The department will consider it as breach of contract should the contractor not adhere to this condition throughout the duration of this contract.

TENDER NUMBER: DPWFS (T) 004/2026
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



public works & infrastructure
Department:
Public Works & Infrastructure
PROVINCE OF THE FREE STATE

Documents relating to Functionality

ANNEXURE V

The bidder must attach the following documentary proof here:

GENERAL OPERATIONS CAPACITY: SECURITY OFFICERS (GRADE C)

The service provider must submit a list of security officers registered with PSIRA under the employment of the company who are readily available or can be allocated for this contract. The list must indicate the officer's name, ID Number, and the PSIRA registration grade (Grade C). This list should be retrieved from the PSIRA website.



Documents relating to Functionality

ANNEXURE W

The bidder must attach the following documentary proof here:

COMPANY VEHICLES

The service provider must have the capacity to deliver in terms of the availability of vehicles to be dedicated to this contract. Vehicles will be required for the delivery of security officers as well as for armed reaction response.

Notes:

- Bidders must provide proof that they have the vehicular capacity available to service the Department of Public Works and Infrastructure. Proof of company-registered vehicles and / or proof of lease for leased vehicles to be submitted. Originally certified documents must not be older 6 months.
- **NB:** The above vehicles will be verified and confirmed during site inspections. Failure to provide proof for the above vehicles will lead to disqualification.



Documents relating to Functionality

ANNEXURE X

The bidder must attach the following documentary proof here:

FIREARM COMPETENCY AND LICENSES

The service provider must have the capacity to provide an armed reaction response service when required for this contract.

Notes:

- Bidders must provide certified copies of firearm competency certificates (from SAPS) for Grade C security officers / guards, as a minimum requirement.
- Bidders must also provide certified firearm licenses of the company.
- Originally certified documents must not be older than 6 months.
- **NB:** The above firearms will be verified and confirmed during the site inspections.
Failure to provide proof for the above equipment will lead to disqualified.



Documents relating to Functionality

ANNEXURE Y

The bidder must attach the following documentary proof here:

FINANCIAL CAPACITY: BANK RATING LETTER

The service provider must provide a Bank rating letter stamped within 3 months of the closing date of this tender and signed by the issuing institution, together with supporting audited financial statements for the previous financial year ending 28 February 2026.

Notes:

- Bidders must attach the tendering entity's Bank stamped (physical or e- stamped) and signed Bank Rating Letter which is stamped within 3 months of the closing date.
- The Department of Public Works and Infrastructure reserves the right to validate the Bank Rating Letter and report any misrepresentation to the bank and Treasury.
- Originally certified documents must not be older than 6 months.



Documents relating to Functionality

ANNEXURE Z

The bidder must attach the following documentary proof here:

MINIMUM SECURITY EQUIPMENT REQUIRED

The service provider must have the following minimum security equipment in order to provide a security service when required for this contract.

Scoring of the security equipment required:

6 x Pair of handcuffs (with key)	02 Points
6 x Tonfas / Batons	02 Points
6 x Pepper Spray	02 Points
6 x Torches (spotlight torches) including batteries	01 Point
3 sets x Two-way radio (with chargers)	02 Points
3 x Occurrence books	01 Point

Notes:

- Bidders must provide evidence i.e. pictures, proof of ownership, etc.
- NB:** The above equipment will be verified and confirmed during site inspections.
Failure to provide proof for the above equipment will lead to disqualification.



Documents relating to Functionality

ANNEXURE AA

The bidder must attach the following documentary proof here:

METHODOLOGY: OPERATIONAL PLAN AND WORK PROGRAMME

Service providers must provide a detailed proposal on how they propose to execute the contract as per the scope of work. A detailed operational plan on how the sites would be managed and controlled during the rendering of security services must be attached.

TENDER NUMBER: DPWFS (T) 004/2026
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SECURITY COMPANIES ON A PANEL OF SECURITY SERVICE PROVIDERS (GRADED SECURITY OFFICERS WILL BE CONSIDERED) ON "AS AND WHEN BASIS" FOR A PERIOD OF THREE (03) YEARS BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



public works & infrastructure
Department:
Public Works & Infrastructure
PROVINCE OF THE FREE STATE

Other Documents relating to this tender

ANNEXURE AB

THE BIDDER MUST ATTACH ANY OTHER DOCUMENTARY PROOF, NOT EARLIER LISTED, HERE: