



ADDENDUM 2

RFQ911/58000/2021

**Appointment of Experienced and Registered Security
Contractors to Render 24 Hour Security Guarding
Services at Ithala Industrial Estates In Kwazulu-Natal**

THE FOLLOWING AMENDMENTS HAVE BEEN MADE TO THE BID DOCUMENT AS LISTED BELOW:

- 1. Page 7: Add in mandatory requirements** *'Valid Letter certificate of compliance as issued by the Unemployment Insurance Fund (UIF)'*
- 2. On the functionality table page 15 :** it should read 14 of 23 of the RFQ document
- 3. The closing date has been extended to Wednesday the 22 September 2021 at 14h00**

The above amendments are hereby acknowledged by:

NAME OF BIDDER _____

SIGNATURE _____

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ911/58000/2021
DESCRIPTION	Appointment of Experienced and Registered Security Contractors to Render 24 Hour Security Guarding Services at Ithala Industrial Estates In Kwazulu-Natal
CONTRACT PERIOD	12 Months
CLOSING DATE AND TIME	22 September 2021 Time : 14H00
SUBMISSION DETAILS	Hand Delivery: Ithala Development Finance Corporation Limited, Ithala Trade Centre, groundfloor reception ,29 Canal Quay, Point, Durban (Document must be inserted into the <u>Quotation Box</u>)
SCM ENQUIRIES	Contact: Ricardo Francis Tel / Email : 0319078911 / rfrancis@ithala.co.za
TECHNICAL ENQUIRIES	Contact: Douglas Makhanya Tel / Email : 0319078911 / Douglas@ithala.co.za

NAME OF BIDDER:.....

**All bidders must furnish the following particulars and include it in their submission
(Failure to do so may result in your quotation being disqualified)**

Name of bidder: _____

Trading Name _____

VAT registration number _____

Tax clearance status/pin submitted _____

Postal address: _____

Street address: _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

e-Mail address: _____

In case of a consortium/joint venture, full details on consortium/joint venture members:

Entity name _____	VAT registration number _____	Tax Clearance Status/Pin submitted _____	YES / NO _____
Entity name _____	VAT registration number _____	Tax Clearance Status/Pin submitted _____	YES / NO _____
Entity name _____	VAT registration number _____	Tax Clearance Status/Pin submitted _____	YES / NO _____

Name of contracting entity in case of a consortium/joint venture

Entity name: _____

Postal address: _____

Street address: _____

Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid

Contact details of alternative

Name and Surname: _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

e-Mail address: _____

Responsible person who will act on behalf of the person above should he/she not be available

Name and Surname: _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

e-Mail address: _____

Confirmation

he accredited representative in South Africa for the services offered by you:

Declaration

I/We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date

Signature of bidder: _____

Date: _____

Are you duly authorised to commit the bidder:

YES /
NO

Capacity under which this bid is
signed _____

A.TERMS AND CONDITIONS

1.DESCRPTION	Yes	No	Noted	If no,indicate deviation
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 online				
1.3 Quotations above R30 000 will be evaluated on the basis of the 80:20 preference point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000)				
1.4 This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract				
1.5 Ithala reserves the right to enter into negotiations with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
1.6 Ithala shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, Ithala reserve the right not to award the tender to the highest ranking bidder in terms of the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2017				
1.7 Ithala will disregard the bid of any bidder if that bidder or any of its directors have abused the institutions supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
1.8 Ithala will list bidders / directors in the list of restricted suppliers and they will not conduct any business with an organ of state				
1.9 Tax Compliance Requirements: 1.9.1 Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (pin) issued by sars to enable the organ of state to view the taxpayer's profile and tax status. 1.9.2 Application for tax compliance status (tcs) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with sars as e-filers through the website www.sars.gov.za . 1.9.3 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of tcs / pin / csd number. 1.9.4 Where no tax compliance status (tcs) or pin is available but the bidder is registered on the Central Supplier Database (CSD), a csd number must be provided.				

1.10 Ithala's business of conduct and ethics: 1.10.1 Relationships with customers and suppliers - In order to ensure that they remain objective, employees should not accept any bribes offered by any customer or supplier of Ithala, should report such offers to management and refrain from having any vested interest, financial or otherwise, with any customer or supplier. 1.10.2 Customer complaints - For any complaints regarding our supply chain management abuses please contact Ithala Customer Services at <u>031 907 8911</u> or email complaints@ithala.co.za 1.10.3 For fraud and corruption you can lodge an anonymous complaints at our toll-free hotline number 0800 004 823				
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Bidders must indicate the industrial estate/s that they will be submitting a bid for, a bidder will not be awarded more than one Industrial Estate

ITHALA INDUSTRIAL ESTATE	SELECT ONLY ONE
Ezakeni Industrial Estate (Ladysmith)	
Madadeni Industrial Estate (Newcastle)	
Isithebe Industrial Estate (Mandeni)	

B. ADMINISTRATIVE COMPLIANCE

<u>2.STAGE ONE: ADMINISTRATION COMPLIANCE</u>	Yes	No	Noted	If no, indicate deviation
<i>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</i> 2.1 Mandatory Bids will be considered compliant if the following documents have been submitted or condition met (whichever is applicable) 2.1.1 The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017 2.1.2 The bidder must be in good standing with SARS and such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid; 2.1.3 SBD 4 - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non-responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate. 2.1.4 Proof of company registration with the Private Security Industry Regulatory Authority (PSIRA) 2.1.5 Valid letter of good standing as issued by the Private Security Industry Regulatory Authority (PSIRA) 2.1.6 Minimum grade A PSIRA certificate for bidders' operations manager (Per Estate) 2.1.7 Bidders to comply with Private security minimum wage rates, a detailed breakdown of the bidder's calculation is required indicating all statutory requirements, any rate below the Total Direct costs per grade as indicated by the industry circulars will lead to disqualification 2.1.8 Valid section 13A confirmation letter issued by Private Security Sector Provident Fund (PSSPF) 2.1.9 Valid Letter certificate of compliance as issued by the Unemployment Insurance Fund (UIF) 2.1.10 Proof of valid company firearm licences 2.1.11 Security guard firearm competency certificates ➤ Isithebe Industrial Estate – 6 Guards ➤ Ezakheni Industrial Estate – 6 Guards ➤ Madadeni Industrial Estate – 6 Guards 2.1.12 Valid PSIRA certificates for security guards (please provide PSIRA certificate for each guard) ➤ Isithebe Industrial Estate – 70 grade C ➤ Ezakheni Industrial Estate – 28 grade C ➤ Madadeni Industrial Estate – 18 grade C 2.1.13 PSIRA Listing of employees for service providers (detailed listings of your company employees as issued by PSIRA)				

2.1.14 The bidder must have a 24-hour dedicated control room within Kwa-Zulu Natal (Please provide address and contact details of the Control Room) 2.1.15 Proof of Patrol Vehicle (vehicle registration, log book or finance or lease agreement) ➤ Isithebe Industrial Estate – 1 Patrol Vehicle ➤ Ezakheni Industrial Estate – 1 Patrol Vehicle ➤ Madadeni Industrial Estate – 1 Patrol Vehicle 2.1.16 COIDA – Valid letter of good standing (Compensation for Occupational Injuries Disease Act) 2.1.17 Proof of Public Liability Insurance or letter of intent from an insurance company or insurance broker for minimum comprehensive cover of R5 000 000.00 Failure to provide any mandatory requirement as requested above will result in the submission being deemed non-responsive. These documents will be verified with the relevant bodies prior to proceeding with stage 2 of the evaluation process. Any fraudulent/invalid documentation/ certificates submitted will lead to automatic disqualification.				
<u>2.STAGE TWO: FUNCTIONALITY</u>				
2.1 Responsive bids will be evaluated according to the criteria, weightings and threshold scores as indicated below.				
<u>3.STAGE THREE: PRICE AND B-BBEE EVALUATION</u>				
3.1 Price and B-BBEE evaluation will be carried out on bidders who qualified in stage Stage 2				
3.2 In terms of regulation of the Preferential Procurement Regulations 2017, A bidder will qualify for preference points (where applicable). Bidders are required to submit a certified copy of their B-BBEE certificate or Sworn affidavit (attested by the Commissioner of Oaths) and/or any other supporting documentation				
4. ADJUDICATION OF BID				
4.1The bid shall be awarded at the sole and absolute discretion of Ithala. Ithala hereby represents that it is not obliged to award this bid to any bidder. Ithala is entitled to retract this bid at any time as from the date of issue. Ithala is not obliged to award this bid to the bidder that quotes the lowest.				
4.3 A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of Ithala regarding this bid from the date the offer is submitted until the date of award of the bid.				
5. Awarding of contract				
5.1 The Ithala Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. Ithala's standard terms and conditions will not be negotiated.				
5.2 Ithala reserves the right to award this quotation in full or part				
5.3 The award will be limited to one bidder per industrial estate				

C. TERMS OF REFERENCE

PURPOSE

The purpose of the bid is for the appointment of experienced and registered security contractors to render 24-hour security guarding services at Ithala Industrial Estates in the Kwa-Zulu Natal

BACKGROUND

As one of the largest property portfolio holders in KwaZulu-Natal, Ithala is ideally placed to service the various business sectors, spread through-out the province. Ithala Properties undertakes the development and management of industrial and commercial related projects. These projects relate to the development of new industrial and commercial properties as well as the redevelopment and expansion of existing properties. These activities are geared towards stimulating economic growth.

The portfolio of industrial properties is made up of 1 million square metres spread throughout the province. Ithala is the pioneer into many rural areas, bringing services, shopping and banking facilities closer to local communities. The establishment of Ithala commercial centres in remote regions of the province has served as a stimulus for development. Small business has mushroomed around the centres and in some areas, additional shopping malls and facilities have been built.

OBJECTIVE

The objective of the Service Provider is to render 24 Hour security guarding services at Ithala Industrial Estates in the Kwa-Zulu Natal region

PROJECT SCOPE

IDFC is calling for proposal from experienced security service provider to undertake the following:

1. Provide physical security guards at the Industrial Estates which will include but not limited to ensuring access control, undertaking patrols on foot and vehicular, identifying and reporting suspicious activities, fires, security incidents and any emergency situation including evacuation of personnel to places of safety.
2. Monitoring signals from electronic security equipment (security control room) with 24 hour armed response
3. Providing security advice on the security matters or the use of security equipment/ Security site assessments
4. Ensuring safety and order on premises
5. Opening, closing, locking of properties as well as safekeeping of keys (where applicable)

CONTRACT PERIOD:

1. The service provider will be employed for a period of 12 months or until the 3 year contract is awarded

MINIMUM PSIRA GRADING FOR SECURITY OFFICERS:

1. The bidder must have an operations manager registered at PSIRA Grade A, who will oversee the appointment and attend any high level meetings to discuss any security or contract related issues, due to the security related complexities and location of our Property's; this should be an individual with extensive experience in the field. (This is at company level resource)
2. All Security officers are to be registered as a PSIRA Grade C

FUNCTIONS OF THE SERVICE PROVIDER PERTAINING TO 24 HOUR PHYSICAL GUARDING

Service Provider must:

1. Ensure that premises and guards are visited and inspected at least twice per shift. Each visit must be entered into the Occurrence Book (OB).
2. Report immediately to the nominated Ithala representative any emergencies and possible illegal activities, water flowing on the street or in the vacant sites, grass and / or property fires, damaged fence, security lights not working, overgrown vegetation on sites causing obstruction to visibility when patrolling, suspicious vehicles/persons in the estate.
3. Control and supervise all personnel on duty.
4. Ensure that personnel are deployed at the site on time, in correct attire and in possession of the necessary equipment.
5. Any staff shortage to be immediately reported to the Ithala representative.
6. Ensure that registers are up to date and available for inspection by Ithala representative or PSIRA officials.
7. Submit a monthly report to the Ithala representative within 10 days after month end.
8. Incidents are to be reported immediately.
9. Make recommendations to Ithala representative with regard to improvement or preventative measures with regard to security issues relating to a site.
10. As and when necessary, receive and act upon instructions and requests from the nominated Ithala Representative.
11. Ensure that a supervisor is contactable at all times and be able to contact Ithala Representative.

FUNCTION OF SECURITY GUARDS:

The security guard or service personnel on duty must:

1. In compliance with the COVID 19 Regulations, the security guard must take measures to screen all employees and any other persons entering the property / building for observations with COVID 19. The security guard must ensure that each person entering the property / building is temperature screened and is wearing a mask.
2. Fill in a daily log sheet indicating the following:
 - Shift start time.
 - Shift end time.
 - Visitors to the site – entrance and exit times.
 - Inspections from Managers and Ithala representative and or /Ithala Security department
 - Inspection results and activities on hourly basis.
 - Inspections on vacant sites, Ithala offices, sewer pump station and electrical substations.
3. Report all emergencies and possible illegal activities to the Control Room/or Security Division
4. Ensure that no unauthorised person enters the premises.
5. Do proper assessment and handover of premises. Any defects or damages properties to be reported to the Ithala Representative.
6. Report any defective equipment to the control room who must arrange for replacement.
7. At all times be alert and vigilant against possible criminal activity. Supervisor to report such activities to the South African Police Services (SAPS) for further investigation and report to Ithala Representative.
8. Not allow loitering by the public around any parking areas, and other areas belonging to Ithala.
9. Prevent the consumption of liquor on the property. (Any person under the influence of liquor is not allowed to enter the property).
10. Prevent unauthorised hawkers from entering the premises.
11. Prevent all livestock and/or dogs from entering the sites.
12. Lock all identified doors and entrance gates after hours
13. Ensure that no persons loiter on the property after hours.
14. Immediately report all emergency maintenance issues such as defective security lights, leaking pipes, etc. to the nominated Ithala representative.
15. Report any damage caused to Ithala property to the SAPS, obtain case number and forward to it to the Ithala Representative and Property Management for further action.
16. Attend to emergencies like putting out fires and calling the fire department in the event of fire.
17. Have contact numbers for Emergency Services.

18. A supervisor is required to attend security and police sector meetings.

The following are the minimum requirements for security guards or security personnel:

1. Personnel must be dressed in full company security uniform when on duty and be clearly identified and maintain a neat appearance at all times.
2. Guards must be in possession of a truncheon, torch and two-way communication device when on duty.
3. Security personnel must wear an ID card whilst on duty that is clearly visible. The ID card must contain the members' name, surname, PSIRA number, employee number and a photo of the employee.
4. All personnel must be registered with PSIRA at the required grading.
5. All personnel must have valid police clearance certificates
6. All security supervisors at Grade B and above must be in possession of a valid firearm competency certificate
7. Fire arm safe must be kept locked at all the times as per PSIRA standards.

The following operational requirements is expected from Service Providers:

1. The Service Provider is required to have a 24 hour dedicated control room within the Town (Industrial Estate) or Region that you have submitted a bid for (Ithala reserves the right to inspect and test the operations of the control room)
2. The control room must have an electronic two-way radio base set and an emergency back-up service.
3. The service provider is to ensure 24-hour alarm monitoring at all sites where alarms are installed. The response team must be timeously dispatched to the site where there has been a security breach.
4. The control room must have strict access control in accordance with PSIRA standards.
5. Local labour must be considered for recruitment
6. Guards must be remunerated at least at the minimum required PSIRA salary rates.
7. Ensure that on-site security guards have back-up in the form of armed patrol vehicle/s in the area.
8. The service provider must provide the vehicle for 24 hour patrolling of the Industrial estates
9. Service Providers will be held responsible for any damage/theft/vandalism/etc. which takes place on the site being guarded.

PERFORMANCE MANAGEMENT

ITHALA shall manage the appointed service provider according to key performance indicators and service providers will be penalized for poor service delivery and non-compliance.

TECHNICAL PROPOSALS

The Technical Proposals must include the following information.

Company Profile and Experience

A full and complete company profile must be provided for the bidder/s and/or joint venture partners inclusive of award letters.

Company References

Bidders are requested to provide atleast three (03) reference letters from previous or current clients on the clients letterhead

Equipment, Machinery, Consumables and Uniforms

The Bidder to make a submission inclusive of all ID Cards, Equipment, vehicles, Consumables and Uniforms that will be supplied for the duration of the contract. This submission must include a detailed description as well as actual pictures or images.

Capacity of Bidder

The Bidder must provide a detailed staff posting plan on deployment, management and monitoring of resources on site. This plan should include details on deployment of resources on site, shift handovers, supervision of resources (both scheduled and ad-hoc). Including a reactional approach in case of a possible unrest or emergency threats to Ithala Properties.

Active guard monitoring system

The bidder is required to install an active guard tracking/monitoring tool/system, which should have the following basic functions (but not limited to):

- **Patrol start reminders**
- **Pre-defined guard rounds**
- **Reporting capability**

Standard Operating Procedures

The Bidder must provide a standard operating produce on how to respond to security incidents and threats which must include steps to be followed, contingency planning, responsibilities of personnel, and reporting to the South African Police Service (SAPS).

EVALUATION FUNCTIONALITY-THE QUALITY CRITERIA AND MAXIMUM SCORE IN RESPECT OF EACH OF THE CRITERIA ARE AS FOLLOWS:

All bids will be scored on functionality as below, bids that do not meet the minimum threshold value of 70% will be considered non responsive and will not be further evaluated in terms of the (stage 3) 80/20 preference score system.

TECHNICAL CRITERIA	Description	Weight	Score	Total
Company Profile and Experience	A detailed company profile must be provided for the bidder/s and/or joint venture partners inclusive of award letters for previous or current security contracts. Scoring guide Company profile + 5 award letters = 5 Company profile + 4 award letters = 4 Company profile + 3 award letters = 3 Company profile + 2 award letters = 2 Company profile + 1 award letter = 1 No submission = 0 <i>Ithala reserves the right to authenticate all supporting documents submitted, Failure to submit a company profile will result in a zero score</i>	10		
The bidder is to provide a client reference letters	This criterion covers feedback from atleast three (3) references for previous or current clients Scoring guide 5 or more client reference letters = 5 4 client reference letters = 4 3 client reference letters letters = 3 Less than three client reference letters = 0 <i>Ithala reserves the right to authenticate all supporting documents submitted</i>	40		
Equipment, Consumables and Uniforms	The Bidder to make a submission inclusive of all ID Cards, Equipment, vehicles, Consumables and Uniforms that will be supplied for the duration of the contract. This submission must include a detailed description as well as actual pictures or images. (as indicated in page 13 of 23) Scoring Guide: Detailed Submission = 5 Brief or Partial submission = 2 No submission = 0 <i>Full points will only be allocated for a submission that is specific to the service requirements and includes all items as listed in the description above</i>	15		
Capacity of the bidder	The Bidder must provide a staff posting plan on deployment, management and monitoring of resources on site. This plan should include details on deployment of resources on site, shift handovers, monitoring of resources (both scheduled and ad-hoc monitoring) and the	15		

	capabilities of the active guard monitoring system. (as indicated in pages 23 – 26) Scoring Guide: No submission = 0 Partial or incomplete submission = 2 Detailed submission as per above requirements = 5 <i>Full points will only be allocated for a submission that is specific to the service requirements and includes all areas as listed in the description above</i>			
Standard Operating Procedures	The Bidder must provide the company standard operating procedures on how to respond to security incidents and threats which must include steps to be followed, contingency planning, responsibilities of personnel, and reporting to SAPS. (as indicated in pages 23 – 26) Scoring Guide: No submission = 0 Partial or incomplete submission = 2 Detailed Submission as per above requirements = 5 <i>Full points will only be allocated for a submission that is specific to the service requirements and includes all areas as listed in the description above</i>	20		
Total		100		
Minimum requirement		70%		

Failure to obtain the minimum of 70% on functionality will result in disqualification from further evaluation.

D. PRICING SCHEDULE

Isithebe Industrial Estate – Fixed Guards

Item no	Description	Quantity	Rate	Total
1.	Grade C – day shift (Monday – Sunday)	20		
2.	Grade C – night shift (Monday – Sunday)	20		
3.	Armed Supervisor (Grade C) – day shift (Monday – Sunday)	2		
4.	Armed Supervisor (Grade C) – night shift (Monday – Sunday)	2		
5.	Dedicated 24 hour site patrol vehicle	1		
6.	24 Hour armed response to (55) alarms including sub-stations	55		
7.	Radio Licence for monitoring	1		
Total excl vat				
Vat				
Total incl vat (per month)				
Total inc vat (per annum)				

AD-HOC CONTRACT RATES

Isithebe Industrial Estate – Ad-Hoc Guards per month (only when required)

Item no	Description	Quantity	Rate	Total
1.	Grade C – day shift (Monday – Sunday)	12		
2.	Grade C – night shift (Monday – Sunday)	12		

Ezakheni Industrial Estate – Fixed Guards

Item no	Description	Quantity	Per month	Total
1.	Grade C – day shift (Monday – Sunday)	5		
2.	Grade C – night shift (Monday – Sunday)	5		
3.	Armed Supervisor (Grade C) – day shift (Monday – Sunday)	2		
4.	Armed Supervisor (Grade C) – night shift (Monday – Sunday)	2		
5.	Dedicated 24 hour site patrol vehicle	1		
8.	24 Hour Alarm Monitoring and dispatching via radio linkage including (30 alarms) radio licence	30		
9.	Radio Licence for monitoring	1		
Total excl vat				
Vat				
Total incl vat (per month)				
Total incl vat (per annum)				

AD-HOC CONTRACT RATES

Ezakheni Industrial Estate – Ad-Hoc Guards per month (only when required)

Item no	Description	Quantity	Rate	Total
1.	Grade C – day shift (Monday – Sunday)	6		
2.	Grade C – night shift (Monday – Sunday)	6		

Madadeni Industrial Estate – Fixed Guards

Item no	Description	Quantity	Rate	Total
1.	Grade C – day shift (Monday – Sunday)	4		
2.	Grade C – night shift (Monday – Sunday)	4		
3.	Armed Supervisor (Grade C) – day shift (Monday – Sunday)	2		
4.	Armed Supervisor (Grade C) – night shift (Monday – Sunday)	2		
5.	Dedicated 24 hour site patrol vehicle	1		
6.	24 Hour Alarm Monitoring and dispatching	N/A	NOT REQUIRED	
Total excl vat				
Vat				
Total incl vat (per month)				
Total incl vat (per annum)				

AD-HOC CONTRACT RATES

Madadeni Industrial Estate – Ad-Hoc Guards per month (only when required)

Item no	Description	Quantity	Rate	Total
1.	Grade C – day shift (Monday – Sunday)	2		
2.	Grade C – night shift (Monday – Sunday)	2		

Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her 19authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 1.1 Full Name of bidder or his or her representative:
- 1.2 Identity Number:
- 1.3 Position occupied in the Company (director, trustee, shareholder²):
- 1.4 Company Registration Number:
- 1.5 Tax Reference Number:
- 1.6 VAT Registration Number:

- 2.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.2 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

- 2.2.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.2.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.2.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.2.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.2.3 Did you or your spouse, or any of the company's directors / trustees/ shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.2.3.1 If so, furnish particulars:

.....
.....
.....

2.2.4 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.2.4.1 If so, furnish particulars.

.....
.....
.....

2.2.5 Are you, or any person connected with the bidder, Aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.2.5.1 If so, furnish particulars.

.....
.....
.....

2.2.6 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.2.6.1 If so, furnish particulars:

.....
.....
.....

3. 1 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE
GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidd

NAME OF SERVICE PROVIDER _____

NAME OF INDUSTRIAL ESTATE _____

Description	Grade C
Hourly Equivalent Wage	R
Ordinary Time: Primary Sec Officer	R
Ordinary Time: relief Sec Officer	R
Sunday pay premium	R
Public Holiday Premium	R
Security Officer Premium allowance	R
Hospital Cover	R
Leave Provision	R
Sick Pay	R
Study Leave	R
Family Responsibility Leave	R
Night Shift Allowance	R
Provident Fund	R
Statutory annual bonus	R
SUB TOTAL	R
UIF	R
COID/WCA	R
BCL	R
PSIRA per SO fee	R
Uniform	R
Training	R
Cleaning Allowance	R
TOTAL DIRECT COSTS	R
Share of overheads (_____ % of directs costs)	R
Profit (_____ % markup)	R
TOTAL COST PER GUARD excluding VAT	R

