



KWAZULU-NATAL PROVINCE
HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA



APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY GUARDING SERVICES FOR THE KWAZULU-NATAL DEPARTMENT OF HUMAN SETTLEMENTS AT 203 CHURCH STREET AND 199 PIETERMARITZ STREET, IN PIETERMARITZBURG FOR A PERIOD OF 36 MONTHS

BID NUMBER ZNB153/2026/27HSE
CLOSING DATE 17 JULY 2026
TIME 11:00
BID BOX NO. 02 (SITUATED AT THE 12TH FLOOR, KZN DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 356 DR PIXLEY KASEME STREET, DURBAN, 4001)

COMPULSORY BRIEFING SESSION: **DATE:** 03 JULY 2026
TIME: 11:00 AM
KZN DEPARTMENT OF HUMAN SETTLEMENTS
203 CHURCH STREET
PARKING LOT
PIETERMARITZBURG
3201

BID DOCUMENT CAN BE DOWNLOADED FROM www.kzndhs.gov.za/tenders/advertisements or www.etenders.gov.za

BIDDERS TO NOTE THE FOLLOWING:

1. NO BID DOCUMENT WILL BE ISSUED BY THE DEPARTMENT OR DURING THE BRIEFING SESSION.
2. NO BRIEFING SESSION PAGE (SECTION D) WILL BE ISSUED BY THE DEPARTMENT AT THE BRIEFING

BID ENQUIRIES: MR. S. MKHIZE 031 336 5241 / MR. S. BIYASE 031 336 5165/
MR. V. MKHWANAZI 031 336 5420
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victor.mkhwanazi@kzndhs.gov.za

Stage 2 – Eligibility Criteria

A COMPREHENSIVE COMPANY PROFILE / PROPOSAL MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER EVALUATION CRITERIA. THE PROFILE / PROPOSAL MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. IN CASES WHERE THERE ARE TEAMS, DETAILED CURRICULAM VITAE OF ALL KEY PERSONNEL IS REQUIRED. DOCUMENTARY PROOF OF COMPLETED PROJECTS MUST BE ATTACHED. A MINIMUM OF 60% IS REQUIRED IN ORDER TO QUALIFY.

| Key aspect of Eligibility | BASIS FOR POINT ALLOCATION | Score | Max Points |
|---------------------------|--|--|------------|
| Response Plan | Provide a plan detailing what the company will do in the event of the following: <ul style="list-style-type: none"> • SECURITY BREACH in terms of relevant legislations/ prescripts (MISS/ MPSS) etc. = (1point per activity) • LABOUR UNREST AND PICKETING in terms of relevant legislations/ prescripts (Labour Relations Act, BCEA) etc. = (1point per activity) • FIRE AND BOMB SCARE in terms of relevant legislations/ prescripts (Disaster Management Act/ OHS, Hazardous Substance Act) etc. = (1point per activity) • THE ROLE OF THE OFFICE ADMINISTERED OR SATELLITE OFFICE OPERATOR DURING NATURAL DISASTERS in terms of relevant legislations/ prescripts (Disaster Management, OHS, PFMA) etc. = (1point per activity) • THREAT AND RISK ASSESSMENTS by the service provider (Disaster Management Act/ OHS) etc. = (1point per activity) • STANDING OPERATING PROCEDURES (standing orders) in terms of relevant legislations/ prescripts (PSIRA Act, PSIRA Code of Conduct for Security) etc. = (1point per activity) Provide a detailed response plan covering all the above aspects. | 10 points 06 points 06 points 06 points 06 points 06 points | 40 |

| | | | |
|-------------------------------------|---|---|------------|
| Security Services Experience | Provide proof of previous experience in the field of physical security services rendering the similar service to a public entity clients or private sector client undertaken in the last 5 years. Each letter must have the following: <ul style="list-style-type: none"> • Brief description of the service rendered • Must be in the clients' company letterhead. • Must indicate the value of a project (not less than R 1 000 000.00 per letter) . • State the contract period/ duration. • Be signed by duly authorized personnel. • Have contact details of the client (contact numbers & email). <p>If one of the above listed points is missing from the letter, it (the letter) will be null and void.</p> <p>NB: The Department reserved the right to verify the authenticity of the reference.</p> | 5 reference letters and above= 60 4 reference letters= 48 3 reference letters= 36 2 reference letters= 24 1 reference letters= 12 0 reference letters= 0 | 60 |
| | Total | | 100 |

Stage 3 – Preferential Points Evaluation

This bid will be evaluated using the 80/20 preference point system.

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|--|---|---|
| 100% Black Ownership - Attach CIPC Certificate, BBBEE Certificate or EME/QSE Sworn Affidavit | 2 | |
| Minimum 51% Woman Ownership - Attach share certificate and identity Document | 8 | |
| Minimum 51% Youth Ownership - Attach share certificate and identity Document | 6 | |
| Minimum 51% Owned by person living with Disabilities - Attach share certificate and proof of disability from medical practitioner | 2 | |
| Enterprise located in a specific municipal area for work to be done or services to be rendered - Attach utility bill or lease agreement or ward councilor letter | 2 | |

TECHNICAL ENQUIRIES TO BE DIRECTED TO:

MR. EUGENE NDABA

031 336 5102

eugene.ndaba@kzndhs.gov.za