

OFFICE OF THE MUNICIPAL MANAGER



05 November 2025

**SUBJECT: REQUEST FOR PLACING OF ERRATUM**

This memo serves as a request to place an Erratum on the amendment for below mentioned Tender:

**TENDER DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PHYSICAL SECURITY FOR A PERIOD OF 3 YEARS (MUN001/2025B)**

**NOTICE OF TENDER AMENDMENT AND CHANGE OF CLOSING DATE**

Please be advised that the following amendments have been done on the abovementioned Tender:

1. The closing date has been extended from 28 November 2025 to 05 December 2025 at 12h00.
2. On Page 56, under the Evaluation Criteria,
  - Stage 1 has been amended from Responsiveness to Pre-Evaluation; and
  - Under Stage 1: Pre-Evaluation, item XXIII (Public Liability) has been amended to:  
*Public Liability (with R10 million or more).*

Bidders are requested to download the updated Tender document reflecting these amendments from the National Treasury eTender Portal and those who already bought the Tender document must also take note and make the necessary arrangements to collect an updated tender document..

The Municipality sincerely apologizes for any inconvenience caused and appreciates understanding.

Any queries regarding this may be forwarded to Ms D Sehlabaka: Tel: 058 303 5732; dipuos@dihlabeng.co.za

  
M. Ntheli,  
MUNICIPAL MANAGER.

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9 Muller Street East  
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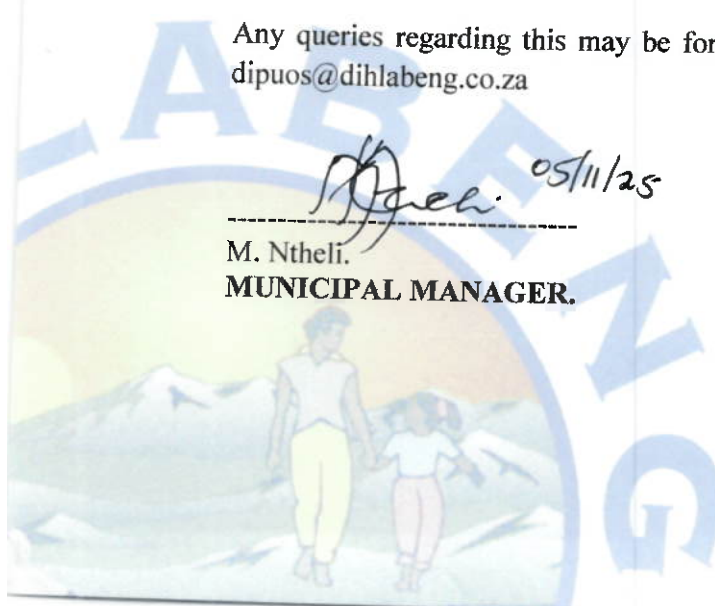
Website:  
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ROSENDAL UNIT  
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CONTRACT NUMBER: MUN001/2025B

PROJECT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PHYSICAL SECURITY FOR A PERIOD OF 3 YEARS FROM THE DATE OF APPOINTMENT

NAME OF BIDDER: .....

ADDRESS: .....

.....

CONTACT NUMBER: .....

FAX NUMBER/  
E MAIL ADDRESS: .....

CSD DATABASE REG NO: .....

TENDER AMOUNT (FOR 36 MONTHS), INCL VAT: R.....

**CLOSING DATE: 05 DECEMBER 2025**

**CLOSING TIME: 12h00**

**Prepared by: Dihlabeng Local Municipality  
9 Muller Street East  
BETHLEHEM  
9700**

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**SECTION 1.1: INVITATION TO TENDER: MUN001/2025B**

**TENDER: MUN001/2025B: PROVISION OF PHYSICAL SECURITY SERVICE FOR A PERIOD OF THREE YEARS**

Tenders are hereby invited from service providers for the provision of Physical Security Service for a period of three years, Bidders must bid on both Parts A and B.

Tenders must be submitted on the original documents and remain valid for 90 (ninety) days after the closing date of the tender. Enquiries about the tender and the completion of the documents can be addressed to Ms Dipuo Sehlabaka at telephone (058) 303-5732 ext. 3036.

A set of tender documents can be obtained at no cost from Dihlabeng Local Municipality website at [www.dihlabeng.gov.za](http://www.dihlabeng.gov.za) and eTender Portal. There will be no compulsory information session but enquiries with regard to the Advertisement may be made to the Manager: Security - Ms Dipuo Sehlabaka on (058) 303-5732 ext. 3036 or by email at [dipuos@dihlabeng.co.za](mailto:dipuos@dihlabeng.co.za).

Fully completed tender documents must be placed in a sealed envelope and placed in the tender box on the Ground floor at the Municipality by not later than 12:00 on the 05<sup>th</sup> December 2025. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

The tender box will be emptied just after 12:00 on the closing date where after all bids will be opened in public. Late tenders will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

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M. Ntheli  
**MUNICIPAL MANAGER**

SECTION 1.2: MBD1: BID FOR THE REQUIREMENTS OF THE MUNICIPALITY DIHLABENG

PART A: INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DIHLABENG LOCAL MUNICIPALITY**

BID NUMBER:	MUN001/2025B	CLOSING DATE:	05 DECEMBER 2025	CLOSING
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DESCRIPTION APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PHYSICAL SECURITY FOR A PERIOD OF 3 YEARS FROM THE DATE OF APPOINTMENT

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

9 MULLER STREET EAST

BETHLEHEM

9701

**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

TCS PIN:

OR

CSD No:

B-BBEE STATUS LEVEL

Yes

B-BBEE STATUS LEVEL

Yes

VERIFICATION CERTIFICATE

No

SWORN AFFIDAVIT

No

[TICK APPLICABLE BOX]

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)

A REGISTERED AUDITOR

NAME:

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EME's & QSE's) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

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- 1.10. **Construction Industry Development Board (CIDB) (If applicable)**
- When applicable, a copy of the bidder's registration with the CIDB must be included with the tender.
- 1.10.1. **Municipal Rates, Taxes and Charges**
- Proof of payment of Municipal Services, which is not more than three (3) months old and not more than ninety (90) days in arrears. If Municipal Services are paid by the Landlord, in the case where the bidder is leasing the premises occupied, a copy of valid Lease Agreement must be attached.
- 1.11. **Authorized Signatory**
- (a) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorized to sign it for and on behalf of the bidder.
- 1.12. **Site / Information Meetings**
- Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings.
- 1.13. **Samples**
- Samples, if requested, are to be provided to the Municipality with the tender document.
- 1.14. **Quantities of Specific Items**
- If tenders are called for a specific number of items, Council reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder. The process will be continued to the Municipality's satisfaction.
- 1.15. **Submission of Tender**
- (a) The tender must be placed in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the tender number, title as well as closing date and time and place in the tender box on the Ground floor at the Municipality by not later than 12h00 on the 05<sup>th</sup> December 2025.
- (b) Faxed, e-mailed and late tenders will not be accepted. Tenders may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- 1.16. **Expenses Incurred in Preparation of Tender**
- The Municipality shall not be liable for any expenses incurred in the preparation and submission of the tender.

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2.10. **FUNCTIONAL INFORMATION AND EVALUATION**

2.10.1. **BIDDERS'S INFORMATION**

**A. The Service Provider shall:**

- a) Perform all its duties under the supervision of the Dihlabeng Local Municipality and in strict compliance with any instruction received from an authorized representative of the Municipality.
- b) Nominate a suitable person based in Dihlabeng Local Municipality to act as "contract manager with overall authoritative responsibility for implementation and management of all aspects of the contract and to serve as primary liaison between the Municipality and the contractor.
- c) Replace the "contract manager" upon receipt of a written request from the Municipality in the event that the Municipality is dissatisfied with the performance of the "contract manager".
- d) Should any new law or Act in terms of the Security Services comes into effect, or be repealed, or amended which thereby materially impact on the ability of either party to fulfil their obligations in terms of the contract, then the parties agree to re-negotiate the contract in so far as it is affected by the changes, provided that if the change is of such a nature and extend that, in the sole opinion of the Municipality, the only reasonable option is to terminate all or part of the contract, the Local Authority may unilaterally do so after giving the contractor one month written notice.

2.10.2 **Payment and invoicing**

**A. The Service Provider shall:**

- a) Tender a set fee of rate per unit for day and night shift per quantity covering all its obligations in terms of this contract. All cost of charges that the bidder may incur must be included in the price quoted.
- b) Acknowledge that no additional payments for any reason whatsoever will be paid by the Municipality to the contractor.
- c) Calculate the monthly fee payable by the Municipality to the contractor by multiplying the number of successfully safe guarded Municipal sites (rates per unit), recorded on the contractor system in the preceding calendar month with the set fee and adding value added tax.
- d) Submit to the Municipality on or before the 7th day of each Calendar month:
  - i. Submit invoices to the Head of Security for verification process every month before payment is effected by Finance Department
  - ii. A value added tax invoice detailing the fees payable by the Municipality to the contractor in respect of security services provided.
  - iii. Submit proof of payment to the Security Manager of DLM that the entire security within the DLM are paid.
  - iv. Proof of payment must be submitted two (02) days after the effected date.

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**SECTION 2.2: EVALUATION CRITERIA**

**Evaluation of tender**

The Bids will be evaluated in four (04) stages, namely:

- Stage 1: Pre Evaluation
- Stage 2: Functionality
- Stage 3: Financial Offer and Preference
- Stage 4: Risk Analysis

## • STAGE 1: PRE EVALUATION

The following submissions are the requirements for evaluating each bid for responsiveness. The Bidder who failed to submit the following results in immediate disqualification:

- I. Company registration certificate.
- II. Joint Venture Agreement and Power of Attorney, if applicable.
- III. Certified ID copies of Directors.
- IV. Proof of payment of Municipal Services, which is not more than three (3) months old and not more than ninety (90) days in arrears. If Municipal Services are paid by the Landlord, in the case where the bidder is leasing the premises occupied, a copy of valid Lease Agreement must be attached.
- V. The document must be completely filled in Black Ink & corrections are countersigned.
- VI. Bill of Quantities **must** be completely filled.
- VII. The bidder completed and signed all prescribed and **compulsory** bid forms.
- VIII. Proof of CSD Registration Report which is **Valid/Compliant** from the date of availability of tender document.
- IX. Tax Pin Certificate from SARS.
- X. Three years Audited Financial Statements (2022/23, 2023/24 and 2024/25).
- XI. Company PSIRA certificate.
- XII. Company's Director's PSIRA Certificates.
- XIII. All personnel must be in possession of valid PSIRA accreditation.
- XIV. Vehicle registration/licences must be under the name of the bidding Company.
- XV. Letter of good standing with compensation and injury (COIDA) and Department of Labour.
- XVI. Letter of Good standing with PSIRA
- XVII. Fire Arm competency certificates for qualified VIP protectors.
- XVIII. Police clearance certificates for all personnel.
- XIX. Registered and qualified Private Investigator with PSIRA within the Company.
- XX. Valid Dog training certificate under the Company name from the Accredited Institution/ letter of intent to hire for the duration of the tender.
- XXI. Company Fire Arm Registration by SAPS.
- XXII. Company profile.
- XXIII. Public liability (with 10 million or more).
- XXIV. Bank letter of good standing.
- XXV. ICASA Radio Licence.
- XXVI. Proof of UIF registration certificates.