



ROADS AGENCY  
**LIMPOPO**  
TOGETHER FOR BETTER ROADS

REGISTRATION NO. (2001/025832/30)

## REQUEST FOR BID SERVICES

### BID DETAILS

BID NUMBER: RAL/2024/PHYSICAL SECURITY/RFB002

CLOSING DATE: 03 DECEMBER 2024  
TIME: 11:00

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO  
RENDER PHYSICAL SECURITY SERVICES AT  
THE ROADS AGENCY LIMPOPO SOC LTD FOR A  
PERIOD OF THIRTY-SIX (36) MONTHS

BRIEFING SESSION: Yes ☒ No ☐  
See Paragraph 2 on Bid Submission Conditions and  
Instructions that the Bidder needs to take note of.

### DETAILS OF BIDDER

Service provider: \_\_\_\_\_  
CSD number: \_\_\_\_\_  
Bid price: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Telephone/ Cell number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## GLOSSARY

|                      |                                                                                                                                                                       |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Award                | Conclusion of the procurement process and final notification to the effect to the successful bidder                                                                   |
| Bid                  | Written offer in a prescribed or stipulated form in response to an invitation by RAL for the provision of goods, works or services                                    |
| Contractor           | Organisation with whom RAL will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid |
| Core Team            | The core team are those members who fill the non-administrative positions against which the experience will be measured.                                              |
| GCC                  | General Conditions of Contract                                                                                                                                        |
| IP                   | Intellectual Property                                                                                                                                                 |
| Original Bid         | Original document signed in ink, or<br>Copy of original document signed in ink                                                                                        |
| Originally certified | To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.                          |
| RAL                  | Limpopo Province Roads Agency (SOC) Ltd Registration No. 2001/025832/30 – t/a Roads Agency Limpopo                                                                    |
| SCM                  | Supply Chain Management                                                                                                                                               |
| SLA                  | Service Level Agreement                                                                                                                                               |

## DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages **(37)** of this document, which consists of the following sections:

### SECTION A

**Note: Documents in this section are for information to/instruction to bidders/ must be completed and returned with bids.**

- ☐ Invitation to Bid (SBD 1)
- ☐ Bid Submission Conditions and Instructions
- ☐ Terms of Reference
- ☐ Evaluation Process

### SECTION B

**Note: Documents in this section must be completed and returned or supplied with bids.**

- ☐ Pricing Schedule (SBD 3.3)
- ☐ Bidder's Disclosure (SBD 4)
- ☐ Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 (SBD 6.1)
- ☐ Bid submission Conditions, Instruction and Evaluation Process/Criteria

# SECTION A

(This section must be returned as part of the bid document)

## PART A INVITATION TO BID

## SBD1

|                                                                                                                                                                                                                            |                                                                                                                                                                              |                                |                                                                   |                                                              |                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROADS AGENCY LIMPOPO</b>                                                                                                                                          |                                                                                                                                                                              |                                |                                                                   |                                                              |                                                                                                      |
| BID NUMBER:                                                                                                                                                                                                                | RAL/2024/PHYSICAL SECURITY/RFB002                                                                                                                                            | CLOSING DATE: 03 December 2024 |                                                                   | CLOSING TIME:                                                | 11:00                                                                                                |
| DESCRIPTION                                                                                                                                                                                                                | TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER PHYSICAL SECURITY SERVICES AT THE ROADS AGENCY LIMPOPO SOC LTD FOR A PERIOD OF THIRTY-SIX (36) MONTHS |                                |                                                                   |                                                              |                                                                                                      |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                                                                                 |                                                                                                                                                                              |                                |                                                                   |                                                              |                                                                                                      |
| ROADS AGENCY LIMPOPO                                                                                                                                                                                                       |                                                                                                                                                                              |                                |                                                                   |                                                              |                                                                                                      |
| RAL TOWERS                                                                                                                                                                                                                 |                                                                                                                                                                              |                                |                                                                   |                                                              |                                                                                                      |
| 26 RABE STREET                                                                                                                                                                                                             |                                                                                                                                                                              |                                |                                                                   |                                                              |                                                                                                      |
| POLOKWANE 0700                                                                                                                                                                                                             |                                                                                                                                                                              |                                |                                                                   |                                                              |                                                                                                      |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                      |                                                                                                                                                                              |                                | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                    |                                                              |                                                                                                      |
| CONTACT PERSON                                                                                                                                                                                                             | DINALA MATSOBANE                                                                                                                                                             |                                | CONTACT PERSON                                                    | MAPHUTHA KV                                                  |                                                                                                      |
| TELEPHONE NUMBER                                                                                                                                                                                                           | 015 284 4600                                                                                                                                                                 |                                | TELEPHONE NUMBER                                                  | 015 284 4600                                                 |                                                                                                      |
| FACSIMILE NUMBER                                                                                                                                                                                                           | 015 291 2433                                                                                                                                                                 |                                | FACSIMILE NUMBER                                                  | 015 291 2433                                                 |                                                                                                      |
| E-MAIL ADDRESS                                                                                                                                                                                                             | <a href="mailto:dinalamr@ral.co.za">dinalamr@ral.co.za</a>                                                                                                                   |                                | E-MAIL ADDRESS                                                    | <a href="mailto:maphuthak@ral.co.za">maphuthak@ral.co.za</a> |                                                                                                      |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                                |                                                                                                                                                                              |                                |                                                                   |                                                              |                                                                                                      |
| 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?                                                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                                                                                           |                                | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? |                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                          |                                                                                                                                                                              |                                |                                                                   |                                                              |                                                                                                      |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                            |                                                                                                                                                                              |                                | <input type="checkbox"/> YES <input type="checkbox"/> NO          |                                                              |                                                                                                      |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                  |                                                                                                                                                                              |                                | <input type="checkbox"/> YES <input type="checkbox"/> NO          |                                                              |                                                                                                      |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                 |                                                                                                                                                                              |                                | <input type="checkbox"/> YES <input type="checkbox"/> NO          |                                                              |                                                                                                      |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                      |                                                                                                                                                                              |                                | <input type="checkbox"/> YES <input type="checkbox"/> NO          |                                                              |                                                                                                      |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                  |                                                                                                                                                                              |                                | <input type="checkbox"/> YES <input type="checkbox"/> NO          |                                                              |                                                                                                      |
| <b>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 (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b> |                                                                                                                                                                              |                                |                                                                   |                                                              |                                                                                                      |

## PART B TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p> |

**NB: FAILURE TO PROVIDE / OR COMPLY WITH 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: .....

## BID SUBMISSION CONDITIONS AND INSTRUCTIONS

### CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

#### 1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

#### 2 BRIEFING SESSION

##### 2.1 Compulsory Briefing Session

- 2.1.1 A **compulsory** briefing session will be held from **11:00 on Wednesday, 20 November 2024**. People arriving more than **15** minutes late will not be allowed into the venue and will be deemed not to have attended the briefing session.

##### 2.2 General notes related to the Briefing Session

- 2.2.1 The venue for the briefing session is:

**Roads Agency Limpopo  
RAL Towers  
26 Rabe Street  
POLOKWANE  
0700**

- 2.2.2 Bidders should bring their own copies of the bid documentation to the briefing session as bid documents will not be made available at the session.

- 2.2.3 Any individual wishing to quote must attend the briefing in person or send a representative. Any organisation wishing to quote must send a representative. For bids from a Consortium or Joint Venture, a representative of at least one of the organisations must attend the briefing. Bids from individuals, organisations or consortia of organisations that have not met the attendance requirements will not be considered.

- 2.3 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is preferably to be requested at the briefing session. Bidders are advised to study this document before attending the briefing session and to have all their questions ready.

#### 3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a Bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (letter, facsimile or e-mail) from [dinalamr@ral.co.za](mailto:dinalamr@ral.co.za) by not later than **15:00 on Monday, 25 November 2024**. A reply will be forwarded within two (02) working days. Telephonic requests for clarification will not be accepted. If

appropriate, the clarifying information will be made available to all Bidders by e-mail only. The bid number should be mentioned in all correspondence.

#### 4 SUBMITTING BIDS

4.1 Two (2) original documents must be handed in/delivered to:

DEPOSITED IN THE  
BID/TENDER BOX  
SITUATED AT  
(Street address)

Roads Agency Limpopo  
RAL Towers  
26 Rabe Street  
Polokwane

OR

\* POSTED TO:

Roads Agency Limpopo  
Private Bag X9554  
Polokwane  
0700

***No faxed or e-mailed bids will be accepted***

**Bidders should ensure that bids are delivered to RAL before the closing date and time to the correct physical address. If the bid is late, it will not be accepted for consideration.**

**\* Refer to Paragraph 5 below**

- ☐ Bids can be delivered and deposited into the tender box any time before or on the closing date.
- ☐ All bids must be submitted on the official forms (not to be re-typed).

4.2 Bids should be submitted in sealed envelopes, marked with:

- ☐ Bid number **(RAL/2024/PHYSICAL SECURITY/RFB002)**
- ☐ Closing date and time **(03 December 2024 @ 11:00)**
- ☐ The name and address of the Bidder.

4.3 Documents submitted on time by bidders shall not be returned.

#### 5 LATE BIDS

5.1 Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

5.2 The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

- 5.3 Bids sent to the RAL via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the RAL premises (tender/bid box or reception). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

## **6 PAYMENTS**

- 6.1 RAL will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the RAL to the Contractor.
- 6.1.1 The Contractor shall from time to time during the duration of the contract, invoice RAL for the services rendered.
- 6.1.2 The invoice must be accompanied by supporting source document(s) containing detailed information, as RAL may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.
- 6.1.3 No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to RAL.
- 6.1.4 Payment shall be made by bank transfer into the Contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).
- 6.2 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

## **7 GENERAL CONDITIONS OF CONTRACT**

- 7.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

## 1. INTRODUCTION

Roads Agency Limpopo SOC Ltd (“the Agency”) is a provincial road infrastructure delivery parastatal registered under the Company’s Act 71 of 2008. It has been established under the Northern Province Roads Agency Act and Provincial Roads Act 7 of 1998. RAL had begun operating in 1999/2000 financial year.

- 1.1. Its main functions are planning, design, construction, maintenance, and control of the provincial road network. It owns and manages all the provincial roads, except municipal roads and National Roads. RAL is managed by a chief executive officer who reports to the Board of Directors. Members of Board are in turn reporting to the Shareholder, who is the MEC for Limpopo Department of Public Works, Roads, and Infrastructure.

## 2. INVITATION

- 2.1. Roads Agency Limpopo SOC Ltd seeks to appoint a suitably qualified, reputable and experienced service provider to render physical security services at the Agency for a period of thirty-six (36) months.

## 3. BACKGROUND

- 3.1. RAL has a responsibility to implement and maintain the Minimum-Security Measures in terms of the Minimum Information Standards (MISS) and as well as Minimum Physical Security Standards (MPSS). The purpose of these measures is to protect personnel, visitors service providers, information, and all assets belonging to RAL.

## 4. COMPLIANCE

### 4.1. Administrative requirements

| #  | Description                                                                                                                                                                                                                                                                | Minimum Proof required          | Tick |    |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------|----|
|    |                                                                                                                                                                                                                                                                            |                                 | Yes  | No |
| 1. | Registration on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. | CSD-Proof of registration       |      |    |
| 2. | Proof of JV or partnership agreements (if applicable)                                                                                                                                                                                                                      | Signed agreement                |      |    |
| 3. | Special conditions of contract and quotation                                                                                                                                                                                                                               | Completed, signed and submitted |      |    |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

#### 4.2. Mandatory requirements

The following are mandatory requirements to be considered:

**The information contained in the Table below is mandatory and will be used in assessing the responsiveness of bidders. Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.**

| #  | Description                                                                                                 | Minimum Proof required          | Tick |    |
|----|-------------------------------------------------------------------------------------------------------------|---------------------------------|------|----|
|    |                                                                                                             |                                 | Yes  | No |
| 1. | Compulsory Site Briefing                                                                                    | Signed register                 |      |    |
| 2. | Invitation to Bid (SBD 1)                                                                                   | Completed, signed and submitted |      |    |
| 3. | Pricing Schedule (SBD 3.3)                                                                                  | Fully completed and submitted   |      |    |
| 4. | Bidder's Disclosure (SBD 4)                                                                                 | Completed, signed and submitted |      |    |
| 5. | Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1)            | Completed, signed and submitted |      |    |
| 6. | Proof of Authority to sign (submit Letter / Board Resolution)                                               | Signed Letter/Board resolution  |      |    |
| 7. | Proof of Company registration with Private Security Industry Regulatory Authority (PSIRA)                   | Valid PSIRA certificate         |      |    |
| 8. | Proof of personnel/security guards registration with Private Security Industry Regulatory Authority (PSIRA) | Valid PSIRA certificate         |      |    |
| 9. | Proof of company director/s/owners' registration with Private Security Industry                             | Valid PSIRA certificate         |      |    |

|     | Regulatory Authority (PSIRA)                                                                   |                                      |  |  |
|-----|------------------------------------------------------------------------------------------------|--------------------------------------|--|--|
| 10. | Proof of company registration with Compensation for Occupational Injuries and Diseases (COIDA) | Valid COIDA certificate              |  |  |
| 11. | Proof of company registration with Unemployment Insurance Fund (UIF)                           | UIF registration confirmation letter |  |  |
| 12. | Proof of company firearm ownership licence/certificate for 10 special events response team     | Valid ownership licence/certificate  |  |  |
| 13. | Proof of individual competency certificate (for 10 special events response team)               | Valid competency certificate         |  |  |
| 14. | Proof of individual special events training certificate                                        | Valid special events certificate     |  |  |

**NB: ALL CERTIFIED COPIES MUST NOT BE OLDER THAN SIX (06) MONTHS.**

## 5. SCOPE OF WORK

The successful bidder must provide physical security services, protection of personnel, visitors, assets, service providers, information and premises of **RAL, situated at 26 Rabe Street, Polokwane, 0700.**

- 5.2 The successful bidder shall provide a total number of twelve (12) security guards with the following duties but not limited to:
  - 5.2.1. Respond to fire alarms and investigate any disturbances within the building.
  - 5.2.2. Call SAPS and/or Fire Department in cases of emergency.
  - 5.2.3. Always adhere and maintain to highest level of Health and Safety Practices across the building.
  - 5.2.4. A vehicle search may be conducted as and when required by RAL.
  - 5.2.5. Register all incoming visitors seeking access into the RAL's premises.
  - 5.2.6. Enforce the use of Biometrics Access Control System by all RAL's employees.
  - 5.2.8. Provide monthly written reports of daily activities and irregularities (property damage, theft, unusual occurrences and etc) submitted to RAL
  - 5.2.9. Provide emergency or Ad hoc or Back-up security services when needed: (align with 5.10) (This section will only be applicable and activated in the event of any emergency.
  - 5.2.10. Respond to riots or unruly communities
  - 5.2.11. Enforce forceful evictions from RAL's premises, where necessary.
  - 5.2.12. Activate special events response team, in the case of emergencies.

- 5.2.13. All emergencies must be responded to within 15 to 20 minutes.
- 5.2.14. Patrol to prevent any unauthorised persons from entering, removing equipment or materials from the premises.
- 5.2.15. Guard and protect buildings, equipment and material against any damage, theft and vandalism
- 5.2.16. Protect RAL's employees and visitors.
- 5.2.17. Report any suspicious person or unusual occurrence to the RAL's representative.
- 5.2.18. Ensure daily management of operations and adequate supervision of security officers.
- 5.2.19. Monitor security threats and risks within the RAL's premises and provide early warning to facilitate proactive interventions
- 5.2.20. Ensure all employees and service providers entering the RAL's premises on weekends and / or public holidays, to work, must adhere to the existing procedure when entering and exiting the workplace.

### **5.3. Shifts**

- 5.3.1. Day shift to provide 8 security guards (2 street patrol, 2 at the reception, 1 monitoring of cameras at reception, 1 monitoring of cameras at basement and 2 at the basement parking)
- 5.3.2. Night shift / weekends / public holidays to provide 4 security guards (2 at the reception and 2 at the basement parking)

## **6. DELIVERABLES**

- 6.1. Security services must be performed seven (07) days a week including weekends and public holidays (06:30 to 16:30) and (16:30 to 06:30) for 365/366 days per annum.
- 6.2 Security guards must perform physical routine checks in terms of applicable Security Standards/Practices/Protocols.
- 6.3 The service provider shall furnish security personnel per shift with appropriate uniforms and necessary equipment, but not limited to the following:
  - 6.3.1. Full uniform with company logo.
  - 6.3.2. Name tags.
  - 6.3.3. Handcuffs, keys, and pouch.
  - 6.3.4. LED Flashlights Rechargeable
  - 6.3.5. Two-way Radios (communication within RAL premises/onsite).
  - 6.3.6. Batons.
  - 6.3.7. Pepper sprays
  - 6.3.8. Radio communication between the security officers on the RAL's offices and the Security Company Control Room.
- 6.4. Ensure security officers are adequately equipped with resources to perform their respective duties as agreed upon
- 6.5. Generate daily, weekly and monthly performance reports.

## 7. TERMS AND CONDITIONS

- 7.1. RAL will enter into 36 months contract with the successful bidder.
- 7.2. Pricing must be PSIRA regulated
- 7.3. The names of security officers must be submitted to Psira for verification purposes in advance before commencement of the contract.
- 7.4. With any change of personnel, the service provider must formally notify RAL, together with updated list of new security officers with the same qualified personnel. Thereafter 7.3 shall apply.
- 7.5. The service provider must comply with provisions of the Firearms Control Act 60 of 2000 as well as Psira Regulation 13 (5), and (6) (7), and any other applicable legislation.
- 7.6. One security company cannot lend or borrow firearms to another company.
- 7.7. The service provider must comply with Regulation of Gatherings Act 205 of 1993 when responding to riots
- 7.8. The service provider must ensure compliance with PSIRA Act 56/2001.
- 7.9. The service provider must comply with Code of Conduct for Security Service Providers of 2003.
- 7.10. The service provider must comply with the Control and Access to Public Premises and Vehicles Act 53 of 1985.
- 7.11. The service provider, its Directors and security officers must comply with the PSIRA Code of Conduct for Security Service Providers, as well as all other legal provisions and obligations, whether they are based on or form part of the common law or statutory law, including but not limited to any directives, determinations, findings, orders or rulings issued by any competent authority, including a court, tribunal, commission, regulator, forum or organ of state, that are applicable or relevant to:
  - Practising the occupation of security service providers.
  - Rendering the security services.
  - Carrying on business in the rendering of a security service.
  - Employing the security officers
  - Performing any other act or function which is subject to PSIRA Act 56 of 2001.
- 7.12. The successful bidder must have the financial capacity of implementing the project with no hindrance.
- 7.13. The successful bidder will be responsible for remunerating its employees on time and in line with the PSIRA guidelines.

## 8. PROJECT COST

The service provider will be required to provide a detailed cost of the project as per attached Pricing Schedule including all disbursements. Rates should be provided security guards and adhoc services. The pricing shall be all inclusive and firm for a period of three years. Please refer to **Annexure A** for pricing. The total amount on **Annexure A** should be carried forward to **Annexure B** (SBD 3.3) attached.

## 9. CONTRACT TERM

The term of contract is for a period thirty-six (36) months.

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED.

## **1 EVALUATION PROCESS**

### **1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS**

1.1.1 Evaluation criteria is based on **Compliance, Functionality, Price, and Specific goals**. Non submission and fully completion of mandatory requirements will render proposals non- responsive and will be eliminated from further consideration.

#### **1.1.1.1 Administrative compliance**

- Registration on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <https://secure.csd.gov.za/> to obtain your vendor number.
- Proof of JV or partnership agreements (if applicable)
- Special conditions of contract and bid

#### **1.1.1.2 Mandatory Requirements**

- Compulsory Site Briefing
- Invitation to Bid (SBD 1)
- Pricing Schedule (SBD 3.3) (Professional services)
- Bidder's Disclosure (SBD 4)
- Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1)
- Proof of Authority to sign (submit Letter / Board Resolution)
- Proof of Company registration with Private Security Industry Regulatory Authority (PSIRA)
- Proof of personnel/security guards registration with Private Security Industry Regulatory Authority (PSIRA)
- Proof of company director/s/owners' registration with Private Security Industry Regulatory Authority (PSIRA)
- Proof of company registration with Compensation for Occupational Injuries and Diseases (COIDA)
- Proof of company registration with Unemployment Insurance Fund (UIF)
- Proof of company firearm ownership licence/certificate for 10 special events response team
- Proof of individual firearm licence (for 10 special events response team)
- Proof of individual special events training certificate

### **1.2 DETERMINATION OF SCORE FOR FUNCTIONALITY**

1.2.1 The evaluation criteria and weights for functionality as indicated in the table in below, will apply.

| FUNCTIONAL CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | MAXIMUM TO BE AWARDED |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p><b><u>Company Experience:</u></b></p> <p>Bidders' experience in provision of physical security services. Reference letters must specifically address expertise in provision of physical security services. Points will be allocated based on the number of reference letters received confirming the bidder's completion of relevant projects. Please ensure that these references are recent, not older than 10 years, and provided on the client company letterheads, signed by an authorised representative of the respective client organisation.</p> <ul style="list-style-type: none"> <li>• No references = 0 points</li> <li>• 1 – 2 references = 10 points</li> <li>• 3 – 4 references = 15 points</li> <li>• 5 – 6 references = 20 points</li> <li>• 7 and more references = 30 points</li> </ul> | 30                    |
| <p><b><u>Required capacity:</u></b></p> <p>Service provider must provide certified copies of relevant qualifications of the security guards and proof of infrastructure available.</p> <p><b><u>Qualifications of security personnel</u></b></p> <p>Points are awarded based on the qualifications of Security Guards with Grades E/D/C and B. A minimum of twelve (12) certified copies of Psira certificates must be attached. Two certificates must be grade B.</p> <ul style="list-style-type: none"> <li>• Less than 12 certificates = 0 points</li> <li>• 12 certificates = 30 points</li> </ul>                                                                                                                                                                                                         | 30                    |

| FUNCTIONAL CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | MAXIMUM TO BE AWARDED |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p><b><u>Infrastructure</u></b></p> <p>Availability of the office. Points will be awarded based on the availability of the office and submission of the following documents to proof the availability of such office:<br/>Lease agreement / Recent (not older than three months) municipal rates statement / Permission to occupy (PTO) / Proof of Ownership containing full office address.</p> <ul style="list-style-type: none"> <li>No office = 0 points</li> <li>Office outside Limpopo = 05 points</li> <li>Office in Limpopo = 15 points</li> <li>Office in Polokwane Municipal Area = 25 points</li> </ul> | 25                    |
| <p><b><u>Armed response vehicles</u></b></p> <p>Service provider must provide certified proof of vehicle ownership of a minimum of two patrol vehicles. The vehicles must reflect ownership by the company director/s or ownership by company, on an e-Natis certificate.</p> <ul style="list-style-type: none"> <li>No proof of e-Natis certificate = 0 Points</li> <li>1 e-Natis certificate = 10 Points</li> <li>2 e-Natis certificate and more = 15 Points</li> </ul>                                                                                                                                          | 15                    |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>100</b>            |

1.2.2 The score for functionality shall be calculated as follows:

- ☐ Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.
- ☐ The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.

1.2.3 Proposals that score less than **70** out of **100** points for functionality will be eliminated from further consideration.

### 1.3 PRICE AND SPECIFIC GOALS STATUS LEVEL POINTS

1.3.1 All remaining bids will be evaluated as follows:

- 1.3.2 The 80/20 preference point system will be applied. Points for price and specific goals status will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2022.
- 1.3.3 If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining quotes.
- 1.3.4 The point scored for the specific goals status level for each acceptable bid will be added to the price point.
- 1.3.5 The Evaluation Committee will recommend that the contract be awarded to the bidder obtaining the highest points.
- 1.4 ADJUDICATION OF BID**
- 1.4.1 The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points.

# SECTION B

**This section must be completed and returned or supplied with bids as prescribed.**

## PRICING SCHEDULE

(Professional Services)

NAME OF Bidder: \_\_\_\_\_

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

### Pricing Schedule: Annexure A

**Item 1** – The monthly rates for security guards with Grades E / D / C and B for a period of thirty-six (36) months.

**Note:** Adjustment will be made for year 2 and 3 based on PSIRA rates.

| Item Number                                                   | Item description                                           | Quantity | Rate per Month<br>Rand (Excluding VAT) | Total<br>Rand (Excluding VAT) |
|---------------------------------------------------------------|------------------------------------------------------------|----------|----------------------------------------|-------------------------------|
| 1.                                                            | Security guards with grade E/D/C for a period of 36 months | 10       |                                        |                               |
| 2.                                                            | Security guards with grade B for a period of 36 months     | 2        |                                        |                               |
| Total for Item 1 (Excluding VAT) (Carried forward to Summary) |                                                            |          |                                        |                               |

**Item 2- SUMMARY**

| Item Number                                                  | Description                           | Total Rand<br>(Excl. VAT) |
|--------------------------------------------------------------|---------------------------------------|---------------------------|
| 1.                                                           | Total cost for Item 1 brought forward |                           |
| Value Added Tax (VAT) @ 15%                                  |                                       |                           |
| Indicate the percentage mark-up required                     |                                       |                           |
| Total (Including VAT) (Carried forward to Invitation to Bid) |                                       |                           |

**Ad hoc services (Special events response team)**

**NOTE:** These services will be rendered as and when required. Bidders are requested to provide rates in the table below:

| Item Number | Title                                         | Rate per hour<br>(Excl. VAT) |
|-------------|-----------------------------------------------|------------------------------|
| 1.          | Special events response<br>Team of 10 members |                              |

## **Pricing Schedule: Annexure B**

| PAR NO | DESCRIPTION                                                                                                                                                                                                        | QUOTATION PRICE IN RSA CURRENCY |                          |                                |                                 |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------|--------------------------------|---------------------------------|
| 1      | The accompanying information must be used for the formulation of proposals.                                                                                                                                        |                                 |                          |                                |                                 |
| 2      | Respondents are required to indicate a ceiling price based on the total estimated time/fees for completion of all phases and including all expenses for the project. Check if this is right format for the service | Amount excluding VAT            |                          | R .....                        |                                 |
|        |                                                                                                                                                                                                                    | VAT @ 15%                       |                          | R .....                        |                                 |
|        |                                                                                                                                                                                                                    | Total including VAT             |                          | R .....                        |                                 |
| 3      | PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE, PERSONS WHO WILL BE INVOLVED IN THE PHASE, RATES APPLICABLE AND PERSON-DAYS TO BE SPENT (A BREAKDOWN MUST BE GIVEN FOR EACH PHASE).       |                                 |                          |                                |                                 |
| 3.1    | Phase 1: Description .....                                                                                                                                                                                         |                                 |                          |                                |                                 |
| 3.1.1  | Person and position                                                                                                                                                                                                | Hourly rate excluding VAT       | Daily rate excluding VAT | Person-days to be spent        | Cost/person/phase excluding VAT |
|        | .....                                                                                                                                                                                                              | R .....                         | R .....                  | .....                          | R .....                         |
|        | .....                                                                                                                                                                                                              | R .....                         | R .....                  | .....                          | R .....                         |
|        | .....                                                                                                                                                                                                              | R .....                         | R .....                  | .....                          | R .....                         |
|        |                                                                                                                                                                                                                    |                                 |                          | Amount for phase excluding VAT | R .....                         |
|        |                                                                                                                                                                                                                    |                                 |                          | VAT @ 15%                      | R .....                         |
|        |                                                                                                                                                                                                                    |                                 |                          | Total per phase including VAT  | R .....                         |
| 3.2    | Phase 2: Description .....                                                                                                                                                                                         |                                 |                          |                                |                                 |
| 3.2.1  | Person and position                                                                                                                                                                                                | Hourly rate excluding VAT       | Daily rate excluding VAT | Person-days to be spent        | Cost/person/phase excluding VAT |
|        | .....                                                                                                                                                                                                              | R .....                         | R .....                  | .....                          | R .....                         |
|        | .....                                                                                                                                                                                                              | R .....                         | R .....                  | .....                          | R .....                         |
|        | .....                                                                                                                                                                                                              | R .....                         | R .....                  | .....                          | R .....                         |

|                                   |   |
|-----------------------------------|---|
| Amount for phase<br>excluding VAT | R |
| VAT @ 15%                         | R |
| Total per phase including<br>VAT  | R |

3.3 Phase 3: Description

| 3.3.1 | Person and position | Hourly rate excluding VAT | Daily rate excluding VAT | Person-days to be spent           | Cost/person/phase<br>excluding VAT |
|-------|---------------------|---------------------------|--------------------------|-----------------------------------|------------------------------------|
|       |                     | R                         | R                        |                                   | R                                  |
|       |                     | R                         | R                        |                                   | R                                  |
|       |                     | R                         | R                        |                                   | R                                  |
|       |                     |                           |                          | Amount for phase<br>excluding VAT | R                                  |
|       |                     |                           |                          | VAT @ 15%                         | R                                  |
|       |                     |                           |                          | Total per phase including<br>VAT  | R                                  |

4 TRAVEL EXPENSES TO COVER ALL PHASES OF PROJECT (SPECIFY, FOR EXAMPLE RATE/KM AND TOTAL KM, CLASS OF AIR TRAVEL, ETC). ONLY ACTUAL COSTS ARE RECOVERABLE. PROOF OF THE EXPENSES INCURRED MUST ACCOMPANY CERTIFIED INVOICES.

| 4.1 | Description of expense to be incurred | Rate | Quantity             | Amount excluding<br>VAT |
|-----|---------------------------------------|------|----------------------|-------------------------|
|     | Travel (km)                           | R    |                      | R                       |
|     | Car Hire (per day)                    | R    |                      | R                       |
|     | Flights (economy)                     | R    |                      | R                       |
|     |                                       |      |                      |                         |
|     |                                       |      | Amount excluding VAT | R                       |
|     |                                       |      | VAT @ 15%            | R                       |
|     |                                       |      | Total including VAT  | R                       |

5 OTHER EXPENSES TO COVER ALL PHASES OF PROJECT (SPECIFY, E.G. THREE STAR HOTEL, BED AND BREAKFAST, TELEPHONE COST, REPRODUCTION COST, ETC). ON BASIS OF THESE PARTICULAR, CERTIFIED INVOICES WILL BE CHECKED FOR CORRECTNESS. PROOF OF THE EXPENSES MUST ACCOMPANY INVOICES.

| 5.1 | Description of expense to be incurred                                                                                                     | Rate | Quantity             | Amount excluding VAT |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------|----------------------|
|     | Accommodation (three star or equivalent)                                                                                                  | R    |                      | R                    |
|     | Meals (each)                                                                                                                              | R    |                      | R                    |
|     | Per Diem (per day)                                                                                                                        | R    |                      | R                    |
|     | Telephone costs (per unit)                                                                                                                | R    |                      | R                    |
|     | Reproduction costs (per page)                                                                                                             | R    |                      | R                    |
|     |                                                                                                                                           |      | Amount excluding VAT | R                    |
|     |                                                                                                                                           |      | VAT @ 15%            | R                    |
|     |                                                                                                                                           |      | Total including VAT  | R                    |
| 6   | Period required for commencement with project after acceptance of quotation.                                                              |      |                      |                      |
| 7   | Estimated person-days for completion of the project.                                                                                      |      |                      |                      |
| 8   | Are the rates quoted firm for the full period of the contract?                                                                            |      |                      |                      |
| 9   | If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. |      |                      |                      |

**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 interest<sup>1</sup> 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 | 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:

.....

---

<sup>1</sup> 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.

.....

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:

.....  
.....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
(name)..... 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 consortium<sup>2</sup> 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.

---

<sup>2</sup> 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.

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

**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 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 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) **“highest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;
- (b) **“lowest acceptable tenders”** means a tender that complies with all the specifications and conditions of tender that has lowest price compared to other tenders;
- (c) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994;
- (f) **“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;
- (g) **“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
- (h) **“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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)}
 \end{array}$$

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 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 2022, preference points must be awarded for specific goals stated in the 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,

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

***Note to tenderers: The tenderer must indicate how they claim points for each 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) | Required documents as a means of verification.                                                                        |
|------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Enterprises with ownership of 51% or more by person/s who are black person/s | 5                                         |                                         | <ul style="list-style-type: none"> <li>CSD report</li> </ul>                                                          |
| Enterprises with ownership of 51% or more by person/s who are women          | 5                                         |                                         | <ul style="list-style-type: none"> <li>CSD report</li> </ul>                                                          |
| Enterprises with ownership of 51% or more by person/s who are youth          | 5                                         |                                         | <ul style="list-style-type: none"> <li>CSD report</li> </ul>                                                          |
| Enterprises with ownership of 51% or more by person/s with disability        | 3                                         |                                         | <ul style="list-style-type: none"> <li>Medical certificate (not older than six months)</li> <li>CSD report</li> </ul> |
| Small, Medium and Micro Enterprises                                          | 0                                         |                                         |                                                                                                                       |
| Rural/Township Businesses                                                    | 2                                         |                                         | <ul style="list-style-type: none"> <li>Municipal account or Permission to Occupy (PTO) or Lease Agreement</li> </ul>  |
| <b>Total points for specific goals</b>                                       | <b>20</b>                                 |                                         |                                                                                                                       |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm

.....

4.4. Company registration number:

.....

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 4.1, the contractor is 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:** .....

.....

.....

## SPECIAL CONDITIONS OF BID AND CONTRACT

### Return as Part 1

|          |                                                                                                                                                                                                                                                            |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>SPECIAL CONDITIONS</b>                                                                                                                                                                                                                                  |
| <b>1</b> | <b>GENERAL</b>                                                                                                                                                                                                                                             |
| 1.1      | The Bidder must clearly state if deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.        |
| 1.2      | Should Bidders fail to indicate agreement/compliance or otherwise, RAL will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.                                                                           |
| 1.3      | Bids not completed in this manner may be considered incomplete and rejected.                                                                                                                                                                               |
| 1.4      | RAL shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.                                                                                                                                                 |
| <b>2</b> | <b>CANCELLATION OF PROCUREMENT PROCESS</b>                                                                                                                                                                                                                 |
| 2.1      | This procurement process can be postponed or cancelled at any stage at the sole discretion of RAL provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates. |
| <b>3</b> | <b>BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA</b>                                                                                                                                                                              |
| 3.1      | Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.                                                                                                                                                     |
| <b>4</b> | <b>NEGOTIATION AND CONTRACTING</b>                                                                                                                                                                                                                         |
| 4.1      | RAL have the right to enter into a negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.                                                                                                    |
| 4.2      | Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award <sup>3</sup> or promise/ undertaking to award the contract.                                                                                     |
| 4.3      | RAL shall not be obliged to accept the lowest or any bid, offer or proposal.                                                                                                                                                                               |
| 4.4      | A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of RAL is the CEO.  |

<sup>3</sup> See GLOSSARY.

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| 4.5       | RAL also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.                                                                                                                                                                                                                                                                                                                                      |
| <b>5</b>  | <b>ACCESS TO INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5.1       | All bidders will be informed of the status of their bid once the procurement process has been completed.                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.2       | Requests for information regarding the bid process will be dealt with in line with the RAL SCM Policy and relevant legislation.                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>6</b>  | <b>REASONS FOR REJECTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6.1       | RAL shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.                                                                                                                                                                                                                                                                                                                                        |
| 6.2       | <p>The RAL may disregard the quote of any bidder if that bidder, or any of its directors:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have abused the SCM system of the RAL.</li> <li><input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system.</li> <li><input type="checkbox"/> Have failed to perform on any previous contract and the proof exists.</li> </ul> <p>Such actions shall be communicated to the National Treasury.</p> |
| <b>7</b>  | <b>GENERAL CONDITIONS OF CONTRACT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 7.1       | The General Conditions of Contract must be accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>8</b>  | <b>ADDITIONAL INFORMATION REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 8.1       | During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within <b>5</b> (five) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.                                                                                                                                                                                                                                                |
| 8.2       | No additional information will be accepted from any individual Bidder without such information having been requested                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>9</b>  | <b>CONFIDENTIALITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 9.1       | The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.                                                                                                                                                                                                                                                             |
| <b>10</b> | <b>INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10.1      | Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.                                                                                                                                                                                                                                                        |
| 10.2      | This paragraph shall survive termination of this contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b>11</b> | <b>NON-COMPLIANCE WITH DELIVERY TERMS</b>                                                                                                                                                                                                                                                                                                                                    |
| 11.1      | As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, RAL must be given immediate written notice to this effect. RAL reserves the right to implement remedies as provided for in the GCC.                                                       |
| <b>12</b> | <b>WARRANTS</b>                                                                                                                                                                                                                                                                                                                                                              |
| 12.1      | The Contractor warrants that it is able to conclude this Agreement to the satisfaction of RAL.                                                                                                                                                                                                                                                                               |
| 12.2      | Although the contractor will be entitled to provide services to persons other than RAL, the contractor shall not without the prior written consent of RAL, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.                                  |
| <b>13</b> | <b>PARTIES NOT AFFECTED BY WAIVER OR BREACHES</b>                                                                                                                                                                                                                                                                                                                            |
| 13.1      | The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.                                                                                                       |
| 13.2      | No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.                                                                            |
| <b>14</b> | <b>RETENTION</b>                                                                                                                                                                                                                                                                                                                                                             |
| 14.1      | On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to RAL.                                                                                                                                                                            |
| 14.2      | No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing. |
| <b>15</b> | <b>FORMAT OF BIDS</b>                                                                                                                                                                                                                                                                                                                                                        |
| 15.1      | Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.                                                                                                                                                              |
| 15.2      | <b>Bidders are to set out their proposal in the format prescribed hereunder.</b> This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>                                                                                                             |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| 15.3   | <b>Part 1: Special Conditions of Bid and Contract</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 15.3.1 | Bidders must sign and return the Special Conditions of bid and Contract. Bids submitted without a completed Special Conditions of Bid form <b>will</b> be deemed to be non-responsive.                                                                                                                                                                                                                                                                                                          |
| 15.3.2 | <b>Recommended bidder who is not CSD compliant at the time of appointment must be notified in writing to comply within seven (7) working days.</b>                                                                                                                                                                                                                                                                                                                                              |
| 15.4   | <b>Part 2: Bidder's Disclosure</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 15.4.1 | <b>Each party</b> to the bid must complete and return the "Bidder's Disclosure". Bids submitted without a complete and signed Declaration of Interest <b>will</b> be deemed to be non-responsive.                                                                                                                                                                                                                                                                                               |
| 15.5   | <b>Part 3: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022</b>                                                                                                                                                                                                                                                                                                                                                                                           |
| 15.5.1 | <p>Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:</p> <p style="padding-left: 40px;">(c) <b>Price</b>; and</p> <p style="padding-left: 40px;">(d) <b>Specific Goals</b>.</p> <p>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.</p> |
| 15.6   | <b>Part 4: Invitation to Bid</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 15.6.1 | Bidders must complete, sign and return the full "Invitation to Bid" document. Bids submitted without a completed and signed Invitation to Bid <b>will</b> be deemed to be non-responsive.                                                                                                                                                                                                                                                                                                       |
| 15.7   | <b>Part 5: Pricing Schedule</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 15.7.1 | Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable.                                                                                                                                                                                                                                                                                                                           |
| 15.7.2 | All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission. Bids submitted without a price or with an incomplete price, <b>will</b> be deemed to be non-responsive.                                                                                                                                                                                                                        |
| 15.7.3 | Rates for the first year of the contract must be firm and must be indicated in the formats prescribed. <u>All normal operating costs and out of pocket expenses such as photocopies, telephone calls, printing, travel, etc. must be covered in the rates quoted.</u>                                                                                                                                                                                                                           |
| 15.7.4 | A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.                                                                                                                                                                                                                                                                                                                                                 |

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| 15.7.5 |                                                                                                                                                                                 |
|        | Note 1: The cost of travel and accommodation for persons who are not part of the prospective contractor's team should not be included. These costs will be borne by the Client. |
|        |                                                                                                                                                                                 |
|        | Note 2: No handling fee on disbursements will be considered                                                                                                                     |
|        |                                                                                                                                                                                 |
|        | <input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.                                                                                            |
|        |                                                                                                                                                                                 |
| 15.8   | <b>Part 6: Team details</b>                                                                                                                                                     |
|        |                                                                                                                                                                                 |
| 15.8.1 | In this part that must be returned as part of the submission, Bidders must provide details of the team named in the previous part.                                              |
|        |                                                                                                                                                                                 |
| 15.8.2 | For each team member there must be:                                                                                                                                             |
|        |                                                                                                                                                                                 |
|        | <input type="checkbox"/> A complete curriculum vitae confirming suitability for the position. A format is provided as a guideline only for the compilation of the CVs.          |
|        |                                                                                                                                                                                 |
| 15.9   | <b>Part 7: Experience in this field</b>                                                                                                                                         |
|        |                                                                                                                                                                                 |
| 15.9.1 | Bidders should provide in this part, and return as part the submission, at least the following information.                                                                     |
|        | <input type="checkbox"/> Details of contracts for similar work.                                                                                                                 |
|        | <input type="checkbox"/> Minimum reference of 1 organisation for which work was done.                                                                                           |
|        |                                                                                                                                                                                 |

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_