



**T25-07-25**

**REQUEST FOR PROPOSAL FOR THE  
PROVISIONING OF PHYSICAL  
GUARDING SECURITY SERVICES AT  
IDC HEAD OFFICE AND AT ALL IDC  
MOTHBALLED BUILDINGS ACROSS  
SOUTH AFRICA**

**BID CLOSING DATE:  
15 AUGUST 2025 AT 11:00 AM**

**TABLE OF CONTENTS**

<b>SECTION 1: GENERAL CONDITIONS OF BID</b>	<b>3</b>
1. PROPRIETARY INFORMATION	4
2. ENQUIRIES	4
3. BID VALIDITY PERIOD	4
4. INSTRUCTIONS ON SUBMISSION OF BIDS	4
5. PREPARATION OF BID RESPONSE	5
6. SUPPLIER PERFORMANCE MANAGEMENT	5
7. ENTERPRISE AND SUPPLIER DEVELOPMENT	5
8. IDC'S RIGHTS	5
9. UNDERTAKINGS BY THE BIDDER	6
10. REASONS FOR DISQUALIFICATION	6
11. RETURNABLE SCHEDULES	7
12. EVALUATION CRITERIA AND WEIGHTINGS	7
13. PROMOTION OF EMERGING BLACK OWNED SERVICE PROVIDERS	10
<b>SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION</b>	<b>11</b>
1. SPECIAL INSTRUCTIONS TO BIDDERS	12
2. BACKGROUND INFORMATION	12
3. SCOPE OF WORK	12
4. PROJECT TIMELINES	21
5. TECHNICAL EVALUATION CRITERIA	21
<b>SECTION 3: COST PROPOSAL</b>	<b>29</b>
<b>SECTION 4: ANNEXURES</b>	<b>37</b>
<b>ANNEXURE 1: RESPONSE FORMAT FOR SECTION 2</b>	<b>38</b>
<b>ANNEXURE 2: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS</b>	<b>39</b>
<b>ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS</b>	<b>41</b>
<b>ANNEXURE 4: BIDDER'S DISCLOSURE</b>	<b>42</b>
<b>ANNEXURE 5: SHAREHOLDERS AND DIRECTORS INFORMATION</b>	<b>44</b>
<b>ANNEXURE 6: BEE COMMITMENT PLAN</b>	<b>45</b>
<b>ANNEXURE 7: DISCLOSURE STATEMENT</b>	<b>46</b>
<b>ANNEXURE 8: PRIVACY &amp; PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 REQUIREMENTS</b>	<b>47</b>

**SECTION 1: GENERAL CONDITIONS OF BID**

## SECTION 1: GENERAL CONDITION OF BID

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### 1. PROPRIETARY INFORMATION

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Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

### 2. ENQUIRIES

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2.1. All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

**Name:** Mrs Amelia Rawstorne

**Telephone Number:** +27 11 269 3645

**Email address:** [ameliar@idc.co.za](mailto:ameliar@idc.co.za)

2.2. Enquiries in relation to this RFP will not be entertained after 16h00 on **6 August 2025**.

2.3. The enquiries will be consolidated, and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website ([www.idc.co.za](http://www.idc.co.za)) under tenders i.e., next to the same RFP document.

2.4. The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

### 3. BID VALIDITY PERIOD

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3.1. Responses to this RFP received from bidders will be valid for a period of **120** days counted from the bid closing date.

### 4. INSTRUCTIONS ON SUBMISSION OF BIDS

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4.1. Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD/Flash drive) in PDF format all bound in a sealed envelope endorsed, **T25-07-25: RFP for the provisioning of physical guarding security services at IDC Head Office and at all IDC Mothballed Buildings across South Africa**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 11:00 noon on **Friday, 15 August 2025**.

4.2. Bids must be submitted in the prescribed response format, herein reflected as Response Format.

4.3. The bid closing date, bidder name and the return address must also be endorsed on the envelope.

4.4. If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not be held responsible for any delays where bid documents are handed to the IDC Receptionist.**

4.5. No bid response received by telegram, telex, email, facsimile or similar medium will be considered.

4.6. Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. It is the IDC's policy not to consider late bids for tender evaluation.

4.7. Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

## **5. PREPARATION OF BID RESPONSE**

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- 5.1.** All the documentation submitted in response to this RFP must be in English.
- 5.2.** The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3.** Bids submitted by bidders which are companies or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4.** The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5.** Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.
- 5.6.** In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then the Prime Contractor **must** hold the highest percentage allocation in terms of the value of the contract.

## **6. SUPPLIER PERFORMANCE MANAGEMENT**

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- 6.1.** Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.
- 6.2.** The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor, and assess the supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.
- 6.3.** Successful bidders will be required to comply with the above condition and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

## **7. ENTERPRISE AND SUPPLIER DEVELOPMENT**

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The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

## **8. IDC'S RIGHTS**

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- 8.1.** The IDC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2.** The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and financially advantageous to the IDC.
- 8.3.** The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.4.** The IDC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

- 8.5. The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 8.6. The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.
- 8.7. The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 5 years over and above the references put forward by the bidder in its response.

## **9. UNDERTAKINGS BY THE BIDDER**

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- 9.1. By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2. The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 9.5. The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6. The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

## **10. REASONS FOR DISQUALIFICATION**

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- 10.1. The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:
  - 10.1.1. bidder whose Tax Status is non-compliant, after they have been notified accordingly and still remain non-compliant;
  - 10.1.2. bidder who submits incomplete information and documentation according to the requirements of this RFP document;
  - 10.1.3. bidder who submits information that is fraudulent, factually untrue, or inaccurate information;
  - 10.1.4. bidder who receives information not available to other potential bidders through fraudulent means;
  - 10.1.5. bidder who does not comply with any of the mandatory requirements as stipulated in the RFP document;
  - 10.1.6. bidder who fails to comply with POPIA requirements as listed herein; and
  - 10.1.7. bidder, as the prime contractor, who holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s).

## 11. RETURNABLE SCHEDULES

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Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked):

**11.1. Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

### 11.2. Schedule 1:

- 11.2.1. Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
- 11.2.2. Annexure 1 of this RFP document (duly completed and signed)

### 11.3. Schedule 2

- 11.3.1. Copy of Board Resolution, duly certified;
- 11.3.2. Originally certified copy of ID document for the Company Representative;
- 11.3.3. Annexure 2 of this RFP document (duly completed and signed);
- 11.3.4. Annexure 3 of this RFP document (duly completed and signed);
- 11.3.5. Annexure 4 of this RFP document (duly completed and signed);
- 11.3.6. Response to Annexure 6: BEE Commitment Plan;
- 11.3.7. Bidders must submit a B-BBEE verification certificate. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

**Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**

- 11.3.8. Annexure 7 of this RFP document (duly responded to);
- 11.3.9. Annexure 8 of this RFP document (duly completed and signed, if applicable);
- 11.3.10. Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.
- 11.3.11. Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

### 11.4. Schedule 3:

- 11.4.1. Response to Section 2 of this document, in line with the format indicated in this RFP document.
- 11.4.2. Annexure 5 of this RFP document duly completed and signed.

**11.5. Schedule 4:** Price Proposal (response to Section 3 of this RFP document).

**NOTE: Must be submitted as a separate file/document marked Schedule 4: Price Proposal.**

## 12. EVALUATION CRITERIA AND WEIGHTINGS

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Bids shall be evaluated in terms of the following process:

**12.1. Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions and also the Specific Conditions of Bid, which requirements include the following:

- IDC will make use of the Central Supplier Database (CSD) to access key information which is required to conduct supplier vetting including Company Registration status, tax compliance status and any other relevant checks conducted on CSD.
- In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then IDC will evaluate the information provided in Annexure 2 (Acceptance of Bid Conditions and Bidder's Details) and if determined that the Prime Contractor holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s), then the bid will be disqualified.
- Submission of ID copy for the Company Representative as referenced in 11.3.3 above.
- BEE Status Certification as referenced in 11.3.7 above.
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
  - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP.
  - Section 3: Cost Proposal and Price Declaration Form.
  - Annexure 1: Acceptance of Bid Conditions.
  - Annexure 2: Tax Compliance Requirements.
  - Annexure 3: Bidder's Disclosure.
  - Annexure 4: Shareholders' Information/ Group Structure.
  - Annexure 5: Bidders Experience & Project Team.
  - Annexure 6: BEE Commitment Plan.
  - Annexure 7: Disclosure Statement.
  - Annexure 8: Privacy & Protection of Personal Information Act 4 of 2013 Requirements.

**Note: Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.**

## 12.2. Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

### 12.2.1. Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified and will not be considered for further evaluation on the Other Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

**Note: Failure to comply with the Mandatory Functional Requirements assessed in this phase will lead to disqualification of bids.**

### 12.2.2. Other Functional/ Technical Requirements

With regards to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

Number	ELEMENT	WEIGHT
1	CORPORATE SECURITY EXPERIENCE AND PROFESSIONAL CONDUCT OF BIDDER	20
2	BIDDER'S GUARD MANAGEMENT	15
3	PROPOSED RESPONSE/ REACTION PLAN IN CASE OF EMERGENCIES	15
4	INFORMATION MANAGEMENT	10
5	DEPLOYMENT PLAN (SITE TAKE OVER)	10
6	BUSINESS CONTINUITY PLAN (BCP)	10
7	ARMED RESPONSE VEHICLE	10
8	PHYSICAL SITE INSPECTION	10
<b>TOTAL</b>		<b>100</b>

**Note: Bidders who score 63 points out of 90 points (70%) or more on the paper evaluation i.e., elements 1 to 7) in total for the functional/technical requirements, will come into consideration for the physical site inspection. The IDC however reserves the right to shortlist for site inspections only the top five (5) highest scoring technical proposals at IDC’s sole discretion.**

**Note: The minimum qualifying score for functionality is 70%. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and Specific Goals.**

### 12.3. Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	90
Specific Goals <sup>1</sup>	10
<b>TOTAL</b>	<b>100</b>

<sup>1</sup>Specific Goals for this tender and points that may be claimed are indicated per table below:

SPECIFIC GOALS	POINTS
	(90/10 system)
Black ownership <sup>2</sup>	5
30% Black women ownership	2
Any % of ownership by Black Designated Groups <sup>3</sup>	1
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
<b>TOTAL POINTS</b>	<b>10</b>

<sup>2</sup>Black ownership: 100% black owned entities will score the full 5 points (if 90/10 system), and between 51% - 99.99% black owned entities will score 2 points (if 90/10 System).

<sup>3</sup>Black Designated Groups has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Act as amended.

Important Note: Only enterprises with direct Black shareholding that fall under the four categories below will be considered for allocation of points on Specific Goal:

- Exercisable voting rights in the hands of Black people;
- Exercisable voting rights in the hands of Black women;
- Exercisable voting rights in the hands of Black Designated Groups; and
- Employee Share Ownership Programmes (“ESOPs”) with direct shareholding and exercisable voting rights in the hands of Black People, Black woman, and Black Designated Groups.

### 12.4. Phase 4: Objective Criteria

This contract will be awarded to the bidder scoring the highest points unless an objective criterion justifies the award of the tender to a bidder other than the highest scoring bidder.

#### 12.4.1. Objective Criteria are:

The bidder must pose less risk to the IDC. The risk will be assessed in terms of, but not limited to, the following:

- Reputational Risk: This will be assessed in line with the bidder’s disclosure (Refer to Annexure 7: Disclosure statement of this document).
- Concentration Risk: Over exposure to a single bidder.
- The bidder’s financial capability in relation to the execution of the contract.
- The bidder’s past performance in IDC contracts.

### **13. PROMOTION OF EMERGING BLACK OWNED SERVICE PROVIDERS**

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It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit either a consolidated B-BBEE scorecard or each bidder of the partnership in their individual capacity to submit a BEE certificate or Sworn Affidavit in case of an EME or QSE which will be considered as part of the Specific Goals scoring listed in 12.3.

## **SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION**

## **SECTION 2: FUNCTIONAL REQUIREMENTS**

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### **1. SPECIAL INSTRUCTIONS TO BIDDERS**

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- 1.1. Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2. Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state "Comply/Not Comply" regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3. Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

### **2. BACKGROUND INFORMATION**

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The Industrial Development Corporation of South Africa (IDC) is, in view of the nature of its mandate, vision and mission, exposed to security risks, threats and vulnerabilities. These contingencies and vulnerabilities on the premises or offices of the IDC necessitate a security structure responsible for safeguarding of human lives (staff, visitors) and company's property, IDC assets, personal belongings, and information.

The IDC wishes to appoint a capable security company to provide 24-hour guarding services, 7 days a week, at the IDC Head Office, 19 Fredman Drive, Sandown, Sandton and at all IDC Mothballed Buildings across South Africa.

### **3. SCOPE OF WORK**

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The appointed bidder will be required to provide guarding services to the IDC:

#### **3.1. IDC HEAD OFFICE**

##### **3.1.1. Security Officers:**

- Provisioning of 24-hour security service, 7 days a week at the IDC Head Office, 19 Fredman Drive, Sandown, Sandton;
- Taking over responsibilities of authorized officers in terms of the Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985);
- Responsible for access control, guarding of premises, patrolling of premises, escorting of VIPs & Providers/Contractors or any other Company or entity in the premises of IDC, protection of personnel, protection of property, protection of IDC assets and IDC staff's personal belongings, protection of visitors and their personal belongings, protection of information and execute other security functions as required by the Security Services Manager at the IDC;
- Recording of incidents/events in an Occurrence Book (OB) and report such incidents/events to the IDC personnel responsible for security;
- Bring any security deficiencies or problems or crime risks to the attention of the Security Services Supervisor and or the Security Services Manager within one hour of occurrence and record such shortcomings in the relevant register i.e., Electronic Occurrence Register (EOR);
- Enforcing of the IDC security policy (systems and procedures);

- Conducting of after -hour's inspection to identify security risks such as fire at IDC facilities. The inspection shall include checking at and around these areas: workstations, meeting rooms, kitchens, server rooms, storerooms, etc; and
- Monitoring of Close Circuit Television (CCTV) Surveillance System for Head Office and all 12 Regional Offices on a 24-hour basis and record CCTV activities on an hourly basis in the EOR.

**3.1.2. Close Protection Services:**

- The Bidder must be registered to provide close protection services and must have the capabilities to provide close protection services to the IDC on an ad-hoc basis, events and travel security, conduct risk assessments and intelligence gathering services.

**3.1.3. Meetings:**

- The Site Manager will be required to have daily meetings with the IDC Security Supervisor to discuss operational matters.
- The Contract Manager, Area Manager, and IDC Security Manager will be required to hold monthly performance management meetings.
- The Contract Manager, Area Manager and IDC Personnel shall hold quarterly meetings to review performance.

**3.1.4. Working hours:**

- The appointed Company will adhere to the industry hours, and the requirements as stipulated in the Labour Relations Act for a 2 x 12-hour shifts as follows:
  - Day shift : 06:00 – 18:00
  - Night shift : 18:00 – 06:00

**3.1.5. Short posting:**

- For any post that is not covered on a specific day, or a guard being posted 30 minutes later than the normal starting time, the IDC shall be entitled to be credited through a credit note at the end of that month.

**3.1.6. Posts and Grades for security officers:**

**3.1.6.1. Day Shift Posts Weekdays (06:00 – 18:00) (Monday to Friday)**

Post	Grade	No. of Guards
Auditorium Entrance	C	1
Auditorium Parking	C	1
IDC1 Reception Access Control	B	1
Canteen Delivery	C	1
CCTV System Operator	A	2
Control Room Customer Service	B	1
Escorting of Company's	C	1
IDC2 Basement Parking	C	1
IDC2 X-Ray Machine	C	1
IDC1 Basement crèche	C	1
IDC1 Basement Parking (levels -1) Patrols	C	1
IDC1 Delivery Door	B	2
Security Front Desk	C	1
Site Manager	A+	1
Visitors Parking	C	1
<b>Total</b>		<b>17</b>

### 3.1.6.2. Day Shift during Weekends and Public holidays (06:00 – 18:00)

Post	Grade	No. of Guards
IDC1Basement 0 Level X-Ray Machine	C	1
IDC1Basement -1 Level X-Ray Machine	C	1
Canteen Entrance X-Ray Machine	C	1
Escort Company's working after hours	C	1
Fredman Drive Gate	C	3
Grayston Drive Gate	C	2
IDC2 Gate	C	1
IDC2 Reception	B	1
IDC1 Reception Access Control	B	2
Shift Leader	A	1
<b>Total</b>		<b>14</b>

### 3.1.6.3. Night Shift during Weekdays, Weekends and Public holidays (18:00 – 06:00)

Post	Grade	No. of Guards
IDC1Basement 0 Level X-Ray Machine	C	1
IDC1Basement -1 Level X-Ray Machine	C	1
Canteen Entrance X-Ray Machine	C	1
Escort Company's working after hours	C	1
Fredman Drive Gate	C	2
Grayston Drive Gate	C	2
IDC2 Gate	C	1
IDC2 Reception	B	1
IDC1 Reception Access Control	B	2
IDC1 Reception X-ray Machine	B	1
Shift Leader	A	1
<b>Total</b>		<b>14</b>

### 3.1.7. Summary of the number of Security Officers required for the IDC:

<b>Day Shift Weekdays (Monday to Friday) (06:00 – 18:00)</b>	<b>No. of Guards</b>
Grade A+	1
Grade A	2
Grade B	4
Grade C	10
<b>Total</b>	<b>17</b>
<b>Day Shift during, Weekends and Public holidays (06:00 – 18:00)</b>	<b>No. of Guards</b>
Grade A	1
Grade B	3
Grade C	10
<b>Total</b>	<b>14</b>
<b>Night Shift during Weekdays, Weekends and Public holidays (18:00 - 06:00)</b>	<b>No. of Guards</b>
Grade A	1
Grade B	3
Grade C	10
<b>Total</b>	<b>14</b>
<b>Grand Total</b>	<b>45</b>

**Note: The number of security officers indicated above is the reflection of IDC's current requirements. IDC reserves the right to increase or decrease the number of security officers as and when security requirements change.**

### 3.1.8. Back Up Armed Response:

- Security officers on site must be unarmed but armed guards should be made available should the need arise. Company to render services at the IDC must have a back-up armed response unit to be used on an ad hoc basis.
- The Company's Armed Response Unit must be able to respond to any emergency at IDC Head Office within one hour of being activated.
- The Company will be required to provide a minimum of 20-Armed Response guards and 05 tactical response vehicles within one hour of request. The Company must be able to provide the exact number of Armed Response personnel or more as requested by the IDC at the time of the emergency. The number will be determined by the emergency.

### 3.1.9. Security Equipment

Type	Quantity
Handheld metal detectors	15
Two-way radios (with earpieces for confidentiality and noise reduction for no disturbance to staff)	50
Battery operated/Rechargeable torches	10
Batons	20
Handcuffs	10
Reflector vests	50

**Note: All the above equipment must be kept on site (IDC) for the duration of the contract and fully operational at all times. The equipment must be quoted for in the bid proposal. If not quoted, the IDC shall not allow fee/cost adjustment after the award.**

### 3.1.10. Uniform:

- All security officers on site must be dressed in the bidder's corporate uniform suitable for all seasons as follows:
  - **Winter uniform:** Security officers to be issued with warm clothing e.g., long warm coats, jerseys, gloves, scarfs etc. to enable them to function comfortably.
  - **Summer uniform: matching trousers and jacket/ blazer, long sleeve shirts, tie, black shoes, socks, and pull-over jersey**
  - **Name tags: each security officer must be issued with a name tag as part of the uniform.**
  - **Pocket books: each security officer must be issued with a pocketbook for the recording of all activities while on duty.**

✚ **Note:** Uniform must be changed at least twice a year as the season changes or as and when it is required. In terms of PSIRA pricing structure, uniform pricing must be included in the price for each security officer.

### 3.1.11. Training

- The Company is responsible for the training of security officers for the duration of the contract. Training will entail and is not limited to refresher courses, **CCTV Operations, Access Control, Fire Marshall & evacuation procedures, First Aid, Event Management, Crowd Management, Communications, Customer Service and Capability to conduct investigations.**
- Each Shift on duty will be required to have 05 x trained Fire Marshalls and 05 x trained First Aiders.

#### ✚ **Notes:**

- The IDC reserves the right to request proof of training for each security officer as and when required during the duration of the contract.

- Detailed duties/tasks of security officers at each security post will be provided to the successful Company.
- The Company will also be expected, on an ad hoc basis, to perform other security functions as required by the IDC. These functions may be expected to be performed outside IDC head office when a need arise.
- The Company will also be required to transport their staff from IDC to JHB (CBD) with a 30-seater bus that is roadworthy.

### **3.2. IDC MOTHBALLED BUILDINGS:**

The IDC has a need to ensure the safeguarding of IDC assets that are under care and maintenance, countrywide, as and when the need arises. The Company will therefore be responsible to provide ad-hoc guarding services as and when required to the IDC investments/assets across all nine provinces (Limpopo, Mpumalanga, Gauteng, KwaZulu Natal, Free State, North-West, Northern Cape, Eastern Cape, Western Cape).

The following duties must be performed by the Company at the different IDC Mothballed Buildings:

- Act as authorized officers in terms of the Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985).
- Security Officers on duty shall always obtain permission from the IDC Security Manager/IDC Security Supervisor before granting access to anyone wishing to access the site.
- Controlling of access, guarding of premises, patrolling, protection of personnel, protection of property/assets and executing other security functions as required by IDC's Security Manager.
- The Company must ensure that a patrol vehicle does regular inspections on security officers at the allocated site(s). Security officers must be inspected by the duty manager/supervisor on a regular basis per shift.
- The Company will be responsible to ensure that Security Registers are maintained and regularly updated, and that Posting Sheets are attached for services rendered.
- **The Company will be held accountable for any Loss/Damage that occurs during their appointment.**
- Proof of service rendered must accompany the invoices monthly, as well as posting sheets that are signed by the duty manager.
- The Company will conduct a threat and risk assessment upon taking over a site and when disposing off a site, as well as on a quarterly basis and provide a detailed assessment report to the IDC Security Manager.
- All Security Officers on duty must always wear uniform with a company logo.
- Security Officers must always practice professionalism while on duty.
- All sites must always be protected with the required Security Officers, at a Grade C level.
- An Occurrence Book (OB) must form part of each site and must be handed to the IDC Security Manager/IDC Security Supervisor when full, for record-keeping.

#### **3.2.1. Reporting of Incidents:**

- The Company is required to report to the IDC Security Supervisor or Security Manager within one hour of the occurrence of any incident at the site and provide a preliminary incident/investigation report before the end of the shift.
- A final incident/investigations report must be provided to the IDC Security Supervisor or Security Manager within 24 hours following the preliminary report.

### 3.2.2. Working hours:

- The Company will adhere to the industry hours, and the requirements as stipulated in the Labour Relations Act for a 2 x 12-hour shift as follows:
  - Day shift - Weekdays, weekends & holidays: 06:00 – 18:00
  - Night shift – Weekdays, weekends & holidays: 18:00 – 06:00

### 3.2.3. Short posting:

- For any post that is not covered on a specific day, or a guard being posted 30 minutes later than the normal starting time, the IDC shall be entitled to be credited through a credit note at the end of the month.

### 3.2.4. Posts and Grades for security officers:

#### 3.2.4.1. Day (06:00 – 18:00) & Night (18:00 – 06:00) Shift Posts (Monday to Sunday)

Post	Grade	No. of Guards
Mothballed Buildings	C	As and when required

IDC currently has the following Mothballed Buildings which the appointed Company will have to immediately take over. These Mothballed Buildings may change as and when needed:

#### 3.2.4.2. Day Shift Posts Weekdays, Weekends and Public holidays (06:00 – 18:00)

Number	AD-Hoc Site Post	Grade	No. of Guards
1	Eastern Cape (Dimbaza Foundries)	C	1
2	Polokwane (Seshego)		1
3	Eastern Cape (Berlin Industrial Park)		1
4	KZN (Pietermaritzburg)		1
5	Northwest (Klerksdorp)		2
6	Gauteng (Soweto)		1
7	Gauteng (Atteridgeville)		3
<b>Total</b>			<b>10</b>

#### 3.2.4.3. Night Shift during Weekdays, Weekends and Public holidays (18:00 – 06:00)

Number	AD-Hoc Site Post	Grade	No. of Guards
1	Eastern Cape (Dimbaza Foundries)	C	1
2	Polokwane (Seshego)		1
3	Eastern Cape (Berlin Industrial Park)		2
4	KZN (Pietermaritzburg)		1
5	Northwest (Klerksdorp)		2
6	Gauteng (Soweto)		2
7	Gauteng (Atteridgeville)		4
<b>Total</b>			<b>13</b>

### 3.2.5. Summary of the number of Security Officers required for the current Mothballed Buildings:

Description	Grade	No. of Guards
Day Shift: Weekdays, Weekends and Public holidays (06:00 – 18:00)	C	10
Night Shift during Weekdays, Weekends and Public holidays (18:00 - 06:00)		13
<b>Grand Total</b>		<b>23</b>

**Note: The number of security officers indicated above is the reflection of IDC's current requirements at the IDC Mothballed Buildings. IDC reserves the right to increase or decrease the number of security officers as and when security requirements change.**

### 3.2.6. Back-Up Armed Response:

- Security officers on site must be unarmed but armed guards should be made available should the need arise. Company to render services at the IDC Mothballed Buildings must have a back-up armed response unit to be used on an ad hoc basis.
- The Company's Armed Response Unit must be able to respond to any emergency at IDC Mothballed Buildings within one hour of being activated.
- The Company will be required to provide a minimum of 5-Armed Response guards and 03 vehicles within one hour of request. An additional 02 tactical response vehicles may be requested depending on the nature of the emergency. The Company must be able to provide the exact number of Armed Response personnel or more as requested by the IDC at the time of the emergency. The required number will be determined by the emergency.

### 3.2.7. Security Equipment:

Type	Quantity
Two-way radios	30
Battery operated/Rechargeable torches	16
Batons	16
Handcuffs	16
Reflector vests	30

**Note: All the above equipment must be always kept on site (IDC Mothballed Buildings) for the duration of the contract and fully operational. The equipment must be quoted for in the bid proposal. If not quoted, the IDC shall not allow fee/cost adjustment after the award.**

### 3.2.8. Risk Assessments

- The appointed Company will be required to conduct risk assessments on all Mothballed Buildings prior to taking over a site, upon disposing off a site and provide a comprehensive report within 24 hours.
- After a site has been taken over and properly secured, the Company will be required to conduct periodic risk assessments on a quarterly basis and provide a report to the IDC Security Manager.

### 3.2.9. Uniform:

- All security officers on site must be dressed in the Company uniform suitable for all seasons as follows:
  - **Winter uniform:** security officers to be issued with warm clothing e.g., long warm coats, jerseys, gloves, scarfs, etc. to enable them to function comfortably.
  - **Summer uniform:** Field dress uniform – Matching shirt and trouser, jersey (all with company logo), socks and field boots.
  - **Name tags:** security officers must be issued with a name tag as part of the uniform.
  - **Pocket books:** each security officer must be issued with a pocketbook for the recording of all daily activities.
- ✚ **Note:** Uniforms must be changed at least twice a year as the season changes or as and when required. In terms of PSIRA pricing structure, uniform pricing must be included in the cost for each Security Officer.

### 3.2.10. Training

- The Company is responsible for training security officers for the duration of the contract. The training will entail, and not limited to refresher courses, Fire Marshall & evacuation procedures, First Aid, Crowd Management, Communications, Customer Service and Capability to conduct investigations.
  - Each shift at an Ad-Hoc site must consist of either a trained Fire Marshall or a trained First Aider.
  - The IDC reserves the right to request proof of training for each Security Officer as and when required during the duration of the contract.

### THE FOLLOWING WILL FORM PART OF THE SERVICE LEVEL AGREEMENT (SLA) AND QUATERLY SUPPLIER PERMANENCE MANAGEMENT:

The service provider must indicate their compliance/ non-compliance to the following requirements and substantiate as required. The bidder must respond in the format below, where additional information is provided / attached somewhere else; such information must be clearly referenced.

KEY REQUIREMENTS TO RENDER SECURITY SERVICES	Comply	Not Comply
<p><b>Contract Management (IDC Head Office and Ad hoc sites)</b>            The bidder must attend monthly management meetings with IDC representatives to assist in the management of the contract. <b>Note:</b> The company representative must be on a senior management level (e.g., Area Manager/ Regional Manager/ Operational Manager/ Director Operations).</p>		
<p>The bidder must ensure that the security officers deployed at IDC have valid PSIRA certificates in-line with the new certificate as per industry circular issued by PSIRA on 10 March 2015, at the time of appointment the certificates must be provided.</p>		
<p>The bidder must meet all the requirements of the Private Security Industry Regulation Act (PSIRA), Act 56 of 2001 that include compliance to PSIRA remuneration structure and benefits (e.g., Provident fund, annual bonus etc.). All security personnel to be deployed at the IDC must be well trained. The IDC reserve the right to verify the qualifications, salaries of security personnel and check their criminal records status with the relevant authorities. <b>Failure to comply with the above may lead to cancelation of the contract.</b></p>		
<p>The bidder must ensure that security officers deployed at IDC have received training on firefighting and security related programmes to be conducted regularly. Each training must be in accordance with Safety &amp; Security Sector Education &amp; Training Authority (SASSETA) requirement, The IDC reserve the right to verify the qualifications.</p>		
<p>The bidder must ensure that the Security Site Manager, and Shift Leaders are computer literate. The IDC reserve the right to verify the qualifications.</p>		
<p><b>Police Clearance:</b>            The bidder must ensure that criminal record checks will be done on security officers deployed at the IDC and company directors at least twice in a year by the SAPS; proof to be provided and kept on site file. If found to be involved in criminal activities, the security officer will not be allowed to work at the IDC. Police clearance is for the bidder's cost, to be provided 8 weeks after appointment.</p>		

KEY REQUIREMENTS TO RENDER SECURITY SERVICES	Comply	Not Comply
<b>OHS File:</b> The bidder must ensure that a site file with all security officers' documentation is kept at the IDC office for the duration of the contract.		
Security Officers should have a good understanding of the English language. Each security officer must be issued with pocketbooks.		
Security Officers must practice professionalism when on duty at the IDC and adhere to the IDC Security Policy, Systems and Procedures. Security officers must always treat IDC staff, IDC partners, visitors, and every person on the IDC premises with respect. The IDC representatives will instruct the company to remove ill-disciplined security officers from the IDC premises and will never be allowed to return IDC.		
The company and security officers must, during the duration of the contract, always respect the Rules, Laws, Regulations and Constitution of South Africa.		
Security officers to work with the CCTV system must have the relevant skills, knowledge, and expertise to monitor and analyse the CCTV Surveillance System. The IDC reserve the right to verify the qualifications.		
All Grade C security officers must be capable to operate and analyse X-RAY scanner machines and Walkthrough metal detectors. The IDC reserve the right to verify the qualifications.		
Security officers must be transported in a clearly marked bus with a company logo when reporting on and off duty at the IDC. This vehicle must be fully serviced as per manufacturer's standard. The IDC shall reserve the right to request proof of maintenance service. No security officer will be transported in any means of transport except the passenger transport vehicle for the duration of the contract.		
Security officers must attend a parade at the beginning of each shift.		
The bidder must at their cost, ensure that PSIRA compliance audit on the company shall be conducted at least once in twelve months by PSIRA Inspectors. It is the company's obligation to invite PSIRA for such inspections and submit audit reports to the IDC.		
The bidder to render services at IDC must provide a health and safety plan, Disciplinary Code/Policy and company code of conduct and ensure adherence by all security officers		
The bidder to render services at IDC must provide a <b>backup communication system</b> to be used during emergency for direct contact with the base station (it could be in the form of cell phones, radios etc.).		
The bidder must ensure effective communication between the company's control room and that of the IDC security control room to ensure smooth operations. Records to this effect must be made in the occurrence books kept at both control rooms. Such records will be checked on a regular basis.		
The IDC will conduct security screening on each company director/owners of the bidder, before appointment. The bidder will be expected to comply with the requirement of the <b>State Security Agency (SSA)</b> for the security screening process. If the bidder has already been screened by the SSA, the bidder must submit the screening certificate/report.		
The site manager must always be available to attend security meetings with the SAPS Security Cluster in Sandton (transportation must be provided by the bidder).		

#### 4. PROJECT TIMELINES

The appointed service provider(s) will be required to commence with services rendering on the date agreed upon with the IDC for a period of five (5) years subject to annual review of the service provider(s)'s performance.

#### 5. TECHNICAL EVALUATION CRITERIA

##### 5.1. Mandatory Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.1.1 PSIRA (REGISTRATION) AND LETTER OF GOOD STANDING		Comply & Proof Attached	Not Comply /No Proof attached
5.1.1.1	The <b>Bidder</b> (company) must be registered with the Private Security Industry Regulatory Authority (PSIRA). <b>The Bidder must submit as part of this proposal a valid copy of the company (bidding entity) PSIRA certificate.</b>		
5.1.1.2	The <b>Directors</b> of the company must be registered with PSIRA: <b>The Bidder must submit a valid copy of the PSIRA certificate for each of the Directors as proof.</b>		
5.1.1.3	The <b>Bidder</b> (Company) must submit a valid copy of a Letter of Good Standing issued by PSIRA not older than 90 days. <b>The Bidder must submit a valid copy of a Letter of Good Standing issued by PSIRA</b>		
<b>Note:</b> The submission of a PSIRA certificate for the Company and Directors must be on the new certificate template or format in line with the industry circular issued by PSIRA on 10 March 2015. Failure to submit PSIRA certificates in-line with the PSIRA certificate standard / template / format for security businesses / bidders, will result in disqualification of the bid response.			
<b>Substantiate / Comments</b>			

5.1.2 LABOUR RELATIONS ACT (COMPLIANCE) The Bidder (Company) must be registered with the following regulatory bodies:		Comply & Proof Attached	Not Comply /No Proof attached
5.1.2.1	<b>Compensation for Occupational Injuries and Disease Act (COIDA)</b> The Bidder must submit a valid copy of a COIDA certificate to comply with the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993 (COIDA). Successful Bidder will be required to comply with the requirements of the Occupational Health and Safety Act, Act 85 of 1993.		
5.1.2.2	<b>Unemployment Insurance Fund (UIF)</b> The Bidder must submit <b>SARS201</b> (SARS Statement) Pay as you earn statements issued by SARS showing that all payments are in <b>good standing</b> and proof of payments thereof issued by SARS.		

<b>5.1.2 LABOUR RELATIONS ACT (COMPLIANCE)</b> The Bidder (Company) must be registered with the following regulatory bodies:		<b>Comply &amp; Proof Attached</b>	<b>Not Comply /No Proof attached</b>
5.1.2.3	<b>Private Security Sector Provident Fund (PSSPF)</b> The Bidder must submit a valid letter of good standing with PSSPF. If the bidder is exempted by PSSPF, the bidder must provide an exemption letter from the Trustees of the PSSPF and proof of registration with another Fund indicating valid membership.		
5.1.2.4	<b>National Bargaining Council for Private Security Sector (NBCPSS)</b> The Bidder must submit a valid letter of good standing with NBCPSS. If the bidder is exempted by NBCPSS, the bidder must provide an exemption letter from NBCPSS.		
<b>Substantiate / Comments</b>			

<b>5.1.3 INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA (ICASA) CERTIFICATION</b>		<b>Comply &amp; Proof Attached</b>	<b>Not Comply /No Proof attached</b>
The bidder must have a fully operational control room/ operational centre with a base station for effective communication between the control room and the IDC site on a 24-hours basis. The control room must be manned 24-hours by well-trained security administrative officers. <b>The Bidder <u>must</u> submit a valid ICASA certificate in the bidder's name for the base station (communication system).</b>			
<b>Substantiate / Comment</b>			

<b>5.1.4 PROVINCIAL PRESENCE</b>		<b>Comply &amp; Proof Attached</b>	<b>Not Comply /No Proof attached</b>
The Bidder must be capable to work in all the nine (9) Provinces. <b>The Bidder to provide proof of addresses for presence in all nine (9) Provinces. (Municipal Account Statements or Lease Agreements per province)</b>			
<b>Province</b>		<b>Bidders Address per Province</b>	
1	<b>Limpopo</b>		
2	<b>Mpumalanga</b>		
3	<b>Gauteng</b>		
4	<b>Kwa-Zulu Natal</b>		
5	<b>Northwest</b>		
6	<b>Northern Cape</b>		
7	<b>Western Cape</b>		
8	<b>Eastern Cape</b>		
9	<b>Free State</b>		
<b>Substantiate / Comments</b>			

5.1.5 CLOSE PROTECTION SERVICES	Comply & Proof Attached	Not Comply /No Proof attached
<p>The Bidder must be registered with PSIRA to provide Close Protection Services (Bodyguarding services).</p> <p><b>The Bidder must submit a valid proof of registration issued by PSIRA for the service</b></p>		
<b>Substantiate / Comments</b>		

5.1.6 DOG UNIT SERVICES	Comply & Proof Attached	Not Comply /No Proof attached
<p>The Bidder must have the capabilities to utilise dog services for the safeguarding of premises. This include having a licensed dog unit.</p> <p><b>The bidder must submit a valid Performing Animals Protection Act License (PAPA License).</b></p>		
<b>Substantiate / Comments</b>		

5.1.7 VALID PUBLIC LIABILITY COVER	Comply & Proof Attached	Not Comply /No Proof attached
<p>The bidder must ensure that it has taken out sufficient public liability insurance of R5 000 000.00 or more to cover any negligence and/or damages whilst they provide the service to the IDC.</p> <p><b>The bidder must provide proof of such insurance cover at closing date of the bid.</b></p>		
<b>Substantiate / Comments</b>		

## 5.2 Other Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.2.1 CORPORATE SECURITY EXPERIENCE AND PROFESSIONAL CONDUCT OF BIDDER	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in rendering security services at a Corporate Office like the IDC Head Office and Close Protection services within the past five (5) years.</p> <p>The bidder must provide a minimum of three (3) relevant contactable reference letters for organisations where the bidder has rendered <b>similar security services</b> and a minimum three (3) relevant contactable reference letters for organisations where the bidder has rendered similar <b>close protection services</b>.</p> <p>Two (2) of these references' letters must be for <b>corporate/ government offices similar</b> to the IDC.</p> <p>One (1) of these references must be from a current client.</p> <p>Please refer to <b>Table (a) of Annexure 1</b> of this document for the format in which the required information must be provided.</p> <p><b>Important Note:</b> The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 6 years as part of this requirement over and above the references put forward by the bidder in its response to this requirement.</p>			
<b>Substantiate / Comments</b>			

5.2.2 BIDDER'S GUARD MANAGEMENT	Comply	Partially Comply	Not Comply
<p>The bidder must ensure that management of guards is done in a manner that complies with PSIRA standards and within good governance practice relating to timeous payment of guard salaries aligned with their own HR policies.</p> <p>Bidders must indicate payment date of staff salaries and must share relevant HR policies regulating guard services, this must be submitted as part of the bidder's proposal.</p>			
<b>Substantiate / Comments</b>			

5.2.3 PROPOSED RESPONSE/ REACTION PLAN IN CASE OF EMERGENCIES	Comply	Partially Comply	Not Comply
<p>The bidder must provide a proposed plan on how to effectively respond in case of emergencies e.g., response in case of unrest situations or picketing. The plan must include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Specialized.</li> <li>• Pre-trained Strike Teams.</li> <li>• Structured Crowd Management &amp; De-escalation.</li> <li>• Robust Surveillance &amp; Documentation.</li> <li>• Coordination with Authorities.</li> <li>• Protecting People &amp; Assets with Legal Compliance.</li> </ul>			
<b>Substantiate / Comments</b>			

5.2.4 INFORMATION MANAGEMENT	Comply	Partially Comply	Not Comply
<p>All information pertaining to this service at the IDC offices and Mothballed Buildings shall remain and kept for IDC use only in compliance with the POPI Act and other relevant regulations. <b>The bidder must provide a plan on how to ensure compliance with the POPI Act.</b></p> <p><b>Note:</b> Furthermore, the bidder will be required to sign a declaration with the IDC as per Annexure 8.</p>			
<b>Substantiate / Comments</b>			

5.2.5 DEPLOYMENT PLAN (SITE TAKE OVER)	Comply	Partially Comply	Not Comply
<p>The bidder must provide a site take-over plan. The plan must include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Code of conduct that include disciplinary hearing policy.</li> <li>• Recruitment strategy.</li> <li>• Readiness (logistics, tools, uniform, etc.).</li> <li>• Site orientation.</li> <li>• Time frame required to take over a site.</li> </ul>			
<b>Substantiate / Comments</b>			

5.2.6 BUSINESS CONTINUITY PLAN (BCP)	Comply	Partially Comply	Not Comply
<p>The bidder must attach a <b>copy of their BCP</b> as part of their submission, which outline a comprehensive BCP that must address the following:</p> <ol style="list-style-type: none"> <li><b>1. Risk Assessment and Timelines:</b> <ul style="list-style-type: none"> <li>• Risk Assessment and impact analysis.</li> <li>• Recovery Time Objectives.</li> <li>• Roles and responsibilities during a disruption.</li> <li>• Testing and maintenance schedule.</li> </ul> </li> <li><b>2. Continuity of Guarding Services</b> <ul style="list-style-type: none"> <li>• Measures to ensure that security personnel are available and deployed even during disruptions.</li> <li>• Use of backup personnel and alternative transport arrangements.</li> </ul> </li> <li><b>3. Communication Continuity</b> <ul style="list-style-type: none"> <li>• Backup communication systems (e.g., radios, mobile phones, satellite phones) to maintain contact between IDC and the bidder's control room.</li> </ul> </li> <li><b>4. Operational Redundancy</b> <ul style="list-style-type: none"> <li>• Availability of alternative operational sites or mobile command units in case the primary control room is compromised.</li> </ul> </li> <li><b>5. Emergency Staffing Strategy</b> <ul style="list-style-type: none"> <li>• A plan for rapid mobilisation of additional or replacement staff, including trained reserves and partnerships with other vetted security providers.</li> </ul> </li> <li><b>6. Technology and Equipment Resilience</b> <ul style="list-style-type: none"> <li>• Procedures to ensure critical equipment (e.g., CCTV, access control systems) remains functional or is quickly restored.</li> </ul> </li> </ol>			
<b>Substantiate / Comments</b>			

<b>5.2.7 ARMED RESPONSE VEHICLES</b>		<b>Comply/Proof Attached</b>	<b>Not Comply /No Proof attached</b>
<p>The bidder must have licensed and roadworthy armed response vehicles for crowd control management purposes in case of an emergency, strikes and unrests readily available to be deployed at all nine (9) Provinces including Mothballed buildings.</p> <p><b>The Bidder must provide a copies of the license certificates and proof of ownership of the armed response vehicles.</b></p>			
<b>Province</b>			
<b>1</b>	<b>Limpopo</b>		
<b>2</b>	<b>Mpumalanga</b>		
<b>3</b>	<b>Gauteng</b>		
<b>4</b>	<b>Kwa-Zulu Natal</b>		
<b>5</b>	<b>Northwest</b>		
<b>6</b>	<b>Northen Cape</b>		
<b>7</b>	<b>Western Cape</b>		
<b>8</b>	<b>Eastern Cape</b>		
<b>9</b>	<b>Free State</b>		
<b>Substantiate / Comments</b>			

### 5.2.8 SITE INSPECTION

IDC will be conducting a site inspection at the shortlisted bidder's head office, security control room and **one** reference site (corporate offices). The site inspection will include amongst others the following:

No.	Site Inspection	10
<b>Site visit to bidder's Head Office</b>		<b>Scoring</b>
1.	Management of company: <ul style="list-style-type: none"> <li>• Register of staff</li> <li>• Basic representation of the company and office walkthrough.</li> <li>• Existence of employees with the company</li> </ul>	
2	Other operational facilities: <ul style="list-style-type: none"> <li>• Uniform stored</li> <li>• Armed response</li> <li>• Fleet of cars to transport guards to sites etc.</li> </ul>	
<b>Bidder's control room</b>		
3	Control Room: <ul style="list-style-type: none"> <li>• Identification of Security officers on Site</li> <li>• Base station</li> <li>• Security on site in the room</li> <li>• Incidence register</li> <li>• Occurrence book with records for both client and control room</li> <li>• 24 hours shift register</li> </ul>	
4	Control room Communication: <ul style="list-style-type: none"> <li>• Test Communication between control room and that of the client.</li> <li>• Backup communication e.g., cell phone and radios</li> </ul>	
<b>Site Check at a reference site</b>		
5	Security Officers: <ul style="list-style-type: none"> <li>• Staff at hand are they in uniform e.g., Corporate Uniform</li> <li>• Identification of Security officers on Site</li> </ul>	
6	Security Equipment: <ul style="list-style-type: none"> <li>• Radios</li> <li>• Batons</li> <li>• Handcuffs etc.</li> </ul>	
7	Security documents: <ul style="list-style-type: none"> <li>• Register for visitors</li> <li>• Site file</li> <li>• Incident report/ register</li> </ul>	
8	Control Room: <ul style="list-style-type: none"> <li>• Base station</li> <li>• Communication test from the control room to the bidder site</li> </ul>	
<b>Reference checks/ testimony by client</b>		
9	Skills of the resources used to render security services to you	
10	Quality of service	
11	Professionalism of the service provider rendering the service and Guard Management	
12	Response Time	
13	Incident Reporting	
14	How likely will you employ the company in future should you require similar services?	

## **SECTION 3: COST PROPOSAL**

### SECTION 3: COST PROPOSAL

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1. **NOTE: All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).**

2. Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

**Important:** If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g., CPI etc.

3. All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4. Is the proposed bid price linked to the exchange rate?	Yes	No
<b><i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i></b>		

5. Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

## 6. COSTING MODEL

Prices must be in line with latest PSIRA pricing structure of 2 March 2024.

***NB! Please note that the quoted prices must be in line with the current PSIRA pricing structure and may be adjusted again in April 2026 according to the latest approval by sectoral determination 6.***

### 6.1. Table A: Labour (IDC Head Office)

Security Grade	Qty.	Monthly Service Fee per security guard (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
<b>Day Shift Weekdays (Monday to Friday) (06:00 – 18:00)</b>				
Grade A+	1			
Grade A	2			
Grade B	4			
Grade C	10			
<b>Day Shift during, Weekends and Public holidays (06:00 – 18:00)</b>				
Grade A	1			
Grade B	3			
Grade C	10			
<b>Night Shift during Weekdays, Weekends and Public holidays (18:00 - 06:00)</b>				
Grade A	1			
Grade B	3			
Grade C	10			
<b>Total Service Fees: Year 1</b>				
<b>Total Service Fees: Year 2</b>				
<b>Total Service Fees: Year 3</b>				
<b>Total Service Fees: Year 4</b>				
<b>Total Service Fees: Year 5</b>				
<b>Sub-Total (A) (VAT Excl.)</b>				
<b>VAT @ 15% if applicable</b>				
<b>Escalation percentage</b>				

**Note:** The Security fee must be inclusive of all costs associated with rendering the service i.e., officers' salary (incl. public holiday rates etc.), relievers, Provident Fund, UIF, training, transport, uniform, shift allowance and all relevant guidelines as provided by PSIRA etc.

**6.2. Table B: Armed response for IDC Head Office**

Armed Response	Qty.	Unit price per security guard (VAT Excl.)	Total fee (VAT Excl.)
Response/crowd control members (Rate per Hour)	20		
<b>Crowd control equipment:</b>			
Riot Shield	20		
Baton	20		
Helmet with Visor	20		
Body Protector	20		
Face Protection Shield	20		
Vehicle (Light duty Vehicle (LDV) bakkie)	5		
Water Cannon Vehicle	1		
<b>Total Rental Fees: Year 1</b>			
<b>Total Rental Fees: Year 2</b>			
<b>Total Rental Fees: Year 3</b>			
<b>Total Rental Fees: Year 4</b>			
<b>Total Rental Fees: Year 5</b>			
<b>Sub-Total (B) (VAT Excl.)</b>			
<b>VAT @ 15% if applicable</b>			
<b>Escalation percentage</b>			

**Note:** Armed response is not a monthly fee but will ONLY be charged on an as and when needed basis.

**6.3. Table C: Security Tools and Transport for IDC Head Office**

Type	Qty.	Rental Fee per item (VAT Excl.)	Total Monthly fee (VAT Excl.)
Staff bus (30-seater) (transportation of guards from the IDC site to JHB CBD)	1		
Handheld metal detectors	15		
Two-way radios with earpieces for confidentiality and noise reduction for no disturbance to staff.	50		
Battery operated/Rechargeable torches	10		
Batons	20		
Handcuffs	10		
Reflector vests	50		
<b>Total Rental Fees: Year 1</b>			
<b>Total Rental Fees: Year 2</b>			
<b>Total Rental Fees: Year 3</b>			
<b>Total Rental Fees: Year 4</b>			
<b>Total Rental Fees: Year 5</b>			
<b>Sub-Total (C) (VAT Excl.)</b>			
<b>VAT @ 15% if applicable</b>			
<b>Escalation percentage</b>			

**6.4. Table D: Labour (Current Mothballed buildings)**

Security Grade	Qty.	Monthly Service Fee per security guard (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
<b>Day Shift during, Weekends and Public holidays (06:00 – 18:00)</b>				
Grade C	10			
<b>Night Shift during Weekdays, Weekends and Public holidays (18:00 - 06:00)</b>				
Grade C	13			
<b>Total Service Fees: Year 1</b>				
<b>Total Service Fees: Year 2</b>				
<b>Total Service Fees: Year 3</b>				
<b>Total Service Fees: Year 4</b>				
<b>Total Service Fees: Year 5</b>				
<b>Sub-Total (D) (VAT Excl.)</b>				
<b>VAT @ 15% if applicable</b>				
<b>Escalation percentage</b>				

**Note:** The Security fee must be inclusive of all costs associated with rendering the service i.e., officers' salary (incl. public holiday rates etc.), relievers, Provident Fund, UIF, training, transport, uniform, shift allowance and all relevant guidelines as provided by PSIRA etc.

**6.5. Table E: Armed response for IDC Mothballed buildings**

Description	Qty.	Unit price per security guard (VAT Excl.)	Total fee (VAT Excl.)
Response/crowded control members	20		
<b>Crowd control equipment:</b>			
Riot Shield	20		
Baton	20		
Helmet with Visor	20		
Body Protector	20		
Face Protection Shield	20		
Vehicle (Light duty Vehicle (LDV) bakkie)	5		
Water Cannon Vehicle	1		
<b>Total Rental Fees: Year 1</b>			
<b>Total Rental Fees: Year 2</b>			
<b>Total Rental Fees: Year 3</b>			
<b>Total Rental Fees: Year 4</b>			
<b>Total Rental Fees: Year 5</b>			
<b>Sub-Total (E) (VAT Excl.)</b>			
<b>VAT @ 15% if applicable</b>			
<b>Escalation percentage</b>			

**Note:** Armed response is not a monthly fee but will ONLY be charge on an as and when needed basis.

**6.6. Table F: Security Tools for current IDC Mothballed buildings**

Type	Qty.	Rental Fee per item (VAT Excl.)	Total Monthly fee (VAT Excl.)
Two-way radios	30		
Battery operated/Rechargeable torches	16		
Batons	16		
Handcuffs	16		
Reflector vests	30		
<b>Total Rental Fees: Year 1</b>			
<b>Total Rental Fees: Year 2</b>			
<b>Total Rental Fees: Year 3</b>			
<b>Total Rental Fees: Year 4</b>			
<b>Total Rental Fees: Year 5</b>			
<b>Sub-Total (F) (VAT Excl.)</b>			
<b>VAT @ 15% if applicable</b>			
<b>Escalation percentage</b>			

**Note: All ad-hoc sites will be guarded by Grade C security guards and the requirement per site will be determined by a comprehensive risk assessment per site.**

**6.7. Table G: Close Protection Services on an ad-hoc basis**

Type	Qty.	Rental Fee per item (VAT Excl.)	Total Monthly fee (VAT Excl.)
Close Protectors	2		
Two-way radios	2		
Firearms	2		
<b>Total Rental Fees: Year 1</b>			
<b>Total Rental Fees: Year 2</b>			
<b>Total Rental Fees: Year 3</b>			
<b>Total Rental Fees: Year 4</b>			
<b>Total Rental Fees: Year 5</b>			
<b>Sub-Total (G) (VAT Excl.)</b>			
<b>VAT @ 15% if applicable</b>			
<b>Escalation percentage</b>			

**6.8. Table H: Dog Unit services on an ad-hoc basis**

Type	Qty.	Rental Fee per item (VAT Excl.)	Total Monthly fee (VAT Excl.)
Dogs	10		
Dog handlers	10		
<b>Total Rental Fees: Year 1</b>			
<b>Total Rental Fees: Year 2</b>			
<b>Total Rental Fees: Year 3</b>			
<b>Total Rental Fees: Year 4</b>			
<b>Total Rental Fees: Year 5</b>			
<b>Sub-Total (H) (VAT Excl.)</b>			
<b>VAT @ 15% if applicable</b>			
<b>Escalation percentage</b>			

**6.9. Table I (Total bid Price)**

<b>Sub-Total (A) – Labour IDC Head Office (VAT Incl.)</b>	
<b>Sub-Total (B) - Armed response for IDC Head Office (VAT Incl.)</b>	
<b>Sub-Total (C) – Security Tools for IDC Head Office (VAT Incl.)</b>	
<b>Sub-Total (D) – Labour Current IDC Ad-Hoc Sites (VAT Incl.)</b>	
<b>Sub-Total (E) – Armed response for IDC Ad-hoc sites (VAT Incl.)</b>	
<b>Sub-Total (F) – Security Tools for IDC Ad-hoc sites (VAT Incl.)</b>	
<b>Sub-Total (G) - Close Protection Services (VAT Incl.)</b>	
<b>Sub-Total (H) - Dog Unit services (VAT Incl.)</b>	
<b>TOTAL BID PRICE (VAT INCL.)</b>	

**Note: Pricing must be as per bargaining council increase and CPI for other non-legislative items**

**The bidder must provide a detailed breakdown of the Disbursements as follows:**

<b>Cost Element</b>	<b>Cost (VAT Excl.)</b>
<b>Sub-Total Disbursements</b>	

**Note on pricing:**

**Disbursements (incidental expenses other than professional fees e.g., travel and accommodation, printing costs, etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate “No Charge / Free of Charge”. Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.**

**PRICE DECLARATION FORM**

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T25-07-25**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide Security Services to IDC as specified in this RFP document.

**R..... (Including VAT)**  
**In words**

**R..... (Including VAT)**

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer; we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

(Print name of signatory) \_\_\_\_\_  
Designation \_\_\_\_\_

**FOR AND ON BEHALF OF:** COMPANY NAME \_\_\_\_\_  
Tel No \_\_\_\_\_  
Fax No \_\_\_\_\_  
Cell No \_\_\_\_\_

## **SECTION 4: ANNEXURES**

**ANNEXURE 1: RESPONSE FORMAT FOR SECTION 2**

**Bidder's Experience and the proposed Project Team**

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

*[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 3.]*

**The bidder must provide the following information:**

**Table (a) Details of the bidder's experience in rendering security services at a Corporate Office like the IDC Head Office (please refer to Section 2 par 5.2.1):**

Client' Name and physical address	No. of guards deployed at client site	Contract Value	Contract period (Start Date)	Contract period (End Date)	Client reference letters confirming service and professional conduct of security company and staff on the client company letterhead signed by client (Submitted Yes / No)	Name, title and telephone contact of client

**ANNEXURE 2: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS**

Request for Proposal No: \_\_\_\_\_  
 Name of Bidder: \_\_\_\_\_  
 Authorised signatory: \_\_\_\_\_  
 Name of Authorised Signatory \_\_\_\_\_  
 Position of Authorised Signatory \_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

**[Note to the Bidder: The Bidder must complete all relevant information set out below.]**

**CENTRAL SUPPLIER DATABASE (CSD) INFORMATION**

<b>Bidders that are registered on the Central Supplier Database (CSD) of National Treasury are required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:</b>	
<b>Supplier Number</b>	_____

**BIDDING STRUCTURE**

<b>Indicate the type of Bidding Structure by marking with an 'X':</b>	
<b>Individual Bidder</b>	_____
<b>Joint Venture/ Consortium</b>	_____
<b>Prime Contractor with Sub Contractors</b>	_____
<b>Other</b>	_____

**REQUIRED INFORMATION**

<b>If Individual Bidder:</b>	
Name of Company	_____
Registration Number	_____
Vat registration Number	_____
Contact Person	_____
Telephone Number	_____
Cellphone Number	_____
Fax Number	_____
Email address	_____
Postal Address	_____
Physical Address	_____

<b>If Joint Venture or Consortium, indicate the following for each partner:</b>	
<b>Partner 1</b>	
Name of Company	_____
Registration Number	_____
Vat registration Number	_____
Contact Person	_____
Telephone Number	_____
Cellphone Number	_____
Fax Number	_____
Email address	_____
Postal Address	_____
Physical Address	_____
Scope of work and the value as a % of the total value of the contract	_____
<b>Partner 2</b>	
Name of Company	_____

Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

<b>If bidder is a Prime Contractor using Sub-contractors, indicate the following:</b>	
<b>Prime Contractor</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
<b>Sub-contractors</b>	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

## ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS

1. TAX COMPLIANCE REQUIREMENTS		
<p>1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>		
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
<p>2.1 IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2.2 DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2.3 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2.4 DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</b></p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

## ANNEXURE 4: BIDDER'S DISCLOSURE

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### 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:  
.....  
.....

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;

\_\_\_\_\_

<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.

- 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.

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

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<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.

**ANNEXURE 5: SHAREHOLDERS AND DIRECTORS INFORMATION**

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

**1 Shareholders/ Members**

Name of the shareholder	ID Number	Race	Gender	% Shares

**Note: The bidder must also attach the detailed Company/ Group Structure where relevant.**

**2 Trust Information**

With reference to point 8.6 IDC Rights, should a trust form part of the Company / Group structure then the following must be submitted as part of your proposal.

<b>Documents necessary to verify the Identity of a Trust</b>	<input type="checkbox"/> Copy of trust deed or other founding document by which trust is created.  <input type="checkbox"/> Letters of authority (as issued by the Master of the High Court)  <input type="checkbox"/> Personal details of each Trustee, each Beneficiary, the Founder, and the person authorised to act on behalf of the Trust
--	---

**3 Black Shareholders/ Members as per the B-BBEE Certificate**

Name of the shareholder	ID Number	Race	Gender	% Shares
<b>Total Black Shareholding % as per the current and valid B-BBEE Certificate</b>				

**4 Directors**

Name of the shareholder	ID Number	Race	Gender

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## **ANNEXURE 6: BEE COMMITMENT PLAN**

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The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the Specific Goals which requires the bidder to have a valid B-BBEE certificate or a sworn affidavit in case of a EME or QSE.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

**ANNEXURE 7: DISCLOSURE STATEMENT**

**In terms of the tender condition 8.6, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:**

1. The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to apply its objective criteria to award to any bidders whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
2. To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder’s integrity or conduct): any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct;
  - 2.1.any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and
  - 2.2.any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.
3. Where the bidder is a consortium, the disclosure statement referred to in paragraph 2.2 above must be made separately in respect of each consortium partner.
4. In the event that the bidder’s circumstances change, after submission of its bid, regarding any matter referred to in paragraph 2.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
5. The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 2.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
6. Based on its own assessment of the contents of the bidder’s disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder’s conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right not to award a contract or order.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

(Print name of signatory) \_\_\_\_\_

Designation \_\_\_\_\_

**FOR AND ON BEHALF OF:** COMPANY NAME \_\_\_\_\_

Tel No \_\_\_\_\_

Fax No \_\_\_\_\_

Cell No \_\_\_\_\_

## **ANNEXURE 8: PRIVACY & PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 REQUIREMENTS**

<b>Request for Proposal No:</b>	
<b>Name of Bidder:</b>	
<b>Authorised signatory:</b>	

Protecting personal information is important to the Industrial Development Corporation (IDC). To do so, IDC follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

IDC's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective clients, third parties, suppliers, and operators.

Who is an Operator? A person or body/ entity which processes personal information for the IDC in terms of a contract or mandate.

Who is a Supplier? a natural or juristic person that provides a product or renders a service to the IDC. A supplier could also be considered as an operator, an independent responsible party or (together with IDC) a joint responsible party.

If the supplier or business partner provides IDC with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by IDC. IDC will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the IDC; invoices issued by the supplier or business partner; the contract/ legal agreement between the IDC and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history).

Example of Special personal information is personal information about the following: · criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability, and medical history; or biometric information (e.g. to verify identity).

### **RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA**

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the IDC and is considered an operator of the IDC, the supplier or the business partner will be required to adhere to the obligations set out in the IDC data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the IDC as well as the minimum legal requirements that IDC requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
1.	<p><b>Accountability</b></p> <p>The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	<p><b>Processing Limitation</b></p> <p>The respective clients, third parties, suppliers and operators and their members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	<p><b>Purpose Specification</b></p> <p>All respective clients, third parties, suppliers and operators and their members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	<p><b>Further Processing Limitation</b></p> <p>Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the IDC.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	<p><b>Information Quality</b></p> <p>The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	<p><b>Open Communication</b></p> <p>Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	<p><b>Security Safeguards</b></p> <p>It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be continuous monitoring and review that will be conducted by the IDC at its discretion.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	<p><b>Data Subject Participation</b></p> <p>A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I, \_\_\_\_\_ (print name) hereby certify that the information, facts, and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company/ Entity: \_\_\_\_\_

Company/ Entity Registration Number: \_\_\_\_\_

Company/ Entity VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature (Company/ Entity Representative)

\_\_\_\_\_  
Date