

**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DSDP 53/24	CLOSING DATE:	27 September 2024	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF PHYSICAL SECURITY SERVICES AT BOTLOKWA ONE STOP CENTRE, EISLEBEN CLINIC, AGANANG ONE STOP CENTRE, SASELAMANI OFFICE ACCOMMODATION, SESHEGO ONE STOP CENTRE AND PHASHA SELATOLE ONE STOP CENTRE FOR A PERIOD OF TWELVE MONTHS (12).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
The Department of Social Development					
21 Biccard Street (Olympic Towers Building)					
POLOKWANE					
0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Lekolwane MM		CONTACT PERSON	Ramalepe P	
TELEPHONE NUMBER	(015) 230 4423 / 078 988 0718		TELEPHONE NUMBER	015 230 4448 /071 443 4312	
FACSIMILE NUMBER	(015) 291 2226		FACSIMILE NUMBER	(015) 291 2226	
E-MAIL ADDRESS	LekolwaneMM@dsd.limpopo.gov.za		E-MAIL ADDRESS	RamalepeP@dsd.limpopo.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATION 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE:.....

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number.....
<b>Closing Time 11:00</b>	Closing date.....

**OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID.**

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- 
- Required by: .....
  - At: .....
  - Brand and model .....
  - Country of origin .....
  - Does the offer comply with the specification(s)? \*YES / NO
  - If not to specification, indicate deviation(s) .....
  - Period required for delivery .....
  - \*Delivery: Firm/not firm
  - Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest 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 institution	State

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.
  - 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>1</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.
1. 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>1</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.

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and  
(b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

#### 80/20

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
South African citizen - who, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act 200 of 1993)	3	
Women	3	
Persons with disabilities	3	
Promotion of Youth	3	
Enterprises located in the Limpopo Province	8	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to

any other remedy it may have –

- (a) disqualify the person from the tendering process.
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

# THE NATIONAL TREASURY

Republic of South Africa



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT  
July 2010**

# GENERAL CONDITIONS OF CONTRACT

July 2010

## NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## **General Conditions of Contract**

- 1. Definitions**
  2. The following terms shall be interpreted as indicated:
    - 2.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
    - 2.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
    - 2.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
    - 2.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

- 2.5. “Countervailing duties” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 2.6. “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 2.7. “Day” means calendar day.
- 2.8. “Delivery” means delivery in compliance of the conditions of the contract or order.
- 2.9. “Delivery ex stock” means immediate delivery directly from stock actually on hand.
- 2.10. “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 2.11. “Dumping” occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 2.12. “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 2.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 2.14. "GCC" means the General Conditions of Contract.
- 2.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 2.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 2.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 2.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 2.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 2.20. "Project site," where applicable, means the place indicated in bidding documents.

- 2.21. "Purchaser" means the organization purchasing the goods.
- 2.22. "Republic" means the Republic of South Africa.
- 2.23. "SCC" means the Special Conditions of Contract.
- 2.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 2.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

### **3. Application**

- 3.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 3.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 3.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

### **4. General**

- 4.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

- 4.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 5. Standards** 5.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 6. Use of contract Documents and information; inspection.** 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights** 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**7. Performance security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the

purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to

their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2. Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental services**

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been

delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

## **17. Prices**

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

- 18. Contract amendments** 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment** 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts** 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance** 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5. Any restriction imposed on any person by the Accounting Officer Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**

24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

- 25. Force Majeure** 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency** 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes** 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

- 27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5. Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language**
- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law**
- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices**
- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme**
- 33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices**
- 34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



**LIMPOPO**  
**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF**  
**SOCIAL DEVELOPMENT**

**TERMS OF REFERENCE REGARDING PROVISION OF PHYSICAL SECURITY SERVICES AT BOTLOKWA ONE STOP CENTRE, EISLEBEN CLINIC, AGANANG ONE STOP CENTRE, SASELAMANI OFFICE ACCOMMODATION, SESHEGO ONE STOP CENTRE AND PHASHA SELATOLE ONE STOP CENTRE FOR A PERIOD OF TWELVE MONTHS (12).**

**1. DEFINITIONS**

<b>DEFINITIONS</b>	
Acceptable Bid	Any bid, which, in all respects, complies with the specifications and conditions of the Request for Bid as set out in this document
Administrative Requirements	This are inherent requirements of the bid, therefore failure to comply or satisfy any of the requirements shall result in the invalidation of the Bid during administrative compliance stage
Asset	Refers to property, information, and personnel
Bid	A written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services or goods
Bidder Agent	Any person mandated by a prime Bidder or consortium/joint venture to do business for and on behalf of, or to represent in a business transaction, the prime Bidder and thereby acquire rights for the prime Bidder or consortium/joint venture against Department of Social Development or an organ of state and incur obligations binding the prime Bidder or consortium/joint venture in favour of the Department
Bidders	Any enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person, legal or natural, which has been invited by the Department of Social Development to submit a bid in response to this bid invitation
Client	Government departments, provincial and local administrations that participate in Department of Social Development

	procurement processes
Comparative Price	The price after deduction or addition of non-firm price factors, unconditional discounts, etc.
Consortium	Several entities joining forces as an umbrella entity to gain a strategic collaborative advantage by combining their expertise, capital, efforts, skills, and knowledge for the purpose of executing this bid
Department	The Limpopo Department of Social Development
Disability	Means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being
Firm Price	The price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has influence on the price of any supplies or the rendering cost of any service, for the execution of a contract
Functionality	The ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender document
Goods	Any work, equipment, machinery, tools, materials, or anything of whatever nature to be rendered to Department of Social Development's delegate by the successful Bidder in terms of this bid
Joint Ownership	(Also known as equity JVs) the establishment by two parent companies of a child company for a specific task within which both parent companies invest in order to overcome the limited capabilities vested within them in order that they can both benefit from the combined investment
Joint Venture	Two or more businesses joining together under a contractual agreement to conduct a specific business enterprise with both parties sharing profit and losses
Management	In relation to an enterprise or business, an activity inclusive of control, and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director
Non-firm Price (s)	All price(s) other than firm price(s)
Organ of State	A constitutional institution defined in the Public Finance

	Management Act, Act 1 of 1999.
Person(s)	Refers to a natural and/or juristic person(s).
Prime Bidder	Any person (natural or juristic) who forwards an acceptable proposal in response to this Request for Bid (RFB) with the intention of being the main contractor should the proposal be awarded to him/her
Rand Value	The total estimated value of a contract in Rand denomination, which is calculated at the time of proposal invitations and includes all applicable taxes and excise duties
SMME	Bears the same meaning assigned to this expression in the National Small Business Act, 1996 (Act No. 102 of 1996)
Successful Bidder	The organization or person with whom the order is placed or who is contracted to execute the work as detailed in the bid
Trust	The arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person
Trustee	Any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person

## 2. **ABBREVIATIONS**

The following are abbreviations that are being used constantly throughout this document:

Private Security Industrial Regulatory Authority	PSIRA
Identification card	ID card
Occurrence book	OB
Security officer	SO
Service provider	SP
South African Police Services	SAPS
Risk Management Unit	RMU
21 Biccard Street	Office
Request for Bid	RFB

## **1. PURPOSE**

The purpose of this terms of reference is to invite suitable service providers to submit a proposal for the provision of physical security services at Botlokwa One Stop Centre, Eisleben Clinic, Aganang One Stop Centre, Saselamani Office Accommodation, Seshego One Stop Centre and Phasha Selatole One Stop Centre for a Period of twelve months (12).

## **2. INTRODUCTION**

The Department of Social Development would like to invite security service provider(s) which meets minimum requirements of PSIRA to bid for provision of security services that will be effective and efficient in ensuring safety and security of asset in the department of Social Development at Botlokwa One Stop Centre, Eisleben Clinic, Aganang One Stop Centre, Saselamani Office Accommodation, Seshego One Stop Centre and Phasha Selatole One Stop Centre for a Period of twelve months (12).

## **3. BACKGROUND**

The Limpopo Department of Social Development requires the provision of physical security services at Botlokwa One Stop Centre, Eisleben Clinic, Aganang One Stop Centre, Saselamani Office Accommodation, Seshego One Stop Centre and Phasha Selatole One Stop Centre for a Period of twelve months (12) for the purpose of safeguarding the State property and personnel and ensuring access control at all sites.

## **4. SCOPE OF SERVICE IN THE DEPARTMENT OF SOCIAL DEVELOPMENT**

The services to be provided herein cover the daily physical security provision in the Department of Social Development at Botlokwa One Stop Centre, Eisleben Clinic, Aganang One Stop Centre, Saselamani Office Accommodation, Seshego One Stop Centre and Phasha Selatole One Stop Centre for a Period of twelve months (12).

- 4.1.** The services required will be for a period of twelve (12) months.
- 4.2.** The service provider shall indicate in its proposal the costs per month all-inclusive which implies that no extra costs will be levied.
- 4.3.** Security service provider must pay the security officer for the work that he and she has performed as provided by National Minimum Wage Act, 9 of 2018, The Basic Conditions of Employment Act, 75 of 1997 as amended and the Basic Conditions of Employment: sectorial Determination 6: Private Security Sector.
- 4.4.** The security service provider has to take note that all descriptions indicated in the Illustrative

Pricing Structure by PSIRA must be catered for during payment of security officers.

**4.5.** The minimum requirements when providing security services in the Department are as follows:

- 4.5.1.** All security officers shall be PSIRA registered and have successfully passed the required PSIRA grading course as required by PSIRA. All security officers shall always have an updated PSIRA registration card in their possession.
- 4.5.2.** The service provider(s) shall comply with the PSIRA requirements with an emphasis of the PSIRA Code of Conduct.
- 4.5.3.** The service provider(s) shall conduct regular checks or execute patrol at least every hour around the premises as required and act when there is security breach.
- 4.5.4.** The service provider shall guard uninterrupted twenty-four (24) hours a day against intrusion of unauthorized entries.
- 4.5.5.** The service provider shall protect Botlokwa One Stop Centre, Eisleben Clinic, Aganang One Stop Centre, Saselamani Office Accommodation, Seshego One Stop Centre and Phasha Selatole One Stop Centre for a Period of twelve months (12) and employee's equipment and properties against act of vandalism, theft or sabotage.
- 4.5.6.** The service provider shall provide uninterrupted twenty-four (24) hours of effective security and safety coverage of the Department of Social Development facilities and maintain and record all occurrences in their pocketbooks / pocket notebooks and later be recorded in the OB.
- 4.5.7.** All security officers shall wear appropriately clean and presentable uniform while on duty without exception. The service provider(s) shall comply with the type of uniform specified on the site job descriptions and the Service Level Agreement.
- 4.5.8.** Each security officer must be physically and mentally capable of performing all assigned duties. The service provider(s) must ensure that each employee is able to provide the required services by ensuring that regular customized training is provided to security officers. The department reserves the right to review all minimum requirements in terms of provision of services and instruct the removal of any security officer who is unable to perform his or her duties accordingly.
- 4.5.9.** Security officers are at least required to read, write and speak and understand English.
- 4.5.10.** Security officers are to be professional, courteous, friendly, tactful and helpful at all times and at the same time be firm in executing their duties.

- 4.5.11. Security officers are to maintain a high standard of discipline and smartness in appearance at all times.
- 4.5.12. Security officers are not permitted to bring in any friend or relatives in the departmental premises at any point in time during the execution of their duties.
- 4.5.13. Security officers shall be expected to report to work on time and for a particular shift as designated per site job description.
- 4.5.14. All security officers within the service area must have undergone relevant practical training on the proper, safe handling and use of firearms from an accredited training institution. Over and above that they must be in possession of a valid Competency Certificate for the handling and use of firearms.
- 4.5.15. It is compulsory for the Directors of the companies to be in possession of valid competency certificates.
- 4.5.16. No security officer shall be allowed to work more than twelve (12) hours on any day. Security Officers must be given a rest period of at least thirty-six consecutive hours as prescribed by Sectorial Determination.
- 4.5.17. No security officer will be allowed to leave his / her post without being properly relieved and it is the service provider's responsibility to provide continuous uninterrupted security services.
- 4.5.18. The service provider shall have not less than **one million rand (R1 000 000.00)** Public Liability Insurance for the period of the contract. This requirement does not imply that the department is in contract with Public Liability Insurer. The claims in relation to loss if a breach of security resulted by negligence which incriminate security officers has occurred at the departmental facilities shall be recovered from the monthly claims of the service provider(s) who will in turn claim from his / her Public Liability Insurer. The value of the claim shall be as per departmental Asset Register without any depreciation.

## 5. EQUIPMENT

5.1. Security officers should be issued with the following equipment by the security company:

- 5.1.1. Baton
- 5.1.2. Handcuffs
- 5.1.3. Pocket books
- 5.1.4. Flashlights / Torches
- 5.1.5. Valid licensed company firearm fully loaded with ammunition
- 5.1.6. Whistles
- 5.1.7. Firearm licenses registered in the name of the company and competency certificate for use and handling of firearms.

- 5.1.8. Gun safe lockers
- 5.1.9. Functional handheld metal detectors
- 5.1.10. Two-way radios or at least two company cellphones with airtime at all times.

## **6. REGISTERS**

6.1. The following registers but not limited to must be maintained with page numbers on each:

- 6.1.1. After hours register
- 6.1.2. Occurrence Book
- 6.1.3. Visitors register.
- 6.1.4. Firearm register (security officers)
- 6.1.5. Firearm register for personnel and visitors.
- 6.1.6. Government motor vehicle register
- 6.1.7. Lost and Found Property register
- 6.1.8. Key control register
- 6.1.9. Employee Access control register
- 6.1.10. Private owned vehicle register
- 6.1.11. Delivery vehicle register
- 6.1.12. Authority to use company's firearm permit in terms of the Firearm Control Act and its Regulations.

## **7. PATROL DUTIES**

- 7.1. Service providers will be expected to provide patrol vehicle per site.
- 7.2. Patrol the perimeter fence and premises twice (2) hourly during hours of darkness.
- 7.3. Check and report on the following aspects:
  - 7.3.1. Conditions of perimeter fence.
  - 7.3.2. All external doors are locked after hours.
  - 7.3.3. External lights are illuminated during hours of darkness.
  - 7.3.4. Broken windows
  - 7.3.5. Gas storage areas secured.
  - 7.3.6. Official vehicles that are not locked.
  - 7.3.7. Any vehicles parked on the premises that appear to have been tampered with.
  - 7.3.8. Any incidents that are considered to be unusual.
- 7.4. Each working day the first or second level supervisor must make contact with the departmental representative at the site in order to verify and handle mutual complaints, problems, bottlenecks and requests concerning the rendering of service. At least once a month formal discussion must be held and minutes of which must be kept by the departmental representative.
- 7.5. The Contractor must ensure that a senior member of the security company is available to come to the site at all times, particularly in cases of emergency.

## **8. HOURS OF DUTY**

The hours of work of staff shall be 06h00 to 18h00 and 18h00 to 06h00 and shall comply with the requirements of all relevant statutes, rules and regulations applicable in the security industry. No security officer shall work for more than 12 hours per shift.

## **9. DEPLOYMENT OF SECURITY OFFICER**

### **9.1. Day Shift**

**9.1.1.** Number of Grade D armed as per site requirement

**9.1.2.** Number of Grade D unarmed as per site requirement

### **9.2. Night Shift**

**9.2.1.** Number of Grade D armed as per site requirement

**9.2.2.** Number of Grade D unarmed as per site requirement

## **10. ADDITIONAL SECURITY MEASURES**

**10.1.** Service providers will be expected to Install mag-touch electronic monitoring systems for patrol monitoring.

**10.2.** Electronic verification system for guards clocking on duty to be emailed monthly to Provincial Office as verification tool of guards on duty at all sites.

## **11. EVALUATION OF THE BIDS**

**11.1.** Evaluation of all bids received on the date and time of closure will be evaluated in accordance with provisions of the following four (04) phases:

**11.1.1.** Administrative Compliance

**11.1.2.** Functionality

**11.1.3.** Site inspection,

**11.1.4.** Price and specific goals **(80/20)**

***NB: All bidders are required to comply with the requirements of administrative compliance (11.1.1) for them to proceed to the next phase of evaluation (i.e., functionality 11.1.2). Only service provider(s) that scored a minimum of seventy (70 of 100) points on functionality would be subjected to the Site Inspection (11.1.3), and those who succeed on-site inspection will be further evaluated on price and Specific Goals (11.1.4).***

### **11.2. Administrative Compliance**

**11.2.1.** The Limpopo Department of Social Development has prescribed administrative requirements that must be met by the bidders, in order for the bid to be accepted for functional evaluation. In this regard administrative compliance will be carried out to determine whether the bidder's bid comply in this regard.

**11.2.2. Note:**

**11.2.2.1.** Where reference is made in the bid document to the terms, 'firm', 'bidder' and 'tenderer', it should be noted that they refer to one and the same name.

**11.2.2.2.** In the event where the trade name is different from the legal name, the **trade name** must be used as the name of the bidder and **NOT** the legal name.

**11.2.2.3.** Naming of the bidding company must be consistent in the bid document, CSD report and any other document perceived to be important with regard to the identification of the bidder.

**11.2.2.4.** In case of Joint Ventures and Consortia, the names of ALL parties to the JV or Consortia, must appear as name of the bidding company in the bid document. For example: "Excel cc in JV with Microsoft cc" etc.

**12. The bid document is made up of the following SBD forms:**

- 12.1.1.1.** SBD 1: Invitation to bid.
- 12.1.1.2.** SBD 3.1: Pricing schedule-firm prices
- 12.1.1.3.** SBD 4: Bidder's Disclosure
- 12.1.1.4.** SBD 6.1: Preference Points Claim form in terms of the Preferential Procurement Regulations, 2022

**12.1.1. Administrative Evaluation Criteria**

**12.1.1.1. Bids will be evaluated on the basis of the following administrative evaluation criteria:**

- 12.1.1.2.** Submission of bid document in its original form.
- 12.1.1.3.** Faxed or e-mailed or late bids will not be accepted.
- 12.1.1.4.** Use of tipex in the bid document will lead to the disqualification of the bid.
- 12.1.1.5.** Submission of a duly completed and signed bid document by an authorized representative. Bids submitted by Companies must be signed by a person or persons duly authorized thereto by a resolution of a Board of Directors, a copy of which Resolution, duly signed be submitted with the Bid.
- 12.1.1.6.** Completion of the bid document must be in black or blue ink. *(Completion in pencil or any other color will disqualify the bid).*

**12.1.2. Consortia / Joint Ventures / Partnership:**

- 12.1.1.1.** Over and above compliance with requirements listed in 12.1.1 above, the following must also be complied with by consortia and joint ventures entities:

- 12.1.1.2.** Submission of duly signed agreement with clear responsibilities of each party.
- 12.1.1.3.** Letter of appointment by Consortia / Joint Venture parties / Partnership authorizing a representative to sign the bid document on its behalf.
- 12.1.1.4.** Compliance with all Tax Clearance requirements: Attach Valid Tax Clearance Certificate / PIN, Central Supplier Database Number, where consortium/joint ventures/ subcontractor are involved, each party to the association must submit separate Tax Clearance requirements.

***Note: Failure to comply with the consortia / Joint Venture / Partnership as stated above will disqualify the bid.***

**12.1.2. Administrative requirements**

**12.1.2.1. All bidders are required to comply with the following administrative requirements of which non-compliance thereof will disqualify such a bid:**

**12.1.2.1.1.** Submission of certified copies of Grade A or B PSIRA certificates for the directors, shareholders, all members of the Close Corporation, all partners within the partnership if any, all trustees, administrators if the bidder is a foundation, any person performing executive / management functions of the bidder if the bidder is a sole trader.

**12.1.2.1.2.** Submission of certified valid copy of letter of good standing with Compensation for Occupational Injuries and Diseases Act (COIDA).

**12.1.2.1.3.** Submission of certified valid copy of PSIRA certificate for the company.

**12.1.2.1.4.** Submission of valid copy of letter from PSIRA confirming that the bidding company is in good standing and can render security services.

**12.1.2.1.5.** Certified copy of Valid proof of Provident fund in the name of the Company. Letter of good standing or Letter for tender purposes or Proof of registration.

**12.1.2.1.6.** Submission of certified copies of identity documents for all the directors and shareholders of the company.

**12.1.2.1.7.** Certified copy of valid ICASA Communication radio License of the Company having the valid expiry date.

**12.1.2.1.8.** All copies must have been certified within the past three months prior to date of closure of this bid.

**12.1.2.1.9.** Proof of Public Liability Assistance Insurance to the minimum value of R1 000 000.00 to cover losses of LDSD assets and losses from facilities in case of negligence or

criminal activities of company staff.

**12.1.2.1.10.** A resolution authorizing a particular person to sign the bid documents.

<b>Documents that must be submitted</b>	<b>Non-submission and partial completion will result in disqualification</b>	<b>Requirements</b>
Invitation to Bid – SBD 1	No	Complete and sign the supplied bid document
Pricing Schedule – SBD 3.1	No	Complete and sign the supplied bid document
Bidder's Disclosure – SBD 4.	Yes	Complete and sign the supplied bid document. (Must declare if they have interests in other Companies)
Preference Point Claim Form – SBD 6.1	No	Non-claiming of points on this form will lead to zero (0) even if means of verification on specific goals is attached.
Valid letter of good standing from PSIRA	Yes	Must be submitted with the proposal.
Certified copy of valid PSIRA registration for the company;	Yes	Must be submitted with the proposal. Certification should not be older than three months.
Certified copy of valid PSIRA Grade A/B registration for all the Directors/owners of Private and Public Companies, all partnership, all trustees of a trust, all members of CC & Sole Proprietor;	Yes	Must be submitted with the proposal. Certification should not be older than three months
Certified copy of valid good standing with COIDA	Yes	The successful bidder will be required to comply with the

		requirements of Occupational Health and Safety Act, 85 of 1993
Certified copy of valid firearm license/s;	Yes	Must be submitted with the proposal. Certification should not be older than three months
Certified copy of valid ICASA Communication radio Licence of the Company having the valid expiry date	Yes	Must be submitted with the proposal (in cases where a third party ICASA License is used, letter of consent or agreement must be attached plus the certified copy of valid ICASA License)
Certified copy of Valid proof of Provident fund in the name of the Company	Yes	Must be submitted with the proposal. Certification should not be older than three months
Certified copies of identity documents for all the directors and shareholders of the company.	Yes	Must be submitted with the proposal. Certification should not be older than three months
Copy of Central Supplier Database (CSD) report	No	All bidders are expected to be registered on Central Supplier Database CSD

**12.1.2.2. Bidders must ensure that they meet the following requirements before the bid can be awarded:**

Criteria	Requirements
Tax Compliance Status	(a) Bidders must ensure that they meet the following requirements before the bid can be awarded: Criteria Requirement Tax compliance status "Bidder must be tax compliant before the bid is awarded, i.e.

	<p>(i) Where the recommended bidder is not tax compliant, the bidder will be notified of their non-compliant status and the bidder must be requested to submit written proof from SARS of their tax compliance status or proof that they have made an arrangement to meet their outstanding tax obligations within 7 working days.</p> <p>(j) The bidder should thereafter provide the accounting officer with proof of their tax compliance status which should be verified via the Central Supplier Database or e-Filing”</p>
Identity number (s) or directors	Must all be active
Business registration	Entity must be in business
Company registration with central supplier database (CSD)	Bidders must be registered as a service provider on the Central Supplier Database (CSD). If not registered must proceed to complete the registration prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Attach detailed CSD registration document In the service of the state status Bid will not considered if Shareholders or directors are employed by state /government departments, municipalities, municipal entities, public entities unless the approval from executive authority to do remunerative work outside public service and to do business with the state is submitted with the proposal Tender defaulting and restriction status Entity and directors must not be restricted.
Compliance to Sectorial Determination 6:	Private Security Industry Regulation Authority (PSIRA) Bidder's must ensure that they pay their security guards according to Sectorial Determination 6 (PSIRA): Private Security Sector as published in the government gazette in line with Basic Condition of Employment Act

### 13. **FUNCTIONALITY**

13.1. All bidders who satisfied the administrative compliance will be subjected for functional evaluation in accordance with the factors as per table below.

13.1.1. Bidders who have been evaluated on functionality attained the minimum required seventy **(70)** points **(70%)** will proceed to the next phase of evaluation, being site inspection.

13.1.2. Bidders who succeeded on-site inspection will proceed to be evaluated on price and specific goals.

TOTAL SCORE		100 POINTS		
ACCEPTABLE MINIMUM SCORE		70 POINTS (70%) OF TOTAL POINTS FOR FUNCTIONALITY)		
WEIGHTS IN TERMS OF %		100%		
NO	CRITERIA	ELEMENT BREAKDOWN	SCORING POINTS	WEIGH IN %
2.1.	Experience and track record of the bidding company in rendering security service (please attach appointment letters and proof of completion of a contract that contains reference, contact details, values of the contracts)	Evidence of rendering security service for 5 years and above	35 points	35%
		Evidence of rendering security service between 2 and 4 years	15 points	
		Evidence of rendering security service below 2 years	5 points	
		No experience of rendering security services	0 points	
2.2.	Submission of appropriate skills (Training) development plan relevant to security services.	Skills (Training) development plan with time frame that covers role and functions of security officers in line with, a) Application of legal prescript (POPIA) b) Communication skills c) Demonstrate the knowledge of Firearm Control Act, d) Code of conduct, e) New procedures of PSIRA	10 points	10%
		Skills (Training) development plan not covering all the aspects as required	5 points	
		Submission of training plan not aligned to security service	0 Points	
2.3.	Submission of company contingency plan which addresses critical risk areas or factors.	Company contingency plan which addresses critical risk areas but not limited to the following: a) Strike Management	40 Points	40%

		<ul style="list-style-type: none"> <li>b) Fire Management</li> <li>c) Theft.</li> <li>d) Riots</li> <li>e) Power Failure</li> <li>f) Emergency Evacuation</li> <li>g) Crowd Management</li> <li>h) Threat assessment</li> <li>i) Chemical, biological, radiological, nuclear &amp; explosive (CBRNE)</li> </ul>		
		Submission of contingency plan not aligned to security service	<b>0 points</b>	
<b>2.4.</b>	Submission of valid proof of financial capacity. Letter of intent from NCR (National Credit Regulator) accredited financial institutions to provide funding (letter must be signed and stamped not older than three months) or proof of overdraft facility in the name of business (Bank letter must be signed and not older than three months). NB [only overdraft amount will be considered on the letter], or Proof of company capability to self-fund (i.e., stamped bank statement not older than three months).	Proof of valid financial capacity issued by authorized financial institution more than <b>R1 000 000.</b>	<b>15 points</b>	<b>15%</b>
		Proof of valid financial capacity issued by authorized financial institution <b>between R999 999 and R500 000</b>	<b>10 points</b>	
		Proof of valid financial capacity issued by authorized financial institution <b>below R500 000.</b>	<b>5 points</b>	
		No submission of proof of valid financial capacity issued by authorized financial institution	<b>0 points</b>	
<b>TOTAL</b>			<b>100 Points</b>	<b>100%</b>

**13.1.3. Requirements for developing a risk-based contingency plan.**

No	Activities	Strategy	Points
1	Strike Management	<p>A detailed plan on how the security service provider will manage the strike by community members.</p> <p>A detailed plan on how the security service provider will manage the strike by its employees.</p> <p>b. A plan on how the security service provider will assist the Office during Public sector industrial action.</p> <p>c. The plan must have due regard to the provision of extra security officers in the case of strike management</p>	10
2	Fire Management	A detailed plan on how the security service provider will manage the sites when the fires break-out.	10
3	Theft	How is the service provider going to manage the sites when a case of theft of assets is brought to their attention	5
4	Riots	A Step-by-step plan indicating the strategy of managing riots affecting the sites or precinct.	5
5	Power Failure	How would the service provider manage the sites during the night in case of the power failure?	2
6	Emergency Evacuation	<p>How would the service provider assist the authorities during the emergency evacuation?</p> <p>Training schedule for security officers on sites on the emergency evacuation for the sites should be indicated</p>	2
7	Crowd Management	A summary of step-by-step processes on how to manage crowd to avoid stampede.	2
8	Threat assessment	An indication on how often the service provider will conduct its own security treats analysis and	2

		provision of reports thereof.	
9	Chemical, biological, radiological, nuclear & explosive (CBRNE)	Step by step summary on how the service provider would handle the CBRNE situation	2

#### 14. SITE INSPECTION

The bidders who complied with the administrative evaluation criteria, special conditions and Functionality and will be subjected to site inspection to establish the following:

No	Category	Description	Points allocated
1	<b>Physical Business Existence (valid and signed lease agreement or proof of occupancy) will also be required.</b>	Proof of legitimate occupancy (valid and signed lease agreement or proof of ownership)	<b>5 Points</b>
		Non availability of proof of occupancy	0 Points
2	<b>Office tools. (The bidder is expected to have Telephone, office furniture, computer (s), printers</b>	Telephone	<b>1 Point</b>
		Office furniture	<b>2 Points</b>
		Computer (s)	<b>1 Point</b>
		Printers	<b>1 Point</b>
3	<b>Control room functionality</b>	<p>Availability of fully operational control room</p> <p>(a) Existing Control room within the main office structure</p> <p>b) The Control Room Operator's ability to contact other guards at the offsite facilities and Police if required.</p> <p>c) Power supply: two sources of power supply, preferred supply (e.g., electricity) and</p>	<b>10 Points</b>

		<p>an alternative ready for use.</p> <p>d) Communication, i.e. Telephones, with alternative backup communication system dedicated as alternative and independent from the initial service.</p> <p>e) Base radio: receiver and transmitter</p>															
		Non availability of fully operational control room	0 Points														
4	<b>Company Management</b>	Availability of company policies be provided during site inspection.	<table border="1"> <thead> <tr> <th>Maximum</th> <th>5 points</th> </tr> </thead> <tbody> <tr> <td>Human Resources Recruitment Plan,</td> <td>1 Points</td> </tr> <tr> <td>Code of Conduct,</td> <td>1 Points</td> </tr> <tr> <td>Disciplinary procedure</td> <td>1 Points</td> </tr> <tr> <td>Grievance procedure</td> <td>1 Points</td> </tr> <tr> <td>Displayed Poster of Basic Conditions of Employment Act and Occupational Health and Safety Act</td> <td>1 Points</td> </tr> <tr> <td>Non-Availability</td> <td>0 Point</td> </tr> </tbody> </table>	Maximum	5 points	Human Resources Recruitment Plan,	1 Points	Code of Conduct,	1 Points	Disciplinary procedure	1 Points	Grievance procedure	1 Points	Displayed Poster of Basic Conditions of Employment Act and Occupational Health and Safety Act	1 Points	Non-Availability	0 Point
Maximum	5 points																
Human Resources Recruitment Plan,	1 Points																
Code of Conduct,	1 Points																
Disciplinary procedure	1 Points																
Grievance procedure	1 Points																
Displayed Poster of Basic Conditions of Employment Act and Occupational Health and Safety Act	1 Points																
Non-Availability	0 Point																
5	<b>Company Uniform</b>	<p><i>Complete Branded Uniform</i></p> <p>Complete branded uniforms at minimal (either combat or corporate). i.e., Shirts, caps, trousers, skirts, jackets, sock (black</p>	<table border="1"> <thead> <tr> <th>Maximum</th> <th>10</th> </tr> </thead> <tbody> <tr> <td>Combat uniform available</td> <td>5 Points</td> </tr> <tr> <td>No combat uniform</td> <td>0 Point</td> </tr> <tr> <td>Corporate uniform</td> <td>5 Points</td> </tr> </tbody> </table>	Maximum	10	Combat uniform available	5 Points	No combat uniform	0 Point	Corporate uniform	5 Points						
Maximum	10																
Combat uniform available	5 Points																
No combat uniform	0 Point																
Corporate uniform	5 Points																

		or grey), epilates, belts, shoes (formal or combat), Raincoats	No Corporate uniform	0 Point
<b>6</b>	<b>Vehicles</b>	Branded company vehicles.	Ten or more vehicles	<b>10 Points</b>
			Between five (5) and nine (9)	5 Points
			Less than five (5) vehicles	3 Points
			No vehicle	0 points
<b>7</b>	<b>Operating aids/tools</b>	Availability of functional security operating aids / tools	<b>Maximum points</b>	<b>10 points</b>
			Immovable or mounted safe.	2 points
			Handheld metal detectors	2 points
			Torches and or flashlights	2 points
			Functional Two-Way Radios	2 points
			Baton and handcuffs	2 points
<b>8.</b>	<b>Firearms</b>	Valid Firearms and licenses in the name of bidding company	<b>Maximum</b>	<b>10 Points</b>
			Twenty (20) or more valid firearms	
			Between Ten (10) and Nineteen (19) valid firearms	5 Points
			Less than ten	

			(10)	3 Points	
			0 firearms	0 Points	
	<b>Total points</b>		<b>65</b>		

All Bidders who score less than 55 out of 65 (85%) points on-site inspection will not be considered for further evaluation on Price and specific goals.

*Submission of the above-mentioned documents at site inspection does not imply qualification to the next phase (price and Specific Goals). Quality assurance will still be conducted to the documents provided.*

*Site inspection will be conducted at the physical address of the company as indicated in the bid document. The departmental representatives conducting site inspection will not be permitted to inspect any office which was not indicated as the physical address of the business.*

## 15. PRICE AND SPECIFIC GOALS

15.1.1. This bid shall be evaluated in terms of the 80/20 preference points system.

15.1.2. Points shall be awarded to a bidder for attaining the Specific goals in accordance with the table below:

The specific goals allocated points in terms of this tender	Number of points (80/20 system)
South African citizen - who, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act 200 of 1993)	3
Women	3
Persons with disabilities	3
Promotion of Youth	3
Enterprises located in the Limpopo Province	8

Price = 80 points

Specific goals = 20 points

### 15.1.2.1. CLAIMING POINTS ON SPECIFIC GOALS

15.1.2.1.1. Preference points allocated Historically Disadvantaged individuals may be claimed by

Persons who had no franchise in national elections prior to 1983 and 1993. (Bidders to submit copy of South African Identification Document)

- 15.1.2.1.2. Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding. (Bidders to submit copy of South African Identification Document and Company registration document)
- 15.1.2.1.3. Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. (Bidders to submit copy of medical certificate from a registered medical practitioner in case of companies owned by persons with disabilities).
- 15.1.2.1.4. Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding. (Bidders to submit copy of South African Identification Document).
- 15.1.2.1.5. Preference points for Locality may be allocated for promotion of enterprises located within the Limpopo Province may be claimed by submission of proof that the enterprise is located within the borders of Limpopo Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Limpopo Province. Enterprises located outside the borders of the Limpopo Province and who only appoints agents and or commission warehouses in this municipal area are expressly excluded from claiming points for this goal. (Bidders to submit proof of occupancy in a form of utility bill/permission to occupy/ rental and or lease agreement).

## **16. BID AWARD AND CONTRACT CONDITIONS**

- 16.1. Bid offers are valid for Hundred and eighty days (180) days and shall be evaluated within the validity period.
- 16.2. The department reserves the right to verify any information supplied by the bidder and should the information be found to be false or incorrect, the department will exercise any of the remedies available to it.
- 16.3. Recommendable company (s) will be subjected to security or background check by the State Security Agency (SSA) prior to award. The department may seek clarity from recommendable company(s) in case of negative outcome from State Security Agency.
- 16.4. Pending unresolved cases against the service provider(s) for non-performance or any negative record that would have negative impact on execution or performance of this contract poses a huge risk as such the department may consider those incidents for not awarding the bid to the affected companies.
- 16.5. Security companies must comply with the Firearms Control Act (ACT 60 OF 2000) to qualify to render services in the department.

- 16.6.** The bidder must have a well-established and equipped 24-hour security control room (control room to be inspected by LDSA before the bid is awarded for shortlisted companies).
- 16.7.** The bidder must have an operational / project manager immediately available on a 24-hour basis to react in the event of emergencies.
- 16.8.** The bidder must pay Security Guards the minimum wage according PSIRA Sectoral Determination and Legislation.
- 16.9.** The bid will be awarded to the highest point scorer, depending on the proven capacity including available patrol vehicles and valid firearms.
- 16.10.** Successful bidders who are not registered for VAT at the time of bidding must register as required by law immediately after award.
- 16.11.** Successful bidders who are not registered with UIF at the time of bidding will be expected to register with UIF and remain compliant throughout the contract.
- 16.12.** The Department reserves the right to cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after tender have been evaluated and/or after the preferred bidder have been notified of their status as such.
- 16.13.** Each bid, once submitted, constitutes a binding and irrevocable offer to provide the services on terms set out in the bid, which offer cannot be amended after its date of submission.
- 16.14.** The award of the bid may be subjected to price negotiation with the preferred bidders.
- 16.15.** The appointment of the successful bidder shall be subject to the conclusion of a Service Level Agreement (SLA) between the department and the successful bidder governing all rights and obligations related to the required services.
- 16.16.** The contract shall be concluded between the Limpopo Department of Social Development and the successful service provider.
- 16.17.** Bidders shall be notified about the decision of the Department by means of publication in the Provincial Bid Bulletin.
- 16.18.** The outcome of the successful bidder shall be published through the Provincial Bid Bulletin, departmental website and or any other channel that was used to advertise the bid.
- 16.19.** Awarding of the bid shall be subject to the Service Provider acceptance of General Conditions of Contract (GCC).
- 16.20.** The successful bidder will be required to submit updated / recent Public Liability Insurance within a period not exceeding fourteen (14) working days after receipt of an acceptance letter.
- 16.21.** The successful bidder will be held liable for any damage or loss suffered by the Department, as a result of the successful bidder's own or his/her employees' negligence or intent, which originated at the site.
- 16.22.** The successful bidder may not, unless otherwise specified, make use of any of the Department's equipment, aids and/or property include, inter alia, vehicles, stationary,
- 16.23.** The successful bidder is responsible for the training of his/her personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.
- 16.24.** The bidder must comply with ALL the provisions contained in Private Security Industry

Regulatory Act 56 of 2001. In addition, the bidder shall comply with all training standards and codes of conduct as determined by PSIRA.

- 16.25.** Bidder (s) who, after being awarded a bid are found not to be complying with conditions for the prescribed minimum wage requirements as legislated in the Government Gazette, will have their bid cancelled.

**17. PRICING INSTRUCTIONS**

- 17.1.** The bid price per Security Officer must be in line with PSIRA Sectoral Determination and Legislation
- 17.2.** The price quoted by supplier shall be assessed guided by PSIRA to ensure that bidder did not underquote. (Bidder perceived to have underquoted in terms of market prices shall be disqualified).
- 17.3.** Companies must indicate the price per pricing schedule and must express their pricing for their services in the South African currency.
- 17.4.** Successful bidder who are not registered for VAT at the time of bidding will be expected to register as VAT vendor within 30 days after award. Failure to comply with the requirement will lead to termination of the contract.
- 17.5.** The Department shall adjust its price in line with PSIRA Illustrative Pricing Structure.



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF SOCIAL DEVELOPMENT

TERMS OF REFERENCE REGARDING PROVISION OF PHYSICAL SECURITY SERVICES AT BOTLOKWA ONE STOP CENTRE, EISLEBEN CLINIC, AGANANG ONE STOP CENTRE, SASELAMANI OFFICE ACCOMMODATION, SESHEGO ONE STOP CENTRE AND PHASHA SELATOLE ONE STOP CENTRE FOR A PERIOD OF TWELVE MONTHS (12).

### SUMMARY SHEET

No	Contract No	District	Sites	Number of Grade D armed (Day Shift)	Number of Grade D unarmed (Day Shift)	Number of Grade D armed (Night Shift)	Number of Grade D unarmed (Night Shift)	TOTAL NUMBER OF GUARDS
1.	DSDP 53/24	Vhembe	Saselamani Office Accommodation	1	2	1	2	6
2		Capricorn	Aganang Stop-Centre	1	2	1	2	6
3			Seshego One Stop Centre	1	1	1	1	4
4			Botlokwa One-Stop-Centre	1	2	1	2	6
5			Eisleben Clinic	1	1	1	1	4
6			Phasha Selatole One-Stop Centre	1	1	1	1	4
<b>TOTAL NUMBER OF SECURITY GUARDS</b>								<b>30</b>

**SECURITY REQUIREMENTS AND PRICING**

**SECURITY REQUIREMENTS AND PRICING**

**DEPARTMENT OF SOCIAL DEVELOPMENT: SASELAMANI OFFICE ACCOMMODATION**

Three [3] Guards per day shift Grade D (1 armed and 2 unarmed) and three [3] Guards per night shift with Grade D Security officer (1 armed and 2 unarmed)

**Cost per Security Guard per month Breakdown**

<b><u>Saselamani Office Accommodation</u></b>			
<b>Day Shift</b>			
<b>Description</b>	<b>No of Guards</b>	<b>Rate Per guard</b>	<b>Total</b>
Armed Security Guard	1	R	R
Unarmed Security Guard	2	R	R
<b>Night Shift</b>			
Armed Security Guard	1	R	R
Unarmed Security Guard	2	R	R
<b>Total per month</b>	<b>6</b>		<b>R</b>

**SECURITY REQUIREMENTS AND PRICING**

**DEPARTMENT OF SOCIAL DEVELOPMENT: AGANANG STOP-CENTRE**

Three [03] Guards per day shift Grade D (1 armed and 2 unarmed) and Three [03] Guards per night shift Grade D (1 armed and 2 unarmed)

**Cost per Security Guard per month Breakdown**

<b><u>Aganang Stop-Centre</u></b>			
<b>Day Shift</b>			
<b>Description</b>	<b>No of Guards</b>	<b>Rate Per guard</b>	<b>Total</b>
Armed Security Guard	1	R	R
Unarmed Security Guard	2	R	R
<b>Night Shift</b>			
Armed Security Guard	1	R	R
Unarmed Security Guard	2	R	R
<b>Total per month</b>	<b>6</b>		<b>R</b>

**DEPARTMENT OF SOCIAL DEVELOPMENT: SESHEGO ONE STOP CENTRE**

Two [02] Guards per day shift Grade D (1 armed and 1 unarmed) and Two [02] Guards per night shift Grade D (1 armed and 1 unarmed)

**Cost per Security Guard per month Breakdown**

<b><u>Seshego One Stop Centre</u></b>			
<b>Day Shift</b>			
<b>Description</b>	<b>No of Guards</b>	<b>Rate Per guard</b>	<b>Total</b>
Armed Security Guard	1	R	R
Unarmed Security Guard	1	R	R
<b>Night Shift</b>			
Armed Security Guard	1	R	R
Unarmed Security Guard	1	R	R
<b>Total per month</b>	<b>4</b>		<b>R</b>

**DEPARTMENT OF SOCIAL DEVELOPMENT: BOTLOKWA ONE-STOP-CENTRE**

Three [03] Guards per day shift Grade D (1 armed and 2 unarmed) and Three [03] Guards per night shift Grade D (1 armed and 2 unarmed)

**Cost per Security Guard per month Breakdown**

<b><u>Botlokwa One-Stop-Centre</u></b>			
<b>Day Shift</b>			
<b>Description</b>	<b>No of Guards</b>	<b>Rate Per guard</b>	<b>Total</b>
Armed Security Guard	1	R	R
Unarmed Security Guard	2	R	R
<b>Night Shift</b>			
Armed Security Guard	1	R	R
Unarmed Security Guard	2	R	R
<b>Total per month</b>	<b>6</b>		<b>R</b>

**SECURITY REQUIREMENTS AND PRICING**

**DEPARTMENT OF SOCIAL DEVELOPMENT: EISLEBEN CLINIC**

Two [02] Guards per day shift Grade D (1 armed and 1 unarmed) and Two [02] Guards per night shift Grade D (1 armed and 1 unarmed)

**Cost per Security Guard per month Breakdown**

<b><u>Eisleben Clinic</u></b>			
<b>Day Shift</b>			
<b>Description</b>	<b>No of Guards</b>	<b>Rate Per guard</b>	<b>Total</b>
Armed Security Guard	1	R	R
Unarmed Security Guard	1	R	R
<b>Night Shift</b>			
Armed Security Guard	1	R	R
Unarmed Security Guard	1	R	R
<b>Total per month</b>	<b>4</b>		<b>R</b>

**DEPARTMENT OF SOCIAL DEVELOPMENT: PHASHA SELATOLE ONE-STOP CENTRE**

Two [02] Guards per day shift Grade D (1 armed and 1 unarmed) and Two [02] Guards per night shift Grade D (1 armed and 1 unarmed)

**Cost per Security Guard per month Breakdown**

<b><u>Phasha Selatole One-Stop Centre</u></b>			
<b>Day Shift</b>			
<b>Description</b>	<b>No of Guards</b>	<b>Rate Per guard</b>	<b>Total</b>
Armed Security Guard	1	R	R
Unarmed Security Guard	1	R	R
<b>Night Shift</b>			
Armed Security Guard	1	R	R
Unarmed Security Guard	1	R	R
<b>Total per month</b>	<b>4</b>		<b>R</b>

### TOTAL PRICE SUMMARY SHEET

Description	Total no of Guards	Rate Per guard	Total
Armed Security Guard	12	R	R
Unarmed Security Guard	18	R	R
<b>Total Bid Price</b>			R

### CONTACT DETAILS

TECHNICAL ENQUIRIES	ADMINISTRATION
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