

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT					
BID NUMBER:	DSDP 05/22 -22/22	CLOSING DATE:	16 th of September 2022	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF PHYSICAL SECURITY SERVICES AT VARIOUS FACILITIES OF THE DEPARTMENT OF SOCIAL DEVELOPMENT IN FIVE (5) DISTRICTS FOR A PERIOD OF 36 MONTHS				
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	Seopa PA		CONTACT PERSON	Ramalepe P	
TELEPHONE NUMBER	(015) 230 4440 / 079 699 2308		TELEPHONE NUMBER	015 230 4448 /071 443 4312	
FACSIMILE NUMBER	(015) 291 2226		FACSIMILE NUMBER	(015) 291 2226	
E-MAIL ADDRESS	SeopaPA@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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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		

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.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
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 TAX COMPLIANCE STATUS (TCS) CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TAX COMPLIANCE STATUS (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
Closing Time 11:00	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 interest¹ 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:
.....
.....

1. 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:
.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 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 consortium² 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.

2. 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

² 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 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the **90/10** preference point system shall be applicable: or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts.
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person.
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice.
 - 3) Any other requirement prescribed in terms of the B-BBEE Act.
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 **or** **90/10**

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:
80/20 or **90/10**

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmax = Price of highest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

7.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....

- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:

9.2 VAT registration number:

9.3 Company registration number:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g., transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.....

2.....

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

THE NATIONAL TREASURY

Republic of South Africa



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

GOVERNMENT PROCUREMENT
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.

TABLE OF CLAUSES

1. Definitions
2. Application
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4. Standards
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8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
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18. Contract amendments
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20. Subcontracts
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22. Penalties
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25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

3. The following terms shall be interpreted as indicated:

- 3.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 3.2. "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.
- 3.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 3.4. "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.

- 3.5. “Countervailing duties” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 3.6. “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.
- 3.7. “Day” means calendar day.
- 3.8. “Delivery” means delivery in compliance of the conditions of the contract or order.
- 3.9. “Delivery ex stock” means immediate delivery directly from stock actually on hand.
- 3.10. “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.
- 3.11. “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.
- 3.12. “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.

- 3.13. "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.
- 3.14. "GCC" means the General Conditions of Contract.
- 3.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 3.16. "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.
- 3.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 3.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 3.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

- 3.20. "Project site," where applicable, means the place indicated in bidding documents.
- 3.21. "Purchaser" means the organization purchasing the goods.
- 3.22. "Republic" means the Republic of South Africa.
- 3.23. "SCC" means the Special Conditions of Contract.
- 3.24. "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.
- 3.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

4. Application

- 4.1. 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.
- 4.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 4.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

5. General

- 5.1. 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.

- 5.2. 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
- 6. Standards** 6.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 7. 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 IN DEPARTMENT OF SOCIAL DEVELOPMENT FACILITIES.

1. DEFINITIONS

DEFINITIONS	
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 in Department of Social Development facilities for a period of thirty-six (36) months.

2. INTRODUCTION

The Department of Social Development would like to appoint security service provider(s) that is(are) meeting minimum requirements of PSIRA that will be effective and efficient in ensuring safety and security of asset in department of social development facilities for 36 months.

3. BACKGROUND

The Limpopo Department of Social Development requires the provision of physical security services in their facilities 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 department of social development facilities.

- 4.1.** The services required will be for a period of thirty-six (36) months.
- 4.2.** The service provider(s) shall indicate on its proposal the costs per month all-inclusive which implies that no extra costs will be levied.
- 4.3.** Security service provider(s) 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(s) 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(s) shall guard Department of Social Development facilities against intrusion of unauthorized entries.
- 4.5.5.** The service provider(s) shall protect the Department of Social Development facilities and employee's equipment and properties against act of vandalism, theft or sabotage.
- 4.5.6.** The service provider(s) shall provide 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 appropriate clean 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.** Security officers that are supposed to possess firearms 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(s) shall have not less than **one million rand (R1 000 000.00)** Public Liability Insurance. 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's 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. Company's firearm with valid license
 - 5.1.6. Whistles
 - 5.1.7. Firearms 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. Handheld metal detectors
 - 5.1.10. Two-way radios or at least two company cellphones with airtime.

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
- 6.1.8. Key control register
- 6.1.9. Employee Access Register
- 6.1.10. Private owned vehicle register
- 6.1.11. Delivery vehicle register
- 6.1.12. Authority to use company's firearm 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 secure.
 - 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 **Child and Youth Care Centre's including Secure Care Centre's and Sekutupu Old Age Home** 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 five (05) phases:
 - 11.1.1. Pre-qualification criteria
 - 11.1.2. Administrative Compliance and Special Requirement
 - 11.1.3. Functionality
 - 11.1.4. Site inspection, and
 - 11.1.5. Price and B-BBEE points **(90/10)**

NB: All bidders are required to comply with the requirements of administrative compliance criteria (42.1.1) for them to proceed to the next phase of evaluation (i.e., functionality 42.1.2). Only service provider(s) that scored a minimum of forty (40 of 65) points on functionality would be subjected to the Site Inspection (42.1.3), and those who succeed on-site inspection will be further evaluated on price and B-BBEE points (42.1.4).

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.

42.2.3. The bid document is made up of the following DSD forms:

- 42.2.3.1.** DSD 1: Invitation to bid
- 42.2.3.2.** DSD 3.1: Pricing schedule-firm prices
- 42.2.3.3.** DSD 4: Declaration of Interest
- 42.2.3.4.** DSD 6.1: Preference Points Claim form in terms of the Preferential Procurement Regulations, 2017

42.3. Pre-qualification Criteria

42.3.1. Only tenderers who meet the following Pre-Qualification criteria for Preferential Procurement may respond: **An Exempt Micro Enterprise (EME) and Qualifying Small Enterprise (QSE).**

42.3.2. Bidders must attach either their B- BBEE Status Level Verification Certificates (Verification Agencies accredited by SANAS or Sworn Affidavit signed by the deponent and attested by a Commissioner of Oaths or certified certificate issued by Companies and Intellectual Property Commission (DTI) to substantiate their B-BBEE rating claims.

42.4. Administrative Evaluation Criteria

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

- 42.4.1.1.** Submission of bid document in its original form.
- 42.4.1.2.** Faxed or e-mailed or late bids will not be accepted.
- 42.4.1.3.** Use of tipex in the bid document will lead to the disqualification of the bid.
- 42.4.1.4.** 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.
- 42.4.1.5.** Completion of bid document must be in black or blue ink. *(Completion in pencil or any other color will disqualify the bid).*

42.3.1. Consortia / Joint Ventures / Partnership:

- 42.3.1.1.** Over and above compliance with requirements listed in 42.3.1 above, the following must also be complied with by consortia and joint ventures entities:
- 42.3.1.2.** Submission of duly signed agreement with clear responsibilities of each party.
- 42.3.1.3.** Letter of appointment by Consortia / Joint Venture parties / Partnership authorizing a representative to sign the bid document on its behalf.
- 42.3.1.4.** 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.

42.3.2. Administrative requirements

- 42.3.2.1. All bidders are required to comply with the following administrative requirements of which non-compliance thereof will disqualify such a bid:**
 - 42.3.2.1.1.** 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.
 - 42.3.2.1.2.** Submission of certified valid copy of proof of compliance with Unemployment Insurance Fund (UIF).
 - 42.3.2.1.3.** Submission of certified valid copy of letter of good standing with Compensation for Occupational Injuries and Diseases Act (COIDA).
 - 42.3.2.1.4.** Submission of certified valid copy of PSIRA certificate for the company.
 - 42.3.2.1.5.** Submission of valid copy of letter from PSIRA confirming that the bidding company is in good standing and can render security services.
 - 42.3.2.1.6.** 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.
 - 42.3.2.1.7.** Submission of certified copies of identity documents for all the directors and shareholders of the company.
 - 42.3.2.1.8.** Certified copy of valid ICASA Communication radio License of the Company having the valid expiry date.

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

42.3.2.1.10. 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

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

Documents that must be submitted	Non-submission and partial completion will result in disqualification	Requirements
Invitation to Bid – SBD 1	YES	Complete and sign the supplied bid document
Pricing Schedule – SBD 3.1	YES	Complete and sign the supplied bid document
Declaration of Interest – 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 a B-BBEE Certified certificate issued by SANAS or affidavit is attached.
B-BBEE Certificate/ Sworn Affidavit	NO	Bidders should submit certified copies of valid B-BBEE status level verification certificates Accredited by SANAS or original sworn affidavit or certified certificate issued by Companies and intellectual Property Commission (DTI) thereof together with their tenders to substantiate their B-BBEE rating claims.

		Failure to submit will lead to zero (0) score on BBBEE points
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	NO	The successful bidder will be required to comply with the requirements of Occupational Health and Safety Act, 85 of 1993
Certified copy of valid UIF registration;	YES	Must be submitted with the proposal. Certification should not be older than three months
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

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

Criteria	Requirements
Tax Compliance Status	<p>(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> <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 https://secure.csd.gov.za/ 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

11.3. FUNCTIONALITY

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

11.3.2. Bidders who have been evaluated on functionality attained the minimum required sixty (60) points (80%) will proceed to the next phase of evaluation being site inspection

11.3.3. Bidders who succeeded on-site inspection will proceed to be evaluated on price and B-BBEE points.

TOTAL SCORE		75 POINTS		
ACCEPTABLE MINIMUM SCORE		60 POINTS (80%) 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	Evidence of rendering security service for 5 years and above	10 points	15%
		Evidence of rendering security	5 points	

	security service (please attach appointment letters, references with contact details and values of the contracts)	service between 4 and 2 years		
		Evidence of rendering security service below 1 year	3 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 but not limited to, 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	20 points	30%
		Skills (Training) development plan not covering all the aspects as required	10 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 b) Fire Management c) Theft. d) Riots e) Power Failure f) Emergency Evacuation g) Crowd Management h) Threat assessment i) Chemical, biological, radiological, nuclear & explosive (CBRNE)	35 Points	40%
		Submission of contingency plan not aligned to security service	0 points	
2.4.	Submission of valid proof of financial capacity.	Proof of valid financial capacity issued by authorized financial	10 points	15%

<p>Letter of intent from NCR (National Credit Regulator) accredited financial institutions to provide funding (letter must be signed and 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).</p>	institution more than R500 000.		
	Proof of valid financial capacity issued by authorized financial institution between R400 000 and R499 999	5 points	
	Proof of valid financial capacity issued by authorized financial institution between R100 000 and R399 999.	3 points	
	No submission of proof of valid financial capacity issued by authorized financial institution	0 points	
TOTAL		75 Points	100%

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	5

		break-out. 2 points 3	
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. 2 points	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	How would the service provider assist the authorities during the emergency evacuation? Training schedule for security officers on sites on the emergency evacuation for the sites should be indicated	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 provision of reports thereof.	2
9	Chemical, biological, radiological, nuclear & explosive (CBRNE)	Step by step summary on how the service provider would handle the CBRNE situation	2

SITE INSPECTION

42.3.1. 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	Business Existence	Proof of legitimate occupancy (valid and signed lease agreement or proof of ownership)	5 Points

		Non availability of proof of occupancy	0 Points
2	Office tools	Availability of office equipment's Telephone, office furniture, computers, printers etc.	5 Points
		Non availability of office equipment	0 Points
3	Control room functionality	<p>Availability of fully operational control room</p> <p>(a) Existing Control 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 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</p>	10 Points

		transmitter															
		Non availability of fully operational control room	0 Points														
4	Company Management	Availability of company policies be provided during site inspection.	<table border="1"> <tr> <td>Maximum</td> <td>5 points</td> </tr> <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</td> <td>1 Points</td> </tr> <tr> <td>Non-Availability</td> <td>0 Point</td> </tr> </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	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	1 Points													
Non-Availability	0 Point																
5	Company Uniform	<i>Complete Branded Uniform</i> Complete branded uniforms at minimal (either combat or corporate). i.e., Shirts, caps, trousers, skirts, jackets, sock, epilettes, belts, shoes (formal or combat), Raincoats	<table border="1"> <tr> <td>Maximum</td> <td>10</td> </tr> <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> <tr> <td>No Corporate uniform</td> <td>0 Point</td> </tr> </table>	Maximum	10	Combat uniform available	5 Points	No combat uniform	0 Point	Corporate uniform	5 Points	No Corporate uniform	0 Point				
			Maximum	10													
			Combat uniform available	5 Points													
			No combat uniform	0 Point													
			Corporate uniform	5 Points													
No Corporate uniform	0 Point																
6	Vehicles	Branded company vehicles.	Ten or more vehicles	10 Points													
			Between nine (9) and five (5)	5 Points													
			Less than five (5) vehicles	3 Points													
			No vehicle	0 points													
7	Operating	Availability of functional	Maximum	10 points													

	aids/tools	security operating aids / tools	points	
			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
7.	Firearms	Valid Firearms and licenses in the name of bidding company	Maximum	10 Points
			Twenty (20) or more valid firearms	
			Between 19 and (15) valid firearms	5 Points
			Less than fifteen	3 Points
			0 firearms	0 Points
	Total points		55	

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 BEE

Submission of the above-mentioned documents at site inspection does not imply qualification to the next phase (price and B-BBEE). 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 physical address of the business.

42.3. PRICE AND PREFERENTIAL POINTS

42.3.1. This bid shall be evaluated in terms of the 90/10 preference points system

42.3.2. Bidders must submit a B-BBEE verification Certificate from a verification Agency accredited by the South African National Accreditation System (SANAS).

42.3.3. In case of a B-BBEE exempted micro enterprise or B-BBEE qualifying small enterprise bidders may submit a valid Sworn Affidavit.

42.3.4. Should bidder(s) fail to submit the valid B-BBEE certificate it will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed

42.3.5. Points shall be awarded to a bidder for attaining the B-BBEE status level contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Price = 90 points

B-BBEE = 10 points

43. BID AWARD AND CONTRACT CONDITIONS

43.1. Bid offers are valid for Hundred and eighty days (180) days and shall be evaluated within the validity period.

43.2. Non- attendance of compulsory briefing session is an automatic disqualification (All Consortia / Joint Venture parties / Partnership must attend compulsory briefing session)

43.3. 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.

43.4. 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.
- 43.5. 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.
 - 43.6. Security companies must comply with the Firearms Control Act (ACT 60 OF 2000) to qualify to render services in the department.
 - 43.7. The bidder must have a well-established and equipped 24-hour security control room (control room to be inspected by LDSD before the bid is awarded for shortlisted companies).
 - 43.8. The bidder must have an operational / project manager immediately available on a 24-hour basis to react in the event of emergencies.
 - 43.9. The bidder must pay Security Guards the minimum wage according PSIRA Sectoral Determination and Legislation.
 - 43.10. The department reserves the right to appoint one or more service provider(s).
 - 43.11. The bid will be awarded to the highest point scorer per site, depending on the proven capacity including available patrol vehicles and valid firearms.
 - 43.12. Successful bidders who are not registered for VAT at the time of bidding must register as required by law immediately after award.
 - 43.13. The Department reserves the right to cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
 - 43.14. 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.
 - 43.15. The award of the bid may be subjected to price negotiation with the preferred bidders.
 - 43.16. The department may, on reasonable and justifiable grounds, award the bid to a company that did not score the highest number of points.
 - 43.17. 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.
 - 43.18. The contract shall be concluded between Limpopo Department of Social Development and the successful service provider(s).
 - 43.19. Bidders shall be notified about the decision of the Department by means of publication in the Provincial Bid Bulletin.
 - 43.20. The outcome of the successful bidders shall be published through the Provincial Bid Bulletin, departmental website and or any other channel that was used to advertise the bid.
 - 43.21. Awarding of the bid shall be subject to the Service Provider(s) acceptance of General Conditions of Contract (GCC).
 - 43.22. The successful bidders 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.

- 43.23. 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.
- 43.24. 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,
- 43.25. 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.
- 43.26. 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.
- 43.27. Bidders 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 bids cancelled.
44. All company directors and its employees awarded to render security service at Child and Youth Care Centre's will be subjected for screening in terms of Section 126 of Children's Act No 38 of 2005. The department must be notified well in advance as and when new guards are deployed to the site in order for them (guards) to be screened

47. PRICING INSTRUCTIONS

- 47.1. The bid price per Security Officer must be in line with PSIRA Sectoral Determination and Legislation
- 47.2. All prices quoted by suppliers shall be assessed to ensure that bidders did not underquote. (Bidders perceived to have underquoted in terms of market prices shall be disqualified).
- 47.3. Companies must indicate the price for each site as per pricing schedule and must express their pricing for their services in the South African currency.
- 47.4. Successful bidders 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.
- 47.5. Department shall adjust its price in line with PSIRA Illustrative Pricing Structure.

48. COMPULSORY BRIEFING SESSION

Details of Compulsory Briefing Session

Date: 08 September 2022

Venue: Polokwane Welfare Complex

Time: 09h30



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SOCIAL DEVELOPMENT

SPECIFICATIONS FOR

CAPRICORN DISTRICT

SUMMARY SHEET

No	Contract No	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 05/22	Seshego Zone 3 Welfare Office	1	1	1	1	4
		Andrew Mehlahe One-Stop Centre	1	1	1	1	4
		Mothiba Clinic	1	1	1	1	4
		Buffelshoek One-Stop Centre	1	1	1	1	4
		Senwabarwana One-Stop Centre	1	2	1	1	5
2.	DSDP 06/22	Polokwane Welfare Complex including Secure Care Centre	4	10	4	10	28
3.	DSDP 07/22	Seshego Treatment Centre	3	5	3	5	16
4.	DSDP 08/22	Mafeke One-Stop Centre	1	1	1	1	4
		Mafeke Drop-In Centre	1	1	1	1	4
		Sekutupu Old Aged Home	1	3	2	2	8

SECURITY REQUIREMENTS AND PRICING

DSDP 05/22

SESHEGO ZONE 3 WELFARE OFFICE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>Seshego Zone 3 Welfare Office</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

ANDREW MEHLAPE ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

MOTHIBA CLINIC

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

BUFFELSHOEK ONE STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

SENWABARWANA ONE-STOP CENTRES

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

Cost per Security Guard per month Breakdown

<u>Senwabarwana One-Stop Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	2	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	5	R	

DSDP 06/22

POLOKWANE WELFARE COMPLEX

Fourteen [14] Guards per day shift Grade D (4 armed and 10 unarmed) and Fourteen [14] Guards per night shift with Grade D Security officer (4 armed and 10 unarmed)

Cost per Security Guard per month Breakdown

<u>Polokwane Welfare Complex</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	4	R	
Unarmed Security Guard	10	R	
Night Shift			
Armed Security Guard	4	R	
Unarmed Security Guard	10	R	
Total per month	28	R	

DSDP 07/22

SESHEGO TREATMENT CENTRE

Eight [8] Guards per day shift Grade D (3 armed and 5 unarmed) and eight [8] Guards per night shift with Grade D Security officer (3 armed and 5 unarmed)

Cost per Security Guard per month Breakdown

<u>Seshego Zone 3 Welfare Office</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	3	R	
Unarmed Security Guard	5	R	
Night Shift			
Armed Security Guard	3	R	
Unarmed Security Guard	5	R	
Total per month	16	R	

DSDP 08/22

MAFEFE ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

MAFEFE DROP-IN CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>Mafepe Drop-In Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

SEKUTUPU OLD AGE HOME

four [4] Guards per day shift Grade D (1 armed and 3 unarmed) and four [4] Guards per night shift with Grade D Security officer (2 armed and 2 unarmed)

Cost per Security Guard per month Breakdown

<u>Sekutupu Old Age Home</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	2	R	
Unarmed Security Guard	2	R	
Night Shift			
Armed Security Guard	2	R	
Unarmed Security Guard	2	R	
Total per month	8	R	



**DEPARTMENT OF
SOCIAL DEVELOPMENT**

**SPECIFICATIONS FOR
SEKHUKHUNE DISTRICT**

SUMMARY SHEET

No	Contract No	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 09/22	Schoonoord One Stop-Centre	1	1	1	1	4
		Jane Furse One Stop-Centre	1	1	1	1	4
		Mphanama One-Stop Centre	1	1	1	1	4
		Fetakgomo One-Stop Centre	1	2	1	1	5
3.	DSDP 10/22	Luckau One-Stop Centre	1	2	1	1	5
		Matsepe One-Stop Centre	1	1	1	1	4
		Sempupuru Cluster Office	1	1	1	1	4
		Zaaiplaas One-Stop Centre	1	1	1	1	4
		Rossenekal One-Stop Centre	1	1	1	1	4
4.	DSDP 11/22	Matlerekeng One-Stop Centre	1	1	1	1	4
		Tsimanyana One-Stop Centre	1	1	1	1	4
		Sekhukhune District Office	1	1	1	1	4
5.	DSDP 12/22	Tubatse Child and Youth Care Centre	2	2	2	1	7
		Praktiseer One-Stop Centre	1	1	1	1	4

SECURITY REQUIREMENTS AND PRICING

SCHOONOORD ONE STOP CENTRE

DSDP 09/22

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

JANE FURSE ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

MPHANAMA ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

FETAKGOMO ONE-STOP CENTRE

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

Cost per Security Guard per month Breakdown

<u>Fetakgomo One-Stop Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	2	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	5	R	

DSDP 10/22

LUCKAU ONE STOP CENTRES

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

Cost per Security Guard per month Breakdown

<u>Luckau One Stop Centres</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	2	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	5	R	

MATSEPE ONE STOP CENTRES

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

SEMPUPURU CLUSTER OFFICE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

ZAAIPLAAS ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

Zaaiplaas One-Stop Centre			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

ROSSENEKAL ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>ROSSENEKAL ONE-STOP CENTRE</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

DSDP 11/22

MATLEREKENG ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

TSIMANYANA ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

SEKHUKHUNE DISTRICT

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

TUBATSE CHILD AND YOUTH CARE CENTRE

Four [4] Guards per day shift Grade D (2 armed and 2 unarmed) and three [3] Guards per night shift with Grade D Security officer (2 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>Tubatse Child And Youth Care Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	2	R	
Unarmed Security Guard	2	R	
Night Shift			
Armed Security Guard	2	R	
Unarmed Security Guard	1	R	
Total per month	7	R	

PRAKTISEER ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SOCIAL DEVELOPMENT

SPECIFICATIONS FOR

WATERBERG DISTRICT

SUMMARY SHEET

No	Contract No	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.	DSDP13/22	Phagameng One-Stop Centre	1	1	1	1	4
		Bela-Bela One-Stop Centre	1	1	1	1	4
		Mookgopong One-Stop Centre	1	1	1	1	4
		Thabazimbi One-Stop Centre	1	1	1	1	4
2.	DSDP 14/22	Mahwelereng Social Development Offices	1	1	1	1	4
		Bakenberg One-Stop Centre	1	1	1	1	4
		Lephalale Social Development Offices	1	1	1	1	4
		Witpoort / Phalala One-Stop-Centre	1	1	1	1	4

SECURITY REQUIREMENTS AND PRICING

DSDP 13/22

PHAGAMENG ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>Phagameng One-Stop Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guards	1	R	
Unarmed Security Guards	1	R	
Night Shift			
Armed Security office	1	R	
Unarmed Security Officer	1	R	
Total per month	4	R	

BELA-BELA ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>Bela-Bela One-Stop Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guards	1	R	
Unarmed Security Guards	1	R	
Night Shift			
Armed Security office	1	R	
Unarmed Security Officer	1	R	
Total per month	4	R	

MOOKGOPONG ONE STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

THABAZIMBI ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

DSDP 14/22

MAHWELERENG SOCIAL DEVELOPMENT OFFICE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>Mahwelereng Social Development Office</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

BAKENBERG ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

LEPHALALE SOCIAL DEVELOPMENT OFFICES

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>Lephalale Social Development Offices</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

WITPOORT / PHALALA ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SOCIAL DEVELOPMENT

SPECIFICATIONS FOR MOPANI DISTRICT SUMMARY SHEET

No	Contract No	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 15/22	Unigaz Social Development Offices	1	1	1	1	4
		Giyani One-Stop Centre	1	1	1	1	4
		Iris Child and Youth care Centre	1	2	1	2	6
		Ndindani Community Care Centre	1	1	1	1	4
		Gawula One-Stop Centre	1	1	1	1	4
2.	DSDP 16/22	Sekororo One-Stop Centre	1	1	1	1	4
		Namakgale One-Stop Centre	1	1	1	1	4
		Bonn Community Care Centre	1	1	1	1	4
		Dr. CN Phatudi One-Stop Centre	1	1	1	1	4
3.	DSDP 17/22	Kgapane One-Stop Centre	1	1	1	1	4
		Lebaka Sub-Offices	1	1	1	1	4
		Vukuzenzele Community Based Rehabilitation Centre	1	1	1	1	4

SECURITY REQUIREMENTS AND PRICING

DSDP 15/22

UNIGAZ SOCIAL DEVELOPMENT OFFICES

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

Unigaz Social Development Offices			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

GIYANI ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

IRISH HOME CHILD AND YOUTH CARE CENTRE

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

Iris Home Child and Youth Care Centre			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	2	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	2	R	
Total per month	6	R	

NDINDANI COMMUNITY CARE CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>Ndindani Community Care Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

GAWULA ONE STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

DSDP 16/22

SEKORORO ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

NAMAKGALE ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

Namakgale One-Stop Centre			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

BONN COMMUNITY CARE CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>Bonn Community Care Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

DR. CN PHATUDI ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

DSDP 17/22

KGAPANE ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

LEBAKA SUB OFFICES

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

VUKUZENZELE COMMUNITY BASED REHABILITATION CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>Vukuzenzele Community Based Rehabilitation Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	



DEPARTMENT OF
SOCIAL DEVELOPMENT

SPECIFICATIONS FOR
VHEMBE DISTRICT
SUMMARY SHEET

No	Contract No	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 18/22	Thohoyandou Children's Home	1	3	1	2	7
		Thohoyandou One-Stop Centre	1	1	1	1	4
		Tshidimbini One Stop-Centre	1	1	1	1	4
		Makwarela After School	1	1	1	1	4
2	DSDP 19/22	Woman of Calvary	1	-	1	1	3
		Vuwani One-Stop Centre	1	1	1	1	4
		Mtsetweni Child and Youth Care Centre	1	3	1	2	7
		Vleifontein One-Stop Centre	1	1	1	1	4
3.	DSDP 20/22	Maelula One-Stop Centre	1	1	1	1	4
		Rabali One-Stop Centre	1	1	1	1	4
		Louis Trichardt Magistrate	1	1	1	1	4
		Tshitale One-Stop Centre	1	1	1	1	4
4.	DSDP 21/22	Mutale One-Stop Centre	1	1	1	1	4
		Tshaulu One-Stop Centre	1	1	1	1	4
		Tshipise One-Stop Centre	1	1	1	1	4
		Thandululo Community Based Rehabilitation Centre	1	-	1	1	3
8.	DSDP 22/22	Mavambe Child and Youth Care Centre	3	7	3	7	20

SECURITY REQUIREMENTS AND PRICING

DSDP 18/22

THOHOYANDOU CHILD AND YOUTH CARE CENTRE

Four [4] Guards per day shift Grade D (1 armed and 3 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

<u>Thohoyandou Child And Youth Care Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	3	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	2	R	
Total per month	7	R	

THOHOYANDOU ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

TSHIDIMBINI ONE STOP-CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

Tshidimbini One Stop-Centre			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

MAKWARELA AFTER SCHOOL

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

Makwarela After School			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

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WOMAN OF CALVARY

One [1] Guards per day shift Grade D (1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

Woman Of Calvary			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	3	R	

VUWANI ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

Vuwani One-Stop Centre			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	4	R	

MTSETWENI CHILD AND YOUTH CARE CENTRE

Four [4] Guards per day shift Grade D (1 armed and 3 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

<u>Mtsetweni Child And Youth Care Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	1	R	
Unarmed Security Guard	3	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	2	R	
Total per month	7	R	

VLEIFONTEIN ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

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MAELULA ONE-STOP-CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

RABALI ONE-STOP-CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

LOUIS TRICHARDT MAGISTARTE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

TSHITALE ONE-STOP CENTRES

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

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MUTALE ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

TSHAULU ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

TSHIPISE ONE-STOP CENTRE

Two [2] Guards per day shift Grade D (1 armed and 1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

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

THANDULULO COMMUNITY BASED REHABILITATION CENTRE

One [1] Guard per day shift Grade D (1 unarmed) and two [2] Guards per night shift with Grade D Security officer (1 armed and 1 unarmed)

Cost per Security Guard per month Breakdown

<u>Thandululo Community Based Rehabilitation Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Unarmed Security Guard	1	R	
Night Shift			
Armed Security Guard	1	R	
Unarmed Security Guard	1	R	
Total per month	3	R	

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MAVAMBE CHILD AND YOUTH CARE CENTRE

Ten (10) Guards per day shift Grade D (3 armed and 7 unarmed) and seven [10] Guards per night shift with Grade D Security officer (3 armed and 7 unarmed)

Cost per Security Guard per month Breakdown

<u>Mavambe Child And Youth Care Centre</u>			
Day Shift			
Description	No of Guards	Rate Per guard	Total
Armed Security Guard	3	R	
Unarmed Security Guard	7	R	
Night Shift			
Armed Security Guard	3	R	
Unarmed Security Guard	7	R	
Total per month	20	R	

Cost per Security Guard per month Breakdown

DISCRIPTION	TOTAL BID PRICE (all inclusive)
Provision Of Physical Security Services at Various Facilities of The Department of Social Development in Five (5) Districts for A Period Of 36 Months	R

CONTACT DETAILS

TECHNICAL ENQUIRIES	ADMINISTRATION
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