



**CLOSING DATE: 11:00 AM on 13 MARCH 2024**

## **BID DESCRIPTION**

**THE APPOINTMENT OF SERVICE PROVIDER/S TO PROVIDE SECURITY GUARDING SERVICES FOR STATISTICS SOUTH AFRICA (STATS SA) FOR FREE STATE PROVINCIAL OFFICE, WELKOM, KROONSTAD, BETHLEHEM AND TROMPSBURG DISTRICT OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

ONE (1) SEALED ENVELOPE WITH ALL BID DOCUMENTS, i.e. (SBD 1, SBD 3.3, SBD 4, SBD 6.1, SBD 7.2, GENERAL CONDITIONS OF CONTRACT AND THE SPECIFICATION).

**NB: BIDDERS ARE ALSO REQUESTED TO SUBMIT ONE (1) ORIGINAL PLUS ONE (1) COPY, ELECTRONIC COPY (USB) OF BID PROPOSALS AND RESPONSES.**

### **COMPULSORY INFORMATION SESSION**

DATE: 29 FEBRUARY 2024 AND / OR 01 MARCH 2024

TIME: 11:00 AM

VENUE: ISIBALO HOUSE, KOCH STREET, SALVOKOP, PRETORIA AND / OR ONLINE (MICROSOFT TEAMS)

#### **LINK TO ATTEND INFORMATION SESSION**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OTY3NWRINzAtOTk0My00NTgwLTlIMWYtMWZkNDEyZTYwOTgy%40thread.v2/0?context=%7b%22Tid%22%3a%22ca38a9e5-8ce2-41e8-a41e-647c7b50db4a%22%2c%22Oid%22%3a%2210ed28e3-195d-4f6e-afe9-0d2e01423464%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTY3NWRINzAtOTk0My00NTgwLTlIMWYtMWZkNDEyZTYwOTgy%40thread.v2/0?context=%7b%22Tid%22%3a%22ca38a9e5-8ce2-41e8-a41e-647c7b50db4a%22%2c%22Oid%22%3a%2210ed28e3-195d-4f6e-afe9-0d2e01423464%22%7d)

**In order to connect, click the link above**

**NB: SERVICE PROVIDERS ARE REQUESTED TO BE AT THE VENUE OF THE BRIEFING SESSION AT 10H45 AND /OR TO CONNECT 15 MINUTES BEFORE THE INFORMATION SESSION STARTS AT 11:00AM**

BIDDERS WHO DO NOT ATTEND A COMPULSORY ONLINE INFORMATION SESSION WILL BE DISQUALIFIED. BIDDERS ARE REQUIRED TO SIGN ATTENDENCE REGISTER WHICH WILL BE PROVIDED BEFORE THE END OF THE SESSION AND FAILURE TO SIGN WILL RESULT IN DISQUALIFICATION

**FAILURE TO SUBMIT BIDS AS REQUESTED WILL INVALIDATE YOUR BID**



**YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA**

**PLEASE TAKE NOTE**

**BID NUMBER: STATS SA 008/23**

**CLOSING TIME: 11:00 AM**

**CLOSING DATE: 13 MARCH 2024**

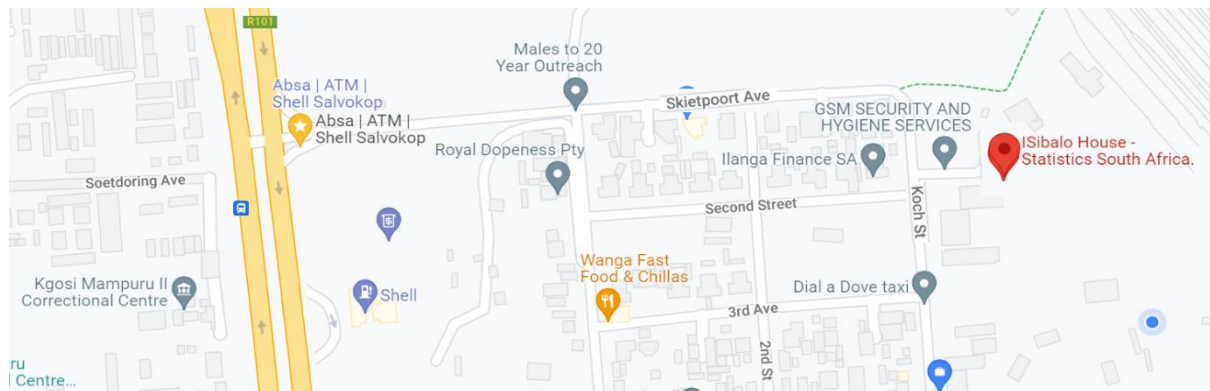
*BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION*

**The SBD 1 - form must be signed in the original that is in ink - forms with photocopied signatures or other such reproduction of signatures may be rejected.**

The SBD 4 - declaration must be completed and signed. **NB: THIS DOCUMENT IS NOT FOR SALE**

**BID DOCUMENTS MAY BE POSTED TO:**

**Bid Section  
Statistics South Africa  
Private Bag x44  
Pretoria**



The bid documents may be deposited in the bid box which is Isibalo House , Koch Street, Salvokop, Pretoria, 0002

Bid documents that are posted must reach Statistics South Africa before the closing date of the bid

The bid box of Statistics South Africa is generally open between 06h00 to 16h00, 7 days a week. The bid box will be closed on the closing time of bids.

**Call 012- 310 8940 / 6978 / 2946 / 2114 / 4766 or 012 406 3154**

*Bidders should ensure that bids are delivered timeously to the correct address*

**SUBMIT ALL BIDS ON THE OFFICIAL FORMS - DO NOT RETYPE**

*bids by telegram, facsimile or other similar apparatus will not be accepted for consideration*

**SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE**



## **1. SUBMISSION OF DOCUMENTS**

- 1.1 One (1) original bid proposal/response plus one (1) copy and electronic copy (USB) which must include all the SBD forms i.e. (SBD 1, SBD 3.3, SBD 4, SBD 6.1, SBD 7.2, general conditions of contract and terms of reference).
- 1.2 The original copy must be signed in ink by an authorized employee, agent or representative of the Bidder and initialized in each and every page of the bid.
- 1.3 Bids must be deposited into Statistics South Africa bid box on or before **13 MARCH 2024** not later than **11h00 am South African Time**. The Bid box is situated at the reception area of Statistics South Africa Head Office, Koch Street, Salvokop, Pretoria, 0002. All bids in this regard shall only be accepted if they have been placed in the bid box before or on the closing date as stipulated time.
- 1.4 Bid responses sent by post or courier must reach this office at least 36 hours before the closing date to be deposited into the bid Box. Failure to comply with this requirement will result in your Bid being treated as a “late bid” and will not be entertained. Such bids will be returned to the respective bidders.
- 1.5 No bid shall be accepted by Statistics South Africa if submitted in any manner other than as prescribed above.
- 1.6 All bidders should submit together with their bids, the Board Resolution on the company letter head confirming that the person signing the bid document is duly authorised to do so and to conclude any legal document on behalf of the company. Upon the award of the bid, the successful bidder shall enter into an agreement with the Department. The said agreement shall be in the Format of the Department.

## **2. REASONS FOR DISQUALIFICATION**

Statistics South Africa reserve the right to disqualify any service provider which does any one or more of the following, and such disqualification may take place without prior notice to the offending service provider.

- Service provider that submitted incomplete documentation and/or Information as per the requirements of this bid
- Service provider which submitted information that is fraudulent, factually untrue or inaccurate, for example, membership that do not exist, BBBEE credentials, experience, etc.
- Service provider that receive information not available to the other service providers that may result in such service provider having unfair advantage over other service providers.
- Service provider that does not comply with mandatory requirements as stipulated in this bid specification.



**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STATISTICS SOUTH AFRICA					
BID NUMBER:	<b>STATS SA 008/23</b>	CLOSING DATE:	<b>13 MARCH 2024</b>	CLOSING TIME:	<b>11:00 AM</b>
DESCRIPTION	THE APPOINTMENT OF SERVICE PROVIDER/S TO PROVIDE SECURITY GUARDING SERVICES FOR STATISTICS SOUTH AFRICA (STATS SA) FOR FREE STATE PROVINCIAL OFFICE, WELKOM, KROONSTAD, BETHLEHEM AND TROMPSBURG DISTRICT OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT**

**Head Office, Isibalo House, Koch Street, Salvokop, Pretoria,0002**

**SUPPLIER INFORMATION**

NAME OF BIDDER															
POSTAL ADDRESS															
STREET ADDRESS															
TELEPHONE NUMBER	AREA CODE					NUMBER									
CELLPHONE NUMBER															
E-MAIL ADDRESS															
VAT REGISTRATION NUMBER															
SUPPLIER COMPLIANCE NUMBER	TAX COMPLIANCE SYSTEM PIN:							OR	CENTRAL SUPPLIER DATABASE NO						
<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [Tick Applicable Box]		<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No [Tick Applicable Box]										
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?															
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION- ACT (CCA)													
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)													
	<input type="checkbox"/>	A REGISTERED AUDITOR													
NAME:															



<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATION / SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN <b>SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
<i>SIGNATURE OF BIDDER</i>	.....	DATE: / / 2024	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED (ATTACH PROOF OF AUTHORITY TO SIGN THIS BID, EXAMPLE, RESOLUTION OF DIRECTORS, ETC.)</b>			
<i>TOTAL NUMBER OF ITEMS OFFERED</i>		<i>TOTAL BID PRICE (ALL INCLUSIVE)</i>	R 0 0 0 0 0 0 0 0 0 0 C C
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	STATISTICS SOUTH AFRICA	CONTACT PERSON:	
CONTACT PERSON	BID OFFICE	TELEPHONE NO:	
TELEPHONE NUMBER	<b>012-310 8940 / 6413 /6978 / 2946 / 2114 / 4766 OR 012 406 3154</b>	CELLPHONE NO:	
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS:	
E-MAIL ADDRESS	<a href="mailto:Bidoffice@statssa.gov.za">Bidoffice@statssa.gov.za</a>		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID**

<b>1. BID SUBMISSION:</b>
<p><b>1.1.</b> BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p><b>1.2.</b> ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR ONLINE</p> <p><b>1.3.</b> BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p>



**1.4.** WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

**1.5.** THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

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



PRICING SCHEDULE

(Security Services)

NAME OF BIDDER:
BID NO.: STATS SA 008/23
CLOSING TIME: 11:00
CLOSING DATE: 13 MARCH 2024

BID PRICE/OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES MUST BE INCLUDED)

THE APPOINTMENT OF A SERVICE PROVIDER/S TO PROVIDE SECURITY GUARDING SERVICES FOR STATISTICS SOUTH AFRICA (STATS SA) FOR FREE STATE PROVINCIAL OFFICE, WELKOM, KROONSTAD, BETHLEHEM AND TROMPSBURG DISTRICT OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Bid Price

Table with 4 columns: Description, No of Guards, Price per Guard, TOTAL PRICE. Includes rows for Day Shift, Night Shift, Equipment (Base Radio's, Hand Carried Radio's, Any Other Costs), SUB-TOTAL, Vat (@ 15%), TOTAL BID PRICE (Per Month), and TOTAL BID PRICE FOR THIRTY-SIX (36) MONTHS.

**2. WELKOM DISTRICT OFFICE****ADDRESS: SANTAM BUILDING, 17 BUITEN STREET, WELKOM**

Description	No of Guards	Price per Guard	TOTAL PRICE
Day Shift - <b>Grade C</b> (Male/Female)	4	R	R
Night Shift - <b>Grade C</b> (Males)	4	R	R
<b>Equipment</b>			
Base Radio's			R
Hand Carried Radio's			R
Any Other Costs			R
		<b>SUB-TOTAL</b>	R
		Vat (@ 15%)	R
		<b>TOTAL BID PRICE (Per Month)</b>	R
		<b>TOTAL BID PRICE FOR THIRTY-SIX (36) MONTHS</b>	R

**3. KROONSTAD DISTRICT OFFICE****Address: Old Post Office Building, 20 Reitz Street, Kroonstad**

Description	No of Guards	Price per Guard	TOTAL PRICE
Day Shift - <b>Grade C</b> (Male/Female)	3	R	R
Night Shift - <b>Grade C</b> (Males)	2	R	R
<b>Equipment</b>			
Base Radio's			R
Hand Carried Radio's			R
Any Other Costs			R
		<b>SUB-TOTAL</b>	R
		Vat (@ 15%)	R
		<b>TOTAL BID PRICE (Per Month)</b>	R
		<b>TOTAL BID PRICE FOR THIRTY-SIX (36) MONTHS</b>	R





<b>4. BETHLEHEM DISTRICT OFFICE</b>			
<b>Address: Landbank Building , 16 Van der Merwe Streety, Bethlehem</b>			
<b>Description</b>	<b>No of Guards</b>	<b>Price per Guard</b>	<b>TOTAL PRICE</b>
Day Shift - <b>Grade C</b> (Male/Female)	4	R	R
Night Shift - <b>Grade C</b> (Males)	4	R	R
<b>Equipment</b>			
Base Radio's			R
Hand Carried Radio's			R
Any Other Costs			R
		<b>SUB-TOTAL</b>	R
		Vat (@ 15%)	R
		<b>TOTAL BID PRICE (Per Month)</b>	R
		<b>TOTAL BID PRICE FOR THIRTY-SIX (36) MONTHS</b>	R

<b>5. TROMPSBURG DISTRICT OFFICE</b>			
<b>Address: 6 Van Riebeeck Street, Trompsburg</b>			
<b>Description</b>	<b>No of Guards</b>	<b>Price per Guard</b>	<b>TOTAL PRICE</b>
Day Shift - <b>Grade C</b> (Male/Female)	2	R	R
Night Shift - <b>Grade C</b> (Males)	1	R	R
<b>Equipment</b>			
Base Radio's			R
Hand Carried Radio's			R
Any Other Costs			R
		<b>SUB-TOTAL</b>	R
		Vat (@ 15%)	R
		<b>TOTAL BID PRICE (Per Month)</b>	R
		<b>TOTAL BID PRICE FOR THIRTY-SIX (36) MONTHS</b>	R



Required by: Statistics South Africa

**Please Note:**

**(Bidders that under quote according to the National Bargaining Council Illustrative Pricing Guide will be disqualified)**

Is the offer to specification?  Yes  No

If not to specification, state deviation(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Price:** Not Firm

Provide reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any enquiries regarding bidding procedures may be directed to:**

**STATISTICS SOUTH AFRICA**

Bid Office

Call: 012- 310 8940/6978/2946/2114/4766 OR 012 406 3154

E-mail Address: [bidoffice@statssa.gov.za](mailto:bidoffice@statssa.gov.za)



## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

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

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

### **2. Bidder's declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
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- 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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



2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES		NO	
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2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

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

2.3.1 If so, furnish particulars:

.....

.....

**3 DECLARATION**

I, the undersigned, name) ..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium 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.



**SBD 4**

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



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

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, 2022**

**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 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this BID are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED</b>	<b>100</b>



SBD 6.1

- 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 organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“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 the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation;
- (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 bid to provide goods or services in accordance with specifications as set out in the bid documents.
- (g) **“Price”** means an amount of money tendered for goods or services, and 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;
- (k) **“Tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (l) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).



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

**3.1. POINTS AWARDED FOR PRICE**

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

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

**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 tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1. 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





SBD 6.1

5. BID DECLARATION

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

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

6.1. B-BBEE Status Level of Contributor: = [ ] (maximum of 10 or 20 points)
(Point 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.)

7. SUB-CONTRACTING

7.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

Form with YES, NO and empty boxes for tick marks.

7.1.1. If yes, indicate:

i) What percentage of the contract will be sub-contracted [ ] %

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)

Form with YES, NO and empty boxes for tick marks.

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

Table with columns for Designated Group, EME, and QSE. Rows include 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.



**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1. Name of company/firm.....

8.2. Vat registration number .....

8.3. Company registration number: .....

**8.4. TYPE OF COMPANY/ FIRM**

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

**[TICK APPLICABLE BOX]**

**8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

**8.6. COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional Service Provider
- Other, (e.g transporter) .....
- .....

8.7. Total Number of years the company/firm has been in business



**SBD 6.1**

- 8.8. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the 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 organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF BIDDER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....



**CONTRACT FORM - RENDERING OF SERVICES**

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) ..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, *as follows*:
    - Invitation to bid, Tax clearance certificate, Pricing schedule(s), Filled in task directive/proposal, Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011, Declaration of interest, Declaration of bidder’s past SCM practices, Certificate of Independent Bid Determination, Special Conditions of Contract.
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME OF FIRM	.....	WITNESSES 1 ..... 2 ..... DATE: ...../...../ 2024
NAME (PRINT)	.....	
CAPACITY	.....	
SIGNATURE	.....	
DATE	...../...../ 2024	



**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as  
..... accept your bid under reference number  
.....dated.....for the rendering of services indicated hereunder and/or  
further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT).....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1 .....

2 .....

DATE: ...../...../2024



## **Annexure A**

### **GOVERNMENT PROCUREMENT**

#### **GENERAL CONDITIONS OF CONTRACT**

##### **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
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
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**

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “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.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “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.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “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.
  - 1.11 "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.





- 1.12 "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.
- 1.13 "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.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "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.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.



1.23 “SCC” means the Special Conditions of Contract.

1.24 “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.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

**2. Application**

2.1 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.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3. General**

3.1 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.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

**4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

**5. Use of contract documents and information; Inspection.**

5.1 The supplier shall not, without the purchaser 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 shall be returned at the 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**

13.1 The supplier may be required to provide any or all of the following **services** 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 fulfilment 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 contracts 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 countervailing duties and rights** 24.1 When, after the date of bid, provisional payments are required, or anti and dumping 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**
- 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 apply 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.



# BID SPECIFICATION

**Bid specification for the appointment of Security Service Provider(s) for Free State Provincial and District Offices for a period of thirty-six (36) months.**

**Appointment of a service provider for the rendering of security services for:**

- **Free State Provincial Office (Second Floor, Ellen Gaborone Building, 58525 Moshoeshoe Road, Rocklands, Mangaung Metro)**
- **Mangaung District Office (First Floor, Ellen Gaborone Building, 58525 Moshoeshoe Road, Rocklands, Mangaung Metro)**
- **Welkom District Office (Santam Building, 17 Buiten Street, Welkom)**
- **Kroonstad District Office (Old Post Office Building, 20 Reitz Street, Kroonstad)**
- **Bethlehem District Office (Landbank Building, 16 Van der Merwe Street, Bethlehem)**
- **Trompsburg District Office (6 Van Riebeeck Street, Trompsburg)**

**The service provider must ensure a continuous, 24 (twenty four) hour coverage and 7 (Seven) days per week security service at the above-mentioned sites. The security service provider must ensure that the following services are provided at all times:**

## **1. Scope of services**

The security service provider must ensure the following services are provided 24 hours a day, 7 days a week:

- 1.1 To act as authority officers in terms of the Control of Access to Public Premises and Vehicle Act, Act No. 53 of 1985.
- 1.2 Be responsible for access control, guarding of premises, patrolling of premises, escorting of VIPs and service providers, protection of personnel, Occupational Health and Safety activities, protection of information, protection of visitors and their personal belongings and execute other security functions as required by the Director/Provincial Security Coordinator: Security Management.
- 1.3 To record incidents/events in an occurrence book and report such incidents/events to the Provincial Security Coordinator.



2.	<b>QUALIFYING CRITERIA</b> (It is mandatory to complete the table below and specify 'Yes' or 'No' on the relevant fields)	Comply Yes/No
	2.1 Compliance to the bid specification	
	2.1.1 A comprehensive company profile with the following: <ul style="list-style-type: none"> <li>• Management Structure</li> <li>• References of current and previous security service projects (i.e. name of department/organisation, telephone number, contact person and period)</li> <li>• Experience and track record</li> </ul>	
	2.2 Company registration with Private Security Industry Regulatory Authority (PSIRA) (Attach certified copy of PSIRA certificate)	
	2.3 Registration of Security Officers with PSIRA (Attach certified copies of PSIRA registration)	
	2.4 State salaries of each Grade (Minimum wage determination)  Proof of company payroll	
	2.5 Capacity to provide a continuous 24-hour service seven days a week.	
	2.6 Bidders must provide satisfactory proof of registration as an employer with the Compensation Commissioner and Unemployment Insurance Commissioner.	
	2.7 Is the company or close corporation and every Director of the company or every member of the close corporation registered in terms of section 20(2)(a-b) the Private Security Regulatory Authority Act (Act No. 56 of 2001)?	
	2.8 Are all your employees registered as security officers in terms of section 23(1)(a-j) of the Act (Act No. 56 of 2001)?  Attach certified copies of company references	



<b>3.</b>	<b>SPECIAL CONDITIONS</b>
	<p>3.1 All prices quoted must be VAT inclusive.</p>
	<p>3.2 Stats SA will not provide upfront payments; however, payment will be made upon receipt of invoices subjected to Stats SA’s verification and approval of received documents.</p>
	<p>3.3 Any dispute arising from any matter in connection with this contract shall be dealt with as stipulated in the Service Level Agreement (SLA). The successful bidder/s shall comply with the attached General Conditions of Contract and special conditions agreed between Stats SA and the Service Provider. The award of the contract shall be subject to the signing of a further detailed contract referred to above. In the event that the parties do not agree on the contents of the further contract, the award shall be null and void.</p>
	<p>3.4 All bidders should submit, together with their proposal, the board resolution confirming that the person signing the bid document is duly authorised to do so and to conclude any legal documents on behalf of the company.</p>
	<p>3.5 Upon award of the bid the successful bidder shall enter into an agreement with Stats SA. The said agreement shall be in a format prescribed by Stats SA.</p>
	<p>3.6 Stats SA shall conduct security screening of the bidders in compliance with section 2A of the National Strategic Intelligence Act (Act No. 67 of 2002). This security screening shall be done through an independent body/organisation.</p>
	<p>3.7 Adverse findings could impact on the conclusion of the contract inclusive of termination without recourse.</p>
	<p>3.8 The successful bidder shall provide the service required based on the set timelines and as per schedule to be provided by Stats SA.</p>
	<p>3.9 The department reserves the right to award this bid to a single or multiple service providers.</p>
	<p>3.10 Bidders must undertake to provide a certain and reasonable number of additional staff as required for the rendering of services at the site during crisis situations.</p>
	<p>3.11 Bidders must be in a position to assume duty after signing the SLA.</p>
	<p>3.12 The department reserves the right to check the services rendered by the successful bidder at any time in order to ensure that the service is rendered in accordance with the conditions of contract.</p>





	<p>3.13 The department reserves the right to require from the successful bidder that any of his/her employees be replaced, in which case the employee must leave the site forthwith. The department will not be held responsible for any damage or claims which may arise because of this and is indemnified against any such claims and legal expenses.</p>
	<p>3.14 The departmental representative will have the right to check daily whether sufficient personnel are available on site in terms of the conditions.</p>
	<p>3.15 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.</p>
	<p>3.16 The department will not be liable for any loss or damage of any nature to any of the successful bidder's properties or any items kept at the department's site in cases where the loss originated as a result of gross negligence.</p>
	<p>3.17 The department is indemnified against liability compensation or legal expenses in respect of the following cases:</p> <ul style="list-style-type: none"><li>• Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.</li><li>• Damage to or destruction of any equipment or property of the successful bidder during the execution of their duties.</li><li>• Any claims and legal costs which may ensue from the failure by or acts committed by the security personnel against third persons, which include illicit frisking, illicit arrest and other illicit or wrongful deeds.</li><li>• Non-payment of salaries by the service</li></ul>
	<p>3.18 The department shall notify the successful bidder of the claim he/she is liable for in writing.</p>
	<p>3.19 The successful bidder must, at his/her own expense, take out sufficient insurance against any claim, costs, loss and/or damage ensuing from his/her obligations.</p>
	<p>3.20 The successful bidder may not, unless otherwise specified, make use of any of the department's equipment aids and/or property including, inter alia, vehicles, stationery and firearms.</p>
	<p>3.21 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.</p>
	<p>3.22 All keys required to obtain entry to those parts of the site where the service is to be rendered according to the conditions will be provided. Must be returned in same condition upon termination or expiry</p>





	<p>3.23 The successful bidder's personnel must at all times refrain from littering and must at all times keep the grounds and buildings occupied by them clean, hygienic and neat.</p>
	<p>3.24 Under no circumstances are security officers allowed to conduct trade while on duty.</p>
	<p>3.25 The successful bidder shall not erect or display any signs, printed matter, painting, name plates, advertisement and article or object of any nature whatsoever in or to the department's building or sites or any part thereof without written consent. The contractor shall not publically display at the site any article or object which might be regarded as objectionable or undesirable.</p>
	<p>3.26 Any sign, printer matter, printing, nameplate, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed.</p>



3.27 CONDITIONS: Legislation

3.27.1 The security service is to be rendered in accordance with the constitution of the Republic of South Africa, Private Security Industry Regulatory Authority Act No. 56 of 2001 PSIRA regulations, PSIRA code of conduct and any other applicable legislation.

	OFFICE	ADDRESS	SHIFTS	NO. OF SECURITY OFFICERS	MALE/ FEMALE	GRADE
1	Free Sate Provincial Office and District Office	Ellen Gaborone Building, 58525 Moshoeshoe Road, Mangaung Metro	Day shift	4	M&F	C
			Night shift	2	M/F	C
2	Welkom District Office	Santam Building, 17 Buiten Street, Welkom	Day shift	4	M/F	C
			Night shift	4	M	C
3	Kroonstad District Office	36 Brand Street,6912 NFS Building, Kroonstad	Day shift	3	M/F	C
			Night shift	2	M	C
4	Bethlehem District Office	Landbank Building, 16 Van der Merwe Street, Bethlehem	Day shift	4	M/F	C
			Night shift	4	M	C
5	Trompsburg District Office	6 Van Riebeeck Street, Trompsburg	Day shift	2	M/F	C
			Night shift	1	M	C
<b>TOTAL NUMBER OF GUARDS: GRADE "C"</b>				<b>30</b>		

3.28 The successful bidder must provide the following security officers required for the successful rendering of services as follows:

It is the responsibility of the successful bidder to ensure that security officers employed for the rendering of service meet the following requirements at all times.

3.29 **SECURITY OFFICERS GRADE C:** Security officers must have at least Grade 12 (matric) level with PSIRA Grade C qualification and registration.

3.29.1 Security officers must have thorough understanding of standard operating procedures and duties.



	<p>3.29.2 Security officers must be able to communicate, read, understand and write in English and at least one main language spoken in the community.</p>
	<p><b>3.30 SECURITY OFFICERS</b></p> <p>3.30.1 Security officers must have undergone and passed formal security training.</p> <p>3.30.2 At all times security officers must present an acceptable image/appearance which implies, inter alia, that they may not lounge about, smoke, eat or drink while attending to people.</p> <p>3.30.3 Security officers must at all times present a dedicated attitude/approach to security which attitude/approach shall imply inter alia that there shall be no unnecessary arguments with visitors/staff or discourteous behaviour towards them.</p> <p>3.30.4 Security officers must be registered as security officers/guards as required by Act No. 56 of 2001 section 23(1)(a-j).</p> <p>3.30.5 Security officers must sign an undertaking in which they declare that they will refrain from any activity which might be to the detriment of the Department.</p> <p>3.30.6 Security officers are prohibited from reading documents or record offices or unnecessary handling thereof.</p> <p>3.30.7 No information concerning departmental activities may be furnished to the public or media by the contractor and his/her employees.</p> <p>3.30.8 Security Officers must adhere to all Statistics South Africa policies and procedures.</p> <p><b>3.31 THE SUCCESSFUL BIDDER UNDERTAKES TO ENSURE THAT THE SAME MEMBER OF HIS/HER SECURITY PERSONNEL WILL AT ALL TIMES WHEN ON DUTY BE FULLY EQUIPPED IN RESPECT OF:</b></p> <p>3.31.1 Neat and clearly identifiable uniform which will include matching raincoats and overcoats.</p> <p>3.31.2 PSIRA identification card worn conspicuously on his/her person at all times.</p> <p>3.31.3 The following Service aids must to be worn on the person of the security officer at all times during guard duty such as:</p> <ul style="list-style-type: none"><li>• Pocket book</li><li>• Pen</li><li>• Torch</li><li>• Radio</li></ul>



- Handcuffs
- Batons

3.32 At his/her headquarters the contractor must keep available for inspection staff files as well as appropriate documents of all security personnel. The appropriate documents shall include inter alia qualifications, registration certificates and security clearances.

3.33 OCCURRENCE BOOK: The purpose of the occurrence book is to give an overall picture of activities and inspections by supervisors and other occurrences at the site.

3.33.1 Compulsory occurrence book entries: The security personnel on duty must make the following entries in the occurrence book:

3.33.1.1 All listed routine procedures such as patrols undertaken, handing-over of shifts. These entries must be made clearly legible and in black ink.

3.33.1.2 All occurrences whether important, trivial or unusual, with reference to the correct time and relevant actions taken.

3.33.1.3 All security personnel activities.

3.33.1.4 The issue and/or receipt of keys indicating the time and by whom they were received or delivered.

3.33.1.5 The locking and unlocking of doors or gates indicating the time and by who locked or unlocked.

3.33.1.6 The handing over of shifts, mentioning all names of all shift personnel and accompanying equipment and aids. In this case personnel taking over as well as personnel handing over must sign the entries.

3.33.1.7 After exchange of shifts, the supervisor must make an entry declaring that he has read the occurrence book in order to acquaint himself with events that occurred during the previous shift.

3.33.1.8 Any special requests in respect of the rendering of services.

3.33.1.9 All personnel absenteeism must be noted in the occurrence book.

*Under no circumstances may an entry in the occurrence book be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled at the side.*

*The contractor shall store occurrence books for the duration of the contract.*

### **3.34 ACCESS CONTROL REGISTERS**



The purpose of the registers is to have information available at all times regarding persons and vehicles admitted to the site within a specific period in cases where occurrences could take place which might lead to a judicial enquiry or investigation.

#### **3.34.1 Pedestrian register**

The register forms must be completed correctly and legibly by the security officer on duty and shall make provision for the following:

- Date of visit
- Admission and exit times of the visitor to and from the site
- Surname and initials of the visitor
- Home and work address of the visitor
- Name of the person visited
- Purpose of the visit
- Brand, calibre and number of firearms in the visitor's possession
- Signature of the visitor

#### **3.34.2 Vehicle register**

The register forms must be completed correctly and legibly by the security officer on duty and shall make provision for the following:

- Date of visit
- Admission and exit times of the visitor to and from the site
- Surname and initials of the visitor
- Registration number, make, model and colour of vehicle
- ID number
- Home and work address of the visitor
- Name of the person to be visited
- Purpose of the visit
- Brand, calibre and number of firearms in the visitor's possession
- Signature of the visitor

### **3.35 DUTY LIST**

3.35.1 The purpose of the duty list is to serve as proof at all reasonable times that all personnel who should be on duty per shift are indeed on duty.

3.35.2 Daily, weekly or monthly duty lists of all security personnel on duty must be drawn up by the service provider and kept in the security control office at each site where the service is rendered.

3.35.3 Any change to the duty list shall be crossed out by a single line, initialled, dated and noted on the occurrence book.



**3.36 STANDARD OPERATING PROCEDURE**

3.36.1 The purpose of a standard operating procedure is to ensure that all security personnel on duty are familiar with the duties as required for this contract.

3.36.2 The successful bidder must have available at the site a comprehensive standard operating procedure per duty or shift.

**3.37 TWO-WAY RADIO**

3.37.1 The purpose of the radio communication is the establishment of immediate communication between the different duty points and control on the site as well as between control on the site and control at the successful bidder's headquarters.

3.37.2 One base station and three (3) hand radios must be provided per province and district office.

3.37.3 The successful bidder must at all times provide serviceable, licensed, hand-carried radios.

**3.38 HANDHELD METAL DETECTORS**

3.38.1 The purpose of handheld metal detectors is to detect any dangerous or prohibited weapons. Three (3) handheld metal detectors must be provided for each province and district office.

**3.39 LABOUR UNREST INCIDENTS**

3.39.1 If the service is interrupted or temporarily deferred because of any labour unrest, civilian disorder, a local or national disaster or any other cause beyond control of the successful bidder, the parties must come to an agreement on the methods to ensure continuation of the security services.

**3.40 SUPERVISION**

3.40.1 Checking of service shall be done by the successful bidder himself/herself on at least on a weekly basis

**3.41 CONTROL ROOM**

3.41.1 The successful bidder must ensure that the control room if not available during the bidding & awarding of the tender must within **90 days** of signing of the contract be available.



<b>4</b>	<b>EVALUATION CRITERIA</b>											
	<p>This bid will be evaluated in two stages. The first stage of evaluation is based on functionality, which will be evaluated using the following criteria and points.</p> <p><b>4.1 FUNCTIONALITY</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 75%;"><b>CRITERIA</b></th> <th style="width: 25%;"><b>WEIGHT</b></th> </tr> </thead> <tbody> <tr> <td> <p><b>PAST EXPERIENCE:</b> This refers to the number of years of experience of the bidder to undertake the scope of work outlined in this bid.</p> <p>6 &amp; above years (traceable references) <b>(15)</b></p> <p>4 –5 years (traceable references) <b>(10)</b></p> <p>1- 3 years (traceable references) <b>(5)</b></p> </td> <td style="text-align: center; vertical-align: top;"><b>15</b></td> </tr> <tr> <td> <p><b>TEAM CAPACITY:</b> The bidder should demonstrate the capacity of the security team to carry out the work outlined in the scope and should be structured as follows:</p> <ol style="list-style-type: none"> <li>1 Provide certified copies of PSIRA certificates according to the required grades <b>(5)</b></li> <li>2 Proof of company security officer's data base <b>(5)</b></li> <li>3 Provide company organogram <b>(5)</b></li> </ol> </td> <td style="text-align: center; vertical-align: top;"><b>15</b></td> </tr> <tr> <td> <p><b>SECURITY PLAN: ATTACH DOCUMENT</b></p> <ol style="list-style-type: none"> <li>1 Emergency plan for bomb threats, fire and any other emergencies <b>(15)</b>.</li> <li>2 Plan for: Liaison with police, emergency services and local authorities <b>(15)</b>.</li> <li>3 Plan for: Identification of threats and vulnerability <b>(15)</b> <b>(Plans copied from the internet will not be accepted)</b></li> </ol> </td> <td style="text-align: center; vertical-align: top;"><b>45</b></td> </tr> <tr> <td> <p><b>CONTROL ROOM</b></p> <p>Availability of control room 24 hours a day, 7 days a week.</p> <p>Control room within 150 km radius within the respective office <b>(30)</b></p> <p>Control room between 150km and 300km radius from the respective office <b>(20)</b></p> <p>Control room above 300km radius or more from the respective office <b>(10)</b></p> </td> <td style="text-align: center; vertical-align: top;"><b>30</b></td> </tr> </tbody> </table>		<b>CRITERIA</b>	<b>WEIGHT</b>	<p><b>PAST EXPERIENCE:</b> This refers to the number of years of experience of the bidder to undertake the scope of work outlined in this bid.</p> <p>6 &amp; above years (traceable references) <b>(15)</b></p> <p>4 –5 years (traceable references) <b>(10)</b></p> <p>1- 3 years (traceable references) <b>(5)</b></p>	<b>15</b>	<p><b>TEAM CAPACITY:</b> The bidder should demonstrate the capacity of the security team to carry out the work outlined in the scope and should be structured as follows:</p> <ol style="list-style-type: none"> <li>1 Provide certified copies of PSIRA certificates according to the required grades <b>(5)</b></li> <li>2 Proof of company security officer's data base <b>(5)</b></li> <li>3 Provide company organogram <b>(5)</b></li> </ol>	<b>15</b>	<p><b>SECURITY PLAN: ATTACH DOCUMENT</b></p> <ol style="list-style-type: none"> <li>1 Emergency plan for bomb threats, fire and any other emergencies <b>(15)</b>.</li> <li>2 Plan for: Liaison with police, emergency services and local authorities <b>(15)</b>.</li> <li>3 Plan for: Identification of threats and vulnerability <b>(15)</b> <b>(Plans copied from the internet will not be accepted)</b></li> </ol>	<b>45</b>	<p><b>CONTROL ROOM</b></p> <p>Availability of control room 24 hours a day, 7 days a week.</p> <p>Control room within 150 km radius within the respective office <b>(30)</b></p> <p>Control room between 150km and 300km radius from the respective office <b>(20)</b></p> <p>Control room above 300km radius or more from the respective office <b>(10)</b></p>	<b>30</b>
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**Companies must have alternative back-up power. Companies without back-up power will be disqualified.**

**NB: Bidders that score less than 80 out 105 will be considered as submitting a non-responsive bid and will not be considered further for evaluation.**

**4.2 SITE VISIT TO THE PREMISES**

**Companies must have alternative back-up power. Companies without back-up power will be disqualified.**

The second stage of evaluation is based on a site visit, which will be evaluated using the following criteria and points.

<b>CRITERIA</b>	<b>WEIGHT</b>
<b>COMMUNICATION (from the control room):</b> Successful demonstration of communication to other sites and vehicles using two-way radios.  Communication to other sites <b>(15)</b>  Communication to vehicle <b>(15)</b>	<b>30</b>
<b>AVAILABLE RESOURCES:</b> Available resources to execute the scope of security services.  Communication devices <b>(5)</b>  Security register <b>(5)</b>  Branded Security Uniforms <b>(5)</b>  Handcuffs, torches, metal detectors and batons <b>(5)</b>	<b>20</b>

**Bidders that score less than 40 out of 50 points for functionality will be considered as submitting a non-responsive bid and will not be considered for further evaluation.**

**4.3 The second stage of evaluation is based on price and BBBEE Status level which will be evaluated using the following criteria and points.**

**Price = 80 (Bidders that under quote according to the National Bargaining Council Illustrative Pricing Guide will be disqualified)**





**BBBEE Status level = 20**

<b>Price</b>	<b>80</b>
<b>BBBEE Status level of contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5 Submission of Bids**

**5.1** Bidders are required to submit one (1) original, (1) Copy, Electronic Copy(**USB**) of bid document.

**5.2** Statistics South Africa may request clarification or further information regarding any aspect of the bid. The bidder must supply the requested information **within 48 hours** after the request has been made; otherwise the bidder may be disqualified.

**6 Enquiries**

For more information, please contact:  
Bid Office  
Tel: 012 310 2114/8940/4766/6978/2946 or (012) 406 3154  
E-mail: [bidoffice@statssa.gov.za](mailto:bidoffice@statssa.gov.za)