# RFP08/26

## APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY GUARDING SERVICES AT ISITHEBE INDUSTRIAL ESTATE IN KWA-ZULU NATAL FOR A PERIOD OF 36 MONTHS.

**CLOSING DATE: 16 SEPTEMBER 2026 AT 11H00**

**Issued by:**
Ithala Development Finance Corporation Limited
29 Canal Quay Road (for GPS 29 Signal Road),
Point Waterfront
Durban

**Procurement Enquires:**
Supply Chain Management Unit
Email: tenders@ithala.co.za
Tel: 031 907 8911

**Name of Bidder:** . . . . . .

| | | |
|---|---|---|
| **Central Supplier Database No:** | **MAAA** | |
| **Joint Venture** (tick whichever is applicable) | **YES** | **NO** |

**For any complaints regarding our supply chain management abuses please contact Larissa Warren at 031 907 8610 or email complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0004 82**

## REQUEST FOR PROPOSALS

**ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED, 29 CANAL QUAY ROAD, POINT, DURBAN (FOR GPRS 29 SIGNAL ROAD)** (Hereinafter referred to as ("IDFC")

BID NUMBER: **RFP08/26**

CLOSING DATE: **16 SEPTEMBER 2026**

TIME: **11:00 am**

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY GUARDING SERVICES AT ISITHEBE INDUSTRIAL ESTATE IN KWA-ZULU NATAL FOR A PERIOD OF 36 MONTHS.**

| | | | | |
|---|---|---|---|---|
| *COMPULSORY ONLINE BRIEFING SESSION* | ***Yes*** | ***X*** | ***No*** | |

| | |
|---|---|
| **DATE:** | **03 SEPTEMBER2026 at 10:00-12:00** |
| **VENUE:** | Online session |
| **DETAILS:** | Please click on the below link to join the online compulsory briefing session. https://teams.microsoft.com/meet/384093099230263?p=dpjAlNd5AqgFqWJ8kb |
| **TELEPHONE:** | 031 907 8911 |
| Bid Enquiries | Bidders are requested to email all queries to tenders@ithala.co.za |

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## C.1 TENDER NOTICE AND INVITATION TO TENDER

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY GUARDING SERVICES AT ISITHEBE INDUSTRIAL ESTATE IN KWA-ZULU NATAL FOR A PERIOD OF 36 MONTHS.**

### COLLECTION OF BID DOCUMENTS

The bid documents can be obtained online from the IDFC website (www.ithala.co.za) and National Treasury e-tender portal, www.etenderportal.gov.za at no cost.

### SUBMISSION OF BID DOCUMENTS

The proposals must be submitted in sealed envelopes delivered at Ithala Trade Centre, 29 Canal Quay Road (for GPS use 29 Signal Road), Point, Durban and should be deposited in the tender box located at the ground floor reception. The closing time for receipt of tenders is **16 SEPTEMBER 2026 at 11h00am.**

**One original and one electronic (USB) copy of the bid document must be submitted.**

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to tenders@ithala.co.za
Tenders may only be submitted on the original tender documentation that is issued by IDFC written in black ink. This tender document may not be reproduced.

For any complaints regarding our supply chain management abuses please contact Customer Services at 031 907 8610 or email Complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0048 23

| **YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)** | | | | | |
|---|---|---|---|---|---|
| BID NUMBER: | RFP08/26 | CLOSING DATE: | 16 SEPTEMBER2026 | CLOSING TIME: | 11am |
| DESCRIPTION | APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY GUARDING SERVICES AT ISITHEBE INDUSTRIAL ESTATE IN KWA-ZULU NATAL FOR A PERIOD OF 36 MONTHS | | | | |
| **BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*** | | | | | |
| **Ithala Trade Centre** | | | | | |
| **29 Canal Quay Road** | | | | | |
| **Point Waterfront** | | | | | |
| **Durban** | | | | | |

| **BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO** | | **TECHNICAL ENQUIRIES MAY BE DIRECTED TO:** | |
|---|---|---|---|
| CONTACT PERSON | **SCM** | CONTACT PERSON | **SCM** |
| TELEPHONE NUMBER | **0319078911** | TELEPHONE NUMBER | **0319078911** |
| FACSIMILE NUMBER | **N/A** | FACSIMILE NUMBER | **N/A** |
| E-MAIL ADDRESS | tenders@ithala.co.za | E-MAIL ADDRESS | tenders@ithala.co.za |

| **SUPPLIER INFORMATION** | | | | |
|---|---|---|---|---|
| NAME OF BIDDER | | | | |
| POSTAL ADDRESS | | | | |
| STREET ADDRESS | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | |
| CELLPHONE NUMBER | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | |
| E-MAIL ADDRESS | | | | |
| VAT REGISTRATION NUMBER | | | | |

| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | **OR** | CENTRAL SUPPLIER DATABASE No: | MAAA |
|---|---|---|---|---|---|

| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | ☐Yes ☐No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?** | ☐Yes ☐No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ] |
|---|---|---|---|

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

| | |
|---|---|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES ☐ NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | ☐ YES ☐ 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.**

| | |
|---|---|
| **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. | **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 |
| 2.4 | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. |
| 2.5 | WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. |
| 2.6 | 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 WHO ARE PERSONS IN THE SERVICE OF THE STATE." |

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

DATE: ……..……..

## C.2 INTRODUCTION

Ithala Development Finance Corporation Limited is a development finance corporation operating within the confines of the KwaZulu-Natal Ithala Development Finance Corporation Act, No 5 of 2013

Our VISION is "Accelerating growth, socio-economic development, and empowerment in KwaZulu Natal" and our MISSION is "To accelerate economic growth and transformation, entrepreneurship, and job creation for the people of KwaZulu-Natal".

The Mission is enabled by building a capable, ethical, and sustainable organisation.
We enable, develop, promote and implement innovative investment and transformation solutions to advance sustainable Black Economic Empowerment.

The objectives of IDFC are to promote, support and facilitate social and economic development in the Province of Kwa-Zulu Natal (KZN) by:

1. Mobilising financial resources and providing financial and supportive services to persons domiciled, ordinary resident, or carrying on business within the KZN Province
2. Planning, executing, financing and monitoring the implementation of development projects and programmes in the province of KZN
3. Promoting, assisting and encouraging the development of the Province's human resources and its social, economic, financial and physical infrastructure
4. Promoting, encouraging and facilitating private sector investment in the Province and the participation of the private sector and community organisations in development projects and programmes and in contributing to economic growth and development generally
5. Acting as the Government's agent for performing any development related tasks and responsibilities that the government considers may be more effectively performed by a corporate entity

Our primary mandate is implemented by our two operating divisions and a subsidiary with an external market focus, namely:

1. Properties
2. Ithala SOC Limited
3. Business Finance
4. Implementing Agent

The quality, price and service that we provide our customers can only be as good as what we receive from our service providers.

### PROCUREMENT PHILOSOPHY

It is the policy of IDFC, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being had to the importance of :

a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BBBEE Policy.

b) The promotion of national and regional local suppliers and agents before considering overseas suppliers; and

c) The development, promotion and support for the moral values that underpin the above, in terms of IDFC' s Business Ethics and Guidelines which requires that all commercial conduct be based

on ethical and moral values and sound business practice. This value system governs all commercial behaviour within IDFC.

## C.3 CONDITIONS OF BID AND CONTRACT

**Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box.**

| | **Conditions** | **Confirmation** | | | |
|---|---|---|---|---|---|
| | | **Yes** | **No** | **Noted** | **If no, indicate deviation** |
| **1.** | **GUIDELINE ON COMPLETION** | | | | |
| 1.1 | The bidder must clearly state if a deviation from these requirements is offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected. | | | | |
| **2.** | **IDFC SERVICE LEVEL AGREEMENT** | | | | |
| 2.1 | The IDFC Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. IDFC's standard terms and conditions will not be negotiated. | | | | |
| **3.** | **ADDITIONAL INFORMATION REQUIREMENTS** | | | | |
| 3.1 | During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to the bid being disregarded. | | | | |
| **4.** | **CONFIDENTIALITY** | | | | |
| 4.1 | The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. | | | | |
| 4.2 | All bidders are bound by a confidentially agreement preventing the unauthorized disclosure of any information regarding IDFC or of its activities to any other organization or individual. The bidders may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate. | | | | |

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| **5.** | **INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT** | **Yes** | **No** | **Noted** | **If no, indicate deviation** |
| 5.1 | Copyright of all documentation relating to this assignment belongs to IDFC. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate. | | | | |
| 5.2 | All the intellectual property rights arising from the execution of this Agreement shall vest in IDFC and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential. | | | | |
| 5.3 | In the event that the service provider would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from IDFC. | | | | |
| 5.4 | IDFC shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP IDFC shall be entitled to freely cede and assign to parties nominated by IDFC. | | | | |
| **6** | **PAYMENTS** | | | | |
| 6.1 | IDFC. will pay the service provider for the actual services rendered in line with the contract. | | | | |
| 6.2 | The service provider shall from time to time during the duration of the contract, invoice IDFC. for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to IDFC. | | | | |
| 6.3 | Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded). | | | | |
| **7** | **NON-COMPLIANCE WITH DELIVERY TERMS** | **Yes** | **No** | **Noted** | **If no, indicate deviation** |
| 7.1 | As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, IDFC must be given immediate written notice to this effect. IDFC reserves | | | | |

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| | the right to implement remedies as provided for in the SLA. | | | | |
| **8** | **WARRANTIES** | | | | |
| 8.1 | The service provider warranties that:<br>It is able to conclude this Agreement to the satisfaction of IDFC. | | | | |
| 8.2 | Although the service provider will be entitled to provide services to persons other than IDFC. The service provider shall not without the prior written consent of IDFC, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services. | | | | |
| 8.3 | The Service Provider under contract is obligated to ensure that should a resource who is scheduled to carry out work for IDFC, or is carrying out work for IDFC and becomes unavailable then that resource should be replaced within 7 days with a resource in possession of the same professional registration and/or qualifications/experience. The replace resource is subject to the vetting of the IDFC project manager. | | | | |
| **9.** | **PARTIES NOT AFFECTED BY WAIVER OR BREACHES** | | | | |
| 9.1 | The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof | | | | |
| 9.2 | No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement. | | | | |
| **10** | **SUBMITTING BIDS** | | | | |
| 10.1 | Supply Chain Management (SCM) | | | | |
| 10.2 | An original and electronic copy must be delivered to:<br>ITHALA TRADE CENTRE<br>29 Canal Quay Road (for GPS use 29 signal road)<br>Point Waterfront, Durban | | | | |
| **11** | **LATE BIDS** | **Yes** | **No** | **Noted** | **If no, indicate deviation** |
| 11.1 | Late submissions will not be accepted. A submission will be considered late if it arrived one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be | | | | |

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| | dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid. | | | | |
| **12.** | **BID CLARIFICATIONS** | | | | |
| 12.1 | Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (by e-mail). Please refer to Bid Notice and Invitation to Tender page of this bid pack for contact details. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only. | | | | |
| **13.** | **FORMAT OF BIDS** | | | | |
| 13.1 | Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented. | | | | |
| **14.1** | **PART 1: INVITATION TO BID** | | | | |
| **14.2** | **PART 2: PART 2: RFP SUMMARY AND DETAILS** | | | | |
| | Bid summary must be completed and indicate what returnable documents will be submitted. | | | | |
| **14.3** | **PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA** | | | | |
| | Bidders must complete C3. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required. | | | | |
| **14.4** | **PART 4: SARS TAX STATUS** | | | | |
| | In compliance with National Treasury instruction note 9 of 2017/2018, the bidder must be in good standing with SARS **prior** to the award of the bid. and such information will be verified through Central Supply Database or using SARS efiling pin). In case of a consortium/ joint venture, or where sub-contractors are utilized, each consortium/ joint venture member **and/or sub-contractor** (individual) **must be** compliant with SARS. | | | | |
| **14. 5** | **PART 5:**<br>Certificate of Authority to Sign a Bid<br>Declaration of Interest | **Yes** | **No** | **Noted** | **If no, indicate deviation** |
| 14.5.1 | Bidders must complete and submit the Declaration forms.<br>A bidder must complete the relevant part of the document and it must indicate who is delegated to communicate or deal with IDFC. Any other irrelevant sections to the tendering entity must be marked 'N/A'. | | | | |

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| **14.6** | **PART 6: JOINT VENTURE/CONSORTIUM AGREEMENT** | | | | |
| 14.6.1 | A copy of the joint venture/consortium agreement must be included. | | | | |
| **14.7** | **PART 7: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL** | | | | |
| 14.7.1 | Bidders must, at least: | | | | |
| 14.7.1.1 | Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems. | | | | |
| 14.7.2 | The bidder must confirm, by providing letters of reference from previous/current clients including contact details, for the previous, current, or ongoing projects of similar nature. This may be verified by IDFC. | | | | |
| **14.8** | **PART 8: DEVIATIONS FROM REQUEST FOR BID** | **Yes** | **No** | **Noted** | **If no, indicate deviation** |
| 14.8.1 | Please indicate deviations or modifications to this Request for Bid on form **C13** | | | | |
| 14.8.2 | If no deviations are required, please mark the form “Nil” and sign | | | | |
| **14.9** | **PART 9: PRICING SCHEDULE** | | | | |
| 14.9.1 | Any budget amount that may be indicated in this document shall be deemed to be a guide only and bidders are expected to submit a costing that is fair and reasonable. | | | | |
| 14.9.2 | A proposed pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive. | | | | |
| **14.10** | **PART 10: PROCUREMENT TIMELINES** | | | | |
| 14.10.1 | This part of a bid documents informs bidders when the bid process is expected to be finalized. It may not necessarily be followed. | | | | |
| 14.10.2 | Terms of reference (TOR) are the requirements by IDFC When a proposal is submitted, a bidder must be certain that TOR are understood and has the capacity to offer a specified service. | | | | |
| **14.11** | **VAT** | | | | |
| 14.11.1 | IDFC is a VAT Vendor. Prices quoted must include VAT (where applicable). | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 14.11.2 | IDFC reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be more than R2.3m in total for 12 conservative months as the VAT Act requires. | | | | |
| **15** | **PRESENTATIONS** | | | | |
| 15.1 | IDFC reserves the right to invite bidders for presentations before the award of the bid. | | | | |
| 15.2 | Presentation may affect the points awarded for functionality. | | | | N/A |
| **16** | **NEGOTIATION** | **Yes** | **No** | **Noted** | **If no, indicate deviation** |
| 16.1 | IDFC has the right to enter negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract. | | | | |
| 16.2 | IDFC shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, IDFC reserve the right not to award the tender to highest ranking bidder in terms of SCM Policy. | | | | |
| 16.3 | All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. | | | | |
| **17** | **DOMICILIUM** | | | | |
| 17.1 | The parties hereto choose *domicilium citandi et executandi* for all purposes of and in connection with the final contract as follows:<br>Ithala Trade Centre<br>29 Canal Quay Road (for GPS 29 Signal Road)<br>Point Waterfront<br>Durban | | | | |
| **18** | **COST OF BID PREPARATION** | | | | |
| 18.1 | Bidders shall prepare and submit a bid at their own expense. | | | | |
| **19.** | **SITE INSPECTIONS** | | | | |
| 19.1 | IDFC reserves the right to carry out site inspections of bidders to establish suitability of properties, vehicles, etc. to perform services effectively and efficiently | | | | |
| **20** | **BID VALIDITY PERIOD** | | | | |
| 20.1 | Bid will be valid for a period of 120 days | | | | |
| 20.2 | The bidder must hold the tender offer(s) valid for acceptance by the employer at any time during the | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | validity period stated in the tender data after the closing time stated in the tender data. | | | | |
| 20.3 | If requested by the employer, the bidder must consider extending the validity period stated in the tender data for an agreed additional period. | | | | |
| **21** | **ISSUE ADDENDA** | **Yes** | **No** | **Noted** | **If no, indicate deviation** |
| 21.1 | If necessary, the employer may issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list | | | | |
| 21.2 | Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list | | | | |
| 21.3 | The bidder must acknowledge receipt of addenda to the tender documents, which the employer may issue. | | | | |
| **22** | **SUBMITTING OF FRAUDULENT DOCUMENTS** | | | | |
| 22.1 | IDFC will disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system. | | | | |
| 22.2 | IDFC will list bidders/ directors in the list of restricted suppliers, and they will not conduct any business with an organ of state. | | | | |
| 22.3 | All documentation will be verified and bidders who have submitted fraudulent documentation will be disqualified from further evaluation and reported to the relevant authorities. | | | | |

| **23** | **EVALUATION ON PRICE AND SPECIFIC GOALS** | **Yes** | **No** | **Noted** | **If no, indicate deviation** |
|---|---|---|---|---|---|
| 23.1 | Pricing and specific goals evaluation will be performed on bidders who qualified for Stage 3. | | | | |
| 23.2 | All prices submitted may be subject to negotiation | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **24** | **ADJUDICATION OF BID** | | | | |
| 24.1 | The Bid Adjudication Committee will consider the recommendations and make the final award. | | | | |
| 24.2 | The bid shall be awarded at the sole and absolute discretion of IDFC. IDFC hereby represents that it is not obliged to award this bid to any bidder. IDFC is entitled to **retract** this bid at any time as from the date of issue. IDFC is not obliged to award this bid to the bidder that quotes the lowest. | | | | |
| 24.3 | A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of IDFC regarding this bid from the date the offer is submitted until the date of award of the bid. | | | | |
| **25** | **Awarding of contract** | | | | |
| 25.1 | IDFC reserves the right to award this bid in full or in part. | | | | |
| 25.2 | IDFC reserves the right to review the number of guards from time to time | | | | |
| 26 | **CONTRACT PERIOD** | | | | |
| 26.1 | The contract will be for a period of 36 months from date of appointment. | | | | |
| 27 | **SPECIAL CONDITION** | | | | |
| 27.1 | **Proof of Public Liability**<br>Proof of Public Liability Insurance for minimum comprehensive cover of R5 000 000.00 must be provided within seven (7) working days from the date of award and remain in place for the duration of the contract. Failure to provide it within seven (7) working days will lead to disqualification. | | | | |
| 27.2 | **Control Room**<br>On appointment, the service provider will be required to establish a control room/ satellite control room within a reasonable radius of the site within thirty (30) days of award | | | | |

## C.4 SECTION M

### CERTIFICATE OF AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by ticking the appropriate box hereunder.

| (I) CLOSE CORPORATION | (II) COMPANIES | (III) SOLE PROPRIETOR | (IV) PARTNERSHIP | (V) CO-OPERATIVE | (VI) JOINT VENTURE / CONSORTIUM | |
|---|---|---|---|---|---|---|
| | | | | | Incorporated | |
| | | | | | Unincorporated | |

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms .....

acting in the capacity of .....

whose signature is .....

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

| NAME | ADDRESS | SIGNATURE | DATE |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
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*(If the space provided is not enough, a separate list should be attached)*

**Note:**

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

**Note: In a case of a Sole proprietor, a director may appoint himself/herself if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.**

## C.5 CERTIFICATE OF ATTENDANCE AT A COMPULSORY BRIEFING MEETING – N/A ONLINE

This is to certify that (tenderer).....

of (address) .....

…..…….... was represented by the person(s)

named below at the compulsory meeting held for all tenderers at: -

| Date | Time | Site |
|---|---|---|
| **N/A ONLINE** | **N/A ONLINE** | **N/A ONLINE** |

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

**Particulars of Bidder's representative attending the meeting:**

Name: .....……..... Signature: .....….....

Capacity: .....

---

**Attendance of the above person(s) at the meeting is confirmed by the IDFC's representative, namely:**

Name: .....……..... Signature: .....

Capacity: .....……..... Date and Time: .....

## C.6 PROCUREMENT TIMELINES

| PROCUREMENT TIMELINE | DATE | TIME |
|---|---|---|
| RFP Release Date | 19 AUGUST 2026 | |
| Compulsory online briefing session and clarification | 03 SEPTEMBER 2026 | 10:00 |
| Written questions of clarification – closing date | 07 SEPTEMBER 2026 | 16:00 |
| Written response to all clarifications | 10 SEPTEMBER 2026 | 16:00 |
| Service Provider Proposals Due | 16 SEPTEMBER 2026 | 11:00 |

***Indicative dates**

## C.7 TERMS OF REFERENCE

### 1. PURPOSE

The purpose of the bid is for the appointment of an experienced service provider to render 24 Hour security guarding services at Isithebe Industrial Estate, in Kwa-Zulu Natal.

### 2. BACKGROUND

As one of the largest property portfolio holders in KwaZulu-Natal, IDFC is ideally placed to service the various business sectors, spread through-out the province. IDFC Properties undertakes the development and management of industrial and commercial related projects. These projects relate to the development of new industrial and commercial properties as well as the redevelopment and expansion of existing properties. These activities are geared towards stimulating economic growth.

The portfolio of properties is made up of 1 million square metres of industrial property and 177 000 square metres of commercial shopping facilities, across 22 shopping centres spread throughout the province.

IDFC is the pioneer into many rural areas, bringing services and shopping closer to local communities. The establishment of IDFC commercial centres in remote regions of the province has served as a stimulus for development. Small business has mushroomed around the centres and in some areas, additional shopping malls and facilities have been built.

### 3. OBJECTIVE

The objective of the Service Provider is to provide 24-hour professional security guarding services for Isithebe Industrial Estate.

### 4. CONTRACT PERIOD

The contract period will be for a period of 36 months from the date of appointment

### 5. ISITHEBE INDUSTRIAL ESTATE REQUIREMENTS

| Item no | **Description** (All guards to be unarmed grade C except for the supervisor, who must be an armed grade C) | Quantity |
|---|---|---|
| 1. | Grade C – day shift (Monday – Sunday) | 37 |
| 2. | Grade C – night shift (Monday – Sunday) | 37 |
| 3. | Armed Supervisor (Grade C) – day shift (Monday – Sunday) | 2 |
| 4. | Armed Supervisor (Grade C) – night shift (Monday – Sunday) | 2 |
| 5. | Dedicated 24-hour site patrol vehicle | 2 |

## 6. DETAILED DUTIES

**Functions of the Service Provider**

**Service Provider must:**

1. Ensure that the property and guards are visited and inspected regularly. The visit must be entered into the Occurrence Book (OB).
2. Report immediately to nominated IDFC representative any emergencies and possible illegal activities.
3. Control and supervise all security personnel on duty.
4. Ensure that security personnel are deployed at the site on time, in correct attire and in possession of thenecessary equipment.
5. Ensure that registers are up to date and available for inspection by IDFC representative or PSIRA officials.
6. Submit a monthly report to the IDFC representative regarding all incidents within 10 days after the end of the month.
7. Make recommendations to IDFC representative with regard to improvement or preventative measures with regard to security issues relating to a site.
8. Receive, as and when necessary instructions and requests for additional guard/reduction of guards etc. from the nominated IDFC Representative
9. Ensure that a supervisor is contactable at all times.
10. An Active Guarding Tracking System to be installed at security locations to monitor the movement and effectiveness of the guards on patrol. (The cost of the system will be for the account of the service provider)
11. Provide extra security guards on emergency situation e.g unrest etc ( only on approval from Delegated IDFC Officials)

**Function of guards or service personnel:**

**The guard or service personnel on duty must:**

1. Fill in a daily log sheet indicating the following:
    - Shift start time.
    - Shift end time.
    - Visitors to the site – entrance and exit times.
    - Inspections from Managers and IDFC representative Department.
    - Inspection results and activities on hourly basis.
2. Report all emergencies and possible illegal activities to the Control Room.
3. Ensure that no unauthorised person enters the property.
4. Not allow any person to work on any common property of IDFC without prior authorisation
5. Patrol the car park and outside of the building (day and night shift) and each patrol to be recorded in BLACK in the (OB) every hour. Patrols shall be driven by an Active Guarding Tracking System to be installed at security locations to monitor the movement and effectiveness of the guards on patrol.

6. Do proper handover of property, report defective equipment to the control room and control room to arrange for replacements.
7. Monitor the CCTV camera system in the reception area once installed
8. At all times be alert and vigilant against possible criminal activity and report such activities to the South African Police Services (SAPS) for further investigation.
9. Not allow loitering by the public around any common property.
10. Prevent the consumption of liquor on common property.
11. Prevent unauthorised hawkers from entering the property.
12. Lock all indicated doors and or gates after hours.(where applicable)
13. Control traffic in and out of the property and ensure that vehicles drive in the right direction.
14. Immediately report all emergency maintenance issues such as defective security lights, leaking pipes, etc. to the IDFC Maintenance Office or nominated IDFC representative.
15. Report any damage caused to IDFC property to the SAPS, obtain a case number and forward it to the IDFC representative and Property Management for further action.
16. Have contact numbers for Emergency Services available when required.

**The following is required from all guards or security personnel:**

1. Personnel must be dressed in full company security uniform when on duty and be clearly identified (ID cards, stating name and grade) and always maintain a neat appearance.
2. Guards must be in possession of a truncheon, torch and two way communication device when on duty.
3. Security personnel must wear ID card whilst on duty in such a manner that it can be clearly seen. The ID card must contain the members' name, surname, PSIRA number, employee number and a photo of the employee.
4. All personnel must be registered with PSIRA.
5. All personnel must have police clearance not older than six months and may not have a criminal record.

**The following is required from Service Providers:**

1. The Service Providers must have a 24-hour dedicated control room
2. The control room must have an electronic two-way radio base set and an emergency back-up service. Facilities to accommodate emergency (Panic) alarm notification by guards.
3. The control room have strict access control and it must be according to PSIRA standards. .
4. Guards must not be paid below Bargaining council salary rates.
5. The Service Provider must submit proof of Public Liability Insurance Policy providing cover against claims (including claims related to the use and misuse of firearms and neglect of duties) against the public or tenant employees.
6. Ensure that on-site security guards have back-up in the form of patrol vehicle in the area.
7. Service Providers will be held responsible for any damage/theft/vandalism/etc. which takes place on the site being guarded. Service Providers should:
    - Ensure proper inspection and recording of conditions on taking over of site;
    - Ensure they are adequately insured for such claims

## 7 TECHNICAL PROPOSALS

The Technical Proposals must include the following information.

### 7.1 Company Profile and Experience

A full and complete company profile must be provided for the bidder

### 7.2 Company References

This must be on a client's letter head and include a description of projects managed by the bidder.

### 7.3 Equipment, Machinery, Consumables and Uniforms

The Bidder to make a submission inclusive of all ID Cards, Equipment, patrol vehicles (vehicle registration, logbook or finance or lease agreement), monitoring checkpoint system and Uniforms that will be supplied for the duration of the contract. This submission must include a detailed description as well as actual pictures or images.

### 7.4 Capacity of Bidder

The Bidder must provide a detailed staff posting plan on deployment, management and monitoring of resources on site. This plan should include details on deployment of resources on site, shift handovers, supervision of resources (both scheduled and ad-hoc).

### 7.5 Riots control Plan

The Bidder must also provide a detailed plan on how resources will be deployed, managed, and monitored in cases of riot or/ looting. The plan must indicate the necessary vehicle to be used during the riot, type of guns and number of resources to be deployed per region or/ estate that the bidder is bidding for. In providing your riot plan, you should have a response time to riots.

### 7.6 Active guard monitoring system

The bidder is required to install an active guard tracking/monitoring tool/system, which should have the following basic functions (but not limited to):

7.6.1 Patrol starts reminders

7.6.2 Pre-defined guard rounds

7.6.3 Reporting capability

### 7.7 Standard Operating Procedures

The Bidder must provide a standard operating procedure on how to respond to security incidents and threats which must include steps to be followed, contingency planning, responsibilities of personnel, and reporting to the South African Police Service (SAPS).

## C.8 EVALUATION PROCESS & CRITERIA

**The evaluation shall be conducted into three (3) stages as follows**

1. Stage 1 - Administrative Compliance
2. Stage 2 - Functionality Evaluation
3. Stage 3 - Price and Specific Goals

| **STAGE ONE: ADMINISTRATION COMPLIANCE** | **Yes** | **No** | **Noted** | **If no, indicate deviation** |
|---|---|---|---|---|
| ***All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, may be eliminated from further adjudication.***<br><br>**Mandatory**<br><br>Bids will be considered compliant if the following documents have been submitted or condition met (whichever is applicable.<br><br>• The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury instruction note 4a of 2016/2017, paragraph 4.2 .<br><br>• The bidder must be in good standing with SARS **prior** to the award of the bid. and such information will be verified through Central Supply Database or using SARS efiling pin, in compliance with National Treasury instruction note 9 of 2017/2018<br><br>• SBD 1 – A completed and duly signed Invitation to bid- A resolution letter **MUST** be attached as per the requirement of SBD 1.<br><br>• SBD4 - A completed and duly signed declaration of Interest. Should a conflict of interest not be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate<br><br>• Proof of company registration the Private Security Industry Regulatory Authority (PSIRA)<br><br>• Valid letter of good standing as issued by the Private Security Industry Regulatory Authority (PSIRA)<br><br>• Valid section 13A confirmation letter issued by Private Security Sector Provident Fund (PSSPF)<br><br>• COIDA – Valid Letter of good standing (Compensation for Occupational Injuries Disease Act)<br><br>• Proof of compulsory online briefing attendance – MS Teams register will serve as proof.<br><br>**Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.** | | | | |

| | | | | |
|---|---|---|---|---|
| **STAGE TWO: FUNCTIONALITY EVALUATION**<br><br>Responsive bids will be evaluated according to the criteria indicated on pages 26 – 28. | | | | |
| **STAGE THREE: PRICE AND SPECIFIC GOALS**<br>The 80/20 preference point system will be applicable in this tender. The lowest acceptable qualifying tender will be used to determine the accurate system once tenders are received.<br>Bidders who obtained a minimum qualifying score of 70 points on functionality will progress to the next stage of price and specific goals based on the 80/20 preference points system for acquisition of goods or services with Rand Value equal to or below R50 million or the 90/10 preference points system for acquisition of goods/ services with Rand Value above R50 million. | | | | |
| **ADJUDICATION OF BID** | | | | |
| The bid shall be awarded at the sole and absolute discretion of IDFC . IDFC hereby represents that it is not obliged to award this quotation to any bidder. IDFC is entitled to **retract** this quotation at any time as from the date of issue. IDFC is not obliged to award this quotation to the bidder that quotes the lowest. | | | | |
| A bidder shall be disqualified from bidding if any attempt is made either directly or indirectly to solicit and/or canvass anyinformation from any employee or agent of IDFC regarding this quotation from the date the offer is submitted until the date of award of the bid. | | | | |

| | | | | |
|---|---|---|---|---|
| **Awarding of contract** | | | | |
| The IDFC Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. IDFC's standard terms and conditions will notbe negotiated. | | | | |
| IDFC reserves the right to award this bid in full or in part. | | | | |
| IDFC reserves its right to commence services at sites damaged during public riots as an when these sites are repaired and occupied by tenants. | | | | |

**C8.2 STAGE TWO (2) FUNCTIONALITY-THE QUALITY CRITERIA AND MAXIMUM SCORE IN RESPECT OFEACH OF THE CRITERIA ARE AS FOLLOWS:**

All bids will be scored on functionality as below, bids that do not meet the minimum of 70 points will be considered non- responsive and will not be considered for further evaluation.

| Technical criteria | Description | Max Points | Score | Total |
|---|---|---|---|---|
| **Company References** | Bidders to provide a minimum of 2 client-signed reference letters for provision of 24-hour security guarding services. This must be on a client's letterhead and must include a full project listing, value and description of projects managed by the bidder.<br><br>**Scoring guide:**<br>• 4 or more client reference letters = 20<br>• 3 Client reference letters = 15<br>• 2 Client reference letters =10<br>• Less than 2 client reference letters = 0<br><br>***IDFC reserves the right to authenticate all supporting documents submitted*** | **20** | | |
| **Operations / Security Manager** | Valid minimum Grade A PSIRA certificate with at least 3 years' experience for bidders' Operations / Security Manager<br><br>**Scoring Guide:**<br>• Grade A with more than 5 years' experience as security manager = 15<br>• Grade A with between 3-5 years' experience as security manager = 10<br>• Below grade A or less than 3 years' experience as security manager = 0<br><br>**Bidders must provide a detailed CV and a certified copy of the PSIRA certificate** | **15** | | |
| **Equipment, Consumables and Uniforms** | The Bidder to provide a submission including the following items that will be supplied for the duration of the contract:<br>• ID cards<br>• Equipment<br>• patrol vehicles (vehicle registration, logbook or finance or lease agreement, vehicles must be branded with the company's logo)<br>• monitoring the checkpoint system<br>• uniforms<br><br>**The submission must include a detailed description and actual pictures or images**.<br><br>**Scoring Guide:**<br>• Detailed Submission covering all items= 20<br>• Partial or Brief submission not covering all items = 10<br>• No submission = 0<br><br>***Full points will only be allocated for a submission that is specific to the service requirements and includes all items as listed in the description above*** | **20** | | |

| | | | | |
|---|---|---|---|---|
| **24-hour dedicated control room** | The bidder must have a 24-hour dedicated control room. (Please provide the address and contact details of the Control Room. IDFC reserves the right to perform an inspection of the control room in line with the list of requirements as per Annexure A<br><br>**Scoring guide:**<br>• 24-hour primary dedicated control =10<br>• No 24-hour dedicated control room =0 | **10** | | |
| **Capacity of the bidder** | The Bidder must provide:<br><br>**a) Staff posting plan - 10**<br>A staff posting plan on deployment, management and monitoring of resources on site. This plan should include:<br>• details on deployment of resources on site<br>• shift handovers<br>• monitoring of resources (both scheduled and ad-hoc monitoring)<br>• The capabilities of the active guard monitoring system.<br>• The plan must include how to respond to security incidents and threats, which must include steps to be followed, contingency planning, responsibilities of personnel, and reporting to SAPS<br><br>**Scoring Guide:**<br>• Detailed Submission covering all items= 10<br>• Partial or Brief submission not covering all items = 5<br>• No submission = 0<br><br>**b) Resources - 10**<br>• Certified copies of valid PSIRA certificates for security guards (78 certificates for Isithebe Industrial Estate)<br>• A detailed listing of company employees as issued by PSIRA.<br>.<br>**Scoring Guide:**<br>• Detailed Submission covering all items= 10<br>• Partial or Brief submission not covering all items = 5<br>• No submission = 0<br><br>***Full points will only be allocated for a submission that is specific to the service requirements and includes all areas as listed in the description above*** | **20** | | |
| **Riots plan** | **Detailed submission of:**<br><br>**a) Riots plan - 5**<br>• Riots plan, inclusive of project plan in case of riots<br><br>**Scoring guide:**<br>• Details of project plan in case of riots = 5<br>• No details of project plan in case of riots = 0<br><br>**b) Types of firearms and valid company firearm licenses - 5**<br>• Types of firearms to be used when riots start, and proof of 5 valid company firearm licenses<br><br>**Scoring guide:** | **15** | | |

| | | | | |
|---|---|---|---|---|
| | • Details provided on types of firearms to be used when riots start and proof of 5 valid company firearm licenses =5<br>• No details of firearms to be used for riots, or no proof of 5 valid company firearm licenses =0<br><br>**Security guard firearm competency certificates-5**<br><br>• Security guard firearm competency certificates (4 certificates for Isithebe Industrial Estate)<br><br>**Scoring guide:**<br>• Proof of 4 security guard firearm competency certificates =5<br>• Less than 4 security guard firearm competency certificates or no proof of security guard firearm competency certificates = 0 | | | |
| **Total** | | **100** | | |
| **Minimum requirement** | | **70** | | |
| **Failure to obtain the minimum of 70 points on functionality will result in disqualification from further evaluation.** | | | | |

**STAGE 3 - PRICE (80 points) AND SPECIFIC GOALS (20 points)**
**PROPOSED FEES**

**Pricing Schedule Final Summary – ISITHEBE INDUSTRIAL ESTATE**

| **NAME OF BIDDER:** ---------- |
|---|
| **OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.** |

**CONSOLIDATED SCHEDULE AS PER BARGAINING COUNCIL ILLUSTRATIVE PRICING GUIDE**

**Notes:**

- The bidder must provide a detailed breakdown of costs for **each site.**
- All prices indicated below must be Inclusive of vat @15% where applicable
- Ad-hoc guards will be charged at BARGAINING COUNCIL PRICING GUIDELINES rates:

| | SITE | PRICE FOR YEAR 1 | PRICE FOR YEAR 2 | PRICE FOR YEAR 3 |
|---|---|---|---|---|
| 1 | 37x Grade C – day shift (Monday – Sunday) | | | |
| 2 | 37x Grade C – night shift (Monday – Sunday) | | | |
| 3 | 2x Armed Supervisor (Grade C) – day shift (Monday – Sunday) | | | |
| 4 | 2x Armed Supervisor (Grade C) – night shift (Monday – Sunday) | | | |
| 5 | 2x Dedicated 24-hour site patrol vehicle | | | |
| **TOTAL PRICE (INCLUDING VAT)** | | | | |
| **TOTAL FOR 3 YEARS** | | **R** | | |

**Tenderer's signature……**

A fully completed **Annexure A pricing template** for areas 1 and 3, where applicable. Bidders to comply with **the BARGAINING COUNCIL ILLUSTRATIVE PRICING GUIDE** rates, as indicated by the National Bargaining Council for the Private Security Sector. Non-compliant wage rates will lead to disqualification. (Area 1 and Area 3 must be priced accordingly if you are bidding for sites falling under these areas)

**(ANNEXURE A -TEMPLATE)** **AREA_____(1/3)**

**NAME OF SERVICE PROVIDER**_____

| **Description** | **Grade C** |
|---|---|
| Hourly Equivalent Wage | R |
| Ordinary Time: Primary Sec Officer | R |
| Ordinary Time: relief Sec Officer | R |
| Sunday pay premium | R |
| Public Holiday Premium | R |
| Leave Provision | R |
| Sick Pay | R |
| Study Leave | R |
| Family Responsibility Leave | R |
| Night Shift Allowance | R |
| Cleaning Allowance | R |
| Premium allowance | R |
| Provident Fund | R |
| Medical Insurance | R |
| Statutory annual bonus | R |
| **SUB TOTAL (EMPLOYEE BENEFITS)** | **R** |
| UIF | R |
| COID/WCA | R |
| Skills Development | R |
| PSIRA employee fees | R |
| NBCPSS Council Fee | R |
| **SUB TOTAL (STATUTORY FEES)** | **R** |
| Uniform | R |

| | |
|---|---|
| Share of overheads (_____% of directs costs) | R |
| **TOTAL COST (excluding profit)** | **R** |
| Profit (  % markup) | R |
| **TOTAL COST PER GUARD** excluding VAT | **R** |

## C.9 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

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### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The 80/20 preference point system will be applicable in this tender. 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) Specific Goals.

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

The maximum points for this tender are allocated as follows:

| | POINTS | POINTS |
|---|---|---|
| **PRICE** | 80 | 90 |
| **SPECIFIC GOALS** | 20 | 10 |
| **Total points for Price and SPECIFIC GOALS** | **100** | **100** |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

### 2. DEFINITIONS

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

(b) **"price"** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.

*(c)* **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \qquad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**
***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.***

| **Specific goals allocated points in terms of this tender** | | | | | |
|---|---|---|---|---|---|
| | PRICE – 80 points<br>SPECIFIC GOALS – 20 points | PRICE – 90 points<br>SPECIFIC GOALS – 10 points | | | |
| **Specific goals** | **Points of the specific Goal target** | **Points of the Specific Goal target** | **Proof / Evidence to be submitted by the tenderer** | **Points claimed by bidder (Max total of 20)** | **Points claimed by bidder (Max total of 10)** |
| ≥51%Black Ownership | 5 | 3 | CSD, CIPC registration or BBBEE certificate/ sworn affidavit. | | |
| ≥33% Women Ownership | 5 | 2 | CSD, CIPC registration or BBBEE certificate/ sworn affidavit | | |
| ≥33 Youth Ownership | 5 | 2 | CSD, CIPC registration or BBBEE certificate/ sworn affidavit- Youth is defined as person under the age of 35 | | |
| ≥25% Persons with disability Ownership | 5 | 3 | CSD report support by Certificate of disability issued by a medical practitioner | | |
| **TOTAL POINTS** | **20** | 10 | | | |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

ϒ State Owned Company

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct.

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

iii) In the event of a contract being awarded because of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have:

(a) disqualify the person from the tendering process.

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.

(d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

## C.10 TAX CLEARANCE REQUIREMENT

**IT IS A CONDITION OF BIDDING THAT**

- The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.

- In bids where Consortia/Joint Ventures/Sub-contractors/Partners are involved, each party must be in compliance with SARS and such information will be verified through central supplier database (CSD).

## C.11 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 State institution** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
……
……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
……
……

### 3 DECLARATION

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

[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.

3.1 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.

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

[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.

## C.12 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, *viz*
   - 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;
   - 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 fulfillment 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 (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1 …….……

2 …….……

DATE: ……..

## 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: .....

.

## C.13 DEVIATIONS FROM THE REQUEST FOR PROPOSAL

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked “NIL” and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder’s Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

| PAGE NUMBER | CLAUSE NUMBER | DEVIATION |
|---|---|---|
| | | |

_____

**SIGNATURE OF BIDDER**

_____

**DATE**

## C.14 BID SUMMARY AND DETAILS

We the undersigned submit this bid in accordance with the conditions contained in the referenced RFP document and attach the documents required:

| No. | Description in detail | Documents Attached |
|---|---|---|
| A. Commercial Documents | | (Yes/ No/ N.A.) |
| 1. | Deviations from Request for Proposal | |
| 2. | Covering letter | |
| 3. | Entire Bid Document | |
| 4. | CC or Company Registration Documents or copy of ID if sole propriety | |
| 5. | In good standing with SARS and such information will be verified through Central Supply Database (CSD); | |
| 6. | Original or certified BBBEE Certificate/Affidavit | |
| 7. | SBD4 - A completed and duly signed declaration of Interest | |
| 8. | SBD 1 – A completed and duly signed Invitation to bid- A resolution letter MUST be attached as per the requirement of SBD 1. | |
| 9. | Valid letter of good standing as issued the Private Security Industry Regulatory Authority (PSIRA) | |
| 10. | Valid section 13A confirmation letter issued by Private Security Sector Provident Fund (PSSPF) | |
| 11. | Valid certificate of COIDA (Compensation for Occupational Injuries Disease Act) | |
| 12 | Proof of compulsory online briefing attendance – MS Teams register will serve as proof. | |
| B. Technical Documents | | |
| 13. | Contactable references letters where the bidder has rendered similar service | |
| 14. | Valid minimum Grade A PSIRA certificate with at least 3 years' experience for bidders' Operations Manager | |
| 15. | A fully completed Annexure A pricing template | |
| 16. | The bidder must have a Control Room located. (Please provide the address and contact details of the Control Room; IDFC reserves the right to perform an inspection of the control room) | |
| 17 | Proof of valid company firearm licences | |
| 18. | Valid firearm competency certificate (5 certificates) | |
| 19 | Valid PSIRA certificates for security guards (numbers indicated in document) | |
| 20. | PSIRA Listing of employees for service providers (detailed listings of your company employees as issued by PSIRA) | |
| 21. | Proof of Patrol Vehicle (vehicle registration, logbook or finance or lease agreement) | |
| 22. | Contactable references letters where the bidder has rendered similar service | |

| | | |
|---|---|---|
| 23. | Equipment, Machinery, Consumables and Uniforms | |
| 24. | Capacity of the bidder | |
| 25 | Specialised Tactical Unit | |

Name

Date

Signature

# ANNEXURE A

CONTROL ROOM AND COMPANY FACILITY CHECKLIST (**ON – SITE EVALUATION)**

| No. | ITEMS | Evidence | YES/NO |
|---|---|---|---|
| | **FACILITY/OFFICE** | | |
| **1.** | Control room should be located in an immovable structure made of brick and cement walls | Building and walls | |
| **2.** | 24/7 operational call Centre with fixed telephone line and e-mail | Functional test to be conducted on site, personnel appointments to be verified | |
| **3.** | Firearm safe (applicable to the scope that requires firearms) | | |
| **4.** | Lockable door to control room (access restriction) | Functional test to be conducted on site | |
| **5.** | Key cabinet (storage) (not critical but recommended) | | |
| **6.** | Ablution facility with easy access for control room operators or employees | Ablution facility | |
| **7.** | Power supply to the control room building (electrified) | Power to the control room | |
| | **CONTROL ROOM EQUIPMENTS/SYSTEMS** | | |
| **1.** | Computer(s)/ laptops that are operational and used for Security Services | Desktops, fixtures, cabling, screens | |
| **2.** | Printer/fax (not critical but recommended) | | |
| **3.** | Land line | Functional test to be conducted on site | |
| **4.** | Communication capability with operational teams (PTT/base radio) | Functional test to be conducted on site | |
| **5.** | Panic button receiver established in the control linked to all operational sites | Functional test to be conducted on site | |
| **6.** | First aid box and fire extinguisher (not critical but recommended) | | |
| | **REGISTERS/PROCEDURES** | | |
| **1.** | Occurrence book | Inspect registers on site | |
| **2.** | Panic button test register | Inspect registers on site | |
| **3.** | Incident register | Inspect registers on site | |
| **4.** | Equipment register | Inspect registers on site | |
| **5.** | Duty roster displayed on the wall | Duty roster displayed on the wall | |
| **6.** | Emergency preparedness procedure displayed on the wall | Emergency preparedness procedure displayed on the wall | |
| **7.** | Emergency contact list displayed on the wall | Emergency contact list displayed on the wall | |

| | Armory compliance (where applicable) | | |
|---|---|---|---|
| **1.** | Firearm safe that is SABS approved | SABS compliant .SAPS | |
| **2.** | | letter confirming safe is compliant DFO | |
| **3.** | Firearm Register A7 and A8 | Ammunition and Firearm Control | |
| **4.** | Firearm Discharge register | Firearm Discharge register | |
| **5.** | Firearm inspection | • Number of Firearms available<br>• Inspect on site Depending on the site - 9mm Handgun type of firearm available and in good condition. | |
| **6.** | Firearm safe work procedure | Handing over and receiving of firearm, storing of firearm and ammunition. | |

Should any of the above requirements not be met then the supplier will not be allowed to proceed to the next evaluation process.

Name of evaluators: _____Name of Company: _____

_____Signature of Company Rep: _____

_____

_____

_____

Date of evaluation: ……/……. /……..