Road Traffic
Management Corporation

APPOINTMENT OF A SERVICE PROVIDER TO RENDER PHYSICAL SECURITY GUARDING SERVICES (ARMED) FOR THE THREE SITES OF THE RTMC FOR A PERIOD OF THREE (03) YEARS, WITH AN OPTION TO EXTEND FOR A FURTHER 2 YEARS

RTMC BID NO: 07/2026/27

Acronym / Abbreviation	Full Description
CIP	Critical Infrastructure Protection
CIPA	Critical Infrastructure Protection Act, 2019 (Act No. 8 of 2019)
COIDA	Compensation for Occupational Injuries and Diseases Act
DLTC	Driving Licence Testing Centre
GM	General Manager
HQ	Headquarters
KPI	Key Performance Indicator
KPIs	Key Performance Indicators
MISS	Minimum, Information, Security Services
MISS/OHS	Minimum, Information, Security Services / Occupational Health & Safety
MPSS	Minimum Physical Security Standards
MTEF	Medium-Term Expenditure Framework
NBCPSS	National Bargaining Council for the Private Security Sector
NKP	National Key Point
CIPA	Critical Infrastructure Protection Act
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
PPPFA	Preferential Procurement Policy Framework Act
PSIRA	Private Security Industry Regulatory Authority
RTMC	Road Traffic Management Corporation
RTTA	Road Traffic Training Academy
SARS	South African Revenue Service
SCM	Supply Chain Management
SLA	Service Level Agreement
SOP	Standard Operating Procedure
UIF	Unemployment Insurance Fund

Acronym / Abbreviation	Full Description
ZAR	South African Rand (ISO Currency Code)

LEGISLATIVE REFERENCES (AS MENTIONED)

Abbreviation	Legislation
Occupational Health and Safety Act	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
Control of Access to Public Premises and Vehicles Act	Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985)
Critical Infrastructure Protection Act	Critical Infrastructure Protection Act, 2019 (Act No. 8 of 2019)
Private Security Industry Regulation Act	Private Security Industry Regulation Act
Firearms Control Act	Firearms Control Act and Regulations
Public Finance Management Act (PFMA)	Public Finance Management Ac

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER

IN RESPECT OF THIS BID

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1. Proprietary Information

1.1 Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, provided to the Bidder to be proprietary of RTMC. It shall be kept confidential by the Bidder and its officers, employees, agents, and representatives. The Bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

2. Enquiries

2.1 All communication and attempts to solicit information of any kind relative to this bid should be channelled to the email below, however the cut-off date will be on the **23 November 2026**.

Name	**RTMC**
Email Address	**Bidadmin@rtmc.co.za**

2.2 All the documentation submitted in response to this bid must be in English.

2.3 The RTMC reserves the right to provide clarifications to bidders only on matters relating to this bid. Such clarifications, where issued, will be shared in a manner that promotes fairness, transparency, and equal treatment of all bidders. Bidders remain responsible for submitting responsive bids based on the information contained in the bid documents and any official clarifications issued by the RTMC.

3. Validity Period

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

4. Supplier Performance Management

4.1 The RTMC views Supplier Performance Management as critical in ensuring value-for-money acquisition and good supplier relations between the RTMC and all its suppliers.

4.2 Upon receipt of written notification of an award, the successful Bidder shall be required to conclude SBD 7.2 and the Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will be a tool to measure, monitor, and assess the Bidder’s performance level and ensure effective service delivery, quality, and value-add to RTMC business.

4.3 Should the successful Bidder fail to sign the SBD 7.2 and the SLA when called upon to do so, the RTMC may, without prejudice to any other rights it may have -

4.3.1 cancel the contract that may have been entered into between the successful Bidder and the RTMC, and the successful Bidder shall pay to the RTMC any additional expenses incurred by the RTMC having either:

4.3.1.1 to accept any less favourable Bid or,

4.3.1.2 if new Bids have to be invited, the additional expenditure incurred by the invitation of fresh Bids and/ or by the subsequent acceptance of any less favourable Bidder.

5. Instructions on submission of Bids

5.1 Bids should be submitted as follows:

5.1.1 **Technical envelopes**

i. Two (2) copies for technical responses/functional evaluation (one original and one copy)
ii. PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope that contains the original document)

5.1.2 **Financial envelopes**

i. The pricing schedule should be submitted separately. Two (2) copies (one original and one copy)
ii. PDF soft copy on a memory stick of the pricing schedule (to be enclosed in the envelope that contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC BID 07/2026/27: Appointment of a service provider to render physical security guarding services (armed) for the three sites of the RTMC for a period of three (03) years, with an option to extend for a further 2 years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Centurion Gate Business Park, Block D, 146 Akkerboom Street, Zwartkop Centurion, no later than 11:00am on 01 December 2026.**

5.4 **Compulsory Briefing Session: Registration**

The online/Virtual compulsory briefing session details are as follows:

5.4.1 Bidders must register for a compulsory briefing session by submitting the necessary information to bidadmin@rtmc.co.za by **16 November 2026 at 14:00pm** to be eligible to participate in the compulsory briefing and the bid process.

5.4.2 The following information is required to register for a briefing session:

- Company Name
- CSD Registration number
- Name and Surname of the Representative

5.4.3 Upon registration, a link will be shared with the bidders to enable them to participate in the stated virtual meeting.

5.4.4 Bidders will be required to log in using their company name thirty (30) minutes before the start of the briefing session to allow for virtual registration. For example, if the session starts at 10:00, bidders can log in at 09:30, and the session will begin promptly at 10:00 am.

5.4.5 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

NB: The mentioned briefing certificate must be attached to the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)

5.5 **Compulsory Briefing Session: Online/Virtual**

5.5.1 The online/Virtual compulsory briefing session will be held on **18 November 2026** at **10:00 am.**

5.6 The envelope must also endorse the Bidder's company name, closing date, and return address.

5.7 All bids submitted must be signed by a person or persons duly authorized thereto.

5.8 Suppose a courier service company is being used to deliver the bid document. In that case, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before the closing date and time.

5.9 Bid received by email, facsimile, or similar medium will not be considered.

5.10 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered**.

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

5.12 Bidders should check the number of the pages to satisfy themselves that all are included and not duplicated. RTMC will accept no liability regarding anything arising from the fact that pages are missing or duplicated.

6. Undertakings by the Bidder

6.1 The Bidder accepts that all costs incurred in preparation, presentation, and any demonstration in relation to this bid shall be for the Bidder's account.

6.2 The Bidder hereby offers to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid document (and which shall be taken as part of and incorporated into, this proposal at the prices inserted therein).

6.3 The Bidder shall prepare for a possible presentation should RTMC require such, and the Bidder shall be notified by 4 (four) days before the presentation date. Such presentation may include a demonstration of products or services as called for by the RTMC in relation to this bid.

6.4 The successful Bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

6.5 Note that should the bid be accepted, and the Bidder be unwilling or unable to commence the services on the commencement date and / or during the execution of the contract due to circumstances that are within its control, the RTMC shall be entitled, without prejudice to any other rights it may have –

6.5.1 to terminate the contract or
6.5.2 claim specific performance from the successful bidder and
6.5.3 claim damages from the successful bidder.

6.6 The Bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price (s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price (s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price (s) and calculations will be at his/her risk.

7. RTMC's Rights

7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or whole. RTMC typically awards the contract to the Bidder, who proves to be fully capable of handling the contract and whose bid is technically acceptable and financially advantageous to RTMC.

7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.

7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or any client sites if required.

7.4 The RTMC reserves a right to amend any bid conditions, validity period, or specifications or extend the closing date of the bid before the initially stated closing date. Bidders will be advised in writing of such amendments in good time.

7.5 The RTMC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby consents to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

7.6 RTMC reserves the right to verify authenticity of all the submitted documentation.

7.7 The RTMC acknowledges and agrees that all data and Personal Information provided by the Bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.

7.8 The RTMC hereby undertakes–

7.8.1 In favour of the Bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information.

7.8.2 To use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid;

7.8.3 At the RTMC's option, return or destroy any Personal Information once it is no longer required to perform its obligations under this bid or any directly related purpose and

7.8.4 not process Personal Information for any purpose other than to perform its obligations under this bid.

7.9 The RTMC reserves the right to reject a proposal for the award of a contract if the recommended bidder has committed a corrupt or fraudulent act in competing for the particular contract; or

7.9.1 Cancel a contract awarded to a supplier of goods or services –

i. if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract; or

ii. if any official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of that contract that benefited that supplier.

7.10 The RTMC reserves the right to disregard the bid of any bidder if that bidder, or any of its directors –

(i) have abused the institution's supply chain management system

(ii) have committed fraud or any other improper conduct in relation to such system; or

(iii) have failed to perform on any previous contract.

7.11 RTMC will inform the relevant treasury of any action taken in terms of paragraph (7.10).

7.12 **The RTMC will never request any compensation in whatever form; from any supplier to be awarded a contract. Suppliers are hereby advised not to fall for these scammers**.

8. SPECIAL INSTRUCTIONS TO BIDDERS

8.1 Bidders shall provide complete and accurate answers to the questions posed in this document.

8.2 Bidders must substantiate their response to all questions, including details on how their proposal/solution will address specific functional/technical requirements. All documents, as indicated, must be supplied as part of the bid response.

8.3 The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.

8.4 RTMC reserves the right to include any additional related items on the contract that are not part of the bid document.

8.5 The RTMC will not be held responsible for any costs incurred in preparing and submitting bid documents.

8.6 RTMC reserves the right to verify the information bidders provide; any misrepresentation will lead to the Bidder's disqualification.

8.7 The bidder must ensure that the National Key Point (NKP)/ Critical Infrastructure Protection Act (CIPA) accreditation of the company and applicable legislative requirements remains valid for the duration of the contract.

8.8 The bidder is expected to provide a dedicated Service or Client Liaison official for the duration of the tender /project who is in a senior position in the company.

8.9 To prevent the abuse of SCM system, RTMC will under no circumstances allow or promote bid rigging (or collusion bidding) from any bidder. For instance, bidders who submit bid documents on their own, and enter into Joint Venture Agreement or any other Agreement with another company using the same company, irrespective of either declared on SBD 4 or not. Both bidders will be disqualified should such be identified.

8.10 It is the responsibility of the bidder to formally inform or communicate with the RTMC on any administrative changes or amendments after their appointment into the panel which may have negative impact on execution of the contract, where necessary, the RTMC reserves the right to conduct due diligence.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE

1.1 The purpose of this bid is to invite suitable service providers to provide armed physical security guarding services for the three sites of the RTMC, for a period of three (3) years with an option to extend for a further two (2) years.

2. BACKGROUND

2.1 The Road Traffic Management Corporation (RTMC) operates in three facilities located in different areas/sites, Waterfall, The Gate Office Park, and Boekenhoutkloof Traffic Training College that are critical to the effective execution of its national road traffic management mandate.

These facilities host:

- Operational staff
- Trainees and students
- Government information systems
- Strategic infrastructure

2.2 The Waterfall Driver Licence Test Centre (DLTC), situated in Midrand: provides licensing and operational services to the public and must therefore remain secure while managing significant volumes of daily visitors.

2.3 The Road Traffic Training Academy (RTTA), Boekenhoutkloof, situated in Pretoria West: it serves as a national training institution responsible for the development and training of traffic law enforcement officers.

Given its strategic role in enhancing law enforcement capacity, the facility requires comprehensive physical security and campus management measures to safeguard trainees, instructors, visitors, critical infrastructure, institutional assets, and operational activities, while ensuring a safe and secure learning environment conducive to uninterrupted training delivery.

2.4 The Gate Office Park Head Office Facility, situated in Centurion Zwartkop: houses infrastructure designated as a National Key Point/Critical Infrastructure Facility and, as such, requires enhanced physical security measures to protect strategic assets, personnel, information, and operations. The provision of dedicated armed security services is essential to ensure compliance with the applicable legislative and regulatory framework governing the protection of critical infrastructure, mitigate identified security risks, and maintain the integrity and continuity of RTMC operations.

2.5 Considering the increasing prevalence of infrastructure vandalism, organised criminal activity, theft of state assets, and evolving cyber-physical threats targeting government infrastructure, the provision of professional armed physical security guarding services has become a critical operational and governance requirement.

2.6 The deployment of a competent and accredited private security service provider will strengthen access control, deter criminal activities, enhance incident response capabilities, and protect RTMC personnel, visitors, information, and strategic assets. This proactive security approach will support business continuity, minimise operational disruptions, ensure regulatory compliance, and maintain alignment with national security standards and critical infrastructure protection requirements.

3. DETAILED SPECIFICATION AND SCOPE OF WORK

RTMC intends to appoint a suitably qualified, accredited, and experienced private security service provider to render comprehensive armed physical security guarding services at designated RTMC facilities for a period of thirty-six (36) months, with an option to extent for a period of two (02) years.

The appointed service provider shall be required to provide professionally trained security personnel, security supervision, access control, patrol services, incident response, and asset protection in accordance with applicable legislation, national standards, and RTMC security policies.

3.1 **Regulatory Compliance**

The appointed service provider shall demonstrate full compliance with all applicable legislative, regulatory, and industry requirements, including but not limited to:

- Private Security Industry Regulation Act and all regulations issued thereunder.

- Critical Infrastructure Protection Act and its associated Regulations.
- Control of Access to Public Premises and Vehicles Act.
- National Bargaining Council for the Private Security Sector (NBCPSS) collective agreements and minimum wage determinations.
- Occupational Health and Safety Act.
- Compensation for Occupational Injuries and Diseases Act (COIDA).
- Firearms Control Act and Regulations, where armed guarding services are deployed.
- Minimum Physical Security Standards (MPSS) applicable to government institutions.
- All other applicable labour, employment, tax, and security legislation.

3.2 **Mandatory Requirements**

The bidder shall submit documentary proof of compliance with the following mandatory requirements:

3.2.1 **Corporate Compliance**

- Valid Private Security Industry Regulatory Authority (PSIRA) registration certificate for the company.
- Valid PSIRA registration certificates for all directors or members.
- Current PSIRA Letter of Good Standing.
- Valid Compensation Fund (COIDA) Letter of Good Standing.

3.2.2 **Personnel Compliance**

- Proof that all security officers deployed under the contract are registered with PSIRA as a minimum Grade C Security Officers.
- Evidence of ongoing training and competency in access control, patrol duties, emergency response, and customer service.
- Proof of National Key Point / Critical Infrastructure protection capability and experience for personnel deployed at designated facilities.

3.2.3 **Armed Security Compliance**

Where armed security services are required, the bidder shall provide:

- Valid firearm licences for all firearms to be deployed.
- Proof of competency certification for armed security officers.
- Firearm register and asset control procedures.
- Standard Operating Procedures for the safe handling, storage, and deployment of firearms in accordance with the Firearms Control Act.

3.2.4 **Operational Capability**

The bidder shall demonstrate sufficient operational capacity to fulfil the contract obligations by providing:

- Proof of an established physical office within the Gauteng Province.
- Twenty-four (24) hour operational support and supervisory capability.
- Incident reporting and escalation procedures.
- Backup personnel and contingency plans to ensure uninterrupted service delivery.
- Communication systems and control room capabilities.
- References demonstrating experience in providing security services to government institutions, strategic facilities, or critical infrastructure environments.

Failure to submit any of the mandatory documentation or to meet the minimum compliance requirements may result in the bid being declared non-responsive and excluded from further evaluation.

4. SECURITY GUARD DEPLOYMENT

To ensure the effective safeguarding of RTMC personnel, visitors, assets, information, and critical infrastructure, the appointed service provider shall deploy a total complement of forty-

nine (49) security officers across the three designated RTMC facilities.

The deployment shall provide continuous twenty-four (24) hours per day, seven (7) days per week, including weekends and public holidays, in accordance with the approved shift roster and operational requirements.

Twenty-five (25) of the 49 guards will be required to be armed.

4.1 The deployment model shall ensure:

- Continuous physical guarding and protection of all designated facilities.
- Effective access control of personnel, visitors, contractors, and vehicles.
- Routine patrols of buildings, perimeters, parking areas, and restricted zones.
- Immediate response to security incidents, emergencies, alarms, and suspicious activities.
- Protection of government assets, critical infrastructure, and sensitive information.
- Compliance with the Minimum Physical Security Standards (MPSS), Critical Infrastructure Protection requirements, and RTMC security policies.
- Adequate supervisory oversight to ensure service quality, operational efficiency, and adherence to contractual service levels.

The RTMC reserves the right to review and adjust the deployment schedule and allocation of security personnel during the contract period based on operational requirements, risk assessments, security threats, and business continuity considerations, provided that such adjustments remain within the overall scope of the contract.

4.2 Security Personnel Deployment Structure

The appointed service provider shall deploy an appropriately qualified and supervised security complement to ensure the effective protection of RTMC facilities and the uninterrupted delivery of security services.

The deployment shall include the following categories of personnel:

- **Access Control Officers** responsible for controlling and monitoring the entry and exit of

employees, visitors, contractors, and vehicles, verifying authorisations, conducting inspections where required, and maintaining accurate access records.

- **Patrol Officers** responsible for conducting scheduled and random patrols of buildings, perimeters, parking areas, and restricted zones to detect, deter, and respond to security breaches, criminal activities, safety hazards, and suspicious behaviour.

- **Security Supervisors** responsible for the operational management of security personnel, quality assurance, shift coordination, incident management, compliance monitoring, and liaison with designated RTMC representatives to ensure adherence to contractual service levels and operational requirements.

- **Rapid Response** Capability, where required, comprising appropriately trained and equipped personnel capable of responding promptly to security incidents, emergencies, alarms, unauthorised access attempts, and other threats, thereby supporting business continuity and the protection of personnel, assets, and critical infrastructure.

a) In addition to the core security functions, the deployed security personnel shall be responsible for **coordinating** and **managing** the **orderly flow of motor vehicle traffic** into and out of the **RTMC facilities**.

b) This function is intended to **facilitate efficient access and egress**, prevent **traffic congestion**, **enhance safety** for employees and visitors, and ensure that **vehicle movements** are controlled in accordance with **RTMC access control procedures** and **security protocols**.

c) Security officers shall also provide **directional assistance**, **manage peak traffic** periods, and **respond promptly** to any **incidents** or **obstructions** that may **impede** the **safe and efficient movement** of vehicles within and around the facilities.

The service provider shall ensure that all deployed personnel are suitably trained, registered with the Private Security Industry Regulatory Authority (PSIRA), appropriately equipped, and capable of performing their assigned duties in accordance with applicable legislation, Minimum Physical Security Standards (MPSS), RTMC security policies, and the agreed Service Level Agreement (SLA).

5. SERVICE STANDARDS, QUALITY ASSURANCE AND COMPLIANCE REQUIREMENTS

5.1 **Compliance Standards**

The appointed security service provider shall ensure that all security operations, personnel, equipment, and management practices comply with the highest applicable statutory, regulatory, and operational standards.

At a minimum, the security services shall comply with the following:

- **Private Security Industry Regulatory Authority (PSIRA) Act** and Operational Regulations, including the registration and ongoing compliance of the company, its directors, and all deployed security personnel.

- **Critical Infrastructure Protection Act** and associated Regulations, where services are rendered at facilities designated as Critical Infrastructure/National Key Point facilities, including the implementation of appropriate access control, incident management, and protective security measures.

- **Minimum Physical Security Standards (MPSS)** applicable to government institutions, ensuring the implementation of effective physical security controls, asset protection measures, and security risk management practices.

- **National Bargaining Council for the Private Security Sector (NBCPSS)** collective agreements and all applicable labour legislation, including compliance with prescribed minimum wages, employment conditions, benefits, and statutory obligations.

- **RTMC Internal Security Policies**, **Standard Operating Procedures (SOPs), Security Directives, and Access Control Protocols**, as amended from time to time, including compliance with reporting, incident management, and governance requirements; and

- **Department of Employment and Labour Compensation Fund (COIDA) Letter of Good Standing,** which shall remain valid throughout the duration of the contract. The successful bidder shall submit a valid **Letter of Good Standing** issued by the Department of Employment and Labour from the commencement of each financial year (reporting period) and maintain its validity for the entire contract term as a condition of continued service delivery.

Failure to maintain **compliance** with any of the above **standards** or **statutory** requirements may **constitute a material breach of contract** and may result in the **imposition of contractual remedies**, including corrective action, suspension of services, or termination of the contract in accordance with the applicable terms and conditions.

5.2 **Service Delivery Monitoring and Performance Management**

The appointed security service provider shall be subject to continuous contract management and performance monitoring to ensure compliance with the agreed Service Level Agreement (SLA), key performance indicators (KPIs), statutory obligations, and RTMC security requirements.

Service delivery shall be monitored and evaluated through the following mechanisms:

- **Contract Management Oversight** – Regular contract governance meetings, operational reviews, and compliance assessments conducted by designated RTMC officials to ensure adherence to contractual obligations and service standards.

- **Performance Reporting** – Submission of comprehensive daily, weekly, and monthly operational reports detailing staffing levels, access control activities, patrols conducted, incidents recorded, response times, corrective actions implemented, and overall service performance against agreed KPIs.

- **Security Inspections and Compliance Audits** – Scheduled and unannounced inspections of security personnel, equipment, uniforms, registers, access control points, and operational procedures to verify compliance with RTMC policies, Minimum Physical Security Standards (MPSS), and applicable legislative requirements.

- **Incident Analysis and Continuous Improvement** – Review and analysis of security incidents, breaches, near misses, and response actions to identify trends, assess risks, implement corrective measures, and strengthen the overall effectiveness of the RTMC security programme.

The RTMC reserves the right to conduct independent audits, performance evaluations, and compliance inspections at any time during the contract period and to require the service

provider to implement corrective actions where deficiencies or non-conformances are identified.

Persistent non-performance or non-compliance may result in the application of contractual remedies, including performance penalties or termination of the contract in accordance with the Service Level Agreement.

SECTION: 3

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The bid will be evaluated in the following stages:

(a) Stage 1 – <u>Standard Compliance Requirements</u>

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements will invalidate the bid. Below are the Standard Compliance requirements.

i. Bidders are required to submit bid documents as follows:

- one original,
- one hard copy
- PDF soft copy in a clearly marked/ labelled memory stick. Documents submitted on soft copy must be the same documents as the hard copy (original).

ii. In case of a Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement, bidders must submit standard bidding documents i.e.

- SBD 1, one consolidated SBD 1 for Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement **signed by the authorized** person(s). (e.g Company resolution, or an affidavit or declaration or a letter of authorisation).

- SBD 4 for each entity/company in the JV or any agreement, for each of the entities in an agreed business relationship accompanied by a signed agreement by all the parties concerned.
- SBD 6.1 for each entity/company in the JV or any agreement, for each of the entities in an agreed business relationship accompanied by a signed agreement by all the parties concerned.

iii. All returnable tender documents must be signed by **a duly authorised person**. Where the signatory is not a director, proof of authorisation or delegation must be submitted (e.g. Company resolution, or an affidavit or declaration or a letter of authorisation). In the case of a sole director, proof of directorship (such as Company Registration Certificate {CIPC/ CK}) will suffice.

iv. The layout of the required documents is set up in table 1.1

v. ***NB:*** *To prevent the abuse of the SCM system, RTMC will under no circumstances allow or promote bid rigging (or collusion bidding) from any bidder. For instance, bidders who submit bid documents on their own, and enter into a Joint Venture Agreement or any*

other Agreement with another company using the same company, irrespective of either declared on SBD 4 or not. Both bidders will be disqualified should such be identified.

vi. Bidder(s) must be registered with National Treasury Centralised Supplier Database (CSD) – CSD report or CSD MAAA Reference Number.

vii. Compulsory briefing session certificate must be completed and enclosed with the tender documents.

(b) Stage 2 – <u>Mandatory Requirements</u>

Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

(c) Stage 3 - <u>Functionality Evaluation</u>

This process comprises two steps:

- Step 1 will be on written responses/ proposals which consists of **80 points**.
  NB: Bidders will be required to score a minimum of **60 points** in order to qualify for step 2.
- Step 2 will be on-site inspection which consist of **20 points**.
  NB: Bidders will be required to score a minimum of **10 points**
  Bidders will be required to score a minimum of **70 points** in order to qualify for a stage 4.

(d) Stage 4 – <u>Price and Specific Goals Evaluation</u>

Bidders will be evaluated on 80/20 Preference Point System (i.e., 80 points for price and 20 points for specific goals).

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

TABLE 1.1

STANDARD COMPLIANCE REQUIREMENTS	COMPLY (YES / NO)
RETURNABLE BID DOCUMENTS	
Total number of copies submitted – Two (2) (1 original and one copy) All the documentation under the bid proposal is to be converted and submitted in a PDF within a memory stick	
Proof of CSD Registration. (CSD number or report) Registration on CSD (available on www.csd.gov.za)	
Compulsory Briefing Session Certificate	
SBD 1: Invitation to bid and company information	
SBD 4: Declaration of interest	
SBD 6.1: Preference points claim form	
NB: All returnable tender documents must be signed by a duly authorised person. Where the signatory is not a director, proof of authorisation or delegation must be submitted (e.g. Company resolution, or an affidavit or declaration or a letter of authorisation). In the case of a sole director, proof of directorship (such as Company Registration Certificate {CIPC/ CK}) will suffice.	
FINANCIAL PROPOSAL	
Total number of copies submitted – **(Two (2) one original and one copy)** All the documentation under the financial proposal is to be converted and submitted into a PDF within a memory stick.	
Pricing Schedule (Annexure B) **NB. Bidders are required to complete the attached provided Pricing schedule – (either as issued or on the company letterhead)**	

NB: Failure to comply with the above requirements will lead to a disqualification of the bid.

1.2 STAGE 2 – MANDATORY REQUIREMENTS

NOTE: A BIDDER WHO FAILS TO MEET THE BELOW MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION

ITEM	DESCRIPTION	COMPLY (YES / NO)
1.	**Organisational Registration:** Provide the following: **A.** i. Valid ***Company*** Private Security Industry Regulatory Authority (PSIRA) registration certificate, AND ii. Valid Letter of Good Standing. **Compliance requirement:** ✓ PSIRA letter of good standing in the name of the company which must be valid at the time of the bid closure, **AND** ✓ PSIRA issued company registration certificate **B.** Valid ***Director(s)'*** PSIRA proof of registration/ or certificate(s) **Compliance requirement:** ✓ Attach valid director(s)' proof of registration/ or certificate(s), **minimum Grade B** issued by PSIRA in the name of the Director(s). **C.** Valid Letter of Good Standing Compensation for Occupational Injuries and Diseases Act (COIDA) in the name of the Company. **Compliance requirement:** ✓ Attach valid letter of good standing issued by Department of Employment and Labour (DoEL) in the name of the Company. **D.** Valid South African Polices Services (SAPS) National Key Point (NKP)/Critical Infrastructure Protection Act (CIPA) registration issued in the name of the Company. **Compliance requirement** ✓ Proof of a valid letter for National Key Point (NKP)/Critical Infrastructure Protection Act (CIPA) facility issued by SAPS in the name of the Company.	

	E. Valid National Bargaining Council for Private Security Sector (NBCPSS) registration certificate issued in the name of the Company. **Compliance requirement** ✓ National Bargaining Council for Private Security Sector (NBCPSS) letter of good standing in the name of the company which must be valid at the time of the bid closure, **AND** ✓ NBCPSS issued company registration certificate	
2.	**Third Party Liability Insurance** The bidder will be required to provide liability insurance agreement of a minimum of five (5) million rands. **Compliance requirement:** ✓ Letter of intent or quotation to be attached on submission of the bid. ✓ The letter must be on the letterhead of the underwriter or the insurer, must be signed and with most recent date.	

1.3 STAGE 3 – FUNCTIONALITY CRITERIA

NB: FUNCTIONAL EVALUATION WILL BE SPLIT INTO TWO (2) STEPS. i.e. - STEP 1 – WRITTEN RESPONSE AND STEP 2 – SITE INSPECTION

STEP 1

Step 1 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

DESCRIPTION	POINTS
A. Bidders Relevant Experience, Similar Work, Capacity to Execute	**60**
A1 Bidders to demostrate experience in similar work done within NKP environment The bidder must demonstrate their experience in similar work done. **For each reference letter submitted, the bidder will score 5 points**. The maximum of reference letters to be submitted is four. **= 20 Points** **Compliance requirement:** Bidders are expected to attach copies of reference letters from Organisations/entities where similar services are currently and previously rendered. The following details must at least be reflected in the content of the reference letter/s: - • Name and short description of similar service rendered, • Addresses where the services are rendered, • Period of service, • Value of contract, • Contactable References. (Letter of references in letterhead of the clients signed by authorized persons. Signature date on the reference letter must be from 2018 to date/ onwards), **supported by attaching either a copy of the purchase order/ proof of appointment/ a copy of Service Level Agreement (SLA) or contract to the reference letter.** **NB: Bidders are required to ensure that information provided is accurate and correct as the Corporation reserves the right to conduct reference checks.**	

A2 Staff experience

Staff experience: Service providers must provide CVs of personnel who will be involved in the project:

- **Security Supervisory Experience with a minimum of Grade B = 15 Points**

The Gate:

- 0 supervisor: 4 years and more experience = 0
- 1 supervisor: 4 years and more experience = 2
- 2 supervisors: 4 years and more experience = 3
- 3 supervisors: 5 years and more experience = 4

Waterfall:

- 0 supervisor: 4 years and more experience = 0
- 1 supervisor: 4 years and more experience = 2
- 2 supervisors: 4 years and more experience = 3
- 3 supervisors: 5 years and more experience = 4

Boekenhoutkloof:

- 0 supervisor: 4 years and more experience = 0
- 1 supervisor: 4 years and more experience = 2
- 2 supervisors: 4 years and more experience = 3
- 3 supervisors: 5 years and more experience = 4

Compliance requirement:

- Detailed Supervisor's CVs indicating supervisory experience per employer (years and months),
- **Certified** copy of Grade 12 certificate (not more than 6 months old)
- PSIRA with a minimum of Grade B and
- **Valid** Firearm Competency
- **Valid** Motor vehicle Driver's Licence

NB: All the above must be attached in order to obtain points.

Minimum of 5 x Security Officers with a minimum of Grade C = 10 Points

- 3 to 5 years' experience = **5 points**
- 6 years and above = **10 points**

Compliance requirement:

Security Officers CVs with the following additional information attached / included:

- CV indicating a minimum of Grade 10 level of education,
- PSIRA with a minimum of Grade C and
- Valid Firearm Competency certificate or card.

NB: The bidder must attach a database (list) of Security Officers in their employment and the above attached 5 Security Officers **must reflect** in the database in order to obtain points.

A3 Capacity and capabilities to deliver the service = 10 Points

Bidder must have the capacity and capabilities in terms of tools of trade required to deliver on the security contract. Availability of resources indicating the below and their quantities:

- Dedicated vehicle/s (atleast must be one an off-road/bakkie vehicle) for patrolling, site visits and other security related functions
  - Vehicles X 3 or more = **5 Points**

Compliance requirement:

NB: All the above must be supported by a proof of either of the following:

PROOF OF REGISTRATION

If owned by the bidder, Vehicle Registration Certificate in the name of the bidder or a director of the bidding company

OR

If leased or sub-leased, a Vehicle Registration Certificate from the title holder of the vehicle or the owner of the vehicle accompanied by:

- an existing Lease Agreement (if any), or

• an undertaking by the leasing entity if intending to lease, or • a letter of intent signed by the lessee. ➢ Availability of firearms ▪ 15 or more unallocated firearms = **5 Points** **Compliance requirement:** Inventory/list of Firearms Licenses as per SAPS Printout of unallocated firearms **(printout should not be older by six months)**.	
B. Financial Due Diligence	**10**
Bidders must provide proof of financial capacity with a **minimum of R500 000** positive cash balance, **not a turnover**, at the time of bid closure and / or access to credit **through a single or various sources. The submission of all the documentation will be consolidated or considered as one/combined/total source:** (I) Bank statement stating a positive balance available in the bank account (electronically stamped or bank stamped) as at the time of bid closure. **AND / OR** (II) Provide proof of access to bank credit facilities, as at the time of bid closure. Loan Agreement/ Overdraft Facility/ Revolving Credit – on the bank letter head with bank stamp not older than a month at the time of the bid closure; and **provide proof of the available bank balance.** (Not a conditional assessment of Credit Rating or Bank Rating) **AND / OR** (III) A signed letter of commitment from a registered financial service provider (FSP registered with NCR) indicating a commitment to fund the bidder should they be successful. **NB: In case of a Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement, each entity can submit their own proof of financial capacity which will be consolidated or combined during evaluation stage.**	

C. Project Transition / Implementation Plan	10
The prospective service provider must have a comprehensive Transition/Implementation Plan. It should have a detailed step by step approach from initiation to close-out of project. The Plan must address the following minimum requirements: • Takeover plan must highlight the listed variables and must reflect/address the following: - **what, when, where, who, why and how**: ➢ Facilitate handover step by step process (**2 points)** ➢ Rostering and rotation plan to be implemented (**3 points)** ➢ Approach to be followed when conducting Security Threat and Risk Assessment (**2 points)** ➢ Approach to developing site specific standard operating procedures (**3 points)** **Compliance requirement:** Attach a detailed project plan covering all the points listed above.	
STEP ONE SUB TOTAL	**80**

NB: BIDDERS WILL BE REQUIRED TO SCORE A MINIMUM OF 60 POINTS IN ORDER TO QUALIFY FOR STEP 2.

Summary Table: Minimum scores per functional area	
The service provider must score at least the following minimum points on each sections. Failure to score the minimum required points in any one of the subsection, will lead to a disqualification.	
A	At least 40 points
B	Full 10 points
C	At least 5 points
Total minimum points	**60 points**

STEP 2: SITE INSPECTION

NB: This area must be incorporated in the bid response as part of functionality.

SITE INSPECTION	
A. DUE DILIGENCE / TECHNICAL ASSESSMENT	**20**
Company capabilities: Minimum company's existing capabilities and infrastructure. A scoresheet will be used during the site inspections to assess the following areas and bidders **must** be prepared to demonstrate and make a presentation of the **functioning** of all items listed below: **a.** An immovable structure that is manned with 24/7 resource(s) / operator = **2 Points** **b.** Guard patrol monitoring system = **2 points** **c.** Access control into the control room (e.g., interlock door) = **2 points** **d.** Communication relay system with field staff (base station) = **2 points** **e.** Demonstrate panic button integration capability = **2 points** **Compliance requirement:** o Provide pictures and any form of description of items / equipment in the Control Room. It is recommended that the control room standard be aligned to South African Intruder Detection Services Association (SAIDSA). Management and monitoring of firearms (e.g., Rifles, Shotgun and Pistols) = **5 Points** **Compliance requirement:** o Outline the methodology and process for issuing and receiving firearms between shifts. o Outline the methodology on safekeeping of unallocated firearms.	

Availability of uniform (e.g., combat or corporate) = **5 Points** **Compliance requirement:** ○ Allocation register(s) of uniform to security personnel (on appropriate intervals) **NB: During the site visit the team will assess the functioning, fit for purpose of all items listed above.** **NB: This area must be incorporated in the bid response as part of functionality.**	
STEP TWO SUB TOTAL	**20**
OVERALL TOTAL FOR FUNCTIONALITY	**100**

During site inspection, bidders will be expected to make a presentation before the evaluation committee. At least a minimum of 10 points must be scored for site inspection evaluation.

NB: BIDDERS ARE EXPECTED TO SCORE A MINIMUM OF SEVENTY (70) POINTS IN ORDER TO QUALIFY FOR STAGE 4.

2. STAGE 4 – PRICE AND SPECIFIC GOAL EVALUATION

Bidder/s who qualify for this stage will be evaluated using the PPPFA and the one scoring highest points will be awarded bid:

CRITERIA	MAXIMUM POINTS
Price	80
Specific Goals	20
Black Owned Company	5
Women Owned Company	5
Youth Owned Company	5
*Company owned by people living with disabilities	5
Grand Total	**100**

***Letter from a medical practitioner confirming disability must be submitted when these points are claimed.**

SECTION: 4

ANNEXURE AND STANDARD BIDDING DOCUMENTS

See the attached SBD forms.

(All SBD forms must be signed)

BIDDING DOCUMENTS: GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional shall be provided in the enclosed questionnaire(s) or a separate annexure.

2. The bidding forms should not be retyped or redrafted; photocopies may be prepared and used. Additional offers may be made for any item, but only on a page photocopy. Additional offers made in any other manner may be disregarded.

3. Bidding forms not filled in using a computer and printer shall be completed in black ink.

4. Bidders shall check the numbers of the pages and satisfy themselves that all are included and duplicated. No liability shall be accepted regarding claims arising from the fact that pages are missing or duplicated.

5. If attached, the forms regarding the Preference Points Claim shall be completed and submitted with the completed bid.

6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract.

7. If non-firm prices are submitted, the bidding documents should clearly state this.

8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification.

9. Regarding the paragraphs where the items offered are strict to specification, bidders shall insert the words "as specified."

10. In cases where the items are not to specification, the deviations from the specifications shall be indicated.

11. The bid prices shall be given in the units shown.

12. All prices shall be quoted in South African currency.