Province of the
EASTERN CAPE
TRANSPORT

BID NO: SCMU10-ANZ-26/27-0001

FOR

APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MOUNT FRERE DEPOT AND LUBHACWENI CAMP IN ALFRED NZO DISTRICT MAINTENANCE SITES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

BID DOCUMENT

ISSUED BY:

SUPPLY CHAIN MANAGEMENT UNIT
DEPARTMENT OF TRANSPORT
PRIVATE BAG X3561
KOKSTAD
4700

NAME OF BIDDER: _____

For ease of reference, Bidders shall enter their Price in the space provided below:

Bid Sum (amount in words) ……

……..

……..……inclusive of VAT

Bid Sum (amount in figures) R……inclusive of VAT

NAME OF BIDDER: …….

SIGNED ON BEHALF OF THE BIDDER: …….

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SECTION 1: BID NOTICE

BID NOTICE NO.: SCMU10-ANZ-26/27-0001

Bids are hereby invited for the Provision of a professional security service provider to secure and ensure the safety of Departmental resources (Plant, Material, Personnel, etc.) for **Elubhacweni District Depot and Camp** Maintenance sites for a period of **Thirty-Six (36) months.**

Bid documents will be available as from 12h00 on Friday, **20 NOVEMBER 2026** from the Departmental website (www.ectransport.gov.za) and E-portal on the following website: www.e-tenders.gov.za.

The completed bid documents must be submitted on eTender Publication Portal (eSubmission) not later than **11H00 AM** on **14 December 2026.**

A non-compulsory Clarification Meeting will be held at Thobile Bam Hall in Mount Frere, on Friday, **4 December 2026** at 1**0h00 AM**

Click on the link to see how you submit your bid proposal on eSubmission **–** press Ctrl + the link to see the video https://youtu.be/B7pNseNJYHM

It is the responsibility of the bidder/s to ensure that bid documents/ proposals are submitted on or before closing date and time. Any technical queries with regard to eSubmission must be directed to National Treasury @ etenders@treasury.gov.za / +27(0)12 406 9222 / 012 406-9229 / 012 312-5000

Bidders must take particular note of the following:

- Bids will be evaluated based on the 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and 2022 Regulations.
- Bidders must have registered on the Centralized Supplier Database prior submitting the bid document. The Department of Transport will not sign a contract with any service provider before the Registration on the Central Supplier Database (CSD) has been confirmed.
- Bidders must also submit a Tax Compliance Status PIN code in order to verify their tax status with SARS
- The **SBD 1**, **SBD 3.1**, **Bid Pricing Form**, **SBD 4**, **SBD 6.1, and SBD 7.2 (Part 1 Only)** forms **MUST** be fully completed and submitted with the bid.
- The company or close corporation and every director of the company or member of the close corporation must be registered in terms of Section 20 of the PSIRA Act 2001 (Act 56 of 2001);
- Proof of current and valid **PSIRA Certificate** (The bidder must submit a valid PSIRA certificate i.e. the "New Certificate" in line with the industry circular issued by PSIRA Act 2001(Act 56 of 2001)
- A valid letter of good standing from PSIRA; (This correspondence must be valid at the bid closure date)

- **Pricing must be in accordance with the current NBCPSS Rates. National Bargaining Council for the Private Security Sector (NBCPSS) Provisional Pricing Guide based on the signed main collective agreement effective from 01 March 2023.**

- Bidders must submit a minimum of four (04) copies of valid company firearm licenses certified by SAPS. All licenses must reflect the name of the bidder. In case of a Joint Venture [JV], the license of either company must be submitted. SAPS list of firearms under the company.

- Bidders must submit proof of UIF (EMP 201 and proof of last three (3) months payment)

- Bidders must submit proof of workmen's compensation (COID).

- Professional Registrations and relevant accreditation.

  - Proof of current and valid PSIRA Certificate; *(The bidder must submit a valid PSIRA certificate i.e., the "New Certificate" in line with industry circular issued by PSIRA on 10 March 2015.*The certificate must be in the bidder's name
  - Directors PSIRA Registration Certificate copy (Grade A or B).
  - Proof of registration with Provident Fund and Letter of Good Standing.
  - Valid letter of good standing from PSIRA; (This correspondence must be valid at the bid closure date)
  - Bidders must submit a minimum of four (04) copies of valid company firearm licenses certified by SAPS. All licenses must reflect the name of the bidder. In case of a Joint Venture [JV], the license of either company must be submitted. SAPS list of firearms under the company.
  - National Bargaining Council for the Private Security Sector (NBCPSS) proof of registration.
  - Letter of good standing from the NBCPSS.
  - Certificate of registration with Health Insurance (Affinity) and
- Letter of Good Standing from the Health Insurance (Affinity)
- PSIRA verified proof of address and lease agreement.

- The key personnel experience:
One (01) Supervisor with 3 years relevant supervisory experience (CV to be attached)
Grade A/B PSIRA Certificate
Grade 12 Certificate.

- 12 Guards
Grade C PSIRA Certificate
Grade 09 or standard 7 report

- **A company must have completed at least one contract to a value R2 million in the last five (5) years. (Provide Appointment letter and completion certificate or Reference Letter)**

- The company past experience in relation to the scope of work (construction).

Bidders shall give satisfactory evidence of actual experience in the class of work being bid for, incorporating the following details: The bidder's completion certificate or reference letter must provide for the following information and must be in the client's letter heads.

- Nature of work.
- Duration of the contract.
- Value of work.
- Year completed.

- Customer reference letters which can be submitted as proof of previous experience within the industry.
- Proof of Liability Insurance to the value of R5 000 000.00 (Five Million Rands).
- **One Marked Patrol vehicles.** Bidder must attach company/director proof of ownership certificates, (INATIS registration certificate and valid license disc)
- **NB: Failure to meet any of the above minimum requirements will render the bidder non-responsive and will not be considered.**

No late submisions will be considered.

The lowest/any bid will not necessarily be accepted.

Enquiries should be directed to:

Mr. M. Mantangayi| Telephone: Cell: 066 301 7118 (SCM Enquiries)

Ms. Mtyu | Telephone: Cell: 067 414 9866 (Technical Enquiries)

Furthermore

- Bidders are required to be registered with Central Supplier Database (CSD) prior to submitting this bid (see https://secure.csd.gov.za/).
- The tenderer is in good standing with SARS as verified on the Central Supplier Database.

"*Bidders must note that in addition to being tax complaint at the time of award of the contract, which will be verified with SARS or the CSD, it is incumbent upon the successful bidder/s to ensure that they are at all times tax compliant over the entire duration of the contract. Failure to ensure tax compliance may prevent the Department/Public Entity from issuing orders when goods/services are required. In such instances, the Department/Public Entity reserves the right to procure outside of the contract. Furthermore, if the Department/Public Entity is prevented from obtaining the relevant goods/services on the contract, such constitutes a breach of contract and will be dealt with accordingly, including the recovery of damages/adverse costs where applicable.*

- The bidder or any its directors or shareholders is not listed on the register of tender defaulters in terms of the prevention and compacting of corrupt activities Act of 2004 as a person prohibited from doing business within the public sector.
- The bidder has not abused the employer's Supply Chain Management System or failed to perform on any previous contract and has been given written notice to this effect.

SECTION 2: BID CONDITIONS

1. GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract given in Section 3 and the Department's Policy on Supply Chain Management shall apply to this contract.

2. BID FORM

All bids shall be made on the bid forms incorporated in this document.

3. EVIDENCE OF EXPERIENCE OF BIDDERS

Bidders shall give satisfactory evidence of actual experience in the class of work being bid for, incorporating the following details:

Employer for whom the work was performed.
Nature of work.
Value of work.
Year completed.
Recommendation / reference letter from previous work completed.

Failure to complete this statement may prejudice the bid as being submitted by an inexperienced Bidder and it may be rejected for such reason.

4. COMPLETION OF BIDS

The Bidder shall complete all forms in black ink.

Mistakes made by the Bidder in the completion of the forms shall not be erased. A line shall be drawn through the incorrect entry, and the correct entry shall be written above and the correction initialed by the Bidder. Failure to observe this rule may lead to the bid being disqualified.

Bids shall be ineligible for consideration unless submitted on the forms bound in this document.

A bid shall not be considered if alterations have been made to the bid from, unless such alterations have been duly authenticated by the Bidder, or of any particulars required therein have not been completed in all respects.

No unauthorized amendment shall be made to the bid form or to any other part of the bid document. If any such amendments are made, the bid may be rejected.

Bids submitted in accordance with this bid document shall not have any qualifications. Any point of difficulty of interpretation shall be cleared with the Eastern Cape Department of Transport as early as possible during the bid period. Should any query be found to be of

significance, The Eastern Cape Department of Transport will inform all Bidders accordingly as early as possible.

5. SUBMISSION OF BIDS

Each Bidder is required to return the complete set of bid documents with all the required information and complete in all respects.

Bidders shall not tamper with the bid documents which shall be submitted as issued. Any bid documents found to have been unbound and rebound could be deemed to be unacceptable.

The completed bid documents must be submitted on eTender Publication Portal (eSubmission) not later than **11H00 AM** on **14 DECEMBER 2026**.

Click on the link to see how you submit your bid proposal on eSubmission **–** press Ctrl + the link to see the video https://youtu.be/B7pNseNJYHM

6. DATA TO BE FURNISHED AT BID STAGE

Bidders shall submit with their bids the information that is applicable and as may be required in terms of the specifications. The Employer reserves the right, in the event of such details being insufficient, to call for further information. The Bidder shall furnish such additional information within seven (7) days of being called upon to do so.

7. WITHDRAWAL OF BIDS

A Bidder may, without incurring any liability, withdraw his bid. This will be a written advice and received before the date and time of closure of this bid. The notice must be received by the Eastern Cape Department of Transport, before the closure of this bid.

8. COSTS WHICH DEFAULTING BIDDERS MAY BE CALLED UPON TO PAY

Should the Service Provider, after he has been notified of the acceptance of his bid, fail to enter into a contract when called upon to do so, within the period stipulated in the conditions of bid or within such extended period as the Employer may allow, the Service Provider holds himself liable for any additional expense which may incur in having to call for bids afresh and/or in having to accept any less favorable bid and that if he purports to withdraw his bid within the period for which he has agreed that it shall remain open for acceptance.
The Service Provider shall indemnify the specified from any claim capable of being made against him either under the statute of common law in respect of any damage to any person or property arising out of the execution of this contract.

9. MINIMUM WAGES

Any bid that contains proposals for wages that are less than the minimum wage according to sector determination shall be rejected. **Firm price for a period of one year including employee increments**. National bargaining Council for the Private Security Sector (NBCPSS) Provisional Pricing Guide based on the signed main collective agreement effective from 01 March 2023.

The department reserves the rights to verify that the appointed bidder pays its employees according to the National bargaining Council for Private Security Sector (NBCPSS) minimum wage.

The service provider shall submit the following request, during audits or quarterly progress meetings:

- **Pay slips reflecting current statutory rates / deductions.**
- **UIF for security officers**
- **Proof of payment to statutory bodies monthly.**
- **PSIRA registration status of all deployed personnel.**
  Proof of registration and payment for security officers at various statutory bodies.

10 ACCEPTANCE OR REJECTION OF BIDS

Bids may be rejected if they show any additional items not originally included in the bid document. Conditional or incomplete offers, irregularities of any kind in the bid forms, or if the bid rates and amounts are obviously unbalanced and the Bidder, after having been called upon to adjust same in a reasonable manner, fails to do so within a period of seven (7) days having received notification to that effect.

The Employer does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or any part of a bid as it may deem expedient, nor will it assign any reason for the acceptance or rejection of any bid, be it the whole or part of a bid.

13. FAILURE TO RETURN BID DOCUMENTS

A Bidder who does not submit a bid does not have to return the bid documents after the closing date for the receipt of bids.

14. TAXES AND LEVIES

Bidders shall include Value Added Tax (VAT) in their bid rates.

15. EVALUATION OF BIDS

Bids will be evaluated based on Functionality and Price based on the 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and 2022 Regulations thereto.

Price

80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto):

Calculation of points for specific goals

- 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

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
Historically Disadvantaged Individuals Ownership		
Black ownership	Min 0 Max 10	% ownership
Women ownership	Min 0 Max 10	% ownership
Youth ownership	Min 0 Max 10	% ownership
Disabled people ownership	Min 0 Max 10	
Local Municipality	Min 0 Max 10	

The points for specific goals will be distributed as per the table below.

To Score points for Black Ownership the following formula will be used to calculate the points out of 5 points Max.

$$SGP = \frac{\%BOE\ (CIPC/\ CSD)}{100}\ X\ MHDI(Max = 5)$$

SGP= Specific goals points
MHDI= Maximum points for Historical disadvantaged individuals
BOE = Black Ownership Equity

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system)**
Historically Disadvantaged Individuals		
Black ownership	5	

Women ownership: -		
% women ownership	5	
Youth ownership: -		
% youth ownership	5	
Locality		
a) Preferred address on the CSD within the Local Municipality (LMA) Of Alfred Nzo District Municipality.	5	
b) Alternative address on the CSD in the Alfred Nzo District Municipality.	3	
c) Outside Alfred Nzo District no satellite office in Alfred Nzo District Municipality.	1	

Points for specific goals (a) to (d) shall be calculated according to the percentage ownership on each category as it appears on CSD.

- Central Supplier Database (CSD) report will be used.
- CSD will be used to determine the points claimed above.
- Preferred address on CSD will be used for Locality

It is the onus of the bidder to provide proof of ownership equity status.

16. BID VALIDITY PERIOD

Bids must remain valid for a period of **NINETY (90) days** from the closing date of the bid.

17. ACCEPTANCE OF BID

The Department does not bind itself to accept the lowest or any bid received and reserves the right to accept the whole or part of the bid.

18. PENALTIES

In the event that the Contractor fails to produce registers as specified in Chapter 4 "Project Specifications, the Employer may deduct 5% of the invoice amount.

SECTION 3: GENERAL CONDITIONS OF CONTRACT

27. General conditions of Contract

- The latest General Conditions of Contract [GCC] and Contract Law shall be applicable to this Quotation and obtainable by visiting the National Treasury website at www.treasury.gov.za
- Bidders must familiarize themselves with these GCCs

SECTION 4: TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE APPOINTMENT OF A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MOUNT FRERE DEPOT AND LUBHACWENI CAMP IN ALFRED NZO DISTRICT MAINTENANCE SITES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

1. Purpose

The Department of Transport intends to appoint a professional security service provider to secure and ensure the safety of Departmental resources (Plant, Material, Personnel, etc.) for Mount frere Depot and lubhacweni Camp in Alfred Nzo District Maintenance Sites for a period of Thirty-six (36) months.

2. Background

The Department of Transport proposed procurement for security services at Alfred Nzo District Maintenance sites for a contract period of thirty-Six (36) months. Alfred Nzo District maintenance sites will require 1 x Grade B security supervisors and 12 x Grade C security guards. The funding will be from the Sub Directorate, Maintenance Alfred Nzo District.

3. Objectives and Goals

Section 45 (e) of the Public Finance Management Act [PFMA] states that an official in a Department, Trading Entity or Constitutional Institution is responsible for the management, including the safeguarding, of the assets and the management of the liabilities within that official's area of responsibility, It is therefore important to safeguard the building including all assets and employees.

4. Scope of Work

Camp Sites & Depot	Number of Gaurds	Day Shift	Night Shift	Relievers
Mount Frere Depot	6	2	2	2
Lubhacweni Camp	6	2	2	2
Total	**12**	**4**	**4**	**4**

4.1 Manpower Requirements

The contract requires 12 security officers to cover the two shifts.

Day shift		
Quantity	**Level/Grade**	**Positions**
1	Grade B	Site Supervisors
4	Grade C	Security guards
Total: 5		

Night shift		
Quantity	**Level/Grade**	**Positions**
0	Grade B	Site Supervisors
4	Grade C	Security guards
Total 4		

- Security guards will be required to work 12-hour day shift (06H00-18H00) Monday to Sunday including weekends and public holidays.
- Security guards will be required to work 12-hour night shift (18H00-06H00) Monday to Sunday including weekends and public holidays.
- Provision of security officers for physically guarding Departmental depot and the camp
- Provision of professional patrol armed response services for camp site and depot
- Bidders will be required to submit an armed response methodology which must be in line with scope of work on how they will respond to emergencies.
-

4.2 Equipment Requirements

Items	Description	Quantity
Communication devices	Appropriately certified 2-way radios rechargeable Push to Talk (PTT) radios	04 radios per shift
Cell phone	In good working condition with airtime and data (smartphone)	01 per site
Visitors Management or Access Control System for both Vehicles and Pedestrians System	Should be able to document the vehicle registration and identity of visitors both drivers and pedestrians	for Per Project
Vehicles	One patrol vehicle to be available for the duration of the contract. (with a tracking system) that will remain on site	01
Firearm	With valid licenses and valid competency certificate	05
Firearm safe	6 Unit Dual-Lock Handgun Safe- SABS approved	1 per site
Metal detectors	Re-chargeable	1 per site
Torches	Rechargeable spotlight range 200 – DC12V minimum 600 lumen	6
Batons	Standard	12
Hand cuffs	Standard	5
Pepper spray	Standard	13
Pocket book and Pen (red and black)	Supply for the entire period of contract for each security officer	36 months
Company and PSIRA identification cards	Standard	Each security officer

- Occurrence books, after-hours registers, Equipment registers, Firearm registers, Visitors access control registers, Patrol registers and security breaches register, Key control register, Radio control register, confiscated items register, Car park inspection registers.

- **Conduct annual occupational health medical surveillance of all the guards and provide medical reports to the Site Safety Officers.**

4.3 Service Categories

Services may generally be divided into the following categories:

4.3.1 Patrol vehicles.
4.3.2 Processing (searching) of clients and government employees.
4.3.3 Searching of designated areas.
4.3.4 Guarding services

Specific functions will depend on local circumstances. Basic functions are described in the following paragraphs. Electronic monitoring must be provided

4.4 Access Control

4.4.1 Ensure that the access control points are neat and tidy at all times.

4.4.2 Inspect the facilities equipment / machinery including vehicles, boundary walls, perimeter fence and report any defects to the security manager.

4.4.3 Security staff shall possess valid PSIRA registration certificates and be conversant with access control and other related procedures.

4.4.4 Ensure that the driver and passengers visiting the premises possess the requisite authority or good reason to be on the premises.

4.4.5 Be polite and courteous towards personnel and clients but without deviating from set procedures.

4.4.6 Perform searches on vehicles as specified in the Company (Contractor) operations procedures and enabling legislation.

4.4.7 In the event of any doubt or suspicion, contact the contract manager or site supervisor.

4.4.8 Provide access to vehicles and individuals upon being satisfied that all requirements have been met.

4.4.9 All breaches of security including damages to the premises or contents must be

reported to the department in writing.

4.5 Physical Scope of this Specific Contract

The following facilities to be patrolled and secured:

4.5.1 Offices

4.5.2 Car park area

4.5 3 Surroundings of the building inside and outside

4.5.4 The Guards may be rotated to various sites as per the needs of the clients.

4.5.5 Construction plant and vehicle

4.6 Guard Services

4.1.1 This service relates to the guarding of assets in accordance with standard practices and procedures in the security industry.

4.1.2 All accommodation, facilities and services supplied to the Contractor by the Employer shall be operated and maintained by the Contractor to the satisfaction of the Employer. The bidded price shall include for such services and no extra payment will be made to this effect unless specifically allowed for in the Schedule of Quantities.

5. Restrictions on the Erection of Structures and Equipment

5.1 The erection, installation, or alteration by the Contractor of any structures including movable temporary office accommodation units which the Contractor may wish to erect for administrative and supervisory purposes and equipment in or on the site in terms of this contract shall be subject to the prior written approval of the Employer. No domestic housing facilities will be allowed on site.

5.2 The Employer shall not be liable for any loss or damage to equipment supplied by the Contractor due to theft, vandalism or whatever reason and any such equipment lost or damaged shall be replaced by the Contractor at his/her own cost.

6. General Requirements with Regard to Personnel upon Signing a Contract

6.1 All security staff shall be properly trained and equipped for their duties and shall be security cleared by the S.A. Police Services. All personnel shall be outfitted with uniforms and equipment necessary for the performance of their duties.

6.2 The Contractor undertakes to employ only such persons for the performance of the function and/or duties in connection with the project on the site as the Employer may approve in writing. The Contractor shall advise all his personnel or persons to be employed by him/her in the performance of the functions and/or duties in accordance with this contract of any security measures, which the Employer may from time to time prescribe.

6.3 If the Employer at any time is of the opinion that any of the Contractor's employees connected with the performance of the functions and/or duties in terms of this contract should, for any reason not be connected with the performance of such functions or duties, the Employer shall be entitled to require the Contractor forthwith to withdraw any such employee from any such function or duty or forthwith to withdraw such employee from the project.

6.4 In such an event the Contractor shall forthwith comply with such request and shall not on account of such request be entitled to claim any loss or damages from the Employer; and

6.5 Furthermore, if the Employer requires any information regarding any of the Contractor's employees connected with the performance of functions and duties in terms of this Contract, the Contractor shall without delay furnish the Employer with all available information upon request.

6.6 The Contractor shall appoint personnel capable of communicating with members of the public in the language dominant in the area and the Employer shall be entitled to require the Contractor forthwith to withdraw any employees from the relevant duty if such employee does not, in the opinion of the Employer, comply with a reasonable linguistic standard.

7. SUPERVISORS AND SECURITY GUARDS

The security staff employed by the Contractor at the site shall satisfy the following conditions:

7.2 Supervisors

7.2.1 Supervisors shall be trained, and should have grade 12 (Gr 12) or similar level of qualification, have Grade A/B PSIRA certificate and be able to read and write.
7.2.2 Supervisors shall have a good grounding in their post descriptions and duties.
7.2.3 Supervisors shall at all times be capable of leading/controlling and supervising their subordinates.
7.2.4 Supervisors shall be able to communicate, verbally and in writing.

7.3 Security Guards

(a) Security guards shall be trained and should have grade 9 (STD 7) or similar level of qualification with Grade C Security Certificate

(b) Security guards shall be able to communicate, read and write.
(c) Security guards may not be younger than 18 years of age.

8. General Provisions for Supervisors and Security Guards

8.1 Supervisors and security guards shall have undergone and passed formal Security training approved by PSIRA.

8.2 At all times supervisors and security guards shall present an acceptable image/appearance which implies, inter alia, that they may not publicly sit, lounge about, smoke, eat or drink while attending to people.

8.3 Supervisors and security guards shall at all times present a dedicated attitude/approach to security, which attitude/approach shall imply, inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behavior towards them.

8.4 Supervisors and security guards shall be physically healthy and medically fit for the execution of their duties.

8.5 Supervisors and security guards shall be registered as security officers/guards, as required by Private Security Industry Regulatory Act, Act 57 of 2001.

8.6 Supervisors and security guards shall sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the Employer.

8.7 Supervisors and security guards are prohibited from reading office documents or rummaging through records.

8.8 No information concerning Employers activities may be furnished to the public or news media by the Contractor or his employees.

8.9 The Employer reserves the right to ascertain from the S.A. Police Services whether security staff in his/her service possesses clearances, and to ascertain from the Private Security Industry Regulatory Authority (PSIRA) whether the security staff are registered with PSIRA.

8.10 The wages paid to security personnel shall be at least the minimum wage according to the National Bargaining Council for the Private Security Sector (NBCPSS).

The department reserves the right to verify that the appointed bidder pays its employees according to the National Bargaining Council for the Private Security Sector minimum wage.

The service provider shall submit the following upon request, during audits or quarterly progress meetings:

- **Pay slips reflecting current statutory rates / deductions.**
- **UIF for security officers**
- **Proof of payment to statutory bodies monthly.**
- **PSIRA registration status of all deployed personnel.**
- **Proof of registration and payment for security officers at various statutory bodies.**

9. Security Staff Equipment

The Contractor shall ensure that each member of his security staff will at all times when on duty be fully equipped in respect of:

9.1 A neat and clearly identifiable uniform from the Contractor, which uniform will include matching raincoats and overcoats for rainy and cold conditions respectively.

9.2 A clear identification card from the Contractor, with the member's photo, identification and numbers on it, worn conspicuously on his person at all times.

9.3 Alternatively: A clear identification card from the Contractor with the member's identity and file numbers on it, accompanied by his official Identity Document, worn on his person at all times.

9.4 Service aids to be worn on the body at all times:

9.4.1 Baton
9.4.2 Handcuffs
9.4.3 Whistle
9.4.4 Pocket Book
9.4.5 Pen
9.4.6 Torch (at night)
9.4.7 Radio – Handheld 2 Way

10. General Requirements

10.1 The Contractor must provide a 24-hour service and tracking of patrols must be provided to the department on a weekly basis.

10.2 At his Headquarters, proper staff files of all security staff in his service that is employed for service shall be kept up to date by the Contractor and be available for inspections by the Employer. The appropriate documents shall include inter-alia, scholastic, registration and medical certificates and security clearances.

10.3 The Contractor shall implement an approved control system such as a register (sign in and out) to provide physical evidence of the presence of all employees on site at all times. Data sheets shall be supplied to the representative at his request and shall be submitted with payment certificates.

10.4 All employees shall be fully conversant with emergency plans and procedures on site and shall give their full support in the event of an emergency.

10.5 Employees shall not work for more than 12-hour shifts.

10.6 The Contractor shall at all times provide the necessary random night supervision on site.

10.7 Bidders shall include schematic diagrams of their command-and-control structure in their bids.

10.8 The Contractor shall have detail procedures manuals for all security functions available on site at all times. Procedures manuals shall be submitted for the approval of the Employer at the start of the Contract. Approval of the manuals will not relieve the Contractor from any of his obligations under the Contract. Should the Employer discover any deficiencies in the Procedures Manuals subsequent to his approval of such Manuals, he may order the contractor to amend the Manuals to his satisfaction at the cost of the Contractor.

10.9 The Contractor must establish communication linkage with the police.

10.10 The Contractor shall check authorization letters for the removal of goods from the institutions. Copies of the authorizations should be recorded and kept by the service provider.

10.11 Upon signing of Service Level Agreement, the contractor shall submit full particulars, including proof of training, of all security personnel employed on site and shall not remove such personnel from the project or employ new personnel on site without written approval of the Employer.

11. Training of Development

11.1 The Contractor shall provide the necessary training programmes including initial and refresher courses to ensure that all personnel possess, at all times, the necessary expertise to execute their functions in accordance with the specification and to the satisfaction of the Employer.11.2 New personnel must be mentored by existing personnel to allow for a proper induction phase.

11.3 The Contractor is responsible for the training of his staff at the centre in respect of the application of the guidelines of the emergency plan, which shall be provided to him/her by the Employer's Emergency Co-ordinator.

11.4 Should any employee of the Contractor not perform his duties to the satisfaction of the Employer, the Contractor shall forthwith remove such Employee from the site and replace him/her with an alternative competent staff member.

11.5 The Employer may perform any tests, as he considers necessary from time to time to ensure that the service provided by the Contractor is acceptable in terms of the specification. The Employer or his representative will however not act as supervisors and any such tests or absence thereof, shall not relieve the Contractor of his responsibilities under this Contract.

11.6 Training to comply with Aviation Security Requirements

12. Supply and Maintenance of Equipment

All equipment including handheld metal detectors, extend-eye mirrors, radios and other communication equipment, vehicles, arms and ammunition and any other equipment necessary to execute this contract in accordance with the specification, shall be supplied and maintained by the Contractor to the satisfaction of the Employer and in accordance with the requirements of the National Key Point Act No. 102 of 1980 where applicable.

13. Contract Management and operational capacity

13.1 Successful bidder shall provide a detailed operational plan (AOP) with regards to scope of work and submit the following

- One month security plan before the commencement of the contract
- Details with target dates for planned month / year list
- Written description on how to will build and maintain security culture in your organization
- Provide contingency plan in the event of industrial action for the loss of key staff, resources or facilities in ensuring the continuation of services
- Provide day-to-day rostering methodology and back up capacity

14. Registers

14.1 Security registers are to be supplied and kept neat and legible.

14.2 Occurrence Book

14.2.1. The purpose of the occurrence book is to give an overall picture of activities, inspections by supervisors, and all other relevant occurrences at the center.

14.2.2 The Contractor's security staff on duty shall make the following entries in the occurrence book: all listed routine procedures such as patrols undertaken, handing over of shifts, etc. mentioning the procedures followed, by whom and the time of commencement. These entries shall be made clearly legible, in blue/black ink.

14.2.3 All occurrences, however, slight or unusual, shall be recorded with reference made to the correct time and relevant actions taken.

14.2.4 All security staff activities, especially deviations in respect of the duty list, specifying particulars of the staff and relevant times.

14.2.5 The issue and/or receipt of keys, specifying the time and by whom they were received or delivered.

14.2.6 The unlocking or locking of doors or gates, specifying the time and by whom locked or unlocked.

14.2.7 The handing over of shifts, mentioning all names of all shift staff and accompanying equipment and aids. In this case, staff taking over as well as staff handing over shall sign the entry/entries

14.2.8 After the taking over of shifts, the first level supervisor shall make an entry declaring that he has read the Occurrence Book in order to acquaint himself with events that occurred during the previous shift.

14.2.9 All visits by second level supervisors and top management.

14.2.10 These entries shall be done in red ink.

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

The Contractor shall store the completed (full) Occurrence Books until the end of the contract.

14.2.11 Vehicle inspection forms

To be completed by the night shift for all government vehicles on the premises. Day shift to check vehicles when taking over forms. Forms from previous day are to be handed in at the office before 08h00 the following day.

14.2.12 Firearm Procedure for Contract Security

All handheld firearms and ammunition are in the custody of the site supervisor and are kept in a locked safe. Handing over firearms is done on a daily basis using the firearm register.

Provide proof of company approved firearm policy, firearm license and copies of registers

- Contractor must have access to licensed firearm and competency in terms of Firearm control act (Act 60 of 2000).The company must also have Regulation valid training reports for security personnel

14.2.13 Storage of Pedestrian and Vehicle Forms

The contractor shall store the completed full pedestrian and vehicle register forms for a period of twelve months. After twelve months these documents must be given to the employer for archiving.

14.2.14 Notebook

The purpose of the notebook is to note down all incidents occurring, or observations made by a security person during a turn of duty, for later reference. During their turns of duty all security staff shall wear a notebook on their persons. The following information shall be noted down in the notebooks: All occurrences/events however, slight or unusual, referring to the following:

a. Reporting on and off duty.
b. Time of occurrence or event.
c. Extent of occurrence or event.
d. Relevant occurrence book number with due allowance for paragraph below.
e. Follow up actions taken in respect of occurrence or event.
f. All relevant information noted down in notebook shall immediately or directly after return from a patrol, be copied into the occurrence book.
g. The Contractor shall store the completed (full) notebooks for the contract period.

14.2.15 Duty List

a. The purpose of the duty list is to serve as proof, at all reasonable times, that all staff who should be on duty per shift, are indeed on duty.
b. Daily, weekly, or monthly duty lists of all security staff on duty, as purported in this agreement, shall be drawn up by the Contractor and kept in the security control office of each Centre where such service is rendered.
c. Any change to the duty list shall be crossed out by a single line, installed, dated and noted in the occurrence book.

14.2.16 Duty Sheet

a. The purpose of a duty sheet is to ensure that all security staff on duty is familiar with the duties as required in this agreement.
b. The Contractor shall have available at the Centre a fully expounded duty sheet per duty point.

15. Occupational Health and Safety

In this clause the term "Act" shall mean the Occupational Health & Safety Act, No. 85 of 1993, as amended from time to time, (including any act which may take its place should it be repealed during the currency of the agreement between the parties) as read with all regulations and standards promulgated in terms of the former Machinery and Occupational

Act, No 6 of 1983, as amended, and all regulations & standards promulgated in terms of the Occupational Health & Safety Act from time to time;

15.1 The contractor:-

15.1.1 acknowledges that it is fully aware of the terms and conditions of the Act;

15.1.2 acknowledges that it is an employer in its own right with duties and responsibilities as prescribed in the Act; agrees to ensure that all Services shall be performed and all equipment shall be used in accordance

With the provisions of the Act accepts accountability for its employees and sub-contractors to the extent that such employees and sub-contractors (including any other personnel) contravene the provisions of the Act;

15.1.3 agrees to comply with all rules and regulations implemented by or on behalf of the Employer relating to health and safety and will inform the Employer immediately should contractor for any reason be unable to comply with the provisions of the Act and such rules and regulations.

15.2 The contractor shall appoint a duly authorized representative to ensure the discharge of its duties in terms of Section 16(1) and (2) of the Act for the term of the contract.

15.3 The parties acknowledge and agree that the contract shall constitute an agreement as contemplated in Section 37(2) of the Act.

16. Service Level Agreement

It is recorded that the Employer and the service provider may from time to time agree in writing to additional quality requirements and standards relating to the Services together with performance measurement provisions, which quality requirements, performance measurement provisions shall be reduced to writing in a service level agreement and signed by both parties.

17. Breach and Termination

Bidders are referred to General Conditions of Contract (GCC) relating to failure to comply with conditions of this contract and delayed execution.

18. Loss and Damage

Contractor hereby indemnifies the State/Employer/Institution and will hold the State harmless/Employer/institution, against any loss or damages which the State may suffer, or any claims lodged against the State by any third party arising out of or relating to any loss that the State or such third party may suffer as a result of, or arising out of any act or

omission of any personnel of contractor or the failure of contractor to provide the Services in accordance with the provisions of the contract.

19. Transfer Management

Upon termination of the contract for whatever reason contractor shall assist the Employer to transfer the Services to the Employer, or to another service provider designated by the Employer. Without detracting from the generality of this obligation, contractor shall, to the extent required by the Employer, provide the Employer or the third party service provider with all information and documentation required to enable the Employer or such service provider to provide the Services, it being recorded that this obligation shall not oblige contractor to deliver any documentation which is proprietary or confidential to contractor.

20. Sub-Contractors

The contractor may only sub-contract its obligations under the contract with the prior written consent of the Employer (or any other authorized authority) and then only to a person and to the extent approved by the Employer or such authority and upon such terms and conditions as the Employer or such authority require. It is recorded that where such consent is given the contractor shall remain liable to Employer for the performance of the Services.

21. Strikes

The Contractor undertakes that strikes by his personnel will not influence the rendering of this service.

22. Insurance and Indemnity

22.1 The contractor shall be held responsible for any loss of, or damage to, or theft of, or destruction of any property belonging to the Department of Transport which he/she is contracted to secure. The Contractor shall immediately inform the Department of such loss, damage, destruction or theft.

The Incident must be reported to SAPS within 24 hours, and the following information must be obtained

- A copy of the statement
- A copy of CAS/OB number
- Name of Police Station
- Quotation (where applicable)

22.1.2 Within 48 hours submit a written report to the Employer detailing the incident that occurred.

22.1.3 Within 7 days, a meeting between the Employer and Contractor must be convened to discuss and make recommendations on the incident.

22.1.4 In case of incidents of high price value, the Contractor will be required to settle/reimburse the Employer 6 months before the expiry date of the contract.

22.1.5 Failure to settle/reimburse the Employer will result in the next invoices being withheld for payments.

22.2 The contractor shall furnish to the Employer upon the effective date of this Agreement, insurance underwriter's certificates evidencing that the Contractor is in full compliance with all the above described insurance requirements (including the insuring of the Contractor's contractual liability under this Article) and that:

22.2.1 The Employer, its officers, agents and employees shall be named as additional insurers there under.

22.2.2 The Contractor's policy requires the insurer (s) to give thirty – (30) days prior written notice of any cancellation or material alteration of the policies of insurance, or any parts thereof in a manner adverse to the Employer.

22.2.3 The Contractor's insurers waive rights of subrogation against the Employer, its officers, employees and agents to the extent of the contractor's indemnification obligations set forth Herein: and

22.2.4 The Contractor's insurance policy is endorsed to include a cross-liability clause.

22.3 The Contractor agrees and hereby undertakes to indemnify, defend and save harmless, the employer, its officers, employees and agents from and against any and all liability, damages, claims, thefts, losses, suits and actions (including but not limited to, any and all costs and expenses related thereto) brought or alleged against the Employer, its officers, employees and agents on account of allegations of or actual false arrest, violation of applicable security regulations, searches, liable, slander, theft or injury to or death of any person or damage to or destruction of any property of any party, directly or indirectly, arising out of or in any way related to or resulting from the negligent act or omission pursuant to this Agreement, excepting, however, such liability damages, claims, penalties, thefts, fines, losses, suits and action that are caused by a negligent act or omission of the Employer, its officers, employees and agents. The Contractor's liability under this indemnity shall be limited to the Public and Product Liability insurance coverage.

22.4 The Employer agrees that it will give to the Contractor prompt and timely notice of any claim made or suit instituted which in any way, directly or indirectly, continently or otherwise, affects or might affect the Contractor and the Contractor shall have the right to participate in the defence of the same to the extent of its own interest.

23. Professional Indemnity, all Risks, Insurances, Warranties, guarantees, Licensing& on-site support

24. Minimum Requirements

- Proof of current and valid PSIRA Certificate; *(The bidder must submit a valid PSIRA certificate i.e., the "New Certificate" in line with industry circular issued by PSIRA on 10 March 2015.*The certificate must be in the bidder's name
- Directors PSIRA Registration Certificate copy (Grade A or B).
- Proof of registration with Provident Fund and Letter of Good Standing.
- Valid letter of good standing from PSIRA; (This correspondence must be valid at the bid closure date)
- Bidders must submit a minimum of five (05) copies of valid company firearm licenses certified by SAPS. All licenses must reflect the name of the bidder. In case of a Joint Venture [JV], the license of either company must be submitted. SAPS list of firearms under the company.
- National Bargaining Council for the Private Security Sector (NBCPSS) proof of registration.
- Letter of good standing from the NBCPSS.
- Certificate of registration with **Health Insurance** (Affinity) and

- Letter of Good Standing from the **Health Insurance (Affinity)**
- PSIRA verified proof of address and lease agreement.

- The key personnel experience:
One (01) Supervisor with 3 years relevant supervisory experience (CV to be attached)
Grade A/B PSIRA Certificate
Grade 12 Certificate.
- 12 Guards
Grade C PSIRA Certificate
Grade 09 or standard 7 report

- **A company must have completed at least one contract to a value R2 million in the last five (5) years. (Provide Appointment letter and completion certificate or Reference Letter)**

- The company past experience in relation to the scope of work (construction).
  Bidders shall give satisfactory evidence of actual experience in the class of work being bid for, incorporating the following details: The bidder's completion certificate or reference letter must provide for the following information and must be in the client's letter heads.

  - Nature of work.
  - Duration of the contract.
  - Value of work.
  - Year completed.

- Customer reference letters which can be submitted as proof of previous experience within the industry.
- Proof of Liability Insurance to the value of R5 000 000.00 (Five Million Rands).

- **One Marked Patrol vehicles.** Bidder must attach company/director proof of ownership certificates, (INATIS registration certificate and valid license disc)

- **NB: Failure to meet any of the above minimum requirements may render the bidder non-responsive and will not be considered.**

25. Monitoring and Reporting

- Establishment of the Project Management Steering committee to comprise of DOT Contracts Management, End-user, Service Provider and any other stakeholder relevant to the project
- A project steering committee will be established to monitor performance and certify invoices prior to payment.

26. Duration of The Project

- The term of the project will be **thirty-six (36) months** from the date of acceptance of the award/ purchase order.

27. Validity of BID

- The validity of the offer is **ninety (90) days.**

28. General conditions of Contract

- The latest general conditions of contract law will apply.
- Where special conditions of the contract are in conflict with these general conditions, the special conditions shall apply.

29. Special Conditions of Contract

a. Conditions of Contract

- The service provider awarded the contract is expected to charge fees at the rates not higher than those issued by the Department of Labour

- The ceiling price of the bid to be completed on the **Pricing Schedule** form must reflect all costs including VAT and disbursements.

- No late, faxed, electronically transmitted, photocopied, incomplete, copies or unsigned bids will be accepted. Only original bids fully completed and filled in black ink will be accepted.

- It is critical for service providers to fully present the credentials of key personnel to be assigned to projects.

- The Department shall not enter into a contract where a company has directors, partners or employees who are employed by the state where permission has not been granted by the Executive Authority.
- All documents submitted and/or produced shall become the property of the DOT.

- The service provider undertakes to provide the professional resources required to attain the project objectives.

- Service Providers who have entered into a consortium / Joint Venture must attach signed agreements by all partners and each party thereto must comply with all the bidding requirements.

- The overall price must be in **Rand** and must be inclusive of VAT where applicable.

- The selected service provider will have to sign a Service Level Agreement and SBD 7.2 contract form with the Department of Transport immediately upon acceptance of the bid.

- The service provider undertakes to act as an independent contractor in respect of all work to be done.

- The service provider shall exercise all reasonable skill, care and diligence in the execution of the work and shall carry out all its obligations in accordance with international professional / PSIRA standards.

- The service provider shall, in all professional matters, act as a faithful adviser to the DOT and, in so far as any of its duties being discretionary, act fairly between DOT and third parties.

- The service provider shall execute and complete the work strictly in accordance with this contract to the satisfaction of the DOT.

- The service provider shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the contract for the work to be rendered.

- The service provider shall not have the power or authority to enter any contract or otherwise to bind or incur any liability on behalf of the DOT.

- The service provider must be registered in the Centralised Supplier Database (CSD); The CSD registration report must have been printed at least ten (10) days prior the closing date of the bid

- It's the responsibility of every bidder to provide the Department with a SARS "PIN" to verify the tax compliance status at any time prior to the award of the bid.

- DOT will not be liable to reimburse any costs incurred by any service provider during the proposal /bidding process;
- The service provider shall attend meetings with officials whenever required to do so by the representative for the purpose of obtaining information or advice in regard to the work and assignments or any matters arising thereof;

- Replacement of candidates for this assignment will not be allowed except in extreme cases and the new candidates must possess the same educational and training qualifications or higher than that of the predecessor which will be agreed upon in writing between the service provider and the Department.

- All the submitted documents must be completed in full and signed where necessary.

- In cases where there is a tie in all aspects of evaluation then the award must be decided by the drawing of lots.

- Failure to submit the documentation as prescribed may lead to the bid being considered non-responsive and subsequently rejected / not considered.

30. Evaluation Criteria

- Bids will be evaluated on a 80/20 point system within the ambit of the Preferential Procurement Policy Framework Act(PPPFA) No.5 of 2000 and section 38(1)(a)(iii) of the Public Finance Management Act 1 of 1999 as amended by Act NO.29 of 1999 and Preference Procurement Regulations 2017;

- The evaluation will be carried out in two phases, namely, "functionality" and "price". Bidders are requested to submit one envelope.

- Functionality will be evaluated separately to determine the responsiveness of the bids. The minimum qualifying percentage that will be accepted for functionality is 60%. A bidder who does not obtain a minimum of 60% will be disqualified;

- The final score will be obtain by adding points obtained for price to the preference points;

NB: Points score will be rounded to the nearest two (2) decimals

Functionality

$$Ps = \frac{So * Ap}{Ms}$$

Where

Ps = Points scored for functionality by bid/proposal under consideration

So = Score of the bid under consideration

Ms = Maximum possible scored.

Ap = Percentage allocated for functionality.

- Bidders score on functionality will not be included in the final points scored but determined to establish functionality abilities.
- The percentages allocated by all panel members must be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality;

- The minimum qualifying percentage that will be accepted for functionality is 60%;

- Bids/proposal that do not score the specified minimum percentage for functionality will be disqualified.

PRICE

The 80/20 preference points system:

- $Ps=80(1-\frac{Pt-Pmin}{Pmin})$

Where:

- Ps = Points scored for price by bid under consideration
- Pmin = Lowest acceptable consideration
- Pt = Price of bid under consideration

NB: - The department is under no obligation to award the bid to the bidder scoring the highest or lowest points.

The following information for functionality and weights will be considered in the evaluation of all applications received.

1: Poor, 2: Acceptable, 3: Good, 4: Very Good, 5: Excellent

Functionality	Weight	1: Poor	2: Acceptable	3: Good	4: Very Good	5: Excellent
Company experiences relevant to the scope of work	40	-	16	24	32	40
Locality	35	7	14	21	28	35
Experience of Security Supervisor linked to the project	25	-	10	15	20	25

31. Awarding of Points for Functionality and Price

Functionality

COMPETENCE	WEIGHT	WEIGHT DISTRIBUTION &EVIDENCE REQUIRED	VALUE (1-5)	POINTS
Company experiences relevant to the scope of work	40	• A company must have performed five (5) or more contracts to the value of at least R2 million each in the last five (5) years. • Completion certificate or Reference letters in the client's letter heads signed by the authorized individual.	5	
		• A company must have performed three (3) contracts to the value of R2 million each in the last five (5) years. • Completion certificate or Reference letters in the client's letter heads signed by the authorized individual.	3	
		• A company must have performed a minimum of one (1) contracts to the value of R2	2	

		million in the last five (5) years. • Completion certificate or Reference letters in the client's letter heads signed by the authorized individual and.		
Locality	35	• (a) Preferred address on the CSD in the Local Municipality (LMA) .	5	
		• b) Alternative address on the CSD in the Alfred Nzo District Municipality.	3	
		• (c) Outside Alfred Nzo District no satellite office in Alfred Nzo District Municipality	1	
Experience of Security Supervisor linked to the project	25	• Supervisory Staff with Grade B with 10 years and above experience post accreditation by PSIRA • Attach CV with experience & valid PSIRA certificates	5	
		• Supervisory Staff with Grade B with 5 to 9 years' experience post accreditation by PSIRA • Attach CV with experience & valid PSIRA certificates	4	
		• Supervisory Staff with Grade B with 3 years' experience post accreditation by PSIRA • Attach CV with experience & valid PSIRA certificates	3	
TOTAL POINTS	**100**			

32. Preferential Claims

Points scored for specified goals as contemplated by the PPPFA and its regulations are then calculated separately and added to the points scored for price to obtain the final score.

33. Specified Goals

Calculation of points for Preferential Points – specific goals will be allocated in the following manner

- 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

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system)**
Historically Disadvantaged Individuals		
Black ownership	5	
Women ownership: -		
% women ownership	5	
Youth ownership: -		
% youth ownership	5	
Locality		
(a) Preferred address on the CSD in the Local Municipality Area (LMA) .	5	
(b) Alternative address on the CSD in the Alfred Nzo District Municipality.	3	
(c) Outside Alfred Nzo District no satellite office in Alfred NzoDistrict Municipality.	1	

Points for specific goals (a) to (d) shall be calculated according to the percentage ownership on each category as it appears on CSD.

- Central Supplier Database (CSD) report will be used.
- CSD will be used to determine the points claimed above.
- Preferred address on CSD will be used for Locality

It is the onus of the bidder to provide proof of ownership equity status.

In the event that two or more bids are equal in all respects, the successful bidder will be the one with the highest functionality percentage and the last option will be the drawing of lots.

34. The completed bid documents must be submitted on eTender Publication Portal (eSubmission) not later than **11H00 AM** on **14 DECEMBER 2026**.

Submitted documents must be composed of the following:
Tender check list

- SBD 1 - Invitation to Bid
- SBD 3.1 - Pricing Schedule
- SBD 4 - Declaration of interest
- SBD 6.1 - Preference Points Claim Form
- SBD 7.2 - Contract Form for Services
- Tax Compliance Status PIN / CSD registration report
- Letters of reference from previous clients (Must be in logo of that particular institution) with office telephone details.

35. Bid Enquiries

Please refer to all enquiries to the following personnel:

Technical Enquiries: Ms Mtyu

Cellphone No.: 067 414 9866

Email:babalwa.mtyu@ectransport.gov.za

SCM: Mr. M.Mantangayi

Cellphone No.: 066 301 7118

Email: mfezeko.mantangayi@ectransport.gov.za

SECTION 5: FORMS TO BE COMPLETED BY THE BIDDER

BID FORM

Bid No: SCMU10-ANZ-26/27-0001

Closing time and date: 11:00 AM 14-12-2026

This bid shall remain binding for a period of 90 days calculated from the closing date of the bid

I/We the *undersigned hereby offer to the Eastern Cape Department of Transport herein represented by the Accounting Officer (hereinafter referred to as the "Chief Executive", to provide all the personnel, equipment and everything which is or may be necessary in and for ***appointment of a professional security service provider to secure and ensure safety of Departmental resources (Plant, Material, Personnel, etc.) for Mount frere Depot and Lubhacweni camp in Alfred Nzo District maintenance sites for a period of thirty-Six (36) months*** in execution of the abovementioned Contract in accordance with the Specifications, Conditions of Contract and subject to the Bid Conditions, to the entire satisfaction of the Accounting Officer for the Bid Price (including VAT) of:

BID PRICE: **36 months** @ R…….. per month = R……

15% VAT R……

TOTAL R……

Full Trading Name:……

Address (Business):……

……

Telephone No (Business):……..

Telex-/Fax No:……

Bankers (specify branch and telephone No):……

Registration number at EC Treasury:……

I/We acknowledge that I/we am/are fully acquainted with the contents of the Bid Conditions and that I/we accept the conditions in all respects.

I/We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of my/our bid and that I/we elect *domicilum citandi et executandi* in the Republic at:

……
……

……
……

Has the declaration of interest (ECBD4) been duly completed?	Yes		No	

and included with the other bid forms?

Any bid received which does not include unit prices, itemized prices or any relevant information as requested in the specification may be rejected.

.....
WITNESS

.....
PLACE

.....
SIGNATURE OF BIDDER

.....
NAME OF BIDDER

.....
CAPACITY

.....
DATE

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**SCMU10-ANZ-26/27-0001**	CLOSING DATE:	**14-12-2026**	CLOSING TIME:	**11H00 AM**
DESCRIPTION	**REQUEST TO APPOINT A PROFESSIONAL SECURITY SERVICE PROVIDER TO SECURE AND ENSURE SAFETY OF DEPARTMENTAL RESOURCES (PLANT, MATERIAL, PERSONNEL, ETC.) FOR MOUNT FRERE DEPOT AND LUBHACWENI CAMPS OF OR ALFRED NZO DISTRICT MAINTENANCE SITES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

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					
	TCS PIN:		**OR** CSD No:		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	☐	A REGISTERED AUDITOR			
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE (ALL INCLUSIVE)**	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT/ PUBLIC ENTITY	Transport		
CONTACT PERSON	Mr. M. Mantangayi	CONTACT PERSON	Ms. B Mtyu
TELEPHONE NUMBER	066 301 7118	TELEPHONE NUMBER	067 414 9866
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	Luvo.duba@ectransport.gov.za	E-MAIL ADDRESS	babalwa.mtyu@ectransport.gov.za

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED –(NOT TO BE RE-TYPED) OR ONLINE

1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

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

1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

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

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

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

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

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

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

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

SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder……	Bid number: **SUMU10-ANZ-26/27-0001**
Closing Time **11:00**	Closing date: **14-12-2026**

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

- Required by: ……
- At: ……
  ……
- Brand and model ……
- Country of origin ……
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) ……
- Period required for delivery ……
  *Delivery: Firm/not firm
- Delivery basis ……

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

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

*Delete if not applicable

SBD 4

SBD 4: 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

[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.

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.

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

YES/NO

2.2.1 If so, furnish particulars:

……

……

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

YES/NO

2.3.1 If so, furnish particulars:

……

……

3. DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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

DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS

This form must be included additional to the SBD.4

1. In terms of section 30 of the Public Service Act;

No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department.

2.

Are any of the shareholders/ directors of your company employed by the State?	Yes/No

3. "State" means –

(a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) Any municipality or municipal entity;
(c) Any provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.
(f) Any Parastatal (A company or agency owned or controlled wholly or partly by the government).

4. Should you indicate "yes" above, please provide the following details:

No	NAME & SURNAME OF DIRECTOR	STATE INSTITUTION WHERE EMPLOYED	ID NUMBER	EMPLOYEE/ PERSAL NUMBER
1				
2				
3				

5. Please note: The "state" is clearly defined in paragraph 3 above. In the event that "no" is selected and subsequently any false declaration are detected, the non-disclosure of such "state employment" will be deemed as "fraud". Therefore the state may reject the bid and in addition may proceed with further action should this declaration prove to be false.

6. DECLARATION

I, (NAME & SURNAME)……ID NUMBER…… CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 4 ABOVE IS CORRECT.

…….. ……
Signature Date

…….. ……
Position Name of bidder

SBD 6.1

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 To be completed by the organ of state

(*delete whichever is not applicable for this tender*).

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

b) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest 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
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**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 PROVISIONING OF PROFESSIONAL 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**

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

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**

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

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.

FORMULAE FOR CALCULATION POINTS

To Score points for Equity Ownership / Disability/ Locality the following formula will be used to calculate the points out of 5 points Max.

$$SGP = \frac{\%OE\ (CIPC\ /\ from\ BBBEE)}{100}\ X\ MEO(Max = 4)$$

(e.g) $Women\ Equity\ Ownership = \frac{89}{100}\ X\ 4 = 3,56$

Where

SGP= Specific goals points

OE = Ownership Equity

MOE= Maximum points for Equity Ownership

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system)**
Historically Disadvantaged Individuals		
Black ownership	5	
Women ownership: -		
% women ownership	5	
Youth ownership: -		
% youth ownership	5	
Locality		
a) Preferred address on the CSD in the Local Municipality Area (LMA).	5	
b) Alternative address on the CSD in the Alfred Nzo District Municipality	3	
(c) Outside Alfred Nzo District Municipality no satellite office in Alfred Nzo District Municipality.	1	

Points for specific goals (a) to (d) shall be calculated according to the percentage ownership on each category as it appears on CSD.

- Central Supplier Database (CSD) report will be used.
- CSD will be used to determine the points claimed above.
- Preferred address on CSD will be used for Locality
- **It is the onus of the bidder to provide proof of ownership equity status**

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

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

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

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

(a) disqualify the person from the tendering process;

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

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

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

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

……
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……

DATE: ……

ADDRESS: ……

……

……

……

SBD 7.2

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 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 the Eastern Cape Department of Transport in accordance with the requirements and task directives/proposal specifications stipulated in Bid Number: **SCMU10-ANZ-26/27-0001** at the Price(s) quoted. My offer remains 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
   - Pricing schedule(s)
   - Filled in task directive/proposal
   - Preference Certificates in terms of the Preferential Procurement Regulations 2011
   - Special Conditions of Contract;

   ii) General Conditions of Contract; and

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 fulfillment of all obligations and conditions devolving on me under this agreement as the principle 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 authorized to sign this contract.

WITNESSES:

1. …… ……
   DATE
2. …… ……
   DATE

……
NAME OF FIRM

……
CAPACITY

SIGNATURE OF BIDDER

SBD 7.2

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 **SCMU10-ANZ-26/27-0001** 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 (VAT INCL)	COMPLETION DATE	B-BBEE POINTS CLAIMED
Appointment of a Professional Security Service Provider to Secure and Ensure Safety of Departmental Resources (Plant, Material, Personnel, Etc.) for Depot and camps of Alfred Nzo District maintenance site for a period of thirty-six (36) months.	R……		

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

WITNESSES:

1. …… ……
DATE

2. …… ……
DATE

Official Stamp	SIGNATURE

PRICING SCHEDULE A: FOR MOUNT FRERE DEPOT

Description		No. of Guards **(1)**	Unit Price Per Guard **(2)**	Total Amount Per Month **(3)**	Total Amount for 36 months **(1 x 2 x 3 x36)**
	Day	1			
Grade B	Night	0			

	Day	2			
Grade C	Night	2			
SUB-TOTAL A:					**R**

Description	**Unit**	**Quantity**	**Rate**	**Total Amount**
Monthly Overhead Costs	Month	36		
Patrol vehicles (333,3km / month)	Km	12000		
SUBTOTAL B:				**R**……
SUB-TOTAL A + SUB-TOTAL B				**R**……
Escalation Costs Year 1 % (As per Gazetted NBCPSS)				**R**……
15% VALUE ADDED TAX				**R**……
GRAND TOTAL (CARRIED TO BID PRICING FORM)				**R**……

BID PRICING FORM OF OFFER A : FOR MOUNT FRERE DEPOT

For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

Total Price (amount in words):.....

.....

....., inclusive of VAT

Total Price (amount in figures) R ..... , inclusive of VAT

NAME OF BIDDER:.....

SIGNED ON BEHALF OF THE BIDDER:.....

PRICING SCHEDULE B: FOR LUBHACWENI CAMP

Description		No. of Guards **(1)**	Unit Price Per Guard **(2)**	Total Amount Per Month **(3)**	Total Amount for 36 months **(1 x 2 x 3 x 36)**
	Day	1			
Grade B	Night	0			

	Day	2			
Grade C	Night	2			
SUB-TOTAL A:					**R**

Description	**Unit**	**Quantity**	**Rate**	**Total Amount**
Monthly Overhead Costs	Month	36		
Patrol vehicles (333,3km / month)	Km	12000		
SUBTOTAL B:				**R**……
SUB-TOTAL A + SUB-TOTAL B				**R**……
Escalation Costs Year 1 % (As per Gazetted NBCPSS)				**R**……
15% VALUE ADDED TAX				**R**……
GRAND TOTAL (CARRIED TO BID PRICING FORM)				**R**……

BID PRICING FORM OF OFFER B: FOR LUBHACWENI CAMP

For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

Total Price (amount in words):.....

.....

....., inclusive of VAT

Total Price (amount in figures) R ..... , inclusive of VAT

NAME OF BIDDER:.....

SIGNED ON BEHALF OF THE BIDDER.....