



**KWAZULU-NATAL PROVINCE**

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA



## DEPARTMENT OF HUMAN SETTLEMENTS

### REQUEST FOR BIDS

**PROVISION OF SECURITY GUARDING SERVICES TO THE DEPARTMENT OF HUMAN SETTLEMENTS, UGU DISTRICT OFFICE, 2 STATION DRIVE, PORT SHEPSTONE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**ZNB152/2026/27HSE**

Bid document can be downloaded to the departmental website: [www.kzndhs.gov.za](http://www.kzndhs.gov.za) or [www.etenders.gov.za](http://www.etenders.gov.za)

Telegraphic, telephonic, telex, facsimile, e-mail, incorrect box and late Tender Proposals will not be accepted.

#### **COMPULSORY BRIEFING SESSION DETAILS**

**DATE: 25 – 06 - 2026**

**TIME: 11:00AM**

**VENUE: DEPARTMENT OF HUMAN  
SETTLEMENTS**

**UGU DISTRICT OFFICE**

**2 STATION DRIVE**

**PORT SHEPSTONE**

#### **CLOSING OF THE BID**

**DATE: 14 – 07 - 2026**

**TIME: 11:00AM**

**DEPARTMENT OF HUMAN SETTLEMENTS**

**EAGLE BUILDING**

**353 – 356 DR PIXLEY KASEME STREET**

**DURBAN**

**4001**

**12<sup>th</sup> FLOOR, BID BOX NUMBER: 03**

## KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS

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**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KWAZULU-NATAL DEPARTMENT OF HUMAN SETTLEMENTS</b>					
BID NUMBER:	<b>ZNB152/2026/27HSE</b>	CLOSING DATE:	<b>14 – 07 - 2026</b>	CLOSING TIME:	11:00
DESCRIPTION	<b>PROVISION OF SECURITY GUARDING SERVICES TO THE DEPARTMENT OF HUMAN SETTLEMENTS, UGU DISTRICT OFFICE, 2 STATION DRIVE, PORT SHEPSTONE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN BID BOX NUMBER <b>03</b> SITUATED IN THE FOYER, 12 <sup>TH</sup> FLOOR,					
DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 356 DR PIXLEY KA ISAKA SEME STREET, DURBAN, 4001					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	S BIYASE / S MKHIZE / V. MKHWANAZI		CONTACT PERSON	MR E. NDABA	
TELEPHONE NUMBER	031 336 5165 / 5241 / 5420		TELEPHONE NUMBER	031 336 5102	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:siphesihle.biyase@kzndhs.gov.za">siphesihle.biyase@kzndhs.gov.za</a> <a href="mailto:sizwe.mkhize@kzndhs.gov.za">sizwe.mkhize@kzndhs.gov.za</a> <a href="mailto:victor.mkhwanazi@kzndhs.gov.za">victor.mkhwanazi@kzndhs.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:eugene.ndaba@kzndhs.gov.za">eugene.ndaba@kzndhs.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

- 1. BID SUBMISSION:**
- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
  - 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
  - 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
  - 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

- 2. TAX COMPLIANCE REQUIREMENTS**
- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
  - 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
  - 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
  - 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
  - 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
  - 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
  - 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**NOTICE TO BIDDERS**

**Potential Service Providers Declaration and Privacy Notice**

1. I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform the Kwa-Zulu Natal Department of Human Settlements (KZN DHS) of any changes in my personal information.
2. I undertake to comply with all the rules, regulations, and decisions of KZN DHS and any amendments thereto and I have taken note of advice which may be applicable to potential service providers in general.
3. I, as a potential service provider of KZN DHS, hereby consent that KZN DHS may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
  - 3.1. internal administrative processes pertaining to offering goods and/or service to the KZN DHS; and
  - 3.2. conducting service provider vetting; and
  - 3.3. rendering services or providing goods to KZN DHS.
4. I also consent that KZN DHS may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies and legal entities which may lawfully require such information for legal obligations and/or investigations.
5. I understand that in terms of the POPIA and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
6. I will not hold KZN DHS responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
7. I confirm that I have read the notice and understand the contents.

**SCAM ALERT**



The KZN DHS would like to warn all prospective suppliers / bidders about an alarming scam which is currently circulating which seeks to request suppliers to submit quotations to the Department or charge a non-refundable fee for quotation or tender documents. The KZN DHS does not charge any fees for quotation or tender documentation; therefore, all prospective suppliers / bidders are cautioned to contact the KZN DHS when they suspect any scam as well as when fictitious purchase orders placed for goods or services and KZN DHS's name is being used.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

Initials\_\_\_\_\_

## SECTION A

### SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. **Bids submitted must be accurately completed. Bidders must ensure that all questions are answered. If questions are "not applicable", bidders must ensure that "NA" is indicated in the relevant space. It is not permissible to leave blank spaces or unanswered questions. Bidders will only be considered if the bid document is accurately completed and accompanied by all relevant certificates and other necessary and applicable information. Original signature must appear on all relevant Sections of the bid document. Failure to comply with same will invalidate your bid.**
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.
7. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contribution than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
8. A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
9. A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
10. **Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. An electronic storage device containing only a scanned copy, in PDF format, of the bid shall be submitted together with the bid inside the sealed envelope. If this provision is not complied with, such bids may be rejected as being invalid.**
11. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
12. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
13. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
14. No bid submitted by telefax, telegraphic or other electronic means will be considered.
15. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
16. Any alteration made by the bidder must be initial.
17. Use of correcting fluid/ erasable pen is prohibited.
18. Bids will be opened in public as soon as practicable after the closing time of bid.
19. Where practical, prices are made public at the time of opening bids.
20. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
21. Bidder must initial each and every page of the bid document.
22. The bid document can only be downloaded at no cost from the departmental website.  
[www.kzndhs.gov.za/tenders/advertisements](http://www.kzndhs.gov.za/tenders/advertisements) or [www.etenders.gov.za/browse](http://www.etenders.gov.za/browse) opportunities/currently advertised

23. No bid document will be issued by the Department.
24. **NB: ANY FALSE INFORMATION THAT IS SUBMITTED BY THE BIDDER WILL LEAD TO DISQUALIFICATION.**
25. **Bidders must furnish original bid documents at the briefing session venue, as Section D will be endorsed by the Departmental official. Bidders who fail to furnish original bid document at the compulsory briefing session may be disqualified.**

**Compulsory briefing session details:**

**DATE: 25 – 06 - 2026**

**TIME: 11:00AM**

**VENUE: DEPARTMENT OF HUMAN SETTLEMENTS**

**UGU DISTRICT OFFICE**

**2 STATION DRIVE**

**PORT SHEPSTONE**

**SECTION B**  
**REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE**

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za)
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

**SECTION C**

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative) .....

WHO REPRESENTS (state name of bidder) .....

Registration CSD Number **MAAA**.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....

**SECTION D**  
**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

Site/Building/Institution Involved: **KWAZULU-NATAL DEPARTMENT OF HUMAN SETTLEMENTS**

Bid Reference No: **ZNB152/2026/27HSE**

Goods/Service/Work: **PROVISION OF SECURITY GUARDING SERVICES TO THE DEPARTMENT OF HUMAN SETTLEMENTS, UGU DISTRICT OFFICE, 2 STATION DRIVE, PORT SHEPSTONE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

\*\*\*\*\*

This is to certify that (bidder's representative name) \_\_\_\_\_

On behalf of (company name) \_\_\_\_\_

Visited and inspected the site on **25 – 06 - 2026** and is therefore familiar with the circumstances and the scope of the service to be rendered.

\_\_\_\_\_  
**Signature of Bidder or Authorized Representative**  
(PRINT NAME)

**DATE:** \_\_\_/\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
**Name of Departmental or Public Entity Representative**  
(PRINT NAME)

<b>Departmental Stamp with Signature</b>

Initials\_\_\_\_\_

## PRICING SCHEDULE – NON-FIRM PRICES

NOTE: RATES MUST BE IN ACCORDANCE WITH PSIRA RATES

Name of bidder.....	Bid number: ZNB152/2026/27HSE
Closing Time 11:00	Closing date: 14 – 07 - 2026

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

**DESCRIPTION: PROVISION OF SECURITY GUARDING SERVICES TO THE DEPARTMENT OF HUMAN SETTLEMENTS, UGU DISTRICT OFFICE, 2 STATION DRIVE, PORT SHEPSTONE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

DISCRIPTION	“B” Day Shift	“C” Day Shift	“B” Night Shift	“C” Night Shift
Ordinary time (Primary Sec Officer)	R	R	R	R
Relief Sec Officer)	R	R	R	R
Sunday pay premium	R	R	R	R
Public holiday premium	R	R	R	R
Leave provision	R	R	R	R
Sick Leave	R	R	R	R
Study leave				
Family responsibility leave	R	R	R	R
Night shift allowance			R	R
Long service bonus (5-year average)				
Statutory annual bonus	R	R	R	R
UIF	R	R	R	R
Hospital cover	R	R	R	R
Provident fund	R	R	R	R
COIDA/WCA	R	R	R	R
Bargaining Council Levy	R	R	R	R
PSIRA “per SO fee”	R	R	R	R
Sets of uniform	R	R	R	R
Training (Skills Development Levy)	R	R	R	R
Cleaning allowance	R	R	R	R
<b>Total Monthly Direct Cost</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>

DESCRIPTION	PRICE PER MONTH	OVER THIRTY SIX MONTHS
TOTAL DIRECT COST FOR DAY AND NIGHT	R	R
TOTAL OVERHEADS ( _____ % of direct cost)	R	R
TOTAL PROFIT ( _____ % mark up)	R	R
GATE ACCESS CONTROL SCANNER x1	R	R
SUB TOTAL COST EXCLUDING VAT	R	R
VAT @ 15%	R	R
<b>GRAND TOTAL INCLUSIVE OF VAT</b>	R	R

**NOTE:** Study leave fees will be addressed when security personnel are deployed in the Department's premises as registered to study in a recognized institution.

**GRAND TOTAL AMOUNT IN WORDS (INCLUSIVE OF VAT)**

.....  
.....  
.....

**NOTE: WAGE INCREASE WILL BE CONSIDERED AS PER PSIRA's STATUTORY WAGE INCREASE. (THE ABOVE INCREASE IS ONLY RELATED TO REMUNERATION OF SECURITY GUARDS).**

- 
- Required by **KZN DEPARTMENT OF HUMAN SETTLEMENTS**
  - At: **UGU DISTRICT OFFICE, 2 STATION DRIVE, PORT SHEPSTONE.**
  - Period required for the commencement of the project after acceptance of bid: **TWO WEEKS**
  - Duration of contract: **36 MONTHS**
  - Rates quoted should be inclusive of all costs, including disbursements.

**SIGNATURE** .....

**DATE** .....

**SECTION F  
BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1. If so, furnish particulars:  
.....  
.....

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

2.3.1 If so, furnish particulars:  
.....  
.....

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

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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.
- 3.5 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.
- 3.6 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.
- 3.7 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

<sup>2</sup> 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.

**SECTION G**  
**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**

**1. GENERAL CONDITIONS**

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

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

1.2 The applicable preference point system for this tender is the **80/20** preference point system.

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 The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

Initials\_\_\_\_\_

for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and  
 (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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

#### 3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right)
 \end{array}$$

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>100% Black Ownership</b> - Attach CIPC Certificate, BBBEE Certificate or EME/QSE Sworn Affidavit	2	
<b>Minimum 51% Woman Ownership</b> - Attach share certificate and identity Document	8	
<b>Minimum 51% Youth Ownership</b> - Attach share certificate and identity Document	6	
<b>Minimum 51% Owned by person living with Disabilities</b> - Attach share certificate and proof of disability from medical practitioner	2	
<b>Enterprise located in a specific municipal area for work to be done or services to be rendered</b> - Attach utility bill or lease agreement or ward councilor letter	2	

**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;

Initials\_\_\_\_\_

- 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.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## SECTION H GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

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

## **5. Use of contract documents and information; inspection.**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the

purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## **7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- i) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - ii) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal

the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9 Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10 Delivery and documents**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

## **11 Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

## **12 Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

## **13 Incidental Services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

## **14 Spare parts**

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15 Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16 Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

## **17 Prices**

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## **18 Contract amendments**

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

## **19 Assignment**

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20 Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21 Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22 Penalties**

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23 Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.
- 23.6.1 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

## **24 Anti-dumping and countervailing duties and rights**

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25 Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26 Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier

becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

## **27 Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

## **28 Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29 Governing language**

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30 Applicable law**

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## **31 Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32 Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

### **33 National Industrial Participation (NIP) Programme**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### **34 Prohibition of Restrictive practices**

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

**SECTION I  
SPECIAL CONDITIONS OF CONTRACT**

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

The offers must remain valid for a period of 120 days from the closing date of the submission of bids.

**1. CONTRACT PERIOD**

- 1.1. 36 Months
- 1.2. The KwaZulu-Natal Department of Human Settlements reserves the right to vary/amend/reduce the scope of work awarded to the successful bidders should it become necessary to relocate its offices to an alternative address on 3 (three) months' notice of such relocation by the Department.
- 1.3. Any variation / amendment will be subject to mutual consent and will remain in place for the remainder of the 36-month period.

**2. EVALUATION CRITERIA**

There are three (3) main stages in the selection process, namely, ensuring that bids comply with administrative Compliance, eligibility criteria and price and specific goals.

**2.1. Stage 1 – Administrative Compliance**

Check and verify compliance with the submission and completion of compulsory bid documents viz Annexure A, Sections A to K. Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid.

**The following documentation must be submitted:**

CRITERIA		YES	NO	REMARKS
PART A	INVITATION TO BID (SBD 1)			
PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)			
SECTION A	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID			
SECTION B	REGISTRATION ON CENTRAL SUPPLIERS DATABASE			
SECTION C	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS			
SECTION D	OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE			
SECTION E	PRICING SCHEDULE (SBD 3)			
SECTION F	DECLARATION OF INTEREST (SBD 4)			
SECTION G	PREFERENCE POINTS CLAIM FORM (SBD 6.1)			
SECTION H	GENERAL CONDITIONS OF CONTRACT			
SECTION I	SPECIAL CONDITIONS OF CONTRACT			
SECTION J	AUTHORITY TO SIGN THE BID			
SECTION K	TERMS OF REFERENCE			
	<b>PROOF OF VALID COMPANY REGISTRATION WITH PSIRA.</b>			
	<b>COPY OF VALID LETTER OF GOOD STANDING FROM PSIRA</b>			
	<b>VALID COPY OF PROOF OF DIRECTOR(S) REGISTRATION WITH PSIRA</b>			
	<b>COMPANY TO BE INSURED AGAINST PUBLIC LIABILITY, MINIMUM OF R1 MILLION (PROVIDE PROOF).</b>			
	<b>VALID LETTER OF GOOD STANDING FOR COMPENSATION OF OCCUPATIONAL INJURIES AND DISEASES. (COIDA – SECURITY GUARDING)</b>			
	<b>CERTIFIED ID COPIES OF DIRECTORS.</b>			
	<b>COMPANY MUST HAVE A MINIMUM OF ONE (01) VEHICLE REGISTERED UNDER THE COMPANY/ DIRECTOR OR OWNER (COPY OF A LOGBOOK MUST BE ATTACHED OR LEASE AGREEMENT MUST BE ATTACHED)</b>			

	VALID INDEPENDENT COMMUNICATION AUTHORITY SOUTH AFRICA (ICASA) LICENCE FOR TWO-WAY RADIO EQUIPMENT OR VALID PROOF OF REGISTRATION WITH ICASA IN THE FORM OF A LEASE AGREEMENT WITH THE THIRD PARTY THE RELATIONSHIP AGREEMENT (ATTACH LICENCE FOR THE SERVICE PROVIDER)			
	PROVIDE PROOF OF REGISTRATION WITH PRIVATE SECURITY SECTOR PROVIDENT FUND (PSSPF) IN THE FORM OF (A) A CERTIFICATE OR (B) CONFIRMATION OF COMPLIANCE STATUS OF EMPLOYER FROM PSSPF			
	COMPANY RESOLUTION LETTER ON THE LETTER HEAD OF THE SERVICE PROVIDER/COMPANY			

- 2.1.1. This bid is invited by the KwaZulu-Natal Department of Human Settlements and is open to all potential service providers who have the capacity and wish to participate in this bid which entails the **provision of 24-hour security guarding services to the department of Human Settlements, Ugu District office, 2 Station Drive, Port Shepstone, for a period of thirty-six (36) months.**
- 2.1.2. All suppliers submitting their bids must be registered with the Central Suppliers Database. Non-registration of a bidder at time of closing of the bid will render the bid invalid.
- 2.1.3. Each party to a Joint Venture/Consortium submitting a bid must be registered on the Central Suppliers Database. Non-registration of any party to such a Joint Venture/Consortium on closing of the bid will render the bid invalid.
- 2.1.4. Joint Venture agreement should detail percentage to the project and must be signed by both parties.
- 2.1.5. A nominated bank account must be opened for Joint Ventures.
- 2.1.6. Each party to a Joint venture must complete SBD 4 (Bidder's Disclosure).
- 2.1.7. The Department reserves the right in accepting and awarding of the bid. The Department is not obliged to accept the lowest or any bid.
- 2.1.8. The service must be executed by the successful bidder to whom the bid is awarded.
- 2.1.9. Service providers to ensure full compliance with all aspects of the specifications. The closing date for receipt of bid is 14 – 07 - 2026 at **11h00**. The bids should be submitted in a sealed envelope marked “Bid – ZNB152/2026/27HSE”, **an electronic storage device containing only a scanned copy, in PDF format, of the bid shall be submitted together with the bid inside the sealed envelope.** The bid box marked **Box No. 03** is located at the foyer area of the **Department of Human Settlements, 12<sup>th</sup> floor, 353-356 Dr. Pixley Ka Seme Street, Durban.**

## 2.2 Stage 2 – Eligibility Criteria

**A COMPREHENSIVE COMPANY PROFILE / PROPOSAL MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER EVALUATION CRITERIA. THE PROFILE / PROPOSAL MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. DOCUMENTARY PROOF OF COMPLETED PROJECTS MUST BE ATTACHED. IN CASES WHERE THERE ARE TEAMS, DETAILED CURRICULAM VITAE OF ALL KEY PERSONNEL IS REQUIRED. A MINIMUM OF 60% IS REQUIRED IN ORDER TO QUALIFY.**

Key aspect of Eligibility	BASIS FOR POINT ALLOCATION	Score	Max Points
<b>Response Plan</b>	<p>Provide a plan detailing what the company will do in the event of the following:</p> <ul style="list-style-type: none"> <li>• <b>SECURITY BREACH</b> in terms of relevant legislations/ prescripts (MISS/ MPSS) etc. = (1point per activity)</li> <li>• <b>LABOUR UNREST AND PICKETING</b> in terms of relevant legislations/ prescripts (Labour Relations Act, BCEA) etc. = (1point per activity)</li> <li>• <b>FIRE AND BOMB SCARE</b> in terms of relevant legislations/ prescripts (Disaster Management Act/ OHS, Hazardous Substance Act) etc. = (1point per activity)</li> <li>• <b>THE ROLE OF THE OFFICE ADMINISTERED OR SATELLITE OFFICE OPERATOR DURING NATURAL DISASTERS</b> in terms of relevant legislations/ prescripts (Disaster Management, OHS, PFMA) etc. = (1point per activity)</li> <li>• <b>THREAT AND RISK ASSESSMENTS</b> by the service provider (Disaster Management Act/ OHS) etc. = (1point per activity)</li> <li>• <b>STANDING OPERATING PROCEDURES</b> (standing orders) in terms of relevant legislations/ prescripts (PSIRA Act, PSIRA Code of Conduct for Security) etc. = (1point per activity)</li> </ul> <p><b>Provide a detailed response plan covering all the above aspects.</b></p>	<p>10 points</p> <p>06 points</p> <p>06 points</p> <p>06 points</p> <p>06 points</p> <p>06 points</p>	<b>40</b>

<b>Security Services Experience</b>	Provide proof of previous experience in the field of physical security services rendering the similar service to a public entity clients or private sector client undertaken in the last 5 years. Each letter must have the following: <ul style="list-style-type: none"> <li>• <b>Brief description of the service rendered</b></li> <li>• <b>Must be in the clients' company letterhead.</b></li> <li>• <b>Must indicate the value of a project (not less than R 1 000 000.00 per letter) .</b></li> <li>• <b>State the contract period/ duration.</b></li> <li>• <b>Be signed by duly authorized personnel.</b></li> <li>• <b>Have contact details of the client (contact numbers &amp; email).</b></li> </ul> <p><b>If one of the above listed points is missing from the letter, it (the letter) will be null and void.</b></p>	5 reference letters and above=60 4 reference letters=48 3 reference letters=36 2 reference letters=24 1 reference letters=12 0 reference letters=0	<b>60</b>
	<b>NB: The Department reserved the right to verify the authenticity of the reference.</b>		
<b>Total</b>			<b>100</b>

### 2.3 Stage 3 – Preferential Point Evaluation

2.3.1 This bid will be evaluated using the 80/20 preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
<b>100% Black Ownership</b> - Attach CIPC Certificate, BBBEE Certificate or EME/QSE Sworn Affidavit	2
<b>Minimum 51% Woman Ownership</b> - Attach share certificate and identity Document	8
<b>Minimum 51% Youth Ownership</b> - Attach share certificate and identity Document	6
<b>Minimum 51% Owned by person living with Disabilities</b> - Attach share certificate and proof of disability from medical practitioner	2
<b>Enterprise located in a specific municipal area for work to be done or services to be rendered</b> - Attach utility bill or lease agreement or ward councilor letter	2

### 3. BID APPEAL TRIBUNAL (BAT)

BAT finds its establishment in the Treasury Regulation 16A9.3 and Section 18(1) of the KwaZulu-Natal Supply Chain Management Policy Framework. Treasury Regulation 16A9.3 empowers National and Provincial Treasury to establish a mechanism to consider complaints and make recommendations for remedial actions to be taken for the non-compliance with the norms and standards. Section 18(1) of the KZN SCM Policy Framework empowers the MEC for Finance to establish an independent and impartial Bid Appeals Tribunal. In line with Paragraph 19 of the KZN SCM Policy Framework of 2006 the following procedure must be followed to lodge an appeal:

- 3.1 The bidder must, within five working days of receipt of the **notification** of an award, deliver written notification of an intention to appeal.
- 3.2 The bidder may, together with the notification of intention to appeal under paragraph (2) of the KZN SCM Policy Framework, deliver a request for written reasons for the award of the said bid.
- 3.3 The Bid Adjudication Committee or a delegate of an accounting officer must deliver to the appellant the written reasons requested under paragraph (3) of the KZN SCM Policy Framework within ten working days.
- 3.4 The appellant must, within ten working days of receipt of the written reasons delivered under paragraph (4) of the KZN SCM Policy Framework, or, failing a request for written reasons under paragraph (3) of the KZN SCM Policy Framework, within ten working days of giving notice under paragraph (2) of the KZN SCM Policy Framework, submit written representations to the Bid Appeals Tribunal, indicating sufficiently and without unnecessary elaboration the grounds and basis of the appeal and the nature of the complaint.
- 3.5 Upon receipt of a notice of intention to appeal, the Bid Appeals Tribunal must notify other bidders who may be adversely affected by the appeal, in writing of the appeal and invite them to respond within five working days.

The address provided for the lodging of appeals is:

Email: [Batsecretariat@kzntreasury.gov.za](mailto:Batsecretariat@kzntreasury.gov.za)  
The Chairperson  
Bid Appeals Tribunal  
Private Bag X9082  
Pietermaritzburg  
3200

**SECTION J  
AUTHORITY TO SIGN A BID**

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

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

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

.....

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

acting in the capacity of .....

whose signature is (specimen signature) .....

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

NAME	ADDRESS	SIGNATURE	DATE

*(if the space provided is not enough please list all the director in the resolution letter)*

**Note:**

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

**Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.**

**SECTION K**  
**TERMS OF REFERENCE/ SPECIFICATIONS**

**BIDDERS TO COMPLY STRICTLY WITH ALL FACETS OF THE SPECIFICATION, METHODOLOGY AND ADDITIONAL INFORMATION TO INDICATE OR EMPHASIZE CAPACITY TO UNDERTAKE THE REQUIRED SERVICE MUST BE FURNISHED.**

The KZN Department of Human Settlements hereby invites bids from suitably qualified and experienced security company with a requisite capacity to render security services at **Ugu District Officer, 2 Station Drive, Port Shepstone** for a period of 36 months.

<b>NO.</b>	<b>SITE WHERE SERVICE WILL BE PROVIDED</b>	<b>BID NUMBER</b>
1.	<b>PROVISION OF SECURITY GUARDING SERVICES TO THE DEPARTMENT OF HUMAN SETTLEMENTS, UGU DISTRICT OFFICE, 2 STATION DRIVE, PORT SHEPSTONE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.</b>	ZNB152/2026/27HSE

The Department of Human Settlements would like to enter into a security guarding contract with a Security Company for a period of thirty six (36) months.

**1. PERIMETER/BUILDING PATROL**

The building must be patrolled by both shift members during shift change.

**2. INTERNAL PATROL OF BUILDING**

Security guards must devise a roster in respect of conducting patrols throughout the building at 30 minutes intervals to ensure that visitors / members of the public are not loitering within the building. All patrols and security official conducting them must be recorded in the relevant occurrence book and must be made available to Departmental representatives on request.

**3. ACCESS AND EXIT CONTROL TO THE DEPARTMENT BUILDING AND PARKING AREA**

The entrances to the building must be monitored at all times to ensure access to the building by department employees and members of the public is safe.

- I. Security personnel must ensure that all entrances are equipped with gate access control scanner.
- II. Visitors and employees may only be allowed on the premises after being **searched, scanned, producing ID/ drivers license** and state the **reason** for the entry.
- III. All employees and visitors must declare Laptop, Projectors and all other Electronic Equipment's for security scanning
- IV. The security guard must verified/ confirmed with the official that there is a visitor on the relevant extension number than thereafter the visitor must be escorted to the official being visited.
- V. Security personnel must que marshal entrances by ensuring that the entrance area is not crowded by the visitors.
- VI. Security personnel must be provided with sufficient training to assist them in identifying of threats and risks.
- VII. Security personnel must ensure that visitors adhere to departmental access control processes.
- VIII. Employees entering the building after normal working hours (17:00 but before 06:30 on the following day during the working day, weekends and public holidays) must undergo the security screening process.
- IX. Department officials entering or leaving the building may be randomly searched on the instruction of management.
- X. No hawkers must be allowed into the building.

**4. PARKING FACILITY:**

Security personnel must ensure that Department vehicles exiting the parking facility are authorized, with the authorization form which the Department shall make known to the service provider for trip authorisation verification.

The parking area and the building as a whole must be continuously patrolled.

Initials\_\_\_\_\_

- I. Department vehicles must be checked to determine if spare wheel, jack, triangle and spanner are available. If not, this must be recorded in the relevant register.
- II. Upon entry and exit to the parking area, the security guard should capture the mileage of the state vehicle to the access control scanner. The security guard must also inform the driver that the boot of the vehicle needs to be searched and should ask for their consent.
- III. If the driver does not consent to the boot being searched by the guard alone, the driver must accompany the guard for the duration of the search.
- IV. If the driver refuses for the boot to be searched, they will not be permitted to enter or exit the premises.
- V. The list of department vehicles on site (parking area) should be listed in the handing over of security guards on both shifts.
- VI. All deficiencies must be recorded in Occurrence Book and also reported to Security Services.

## 5. SAFE CUSTODY OF DEPARTMENTAL ASSETS

The appointed service provider shall ensure that Departmental assets on the premises are safeguarded and that any movement of assets from the premises and onto the premises are authorized by the Departmental representative or his / her delegate on approved documentation/ permit.

## 6. FIREARMS / WEAPONS

Security personnel are to ensure that no person enters the building in possession of a firearm or any dangerous weapon. The Department will not accept any liability in the event of firearms being lost / mislaid which are in the custody of the security personnel. Security guards are not allowed to bring or use private firearms on site to perform their duties.

## 7. SECURITY EQUIPMENT/ REGISTERS

The service provider must ensure that the security personnel are competent to utilize the security equipment that is installed on premises.

The service provider is to furnish the following equipment:

- I. Base radio x 01
- II. Handheld scanner x 02
- III. Baton sticks x 04
- IV. Handheld Torches 300 lumens x 02
- V. Handcuffs x 04
- VI. Pepper spray x 04
- VII. Pen x 2 Red and 2 x Black
- VIII. 1 x Meg Touch Security Guard Patrol Stick System with 04 check points.
- IX. 2 x Gate Access Scanner
- X. 1 x Cell phone with the minimum of R60 airtime at all times.
- XI. Site standing orders (done in consulting the end-user)

The service provider to furnish the following registers:

- I. Occurrence Book x 1
- II. Pocket books x 09, and
- III. Any other register upon request

## 8. FIRE DETECTION, REACTION TO ALARMS AND OTHER EMERGENCIES

- 8.1 The service provider must ensure that security personnel are aware of the emergency service and essential telephone numbers.
- 8.2 The service provider must have an **office** or **satellite** office within a **30 km radius** of the site to be guarded (the existence thereof must be confirmed before appointment)
- 8.3 In the event of any unrest, the entrances to the building must immediately be secured and backup summoned from the company (inspector and/ or operations manager to stand-down at **NO** additional cost to the department).
- 8.4 The Security Services Section must be informed of the unrest, local SAPS must also be contacted immediately, and a written report must be forwarded to the Section.

## 9. CLOSURE OF BUILDING AND ENTRY AFTER HOURS

- 9.1 The building is to be secured and locked at 17:00 and re-opened at 06:00. Security guards must ensure that main doors throughout the building are locked.

- 9.2 Staff utilising Department vehicles must be allowed access to the parking area after hours to park state vehicles.
- 9.3 Security guards to ensure if all doors and windows are locked/ closed and that all lights have been switched off.
- 9.4 Doors and windows that are left unlocked or not closed must be locked or closed and be noted in the occurrence book.

## 10. SCOPE OF WORK

### 10.1

PERIOD	DESCRIPTION	GRADE	QUANTITY
Monday to Sunday, including Public Holidays grade "B" Day shift, 06:00 To 18:00	Security Guards	B	1 (unarmed)
Monday to Sunday, including Public Holidays grade "C" Day shift, 06:00 To 18:00	Security Guards	C	1 (Unarmed)
Monday to Sunday, including Public Holidays grade "B" night shift, 18:00 To 06:00	Security Guards	B	1 (unarmed)
Monday to Sunday, including Public Holidays grade "C" night shift, 18:00 To 06:00	Security Guards	C	1 (Unarmed)

### 10.2. SECURITY GUARDS

- 10.2.1. Security guards must be in the minimum grade "B" and "C".
- 10.2.2. All security guards must have the necessary PSIRA accreditation.
- 10.2.3. Security Guards must at least be able to communicate, read and write in English and Isizulu language.
- 10.2.4. Security Guards must not be younger than 18 years of age.
- 10.2.5. All security guards on site must be screened and copies of clearance certificate must be submitted to the Department (Security Services).
- 10.2.6. The removal of screened security guards must be communicated with Security Service Section and must be PSIRA accredited with criminal clearance certificate must be forwarded.

### 10.3 The following general requirements apply:

- 10.3.1. Security guards must be physically healthy and medically fit for the execution of their duties.
- 10.3.2. An offsite supervisor/ inspector with security accreditation must visit the site **once per shift**. If site visits are not conducted according to the specification, penalties will be imposed accordingly.
- 10.3.3. A **neat and clearly** identifiable uniform of the company, which will include matching raincoats and overcoats.
- 10.3.4. A clear identification **company card** with the member's photo, company number and identity number as well as the **PSIRA card** are to be worn conspicuously on his/her person at all times. In the absence of a PSIRA card, a certified copy of a PSIRA certificate will suffice.
- 10.3.5. Service aids to be worn on the person at all times during guard duty.
- 10.3.6. Service provider is to submit a written incident report (on a company letter head) within 24 hours of an incident to the Security Services.
- 10.3.7. Service provider is to submit monthly and incident reports (on a company letter head) to the end-user Security Services.
- 10.3.8. Appointed service provider should not deploy **foreign nationals** at Department of Human Settlements offices.

## 11. PRO-RATA DECREASE OF PAYMENT

If at any time the service is not rendered in accordance with the conditions of contract or the specification (for example number of guards is insufficient) the Department reserves the right to adjust payment pro-rata or in the case of unsatisfactory performance by the service provider to withhold payment for a specific period.

## 12. TERMINATION OF SERVICE

- 12.1 The stipulations of the General Conditions of Contract as contained in this bid apply in particular to cases of any failure to comply with any of the conditions of contract, or where an unsatisfactory service is rendered.
- 12.2 The contract will be terminated immediately should the contractor no longer qualify and/or comply in terms of the Private Security Industry Regulation Act 56 of 2001.

Initials\_\_\_\_\_

- 12.3 The contract will be terminated with immediate effect should the service provider at the discretion of the end-user or security management, fails to honour the contract.
- 12.4 Appointed service provider to adhere to the following legislations:
- Private Security Industry Regulatory Authority Act 56 of 2001
  - Basic Conditions of Employment Act 75 of 1997
  - Skills Development Act 97 of 1998
  - Constitution of the Republic of South Africa, 1996 (Act 106 of 1996)
- 12.5 Failure to adhere to abovementioned legislation could result in the termination of contract.
- 12.6 Service provider has to upload or print the gate access scanner report monthly or when is requested

### **13. INVOICES**

- 13.1. Only posted or hand-delivered invoices will be accepted for payment processes.
- 13.2. Emailed or faxed invoices will not be accepted.
- 13.3. Invoices will not be processed in the absence of a signed Service Level Agreement.
- 13.4. Invoices must be original, have description, company stamp and banking details must appear on the front of an invoice for payment to be processed.
- 13.5. Invoice must be submitted together with a monthly report written on a company letterhead. No invoice will be processed in the absence of monthly reports.
- 13.6. The Service Provider must accept that the final invoice shall be processed after all registers have been submitted and accepted by the Department
- 13.7. The Department reserves the right to withhold the final payment should the registers are not be submitted timeously.

### **14. CONTROL REGISTERS / OCCURRENCE BOOKS**

All registers, records and data maintained in terms of the contract must be made available to the Department together with the last invoice. If all registers not made available to the Department along with the last invoice of the contract, payment will not be processed and can lead to penalties being imposed. Information captured on the access control scanner must be made available at least five year after the contract has lapsed.

### **15. THE FOLLOWING MANDATORY INFORMATION/ DOCUMENTATION MUST BE ATTACHED TO YOUR QUOTATION**

- 15.1 Copy of proof of company registration with PSIRA.
- 15.2 Copy of Director/s PSIRA certificate.
- 15.3 Copy of a valid letter of good standing from PSIRA.
- 15.4 Copy of a letter of good standing from Department of Labour for COIDA (Compensation of Occupational Injuries and Diseases) – Security Guarding.
- 15.5 Proof of public liability fund up to the region of R1000 000.00
- 15.6 Certified ID copies of director/s.
- 15.7 Certified copy of proof of security official(s) registration with a reputable learning institution/establishment (if security officials have registered to study or currently studying, if not, the study leave costing must not be charged).
- 15.8 Company must have a minimum of one (01) vehicle registered under the company/ director owner (copy of a logbook must be attached or lease agreement must be attached).
- 15.9 Valid Independent Communication Authority South Africa (ICASA) licence for two-way radio equipment or valid proof of registration with ICASA in the form of a lease agreement with the third party relation agreement (attached the licence for the service provider).

#### **TECHNICAL ENQUIRIES TO BE DIRECTED TO:**

**EUGENE NDABA**

031 336 5102 / [eugene.ndaba@kzndhs.gov.za](mailto:eugene.ndaba@kzndhs.gov.za)

Initials\_\_\_\_\_