



Tender Info

Tender month	JULY 2026
Tender date:	10/07/2026
Tender Number	NC/13/2026
Title of Tender	SUPPLY, DELIVERY, ONCE -OFF INSTALLATION & MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.
Description	SUPPLY, DELIVERY, ONCE -OFF INSTALLATION & MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.
Employer	DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE (COGHSTA)
Employer	COGHSTA
Employer email	bslenkoe@nccoghsta.gov.za
Postal Address	PRIVATE BAG X5005
Town/City	KIMBERLEY
Code	8300
Physical Address1	Larry Moleko Louw Building
Physical Address2	9 CECIL SUSSMAN ROAD
Physical Address4	8301
Employer's Agent: Name	MR. K. VISAGIE
Company	COGHSTA
Postal Address	PRIVATE BAG X5005
Town/City	KIMBERLEY, 8300
Physical 1	LARRY MOLEKO LOUW
Physical 2	9 CECIL SUSSMAN ROAD
Tel:	(053) 807 9423
E-mail:	kvisagie@nccoghsta.gov.za
Advert Date	10 JULY 2026
Briefing Date	A COMPULSORY BRIEFING SESSION WLL BE HELD ON WEDNESDAY, 22 JULY 2026 @ 09h00 AT COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, KIMBERLEY
Tender Documents available at	e-TENDER PORTAL & DEPARTMENTAL WEBSITE
Closure Date	31 JULY 2026 @ 11H00
Closure Time	11H00
Tender Box Location	COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.
General Enquiries Contact Person	KAREL VISAGIE of CoGHSTA, Tel: (053) 807-9723, e-mail: kvisagie@nccoghsta.gov.za
Technical Enquiries Contact Person	GEORGE KOLBERG of CoGHSTA, Tel: (053) 807 9783, e-mail: gkolberg@nccoghsta.gov.za
Procurement Policy	Preferential Procurement Regulations, 2022 (Government Gazette No. 2721)
Functionality	A functionality criterion will be applied at evaluation. Bidders must achieve a minimum score of 70 points to move to the financial bid evaluation.
PPPFA	The bid will be evaluated on the 80:20 preference point system for all the bids that meet the minimum functionality score.



**DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN
SETTLEMENTS AND TRADITIONAL AFFAIRS**

NC/13/2026

**SUPPLY, DELIVERY, ONCE-OFF INSTALLATION &
MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING
AND FENCE), MONITORING SERVICES FOR A PERIOD
OF THREE (3) YEARS TO THE NORTHERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.:**

*****Important Notice Regarding Fraudulent Activities We would like to notify all bidders that there have been recent reports of scammers exploiting our management's information to solicit illegal bribes. It is imperative to note that such actions are unlawful and strictly forbidden. Should you be approached by individuals claiming to represent NC COGHSTA or otherwise attempting to solicit bribes or engage in unethical practices, you are required to report these incidents immediately to the Department. Be aware that participation in illegal activities, including bribery, will have severe consequences. Companies involved in such practices, if exposed, will be blacklisted and barred from future participation in the Central Supplier Database (CSD). We urge all applicants to maintain the highest standards of integrity and to cooperate with us to ensure a fair and transparent tendering process.**

NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS.***



**DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN
 SETTLEMENTS AND TRADITIONAL AFFAIRS**

NC/13/2026

**SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF
 ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A
 PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF
 COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL
 AFFAIRS.**

CLOSING DATE: 31 JULY 2026	CLOSING TIME: 11:00am
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NAME OF BIDDER*

CONTACT PERSON*

ADDRESS*

.....

.....

.....

TEL NO*

FAX NO*

E-MAIL ADDRESS*

CSD*

B-BBEE LEVEL*

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

NC/13/2026

**SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF
ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A
PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF
COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL
AFFAIRS.**

GENERAL TENDER INFORMATION:

TENDER ADVERTISED	THURSDAY, 10 JULY 2026
BRIEFING SESSION	WEDNESDAY, 22 JULY 2026
CLOSING DATE	FRIDAY, 31 JULY 2026
CLOSING TIME	11:00am
CLOSING VENUE	TENDER BOX AT COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301

The bid Documents completed in all respects, plus any additional supporting documentation required, must be submitted in a sealed envelope with the name and address of the Tenderer, the Tender No. and title and the closing date indicated on the envelope. The sealed envelope must be handed in at the Tender Box at the COGHSTA KIMBERLEY Offices. Bids will NOT be opened directly after closing. No late bids will be accepted.

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL
AFFAIRS OF THE NORTHERN CAPE**

NC/13/2026

**SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF
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AFFAIRS.**

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***1.1: TENDER NOTICE
AND
INVITATION TO TENDER***

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE

NC/13/2026

SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.

COGHSTA HEREBY INVITES BIDDERS TO APPOINTMENT OF A SERVICE PROVIDER TO MAINTAIN ELECTRONIC SYSTEMS FOR THE NORTHERN CAPE PROVINCE

1. Only service providers that are CSD registered will be considered.
2. Tender documents are available on e-Tender portal.
3. Closing of Tender at 11H00 on Friday, 31 July 2026 at COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.
6. General enquiries relating to this bid should be addressed to kvisagie@nccoghsta.gov.za and technical enquiries to gkolberg@nccoghsta.gov.za

7. Pre-evaluation criteria:

Compliance with administrative requirements as stated in the Standard Bidding Documents. In this evaluation stage, all bidders that fail to provide the required information and documentation will be disqualified from further evaluation:

Returnable	Comply / Not comply	Disqualifying factor
Is the Bidder Tax Compliant		No
BBBEE Certificate or Sworn Affidavit		No
Is the bidder registered on the National Treasury Central Supplier Database (CSD)		Yes
Copy of Company Registration document		Yes
Detailed company profile		Yes
CV, certified within 3 months copies of qualifications, valid PSIRA Certificate.		Yes
Firm Organogram		Yes
List of similar works carried out		Yes
Certified ID documents of company director (s) or shareholder(s)		Yes
Authority to sign on behalf of bidder		Yes
SBD Forms & Schedules must be completed and signed		Yes
Incorrect declaration on SBD4		Yes



8. **Please note:**

- Preference will be given to companies who are owned by Women, Youth & Persons with Disabilities.
- **Functionality will apply. Based on functionality the tenderer should score 70 points or more to be further evaluated:**

Criteria	Minimum requirement	Points	Maximum Points
Experience of bidder (Scoring a max of 40)	Bidders must submit proof of experience where similar services were provided. Bidders must submit an appointment letter with a signed completion certificate or a signed reference letter for similar services provided to claim points. Points will be allocated per reference letter/ completion certificate.		
	At least five (5) appointment letters and completion letters or corresponding reference letters for similar services provided	40	40
	At least four (4) appointment letters and completion letters or corresponding reference letters for similar services provided	30	30
	At least three (3) appointment letters and completion letters or corresponding reference letters for similar services provided	20	20
	At least two (2) appointment letters and completion letters or corresponding reference letters for similar services provided	10	10
Experience of Technical Team (Repair, Installation & Maintenance): (Scoring max of 20 points)	Technical Supervisor/Coordinator/Operational Manager: Minimum Qualifications: National Diploma in IT or Security Management SHE Rep Training VMS Administration Training 2–3 years coordination or supervisory experience	5	5
	Electronic Security Technician: Minimum Qualifications: CCTV & Video Management System (VMS) Installation Training PSIRA Registration Basic Networking (CompTIA,ITF+ or N+) 1-2 years technical experience	5	5
	Senior Systems Technician: Minimum Qualifications: CCTV & Video Management System (VMS) Installation Training Network+ or CCNA certification VMS Certification	5	5



	<p>5+ years of electronic security systems experience</p> <p>Minimum Qualifications: CCTV & Video Management System (VMS) Installation Training or equivalent experience Network+ / CCNA certification or relevant networking experience VMS Certification will be an added advantage 3+ years of electronic security systems experience</p>		
	<p>Office Support Staff / Project Administrator:</p> <p>Minimum 3 years' experience in administration or project support; responsible for scheduling, document control, reporting, and coordination.</p>	5	5
	<p><i>NB: If personnel do not meet the required number of years of experience zero points will be allocated.</i></p>		
<p>Financial Viability (Scoring a max of 10 points)</p>	<p>Bidders must attach a Bank Rating letter from an accredited Financial Institution not older than one month, points will be allocated as follows:</p>		
	<p>Bank Letter with Code A rating: (10 points)</p>	10	10
	<p>Bank Letter with Code B rating (5 points)</p>	5	5
	<p><i>NB: If bank rating does not meet the above requirement zero points will be allocated.</i></p>		
<p>Registration with PSIRA and Training (Scoring a max of 10 points)</p>	<p>Registration with PSIRA (in good standing) and Training Security company(ies) and their members must be registered with PSIRA when submitting bids. Certified copy of proof of registration must be submitted at the date and time of bid closure. The original certification date may not be older than three (3) months at date of closure of bid.</p> <p>Company registered with PSIRA Company Director registered with PSIRA</p>	<p>5 5</p>	10
<p>Project execution methodology (Scoring a max of 20)</p>	<p>A detailed project execution methodology suitable for a security environment. The methodology must demonstrate the bidder's ability to execute the works without compromising existing security operations, infrastructure, or compliance requirements. Methodology must be in presentation format with the following:</p> <ul style="list-style-type: none"> Critical pathway of the execution of the works throughout the Northern Cape Province, Monitoring 	4	20



	<p>and evaluation processes, contingencies and mitigations.</p> <ul style="list-style-type: none">• Alarm system expertise, technical response times (2 points);• Radio system & Patrol System (2 points);• Access Control system software (2 points);• Installation of hardware and software with indication on how layout on placement of current and new electronics is done (4 points); <p>Service providers are required to provide a logical sequence of work to be executed in relation to the scope of work. Clear and concise milestones to be achieved and within the required time frame of the project and detailed resource and activities planning represented in Gant Chart, with critical path illustrated.</p> <p>The strategy and approach to execute the scope of works., including project risk analysis, and traffic management, and labour employment plan.</p>	<p>2</p> <p>2</p> <p>2</p> <p>10</p>	
Total			100

9. Preferential Points

Breakdown of points:

	POINTS
Price (where price is fixed)	80
Specific Goals	20
Total points for Price and Specific Goals must not exceed	100

Points will be awarded to Tenderers who are eligible for preferences (Specific Goals) in terms of the COGHSTA NC Supply Chain Policy 2023.

Points for Specific Goals

A maximum of 20 (twenty) tender evaluation points will be awarded for Specific Goals to Tenderers with responsive tenders, who are eligible for such preference, in accordance with the criteria listed below.

Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract must be awarded to the tenderer scoring the highest points.

The following table must be used to calculate the score out of 20 for specific goals:

Specific Goal	Number of Points
100% or more Women or Youth owned company	10
Less than 100% Women or Youth owned company	5
100% Black owned Company	10
Less than 100% Black owned Company	5
100% People living with disability	10
Locally owned companies	5
Maximum obtainable points	20

The following must be noted for the allocation of 20 points:

- A tenderer might be requested to submit proof of its B-BBEE status level of contributor.
- A share certificate and or CIPC information of the company might be requested to be able to verify ownership
- Any other relevant evidence can be requested from the tenderer to substantiate the claim for the 20 points from any of the above specific goals on the table.
- CSD printout must accompany all submission documents
- The above points can be increased, reduced and split to more than one specific goal, depending on the requirements of the bid and specifications, however when such is increased or reduced, the information must be

published correctly to the bidder at the time of advert of tender, but total points must not exceed 20 points.

- Locality points will be allocated to any company with a valid and verifiable address in the Northern Cape, e.g. CIPC, SARS etc. A lease agreement must have substantiating legitimate evidence relating to the Northern Cape the address claimed, such as proof of rental payment and receipt of rentals by both the lessee and lessor.
- If the price offered by the tenderer scoring the highest points is not reasonable, COGHSTA NC, must not award the contract to the tenderer
- COGHSTA NC may negotiate a reasonable price with the tenderer scoring the highest points or cancel the tender
- If the tenderer does not agree to a reasonable price, negotiate a reasonable price with the tenderer scoring the second highest points or cancel the tender
- If the tenderer scoring the second highest points does not agree a reasonable price, negotiate a reasonable price with the tenderer scoring the third highest points or cancel the tender.
- The requirements of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 (Government Gazette No. 47452) shall also apply, together with all other requirements as set out in the Tender Data.
- Failure to comply with above requirements will result in automatic disqualification of the bidder.
- COGHSTA NC reserves the right to withdraw any invitation to tender and/or re-advertise or to reject any tender or to accept a part of it. CoGHSTA NC does not bind itself to accepting any tender.
- COGHSTA NC reserves the right to appoint only one Implementing Agent or Multiple, Dependent on the nature and circumstances related to each of the intended projects.
- No Escalation or Price adjustments will be applied to this contract.

If a reasonable price is not agreed as envisaged, COGHSTA must cancel the tender.

- The requirements of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 (Government Gazette No. 2721) shall also apply, together with all other requirements as set out in the Tender Data.
- Failure to comply with above requirements will result in automatic disqualification of the bidder.
- COGHSTA reserves the right to withdraw any invitation to tender and/or re-advertise or to reject any tender or to accept a part of it. The lowest bidder is not necessarily the winning bidder.

1.2:

TENDER DATA

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE

NC/13/2026

**SUPPLY, DELIVERY, ONCE-OFF INSTALLATION &
MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND
FENCE), MONITORING SERVICES FOR A PERIOD OF THREE
(3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF
COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND
TRADITIONAL AFFAIRS.**

1.2: TENDER DATA

The following are the Conditions of Tender as set out in the Tender Data below shall apply to this tender:

- 1.2.1 **Communication and Employer's Agent**
Attention is drawn to the fact that verbal information, given by the Employer's Agent during site visits / clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer. Only information issued formally by the Employer's Agent in writing to Tenderers will be regarded as amending the Tender Document.
The Employer's Agent is:
Name: MR. K. VISAGIE
PRIVATE BAG X5005
KIMBERLEY, 8300
Tel.: (053) 807 9723

E-mail: kvisagie@nccoghsta.gov.za
- 1.2.2 **Competitive Negotiation Procedures**
Consortiums are eligible to submit tenders.
- 1.2.3 **Insurance**
The Employer will provide **no** insurance.
- 1.2.4 **Delivery of tender Documents**
The Employer's Agent's address for delivery of Tender Offers and identification details to be shown on each tender offer package are:
Location of tender closure: Tender Box, COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301
Identification details: TENDER NUMBER: NC/13/2026
TITLE OF TENDER: **SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.**

Sealed tenders (with a soft copy in a memory stick) the Tenderer's name and address and the endorsement:

**SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF ELECTRONIC
SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF**

THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS on the envelope, must be placed in the appropriate official Tender Box at the abovementioned address.

1.2.5 **Closing Time**

The closing time for submission of Tender Offers is as stated in the Tender Notice and Invitation to Tender.

1.2.6 **Tender Offer Validity**

The tender offer validity period is **90 (ninety)** days from the closing date.

1.2.7 **Clarification of Tender Offer after Submission**

A tender will be rejected as non-responsive if the Tenderer fails to provide any clarification requested by the Employer within the time for submission stated in the Employer's written request for such clarification.

1.2.8 **Financial Statements**

The bidder must provide where the tendered amount exclusive of VAT exceeds R 8, 771, 929.8310 (Eight Million, Seven Hundred Seventy-One Thousand Nine Hundred Twenty-Nine Rand and Eighty-Three Cents):

- i) audited annual financial statement for 3 (three) years, or for the period since establishment if established during the last 3 (three) years, if required by law to prepare annual financial statements for auditing;
- ii) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.
Each party to a Consortium shall submit separate certificates/statements in the above regard.

1.2.9 **Tax Clearance Certificate**

Tenderers shall be registered and in good standing with the South African Revenue Service (SARS) on CSD, if non-compliant, the tenderer must submit evidence from SARS informing the department of why it is non-complaint and when is the estimated resolution.

1.2.10 The B-BBEE certificate will only be used for identifying your level of B-BBEE but will not be used for scoring on the 80:20, Specific goals will be used for scoring.

1.2.11 The Employer's Undertakings Issue Addenda

Notwithstanding any requests for confirmation of receipt of Addenda issued, the Tenderer shall be deemed to have received such addenda if the Employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.

1.2.12 **Opening of Tender Submissions**

The tenders will not be opened immediately after the closing time, however all bids will be recorded and uploaded on the COGHSTA website(www.coghsta.ncpg.gov.za)

1.2.13 **Test for Responsiveness**

Tenders will be considered **non-responsive** if, inter alia:

- a) The Tender is not in compliance with the required returnable documents;
- b) The Tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employers written request.
- c) The tenderer is not registered on the central suppliers database (CSD)
- d) The tenderer is an employee of the state with no evidence, deregistered, is in the registered of tender defaulters or restricted.

A responsive tender is one that conforms to all the terms and conditions of the Tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- e) detrimentally affect the quality, services or supply identified,
- f) significantly change the Employer's or the Tenderer's risks and responsibilities under the contract, or
- g) affect the competitive position of the other Tenderers presenting responsive tenders, if it were to be rectified.
- h) Tenderer must submit all compliance documents(eg. CSD report,) annually, to check validity of documentation.

1.2.14 **Points for Specific Goals**

A maximum of 20 (twenty) tender evaluation points will be awarded for preference to Tenderers with responsive tenders meeting functionality, who are eligible for such preference, in accordance with the criteria listed below.

1.2.15 **Risk Analysis**

Notwithstanding compliance with regards to CSD registration or any other requirements of the tender, the employer will perform a risk analysis in respect of the following:

- a) the Tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the Tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience, reputation, personnel to perform the contract, etc.
- b) three years (3) audited financial statements will be verified and analysed for accuracy and completeness.

1.2.16 **Acceptance of bid**

The Employer reserves the right to with draw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Employer does not bind itself to accepting any bids.

Tender offers will only be accepted if:

- (a) the Tenderer is registered and in good standing with the South African Revenue Service (SARS) and has submitted evidence in the form of an original valid Tax Clearance Certificate (for tender) issued by SARS or recent CSD complaint status with the current month of the BID or proof that he or she has made arrangements with SARS to meet his or her outstanding tax obligations;
- (b) the Tenderer or any of its Directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- (c) the Tenderer has not:
 - (i) abused the Employer's Supply Chain Management System; or
- (d) the Tenderer has no conflicts of interest which may impact on the Tenderer's ability to perform the contract in the best interests of the Employer or potentially compromise the tender process.

1.2.17 **Claims arising after submission of tender**

No claim for any extras arising out of any doubt or obscurity as to the true intent will be admitted by the Employer after the submission of any tender and the Tenderer shall be deemed to have:

- (a) Read and fully understood the Conditions of Contract;
- (b) Before submission of any tender, the Tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing indistinct, the Tenderer must apply to the Employer's agent at once to have the same rectified, as no liability will be admitted by the Employer in respect of errors in any tender due to the foregoing.

1.2.18 **Invalid tenders**

Tenders shall be considered invalid and shall be endorsed and recorded as such in the tender opening record, by the responsible official who opened the tender, in the following circumstances:

- (a) If the tender is not completed in non-erasable black ink;
- (b) If the name of the Tenderer is not stated or is indecipherable.

1.2.19

Requests for contract documents, or parts thereof, in electronic format

The Employer shall not formally issue tender documents in electronic format and shall not only issue tender documents in hard-copy. The following must be noted:

- (a) the Employer shall not accept tenders submitted in electronic format except a hard copy accompanied ;
- (b) by the memory stick. Tenderers may not complete and submit a printed copy of the electronic version of the tender document or part thereof. Only those tenders that have been completed on the issued tender document shall be considered;
- (c) any non-compliance with these provisions, including effecting any unauthorized alterations to the tender document, shall render the tender invalid. The Employer reserves the right to take any action against such Tenderer allowed in law including, in circumstances where the tender had already been awarded, the right to cancel the contract.
- (d) In requesting the electronic version of the tender document or parts thereof, the Tenderer is deemed to have read, understood and accepted all of the above conditions.

1.2.20

Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each Tenderer during the period from the date that tender documents are available until **3 (three) days** before the tender closing time stated in the Tender Data. If, as a result a Tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all Tenderers who drew documents. All Addenda's will be emailed, therefore is the responsibility of the bidder to ensure that there is no posted addendums before 3 days of the closing of the bid.

1.2.21

Non-disclosure

Not disclose to Tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful Tenderer.

1.2.22

Grounds for rejection and disqualification

Determine whether there has been any effort by a Tenderer to influence the processing of tender offers and instantly disqualify a Tenderer (and their tender offer) if it is established that they engaged in corrupt or fraudulent practices.

1.2.23

Arithmetical errors, omissions and discrepancies

Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

Check the highest ranked tender or Tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the Pricing Schedule or Bills of Quantities; or
- c) arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in Bills of Quantities or Schedules of Prices; or
 - ii) the summation of the prices.

1.2.24

Notify the Tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

1.2.25

Where the Tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If Bills of Quantities or Pricing Schedules apply and there is an error in the line item total

resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.

- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Tenderer's addition of prices, the total of the prices shall govern and the Tenderer will be asked to revise selected unit prices (and their rates if Bills of Quantities apply) to achieve the tendered total of the prices.

1.2.26 Clarification of a tender offer

Obtain clarification from a Tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

1.2.27.1 Decimal places

Score financial offers, preferences and quality, as relevant. To 2 (two) decimal places.

1.2.27.2 Scoring Financial Offers

Score the financial offers of remaining responsive tender offers using the following formula:

$$N_{FO} = W_1 \times A$$

where: N_{FO} is the number of tender evaluation points awarded for the financial offer.
 W_1 is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.
 A is a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

	Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a
Table F.1: Formulae for calculating the value of A	1	Highest price or discount	$A = (1 + \frac{P - P_m}{P_m})$	$A = P / P_m$
	2	Lowest price or percentage commission / fee	$A = (1 - \frac{P - P_m}{P_m})$	$A = P_m / P$

^a P_m is the comparative offer of the most favourable comparative offer.
 P is the comparative offer of the tender offer under consideration

1.2.27.3 Scoring preferences

Confirm that Tenderers are eligible for the preferences claimed in accordance with the provisions of the Tender Data and reject all claims for preferences where Tenderers are not eligible for such preferences. Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the Tender Data.

1.2.27.4 Scoring quality

Score each of the criteria and sub criteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$N_Q = W_2 \times S_O / M_S$$

where: S_O is the score for quality allocated to the submission under consideration;
 M_S is the maximum possible score for quality in respect of a submission; and
 W_2 is the maximum possible number of tender evaluation points awarded for the quality as stated in the Tender Data;

1.2.28 **Acceptance of Tender Offer**

Accept the Tender Offer if, in the opinion of the Employer, it does not present any unacceptable commercial risk and only if the Tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the Employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the Tender Data, and
- f) is able, in the opinion of the Employer, to perform the contract free of conflicts of interest.

1.2.29 **Prepare contract documents**

If necessary, revise documents that shall form part of the contract and that were issued by the Employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the Employer and the successful Tenderer.

1.2.30 Complete the Schedule of Deviations attached to the Form of Offer and Acceptance, if any.

1.2.31 **Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

1.2.32 **Notice to unsuccessful Tenderers**

Notify the successful Tenderer of the Employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the Tender Data or agreed additional period.

1.2.33 After the successful Tenderer has been notified of the Employer's acceptance of the tender, notify other Tenderers that their tender offers have not been accepted.

1.2.34 **Provide copies of the contracts**

Provide to the successful Tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

1.2.35 **Provide written reasons for actions taken**

Provide upon request written reasons to Tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of Tenderers or might prejudice fair competition between Tenderers.

RETURNABLE DOCUMENTS

2.1 List of Returnable Documents

2.2 Returnable Schedules

2.1:

LIST OF RETURNABLE DOCUMENTS

2.1: LIST OF RETURNABLE DOCUMENTS:

NB: TENDERERS MUST COMPLETE THESE SCHEDULES / DATA SHEETS / FORMS IN BLACK INK

1. Returnable Schedules required for Tender Evaluation Purposes:

- Schedule 1: Certificate of Briefing Session Attendance
- Schedule 2: Compulsory Enterprise Questionnaire
- Schedule 3: Certificate of Independent Tender Determination
- Schedule 4: Certificate of Authority for Joint Ventures
- Schedule 5: Declaration in terms of the Public Finance Management Act.
- Schedule 6: Schedule of Work Experience
- Schedule 7: Proposed Amendments and Qualifications by Tenderer
- Schedule 8: Detail of Proposal by the Tenderer

2. Returnable Schedules that will be incorporated into the Contract:

SBD Schedules: SBD 1; SBD 4; SBD 6.1; SBD 7.1;

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE

NC/13/2026

SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.

SCHEDULE 1

CERTIFICATE OF BRIEFING SESSION ATTENDANCE

This is to certify that I / we

of (Tenderer)

of (Address)

Telephone Number

Fax Number

on (Date)

have examined the Site of Works and its surroundings for which I/we am/are submitting this tender and have, so far as is practicable, familiarized myself/ourselves with all the information, risks, contingencies and other circumstances which may influence or affect my/our tender.

SIGNED ON BEHALF OF THE TENDERER:

SIGNED ON BEHALF OF THE CONSULTANT:

DATE:

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SCHEDULE 2

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting this tender for TENDER NO. NC/13/2026 in response to the invitation to tender made by the Department of Co-Operative Governance, Human Settlement and Traditional Affairs of the Northern Cape, do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of (Name of Tenderer) that

1. I have read and understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the Tenderer to sign this Certificate, and to submit this tender on behalf of the Tenderer;
4. Each person whose signature appears on this tender has been authorised by the Tenderer to determine terms of, and to sign, the tender on behalf of the Tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer whether or not affiliated with the Tenderer;
 - (a) has been requested to submit a tender in response to this invitation to tender;
 - (b) could potentially submit a tender in response to this invitation to tender, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the Tenderer and/or is in the same line of business as the Tenderer;
6. The Tenderer has arrived at this tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communicating between partners in a Joint Venture or Consortium¹ will not be construed as collusive tendering;
7. In particular, without limiting the generality of Paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a tender;
 - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - (f) tendering with the intention not to win the tender.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the

¹ 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.

products or services to which this invitation to tender relates.

9. The terms of this tender have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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 1989 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or another applicable legislation.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF TENDERER

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

NC/13/2026

**SUPPLY, DELIVERY, ONCE-OFF INSTALLATION &
MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND
FENCE), MONITORING SERVICES FOR A PERIOD OF THREE
(3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF
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TRADITIONAL AFFAIRS.**

SCHEDULE 3

**DECLARATION IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT
(No. 29 of 1999)**

ITEM	QUESTION	YES	NO
1.1	Is the Tenderer or any of its Directors listed on the National Treasury's database as a company or person prohibited from doing business with the Public Sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied)		
1.1.1	If so, furnish particulars:		
1.2	Is the Tenderer or any of its Directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combatting of Corrupt Activities Act (No. 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to Facsimile Number 012-326 5445).		
1.2.1	If so, furnish particulars:		
1.3	Was the Tenderer or any of its Directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past 5 (five) years?		
1.3.1	If so, furnish particulars:		
1.4	Does the Tenderer or any of its Directors owe any Municipal rates and taxes or Municipal charges to the Municipality/Municipal entity, or to any other Municipality/Municipal entity, that is in arrears for more than 3 (three) months?		
1.4.1	If so, furnish particulars:		
1.5	Was any contract between the Tenderer and the Department / entity or any other Organ of State terminated during the past 5 (five) years on account of failure to perform on or comply with the contract?		
1.5.1	If so, furnish particulars:		

CERTIFICATION:

I, THE UNDERSIGNED
(Full Name)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF TENDERER

*** Where the entity tendering is a Joint Venture, each party to the Joint Venture must sign a declaration in terms of the Public Finance Management Act and attach it to this Schedule.**

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE

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SCHEDULE 4

CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by Joint Ventures.

YES **NO**

(PLEASE INDICATE IF THIS IS A JV OR NOT. IF YES, FILL IN THE DETAILS BELOW. ALSO ATTACH A SIGNED COPY OF AGREEMENT BETWEEN PARTIES)

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Mrs, authorised signatory of the Company, Close Corporation or Partnership, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead Partner:		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:

Note: A copy of the Joint Venture Agreement shall be appended to this Schedule.

SIGNED ON BEHALF OF THE TENDERER:

.....

DATE:

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SCHEDULE 5

SCHEDULE OF WORK EXPERIENCE

The Tenderer shall insert in the spaces provided below a list of similar completed contracts awarded to him and those currently being undertaken.

EMPLOYER (NAME, TEL. NO. AND FAX NO.)	PRINCIPAL AGENT (NAME, TEL. NO. AND FAX NO.)	NATURE OF WORK	VALUE OF WORK R (m)	COMPLETION DATE
COMPLETED PROJECTS (attach additional pages if needed. Maximum of 5 contracts not older than 5 years)				
CURRENT PROJECTS (attach additional pages if needed.)				

Number of sheets appended by the Tenderer to this Schedule: (If nil, enter NIL)

SIGNED ON BEHALF OF THE TENDERER:

DATE:

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE

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SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.

SCHEDULE 6

PROPOSED AMENDMENTS AND QUALIFICATIONS BY TENDERER

The Tenderer should record any proposed deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a Tenderer may state such proposed deviations and qualifications in a covering letter attached to his tender and reference such letter in this Schedule.

The Tenderer's attention is drawn to Clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

If no deviations or modifications are desired, the Schedule hereunder is to be marked **NIL** and signed by the Tenderer.

PAGE	CLAUSE OR ITEM	PROPOSAL

Number of sheets, appended by the Tenderer to this Schedule: (If nil, enter NIL)

SIGNED ON BEHALF OF THE TENDERER:

DATE:

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND
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TRADITIONAL AFFAIRS.**

SCHEDULE 7

DETAIL OF THE PROPOSAL BY THE TENDERER

The proposal must be done for the supply, delivery, once-off installation & maintenance of electronic system (building and fence), monitoring services for a period of three (3) years to the Northern Cape Department Of Cooperative Governance, Human Settlements And Traditional Affairs.

The proposal is to be done in such a manner as to allow the department to evaluate the specific criteria provided by the tenderer.

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND
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MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND
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(3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF
COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND
TRADITIONAL AFFAIRS.**

SBD SCHEDULES

LIST OF NCP FORMS

1. SBD 1
2. SBD 2
3. SBD 4
4. SBD 6.1
5. SBD 7.1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (COGHSTA NORTHERN CAPE)					
BID NUMBER:	NC/13/2026	CLOSING DATE:	10 JULY 2026	CLOSING TIME:	11:00am
DESCRIPTION	SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Larry Moleko Louw Building; 9 Cecil Sussman Road; Kimberley					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Karel Visagie		CONTACT PERSON	George Kolberg	
TELEPHONE NUMBER	053 807 9723		TELEPHONE NUMBER	053 807 9783	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	kvisagie@nccoghsta.gov.za		E-MAIL ADDRESS	gkolberg@nccoghsta.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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		
NO					
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF COGHSTA

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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.

2.3 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.

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.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

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

This preference form must form part of all 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 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 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) 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	
SPECIFIC GOALS	
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

1.6 points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or **90/10**

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

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

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 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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:

COGHSTA SPECIFIC GOALS

1. 80/20 preference point system

80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

- i. The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \frac{(1 - P_t - P_{\min})}{P_{\min}}$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender

- ii. A maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender.
- iii. The points scored for the specific goal must be added to the points scored for the price and the total must be rounded to the nearest two decimal places.
- iv. Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract must be awarded to the tenderer scoring the highest points.

The following table must be used to calculate the score out of 20 for specific goals:

Specific Goal	Number of Points
100% or more Women or Youth owned company	
Less than 100% Women or Youth owned company	
100% Black owned Company	
Less than 100% Black owned Company	
100% People living with disability	
Locally owned companies	
Maximum obtainable points	20

The following must be noted for the allocation of 20 points:

- A tenderer might be requested to submit proof of its B-BBEE status level of contributor.
- A share certificate and or CIPC information of the company might be requested to be able to verify ownership
- Any other relevant evidence can be requested from the tenderer to substantiate the claim for the 20 points from any of the above specific goals on the table.
- CSD printout must accompany all submission documents
- The above points can be increased, reduced and split to more than one specific goal, depending on the requirements of the bid and specifications, however when such is increased or reduced, the information must be published correctly to the bidder at the time of advert of tender, but total points must not exceed 20 points.
- Locality points will be allocated to any company with a valid and verifiable address in the Northern Cape, e.g. CIPC, SARS etc. A lease agreement must have substantiating legitimate evidence relating to the Northern Cape the address claimed, such as proof of rental payment and receipt of rentals by both the lessee and lessor.
- If the price offered by the tenderer scoring the highest points is not reasonable, COGHSTA must not award the contract to the tenderer
- COGHSTA may negotiate a reasonable price with the tenderer scoring the highest points or cancel the tender
- If the tenderer does not agree to a reasonable price, negotiate a reasonable price with the tenderer scoring the second highest points or cancel the tender
- If the tenderer scoring the second highest points does not agree a reasonable price, negotiate a reasonable price with the tenderer scoring the third highest points or cancel the tender.
- If a reasonable price is not agreed as envisaged, COGHSTA must cancel the tender

2. 90/10 preference point system

90/10 preference point system for goods or services with Rand value above R50 million

- i. **The following formula must be used to calculate the points out of 90 for price in respect of a tender with a Rand value above R50 million, inclusive of all applicable taxes:**

$$P_s = 90 \left(\frac{1 - P_t - P_{\min}}{P_{\min}} \right)$$

P_{\min}

Where:

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

- ii. A maximum of 10 points may be awarded to a tenderer for the specific goals specified for the tender.
- iii. The points scored for the specific goal must be added to the points scored for the price and the total must be rounded to the nearest two decimal places.
- iv. Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract must be awarded to the tenderer scoring the highest points.

The following table must be used to calculate the score out of 10 for specific goals:

Specific Goal	Number of Points
100% or more Women or Youth owned company	5
Less than 100% Women or Youth owned company	2
100% Black owned Company	5
Less than 100% Black owned Company	2
100% People living with disability	5
Locally owned companies	2
Maximum obtainable points	10

The following must be noted for the allocation of 10 points:

- A tenderer might be requested to submit proof of its B-BBEE status level of contributor.
- A share certificate and or CIPC information of the company might be requested to be able to verify ownership
- Any other relevant evidence can be requested from the tenderer to substantiate the claim for the 10 points from any of the above specific goals on the table.
- CSD printout must accompany all submission documents
- The above points can be increased, reduced and split to more than one specific goal, depending on the requirements of the bid and specifications, however when such is increased or reduced, the information must be published correctly to the bidder at the time of advert of tender, but total points must not exceed 10 points.
- Locality points will be allocated to any company with a valid and verifiable address in the Northern Cape, e.g. CIPC, SARS etc. A lease agreement must have substantiating legitimate evidence relating to the Northern Cape the address claimed, such as proof of rental payment and receipt of rentals by both the lessee and lessor
- If the price offered by the tenderer scoring the highest points is not reasonable, COGHSTA must not award the contract to the tenderer
- COGHSTA may negotiate a reasonable price with the tenderer scoring the highest points or cancel the tender
- If the tenderer does not agree to a reasonable price, negotiate a reasonable price with the tenderer scoring the second highest points or cancel the tender
- If the tenderer scoring the second highest points does not agree a reasonable price, negotiate a reasonable price with the tenderer scoring the third highest points or cancel the tender.
- If a reasonable price is not agreed as envisaged, COGHSTA must cancel the tender

FORM OF OFFER AND ACCEPTANCE

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

TENDER NO. NC/13/2026

**SUPPLY AND DELIVERY OF SECURITY UNIFORMS (INCLUDING WINTER UNIFORMS) FOR A PERIOD
OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE
HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (NC COGHSTA)**

**FORM OF OFFER AND ACCEPTANCE
(AGREEMENT)**

OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

TENDER NO. NC/13/2026

**SUPPLY AND DELIVERY OF SECURITY UNIFORMS (INCLUDING WINTER UNIFORMS) FOR A PERIOD
OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE
HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (NC COGHSTA).**

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**THE OFFERED TOTAL OF THE TENDERED RE-MEASUREABLE CONTRACT EXCLUSIVE OF VALUE
ADDED TAX IS:**

R..... (in figures);

.....

..... (in words).

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the
Tenderer**

(Name and address of Organisation/Tenderer)

Name & signature

of Witness **Date**

ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the contract that is the subject of this Agreement.

The terms of the Contract are contained in:

- Part C 1: Agreement and Contract Data, which includes this agreement
- Part C 2: Pricing Data (Tendered Re-Measurable)
- Part C 3: Scope of Work

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C 3 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within 2 (two) weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives 1 (one) fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within 5 (five) days of the date of such receipt, notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature(s)

Name(s)

Capacity

For the Employer

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE
PRIVATE BAG X5005
KIMBERLEY, 8300

Name & signature

of Witness **Date**

SCHEDULE OF DEVIATIONS

Notes:

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.

2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.

3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the Contract shall also be recorded here.

4. Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the Contract.

1. **Subject**

Details

2. **Subject**

Details

3. **Subject**

Details

4. **Subject**

Details

5. **Subject**

Details

6. Subject

Details

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

AGREEMENT

The Employer identified below has accepted a Tender Offer by the Company for the rendering of consulting services, completion and remedying of defects of the specified Works. Acceptance of the Supplier's Offer shall form an agreement between the Employer and the Consulting Agent upon the terms and conditions contained in the Agreement and in the Contract that is the subject of the Agreement.

THIS AGREEMENT WITNESSES THAT:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement:
 - (a) Form of Offer and Acceptance, including Schedule of Deviations
 - (b) Addenda, Schedules
 - (c) Contract Data
 - (d) Tendered (Re-Measurable)
 - (e) Scope of Work (Specifications, drawings)
 - (f) Annexures (as applicable)

2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor covenants with the Employer to execute and complete the Works and remedy any defects therein, in conformity with the provisions of the Contract.

3. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works and the remedying of defects therein, the tendered Contract at intervals predetermined in the service level agreement and in the manner prescribed by the Contract.

FOR THE CONTRACTOR (SUCCESSFUL TENDERER):

Signature(s)

Name(s)

Capacity

For the Contractor

(Name and address of organisation)

Name & signature

of Witness **Date**

FOR THE EMPLOYER:

Signature(s)

Name(s)

Capacity

For the DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE

Employer PRIVATE BAG X5005
KIMBERLEY, 8300

Name & signature

of Witness

CONFIRMATION OF RECEIPT

The Tenderer, (now Contractor), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

At (Place) on the day of (Month) 20 (Year)

FOR THE CONTRACTOR (SUCCESSFUL TENDERER):

Signature(s)

Name(s)

Capacity

For the Contractor
(Name and address of organisation)

Name & signature of Witness **Date**

CONTRACT FORM – PURCHASE OF GOODS / WORKS

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

PART 1 (TO BE COMPLETED BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) in accordance with the requirements and specifications stipulated in bid number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) bidding documents, viz
 - Invitation to bid;
 - Tax Clearance Certificate
 - Pricing Schedule(s);
 - Technical Specification(s);
 - Specific goals in terms of the Preferential Procurement Regulations, 2022 (Government Gazette No. 2721);
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the tendered Remeasurable quoted cover all the goods and/or works specified in the bidding documents; that the tendered Remeasurable cover all my obligations and I accept that any mistakes regarding the tendered Remeasurable and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES
1.
2.
DATE:

CONTRACT FORM – PURCHASE OF GOODS / WORKS

PART 2 (TO BE COMPLETED BY THE PURCHASER)

1. I, in my capacity as
 accept your bid under Reference Number dated
 for the supply of goods / works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED), EXCL 14% VAT	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE:

DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (COGHSTA) NORTHERN CAPE

NC/13/2026

SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.

EMPLOYER:

THE HEAD OF DEPARTMENT
DEPARTMENT OF COOPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
PRIVATE BAG X5005
KIMBERLEY
8300

TENDERER : _____

CSD Nr : _____ **TCS PIN** :

1. TENDER

The Northern Cape Department of Co-Operative Governance, Human Settlements & Traditional Affairs (hereinafter referred to as CoGHSTA); SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.

TERMS OF REFERENCE

DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (COGHSTA) NORTHERN CAPE

NC/13/2026

SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.

EMPLOYER:

**THE HEAD OF DEPARTMENT
DEPARTMENT OF COOPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
PRIVATE BAG X5005
KIMBERLEY
8300**

*****Important Notice Regarding Fraudulent Activities We would like to notify all bidders that there have been recent reports of scammers exploiting our management's information to solicit illegal bribes. It is imperative to note that such actions are unlawful and strictly forbidden. Should you be approached by individuals claiming to represent NC COGHSTA or otherwise attempting to solicit bribes or engage in unethical practices, you are required to report these incidents immediately to the Department. Be aware that participation in illegal activities, including bribery, will have severe consequences. Companies involved in such practices, if exposed, will be blacklisted and barred from future participation in the Central Supplier Database (CSD). We urge all applicants to maintain the highest standards of integrity and to cooperate with us to ensure a fair and transparent tendering process.**

NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS.***



THE DEPARTMENT CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS NORTHERN CAPE

NC/13/2026

REQUEST FOR TENDERS

SUPPLY, DELIVERY, ONCE-OFF INSTALLATION & MAINTENANCE OF ELECTRONIC SYSTEM (BUILDING AND FENCE), MONITORING SERVICES FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.

DOCUMENT PREPARED BY:

COGHSTA NC PMU

9 CECIL SUSSMAN ROAD

KIMBERLEY

8301

JULY 2026

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1. **PURPOSE**

To appoint a service provider who will render a service for the maintenance of electronic system (building and fence), monitoring services for a period of three (3) years to the Northern Cape Department of Co-Operative Governance, Human Settlements and Traditional Affairs.

2. **BACKGROUND**

The Department of Co-operative Governance, Human Settlements and Traditional Affairs currently consists of seven (7) buildings, which are located at Larry Moleko Louw Building, BP Jones Building, Chapel Chambers Building, De Aar, Kuruman, Upington and Springbok.

3. **TENDER SPECIFICATION**

See Annexure A For the Tender Specification.

The Department of Co-operative Governance, Human Settlements and Traditional Affairs(COGHSTA) requires a security management services company to provide security services through the maintenance of electronic security system (building and fence), monitoring services, including the management of Electronic Security System over weekends, after hours and on public holidays.

4. **SITE BRIEFING AND BRIEFING SESSION**

4.1 This is compulsory and will be conducted at the time and date given below:

Date : 22 July 2026

Time : 09h00

Venue: Larry Moleko Louw Building

9 Cecil Sussman Road

KIMBERLEY

8300

4.2 Criteria for site visit:

Bidders who met all standard compliance will be subjected to a site visit by the Security Management Team. Visit will be conducted prior to the Bid Evaluation Committee. At the site visit the following will be confirmed:

- Fully functional control room
- Fully functional Office staff (HR, Supervisors, etc.)
- Patrol monitoring system
- Security equipment
- Security registers
- Vehicles

Qualifying criteria	Description
Fully functional control room	<ul style="list-style-type: none"> • Control Room office within Kimberley • Equipped with a base station or a two-way radio linked to the headquarters • 24-hour Control Room Operator • Technical Equipment (Telephone line, Monitoring Screen)
Fully functional Office staff (HR, Supervisors, etc)	<ul style="list-style-type: none"> • Human Resources Personnel • PSIRA registered Security Personnel (Security Manager, Supervisor, Armed response)
Vehicles	<ul style="list-style-type: none"> • Marked response vehicles. • Technical response vehicles
All Security equipment	<ul style="list-style-type: none"> • Torch, handcuffs, batons, two-way radios, pepper spray • Branded uniform and nametags
Security Registers	<ul style="list-style-type: none"> • Occurrence Book, Visitors Registers, Vehicle Registers

Any of the items that cannot be visually confirmed will lead to immediate disqualification.

5. DEFINITIONS

5.1 Security Officer means a security officer, grade A, B, C, D or E

Security officer Grade A: means an employee who performs any one or more of the following duties:

- a) Advising or reporting on any matter affecting guarding or protection services;
- b) Assisting in the screening of candidates for employment;
- c) Assuming responsibility for staff training;
- d) Drawing money at banks or similar institutions;
- e) Drawing money or cheques or taking possession
- f) Guarding or protecting goods;
- g) Supervising subordinate staff;
- h) Who may drive a motor vehicle in the performance of any or all the employee's duties;
and
- i) Who may be called upon to perform any or all of the duties of a security officer, grade B.

Security officer Grade B: means an employee who performs any one or more of the following duties, namely supervising, controlling, instructing or training security officers, grade C,D or E or general workers and reporting thereon to an employee or any other specified person, and who may-

- a) Drive a motor vehicle in the performance of any or all of the employee's duties;
- b) Be called upon to perform any or all of the duties of a security officer, grade C.

5.2. Response time

Mean the time lapsed from the time the call-out is logged by the system operator or person making the call, until the Contractor responds on site. A record will be kept in the control logbook.

5.3. Repair time

Mean the maximum time taken by the Contractor to repair the fault, in order to limit the downtime of the system to a minimum. Repair time will be measured from the time the Contractor's response on site is logged, until such time as the fault is rectified.

6. GENERAL TERMS

6.1. TRANSFER AND CESSION

The security company shall render the security systems management service. The use of subcontractors will not be allowed without prior written permission by the Department of COGHSTA.

6.2. REGISTRATION WITH THE PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSIRA)

The security company must provide full details of registration for both the company and the individual workers. The security company must provide full details of PSIRA registration for both the company and its directors (owners), and proof of up-to-date payment of PSIRA annual fees. Copies of PSIRA registration certificates and/or any other document(s) must be certified, if not, the bid will be invalid.

Bidders must submit their latest PSIRA inspection report, proof of UIF registration and financial statements for the past three (3) years or for a duration of existence if such is less than three (3) years.

6.3. DECLARATION OF SECRECY

Any information provided to the preferred bidder during the course of the contract or technical response team during the course of duty shall be treated as strictly confidential. Under no circumstances may information be divulged to any other person, the media or company. Each employee dispatched to the Northern Cape Department of COGHSTA is required to sign the Declaration of Secrecy with the Security Manager. Unauthorized disclosure of information will lead to termination of the contract.

6.4. FINGERPRINT CLEARANCE

In their bid submission bidders must disclose the criminal records of the owner(s) and supervisory officers. The preferred bidder(s) shall submit personal and other particulars of technical staff to: Security Management: COGHSTA within 21 days of commencement of contract for contract management purposes.

All technical staff, in the employment of the preferred bidder(s) shall obtain security clearance from SAPS. Originally certified copies of such security clearances shall be submitted to: Security Management: COGHSTA within 21 days of commencement of contract for contract management purposes.

6.5. ADMINISTRATION

Reports and records (patrol and system reports) prepared by technical officers regarding their duties and responsibilities of assignment required by the security company should be made available to the Security Management of Northern Cape Department of COGHSTA. Security reports must be written by the private security company to the security establishment of the department monthly (e.g. every 15th of each month) and the incident report must reach the office of the Security Manager weekly by 10:00.

6.6. EVALUATION CRITERIA

Bidders for the rendering of security systems maintenance services i.e. **security companies and their members must be registered with PSIRA when submitting bids.** Proof of registration must be submitted by the date and time of bid closure.

Originally certified copies of PSIRA registration certificates must be submitted, if not, the bid will be invalid.

7. ELECTRONIC SECURITY SYSTEM

7.1. General description of work

The contract comprises a comprehensive preventive maintenance service entailing regular testing and inspections of the equipment described in **Annexure D**. In the event of failures, the Contractor shall do all the necessary repairs and re-commission the equipment to full working order.

The work shall include:

- Restoration of the system, where required
- Routine preventive maintenance
- Corrective maintenance
- Repair and Replacement of spare parts
- Updating of computer software
- Training

7.2. General description of the Sites

7.2.1 The components comprising the systems covered by this contract are listed in Annexure D. All systems are already in existence.

7.2.2 The Northern Cape Department of COGHSTA has a fully functional electronic security system. The outer perimeter fence of the main building is electrified with an alarm sensor. There is a control room in the Larry Moleko Louw building; BP Jones building as well as Frances Baard building.

7.2.3 The Service Provider will at all-time respond to panic, fence intrusion alarms and forced entry signals to the buildings at the Northern Cape Department of COGHSTA.

7.2.4 The response time will be within 5-10 minutes as the Service Provider's vehicle with a backup person should be available at all times. This response time is for alarms only and not the Jarrison Time system of CCTV system.

7.3. General description of the System

The access control system comprises an X-Ray machine, booths, dual bio-metrics readers and booms. The CCTV system incorporates motion detection. Perimeter protection is also provided. Unlimited wi-fi contract for the off-site viewing of CCTV footage, supply of AA batteries for stand-alone biometric doors and pointer devices (mouse) in Control Rooms and a guard monitoring system.

8. MAINTENANCE

7.4.1 A comprehensive SLA must be included in this proposal and incorporate the following:

7.4.1.1 Responding to emergency service requests on-site, when required (response and repair times must be included)

7.4.1.2 Replacing and repairing defective equipment components as required but not limited to.

7.4.2.1 **PRO-ACTIVE MAINTENANCE:** This involves usage of specialized works and

equipment's to identify, repair and solve equipment problems at an early stage.

7.4.2.2 **PREVENTIVE MAINTENANCE:** this involves maintenance work performed on time schedules which include inspections, servicing and cleaning.

7.4.2.3 **PREDICTIVE MAINTENANCE:** This involves early detection of existing conditions and possible happenings before equipment breaks down.

7.4.2.4 **CORRECTIVE MAINTENANCE:** This involves repair works due to equipment or machinery breakdown.

7.4.2.5 **CRITICAL CALL OUT:** This means a call out shall be considered critical if any office CCTV, ACCESS CONTROL, INTRUDER and FIRE Alarm system or any part thereof, are affected which could negatively affect/hamper security risk operations and may have a definite impact and probability risk factor.

7.4.2.6 **NORMAL CALL OUT:** This means a call-out shall be considered normal if no alarm points and other technical services are negatively affected, i.e. faulty equipment that has no direct influence on the operational and functional efficiency of the security system detection/delay system like air conditioners, etc. This equipment, may include but not limited to a door closer, door handle, screw, covers, security boom, etc

7.4.3 Manufacturer's recommended preventative maintenance and corrective measures and cost

7.4.4 24/7 operational support

7.4.5 Monitored email support

7.4.6 Monthly system health check as determined by the department

7.4.7 The agreement will include the preventative, corrective and emergency maintenance of the system and ancillary equipment.

7.4.8 The contractor shall maintain the system in full operating condition and maintain proper and effective record keeping. This shall include all repair and replacement due to normal wear and tear of any of the parts of the equipment. The proposal shall include response and repair time.

7.4.9 A detailed scope of scheduled monthly, quarterly and annual maintenance procedures must be included. The contractor will not undertake any maintenance work or make any adjustments without the written consent of the department.

7.4.10 Firmware must be updated by service provider regularly.

7.5 Department's Obligations

7.5.1 The Department will be solely responsible for operating the Jarrison Time access control system.

7.5.2 When a fault occurs, the system operators will execute prescribed reset procedures,

provided by the contractor. In the event that the equipment becomes operational again, the operator will not call out the contractor, but will log the fault and reset operation in the control logbook. If the equipment remains faulty, the operator will notify the contractor immediately and will log the incident, and the call-out of the Contractor, in the logbook.

7.6 Contractors Responsibility

7.6.1 The contractor shall be responsible, and Tenderers shall allow for in their Tender prices, for the complete maintenance service, i.e. routine preventive and corrective maintenance and repair maintenance, repair, replacement of spare parts.

7.6.2 The contractor shall carry out inspections and checking of the equipment detailed in **Annexure D**. Each inspection and test shall be recorded and listed in the monthly report, giving the date of the inspection and the nature of the test, complete with the names of people carrying out such tests, and inspection test results.

7.6.3 The contractor shall provide the operator personnel with written reset procedures, approved by the Department, mounted in the control room and office which are used for the access control system.

7.6.4 While the contractor is on site, he shall also provide refresher training for the operator personnel. The contractor shall supply the operator personnel with written reset procedures and shall ensure that they are conversant with the system and reset procedures.

7.6.5 The contractor shall restore or repair the equipment to the original operational condition, recalibrate and re-commission the equipment on completion of each maintenance service carried out.

7.6.6 The contractor shall rectify any fault condition of which he becomes aware, even if it has not been reported by the user.

7.7 Site Maintenance Log

7.7.1 The contractor shall provide a maintenance/repair/training logbook, which shall be kept in the control room for record purposes. This logbook will remain the property of the Department and may not be removed from the master control station under any circumstances. To ensure easy control by all parties involved, the logbook shall have triplicate sheets. The master sheet shall be supplied to the Security Manager with the monthly reports. The first copy is for use by the contractor, and the second copy shall stay in the logbook. The contractor and/or the Department shall be required to record the following in chronological order:

- Fault incidences
- Fault notification to contractor
- Any re-notification

- Replacement spares used
- Contractor's attendance for routine and break down maintenance
- Any visit to Site by the contractor, with reasons for the visit.

7.7.2 The contractor shall provide adequate supplies of these logs and shall submit the format to the Department for approval within **14 days** of the awareness of the contract.

7.7.3 Faults will be reported to one specific address only, which has the necessary telephone and email. Faults will be reported to the contractor by telephone and email. In the event of a complaint by telephone, the contractor shall supply the reporter with a complaint number, which must be entered into the logbook by the reporter or the complaint. The contractor shall inform his/her staff to instruct the Department to enter the details of the complaint in the logbook.

7.7.4 Repair and Response Time

7.7.4.1 It shall be expected of the Contractor to relate his actions in respect of callouts, repairs and general maintenance to specific prescribed response and repair times.

7.7.4.2 Depending on the urgency of the call-out, the response times may vary, and the table below indicates maximum time-spans.

Call-out Type	Response Time	Repair Time
Urgent	2 hours	Refer to definition
Normal	12 hours	Refer to definition

ANNEXURE A: TECHNICAL SECURITY STAFF REQUIREMENTS FOR THIS CONTRACT:

1. INDUCTION AND PLACEMENT OF TECHNICAL SECURITY STAFF

The Service Provider's staff members will have to undergo induction training regarding the site and the Emergency Plan for the buildings. This induction is compulsory and must be attended by the Departmental Security guards and appointed company's supervisors and trainers. Any new employee must first be introduced before placement on the sites.

2. TECHNICAL SECURITY OPERATION MANAGEMENT EXCELLENCE

- a) All shifts are 12 hours
- b) The one shift will take over from the other at any specific station to ensure continued surveillance/control.

Staff Category	Minimum Qualification	Preferred
CCTV Operators	Matric, PSIRA C, Control Room Training	PSIRA B, VMS training
Control Room Supervisors	Matric, PSIRA B	PSIRA A, Security Management
Security Technicians	N6/NCert (Electronics/IT), PSIRA	Fibre/VMS/OEM certificates
Senior Technician	Diploma/Degree, N+/CCNA	Advanced VMS, OEM, PM courses
Technical Supervisor	Diploma in IT/Security	SHE Rep, VMS admin
Armed Responders	PSIRA A/B, Firearm Cert	Tactical, Advanced Driving
Staff Category	Minimum Qualification	Preferred
CCTV Operators	Matric, PSIRA C, Control Room Training	PSIRA B, VMS training
Control Room Supervisors	Matric, PSIRA B	PSIRA A, Security Management
Security Technicians	N6/NCert (Electronics/IT), PSIRA	Fibre/VMS/OEM certificates

Senior Technician	Diploma/Degree, N+/CCNA	Advanced VMS, OEM, PM courses
Technical Supervisor	Diploma in IT/Security	SHE Rep, VMS admin
Armed Responders	PSIRA A/B, Firearm Cert	Tactical, Advanced Driving

CLOCKING POINTS AT DEPARTMENT OF COGHSTA (LARRY MOLEKO LOUW BUILDING)

DUTY POINT	NUMBER OF CLOCKING POINTS
Guard Room	1 Clocking point <ul style="list-style-type: none"> • On the fence outside guard room
Visitor Parking Area	2 Cocking points <ul style="list-style-type: none"> • Reception • Fence on the southern side of building
MEC Side	1 Clocking point <ul style="list-style-type: none"> • On fence next to the MEC's office
Archives	1 Clocking point <ul style="list-style-type: none"> • On fence next to archive building
Back gate	2 Clocking point <ul style="list-style-type: none"> • On fence left and right side of fence
Officials' parking area	2 Clocking point <ul style="list-style-type: none"> • On fence at back side of parking

CLOCKING POINTS AT DEPARTMENT OF COGHSTA (LARRY MOLEKO LOUW BUILDING)

DUTY POINT	NUMBER OF CLOCKING POINTS
Guard Room	1 Clocking point <ul style="list-style-type: none"> • On the fence outside guard room
Visitor Parking Area	2 Cocking points <ul style="list-style-type: none"> • Reception • Fence on the southern side of building
MEC Side	1 Clocking point <ul style="list-style-type: none"> • On fence next to the MEC's office
Archives	1 Clocking point <ul style="list-style-type: none"> • On fence next to archive building
Back gate	2 Clocking point

	<ul style="list-style-type: none"> On fence left and right side of fence
Officials' parking area	2 Clocking point <ul style="list-style-type: none"> On fence at back side of parking
Government vehicle parking	2 Clocking point <ul style="list-style-type: none"> At the back side on perimeter fence On fence next to the gate of parking area
Transport Office	1 Clocking point <ul style="list-style-type: none"> Next to the exit and entrance door
Second entrance boom	1 Clocking point <ul style="list-style-type: none"> On building next to the boom gate
Kitchen	1 Clocking point <ul style="list-style-type: none"> On building next to the kitchen back door
Finance	1 Clocking point <ul style="list-style-type: none"> On building next to the back door of finance

CLOCKING POINTS AT DEPARTMENT OF COGHSTA (BP JONES BUILDING)

DUTY POINT	NUMBER OF CLOCKING POINTS
Parking	1 Clocking point: Parking next to the guard room
Gate	2 Clocking point: At the exit gate
Front of building	3 Clocking point: At the front exit door
Front of building	4 Clocking point: Meters away from the front exit door

CLOCKING POINTS AT DEPARTMENT OF COGHSTA (FRANCES BAARD BUILDING)

DUTY POINT	NUMBER OF CLOCKING POINTS
Back Entrance	1 Clocking point: At back gate
Front of building	2 Clocking point: At the boardroom
Back Entrance	3 Clocking point: At the back exit door
Dead end	4 Clocking point: At the dead end on ground floor

CLOCKING POINTS AT DEPARTMENT OF COGHSTA (JTG BUILDING)

DUTY POINT	NUMBER OF CLOCKING POINTS
Main entrance	1 Clocking point: At the main door
Parking	2 Clocking point: Left side of building near parking area
Back side	3 Clocking point: Back of building
Main gate	4 Clocking point: Positioned next to main gate

CLOCKING POINTS AT DEPARTMENT OF COGHSTA (ZFM BUILDING)

DUTY POINT	NUMBER OF CLOCKING POINTS
Inside of building	1 Clocking point: Next to Mr. Esterhuizen office
Inside of building	2 Clocking point: Next to Boardroom
Parking	3 Clocking point: Next to Clinic
Parking	4 Clocking point: Parking area next to building

CLOCKING POINTS AT DEPARTMENT OF COGHSTA (PIXLEY KA SEME BUILDING)

DUTY POINT	NUMBER OF CLOCKING POINTS
Main entrance	1 Clocking point: Front door
Garage door	2 Clocking point: Government vehicle parking lot
Inside building	3 Clocking point: Administration office passage
Inside building	4 Clocking point: Human Settlements passage

CLOCKING POINTS AT DEPARTMENT OF COGHSTA (NAMAKWA BUILDING)

DUTY POINT	NUMBER OF CLOCKING POINTS
Front of building	1 Clocking point: In front of local government building
Back side of building	2 Clocking point: Back of local government building
Back side of building	3 Clocking point: Back of Cooperative Governance emergency exit door
Parking area	4 Clocking point: Parkin area of COGHSTA vehicles

LANGUAGE PROFICIENCY

All technical staff must be proficient in English and at least one other official language. Due to the nature of our business, communication is essential and it is therefore required that must be able to read, write and communicate effectively in English (Preferably with Grade 12).

SUPERVISION OF WORK

The Service Provider will supervise and exercise proper control over his personnel and shall not hold the department liable for any loss or injury caused the said personnel. The Service Provider will seek to resolve any problems relating to his personnel in line the laws of the country (e.g. Labour Laws).

RESPONSIBILITIES

The service Provider will provide and take responsibility for the following:

- Installing, controlling & auditing check points where guards are patrolling.
- Access control books and OB books
- Rechargeable torches
- Two-way radios and register on frequency
- Security registers for all sites:
 - Government Motor Vehicle Control Register
 - Staff After Hours Register
 - Removal of Goods/Classified Information from Building
 - Bringing in of Goods into Building
 - Authorization Letter to Remove Goods/Classified Information from Building
 - Contractor/Repair/Courier/Delivery Register
 - Visitor's Register
 - Found Property Register
 - Security Breach/Complaint Register
 - Breach/Incident Report Form
 - Security Prescripts for Departmental Laptops
- Security equipment for all sites: baton and belt ring, handcuffs, pepper spray, Maglite
- Maintenance of all equipment found and installed during the term of contract.

The department of COGHSTA will take responsibility for the:

- Security guards
- Provision, upkeep and maintenance of the guard house and toilet facility.
- Provision, upkeep and maintenance of all gates
- Provision of operational procedures & requirements.
- Provision, upkeep and maintenance of three telephone extensions at the Boom gate, Reception area and Control room.

ANNEXURE B: ELECTRONIC SECURITY SYSTEM MAINTENANCE COSTING

QUANTITY	DESCRIPTION	MONTHLY PRICE	ANNUAL AMOUNT
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Once off installation	Security upgrade: As per Annexure D	N/A	
Monthly rate breakdown	<ul style="list-style-type: none"> • Monthly maintenance of ALL current and new security CCTV Surveillance • Patrol system • Radio system • Access Control System • Unlimited Wi-Fi contract for the off-site viewing of CCTV footages • Supply of AA batteries for stand-alone biometrics as per Annexure C & D <p>Agreement duration: 36 Months</p>		
Total for the above per month excluding VAT			R
VAT			R
Total including VAT per month			R
Total for 1 year Incl. Vat			R
Total for 2 year Incl. Vat			R
Total for 3 year Incl. Vat			R
TOTAL FOR THE FULL 3 YEAR PERIOD INCL VAT			R

ANNEXURE C: BILL OF QUANTITIES

ITEM	DESCRIPTION	QUANTITIES AT BUILDINGS						
		LARRY MOLEKO LOUW	BP JONES	FRANCES BAARD	JTG	PIXLEY KA SEME	NAMAKWA	ZFM
1	CLOSED CIRCUIT TELEVISION CAMERAS (INCLUDING PTZ)	107	51	31	26	16	16	38
2	VIDEO RECORDER (DVR/NVR)	7	2	2	2	1	1	2
3	BIO-METRIC READERS	62	10	6	2	8	6	2
4	BOOMGATES	4	0	0	0	0	0	0
5	MONITORS	7	2	2	2	1	1	2
6	VIDEO INTERCOM	1	0	0	0	0	0	0
7	WALK THROUGH METAL DETECTOR	1	0	0	0	0	0	1
8	TURNSTILE	0	0	0	0	0	0	1
9	HANDHELD METAL DETECTOR	2	0	0	0	1	2	1
10	SOFTWARE (JARRISON TIME)	1	1	1	1	1	1	1
11	ALARM SYSTEM	6	1	1	1	1	2	1
12	ELECTRIC FENCING	1	1	1	0	0	0	0
13	ACCESS CONTROL SYSTEM	1	1	1	1	1	1	1

ANNEXURE D: ONCE-OFF UPGRADE SPECIFICATIONS

ITEM	DESCRIPTION	QUANTITIES AT BUILDINGS						
		LARRY MOLEKO LOUW	BP JONES	FRANCES BAARD	JTG	PIXLEY KA SEME	NAMAKWA	ZFM
1	Laptop for Access Control System with installation of software	1	1	1	1	1	1	1
2	Laptop for live CCTV viewing	1 (Able to view ALL sites)	0	0	0	0	0	0
3	Access Control Card Printer with ribbon cartridge for duration of contract.	1	0	0	0	0	0	0
4	Access Control Cards	500	0	0	0	0	0	0
5	Radio system linked to control room in Kimberley	1	1	1	1	1	1	1
6	Hand radios for communication on site and with control room	4	2	2	2	2	2	2
7	Patrolling system with software for reports	1	1	1	1	1	1	1
8	Boom gate and readers	4	0	0	0	0	0	0
9	PTZ	1	0	0	0	0	5	0
10	Bullet Camera	4	0	0	0	0	0	0
11	Torches	4	2	2	2	2	2	2
12	Tonfas	6	3	3	3	3	3	3
13	WIFI Upgrade	1	1	1	1	1	1	1
14	Bullet proof Vests	4	2	2	2	2	2	2
15	Searching mirror	2	0	0	0	0	0	0

16	Security Registers (Once a year)							
16.1	OB book	20	10	10	10	10	10	10
16.2	Visitors Register	10	5	5	5	5	5	5
16.3	After hour	5	2	2	2	2	2	2
16.4	GG vehicle	5	2	2	2	2	2	2
16.5	Removal of Goods	5	2	2	2	2	2	2
16.6	Bringing in of goods	5	2	2	2	2	2	2
16.7	Security Breach	3	1	1	1	1	1	1
16.8	Z8 Attendance Register	6	4	4	4	4	4	4

ADMINISTRATION	FREQUENCY	RESPONSIBILITY
Monthly meeting between Technical Manager and Site Supervisor	Monthly	Service Provider and COGHSTA
SLA compliance meetings with the Manager of contract and compliance, the technical manager and owner of company	Quarterly	Service Provider and COGHSTA
Downloading patrol records for submission to Security Management	Daily before 10am	Service Provider
Investigation reports	10 days after the incident	Service Provider

NON-COMPLIANCE AND MITIGATION MEASURES:

NON-COMPLIANCE	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	COMMENTS
Technical staff intoxicated or under the influence of alcohol/drugs	A. Service Provider must replacement made within an hour B. If not able to replace within one hour – no payment for the whole shift	A. Service Provider must replacement made within an hour B. If not able to replace within one hour – no payment for the whole shift	A. Service Provider must replacement made within an hour B. If not able to replace within one hour – no payment for the whole shift	If this practice continues, the Security Manager will call a meeting with the Service Provider and final written notice of failure to manage own employees will be issued.
Refusal to comply with lawful instructions	A. Service Provider must remove the staff member immediately, and replace him/her within an hour	A. Service Provider must remove the member immediately, and replace him/her within an hour	A. Service Provider must remove the staff member immediately, and replace him/her within an hour	If this practice continues, the Security Manager must call for a meeting with the security service provider.
Negligence in the performance of duties or breach of security	A. Written notice for non-compliance and	A. Written notice for non-compliance	A. Remove the staff member from the site and final	If this continues, the Security Manager will call for a meeting

	rectification within agreed timeframe	and rectification within agreed timeframe	written notice	with the security service provider.
Damage to COGHSTA property or staff or visitor's property	<p>A. A joint investigation will be conducted.</p> <p>B. Decision on liability will be determined by such an investigation.</p> <p>C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs.</p>	<p>A. A joint investigation will be conducted.</p> <p>B. Decision on liability will be determined by such an investigation.</p> <p>C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs.</p>	<p>A. A joint investigation will be conducted.</p> <p>B. Decision on liability will be determined by such an investigation.</p> <p>C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs.</p> <p>D. The contract may be terminated.</p>	The liability will be determined by the outcome of the internal investigation.
Loss of COGHSTA	A. A joint investigation will	A. A joint investigation	A. A joint investigation	The liability will be determined

<p>property or theft of COGHSTA or staff or visitor's property</p>	<p>be conducted. B. Decision on liability will be determined by such an investigation. C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs.</p>	<p>will be conducted. B. Decision on liability will be determined by such an investigation. C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs.</p>	<p>will be conducted. B. Decision on liability will be determined by such an investigation. C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs.</p>	<p>by the outcome of the internal investigation</p>
<p>Vandalism of patrolling clocking points</p>	<p>The Service Provider will be liable for replacement within two days</p>	<p>The Service Provider will be liable for replacement within two days</p>	<p>The Service Provider will be liable for replacement within two days</p>	
<p>Breach of contract</p>	<p>Written notice of non-compliance</p>	<p>Second written notice of non-compliance</p>	<p>Final written notice of non-compliance If no change after final written warning the contract will be terminated in</p>	

			line with the termination clause of the contract.	
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9. EVALUATION

THIS BID WILL BE EVALUATED IN TWO PHASES:

Phase 1: Administrative Compliance and Bid Conditions

Phase 2: Technical Evaluation (Functionality)

8.1 Phase 1: Administrative Compliance and Bid Conditions

The following mandatory returnable documents and requirements should be adhered to and be provided in the proposals.

- 8.1.1 Original certified copies, not older than three months, of Identity documents of technical team/directors.
- 8.1.2 CV(s) and original certified copies of qualification documents of technical team are required. All certified copies should not be older than three months.
- 8.1.3 Proof of registration with PSIRA is compulsory.
- 8.1.4 Completed and signed Compulsory Standard Bid Documents (SBD1, SBD2, SBD4, SBD 6.1, SBD 7.1) which form part of the tender document.
- 8.1.5 Closing time for all bids is 11h00 on the closing date. Bids received after the specified closing time on the closing date shall be regarded as late and will not be accepted.
- 8.1.6 Bids submitted through e-mail or fax will not be considered.
- 8.1.7 Each bid must be lodged in a sealed separate envelope with the name and address of the bidder, bid number and closing date.
- 8.1.8 Bidders must make use of the prescribed bid documents. Do not retype or copy.
- 8.1.9 Use of tippex is prohibited.
- 8.1.10 No amendments without initializing will be accepted.
- 8.1.11 The Department will not enter into a contract with service providers who are not registered on the Centralized Supplier Database (CSD) and who are not tax compliant.
- 8.1.12 Deviation from Specifications/Terms of Reference is not permitted.
- 8.1.13 No Joint Venture agreements or MOU's are permitted without written approval from the Department.

OTHER MANDATORY REQUIREMENTS

- Valid PSIRA registration
- CV and certified copies of qualifications
- 1. Firm Organogram
 2. Tax Compliant Certificate.
 3. BBBEE Certificate. / Specific goals)
 4. Professional Indemnity.
 5. Company Profile:

Physical Address:

**CoGHSTA Northern Cape
Larry Moleko Louw Building
9 Cecil Sussman Road
Kimberley
8301**

Enquiries:

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COGHSTA

Co-operative Governance
Human Settlement & Traditional Affairs