



BCM5-25/26-0044

**BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO
PROVIDE SECURITY SERVICES FOR ZWELITSHA BUILDING AND
OLD TRAFFIC DEPARTMENT ZWELITSHA FOR A PERIOD OF 3
MONTHS**

Name of bidder _____

Bidder's CSD registration no. _____

Closing date and time: 17 October 2025 at 11:00 am

Bid Validity Period: 90 days

ENQUIRIES:

SUPPLY CHAIN MANAGEMENT

EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE
CORNER OF SCHOLL & AMALINDA MAIN ROAD
AMALINDA
EAST LONDON
5247

SCM RELATED ENQUIRIES

Tel No: 043 711 5733

Email Address:

nokuthula.hlonitshwayo@ecdpw.gov.za

**(Please note it is recommended to use
email for any enquiries)**

TECHNICAL ENQUIRIES

Enquires: Mr NLE.Tumani

Email

Address: nelson.tumani@ecdpw.gov.za

Tell no: 043 711 5754

(during office hours)

(Please note it is recommended to use email for any enquiries)

Fraud, Complaints & Tender Abuse Hotline

0800 701 701 (toll free number)



**PART A
INVITATION TO BID**

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE					
BID NUMBER:	BCM5-25/26-0044	CLOSING DATE:	17 OCTOBER 2025	CLOSING TIME:	11H00
DESCRIPTION	BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR THE ZWELITSHA BUILDING AND OLD TRAFFICE DEPT ZWELITSHA FOR A PERIOD OF 3 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE CORNER OF SCHOLL AND AMALINDA MAIN ROAD, AMALINDA, BLOCK B BUILDING IN THE RECEPTION AREA IN EAST LONDON					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS N HLONITSHWAYO		CONTACT PERSON	MR NLE TUMANI	
TELEPHONE NUMBER	043 711 5733		TELEPHONE NUMBER	043 711 5754	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Nokuthula.hlonitshwayo@ecdpcw.gov.za		E-MAIL ADDRESS	Nelson.tumani@ecdpcw.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO					
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:		
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.		
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.		
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.		
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).		
2. TAX COMPLIANCE REQUIREMENTS		
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.		
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.		
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.		
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.		
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."		
For ease of reference, Bidders shall enter their Price in the space provided below:		
SERVICE REQUIRED	GRAND TOTAL (amount in figures)	GRAND TOTAL (amount in words)
Bid for the appointment of a service provider(s) to provide security services for Zwelitsha Building and Old Traffic Department Zwelitsha for a period of 3 months		
		
		
	R.....	
	As per Totals from Pg 20	As per totals from Pg 20

(1) If the Bid Sum (amount in words) differ from the Bid Sum (amount in figures), the Bid Sum (amount in words) will govern.

SIGNATURE OF BIDDER:

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

DATE:

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

PRICE QUOTATION NOTICE

BCM5-25/26-0044

QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR ZWELITSHA BUILDING AND OLD TRAFFIC DEPARTMENT ZWELITSHA FOR A PERIOD OF 3 MONTHS

Tender documents are downloadable for free of charge from Public Works and Infrastructure website (www.ecdpw.gov.za/tenders) from **08 October 2025**

No briefing will be held.

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing date, must be deposited in the bid box not later than **11h00** on the **17 October 2025**

Physical Address of Bid Box: Department of Public Works and Infrastructure BCM/Amathole District Office, Corner of Scholl and Amalinda Main Road , at Block B Building – Reception Area, Amalinda, East London

Bidders must ensure that bids submitted via courier services are deposited by the courier service in the Departmental bid box prior to the closing date and that it is not delivered to Departmental officials. The Department will not accept responsibility if bids received by officials are not timely deposited in the Bid Box

A. QUOTATION EVALUATION

This quotation will be evaluated in Two (2) phases as follows:

Phase One: Compliance, responsiveness to the bid rules and conditions, thereafter

Phase Two: Bidders passing phase one above will thereafter be evaluated on PPPFA

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE APPLIED AS FOLLOWS:

Maximum points on price	-	80 points
Specific goals	-	20 points
Maximum points	-	100 points

1. **BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

1. The Department intends to award this to the highest point scorer per item, unless circumstances justifies otherwise.
2. **SBD4 must be duly completed and signed. 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, such interest must be disclosed on question 2.3.1.**
3. Bidders must submit with the bid a valid company registration certificate with the Private Security Industry Regulatory Authority (PSIRA). Only updated PSIRA certificates will be accepted. (Certificate must have an expiry date).
4. Bidders must submit a valid letter of good standing for the company from Private Security Industry Regulatory Authority (PSIRA). (Letter of good standing must have an expiry date)
5. All the directors of the company must submit with the bid a valid registration certificate with PSIRA. Grading of directors must be Grade A or B on the certificate. Only updated PSIRA certificates will be accepted. (Certificate must have an expiry date).
6. A certificate of registration with the National Bargaining Council for the Private Security Sector (NBCPSS) must be submitted with the bid.

7. Bidders must submit a valid letter of good standing for the company from the National Bargaining Council for the Private Security Sector (NBCPSS) with the bid.
8. The bid will be valid for a period of 90 days after the closing date.
9. The Department reserves the right to conduct a risk assessment in order to determine the reasonableness of bidders mark-up and overheads before a recommendation to award is made. Taking into consideration, the items below as per the guide by the NBCPSS illustrative Pricing Structure:
Share of overheads includes inter alia,
 - (a) Liability and other insurance
 - (b) Payroll and Admin
 - (c) Control Centre
 - (d) Transport Cost
 - (e) Fixed Infrastructure
 - (f) Rates & Taxes
 - (g) Registers
 - (h) Security Aids
 - (i) Occupational health and safety compliance,
 - (j) Management and Supervision and Statutory fees payable

B. TENDER SUBMISSIONS:

Bids must be submitted in sealed envelopes clearly marked **BCM5- 25/26-0044: BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR ZWELITSHA BUILDING AND OLD TRAFFIC DEPT ZWELITSHA FOR A PERIOD OF 3 MONTHS**

C. ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

SCM SPECIFIC ENQUIRIES:

Tel No: 043 711 5733

TECHNICAL ENQUIRIES

Tel No: 043 711 5754 (during office hours)

Fraud, Complaints & Tender Abuse Hotline
0800 701 701 (toll free number)

SPECIAL CONDITIONS OF BID

1. INTERPRETATION

The word "Bidder" in these conditions shall mean and include any firm of Contractors or any company or body incorporated or unincorporated.

The word "Department" in these conditions shall mean the EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE.

2. EXTENT OF BID

This contract is for the **APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR ZWELITSHA BUILDING AND OLD TRAFFIC DEPT ZWELITSHA FOR A PERIOD OF 3 MONTHS**

3. CONTRACT TO BE BINDING

The formal acceptance of this Bid by the Department will constitute a contract binding on both parties, and the Department may require sureties to its satisfaction from the contractor, for the due fulfilment of this contract.

4. MODE OF BID

All Bids shall be completed and signed: All forms, annexures, addendums and specifications shall be signed and returned with the Bid document as a whole. ***The lowest or any bid will not necessarily be accepted.***

The Department wishes to deal on a prime contractual basis with the successful Bidder being responsible and accountable for all aspects of the entire solution or service offered.

5. QUALITY

Should the specifications and / or descriptions not address any aspects of quality as specified, this should be clarified with the Department prior to the submission of a Bid.

6. INSURANCE CLAIMS, ETC.

The Department shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The contractor shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify The Department against all risks or claims which may arise.

7. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE

All Bids must remain valid for a period of **90 days** from the closing date as stipulated in the bid document.

8. PENALTY PROVISION AND WITHDRAWAL

8.1 Should the successful Bidder:

- [a] Withdraw the Bid during the afore-mentioned period of validity; or
- [b] Advise the Department of his / her / their inability to fulfil the contract; or
- [c] Fail or refuse to fulfil the contract; or
- [d] Fail or refuse to sign the agreement or provide any surety if required to do so;

Then, the Bidder will be held responsible for and is obligated to pay to the Department:

- [a] All expenses incurred by the Department to advertise for or invite and deliberate upon new Bids, should this be necessary.
- [b] The difference between the original accepted Bid price (inclusive of escalation) and:

- [i] A less favourable (for the Department) Bid price (inclusive of escalation) accepted as an alternative by the Department from the Bids originally submitted; or
- [ii] A new Bid price (inclusive of escalation).

8.2 Should the successful Bidder fail to deliver; provisions of the General Conditions of Contract will apply.

8.3 Disputes between the Department and a bidder (if any) will be dealt with in the form of litigation.

9. BRAND NAMES

Wherever a brand name is specified in this bid/quotation document (i.e. in the specifications, pricing schedule or bill of quantities or anywhere in this document), the department's requirement is not limited to the specified brand name, but requires an item similar/equivalent or better than specified.

10. VALUE ADDED TAX

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

11. CONTRACTUAL PRICE ADJUSTMENTS

Any contract signed will be escalated in accordance with the percentage rate increase per guard or with any other costs as gazetted by Private Security Industry Regulatory Authority, including the Department of Labour. Any other gazetted/legislated costs will be added to the Direct Labour Costs. The percentage mark-up and overheads "tendered will thereafter be added. The percentage mark-up and overheads will not be escalated during the duration of the contract. Bidders are required to submit their proposal based on the current NBCPSS Illustrative Pricing Structure.

12. AUTHORITY TO SIGN BID DOCUMENTS

- a) In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Department at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity. Furthermore, in the case of a joint venture or consortium at least one directors/ members of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.
- b) In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this bid will bind all the directors/ members of the enterprise and will therefore render the bid valid.
- c) No authority to sign is required from a company or close corporation or partnership which has only one director or member.
- d) In the event that a non-member/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the bid.

13. CONTRACT PERIOD

- a) The expected contract period is **Three Months (3)** from the contract start date as would be agreed.
- b) The Department reserves the right to consider the extension of the contract or portions thereof, in consultation with the successful bidder for a further period, without going to an open bidding process.
- c) The Department of Public Works & Infrastructure may accept or reject any bid offer and may cancel the bid process or reject all bid offers at any time before the formation of a contract.
- d) The Department of Public Works & Infrastructure also reserves the right to accept the bid as a whole or a part of the bid, or any item or part of any item.

- e) The Department shall not accept or incur any liability to a supplier for such cancellation or rejection or acceptance, but will give written reasons for such action upon receiving a written request to do so.
- f) the department will sign a crepitate agreement (between the service provider and the distributor which will remain valid for the warranty period. The agreement must be signed together with the acceptance of the award.

14. DELIVERY PERIODS

Delivery periods (where applicable) must be adhered to. Notwithstanding the termination date of the assignment the bidder will be required to submit progress reports to the Department the contract, form and frequency and dates thereof to be stipulated and agreed upon by the parties upon the awarding of the Bid.

15. DISPUTES OR LIABILITIES

In the event that disputes/ liabilities cannot be resolved by internal systems, the disputes will be settled by litigation.

This paragraph replaces paragraph 29 in the General Conditions of Contract.

16. CLOSING DATE / SUBMITTING OF BIDS

- 16.1 Bids must be submitted in sealed envelopes clearly marked: **BCM5-25/26-0044
BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE
SECURITY SERVICES FOR ZWELITSHA BUILDING AND OLD TRAFFIC DEPT
ZWELITSHA FOR A PERIOD OF 3 MONTHS**

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing, must be deposited in the bid box, Department of Public Works & Infrastructure, Corner of Scholl and Amalinda Main Road, Amalinda, Block B Building at Reception Area, East London not later than **11h00 on the 17 October 2025.**

Bidders must ensure that bids submitted via courier services are deposited by the courier service in the Departmental bid box prior to the closing date and that it is not delivered to Departmental officials. The Department will not accept responsibility if bids received by officials are not timely deposited in the Bid Box.

17. NEGOTIATION WITH THE IDENTIFIED PREFERRED BIDDER

The Bid will be awarded to the bidder who scores the highest PPPFA points: However, should an offer not be market related, the Department reserves the right to negotiate with bidders in accordance with the PPPFA Regulation 6 sub regulation 9(a) & (b).

Should the bid not be awarded to the highest point scorer, the Department reserves the right to negotiate with the next highest point scorer in accordance with PPPFA Regulation 6, sub regulation 9(a) &(b).

18. PAYMENT FOR SERVICES RENDERED

Awarded Companies will be required to provide copies of timesheets prior to payment taking place by the Department. Payment will be accordance to the General Conditions of Contract.

19. AWARD OF BIDDERS NOT SCORING THE HIGHEST POINTS

A contract may be awarded to a tenderer that did not score the highest points subject to a risk assessment.

20. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

21. COMMUNICATION

- 21.1 A nominated official of the bidder(s) can make enquiries in writing, to the specified persons, as indicated on this document via email. Bidder(s) must reduce all telephonic enquiries to writing and send to the above-mentioned email addresses.
- 21.2 The delegated office of Department of Public Works & Infrastructure may communicate with Bidder(s) where clarity is sought in the bid proposal.
- 21.3 Any communication to an official or a person acting in an advisory capacity for the Department of Public Works & Infrastructure in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.
- 21.4 All communication between the Bidder (s) and the Department of Public Works and Infrastructure must be done in writing.
- 21.5 Whilst all due care has been taken in connection with the preparation of this bid, Department of Public Works & Infrastructure makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. The Department of Public Works & Infrastructure, and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.
- 21.6 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department of Public Works & Infrastructure (other than minor clerical matters), the Bidder(s) must promptly notify the Department of Public Works & Infrastructure in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department of Public Works & Infrastructure an opportunity to consider what corrective action is necessary (if any).
- 21.7 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the Department of Public Works & Infrastructure will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 21.8 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

22. SUPPLIER DUE DILIGENCE

The Department of Public Works & Infrastructure reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period or visits/in loco inspection (if applicable).

23. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the Department of Public Works & Infrastructure, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

24. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, the Department of Public Works & Infrastructure incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or

confidentiality obligations), then the bidder indemnifies and holds the Department of Public Works & Infrastructure harmless from any and all such costs which Department of Public Works & Infrastructure may incur and for any damages or losses the Department of Public Works & Infrastructure may suffer.

25. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

26. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. The Department of Public Works & Infrastructure shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

27. TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant

28. REGISTRATION AS A VAT-VENDOR

28.1 Non-VAT vendors do not have to include VAT in their bid prices, however

28.2 Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R1 million must include VAT in the prices quoted and must therefore immediately upon award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.

28.3 The award of contract would be (for Non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.

29. GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

30. GENERAL BID RULES

- a) The bid document shall be completed and signed
- b) The Department of Public Works & Infrastructure Supply Chain Management Policy will apply.
- c) The Department of Public Works & Infrastructure does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- d) The Department of Public Works & Infrastructure may accept or reject any bid offer and may cancel the bid process or reject all bid offers at any time before the formation of a contract.
- e) The Department shall not accept or incur any liability to a supplier for such cancellation or rejection or acceptance, but will give written reasons for such action upon receiving a written request to do so.
- f) Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted
- g) Bidders are not allowed to recruit or shall not attempt to recruit an employee of the Department for purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.

31. CONTRACT VARIATIONS, EXPANSIONS, AMENDMENTS OR MODIFICATIONS

- 31.1 Should a need arise to vary or expand or amend or modify contract quantities for any goods or services, after a valid contract has been concluded and or after the contract has already commenced, the Department reserves the right to approach the contracted service provider to reduce or increase the contracted quantities.
- 31.2 Bidders are required to submit their proposal based on the current NBCPSS Illustrative Pricing Structure. Negotiations will be made with the awarded bidder to adjust their pricing to align with the exchange rate on time of award.

32. OTHER CONDITIONS OF BID

- 32.1 The bidder must be registered on the Central Supplier Database (CSD) prior the award
- 32.2 All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD.
- 32.3 The Department will contract with the successful bidder by signing a formal contract / Service Level Agreement after all suspensive conditions has been met.
- 32.4 The Department reserves the right to contract with the successful bidder by use of a signed appointment letter or the purchase order.
- 32.5 The Department reserves the right to verify information submitted by the bidder/s.
- 32.6 The Department will conduct in loco inspection to verify information submitted before the award.
- 32.7 Experience and testimonials of contracts prior registration with PSIRA will not be considered.

TERMS OF REFERENCE/ SPECIFICATION

Eastern Cape Provincial Government Public Works & Infrastructure



QUOTATION NUMBER: BCM5-25/26-0044

SPECIFICATION/TERMS OF REFERENCE

**BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE
SECURITY SERVICES FOR ZWELITSHA BUILDING AND OLD TRAFFIC DEPT
ZWELITSHA FOR A PERIOD THREE MONTHS**

SPECIFICATION/TERMS OF REFERENCE

BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR ZWELITSHA BUILDING AND OLD TRAFFIC DEPT ZWELITSHA FOR A PERIOD OF THREE MONTHS

1. Purpose of this bid

The purpose of this bid is to invite service providers for **BID FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR ZWELITSHA BUILDING AND OLD TRAFFIC DEPT ZWELITSHA FOR A PERIOD OF THREE MONTHS**

2. Project Objectives

The objective of this bid is to appoint a service provider to provide security services by safeguarding premises, including all assets and personnel for 24 hours a day.

3. Scope of Work

The successful bidder must render security services at the above-mentioned premises including the following categories but not limited to: -

- 3.1 Safeguard DPWI premises 24/7, including weekends and public holidays.
- 3.2 Conduct access and egress control.
- 3.3 Screening/scanning of personnel, goods and vehicles.
- 3.4 Protection services and general crime prevention measures.
- 3.5 Personnel and members of the public escorted where required;
- 3.6 Conduct safety and security inspections inside and outside the DPWI building which includes regular patrols
- 3.7 Assets movement monitoring;
- 3.8 Assist during emergency situations.
- 3.9 Assist in reception duties when and where required.
- 3.10 Ensure searching of persons, vehicles and goods.
- 3.11 Develop and implement Work Plan, Contingency Plan.
- 3.12 Installation of patrolling systems (clock points when needed).

4. Security Officers & Supervisors

- 4.1 Security officers must be PSIRA registered with Grade C.
- 4.2 Supervisors must be PSIRA registered with Grade B and a minimum of 3 years working experience in the Security Industry.
- 4.3 Security officers and supervisors must be South African Citizens.
- 4.4 The successful bidder must ensure that officials employed by them are security cleared in respect of criminal offences.
- 4.5 Employed officials must be able to communicate in IsiXhosa language and English so as to prevent any language barriers.
- 4.6 Employed officials must possess good communication, reading and writing skills in English and isiXhosa.
- 4.7 Security officers must have sober habits and portray a professional attitude.
- 4.8 Supervisors (Grade B) must have valid driver's license (Minimum code 8/ EB).
- 4.9 Security officers must not be younger than 18 years of age.
- 4.10 Supervisors and security officers shall comply with the functions and duties as per the SLA.
- 4.11 Supervisors must reside, for the duration of the contract, in the relevant area where services must be rendered.
- 4.12 Service providers must employ at least 50% officers from the local municipality area where services are rendered.

5. Shifts

Working shifts will commence as follows:

- a. Dayshift (06:00 to 18:00) and nightshift (18:00 to 06:00); Mondays to Sundays and public holidays.

6. Equipment required

The successful bidder shall ensure that security officers are equipped with the following service aids:

- 6.1 Batons.
- 6.2 Handheld radios / two-way radio/cell phones/PTT (Push To Talk).

- 6.3 Torches.
- 6.4 Occurrence books.
- 6.5 Pocket Books and pens.
- 6.6 Hand cuffs.
- 6.7 Hand held metal detectors.

BREAKDOWN OF REQUIRED GUARDS

ZWELITSHA BUILDING AND OLD TRAFFIC DEPT ZWELITSHA: CLUSTER 5

No	Site Name	No of Security Officers day shift	No of Security Officers night shift	Psira Grade required	Area
1.	Zwelitsha Building	3	3	C	3
2.	Old Traffic Dept Zwelitsha	2	2	C	3
4.	Supervisor	1		B	3
	TOTAL	6	5		
		11			

LIST OF EQUIPMENT AND VEHICLES AVAILABLE TO PERFORM WORK**ON CONTRACTING THE AWARDED SERVICE PROVIDER MUST MEET THE FOLLOWING REQUIREMENTS**

- Availability of 100% specified uniform for cold, warm and wet weather for the number of security guards specified is mandatory.
- Availability of 100% specified equipment and resources specified in the LIST OF EQUIPMENT AND RESOURCES TO PERFORM WORK is mandatory.

1. Mandatory Information, Equipment & Resources required

Description	Main Contractor		Subcontractor (If applicable)	
Address of Operational Office of service provider:	Province:			
Equipment / resources	Quantity	Available Yes/ No	Quantity	Available Yes/ No
Base Radio				
Two-way radios / PTT and Cell phones				
Branded vehicles				
Branded vehicles – sub-contractor (if available.				
Computer(s)				
Telephones / Email Address				
Fire Arms (if required)				
Branded Uniform – Summer wear				
Branded Uniform – Cold /rainy weather				
Torches				
Batons				
Handcuffs				
Pepper Spray				
Metal Detector				
Clocking points (if required)				

QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR ZWELITSHA BUILDING AND OLD TRAFFIC DEPT ZWELITSHA FOR A PERIOD OF THREE MONTHS

BID EVALUATION CRITERIA

This bid will be evaluated in Two (2) phases:

Phase 1: Administrative Compliance

Phase 2: Bidders passing phase one above will thereafter be evaluated on PPPFA

A. PHASE ONE: ADMINISTRATIVE COMPLIANCE

- (a) The purpose of this evaluation phase is to determine which bid responses are responsive to the minimum bid specifications and the minimum bid requirements. Bid proposals that do not meet the minimum bid specifications and or minimum bid requirements will be regarded as “non-responsive” and will not be considered for further evaluation.
- (b) Bidders’ proposals must meet the following minimum requirements and the required supporting documents (as required below) must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. **Failure to comply will automatically eliminate the bid for further consideration.**
 - (1) Bids must be submitted on the original documents and bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
 - (2) **The following declaration must be completed and signed (SBD4). 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, such interest must be disclosed on question 2.3.1 of SBD 4**
 - (3) The following Annexure must be completed: Annexure A - Resolution to Sign (if applicable)
 - (4) SBD 3.1- Pricing Schedule- Firm Prices – must be dully completed.
 - (5) The Form SBD1 “Part A” should be completed and “Part B” must be fully completed (date, signature, amount)
 - (6) If the Bid Sum (amount in words) as per SBD 1 is not completed, the bid will be eliminated.
 - (7) If the offer is “Vat Inclusive”, the VAT registration number of service provider must be indicated and if a service provider is not a VAT Vendor but include VAT in its prices, the successful service provider will be given 21 days to register as a VAT Vendor with SARS, after the issuing of an appointment letter. If a bidder is a VAT vendor/registered, the bidder is required to explicitly state the VAT amount. VAT vendors must include VAT at 15% in the bid offer(s).
 - (8) Bidders must accurately cost all items as the wrong calculations will lead to a bid being disqualified for wrong calculations.
 - (9) Failure to include VAT in the total amount by a VAT vendor will result in elimination of the bid.
 - (10) **Only one offer per bidder is allowed. Bidders are also not allowed to submit a bid whilst they are in agreements with other bidders in the form of joint ventures or consortiums.**
 - (11) Bidders must be a legal entity. In the event of a subcontractor or joint ventures or consortiums a signed agreement by all parties must be submitted with the bid. Also see notes to the “Authority to Sign”. Failure to submit a compliant agreement with the bid will automatically eliminate the bid for further consideration.
 - (12) Bidders must submit with the bid a valid company registration certificate with the Private Security Industry Regulatory Authority (PSIRA). Only updated PSIRA certificates will be accepted. (Certificate must have an expiry date).

- (13) Bidders must submit a valid letter of good standing for the company from Private Security Industry Regulatory Authority (PSIRA). (Letter of good standing must have an expiry date)
- (14) All the directors of the company must submit with the bid a valid registration certificate with PSIRA. Grading of directors must be Grade A or B on the certificate. Only updated PSIRA certificates will be accepted. (Certificate must have an expiry date).
- (15) A certificate of registration with the National Bargaining Council for the Private Security Sector (NBCPSS) must be submitted with the bid.
- (16) Bidders must submit a valid letter of good standing for the company from the National Bargaining Council for the Private Security Sector (NBCPSS) with the bid.
- (17) Bidders pricing per guard must be in accordance / in line with the attached pricing structure from NBCPSS. Bidders that do not quote as per the minimum legislated and prescribed rates will be eliminated.
- (18) A bidder must submit from the Department of Labour, a valid COIDA certificate. (Compensation of Occupational Injury and Diseases Act)
- (19) Companies owned by Military Veterans must submit a letter from the Department of Military Veterans , confirming that the Director or one of the Directors of the company is indeed a military veteran.**
- (20) Companies owned by persons with disability must submit a letter from a registered Medical Practitioner** confirming that the Director or one of the Directors of the company is indeed a person with a disability.
- (21) The total working experience of the company in the security industry must not be less than Twelve Months (12). Project must have been completed.
- (22) The testimonial(s) must be certified and clearly indicate the start and end date of the contracts. Refer to **(ANNEXURE G)**.
- i. The reference must be for a completed project.
 - ii. The performance of the bidder must be least satisfactory.
 - iii. The project must be within the last ten (10) years.
 - iv. The testimonial must clearly indicate the contract start date and contract end date,
 - v. The testimonial must indicate the client of the contracts, contact particulars and
 - vi. The testimonial must be dated.
 - vii. Experience of completed projects prior to PSIRA registration will not be considered.**
 - viii. An appointment/ award letter and or signed contract is not accepted as a testimonials.**
- (23) The bidder must submit proof of physical address of the Service Provider's Operational Office in the Eastern Cape in a form of a:
- Valid/ current lease agreement,
 - Municipal account, or an
 - Electricity account not older than 3 months from the date of the closing of the bid.
- (24) Bidders must have an active 24-hour control room and this will be verified through Inloco Inspection .
- (25) Bidders must submit certified proof of valid Public Liability Insurance from reputable insurance company or broker of at least R2 000,000.00 with the bid. The Department reserves the right to verify the document to confirm authenticity.**
- (26) To demonstrate financial stability, bidders must submit a Grade C bank rating letter from the financial institution.
- (27) Bidders must have a minimum of one (1) branded company vehicle which is registered under the company or director's name and must submit:
- copies of valid vehicle license disc,

- picture of the vehicle of which the vehicle number plate is also visible.
 - Picture of the branded vehicle.
- (28) The department reserves the right to conduct an in loco inspection in order to verify information submitted by the bidder/s. **Any information received which does not reflect the one provided on the bid document will render the bid null and void.**
- (29) For fair distribution of work, the Department reserves the right not to award more than one project out of the advertised clusters to one bidder unless circumstances justify otherwise. Where it is found that a specific bidder is eligible for more than one project, the bidder will be passed over and the next line will be awarded.

PHASE 2 EVALUATION ON NEW PPPFA and SPECIFIC GOALS

THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT WILL BE APPLIED AND THE 80/20 PREFERENCE POINTS SYSTEM WILL BE APPLICABLE	
POINTS FOR PRICE	80 POINTS
SPECIFIC GOALS	20 POINTS
TOTAL POINTS	100 POINTS

Please note:

1. Bidders need to complete and sign SBD 6.1 to claim points for specific goals. Failure will lead in non-awarding of points for specific goals
2. The Department intends to award this to the highest point scorer as whole, unless circumstances justifies otherwise
3. When evaluating bids/quotations of joint ventures/consortia, preference points must be allocated proportionately for such bidders in terms of their attributes or qualification for the relevant specific goal that is being scored, subject to the joint venture/consortium submitting the relevant proof of substantiation of points claimed as stipulated in the bidding documents. The points scored for the specific goals must then be added to the points scored for price and rounded off to the nearest two decimal points." A JV/consortia agreement must be submitted with the bid to substantiate the calculations. Failure will also lead in non-awarding of points for specific goals.
4. All information will be verified through CSD (where applicable)
5. To claim full Points for Locality, the preferred address on CSD must be from within Buffalo City Metro Municipality (not edited after the issue of this bid).
6. A Cipro certificate (CK) and certified ID copy/s must be attached as proof of ownership to claim points for specific goals
7. A Medical certificate from a medical Practitioner with a practise number must be attached to claim points for disability.
8. SBD 6.1 is attached

PRICING SCHEDULE – FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED

Name of bidder

Bid number: **BCM5-25/26-0044**

Closing Time **11H00**

Closing date: **17 October 2025**

QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE SECURITY SERVICES FOR ZWELITSHA BUILDING AND OLD TRAFFIC DEPT ZWELITSHA FOR A PERIOD OF THREE MONTHS

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

No	Grades required	Shift	No of guards (A)	Cost per guard/month (B)	Total cost of officers per month (C) $A \times B = C$	Total Cost of All Officers (D) $C \times 03 \text{ months} = D$
1.	Grade C	Day	05	R	R	R
		Night	05	R	R	R
2.	Grade B (Supervisor)	Day	1	R	R	R
3.	TOTAL OF OFFICERS		11			
4.	SUB TOTAL 1: (TOTAL DIRECT COST)					R _____ per 03 months
5.	MARK – UP AND OVERHEADS IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				<u>Overheads</u> _____ %	Overheads R _____ for 03 months
6.	SUB TOTAL 2: TOTAL DIRECT COST PLUS OVERHEADS AND PROFITS					R _____ per 03 months
7.	VAT 15%					R
8.	GRAND TOTAL					R

Note: Night shift allowance should be omitted when calculating dayshift. (Refer to NBCPSS Illustrative pricing guide)

ILLUSTRATIVE PRICING GUIDE

Effective as from 01 March 2025 until 28 February 2026

PLEASE NOTE THAT THIS IS PURELY A GUIDE AND IS DISTRIBUTED WITHOUT PREJUDICE

(Based on the average month, 12 hour shifts every day or night of such month at a site)

AREA 1 & AREA 2 (URBAN)

Description	Explanation	Grade			Calculations
		A	B	C/D/E	
MONTHLY SALARY	Clause 4(7)(b) of NBCPSS Main Agreement	R7 695.00	R7 118.00	R6 514.00	PROMULGATED SALARY
		R36.9952	R34.2212	R31.3173	Hourly equivalent wage (NOT FOR SALARY CALCULATION)
Ordinary time:	i) Primary Sec Officer	R7 695.00	R7 118.00	R6 514.00	Monthly salary as per NBCPSS Main Agreement
	ii) *Relief Sec Officer	R3 847.50	R3 559.00	R3 257.00	hr x 24 x 4.333
Sunday pay premium	4.333 weeks p/m @ X1.5	R2 885.63	R2 669.25	R2 442.75	12 x 4.333 x hr x 1.5 (Sunday rate)
Public holiday premium	1 shift p/m average	R443.94	R410.65	R375.81	hr x 12 (1 x portion already incl. in basic salary)
Security officer premium allowance	N/A	R0.00	R0.00	R0.00	Collapsed into basic salary
Leave provision	21 consecutive days leave	R665.91	R615.98	R563.71	(hr x 144 / 12 * 1.5 (reliever) (+ 3 extra days after 2 years)
Sick Leave	24 shifts per 3 year cycle	R443.94	R410.65	R375.81	(hr x 48 x 6 / 36 * 1.5 (reliever)
Study leave	6 days per annum	R332.96	R307.99	R281.86	((hr x 12 x 6) / 12) x 1.5 (reliever)
Family responsibility leave	5 days per annum	R277.46	R256.66	R234.88	((hr x 12 x 5) / 12) x 1.5 (reliever)
Night shift allowance	7 Rand, p/night shift worked	R212.92	R212.92	R212.92	(365 / 12) x 7 OMIT IF FOR DAY SHIFT
Long service bonus (5 years average)	R500 over 60 months	R12.50	R12.50	R12.50	Long service bonus / 60 x 1.5 (reliever)
Statutory annual bonus	Monthly salary	R961.88	R889.75	R814.25	Monthly salary / 12 x 1.5 (reliever)
SUB TOTAL		R17 779.64	R16 463.35	R15 085.48	A
UIF	1 % of remuneration	R178.26	R165.10	R151.32	(Total income: Primary + reliever) x 1%
Hospital cover	R172.50 Per month	R258.75	R258.75	R258.75	Including reliever
Provident fund	7.5 % of Fund Salary	R865.69	R800.78	R732.83	Fund Salary X 7.5% x 1.5 (reliever)
COID/WCA	2.65 % of remuneration	R472.39	R437.51	R401.00	(Total income: Primary + reliever) x 2.65%
Bargaining Council Levy	7 Rand	R10.50	R10.50	R10.50	Including reliever
PSIRA "per SO" fee	4 Rand (average)	R6.00	R6.00	R6.00	Including reliever (variable according to company size)
Sets of uniform	R2 725.00 Rand p/p p.a	R340.63	R340.63	R340.63	(Rand value + reliever(50%) / 12
Training (Skills Development Levy)	1 % of remuneration (SDL)	R178.26	R165.10	R151.32	(Total income: Primary + reliever) x 1%
Cleaning Allowance	31 Rand p/m	R46.50	R46.50	R46.50	Allowance x 1.5 (reliever)
TOTAL DIRECT COST		R20 136.61	R18 694.21	R17 184.32	B
Share of overheads	40 % of direct cost	R8 054.65	R7 477.68	R6 873.73	B x 40% (Economy of Scale rule applies)
TOTAL COST PER MONTH		R28 191.26	R26 171.90	R24 058.04	C
		6.03%	6.50%	7.07%	

NOTE:

- Excludes profit and VAT
- Rates used are in terms of the Schedule to the Main Agreement of the National Bargaining Council for the Private Security Sector.
- This is an illustrative pricing guide and SASA will not be held responsible in respect of your reliance on the accuracy of the aforesaid information.
- Maternity benefits of 34% over a period of four months not included in the pricing structure.
- *Relief Security officer* is a permanent employee
- Share of overheads includes inter alia, liability and other insurance, payroll and admin, control centre, transport costs (vehicles, maintenance and fuel), fixed infrastructure, rates & taxes, registers, security aids, occupational health and safety compliance, management and supervision and statutory fees
- Magisterial districts of Alberton, Bellville, Benoni, Boksburg, Bloemfontein, Brakpan, Camperdown, Chatsworth, Durban, East London, Germiston, Goodwood, Inanda, Johannesburg, Kempton Park, Kimberley, Klerksdorp, Krugersdorp, Kuilsrivier, Mitchell's Plain, Nigel, Oberholzer, Paarl, Pietermaritzburg, Pinetown, Port Elizabeth, Pretoria, Randburg, andfontein, Roodepoort, Sasolburg, Simon's Town, Somerset West, Springs, Stellenbosch, Strand, The Cape, Uitenhage, Vanderbijlpark, Vereeniging, Westonaria, Wonderboom and Wynberg.
- All other magisterial districts.

AREA 1 & 2 COMPRISES

ILLUSTRATIVE PRICING GUIDE

Effective as from 01 March 2025 until 28 February 2026

PLEASE NOTE THAT THIS IS PURELY A GUIDE AND IS DISTRIBUTED WITHOUT PREJUDICE

(Based on the average month, 12 hour shifts every day or night of such month at a site)

AREA 3 (RURAL)

Description	Explanation	Grade			Calculations
		A	B	C/D/E	
MONTHLY SALARY	Clause 4(7)(b) of NBCPSS Main Agreement	R6 672.00	R6 256.00	R6 256.00	PROMULGATED monthly salary
		R32.0769	R30.0769	R30.0769	Hourly equivalent wage (NOT FOR SALARY CALCULATION)
Ordinary time:	i) Primary Sec Officer ii) *Relief Sec Officer	R6 672.00 R3 336.00	R6 256.00 R3 128.00	R6 256.00 R3 128.00	Monthly salary as per NBCPSS Main Agreement hr x 24 x 4.333
Sunday pay premium	4.333 weeks p/m @ X1.5	R2 501.81	R2	R2 345.82	12 x 4.333 x hr x 1.5 (Sunday rate)
Public holiday premium	1 shift p/m average	R384.92	345.82	R360.92	hr x 12 (1x portion already incl. in basic)
Security officer premium allowance	N/A	R0.00	R360.9	R0.00	Collapsed into basic salary
Leave provision	21 consecutive days leave	R577.38	2 R0.00	R541.38	(hr x 144 / 12 * 1.5 (reliever) (+ 3 extra days after 2 years)
Sick Leave	24 shifts per 3 year cycle	R384.92	R541.3	R360.92	(hr x 48 x 6 / 36 * 1.5 (reliever)
Study leave	6 days per annum	R288.69	8	R270.69	((hr x 12 x 6) / 12) x 1.5 (reliever)
Family responsibility leave	5 days per annum	R240.58	R360.9	R225.58	((hr x 12 x 5) / 12) x 1.5 (reliever)
Night shift allowance	7 Rand, p/night shift worked	R212.92	2	R212.92	(365 / 12) x 7 OMIT IF FOR DAY SHIFT
Long service bonus (5 years average)	R500 over 60 months	R12.50	R270.6	R12.50	Long service bonus / 60 x 1.5 (reliever)
Statutory annual bonus	Monthly salary	R834.00	9	R782.00	Monthly salary / 12 x 1.5 (reliever)
SUB TOTAL		R15 445.72	R14 496.74	R14 496.74	A
UIF	1 % of remuneration	R154.92	R145.43	R145.43	(Total income: Primary + reliever) x 1%
Hospital cover	R172.50 Per month	R258.75	R258.75	R258.75	Including reliever
Provident fund	7.5 % of Fund Salary	R750.60	R703.80	R703.80	Fund Salary X 7.5% x 1.5 (reliever)
COID/WCA	2.65 % of remuneration	R410.54	R385.40	R385.40	(Total income: Primary + reliever) x 2.65%
Bargaining Council Levy	7 Rand	R10.50	R10.50	R10.50	Including reliever
PSIRA "per SO" fee	4 Rand (average)	R6.00	R6.00	R6.00	Including reliever (variable according to company size)
Sets of uniform	R2 725.00 Rand p/p p.a	R340.63	R340.63	R340.63	(Rand value + reliever(50%) / 12
Training (Skills Development Levy)	1 % of remuneration (SDL)	R154.92	R145.43	R145.43	(Total income: Primary + reliever) x 1%
Cleaning Allowance	31 Rand p/m	R46.50	R46.50	R46.50	Allowance x 1.5 (reliever)
TOTAL DIRECT COST		R17 579.09	R16 539.17	R16 539.17	B
Share of overheads	40 % of direct cost	R7 031.63	R6 615.67	R6 615.67	B x 40% (Economy of scale rule)
TOTAL COST PER MONTH		R24 610.72	R23 154.84	R23 154.84	C
		6.63%	7.05%	7.05%	

NOTE:

- Excludes profit and VAT
- Rates used are in terms of the Schedule to the Main Agreement of the National Bargaining Council for the Private Security Sector.
- This is an illustrative pricing guide and SASA will not be held responsible in respect of your reliance on the accuracy of the aforesaid information.
- Maternity benefits of 34% over a period of four months not included in the pricing structure.
- "Relief Security Officer" is a permanent employee
- Share of overheads includes inter alia, liability and other insurance, payroll and admin, control centre, transport costs (vehicles, maintenance and fuel), fixed infrastructure, rates & taxes, registers, security aids, occupational health and safety compliance, management and supervision and statutory fees payable.
- PSIRA fees revised annually, as from April of each year, not yet finalised for the next year.

AREA 1 & 2 COMPRISES

Magisterial districts of Alberton, Bellville, Benoni, Boksburg, Bloemfontein, Brakpan, Camperdown, Chatsworth, Durban, East London, Germiston, Goodwood, Inanda, Johannesburg, Kempton Park, Kimberley, Klerksdorp, Krugersdorp, Kuilsrivier, Mitchell's Plain, Nigel, Oberholzer, Paarl, Pietermaritzburg, Pinetown, Port Elizabeth, Pretoria, Randburg, andfontein, Roodepoort, Sasolburg, Simon's Town, Somerset West, Springs, Stellenbosch, Strand, The Cape, Uitenhage, Vanderbijlpark, Vereeniging, Westonaria, Wonderboom and Wynberg.

AREA 3 COMPRISES

All other magisterial districts.

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individual: -			
	(a) 100% black ownership	4	
	(b) 51% to 99% black ownership	2	
	(c) Less than 51% black ownership	0	
Black youth ownership: -			
	(a) 100% black youth ownership	4	
	(b) 30% to 99% black youth ownership	2	
	(c) Less than 30% black youth ownership	0	
Black women ownership: -			
	(a) 100% black women ownership	4	
	(b) 30% to 99% black women ownership	2	
	(c) Less than 30% black women ownership	0	
Security Co-Operatives: -			
	(a) 100% Security co-operative ownership	2	
	(b) Non security co-operative ownership	0	
Person with disability: -			
	(a) 20% or more disabled people ownership	2	
	(b) Less than 20% disabled ownership	0	
Military Veterans: -			
	(a) 100% Military Veteran Ownership	2	
	(b) No Military Veteran ownership	0	
Locality: -			
	(a) Buffalo City Metro Municipality	2	
	(b) Within the Eastern cape	1	
	(c) Outside Eastern cape	0	

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:

.....

.....

.....

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 institution	State

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

YES/NO

- 2.2.1 If so, furnish particulars:

.....

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

YES/NO

- 2.3.1 If so, furnish particulars:

.....

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

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	 Date
..... Position	 Name of bidder

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.

RESOLUTION FOR SIGNATORY

(See also "Special Conditions of Bid")

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for

Bid Number: _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

1. _____ SIGNATURE: _____

**DETAILS OF TENDERERS NEAREST OFFICE TO DEPARTMENT OF PUBLIC
WORKS EASTERN CAPE**

1. Physical address of tenderer:

1 Telephone No of nearest office: _____

3 Time period for which such office has been used by tenderer: _____

.....
SIGNATURE OF (ON BEHALF OF) TENDERER

.....
NAME IN CAPITALS

In the presence of:

1.

2.

For the Bidders Supplier

NAME OF BIDDER'S SUPPLIER:

I hereby confirm that I have familiarised myself with the item(s)* /description(s) /specification(s).
I also confirm that payment arrangement between the two enterprises has been agreed upon.
The abovementioned can be confirmed and inspected at my company at the following address:
Details of Bidder's supplier:

POSTAL ADDRESS

.....

.....

STREET ADDRESS

.....

.....

TELEPHONE NUMBER

CELLPHONE NUMBER:

FACSIMILE NUMBER:

E-MAIL ADDRESS

I hereby declare that I am duly authorised in my capacity as _____ to issue this certificate, and that the agreement between the parties involved does not constitute fronting.

Signed on _____ 20__ at _____
(Date) (Place)

Signature (Bidder's Supplier)

Signature (Bidder)

Name in Print

Name in Print

ID Number

ID Number

***NB: If more than one supplier is involved, the bidder must submit separate forms, completed by each of his/her suppliers. This page must be signed by both parties. Failure to comply will automatically invalidate the offer submitted**

COMPANY DETAILS

The following company details schedule must be completed to ensure that the prerequisite requirements to bidding are met.

Registered Company Name:

.....

Company Registration Number:

VAT Number:

Bank Name and Branch:

Bank Account Number:

Last Financial Year End: Year.....Month.....Day.....

Professional Registration Details (if applicable):

.....

.....

.....

.....

Professional Indemnity Details:

.....

.....

COMPANY COMPOSITION**GENERAL**

All information must be filled in spaces provided. If additional space is required, additional sheets may be attached. The onus is on the bidder to fill in all the information.

The full company composition is required including HDI and Non-HDI status. The ownership must accumulate to 100%.

NAME	IDENTITY NUMBER	CITIZENSHIP	HISTORICALLY DISADVANTAGED INDIVIDUALS STATUS (Y/N)	DISABILITY	FEMALE	DATE OF OWNER SHIP	% OWNED	VOTING %

DECLARATION (VALIDITY OF INFORMATION PROVIDED)

I.....declare that the information provided is true and correct, the signature to the bid document is duly authorised and documentary proof regarding any bidding issue will, when required, be submitted to the satisfaction of the EASTERN CAPE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.

.....

SIGNATURE OF DECLARER

DATE

.....

POSITION OF DECLARER

NAME OF COMPANY OF BIDDER

Should the bidder have, in the opinion of the DPWI, acted fraudulently illegally, in bad faith or in any improper manner, misrepresented itself with regard to the bid, then the DPWI may, in its sole discretion:

- * Ignore any bids without advising the bidder thereof
- * Cancel the contract without prejudice to any legal rights the DPWI may have

Should the bidder disregard this or conduct affairs in a way that transgresses from good business practices, this could seriously impair future business relations between the DPWI and the bidder

TESTIMONIAL TEMPLATE (NB! Testimonial must be certified)

This format is provided as a guideline for the compilation of the testimonials only.
Bidders may use their own formats.

Testimonial for *(name of bidder)* _____

For bid number _____

To be completed by client on behalf of the bidder

1. **Client name** _____
2. **Project description** *(completed contract)* _____

3. **Contract start date** _____
4. **Contract end date** _____
5. **Contract duration** _____
6. **Contract amount** _____
7. **Client contact number** _____
8. **Client physical address** _____

9. **Client e-mail address** _____
10. **Performance of the Client (Bidder)** _____

11. **Client signature** _____
12. **Date of testimonial** _____

GENERAL CONDITIONS OF CONTRACT

A. TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the provider's performance
22. Penalties
23. Termination for defaults
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties

GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

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

- 1.16 **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.21 **“Purchaser”** means the organization purchasing the goods.
- 1.22 **“Republic”** means the Republic of South Africa.
- 1.23 **“SCC”** means the Special Conditions of Contract.
- 1.24 **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.
- 1.25 **“Written”** or **“in writing”** means hand-written in ink or any form of electronic or mechanical writing.

2. Application

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

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and in the institution's website.

4. Standards

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

5. Use of contract documents and information; inspection

- 5.1** The provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2** The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3** Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.
- 5.4** The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1** The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.
- 6.2** When a provider developed documentation/projects for the department or PROVINCIAL entity, the intellectual, copy and patent rights or ownership or such documents or projects will vest in the department or PROVINCIAL entity.

7. Performance security

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

performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clause 8.2 & 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packaging

- 9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packaging, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract,

including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the provider in accordance with the terms specified in the contract.

11. Insurance

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

12. Transportation

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

13. Incidental services

13.1 The provider may be required to provide any or all of the following services, including additional services, if any:

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

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

14. Spare parts

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

- 1) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and
- 2) in the event of termination of production of the spare parts:

- a) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- b) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

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

16. Payment

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

17. Prices

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

18. Increase/decrease of quantities

18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Contract amendments

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

20. Assignment

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

21. Subcontracts

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

22. Delays in the provider's performance

22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.

22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.

22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

22.4 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the provider.

23. Penalties

23.1 Subject to GCC Clause 25, if the provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed good or unperformed services using the current prime interest rate calculated for each day of the delay until

actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

24. Termination for Default

24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:

- (a) if the provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the provider fails to perform any other obligation(s) under the contract; or
- (c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

24.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

25. Anti-Dumping And Counter-Vailing Duties And Rights

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

26. Force Majeure

26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

27. Termination for Insolvency

27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser,

28. Settlement of Disputes

28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

- 28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 28.4 Notwithstanding any reference to mediation and / or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.
29. **Limitation of Liability**
- 29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and / or damages to the purchaser; and
 - (b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
30. **Governing Language**
- 30.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
31. **Applicable Law**
- 31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.
32. **Notices**
- 32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 32.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
33. **TAXES AND DUTIES**
- 33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.
- 33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

34. Transfer of Contracts

34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.

35. Amendment of Contracts

35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.