



Tender Info

Tender month	APRIL 2026
Tender date:	08/04/2026
Tender Number	NC/25/2025
Title of Tender	SUPPLY AND DELIVERY OF SECURITY UNIFORMS (INCLUDING WINTER UNIFORMS) FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (NC COGHSTA)
Description	SUPPLY AND DELIVERY OF SECURITY UNIFORMS (INCLUDING WINTER UNIFORMS) FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (NC COGHSTA)
Employer	DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE (COGHSTA)
Employer	COGHSTA
Employer email	bslenkoe@nccoghsta.gov.za
Postal Address	PRIVATE BAG X5005
Town/City	KIMBERLEY
Code	8300
Physical Address1	Larry Moleko Louw Building
Physical Address2	9 CECIL SUSSMAN ROAD
Physical Address4	8301
Employer's Agent: Name	MR. K. VISAGIE
Company	COGHSTA
Postal Address	PRIVATE BAG X5005
Town/City	KIMBERLEY, 8300
Physical 1	LARRY MOLEKO LOUW
Physical 2	9 CECIL SUSSMAN ROAD
Tel:	(053) 807 9423
E-mail:	kvisagie@nccoghsta.gov.za
Advert Date	FRIDAY, 08 APRIL 2026
Briefing Date	FOR ANY TECHNICAL ENQUIRIES PLEASE CONTACT MRS. GILLIAN BAARDTMAN. FOR ANY SUPPLY CHAIN RELATED QUERIES PLEASE CONTACT MR. KAREL VISAGIE.
Tender Documents available at	e-TENDER PORTAL & DEPARTMENTAL WEBSITE
Closure Date	MONDAY, 20 APRIL 2026
Closure Time	11H00
Tender Box Location	COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.
General Enquiries Contact Person	KAREL VISAGIE of CoGHSTA, Tel: (053) 807-9723, e-mail: kvisagie@nccoghsta.gov.za
Technical Enquiries Contact Person	GILLIAN BAARDTMAN, Tel: (053) 830 9430, e-mail: gbaardtman@nccoghsta.gov.za
Procurement Policy	Preferential Procurement Regulations, 2022 (Government Gazette No. 2721)
Functionality	N/A
PPPFA	The bid will be evaluated on the 80:20 preference point system for all the bids that meet the minimum functionality score.



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

NC/25/2025

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



DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

NC/25/2025

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

CLOSING DATE: 20 APRIL 2026

CLOSING TIME: 11:00am

NAME OF BIDDER*

CONTACT PERSON*

ADDRESS*

.....

.....

.....

TEL NO*

FAX NO*

E-MAIL ADDRESS*

CSD*

B-BBEE LEVEL *



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

NC/25/2025

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

GENERAL TENDER INFORMATION:

TENDER ADVERTISED	WEDNESDAY, 08 APRIL 2026
BRIEFING SESSION	N/A
CLOSING DATE	MONDAY, 20 APRIL 2026
CLOSING TIME	11:00am
CLOSING VENUE	TENDER BOX AT COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301

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



**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL
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NC/25/2025

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

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1.1: TENDER NOTICE AND INVITATION TO TENDER



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

NC/25/2025

**SUPPLY AND DELIVERY OF SECURITY UNIFORMS (INCLUDING WINTER
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DEPARTMENT OF COOPERATIVE GOVERNANCE HUMAN SETTLEMENTS AND
TRADITIONAL AFFAIRS (NC COGHSTA)**

**COGHSTA HEREBY INVITES BIDDERS TO SUPPLY AND DELIVER SECURITY UNIFORMS (INCLUDING WINTER
UNIFORMS) FOR A PERIOD OF THREE (3) YEARS**

1. Only service providers that are CSD registered will be considered.
2. Tender documents are available on e-Tender portal.
3. Closing of Tender at 11H00 on Friday, 20 April 2026 at COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.
6. General enquiries relating to this bid should be addressed to kvisagie@nccoghsta.gov.za and technical enquiries to gbaardtman@nccoghsta.gov.za

7. Pre-evaluation criteria:

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

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

8. Please note:

- Preference will be given to companies who are owned by Women, Youth & Persons with Disabilities.

9. Preferential Points

Breakdown of points:

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

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

Points for Specific Goals

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

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

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

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

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

- A tenderer might be requested to submit proof of its B-BBEE status level of contributor.
- A share certificate and or CIPC information of the company might be requested to be able to verify ownership
- Any other relevant evidence can be requested from the tenderer to substantiate the claim for the 20 points from any of the above specific goals on the table.
- CSD printout must accompany all submission documents
- The above points can be increased, reduced and split to more than one specific goal, depending on the requirements of the bid and specifications, however when such is increased or reduced, the information must be published correctly to the bidder at the time of advert of tender, but total points must not exceed 20 points.

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

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

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

1.2:

TENDER DATA

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

NC/25/2025

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

1.2: TENDER DATA

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

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

E-mail: kvisagie@nccoghsta.gov.za
- 1.2.2 **Competitive Negotiation Procedures**
Consortiums are eligible to submit tenders.
- 1.2.3 **Insurance**
The Employer will provide **no** insurance.
- 1.2.4 **Delivery of tender Documents**
The Employer's Agent's address for delivery of Tender Offers and identification details to be shown on each tender offer package are:
Location of tender closure: Tender Box, **COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301**
Identification details: TENDER NUMBER: NC/25/2025
TITLE OF TENDER: **SUPPLY AND DELIVERY OF SECURITY UNIFORMS (INCLUDING WINTER UNIFORMS) FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (NC COGHSTA).**

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

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on the envelope, must be placed in the appropriate official Tender Box at the abovementioned address.

- 1.2.5 **Closing Time**
The closing time for submission of Tender Offers is as stated in the Tender Notice and Invitation to Tender.
- 1.2.6 **Tender Offer Validity**
The tender offer validity period is **90 (ninety)** days from the closing date.
- 1.2.7 **Clarification of Tender Offer after Submission**
A tender will be rejected as non-responsive if the Tenderer fails to provide any clarification requested by the Employer within the time for submission stated in the Employer's written request for such clarification.
- 1.2.8 **Financial Statements**
The bidder must provide where the tendered amount exclusive of VAT exceeds R 8, 771, 929.8310 (Eight Million, Seven Hundred Seventy-One Thousand Nine Hundred Twenty-Nine Rand and Eighty-Three Cents):
- i) audited annual financial statement for 3 (three) years, or for the period since establishment if established during the last 3 (three) years, if required by law to prepare annual financial statements for auditing;
 - ii) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.
Each party to a Consortium shall submit separate certificates/statements in the above regard.
- 1.2.9 **Tax Clearance Certificate**
Tenderers shall be registered and in good standing with the South African Revenue Service (SARS) on CSD, if non-compliant, the tenderer must submit evidence from SARS informing the department of why it is non-compliant and when is the estimated resolution.
- 1.2.10 The B-BBEE certificate will only be used for identifying your level of B-BBEE but will not be used for scoring on the 80:20, Specific goals will be used for scoring.
- 1.2.11 The Employer's Undertakings Issue Addenda
Notwithstanding any requests for confirmation of receipt of Addenda issued, the Tenderer shall be deemed to have received such addenda if the Employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.
- 1.2.12 **Opening of Tender Submissions**
The tenders will not be opened immediately after the closing time, however all bids will be recorded and uploaded on the COGHSTA website(www.coghsta.ncpg.gov.za)
- 1.2.13 **Test for Responsiveness**
Tenders will be considered **non-responsive** if, inter alia:
- a) The Tender is not in compliance with the required returnable documents;
 - b) The Tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employers written request.
 - c) The tenderer is not registered on the central suppliers database (CSD)
 - d) The tenderer is an employee of the state with no evidence, deregistered, is in the registered of tender defaulters or restricted.

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

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

1.2.14 **Points for Specific Goals**

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

1.2.15 **Risk Analysis**

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

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

1.2.16 **Acceptance of bid**

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

Tender offers will only be accepted if:

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

1.2.17 **Claims arising after submission of tender**

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

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

1.2.18 **Invalid tenders**

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

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

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

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

- (a) the Employer shall not accept tenders submitted in electronic format except a hard copy accompanied

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

1.2.20 **Issue Addenda**

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

1.2.21 **Non-disclosure**

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

1.2.22 **Grounds for rejection and disqualification**

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

1.2.23 **Arithmetical errors, omissions and discrepancies**

Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern. Check the highest ranked tender or Tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

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

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

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

- a) If Bills of Quantities or Pricing Schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Tenderer's addition of prices, the total of the prices shall govern and the Tenderer will be asked to revise selected unit prices (and their rates if Bills of Quantities apply) to achieve the tendered total of the prices.

1.2.26 Clarification of a tender offer

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

1.2.27.1 Decimal places

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

1.2.27.2 Scoring Financial Offers

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

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

where: N_{FO} is the number of tender evaluation points awarded for the financial offer.

W_1 is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

A is a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a
1	Highest price or discount	$A = (1 + \frac{P - P_m}{P_m})$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = (1 - \frac{P - P_m}{P_m})$	$A = P_m / P$

Table F.1: Formulae for calculating the value of A

^a P_m is the comparative offer of the most favourable comparative offer.

P is the comparative offer of the tender offer under consideration

1.2.27.3 Scoring preferences

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

1.2.27.4 Scoring quality

Score each of the criteria and sub criteria for quality in accordance with the provisions of the Tender Data. Calculate the total number of tender evaluation points for quality using the following formula:

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

where: S_O is the score for quality allocated to the submission under consideration;

M_S is the maximum possible score for quality in respect of a submission; and

W_2 is the maximum possible number of tender evaluation points awarded for the quality as stated in the Tender Data;

1.2.28 Acceptance of Tender Offer

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

- is not under restrictions, or has principals who are under restrictions, preventing participating in the Employer's procurement,
- can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence,

- financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
 - d) is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
 - e) complies with the legal requirements, if any, stated in the Tender Data, and
 - f) is able, in the opinion of the Employer, to perform the contract free of conflicts of interest.

1.2.29 **Prepare contract documents**

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

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

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

1.2.31 **Complete adjudicator's contract**

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

1.2.32 **Notice to unsuccessful Tenderers**

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

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

1.2.34 **Provide copies of the contracts**

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

1.2.35 **Provide written reasons for actions taken**

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

RETURNABLE DOCUMENTS

2.1 List of Returnable Documents

2.2 Returnable Schedules

2.1:

LIST OF RETURNABLE DOCUMENTS

2.1: LIST OF RETURNABLE DOCUMENTS:

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

1. Returnable Schedules required for Tender Evaluation Purposes:

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

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

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

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AFFAIRS OF THE NORTHERN CAPE**

NC/25/2025

**SUPPLY AND DELIVERY OF SECURITY UNIFORMS (INCLUDING
WINTER UNIFORMS) FOR A PERIOD OF THREE (3) YEARS TO THE
NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE
HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (NC COGHSTA)
SCHEDULE 1**

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting this tender for TENDER NO. NC/25/2025 in response to the invitation to tender made by the Department of Co-Operative Governance, Human Settlement and Traditional Affairs of the Northern Cape, do hereby make the following statements that I certify to be true and complete in every respect:

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

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

¹ Joint Venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

9. The terms of this tender have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No. 89 of 1989 and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the Public Sector for a period not exceeding 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or another applicable legislation.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF TENDERER

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

NC/25/2025

SUPPLY AND DELIVERY OF SECURITY UNIFORMS (INCLUDING WINTER UNIFORMS) FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (NC COGHSTA)
SCHEDULE 2

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

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

CERTIFICATION:

I, THE UNDERSIGNED
(Full Name)

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

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

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF TENDERER

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

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

NC/25/2025

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

CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by Joint Ventures.

☐ **YES** ☐ **NO**

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

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

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

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



COGHSTA

Co-operative Governance
Human Settlement & Traditional Affairs

SIGNED ON BEHALF OF THE TENDERER:

DATE:

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

NC/25/2025

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

SCHEDULE 4

SCHEDULE OF WORK EXPERIENCE

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

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

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

SIGNED ON BEHALF OF THE TENDERER:

DATE:

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

NC/25/2025

SUPPLY AND DELIVERY OF SECURITY UNIFORMS (INCLUDING WINTER UNIFORMS) FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (NC COGHSTA)
SCHEDULE 5

PROPOSED AMENDMENTS AND QUALIFICATIONS BY TENDERER

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

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

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

PAGE	CLAUSE OR ITEM	PROPOSAL

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

SIGNED ON BEHALF OF THE TENDERER:

DATE:

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

NC/25/2025

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

SCHEDULE 6

DETAIL OF THE PROPOSAL BY THE TENDERER

The proposal must be done for the supply and delivery of Security Uniforms.

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

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

NC/25/2025

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

SBD SCHEDULES

LIST OF NCP FORMS

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

**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (COGHSTA NORTHERN CAPE)					
BID NUMBER:	NC/25/2025	CLOSING DATE:	20 APRIL 2026	CLOSING TIME:	11:00am
DESCRIPTION	SUPPLY AND DELIVERY OF SECURITY UNIFORMS (INCLUDING WINTER UNIFORMS) FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (NC COGHSTA)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Larry Moleko Louw Building; 9 Cecil Sussman Road; Kimberley					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Karel Visagie		CONTACT PERSON	Gillian Baardtman	
TELEPHONE NUMBER	053 807 9723		TELEPHONE NUMBER	053 830 9430	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	kvisagie@nccoghsta.gov.za		E-MAIL ADDRESS	gbaardtman@nccoghsta.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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		
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		
NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF COGHSTA

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

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

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference

1.6 points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

P_s = Points scored for price of tender under consideration
P_t = Price of tender under consideration
P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[Tick applicable box]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

COGHSTA SPECIFIC GOALS

1. 80/20 preference point system

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

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

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

Where-

- P_s = Points scored for price of tender under consideration;
 P_t = Price of tender under consideration; and
 P_{min} = Price of lowest acceptable tender

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

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

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

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

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

2. 90/10 preference point system

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

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

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

Where:

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

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

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

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

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

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

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

CONTRACT FORM – PURCHASE OF GOODS / WORKS

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

PART 1 (TO BE COMPLETED BY THE BIDDER)

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



NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:

CONTRACT FORM – PURCHASE OF GOODS / WORKS

PART 2 (TO BE COMPLETED BY THE PURCHASER)

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

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

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE:

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

NC/25/2025

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

EMPLOYER:

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

TENDERER : _____

CSD Nr : _____ **TCS PIN** : _____

1. TENDER

The Northern Cape Department of Co-Operative Governance, Human Settlements & Traditional Affairs (hereinafter referred to as CoGHSTA); **SUPPLY AND DELIVERY OF SECURITY UNIFORMS (INCLUDING WINTER UNIFORMS) FOR A PERIOD OF THREE (3) YEARS TO THE NORTHERN CAPE DEPARTMENT OF COOPERATIVE GOVERNANCE HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (NC COGHSTA)**

TERMS OF REFERENCE

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

NC/25/2025

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

EMPLOYER:

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



COGHSTA

Co-operative Governance
Human Settlement & Traditional Affairs

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

NC/25/2025

REQUEST FOR TENDERS

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

DOCUMENT PREPARED BY:

COGHSTA NC PMU

9 CECIL SUSSMAN ROAD

KIMBERLEY

8301

APRIL 2026



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1. PURPOSE

To appoint a service provider who will provide Security Uniforms (including winter uniform) for a period of three (3) years to the Northern Cape Department of Co-Operative Governance, Human Settlements and Traditional Affairs.

2. BACKGROUND

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

3. TENDER SPECIFICATION

See Annexure A For the Tender Specification.

The Department of Co-operative Governance, Human Settlements and Traditional Affairs(COGHSTA) requires a service provider to supply and deliver durable, fade resistant and functional Security Uniforms (including winter uniform) that allow for breathability and will not hamper productivity, with the Departmental crest and logo as and where required, for a period of three (3) years.

4. SITE BRIEFING AND BRIEFING SESSION

For any Technical queries contact Mrs. G. Baardtman (gbaardtman@nccoghsta.gov.za). For any Supply Chain Management related queries contact Mr. Karel Visagie (kvisagie@nccoghsta.gov.za).

5. DELIVERY SITES (NOTHERN CAPE)

The supplier shall deliver to the following provincial and district sites (final list to be confirmed at award):

- Provincial Head Office – Kimberley (2 buildings)
- Frances Baard District – Kimberley
- John Taolo Gaetsewe District – Kuruman
- Namakwa District – Springbok
- Pixley ka Seme District – De Aar
- ZF Mgcawu District – Upington

Site addresses, receiving hours, and split quantities will be provided in Annexure A upon award. The supplier must accommodate split deliveries and on-site fittings at these locations.

5.2. SCOPE OF SUPPLY

The successful bidder shall design, manufacture (or source), brand, package, and deliver standard and winter security uniforms for Department of COGHSTA security staff in various sizes and genders, with on-site fitting, sample approval, and after-delivery support. The delivery scope includes:

- Standard uniform set(s): shirts, trousers, outerwear, headgear, duty belts, and footwear.
- Winter uniform set(s): insulated jackets, jerseys/pullovers, thermal base layers, winter gloves, winter boots, rainwear.
- High-visibility (Hi-Vis) gear for night/traffic operations.
- Identification: name badges, rank slides, patches, and SECURITY markings per branding rules.

Note: Quantities per line item will be provided in the Bill of Quantities (BoQ) (Annexure A). Sizing distribution to be finalized post award during fitting.

5.3. APPLICABLE STANDARDS & GENERAL REQUIREMENTS

- Fabrics must be durable, colorfast, fade-resistant, and easy-care (machine washable).
- Stitching: lockstitch or chain stitch with reinforced seams at stress points (≥ 8 –10 stitches per inch or equivalent).
- Colour consistency: match approved Pantone or colour standard per item line (see Branding, Section 6).
- Labelling: permanent care labels indicating material composition, size, care symbols, and supplier reference.
- All items must be new, free of defects, and conform to this specification.

- Samples must be approved before bulk production (see Section 10).
- No substitutions without prior written approval.

5.4. STANDARDS (SANS/ISO) REFERENCED

- ISO 13688: Protective clothing — General requirements (garment ergonomics, innocuousness, sizing).
- ISO 20471 / EN ISO 20471: High-visibility clothing — Test methods and requirements (for Hi-Vis vests/markings).
- SANS/ISO colourfastness and dimensional stability tests (e.g., ISO 105 series; ISO 5077).
- EN 388 (or equivalent) for glove mechanical risks where cut resistance is required.

5.5. TECHNICAL SPECIFICATIONS

Refer below sections in the base specification for full details on shirts, trousers, outerwear, footwear, headgear, identification, belts & pouches, Hi-Vis gear, and winter items (parkas, jerseys, winter boots, rainwear, etc).

ITEM	DESCRIPTION
LONG-SLEEVED BLAZERS FOR FEMALE AND MALE SECURITY PERSONNEL	Supply and delivery of long-sleeved uniform blazers for female and male security personnel, meeting official uniform standards. Blazers must be well-fitted, durable, professional in appearance, and suitable for formal security duties.
SHIRTS (SHORT- OR LONG-SLEEVE) SIZES: FULL UNISEX RANGE AND FEMALE-TAILORED FIT.	Material: min. 65% polyester / 35% cotton; weight: 160–200 gsm; wrinkle-resistant, colorfast. Colour: Navy Blue / Black / White (as per Employer standard). Two chest pockets with buttoned flaps (box pleat). Pen slot on left pocket.



	Epaulettes for rank/ID slides. Button or Velcro name-badge tab. Reinforced shoulder, pocket, and side seam bar-tacks.
TROUSERS (DUTY/CARGO) FIT: STANDARD AND FEMALE CUTS.	Material: heavy-duty poly-cotton or ripstop (≥ 220 gsm). Colour: match shirt set or charcoal/black. Cargo style with 6 pockets (2 hand, 2 cargo, 2 back) with secure closures. Reinforced knees and seat; bartacks at pocket openings. Belt loops for 50 mm duty belt. Durable YKK (or equivalent) zipper fly.
UNIFORM SKIRTS FOR FEMALE SECURITY PERSONNEL	Manufactured from durable, professional-grade fabric suitable for operational duties. Skirts must comply with uniform standards, be comfortable, modest in design, and available in the required sizes and quantities
COURT SHOES FOR FEMALE SECURITY PERSONNEL	Supply and delivery of court shoes for female security personnel, suitable for formal and operational duties. Shoes must be comfortable, professional in appearance, durable, non-slip, and available in approved sizes.
UNIFORM TIES FOR BOTH MALE AND FEMALE SECURITY PERSONNEL	designed to complement the official security uniform. Ties must be of consistent colour, durable fabric, professional appearance, and suitable for daily use.
SOCKS FOR MALE AND FEMALE SECURITY	Uniform socks for male and female security personnel,



PERSONNEL	suitable for use with standard issue security footwear. Socks must be durable, breathable, comfortable, and suitable for long working hours.
OUTERWEAR (LIGHTWEIGHT JACKET / SOFTSHELL)	Material: water-resistant, wind-resistant softshell with microfleece inner. Full zip with storm flap. SECURITY reflective marking (front and back). Internal pocket for documents/radio. Epaulette loops; adjustable cuffs/hem.
FOOTWEAR (PATROL BOOTS)	Type: Tactical patrol boot, 6–8 inch. Upper: leather or leather/nylon composite. Sole: slip-resistant, oil-resistant rubber. Toe: plain or composite/steel (as per BoQ). Lining: breathable, moisture-wicking; water-resistant. Insole: cushioned, removable.
FOOTWEAR: PARABELLUM	Shoes must be durable, hard-wearing, slip-resistant, comfortable for prolonged standing and patrol duties, and suitable for daily security operations. Sizes shall be provided per individual personnel requirements.
IDENTIFICATION & BRANDING ITEMS	Name Badges: metal or high-durability plastic, engraved; language as specified. Rank Slides: embroidered,



	to fit epaulettes. Patches: woven/embroidered department crest and SECURITY identifiers. Placement: per Branding Section 6.
DUTY BELT & POUCHES	Belt: heavy-duty nylon or leather, 50 mm, quick- release buckle. Pouches/Holsters (as ordered): radio, baton, handcuff, OC spray, torch; riveted/reinforced.
HIGH-VISIBILITY GEAR	Vest: Class 2 or Class 3 reflective vest (EN ISO 20471 or equivalent performance), SECURITY printed. Colour: fluorescent yellow/green or orange, with retroreflective tape.
TECHNICAL SPECIFICATIONS – WINTER UNIFORM ITEMS	
WINTER JACKET / PARKA	Outer: waterproof ≥ 5000 mm hydrostatic head, windproof polyester/nylon. Insulation: quilted synthetic or fleece lining; removable liner preferred. Features: storm flap, chin guard, detachable hood, adjustable cuffs, hand- warmer pockets, internal document pocket, SECURITY reflective marking (front/back), epaulettes.
PULLOVER	Type: V-neck or crewneck. Material: anti-pill acrylic or wool blend (≥ 350 gsm equivalent).



	Features: shoulder and elbow reinforcements; epaulettes; embroidered badge.
PROCUREMENT OF LONG-SLEEVED JERSEYS FOR MALE AND FEMALE SECURITY PERSONNEL	Supply and delivery of long-sleeved jerseys for male and female security personnel, designed for warmth, comfort, and professional appearance. Jerseys must be suitable for daily duties, manufactured from quality fabric, and supplied in required sizes and quantities (xx).
COMBAT TROUSERS	Supply and delivery of combat (operational) security pants for security personnel performing patrol, access control, response, and other operational duties. Combat pants must be durable, functional, and comfortable, designed to withstand long hours of wear in demanding security environments while maintaining a professional appearance. The pants must allow for ease of movement and compatibility with standard security equipment such as duty belts and boots. Combat pants shall be manufactured from heavy-duty, tear-resistant fabric suitable for daily operational use and varying weather conditions. The garment must incorporate reinforced stress areas and secure pockets to safely carry duty-related items.



GLOVES (WINTER DUTY)	Material: leather/synthetic with insulation. Features: textured grip, touchscreen compatible, optional cut resistance (specify EN388 cut level if required).
WINTER BOOTS	Upper: water-resistant leather. Membrane: breathable waterproof (e.g., equivalent to Gore-Tex-type performance). Insulation: thermal lining; non-slip sole for wet/cold.
RAINWEAR	Jacket/Overcoat: waterproof PVC-coated or nylon; taped seams; Hi-Vis tape; adjustable hood; vented back; SECURITY print rear.
PEAK CAPS	Supply and delivery of formal security peak caps for male and female security personnel. Peak caps must be professional in appearance, durable, and suitable for daily wear in operational and formal security environments. Caps shall be manufactured from quality fabric, colourfast, and weather-resistant, with a structured crown and pre-curved peak. The caps must accommodate embroidered departmental branding on the front panel and allow for comfortable wear during extended shifts. Size adjustment (adjustable strap or fitted sizes) must be provided. Colour: as per departmental standard Branding: Embroidered department logo (front



	centre), as per branding annexure Size Range: One size adjustable or S–XL Quality Requirements: Durable stitching, breathable lining, fade-resistant material
BEANIES	Supply and delivery of thermal security beanies for use during cold weather, night duty, and winter conditions. Beanies must provide adequate warmth while maintaining a neat and professional appearance suitable for a security environment. Items shall be manufactured from high-quality knitted or fleece-lined material and must retain shape and colour after repeated washing. Beanies must allow for embroidered SECURITY text or departmental branding and be compatible with communications equipment where applicable. Colour: as per departmental standard Branding: Embroidered “SECURITY” or department logo (front), as specified Size Range: One size fit most Quality Requirements: Thermal insulation, stretchable fit, non-linting, durable fabric
PANTYHOSE	Supply and delivery of durable pantyhose with reinforced toes and run-guard technology with wide, comfortable waistbands and



	flat seams to prevent discomfort during long shifts. Colour: as per departmental standard Size Range: (XS-5XL)
UMBRELLA	Supply and delivery of durable, Golf/Storm Windproof (vented), UV coating, and reflective trim Umbrella. Size: 131cm diameter, 190T Pongee, fiberglass frame, 8 panels. Mechanism: auto open / button on side. Handle: non-slip material / hook Colour: as per departmental standard

ITEMS PER SECURITY OFFICERS

ITEM	QUANTITY	
	MALE	FEMALE
LONG-SLEEVED BLAZERS FOR FEMALE AND MALE SECURITY PERSONNEL	1	1
SHIRTS: SHORT-SLEEVE	5	5
SHIRTS: LONG-SLEEVE	3	3
TROUSERS (DUTY/CARGO) FIT: STANDARD AND FEMALE CUTS.	4	2
UNIFORM SKIRTS FOR FEMALE SECURITY PERSONNEL	0	2
COURT SHOES FOR FEMALE SECURITY PERSONNEL	0	1
UNIFORM TIES FOR BOTH MALE AND FEMALE SECURITY PERSONNEL	1	1
SOCKS FOR MALE AND FEMALE SECURITY PERSONNEL	10	5
PANTIHOSE	0	10
FOOTWEAR (PATROL BOOTS)	1	1
FOOTWEAR: PARABELLUM	1	1



IDENTIFICATION & BRANDING ITEMS	All required items	
DUTY BELT & POUCHES	1	1
HIGH-VISIBILITY GEAR	1	1
WINTER JACKET / PARKA	1	1
PULLOVER	1	1
PROCUREMENT OF LONG-SLEEVED JERSEYS FOR MALE AND FEMALE SECURITY PERSONNEL	1	1
COMBAT TROUSERS	2	2
GLOVES (WINTER DUTY)	1	1
RAINWEAR (COAT)	1	1
PEAK CAPS	2	2
BEANIES	1	1
UMBRELLA	2 per building	

6.1. STANDARDS (SANS/ISO) REFERENCED

- ISO 13688: Protective clothing — General requirements (garment ergonomics, innocuousness, sizing).
- ISO 20471 / EN ISO 20471: High-visibility clothing — Test methods and requirements (for Hi-Vis vests/markings).
- SANS/ISO colourfastness and dimensional stability tests (e.g., ISO 105 series; ISO 5077).
- EN 388 (or equivalent) for glove mechanical risks where cut resistance is required.

6. BRANDING AND MARKING

- Logos & Badges: embroidered or heat-press as per artwork in Annexure A.
- SECURITY text: reflective/white as per garment colour; minimum letter height 50–70 mm front, 90–120 mm back (confirm per garment).
- Colour Consistency: match Pantone which will be indicated on appointment.
- Placement: Left chest: department crest/logo. Right chest: name badge. Sleeves: department patch (if required). Back: SECURITY across shoulders.

7. SIZING, FITTING & MEASUREMENTS

- Supplier must conduct on-site fitting sessions at designated locations within 5 working days of award (or as agreed).
- Supplier to provide full size curve (XS–5XL or equivalent) including female cuts and half-sizes for footwear.
- Final size list to be confirmed in writing by Employer before production.
- Post-delivery size exchanges allowed within 30 calendar days, unopened/unused, at no extra cost for courier/handling.

8. PACKAGING & LABELING

Each item to be individually polybagged with size and wearer name (if allocated).

Outer cartons labelled with Contract No., Item, Size Range, Quantity, Carton No., Gross/Net Weight.

Packing list to accompany each delivery.

9. QUALITY ASSURANCE & TESTING

Pre-production samples: 1 set per item/colour/branding for approval.

Bulk production only after written sample approval.

Employer reserves right to independent testing (colour fastness, dimensional stability, seam strength).

Defect Rate Threshold: $\leq 1\%$ per line item; above this triggers replacement at supplier's cost.

Warranty: minimum 6 months against manufacturing defects under normal use.

10. SAMPLES & APPROVALS

Bidders shall submit tangible samples of key items within 5 days of request.

Samples must be labelled with Bidder Name, Item Code, Size, Fabric GSM, Composition, Colour Reference.

Approved samples will be retained as the gold standard for conformance

checks.

11. DELIVERY, LOGISTICS & LEAD TIMES

Initial delivery: within 20 calendar days from sample approval (or as specified).

Split deliveries to multiple sites as per distribution list discussed after appointment.

Shortages/Damages: report within 48 hours; supplier to rectify within 10 working days.

In emergencies, expedited delivery to be provided on request (include any surcharge details in Pricing Schedule).

12. SUSTAINABILITY & ETHICAL SOURCING (PREFERRED)

Preference for low-impact dyes, responsible water use, and recyclable packaging.

Compliance with no forced labour, fair wage practices, and safe working conditions.

Declare country of origin for textiles and final assembly.

13. HEALTH & SAFETY

Materials must be non-irritant and suitable for extended wear.

Hi-Vis items must maintain visibility in low-light operations.

Where protective items are ordered, specify relevant performance ratings (e.g., EN388 for gloves).

14. DOCUMENTATION TO BE SUBMITTED WITH BID

Company profile and relevant experience supplying security uniforms.

Technical data sheets: fabric composition, GSM, wash care, colour references.

Warranty statement.

Delivery plan and lead times.

Declarations: conflict of interest, subcontracting, country of origin.

References from at least three comparable clients (last 3–5 years).

15. SERVICE LEVELS & PENALTIES

On-time delivery $\geq 95\%$; below threshold may incur liquidated damages (e.g., 1% of undelivered item value per week, capped at 10%).

Defective items replaced within 10 working days of notification.

Non-conforming branding replaced at supplier's cost.

16. EVALUATION CRITERIA

Employer will evaluate bids based on:

A. Compliance (pass/fail)

- Administrative responsiveness.
- Submission of mandatory documents.
- Acceptance of terms and technical conformance to the specification.

B. Price & Preference (80/20)

- Price evaluation per BoQ.
- Preferential procurement/priority considerations as applicable to the Employer's policy framework.

17. GENERAL TERMS

17.1. TRANSFER AND CESSION

The service provider shall provide uniforms and all required branding items.

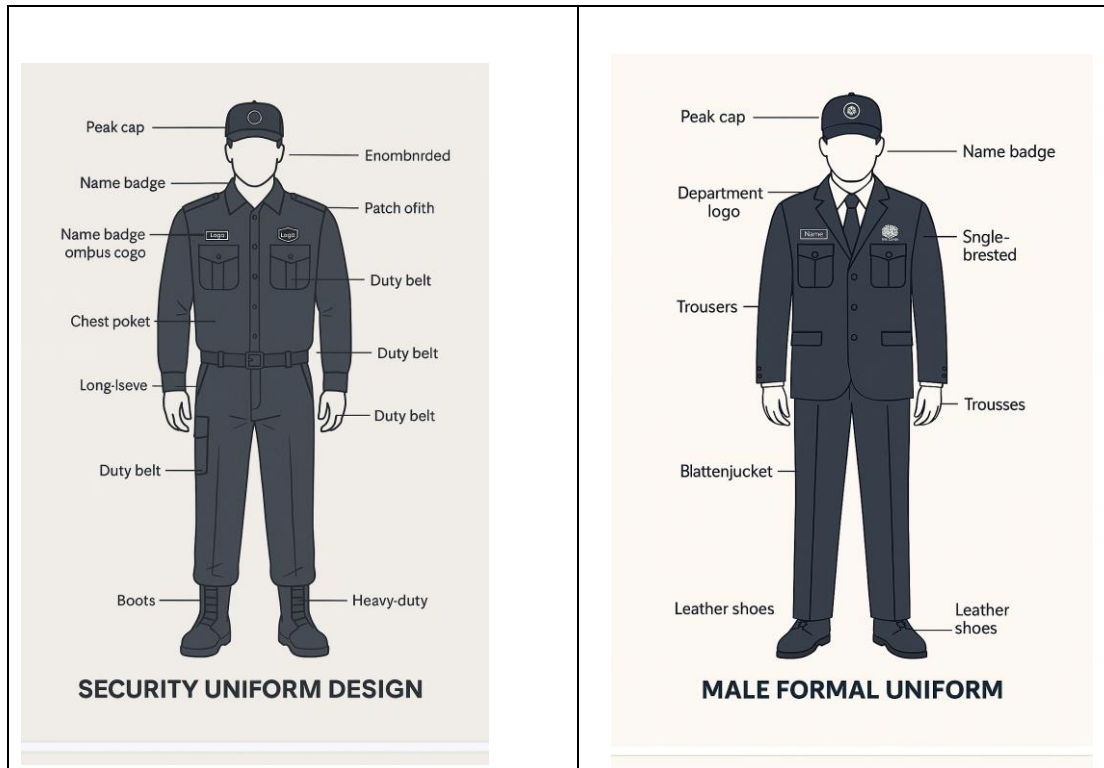
The use of subcontractors will not be allowed without prior written permission by the Department of COGHSTA.

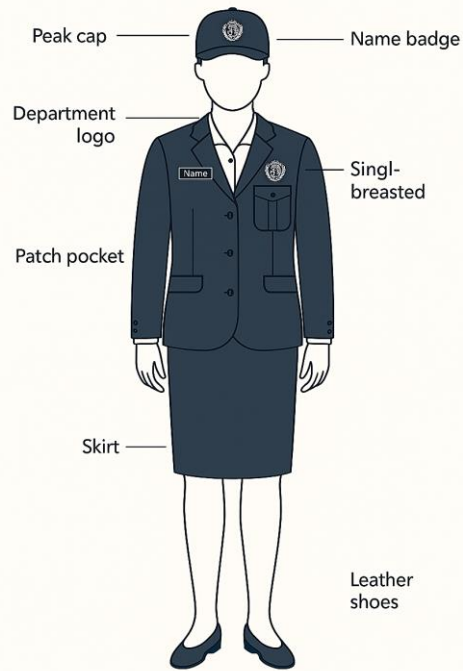
17.2. DECLARATION OF SECRECY

Any information provided to the preferred bidder during the course of the contract or technical team during the course of duty shall be treated as strictly confidential. Under no circumstances may information be divulged

to any other person, the media or company. Each employee dispatched to the Northern Cape Department of COGHSTA is required to sign the Declaration of Secrecy with the Security Manager. Unauthorized disclosure of information will lead to termination of the contract.

18. ANNEXURE A: BRANDING & MARKING





FEMALE FORMAL UNIFORM



SECURITY UNIFORM DESIGN





Front View



Back View

DEPARTMENTAL LOGO + CREST



COGHSTA

Department:
Cooperative Governance, Human Settlement
and Traditional Affairs
NORTHERN CAPE



Annexure B: Pricing Schedule (Bidder to Complete)

Provide unit prices (excl./incl. VAT), branding cost per item, and delivery to each site.

Line	Item Description	Material / GSM	Branding	Size Range	Qty	Unit Price (Excl. VAT)	VAT	Unit Price (Incl. VAT)
1	Long-Sleeved Blazers for Female and Male Security Personnel	Supply and delivery of long-sleeved uniform blazers for female and male security personnel, meeting official uniform standards. Blazers must be well-fitted, durable, professional in appearance, and suitable for formal security duties.	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	81			
2	Shirts (Short-Sleeve) Sizes: Full unisex range and female-tailored fit.	Material: min. 65% polyester / 35% cotton; weight: 160–200 gsm; wrinkle-resistant, colorfast. Colour: Navy Blue / Black / White (as per Employer standard). - Two chest pockets with buttoned flaps (box pleat). - Pen slot on left pocket. - Epaulettes for rank/ID slides. - Button or Velcro name-badge tab. Reinforced shoulder, pocket, and side seam bar-tacks.	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	405 (5X per officer)			
3	Shirts (Long-Sleeve) Sizes: Full unisex range and female-tailored fit.	Material: min. 65% polyester / 35% cotton; weight: 160–200 gsm; wrinkle-resistant, colorfast. Colour: Navy Blue / Black / White (as per	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	243			



		Employer standard). • Two chest pockets with buttoned flaps (box pleat). • Pen slot on left pocket. • Epaulettes for rank/ID slides. • Button or Velcro name-badge tab. Reinforced shoulder, pocket, and side seam bar-tacks.						
4	Trousers (Duty/Cargo) Fit: Standard and female cuts.	Material: heavy-duty poly-cotton or ripstop (≥ 220 gsm). Colour: match shirt set or charcoal/black. • Cargo style with 6 pockets (2 hand, 2 cargo, 2 back) with secure closures. • Reinforced knees and seat; bartacks at pocket openings. • Belt loops for 50 mm duty belt. Durable YKK (or equivalent) zipper fly.	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	486 (4X PER MALE, 2X PER FEMALE)			
5	Uniform skirts for female security personnel	Manufactured from durable, professional-grade fabric suitable for operational duties. Skirts must comply with uniform standards, be comfortable, modest in design, and available in the required sizes and	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	162			



		quantities						
6	Court Shoes for Female Security Personnel	Supply and delivery of court shoes for female security personnel, suitable for formal and operational duties. Shoes must be comfortable, professional in appearance, durable, non-slip, and available in approved sizes.	Badge	XS–5XL	QUANTITY T.B.C UPON APPOINTMENT (1X PER FEMALE)			
7	Uniform ties for both male and female security personnel	designed to complement the official security uniform. Ties must be of consistent colour, durable fabric, professional appearance, and suitable for daily use.	No branding	XS–5XL (Unisex & Female tailored)	81			
8	Socks for Male and Female Security Personnel	Uniform socks for male and female security personnel, suitable for use with standard issue security footwear. Socks must be durable, breathable, comfortable, and suitable for long working hours.	No branding	XS–5XL (Unisex & Female tailored)	QUANTITY T.B.C UPON APPOINTMENT (10X PAIRS PER MALE, 5X PAIRS PER FEMALE)			



9	Pantyhose for female Security Personnel	Supply and delivery of durable pantyhose with reinforced toes and run-guard technology with wide, comfortable waistbands and flat seams to prevent discomfort during long shifts. Colour: as per departmental standard	N/A	XS-5XL	QUANTITY T.B.C UPON APPOINTMENT (10X PAIRS PER FEMALE)			
10	Outerwear (Lightweight Jacket / Softshell)	Material: water-resistant, wind-resistant softshell with microfleece inner. • Full zip with storm flap. • SECURITY reflective marking (front and back). • Internal pocket for documents/radio. Epaulette loops; adjustable cuffs/hem.	Department logo + SECURITY (as applicable)	XS-5XL (Unisex & Female tailored)	81			
11	Footwear (Patrol Boots)	Type: Tactical patrol boot, 6-8 inch. Upper: leather or leather/nylon composite. Sole: slip-resistant, oil-resistant rubber. Toe: plain or composite/steel (as per BoQ). Lining: breathable, moisture-wicking; water-resistant. Insole: cushioned, removable.	No branding	UK 3-13 (half sizes where applicable)	81			



12	Footwear: Parabellum	Shoes must be durable, hard-wearing, slip-resistant, comfortable for prolonged standing and patrol duties, and suitable for daily security operations. Sizes shall be provided per individual personnel requirements.	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	81			
13	Identification & Branding Items	Name Badges: high-durability plastic ID Badge holder attached to high durability altitude candystripe dome lanyard with Departmental crest and logo on dome; colours will be specified. Rank Slides: embroidered, to fit epaulettes. Patches: woven/embroidered department crest and SECURITY identifiers. Placement: per Branding Section 6.	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	81 (Card holder attached to lanyard) 243 (3x pairs per officer) 243 (3x pairs per officer)			
14	Duty Belt & Pouches	Belt: heavy-duty nylon or leather, 50 mm, quick-release buckle. Pouches/Holsters (as ordered): radio, baton, handcuff, OC spray, torch; riveted/reinforced.	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	81			
15	High-Visibility Gear	Vest: Class 2 or Class 3 reflective vest (EN ISO 20471 or equivalent performance),	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	81			



		SECURITY printed. Colour: fluorescent yellow/green or orange, with retroreflective tape.						
16	Winter Jacket / Parka	Outer: waterproof $\geq$ 5000 mm hydrostatic head, windproof polyester/nylon. Insulation: quilted synthetic or fleece lining; removable liner preferred. Features: storm flap, chin guard, detachable hood, adjustable cuffs, hand-warmer pockets, internal document pocket, SECURITY reflective marking (front/back), epaulettes.	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	81			
17	Pullover	Type: V-neck or crewneck. Material: anti-pill acrylic or wool blend ($\geq$ 350 gsm equivalent). Features: shoulder and elbow reinforcements; epaulettes; embroidered badge.	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	81			
18	Procurement of Long- Sleeved Jerseys for Male and Female Security Personnel	Supply and delivery of long-sleeved jerseys for male and female security personnel, designed for warmth, comfort, and professional appearance. Jerseys must be suitable for daily duties, manufactured from quality fabric, and supplied in required	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	81			



		sizes and quantities (xx).						
19	Gloves (Winter Duty)	Material: leather/synthetic with insulation. Features: textured grip, touchscreen compatible, optional cut resistance (specify EN388 cut level if required).	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	81			
20	Winter Boots	Upper: water-resistant leather. Membrane: breathable waterproof (e.g., equivalent to Gore-Tex-type performance). Insulation: thermal lining; non-slip sole for wet/cold.	No branding	UK 3–13 (half sizes where applicable)	81			
20	Rainwear	Jacket/Overcoat: waterproof PVC-coated or nylon; taped seams; Hi-Vis tape; adjustable hood; vented back; SECURITY print rear.	Department logo + SECURITY (as applicable)	XS–5XL (Unisex & Female tailored)	81			
21	Peak Caps	High durability peak caps suitable for daily wear, manufactured from quality fabric, colourfast, durable stitching, and weather-resistant, with a structured crown and pre-curved peak. must be provided. Colour: as per departmental standard	Department logo + SECURITY (as applicable)	Size adjustment (adjustable strap or fitted sizes)	162 (2X PER OFFICER)			



22	Beanies	High durability beanies for cold weather, night duty, and winter conditions. High-quality knitted or fleece-lined material with shape retention and colour after repeated washing. Compatible with communication material as required. Colour: as per departmental standard Quality Requirements: Thermal insulation, stretchable fit, non-linting, durable fabric	Department logo + SECURITY (as applicable)	ONE SIZE FITS MOST	81			
23	Umbrella	Golf/Storm Windproof (double canopy), UV coating, and reflective trim Umbrella. Size: 131cm diameter, 190T Pongee, fiberglass frame, 8 panels. Mechanism: auto open / button on side. Handle: non-slip material / hook Colour: as per departmental standard	Department logo + SECURITY (as applicable)	LARGE (120 – 140 cm)	14 (2 PER BUILDING)			

19. EVALUATION

THIS BID WILL BE EVALUATED IN TWO PHASES:

Phase 1: Administrative Compliance and Bid Conditions

Phase 2: Pricing (80/20)

8.1 Phase 1: Administrative Compliance and Bid Conditions

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

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

OTHER MANDATORY REQUIREMENTS

- CV and certified copies of qualifications
- 3-5 years experience in similar works.
 - 1. Firm Organogram
 - 2. Tax Compliant Certificate.
 - 3. BBBEE Certificate. / Specific goals)

4. Professional Indemnity.

5. Company Profile:

Physical Address:

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

Enquiries:

**Mr. Karel Visagie
CoGHSTA NC: Supply Chain Management Unit
053 807 9713
kvisagie@nccoghsta.gov.za**

**Mrs. Gillian Baardtman
CoGHSTA NC: Projects & Administration Management
053 830 9430
gbaardtman@nccoghsta.gov.za**



COGHSTA

Co-operative Governance
Human Settlement & Traditional Affairs