

**COGHSTA**Co-operative Governance  
Human Settlement & Traditional Affairs

## Tender Info

|                                    |   |
|------------------------------------|---|
| Tender month                       | <b>JANUARY 2021</b>   |
| Tender date:                       | <b>29/01/2021</b>   |
| Tender Number                      | <b>NC/18/2020</b>   |
| Title of Tender                    | <b>APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA IN THE NORTHERN CAPE PROVINCE</b>                                      |
| Description                        | <b>TO APPOINT A SERVICE PROVIDER TO RENDER SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA NORTHERN CAPE FOR A PERIOD OF THREE (3) YEARS</b>                          |
| Employer                           | <b>DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE (COGHSTA)</b>  |
| <b>Employer</b>                    | <b>COGHSTA</b>  |
| <b>Employer email</b>              | <b><a href="mailto:bslenkoe@ncpg.gov.za">bslenkoe@ncpg.gov.za</a></b>   |
| Postal Address                     | <b>PRIVATE BAG X5005</b>  |
| Town/City                          | <b>KIMBERLEY</b>  |
| Code                               | <b>8300</b>   |
| Physical Address1                  | <b>Larry Moleko Louw Building</b>   |
| Physical Address2                  | <b>9 CECIL SUSSMAN ROAD</b>   |
| Physical Address4                  | <b>8301</b>   |
| <b>Employer's Agent: Name</b>      | <b>GILLIAN BAARDTMAN</b>  |
| Company                            | <b>COGHSTA</b>  |
| Postal Address                     | <b>PRIVATE BAG X5005</b>  |
| Town/City                          | <b>KIMBERLEY, 8300</b>  |
| Physical 1                         | <b>LARRY MOLEKO LOUW</b>  |
| Physical 2                         | <b>9 CECIL SUSSMAN ROAD</b>   |
| Tel:                               | <b>(053) 830 9400</b>   |
| Fax:                               | <b>(053) 831 4308</b>   |
| E-mail:                            | <b>GBAARDTMAN@NCPG.GOV.ZA</b>   |
| Advert Date                        | <b>FRIDAY, 29<sup>TH</sup> JANUARY 2021</b>   |
| Briefing Date                      | <b>A compulsory briefing session will be held on WEDNESDAY 03 FEBRUARY 2021 at 10h00 at LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY</b>               |
| Tender Documents available at      | <b><a href="http://www.etenders.gov.za">Tender E-Portal - http://www.etenders.gov.za</a> and <a href="http://www.coghsta.ncpg.gov.za">www.coghsta.ncpg.gov.za</a></b> |
| Closure Date                       | <b>19 FEBRUARY 2021</b>   |
| Closure Time                       | <b>11H00</b>  |
| Tender Box Location                | <b>COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.</b>  |
| General Enquiries Contact Person   | <b>Tebogo Monoametsi of CoGHSTA, Tel: (053) 807-9713, e-mail: <a href="mailto:TMonoametsi@ncpg.gov.za">TMonoametsi@ncpg.gov.za</a></b>                                |
| Technical Enquiries Contact Person | <b>Gillian Baardtman of CoGHSTA, Tel: (053) 830-9430, e-mail: <a href="mailto:GBAARDTMAN@ncpg.gov.za">GBAARDTMAN@ncpg.gov.za</a></b>                                  |
| Procurement Policy                 | <b>Preferential Procurement Regulations, 2017 (Government Gazette No. 10684)</b>  |
| Functionality                      | <b>A functionality criterion will be applied at evaluation. Bidders must achieve a minimum score of 75 points to move to the financial bid evaluation.</b>            |
| PPPFA                              | <b>The bid will be evaluated on the 80:20 preference point system for all the bids that meet the minimum functionality score.</b>                                     |

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

**SPECIFICATIONS FOR SECURITY TENDER  
FINANCIAL YEAR 2021/2024**

**TENDER NR.: NC/18/2020**

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

|                                       |                            |
|---------------------------------------|----------------------------|
| <b>CLOSING DATE: 19 FEBRUARY 2021</b> | <b>CLOSING TIME: 11H00</b> |
|---------------------------------------|----------------------------|

**NAME OF BIDDER\***

.....

**CONTACT PERSON\***

.....

**ADDRESS\***

.....

.....

.....

.....

**TEL NO\***

.....

**FAX NO\***

.....

**E-MAIL ADDRESS\***

.....

**B-BBEE LEVEL\***

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**GENERAL TENDER INFORMATION:**

|                          |   |
|--------------------------|---|
| <b>TENDER ADVERTISED</b> | <b>FRIDAY, 29 JANUARY 2021</b>  |
| <b>BRIEFING SESSION</b>  | <b>LARRY MOLEKO LOUW BUILDING, 9 CECIL<br/>SUSSMAN ROAD ON 03 FEBRUARY 2021 @<br/>10h00</b><br><i>(This is a compulsory briefing session.<br/>Bidders who do not attend, will be<br/>automatically be disqualified)</i> |
| <b>CLOSING DATE</b>      | <b>Friday, 19 FEBRUARY 2021</b>   |
| <b>CLOSING TIME</b>      | <b>11H00</b>  |
| <b>CLOSING VENUE</b>     | <b>Tender Box at COGHSTA HEAD OFFICE, LARRY<br/>MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD,<br/>KIMBERLEY, 8301.</b>  |

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

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**CONTENTS**

**PAGE**

**COVER PAGE**

**THE TENDER**

**TENDERING PROCEDURES**

|     |  |         |
|-----|--|---------|
| 1.1 | Tender Notice and Invitation to Tender | 03 – 08 |
| 1.2 | Tender Data                            | 10 – 22 |

**RETURNABLE DOCUMENTS**

|     |                              |         |
|-----|------------------------------|---------|
| 2.1 | List of Returnable Documents | 25      |
| 2.2 | Returnable Schedules         | 26 – 80 |

**THE CONTRACT**

**AGREEMENT AND CONTRACT DATA**

|     |  |         |
|-----|--|---------|
| 3.1 | Form of Offer and Acceptance                   | 84 – 94 |
| 3.2 | <b>Contract Data</b>                           |         |
|     | Part 1: Contract Data provided by the Employer | 95      |
|     | Part 2: Data provided by the Tenderer          | 99      |

**PRICING DATA**

|     |                      |     |
|-----|----------------------|-----|
| 4.1 | Pricing Instructions | 103 |
|-----|----------------------|-----|

**SCOPE OF WORKS**

|   |                |     |
|---|----------------|-----|
| 5 | Scope of Works | 104 |
|---|----------------|-----|

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

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

1. **COGHSTA hereby invites bidders to render security services for a period of 36 months.**
2. **Only service providers that are CSD registered will be considered.**
3. A compulsory briefing session will be held on **03 February 2021 at 10h00** at LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY.
4. **Tender documents are available at Tender E-Portal - <http://www.etenders.gov.za> and [www.coghsta.ncpg.gov.za](http://www.coghsta.ncpg.gov.za)**
5. **Closing of Tender at 11H00 on Friday, 19 FEBRUARY 2021 at COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.**
6. General enquiries relating to this bid should be addressed to Tebogo Monoametsi of CoGHSTA, Tel: (053) 807–9713, e-mail: [TMonoametsi@ncpg.gov.za](mailto:TMonoametsi@ncpg.gov.za) and technical enquiries to Gillian Baardtman of CoGHSTA, Tel: (053) 830 9430, e-mail: [GBaardtman@ncpg.gov.za](mailto:GBaardtman@ncpg.gov.za)

**7. Please note:**

- Preference will be given to companies who are owned by Women, Youth & Persons with Disabilities.
- Documents to be submitted with the bid document: An original valid Tax Clearance Certificate or certified copy inclusive of verification PIN, Copy of CSD Registration summary report, B-BBEE Status Level Certificates or certified copies thereof. Exempted Micro Enterprises must in terms of B-BBEE Act, submit a certificate issued by an Accounting Officer as contemplated in the Close Corporation Act or Verification Agency accredited by SANAS or Registered Auditor.
- **Functionality will apply. Based on functionality the tenderer should score 75 points or more to be further evaluated:**

| CRITERIA  | TOTAL POINTS | TOTAL SCORING |
|---|--------------|---------------|
| <b>Experience and Expertise</b><br>Previous experience and expertise in providing coordinated physical security services at a variety of sites simultaneously. A letter on a letterhead, signed by authorized person with contacted details from a referee must be submitted as proof from the previous work.<br><u>Points Awarding:</u><br>0 – 5 years - 10<br>5 – 10 years - 20<br>10+ years - 30 | 30           |               |
| <b>Registration with PSIRA and Training</b>   | 10           |               |



|  |            |  |
|--|------------|--|
| <p>All officers PSIRA registered and trained in access control, safety, first aid and firefighting. Security company (ies) and their members must be registered with PSIRA when submitting bids.</p> <p>Certified copy of proof of registration must be submitted at the date and time of bid closure. The original certification date may not be older than three (3) months at date of closure of bid.</p> <p><b>Points Awarding:</b></p> <p>Company registered with PSIRA – 5</p> <p>Members registered with PSIRA - 5</p>  |            |  |
| <p>Ability to deploy replacement officers, including at remote sites indicated in the list of sites to be guarded, when officers assigned to a specific shift do not pitch up for duty. The service provider shall submit certified qualifications and ID copies of security officers who will be at the sites.</p> <p><b>Points Awarding:</b></p> <p>Deployment of replacement officers – 5</p> <p>Submission of certified qualifications and ID copies of replacement guards - 5</p>   | 10         |  |
| <p>Preferred bidder(s) must have a fully functional control room that will be inspected prior to awarding the contract. Equipped with a two-way radio linked to their headquarters. Must have an office in the applicable district with a functional structure with at least a supervisor per shift and a monitoring vehicle.</p> <p><b>Points Awarding:</b></p> <p>Provincial - 2</p> <p>Frances Baard - 2</p> <p>ZFM - 2</p> <p>Namakwa - 2</p> <p>Pixley ka Seme - 2</p>  | 10         |  |
| <p>Ability to provide a 24/7, two shift service to the department. Preferred bidder(s) shall furnish security officers with the equipment necessary to perform their duties. Always appropriately dressed in a uniform displaying his/her name, company name, a pair of handcuffs, baton and a torch.</p> <p><b>Points Awarding:</b></p> <p>Provision of equipment – 5 (Torch, Handcuffs, Baton, 2-way radio,peperspray)</p> <p>Provision of company branded uniform and nametag – 5</p>   | 10         |  |
| <p><b>Submission of Financial Statements (for the past three (3) years)</b></p> <p>Submission of audited financial statement of three (3) consecutive years i.e. 2017/2018, 2018/2019 and 2019/2020 on date of closure of bid.</p>   | 10         |  |
| <p>Understanding of, and indication how, compliance would be achieved with:</p> <p>The application of the Criminal Procedure Act-Act 51 of 1977 Section 20.23(b), 24, 29,42,46,48,49,50,51 as amended.</p> <p>The order made in terms of Section 51A (2) of the Labour Relations Act 66/1995</p> <p>The order made in terms of the Government Notice R871 published in Government Gazette 32524 dated 25 August 2009;</p> <p>The order made in terms of Government Notice R 760 published in Government Gazette 33509 dated 27 August 2010; or latest equivalents. Bidders must submit their latest PSIRA inspection report and proof of UIF registration.</p> <p><b>Points Awarding:</b></p> <p>Display of legislation – 10</p> <p>Submission of PSIRA Inspection Report – 5</p> <p>Proof of UIF Registration - 5</p> | 20         |  |
| <b>TOTAL POINTS</b>  | <b>100</b> |  |

- The requirements of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 (Government Gazette No. 10684) 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**

**TENDER NR. NC/18/2021**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**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: Gillian Baardtman

Deputy Director – Security Management

PRIVATE BAG X5005

KIMBERLEY, 8300

Tel.: (053) 830 9400

E-mail: [GBaardtman@ncpg.gov.za](mailto:GBaardtman@ncpg.gov.za)

**1.2.2 Competitive Negotiation Procedures**

Consortiums are eligible to submit tenders.

**1.2.3 Insurance**

The Employer will provide **no** insurance.

The Tenderer should provide proof of Professional Indemnity 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/18/2020**

TITLE OF TENDER: **APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA IN THE NORTHERN CAPE PROVINCE**

Sealed tenders with the Tenderer's name and address and the endorsement:

**"TENDER NUMBER: NC/18/2020 APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA IN THE NORTHERN CAPE PROVINCE"** 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 **120 (hundred and twenty)** 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 certificate signed by the Tenderer certifying that the Tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 (thirty) days;
- iii) particulars of any contracts awarded to the Tenderer by an organ of state during the past 5 (five) years, including particulars of any material non-compliance or dispute

concerning the execution of such contract;

- iv) 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) and shall submit documentary evidence in the form of an original valid Tax Clearance (or PIN) issued by SARS or proof that he or she has made arrangements with SARS to meet his or her outstanding tax obligations.

Each party to a Consortium shall submit a separate Tax Clearance Certificate, or proof that he or she has made the necessary arrangements with SARS.

Each party to a Consortium shall submit separate certificates in the above regard.

#### 1.2.10 **Broad-Based Black Economic Empowerment Status Level Certificates**

In order to qualify for preference points, it is the responsibility of the Tenderer to submit the relevant certificate(s) (either an original valid B-BBEE status level verification certificate or an Exempted Micro Enterprise certificate, or certified copies thereof) in terms of the Preferential Procurement Regulations, 2017.

A B-BBEE status level for the Consortium/Joint Venture will have to be obtained in order to qualify for preference points, provided that the entity submits the relevant certificate/scorecard in terms of the Preferential Procurement Regulations, 2017.

#### 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.

#### 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 Tender is not Tax compliant;
- c) The Tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employers written request.
- d) The tenderer is not registered on the central suppliers database (CSD)

#### 1.2.14 **Evaluation of Tender Offers**

Functionality will be scored and a minimum of 75 out of the possible 100 is required to be evaluated any further.



| CRITERIA  | TOTAL POINTS | TOTAL SCORING |
|---|--------------|---------------|
| <b>Experience and Expertise</b><br>Previous experience and expertise in providing coordinated physical security services at a variety of sites simultaneously. A letter on a letterhead, signed by authorized person with contacted details from a referee must be submitted as proof from the previous work.<br><u>Points Awarding:</u><br>0 – 5 years - 10<br>5 – 10 years - 20<br>10+ years - 30   | 30           |               |
| <b>Registration with PSIRA and Training</b><br>All officers PSIRA registered and trained in access control, safety, first aid and firefighting. Security company (ies) and their members must be registered with PSIRA when submitting bids.<br>Certified copy of proof of registration must be submitted at the date and time of bid closure. The original certification date may not be older than three (3) months at date of closure of bid.<br><u>Points Awarding:</u><br>Company registered with PSIRA – 5<br>Members registered with PSIRA - 5   | 10           |               |
| Ability to deploy replacement officers, including at remote sites indicated in the list of sites to be guarded, when officers assigned to a specific shift do not pitch up for duty. The service provider shall submit certified qualifications and ID copies of security officers who will be at the sites.<br><u>Points Awarding:</u><br>Deployment of replacement officers – 5<br>Submission of certified qualifications and ID copies of replacement guards - 5   | 10           |               |
| Preferred bidder(s) must have a fully functional control room that will be inspected prior to awarding the contract. Equipped with a two-way radio linked to their headquarters. Must have an office in the applicable district with a functional structure with at least a supervisor per shift and a monitoring vehicle.<br><u>Points Awarding:</u><br>Provincial - 2<br>Frances Baard - 2<br>ZFM - 2<br>Namakwa - 2<br>Pixley ka Seme - 2  | 10           |               |
| Ability to provide a 24/7, two shift service to the department. Preferred bidder(s) shall furnish security officers with the equipment necessary to perform their duties. Always appropriately dressed in a uniform displaying his/her name, company name, a pair of handcuffs, baton and a torch.<br><u>Points Awarding:</u><br>Provision of equipment – 5 (Torch, Handcuffs, Baton, 2-way radio,peperspray)<br>Provision of company branded uniform and nametag – 5   | 10           |               |
| <b>Submission of Financial Statements (for the past three (3) years)</b><br>Submission of audited financial statement of three (3) consecutive years i.e. 2017/2018, 2018/2019 and 2019/2020 on date of closure of bid.   | 10           |               |
| Understanding of, and indication how, compliance would be achieved with:<br>The application of the Criminal Procedure Act-Act 51 of 1977 Section 20.23(b), 24, 29,42,46,48,49,50,51 as amended.<br>The order made in terms of Section 51A (2) of the Labour Relations Act 66/1995<br>The order made in terms of the Government Notice R871 published in Government Gazette 32524 dated 25 August 2009;<br>The order made in terms of Government Notice R 760 published in Government Gazette 33509 dated 27 August 2010; or latest equivalents. Bidders must submit their latest PSIRA inspection report and proof of UIF registration.<br><u>Points Awarding:</u><br>Display of legislation – 10<br>Submission of PSIRA Inspection Report – 5<br>Proof of UIF Registration - 5 | 20           |               |
| <b>TOTAL POINTS</b>   | <b>100</b>   |               |

A minimum score of 75% and full compliance to returnable documents will qualify a bidder for further evaluation.

#### 1.2.17 **Points for Preference**

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

#### 1.2.18 **Exempted Micro Enterprise or B-BBEE Status Level of Contributor**

The Tenderer shall indicate on Schedule 20 NCP 6.1 his or her company/firm/entity's B-BBEE status level of contributor, in accordance with one of the following:

- Enterprises with an annual turnover less than R10 million qualify as an Exempted Micro Enterprise (EME) and are exempted from being measured on a BEE scorecard.
- Verified B-BBEE status level of contributor in terms of the new B-BBEE Codes of Good Practice 2013 (published in Government Gazette of 11 October 2013)
- Non-compliant contributor
- Up to 10 (ten) tender evaluation points (Np) will be awarded for the level of B-BBEE contribution, in accordance with the tables below:

#### **Exempted Micro Enterprises (EME's)**

| <b>Black Ownership</b> | <b>Deemed B-BBEE Status Level of Contributor</b> | <b>Number of Points (Np)</b> |
|------------------------|--|------------------------------|
| 100%                   | 1  | 10                           |
| ≥51%                   | 2  | 8                            |
| <51%                   | 4  | 5                            |

  

| <b>B-BBEE Status Level of Contributor</b> | <b>Number of Points (Nn)</b> |
|---|------------------------------|
| 1   | 20                           |
| 2   | 18                           |
| 3   | 14                           |
| 4   | 12                           |
| 5   | 8                            |
| 6   | 6                            |
| 7   | 4                            |
| 8   | 2                            |
| Non-compliant contributor <sup>1)</sup>   | 0                            |

<sup>1)</sup>: A non-compliant contributor is one who does not meet the minimum score for a Level 8 contributor or who is not verified in terms of the Security Sector Charter.

#### 1.2.19 **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.

#### 1.2.20 **Acceptance of bid**

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

Tender offers will only be accepted if:

- (a) the Tenderer is registered and in good standing with the South African Revenue Service (SARS) and has submitted evidence in the form of an original valid Tax Clearance Certificate (for tender) issued by SARS or 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
  - (ii) failed to pay municipal rates and taxes or service charges as applicable at the Tenderer's Head Office Municipality and such rates, taxes and charges are in arrears for more than three months;
- (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.

#### 1.2.21 **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.

#### 1.2.22 **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.

#### 1.2.23

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

The Employer shall not formally issue tender documents in electronic format and shall only issue tender documents in hard-copy. An electronic version of the issued tender documents may be made available to the Tenderer, upon written request in terms of this clause, subject to the following:

- (a) electronic copies of the contract document, or parts thereof, will only be provided to Tenderers who have been issued with the tender documents in hardcopy;
- (b) the electronic version shall not be regarded as a substitute for the issued tender documents;
- (c) the Employer shall not accept tenders submitted in electronic format. 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 hard copy tender document shall be considered;
- (d) the Employer accepts no responsibility or liability arising from any reliance on or use of the electronic version provided in terms of this clause. The Employer further does not guarantee that the electronic version corresponds with the issued tender documents in all respects. Tenderers are alerted to the fact that electronic versions of the tender documents may not reflect any notice or addenda that amend the tender document;
- (e) 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.
- (f) 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.

#### 1.2.24

##### **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.

#### 1.2.25

##### **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.

#### 1.2.26

##### **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 his tender offer) if it is established that he engaged in corrupt or fraudulent practices.



**1.2.27 Test for responsiveness**

Determine, after opening and before detailed evaluation, whether each tender offer properly received

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

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:

- a) detrimentally affect the quality, services or supply identified,
- b) significantly change the Employer's or the Tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of the other Tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

**1.2.28 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.

**1.2.29** 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.

**1.2.30** 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.

#### 1.2.31 **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.

#### 1.2.32 **Evaluation of tender offers**

#### 1.2.33 **General**

Appoint an evaluation panel of not less than 3 (three) persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the Tender Data.

##### 1.2.33.1 **Method 1: Financial offer**

In the case of a financial offer:

- a) Rank tender offers from the most favourable to the least favourable comparative offer.
- b) Recommend the highest ranked Tenderer for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- c) Re-rank all Tenderers should there be compelling and justifiable reasons not to recommend the highest ranked Tenderer and recommend the highest ranked Tenderer, unless there are compelling and justifiable reasons not to do so and the process set out in this sub clause is repeated.

##### 1.2.33.2 **Methods 2: Financial offer and preference**

In the case of a financial offer and preferences:

- a) Score each tender in respect of the financial offer made and preferences claimed, if any, in accordance with the provisions of F.3.11. 7 and F.3.11.8.
- b) Calculate the total number of tender evaluation points ( $T_{EV}$ ) in accordance with the following formula:

$$T_{EV} = N_{FO} + N_P$$

where:  $N_{FO}$  is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;

$N_P$  is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8.

- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend the Tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all Tenderers should there be compelling and justifiable reasons not to recommend the Tenderer with the highest number of tender evaluation points, and recommends the Tenderer with the highest number of tender evaluation points, unless

there is compelling and justifiable reason not to do so and the process set out in this sub clause is repeated.

#### 1.2.33.3 **Method 3: Financial offer and quality**

In the case of a financial offer and quality:

- a) Score each tender in respect of the financial offer made and the quality offered in accordance with the provisions of F.3.11.7 and F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender Data, if any.
- b) Calculate the total number of tender evaluation points ( $T_{EV}$ ) in accordance with the following formula:

$$T_{EV} = N_{FO} + N_Q$$

where:  $N_{FO}$  is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;

$N_Q$  is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.

- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend the Tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all Tenderers should there be compelling and justifiable reasons not to recommend the Tenderer with the highest number of tender evaluation points and recommend the Tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this sub clause is repeated.

#### 1.2.33.5 **Method 4: Financial offer, quality and preferences**

In the case of a financial offer, quality and preferences:

- a) Score each tender in respect of the financial offer made, preference claimed, if any, and the quality offered in accordance with the provisions of F.3.11.7 to F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender Data, if any.
- b) Calculate the total number of tender evaluation points ( $T_{EV}$ ) in accordance with the following formula, unless otherwise stated in the Tender Data:

$$T_{EV} = N_{FO} + N_P + N_Q$$

where:  $N_{FO}$  is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11. 7;

$N_P$  is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8.

$N_Q$  is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.

- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend the Tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all Tenderers should there be compelling and justifiable reasons not to recommend the Tenderer with the highest number of tender evaluation points and recommend the Tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this sub clause is repeated.

#### 1.2.33.6 Decimal places

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

#### 1.2.33.7 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 <sup>a</sup>             | Option 2 <sup>a</sup> |
|---------|---|-----------------------------------|-----------------------|
| 1       | Highest price or discount                   | $A = (1 + \frac{(P - P_m)}{P_m})$ | $A = P / P_m$         |
| 2       | Lowest price or percentage commission / fee | $A = (1 - \frac{(P - P_m)}{P_m})$ | $A = P_m / P$         |

<sup>a</sup>  $P_m$  is the comparative offer of the most favourable comparative offer.

$P$  is the comparative offer of the tender offer under consideration

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

#### 1.2.33.8 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.

#### 1.2.33.9 **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<sub>O</sub>** is the score for quality allocated to the submission under consideration;

**M<sub>S</sub>** is the maximum possible score for quality in respect of a submission; and

**W<sub>2</sub>** is the maximum possible number of tender evaluation points awarded for the quality as stated in the Tender Data;

#### 1.2.34 **Insurance provided by the Employer**

If requested by the proposed successful Tenderer, submit for the Tenderer's information the policies and / or certificates of insurance which the Conditions of Contract identified in the Contract Data, require the Employer to provide.

#### 1.2.35 **Acceptance of Tender Offer**

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

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

#### 1.2.36 **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.

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

1.2.38 **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.

1.2.39 **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.

1.2.40 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.

1.2.41 **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.

1.2.42 **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: Clarification Meeting Certificate
- Schedule 2: Compulsory Enterprise Questionnaire
- Schedule 3: Certificate of Independent Tender Determination
- Schedule 4: Certificate of Authority for Joint Ventures
- Schedule 5: Certificate for Municipal Services and Payments to Service Provider
- Schedule 6: Declaration in terms of the Public Finance Management Act.
- Schedule 7: Bargaining Council Certificate and Declarations in respect of Minimum Salaries as regulated by PSIRA
- Schedule 8: Schedule of Work Experience
- Schedule 9: Proposed Amendments and Qualifications by Tenderer
- Schedule 10: Confirmation of Private Security Industry Regulatory Authority (PSIRA) Registration
- Schedule 11: Professional Indemnity Insurance
- Schedule 12: Tax Clearance Certificate
- Schedule 13: Compensation for Occupational Injuries & Diseases (COID)
- Schedule 14: Day works Schedule
- Schedule 15: Detail of Proposal by the Tenderer
- Schedule 16: Declaration In Terms of The Public Finance Management Act
- Schedule 17: Audited Financial Statements for the last 3 years
- Schedule 18: Record of Addenda to Tender Documents

### **2. Other documents required for Tender Evaluation Purposes:**

- 2.1. Joint Venture Agreement (if applicable) - append to Schedule 4.
- 2.2. A certified copy of the Bargaining Council Certificate (where applicable) - append to Schedule 7.
- 2.3. An original valid Tax Clearance Certificate issued by the South African Revenue Services - append to Schedule 15.
- 2.4. A certified copy of the COID - appended to Schedule 16

### **3. Returnable Schedules that will be incorporated into the Contract:**

- Schedule 21: Record of Addenda to Tender Documents
- Schedule 22: NCP Schedules: NCP 1; NCP 2; NCP 4; NCP 6.1; NCP 7.1; NCP 8; NCP 9.

### **4. The offer portion of the C1.1 Form of Offer and Acceptance**

### **5. Contract Data (Part 2)**

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 1**

**SITE VISIT / CLARIFICATION MEETING CERTIFICATE**

This is to certify that I / we .....

of (Tenderer) .....

of (Address) .....

Telephone Number .....

Fax Number .....

on (Date) .....

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

**SIGNED ON BEHALF OF THE TENDERER:** .....

**SIGNED ON BEHALF OF THE CONSULTANT:** .....

**DATE:** .....

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 2**

**COMPULSORY ENTERPRISE QUESTIONNAIRE**

The following particulars must be furnished. In the case of a Joint Venture, separate questionnaires in respect of each partner must be completed and submitted.

**SECTION 1:**

Name of Enterprise: .....

Address of Enterprise: .....

.....

.....

**SECTION 2:**

VAT Registration Number, if any: .....

**SECTION 3:**

PSIRA registration Number, if any: .....

#### SECTION 4:

Particulars of Sole Proprietors and Partners in partnerships:

| NAME* | IDENTITY NUMBER * | PERSONAL INCOME TAX NUMBER* |
|-------|-------------------|-----------------------------|
|       |                   |                             |
|       |                   |                             |
|       |                   |                             |
|       |                   |                             |
|       |                   |                             |

\* Complete only if Sole Proprietors or Partnership and attach separate page if more than 5 (five) partners.

#### SECTION 5: Particulars of Companies and Close Corporations:

Company Registration Number: .....

Close Corporation Number: .....

Tax Reference Number: .....

## SECTION 6: Record of service of the State:

Indicate by marking the relevant boxes with a cross, if any Sole Proprietor, partner in partnership or Director, Manager, Principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 (twelve) months in the service of any of the following:

- ☐ A member of any Municipal Council;
- ☐ A member of any Provincial Legislature;
- ☐ A member of the National Assembly or the National Council for Provinces;
- ☐ A member of the Board of Directors of any Municipal entity;
- ☐ An official of any Municipality or Municipal entity;
- ☐ An employee of any Provincial Department, National or Provincial public entity or Constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999);
- ☐ A member of the accounting authority of any National or Provincial public entity; or
- ☐ An employee of Parliament or a provincial legislature.

If any of the above boxes are marked, disclose the following:

| Name of Sole Proprietor, Partner, Director, Manager, Principal shareholder or Stakeholder | Identity Number | Name of Institution, Public Office, Board or Organ of State and position held | Status of service (tick appropriate column) |                       |
|---|-----------------|---|---|-----------------------|
|   |                 |   | Current                                     | Within last 12 months |
|   |                 |   |   |                       |
|   |                 |   |   |                       |
|   |                 |   |   |                       |
|   |                 |   |   |                       |

\* Insert separate page if necessary.

**SECTION 7: Record of spouses, children and parents in the service of the State:**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a Sole Proprietor, Partner in a partnership or Director, Manager, Principal shareholder or Stakeholder in a company or close corporation is currently or has been within the last 12 (twelve) months been in the service of any of the following:

- ☐ A member of any Municipal Council;
- ☐ A member of any Provincial Legislature;
- ☐ A member of the National Assembly or the National Council for Provinces;
- ☐ A member of the Board of Directors of any Municipal entity;
- ☐ An official of any Municipality or Municipal entity;
- ☐ An employee of any Provincial Department, National or Provincial public entity or Constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999);
- ☐ A member of the accounting authority of any National or Provincial public entity; or
- ☐ An employee of Parliament or a provincial legislature.

| Name of Sole Proprietor, Partner, Director, Manager, Principal shareholder or Stakeholder | Identity Number | Name of Institution, Public Office, Board or Organ of State and position held | Status of service (tick appropriate column) |                       |
|---|-----------------|---|---|-----------------------|
|   |                 |   | Current                                     | Within last 12 months |
|   |                 |   |   |                       |
|   |                 |   |   |                       |
|   |                 |   |   |                       |
|   |                 |   |   |                       |

\* **Insert** separate page if necessary.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) Authorizes the Employer to obtain a Tax Clearance Certificate from the South African Revenue Service that my/our tax matters are in order;
- ii) Confirms that neither the name of the enterprise or the name of any Partner, Manager, Director or other person, who, wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulter established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) Confirms that no Partner, Member, Director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last 5 (five) years been convicted of fraud or corruption;
- iv) Confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- v) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 3**

**CERTIFICATE OF INDEPENDENT TENDER DETERMINATION**

**I, the undersigned, in submitting this tender for**

**TENDER NO. NC/18/2020 in response to the invitation to tender made by the DEPARTMENT OF CO-  
OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS 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 Consortium<sup>1</sup> 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.

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

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.
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**

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 4**

**CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

**This returnable schedule is to be completed by Joint Ventures.**

YES NO (PLEASE INDICATE IF THIS IS A JV OR NOT. IF YES, FILL IN THE DETAILS BELOW.  
ALSO ATTACH A SIGNED COPY OF AGREEMENT BETWEEN PARTIES)

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize

Mr/Mrs ....., authorised signatory of the

Company, Close Corporation or Partnership .....,  
acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any  
contract resulting from it on our behalf.

| NAME OF FIRM | ADDRESS | DULY AUTHORISED SIGNATORY |
|--------------|---------|---------------------------|
|--------------|---------|---------------------------|

|               |  |   |
|---------------|--|---|
| Lead Partner: |  | Signature: .....<br>Name: .....<br>Designation: ..... |
|               |  | Signature: .....<br>Name: .....<br>Designation: ..... |
|               |  | Signature: .....<br>Name: .....<br>Designation: ..... |

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

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 5**

**CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENT TO SERVICE PROVIDER**

**To: THE HEAD OF THE DEPARTMENT**

|  |
|--|
|  |
|--|

**TENDER NO. NC/18/2020:**

**NAME OF THE TENDERER:** .....

**FURTHER DETAILS OF THE TENDERER/S; PROPRIETOR / DIRECTOR/S / PARTNERS, ETC.**

| PHYSICAL BUSINESS ADDRESS OF THE<br>TENDERER | MUNICIPAL ACCOUNT NUMBER/S |
|--|----------------------------|
|  |                            |
|  |                            |
|  |                            |
|  |                            |

If there is not enough space for all the names, please attach the additional details to the Contract document.

| NAME OF DIRECTOR/<br>MEMBER/PARTNER | IDENTITY NUMBER | PHYSICAL<br>RESIDENTIAL<br>ADDRESS OF<br>DIRECTOR/ MEMBER/<br>PARTNER | MUNICIPAL ACCOUNT<br>NUMBER/S |
|-------------------------------------|-----------------|---|-------------------------------|
|                                     |                 |   |                               |
|                                     |                 |   |                               |
|                                     |                 |   |                               |
|                                     |                 |   |                               |
|                                     |                 |   |                               |

**CERTIFICATION:**

I, ....., the undersigned,  
 (Full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for Municipal Services towards a Municipality or other Service Provider in respect of which payment is overdue for more than 30 (thirty) days.

.....  
**SIGNATURE**

**THUS DONE AND SIGNED** for and on behalf of the Tenderer / Contractor

at .....(Place) on the ..... day of .....(Month) 20.....(Year)

**Please note:**

**Even if the requested information is not applicable to the Tenderer, the table above should be endorsed NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED.**

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 6**

**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?<br><b>(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)</b>   |     |    |
| 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)?<br><b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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).</b> |     |    |
| 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**

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 7**

**BARGAINING COUNCIL CERTIFICATE AND DECLARATION IN RESPECT OF MINIMUM  
SALARIES AS REGULATED BY PSIRA**

Tenderers should be registered with a relevant Bargaining Council (if such be in place) and must attach to this Schedule the applicable Certificate of Compliance (Letter of Good Standing in terms of the relevant Government Gazette).

Each party to a Consortium / Joint Venture shall attach separate certificates in the above regard.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....





| 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**

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 9**

**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.

| <b>PAGE</b> | <b>CLAUSE OR ITEM</b> | <b>PROPOSAL</b> |
|-------------|-----------------------|-----------------|
|             |                       |                 |

**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**

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 10**

**CONFIRMATION OF PSIRA REGISTRATION**

(Attach Proof)

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 11**

**PROFESSIONAL INDEMNITY INSURANCE**

(Attach Proof)

**SIGNED ON BEHALF OF THE TENDERER: .....**

**DATE: .....**

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 12**

**TAX CLEARANCE CERTIFICATE**

An original valid Tax Clearance Certificate from the South African Revenue Service (SARS) or a tax pin shall be attached to this Schedule, or proof that the Tenderer has made arrangements with SARS to meet his or her outstanding tax obligations. A current CSD report that clearly shows the tax status will be acceptable.

Each party to a Consortium / Joint Venture shall submit a separate Tax Clearance Certificate, or proof that he or she has made the necessary arrangements with SARS.

**SIGNED ON BEHALF OF THE TENDERER: .....**

**DATE: .....**

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 13**

**COMPENSATION FOR OCCUPATIONAL INJURIES & DISEASES (COID)**

The Tenderer must attach to this page a **certified copy** of the Tenderer's COID Number from the Department of Labour.

**GOOD STANDING FROM THE COMPENSATION COMMISSIONER**

1. A valid Letter of Good Standing from the Compensation Commissioner or a certified copy thereof must accompany the Tender Document.
2. In the case of a Consortium/Joint Venture every member must submit a separate valid Letter of Good Standing from the Compensation Commissioner or a certified copy thereof with the Tender Documents.
3. If a Tender Document is not supported by a valid Letter of Good Standing from the Compensation Commissioner or a certified copy thereof, the Employer reserves the right to obtain such document after the closing date. If no such document can be obtained within a period as specified by the Employer, the Tender will be disqualified.
4. Should a Tenderer's Letter of Good Standing from the Compensation Commissioner expires during the contract period, a valid certificate must be submitted within an agreed upon time.
5. The right is reserved to not award a Tender if a valid Letter of Good Standing from the Compensation Commissioner or a certified copy thereof is not submitted within the requested time.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 14**

**DECLARATION CONCERNING FULFILMENT OF THE SECURITY SERVICES**

**REGULATIONS 2001, WHERE APPLICABLE**

In terms of regulations of the Private Security Industry Regulatory Act 56 of 2001 (hereinafter referred to as the Regulations), promulgated on 15 January 2002 in terms of Section 43 of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) the Employer shall not appoint a Security to perform work unless the Security company can satisfy the Employer that his/her firm has the necessary competencies and resources to carry out the work safely and has allowed adequately in his/her tender for the due fulfilment of all the applicable requirements of the Act and the Regulations.

Tenderers shall answer the questions below:

1. I confirm that I am fully conversant with the Regulations and that my Company has (or will acquire/procure) the necessary competencies and resources to timeously, safely and successfully comply with all of the requirements of the Regulations.

(Tick)

YES ☐ NO ☐

2. Indicate which approach shall be employed to achieve compliance with the Regulations.

(Tick)

|  |  |
|--|--|
| Own resources, competent in terms of the Regulations (refer to 3 below)                              |  |
| Own resources, still to be hired and/or trained (until competency is achieved)                       |  |
| Specialist subcontract resources (competent) – Specify:<br>.....<br>.....<br>.....<br>.....<br>..... |  |



3. Provide details of proposed key persons, competent in terms of the Regulations, who will form part of the Contract team as specified in the Regulations (CV's to be attached):

.....

.....

.....

4. Provide details of proposed training (if any) that will be undergone:

.....

.....

.....

.....

5. List potential key risks identified and measures for addressing risks:

.....

.....

.....

.....

6. I have fully included in my tendered Remeasurable for resources, actions, training and any other costs required for the due fulfilment of the Regulations for the duration of the security services and defects repair period. (Tick)

YES ☐ NO ☐

**SIGNATURE OF PERSON(S) AUTHORISED TO SIGN THIS TENDER:**

**SIGNED ON BEHALF OF THE TENDERER:** .....

**(Name in print):** ..... **ID NO.:** .....

**WITNESS:** .....

**(Name in print):** ..... **ID NO.:** .....

**DATE:** .....

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 15**

**DAY WORKS SCHEDULE**

This day work statement shall be used according to the opinion of the Department of Co-operative Governance, Human Settlements and Traditional Affairs, manager or delegated official for the assessment of value of additional work which cannot be assessed easily according to the tendered Re-measurable.

The rates for labour and material should not include overhead costs and profit, Site Supervision of personnel, insurance, paid vacation, the use and maintenance of small hand equipment and non-mechanical equipment, travel allowance, other payments and allowance. Provision is being made for this by including the percentages covering all these items with the item "Up costs". The rate which should be used for the assessment of value of additional work is the basic rate plus the percentage "UP costs".

The item "Up costs" is left out in the case of equipment. The rate then has to include all of the above "Up costs" mentioned as well as Operator's costs, user's goods, maintenance, etc.

The Tenderer has to fill in all of the items listed underneath, otherwise his tender can be considered as incomplete.

**A. LABOUR**

- |    |                              |                     |             |
|----|------------------------------|---------------------|-------------|
| 1) | Grade A Security guard ..... | per hour plus ..... | % "Up cost" |
| 2) | Grade B Security guard ..... | per hour plus ..... | % "Up cost" |
| 3) | Grade C Security guard ..... | per hour plus ..... | % "Up cost" |
| 4) | Grade D Security guard ..... | per hour plus ..... | % "Up cost" |
| 4) | Grade E Security guard ..... | per hour plus ..... | % "Up cost" |

**B. EQUIPMENT**

| DESCRIPTION                                | RATE PER HOUR |          |
|--|---------------|----------|
|  | In Work       | Standing |
| Motor Vehicle less than 2000m <sup>3</sup> | .....         | .....    |
| Double Cab .....                           | .....         | .....    |

**C. MATERIAL**

Here, the Tenderer has to provide the “Up Costs” which ought to be added to the basic price:

..... %

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 16**

**DETAIL OF THE PROPOSAL BY THE TENDERER**

The proposal must be done for Professional Services.

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**

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 17**

**AUDITED FINANCIAL STATEMENTS FOR THE PAST 3 FINANCIAL YEARS TO BE  
ATTACHED TO THIS PAGE**

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**SCHEDULE 18**

**RECORD OF ADDENDA TO TENDER DOCUMENTS**

|   |             |  |
|---|-------------|--|
| We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: |             |  |
|   | <b>DATE</b> | <b>TITLE OR DETAILS</b>  |
| 1   |             | Minutes of the Compulsory Site Meeting (Clarification Meeting) of<br><b>03 FEBRUARY 2021</b> |
| 2   |             |  |
| 3   |             |  |
| 4   |             |  |
| 5   |             |  |
| 6   |             |  |
| 7   |             |  |
| 8   |             |  |
| 9   |             |  |
| 10  |             |  |

Attach additional pages if more space is required.

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF TENDERER**

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**NCP SCHEDULES**

**LIST OF NCP FORMS**

1. NCP 1
2. NCP 2
3. NCP 4
4. NCP 6.1
5. NCP 7.1
6. NCP 8
7. NCP 9



## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF COGHSTA

TENDER NO.: **NC/18/2020**    CLOSING DATE: **FRIDAY, 19 FEBRUARY 2021**    CLOSING TIME: **11H00**

**DESCRIPTION:** BIDS ARE INVITED BY DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE FOR THE **APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA IN THE NORTHERN CAPE PROVINCE**

**The successful Bidder will be required to fill in and sign a written contract Form (NCP 7)**

BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

**LARRY MOLEKO LOUW BUILDING**

**9 CECIL SUSSMAN ROAD**

**KIMBERLEY 8301**

**A COMPULSORY SITE MEETING WILL BE HELD ON WEDNESDAY, 03 FEBRUARY 2021 AT 10H00 AT THE LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD KIMBERLEY 8301**

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is generally open 24 (twenty-four) hours a day, 7 (seven) days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE Preferential Procurement Regulations, 2017 (Government Gazette No. 10684), THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED.  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER: .....

POSTAL ADDRESS: .....

STREET ADDRESS: .....

TELEPHONE NUMBER: .....

CELLPHONE NUMBER: .....

FACIMILE NUMBER: .....

E-MAIL ADDRESS: .....

VAT REGISTRATION NUMBER: .....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?  
(NCP 2)

**YES NO**

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED?

**YES NO**

(NCP 6.1)

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) ..... ☐

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM

(SANAS); ..... ☐

OR

A REGISTERED AUDITOR ..... ☐

(Tick the applicable box)

**A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

**YES NO**

IF YES, ENCLOSE PROOF

.....  
**SIGNATURE OF BIDDER**

.....  
**DATE**

.....  
**CAPACITY UNDER WHICH THIS BID IS SIGNED**

.....  
**TOTAL BID PRICE**

.....  
**TOTAL NUMBER OF ITEMS OFFERED**

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Contact Person:**       **Tebogo Monoametsi of CoGHSTA, Tel: (053) 807–9713, e-mail:**  
**TMonoametsi@ncpg.gov.za**

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:**       **Gillian Baardtman of CoGHSTA, Tel: (053) 830 9430, e-mail:**  
**[GBaardtman@ncpg.gov.za](mailto:GBaardtman@ncpg.gov.za)**

## TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT:

1. The taxes of the successful Bidder **must** be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
2. The form "Application for Tax Clearance Certificate (in respect of Bidders)", must be completed in all respects and submitted to the Receiver of Revenue where the Bidder is registered for tax purposes. The Receiver of Revenue will then furnish the Bidder with a Tax Clearance Certificate that will be valid for a period of 6 (six) months from the date of issue. This Tax Clearance Certificate must be submitted in the original (or PIN), together with the bid and attached to Schedule 15. Failure to submit the **original** and valid Tax Clearance Certificate **will** invalidate the bid.
3. In bids where Consortia / Joint Ventures / Sub-Contractors are involved; each party must submit a separate Tax Clearance Certificate. Copies of the "Application for Tax Clearance Certificates" are available at any Receiver's Office.



## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where –
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/is involved in the evaluation and/or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the bid.
2. **In order to give effect to the above the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full name of the Bidder or his representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (Director; Trustee, Shareholder<sup>2</sup>, Member):  
.....
  - 2.4 Registration Number of Company, Enterprise, Close Corporation, Partnership agreement or Trust:  
.....
  - 2.5 Tax Reference Number: .....
  - 2.6 Vat Registration Number: .....
  - 2.6.1 The names of all Directors / Trustees / Shareholders / Members, their individual identity numbers, tax reference numbers and, if applicable, Employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup> "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) National assembly or the National Council for Provinces; or
- (e) Parliament.

<sup>2</sup> "Shareholder" means a person who owns shares in the Company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the Bidder presently employed by the State? YES NO

2.7.1 If so, furnish the following particulars:

Name of person /director / Trustee / Shareholder? Member: .....

Name of State institution at which you or the person

connected to the Bidder is employed: .....

Position occupied in the State institution: .....

Any other particulars:

.....

.....

2.7.2 If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the Public Sector? YES NO

2.7.2.1 If YES, did you attach proof of such authority to the bid document? YES NO

**Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.**

2.7.2.2 If NO, furnish reasons for non-submission of such proof:  
.....  
.....

2.8 Did you or your spouse, or any other of the Company's Directors / Trustees / Shareholders / Members or their spouses conduct business with the State in the previous 12 (twelve) months? YES NO

2.8.1 If so, furnish particulars:  
.....  
.....

2.9 Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and/or adjudication of this bid? YES NO

2.9.1 If so, furnish particulars:  
.....  
.....

2.10 Are you, or any person connected with the Bidder, aware of any relationship (family, friend, other) between any other Bidder and any person employed by the State and who may be involved with the evaluation and/or adjudication of this bid? **YES NO**

2.10.1 If so, furnish particulars:

.....  
 .....

2.11 Do you or any of the Directors / Trustees / Shareholders / Members of the Company have any interest in any other related companies whether or not they are bidding for this contract? **YES NO**

2.11.1 If so, furnish particulars:

.....  
 .....

3. Full details of Directors / Trustees / Members / Shareholders:

| <b>FULL NAME</b> | <b>IDENTITY NUMBER</b> | <b>PERSONAL INCOME TAX REFERENCE NUMBER</b> | <b>STATE EMPLOYEE NUMBER / PERSAL NUMBER</b> |
|------------------|------------------------|---|--|
|                  |                        |   |  |
|                  |                        |   |  |
|                  |                        |   |  |
|                  |                        |   |  |

4. DECLARATION:

I, THE UNDERSIGNED ..... (Name)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF TENDERER**



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE Preferential Procurement Regulations, 2017 (Government Gazette No. 10684)**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

**NB. BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 (GOVERNMENT GAZETTE No. 10684)**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all Bids:
- the 80/20 system for requirements with a Rand value of equal to or above R50 000 million and more (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 million (all applicable taxes included).

- 1.2 The value of this bid is not expected to exceed R50 000 000 (all applicable taxes included), and therefore the **80/20** system shall be applicable.

- 1.3 Preference points for this bid shall be awarded for:

- (i) Price; and
- (ii) B-BBEE Status Level of Contribution.

- 1.3.1 The maximum points for this bid are allocated as follows:

**POINTS**

- 1.3.1.1 **PRICE** 80

- 1.3.1.2 **B-BBEE STATUS LEVEL OF CONTRIBUTION** MAXIMUM OF 20

**Total points for Price and B-BBEE must not exceed** **100**

- 1.4 **Failure** on the part of a Bidder to fill in and/or to sign this form **and submit a valid original or a valid certified copy of a B-BBEE Verification Certificate** from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution **are not claimed**.

- 1.5 The purchaser reserves the right to require of a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of State for the provision of services, works or goods, through price quotations, advertised competitive bid processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- 2.7 **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 2.8 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of State.
- 2.9 **“EME”** means any enterprise with annual total revenue of R5 million or less;
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which, in terms of the law or regulation, is binding on the Contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a Bidder;
- 2.12 **“Non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“Person”** includes a juristic person;
- 2.14 **“Rand value”** means the total estimated value of a contract in South African currency, calculated at the time of the bid invitations and includes all applicable taxes and excise duties;

- 2.15 **“Sub-contract”** means the primary Contractor’s assigning, leasing, making out work to, or employing another person to support such primary Contractor in the execution of part of a project in terms of the contract;
- 2.16 **“Total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of Section 9 (1) of the Broad- Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“Trustee”** means any person, including the founder of the trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The Bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 (two) decimal places.
- 3.4 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preferential points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE SYSTEMS

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

##### 80/20

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

##### 90/10

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

Where

- $P_s$  = Points scored for comparative price of bid under consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{min}$  = Comparative price of lowest acceptable bid

## 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| <b>B-BBEE Status Level of Contributor</b> | <b>Number of Points (80/20 system)</b> | <b>Number of points (90/10 system)</b> |
|---|--|--|
| 1   | 20                                     | 10                                     |
| 2   | 18                                     | 9                                      |
| 3   | 14                                     | 6                                      |
| 4   | 12                                     | 5                                      |
| 5   | 8                                      | 4                                      |
| 6   | 6                                      | 3                                      |
| 7   | 4                                      | 2                                      |
| 8   | 2                                      | 1                                      |
| Non-compliant contributor                 | 0                                      | 0                                      |

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A Trust, Consortium or Joint Venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A Trust, Consortium or Joint Venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a Bidder intends sub-contracting more than 25 (twenty-five) % of the value of the contract to any other enterprise that does not qualify for at least the points that such a Bidder qualifies for, unless the intended Sub-Contractor is an EME that has the capacity and ability to execute the sub-contract.

- 5.8 A person awarded a contract may not sub-contract more than 25 (twenty-five) % of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION:**

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contributions must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

- 7.1 B-BBEE Status Level of Contribution: ..... = ..... (maximum of 20)

**(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).**

**8. SUB-CONTRACTING**

- 8.1 Will any portion of the contract be sub-contracted? (Delete which is not applicable)

**YES NO**

- 8.1.1 If yes, indicate:

(i) what percentage of the contract will be sub-contracted ..... %

(ii) the name of the Sub-Contractor.....

(iii) the B-BBEE status level of the Sub-Contractor .....

(iv) whether the Sub-Contractor is an EME

**YES NO**

**9. DECLARATION WITH REGARD TO COMPANY / FIRM:**

- 9.1 Name of firm: .....

- 9.2 VAT registration number: .....

- 9.3 Company registration number: .....

**9.4 TYPE OF COMPANY / FIRM**

- ☐ Partnership/Joint Venture/Consortium
- ☐ One-person business/sole propriety
- ☐ Close Corporation
- ☐ Company
- ☐ (Pty) Limited

*(Tick applicable box)*

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

**9.6 COMPANY CLASSIFICATION**

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

*(Tick applicable box)*

**9.7** Total number of years the firm has been in business? .....years

**9.8** I/We, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that points claimed, based on the B-BBEE Status Level of Contribution, indicated in paragraph 7 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The preference points claimed is 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 paragraph 7, the Contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the B-BBEE Status Level of Contribution has been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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) restrict the Bidder or Contractor, its Shareholders and Directors, or only the Shareholders and Directors who acted on a fraudulent basis, 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.

**WITNESSES:**

1. ....

**SIGNATURE(S) OF BIDDER (S)**

2. .... DATE: .....

ADDRESS: .....  
 .....  
 .....  
 .....

## 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);
    - Preference claims for Broad Based Black
    - Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations, 2017 (Government Gazette No. 10684);
    - 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.

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

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

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE: .....

## DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any Bidder may be rejected if that Bidder, or any of its Directors have:
  - (a) abused the institution's supply chain management;
  - (b) committed fraud or any other improper conduct in relation to such system; or
  - (c) failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

| Item  | Question  | Yes                                 | No                                 |
|-------|---|-------------------------------------|------------------------------------|
| 4.1   | Is the Bidder or any of its Directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br><br><b>(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).</b><br><br><b>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</b> | Yes<br><br><input type="checkbox"/> | No<br><br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:   |                                     |                                    |
| 4.2   | Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</b>  | Yes<br><br><input type="checkbox"/> | No<br><br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:   |                                     |                                    |
| 4.3   | Was the Bidder 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 five years?  | Yes<br><br><input type="checkbox"/> | No<br><br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:   |                                     |                                    |

| Item  | Question   | Yes                             | No                             |
|-------|--|---------------------------------|--------------------------------|
| 4.4   | Was any contract between the Bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:  |                                 |                                |

#### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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 BIDDER**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (NCP) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system, and authorizes Accounting Officers and Accounting Authorities to:
  - (a) Disregard the bid of any Bidder if that Bidder, or any of its directors have abused the institution's supply chain management system and/or committed fraud or any other improper conduct in relation to such system.
  - (b) Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This NCP serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (NCP 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive tenders, limited tenders and proposals.

<sup>2</sup> Bid rigging (or collusive tendering) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or Services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

.....

(Bid Number and Description)

in response to the invitation for the Bid made by:

.....

(Name of institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: ..... that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
5. Each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
- (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder.
6. The Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a Joint Venture or Consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 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 bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.

<sup>3</sup> Joint Venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



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 bid invitation relates.
9. 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.
10. 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.

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF BIDDER**

# **THE CONTRACT**

# **AGREEMENT AND CONTRACT DATA**

**3.1 Form of Offer and Acceptance**

**3.2 Contract Data**

***C 1.1:***  
***FORM OF OFFER AND***  
***ACCEPTANCE***  
***(AGREEMENT)***

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

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

**OFFER**

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

**TENDER NO.NC/18/2020: APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY  
SERVICES FOR THE DEPARTMENT OF COGHSTA IN THE NORTHERN CAPE PROVINCE**

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

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

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

R..... (in figures);

.....

..... (in words).

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

**Signature(s)** ..... ..

**Name(s)** ..... ..

**Capacity** ..... ..

**For the**  
**Tenderer** .....

**(Name and address of Organisation/Tenderer)**

**Name & signature**

**of Witness** ..... **Date** .....

## ACCEPTANCE

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

The terms of the Contract are contained in:

Part C 1: Agreement and Contract Data, which includes this agreement

Part C 2: Pricing Data (Tendered Re-Measurable)

Part C 3: Scope of Work

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

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

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

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

**Signature(s)** .....

**Name(s)** .....

**Capacity** .....

**For the**

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

**Name & signature**

**of Witness** ..... **Date** .....



## SCHEDULE OF DEVIATIONS

### Notes:

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the Contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the Contract.

1. **Subject** .....

Details .....

2. **Subject** .....

Details .....

3. **Subject** .....

Details .....

4. **Subject** .....

Details .....

5. **Subject** .....

Details .....

**6. Subject .....**

Details .....

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

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

## AGREEMENT

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

### THIS AGREEMENT WITNESSES THAT:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement:
  - (a) Form of Offer and Acceptance, including Schedule of Deviations
  - (b) Addenda, Schedules
  - (c) Contract Data
  - (d) Tendered (Re-Measurable)
  - (e) Scope of Work (Specifications, drawings)
  - (f) Annexures (as applicable)
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor covenants with the Employer to execute and complete the Works and remedy any defects therein, in conformity with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works and the remedying of defects therein, the tendered Contract at intervals predetermined in the service level agreement and in the manner prescribed by the Contract.

### FOR THE CONTRACTOR (SUCCESSFUL TENDERER):

**Signature(s)** .....

**Name(s)** .....

**Capacity** .....

**For the Contractor** .....

(Name and address of organisation)

**Name & signature**

**of Witness** ..... **Date** .....

### FOR THE EMPLOYER:

**Signature(s)** ..... ..

**Name(s)** ..... ..

**Capacity** ..... ..

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

**Employer** PRIVATE BAG X5005  
KIMBERLEY, 8300

**Name & signature**

**of Witness** ..... ..

## CONFIRMATION OF RECEIPT

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

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

### FOR THE CONTRACTOR (SUCCESSFUL TENDERER):

**Signature(s)** ..... ..

**Name(s)** ..... ..

**Capacity** ..... ..

**For the**

**Contractor** .....

(Name and address of organisation)

**Name & signature**

**of Witness** ..... ..

**Date**

# ***CONTRACT DATA***



**COGHSTA**

Co-operative Governance  
Human Settlement & Traditional Affairs

# **PART 1: DATA PROVIDED BY THE EMPLOYER**

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**CONTRACT DATA**

**PART 1: DATA PROVIDED BY THE EMPLOYER**

**CONDITIONS OF CONTRACT**

**CONTRACT SPECIFIC DATA**

**Compulsory Data**

The name of the Employer is COGHSTA.

The name of the Employer's Agent is Ms Gillian Baardtman, Deputy Director Security Management CoGHSTA



The Pricing Strategy is a Re-Measurable Contract.

The address of the Employer is:

Physical address:        LARRY MOLEKO LOUW BUILDING  
                                 9 CECIL SUSSMAN ROAD  
                                 KIMBERLEY  
                                 8301

Postal Address:        PRIVATE BAG X5005  
                                 KIMBERLEY  
                                 8300

E-mail address:        bslenkoe@ncpg.gov.za

The address of the Employer's Agent is:

Physical address:        LARRY MOLEKO LOUW BUILDING  
                                 9 CECIL SUSSMAN ROAD  
                                 KIMBERLEY  
                                 8301

Postal address:        PRIVATE BAG X5005  
                                 KIMBERLEY, 8300

E-mail address:        GBaardtman@ncpg.gov.za

The language of the Contract and of written communication shall be English as determined by the Employer and the Employer's Agent at the onset of the Contract.

The Employer's Agent shall retain copyright and property rights on his documentation, etc.

The Employer's Agent is required to obtain the specific approval of the Employer before executing any of the following functions or duties:

1. Nominating the Employer's Agent's Representative
2. Delegation of Employer's Agent's authority

**Details to be confidential**

The bidder shall treat the details of the work comprised in this Contract as private and confidential (save in so far as may be necessary for the purposes hereof) and shall not publish or disclose the same or any particulars thereof in any trade or technical paper elsewhere without prior written consent from the Department.

# **PART 2: DATA PROVIDED BY THE TENDERER**

## **PART 2: DATA PROVIDED BY THE TENDERER**

### **Clause 1.1.1.9:**

The name of the Tenderer is .....

### **Clause 1.2.1.2:**

The address of the Tenderer is:

*Physical address:* .....  
.....  
.....

*Postal address:* .....

*E-mail address:* .....

*Fax number:* .....

*Contact person:* .....

*Cell No.:* .....

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

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

**TENDER NO. NC/18/2020**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
SECURITY SERVICES FOR THE DEPARTMENT OF COGHSTA  
IN THE NORTHERN CAPE PROVINCE**

**TABLE OF CONTENTS**

1. BACKGROUND
  2. TENDER SPECIFICATIONS
  3. PRICING
  4. SITE BRIEFING
  5. DEFINITIONS
  6. GENERAL TERMS
  7. REGISTRATION WITH THE PRIVATE SECURITY INDUSTRY REGULATORY  
AUTHORITY (PSIRA)
  8. ELECTRONIC SECURITY SYSTEM
- ANNEXURE A: SECURITY SPECIFICATIONS
- ANNEXURE B: PRICING SCHEDULE
- ANNEXURE C: VARIABLES ON STANDARD AGREEMENT
- ANNEXURE D: BILL OF QUANTITIES
- ANNEXURE E: UPGRADE OF ELECTRONIC SECURITY SYSTEMS
- ANNEXURE F: DRAFT SERVICE LEVEL AFGREEMENT

## 1. 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, Meridian Building, De Aar, Kuruman, Upington and Springbok.

## 2. TENDER SPECIFICATIONS

**See Annexure A for the Tender Specification.**

The Department of Co-operative Governance, Human Settlements and Traditional Affairs (COGHSTA) requires a Security company to provide security services through guards, access and exit control, that will include the upgrade and maintenance of electronic security system (building and fence), monitoring services, armed response services for any activation of alarm systems within the buildings and for unauthorized intrusions via the perimeter fencing (includes the monitoring of the fence alarm system), the supply of relevant information to visitors and management of Electronic Security System over weekends, after hours and on public holidays, the security of buildings and the premises in emergency situations.

The main scope of the provision of security services to the Department of COGHSTA is focused on where the highest visitors and staff activities takes place, but does not exclude the more remote areas.

The Security Service Company is required to provide guarding and armed response services 24 hours a day, 365 days a years as specified. It is a three-year (36 months) contract, which will be reviewed, based on performance, every twelve (12) months from the date of commencement.

### FUNCTIONALITY:

| CRITERIA  | TOTAL POINTS | TOTAL SCORING |
|---|--------------|---------------|
| <b>Experience and Expertise</b><br><br>Previous experience and expertise in providing coordinated physical security services at a variety of sites simultaneously. A letter on a letterhead, signed by authorized person with contacted details from a referee must be submitted as proof from the previous work.<br><br><u>Points Awarding:</u><br><br>0 – 5 years - 10<br><br>5 – 10 years - 20<br><br>10+ years - 30 | 30           |               |

|   |    |  |
|---|----|--|
| <p><b>Registration with PSIRA and Training</b></p> <p>All officers PSIRA registered and trained in access control, safety, first aid and firefighting. Security company (ies) and their members must be registered with PSIRA when submitting bids.</p> <p>Certified copy of proof of registration must be submitted at the date and time of bid closure. The original certification date may not be older than three (3) months at date of closure of bid.</p> <p><b><u>Points Awarding:</u></b></p> <p>Company registered with PSIRA – 5</p> <p>Members registered with PSIRA - 5</p> | 10 |  |
| <p>Ability to deploy replacement officers, including at remote sites indicated in the list of sites to be guarded, when officers assigned to a specific shift do not pitch up for duty. The service provider shall submit certified qualifications and ID copies of security officers who will be at the sites.</p> <p><u>Points Awarding:</u></p> <p>Deployment of replacement officers – 5</p> <p>Submission of certified qualifications and ID copies of replacement guards - 5</p>  | 10 |  |
| <p>Preferred bidder(s) must have a fully functional control room that will be inspected prior to awarding the contract. Equipped with a two-way radio linked to their headquarters. Must have an office in the applicable district with a functional structure with at least a supervisor per shift and a monitoring vehicle.</p> <p><u>Points Awarding:</u></p> <p>Provincial - 2</p> <p>Frances Baard - 2</p> <p>ZFM - 2</p> <p>Namakwa - 2</p> <p>Pixley ka Seme - 2</p>   | 10 |  |
| <p>Ability to provide a 24/7, two shift service to the department. Preferred bidder(s) shall furnish security officers with the equipment necessary to perform their duties. Always appropriately dressed in a uniform displaying his/her name, company name, a pair of handcuffs, baton and a torch.</p> <p><u>Points Awarding:</u></p> <p>Provision of equipment – 5 (Torch, Handcuffs, Baton, 2-way radio,peperspray)</p> <p>Provision of company branded uniform and nametag – 5</p>  | 10 |  |
| <p><b><u>Submission of Financial Statements (for the past three (3) years)</u></b></p> <p>Submission of audited financial statement of three (3) consecutive years i.e. 2017/2018, 2018/2019 and 2019/2020 on date of closure of bid.</p>   | 10 |  |

|  |            |  |
|--|------------|--|
| <p>Understanding of, and indication how, compliance would be achieved with:<br/> The application of the Criminal Procedure Act-Act 51 of 1977 Section 20.23(b), 24, 29,42,46,48,49,50,51 as amended.<br/> The order made in terms of Section 51A (2) of the Labour Relations Act 66/1995<br/> The order made in terms of the Government Notice R871 published in Government Gazette 32524 dated 25 August 2009;</p> <p>The order made in terms of Government Notice R 760 published in Government Gazette 33509 dated 27 August 2010; or latest equivalents. Bidders must submit their latest PSIRA inspection report and proof of UIF registration.</p> <p><u>Points Awarding:</u></p> <p>Display of legislation – 10</p> <p>Submission of PSIRA Inspection Report – 5</p> <p>Proof of UIF Registration - 5</p> | 20         |  |
| <b>TOTAL POINTS</b>  | <b>100</b> |  |

### 3. PRICING:

The following conditions shall be applicable and form an integral part of the bid:

- 3.1 For the purpose of this contract, use will be made of the relevant Category Security Officers, as defined in the order made in terms of section 51A(2) of the Labour Relations Act 1956, as published Government Gazette No. 25075 dated 13 June 2003.
- 3.2 It is expected that the contractor shall pay his/her employees at least a minimum monthly basic wage, as prescribed for the Area concerned in the Basic Conditions of Employment Act, 75 of 1997: Sectoral Determination 6: Private Security Sector, South Africa (Government Gazette No. 29188 dated 1 September 2006).
- 3.3 Price per security officer should be all-inclusive, i.e. package per year including all leave provisions and other benefits e.g. bonuses, uniforms.
- 3.4 Bidders shall make provision in their price structure for relief security offers.
- 3.5 A fixed annual increase of 8% per annum shall be applicable to this bid.
- 3.6 Salaries/wages will be aligned with annual increases as published per Government Gazette in line with the Order for the Security Trade/Industry.
- 3.7 Bidders shall take cognizance and make provisions of the new security rates as published by PSIRA at the commencement of contract in their pricing structure specifically including the pricing structure for the Service and Maintenance of the electronic security system.



#### **4. SITE BRIEFING & SITE VISIT**

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

Date : **Wednesday, 03 February 2021**

Time : **10h00**

Venue: **Larry Moleko Louw Building**

**9 Cecil Sussman Road**

**KIMBERLEY 8300**

4.2 Criteria for site visit:

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

- Fully functional control room
- Fully functional Office staff (HR, Supervisors, etc)
- Vehicles
- All Security equipment
- All security registers

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

#### **5. DEFINITIONS**

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

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

- a) Advising or reporting on any matter affecting guarding or protection services;
- b) Assisting in the screening of candidates for employment;
- c) Assuming responsibility for staff training;
- d) Drawing money at banks or similar institutions;
- e) Drawing money or cheques or taking possession
- f) Guarding or protecting goods;

- g) Supervising subordinate staff;
- h) Who may drive a motor vehicle in the performance of any or all the employee's duties; and
- i) Who may be called upon to perform any or all of the duties of a security officer, grade B.

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

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

**Security officer Grade C:** means an employee who performs any or more of the following duties-

- a) Supervising or controlling Security Officers, grade D or E;
- b) Driving a motor vehicle in the course of supervising or controlling Security Officers grade D or E;
- c) Driving a motor vehicle for the purpose of transporting security officers; and
- d) Who may be called upon to perform any or all of the duties of a Security Officer, grade D.

**Security officer grade D:** means an employee who performs any or more of the following duties:

- a) Controlling or reporting on the movement of persons or vehicles through checkpoints or gates;
- b) Searching persons and if necessary, restraining them;
- c) Supervising or controlling Security Officers, grade E;
- d) Searching goods or vehicles; and
- e) Who may be required to perform any or all of the duties of a Security officer, grade E

**Security officer grade E:** means an employee, other than a security officer, grade D, who performs any or more of the following duties-

- a) Guarding, protecting or patrolling premises or goods;
- b) Handling or controlling dogs in the performance of any or all of the duties referred to in (a).

## **5.2 Re-assignment**

To assign to a new position, duty, or location.

## **5.3 Response time**

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

## **5.4 Repair time**

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

# **6. GENERAL TERMS**

## **6.1 COMPANY PROFILE**

Five (5) years' experience in the security guarding and electronic security systems environment. (provide description, extent of work done and reference for verification purposes)

Financial ability to finance tender from start to end.

Technical expertise available (complete list of technical manpower to be provided indicating position, qualification and experience).

## **6.2 GUARDING FUNCTION**

The guarding function relates to the six (6) essential and interdependent elements of a physical security system:

- Physical Security
- Monitoring Procedure
- Access Control
- Patrol Procedure
- Fire Control and Detection
- Contingency Planning

### **6.3 TRAINING REQUIREMENT OF SECURITY GUARDS**

- Grade C
- First Aid training (Level 1&2)
- Basic firefighting (level 1)
- Surveillance knowledge/background
- PSIRA registration

### **6.4 RIGHTS AND DUTIES**

The application of the Control of Access to Public Premises and Vehicle Act 53 of 1985.

The application of the Criminal Procedure Act 51 of 1977 Section 20, 23(b), 24, 29, 42, 46, 48, 49, 50, 51 as amended.

### **6.5 SPECIAL REQUIREMENTS**

- 6.5.1 Security officers on duty must always be appropriately dressed with a uniform displaying his/her name, company name, handcuffs, torch and pepper spray. Night shift personnel must be in possession of a reflector jacket branded with the company name.
- 6.5.2 The Security officers must be equipped with a two-way radio, which is linked to their headquarters. If headquarters are not in Kimberley there must be a fully functional control room in Kimberley.
- 6.5.3 The security must also be issued with the relevant sufficient seasonal clothing in order for them to execute their duties, e.g. Winter jackets, raincoats, etc. Uniform should be issued in adherence to Private Security Industry Regulations, 2002 paragraph 13.
- 6.5.4 Attendance registers with invoices per site for payment by the 15<sup>th</sup> of each month. Payment date must be indicated but will not be prior to the last working day of any calendar month.
- 6.5.5 A copy of the incident register shall be submitted weekly to the Departmental official in charge of the site.
- 6.5.6 The Northern Cape Department of COGHSTA reserves the right to increase security guards or alter the guard category at any existing or new location.
- 6.5.7 A strike or lockout at the Northern Cape Department of COGHSTA shall not affect the security company's obligation to render security services.
- 6.5.8 The preferred bidder shall continue fulfilling all contractual services and obligations notwithstanding the fact that its security officers are on labor disputes by their employer.

- 6.5.9 If security services are no longer required due to circumstances beyond the control of either the preferred bidder or Northern Cape Department of COGHSTA (e.g. fire, floods, etc.) the suspension or termination of security services shall be without cost to either party.
- 6.5.10 The security company shall be accountable to provide services to the Northern Cape Department of COGHSTA as set out in the Service Level Agreement, provided by the department.
- 6.5.11 The security company must provide properly trained back-up support for absences, within an hour in a multi-guard location or half an hour at a single guard location.
- 6.5.12 Patrol officers shall be familiar with the work sites under their jurisdiction.
- 6.5.13 The security company shall supply vehicles if required and a continuous communication link to their patrol officers and security control room.
- 6.5.14 New or replacement guards shall not be assigned to Northern Cape Department of COGHSTA sites until they are suitably trained; familiar with their required duties and security screened by SAPS and a copy of the fingerprint clearance certificate handed to the Security Manager.
- 6.5.15 Security company supervisor shall be responsible for consulting with the Northern Cape Department of COGHSTA Security Manager regarding assignment of post and work requirements, schedules and breaks and conducting on-the-job-training.
- 6.5.16 During break periods, security personnel shall be required to remain on the site and be subject to a call back to duty in the event of an emergency situation.
- 6.5.17 Property supplied by Northern Cape Department of COGHSTA to security officers under the contract shall remain the property of the Northern Cape Department of COGHSTA.
- 6.5.18 Any misuse or abuse of equipment or departmental property shall be rectified by the security company.
- 6.5.19 The use of departmental property by security officers shall be for official business purposes only.
- 6.5.20 Northern Cape Department of COGHSTA shall have the ability to deduct payment from the security company for incidents that rise from inappropriate attendance, behavior, appearance, performance, insufficient training, failure to provide back up support and the supply of unqualified security officials.
- 6.5.21 Security officials shall either enforce and/or report on discrepancies with any legislation, departmental policy, security plan, directives, standing orders or other procedures.

- 6.5.22 Security officials shall observe and comply with any legislation, departmental policy, security plan, directives, standing orders or other procedures.
- 6.5.23 The Northern Cape Department of COGHSTA has the right to amend, modify and re-issue Post orders or other special orders. This modification to the basic Service Level Agreement (SLA) unless such changes increase or decrease the number of work hours required.
- 6.5.24 Northern Cape Department of COGHSTA reserves the right to have the security company:
- Remove and replace incompetent security officials;  
Conduct inspections regarding behavior, appearance and performance; and  
Determine security official suitability on re-assignment
- 6.5.25 The security company shall not provide security officers that have been on duty for more than 13 consecutive hours (as an example) and the guards shall have had a break of 11 hours (as an example) between shifts. Applicable labor legislation and agreements must be adhered to.
- 6.5.26 The security company shall furnish security officers with the equipment necessary to carry out their duties and be responsible for the repair, maintenance and replacement thereof.
- 6.5.27 The security company shall use accredited personnel to provide on-the-job training at no cost to the department before new security officers are assigned or re-assigned to a post on their own.
- 6.5.28 Variations to Standard Agreement as and when the need arise refer to Annexure C for clarity.

## **6.6 INDEMNITY**

The Northern Cape Department of COGHSTA shall not be liable for any injury, loss or damage to the security guards, equipment or vehicles whilst on the premises.

## **6.7 TRANSFER AND CESSION**

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

## **6.8 REGISTRATION WITH THE PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSIRA)**

Security company must provide full details of registration for both the company and the individual workers. Security company must provide full details of PSIRA registration for both the company and its directors (owners), and proof of up-to-

date payment of PSIRA annual fees. Copies of PSIRA registration certificates and/or any other document(s) must be certified, if not, the bid will be invalid.

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

## **6.9 DECLARATION OF SECRECY**

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

## **6.10 FINGERPRINT CLEARANCE**

In their bid submission bidders must disclose the criminal records of the owner(s) and supervisory officers. Preferred bidder(s) shall submit personal and other particulars of security officers to:

Security Management: COGHSTA within 21 days of commencement of contract for contract management purposes.

**All security officers, as well as all relief-and replacement staff, in the employ of the preferred bidder(s) shall obtain security clearance from SAPS.** Original certified copies of such security clearances shall be submitted to: Security Management: COGHSTA within 21 days of commencement of contract for contract management purposes.

## **6.11 ADMINISTRATION**

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

## **6.12 EVALUATION CRITERIA**

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

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

- 6.12.2 Bidders are to indicate their commitment in employing and training unemployed individuals in the Northern Cape Province. Thirty percent (30%) of security officers shall be unemployed and seventy percent (70%) of the existing security officers shall be absorbed by the preferred bidder(s).

## **7. ELECTRONIC SECURITY SYSTEM**

### **7.1 General description of work**

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

**The work shall include:**

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

### **7.2 General Description of the Sites**

- 7.2.1 The components comprising the systems covered by this contract are listed in Annexure D. All systems are already in existence.
- 7.2.2 Currently, two buildings of Northern Cape Department of COGHSTA have a fully functional Electronic security system. The outer perimeter fence of main building is electrified with an alarm sensor. There is a control room on at the main building as well as the Midas building.
- 7.2.3 The Service Provider will at all-time respond to panic, and fence intrusion alarms and forced entry signals to the buildings at the Northern Cape Department of COGHSTA as stipulated in Annexure F.
- 7.2.4 The response time will be within 5-10 minutes as the Service Provider's vehicle with a backup person should be available at all times. This response time is for alarms only and not the Jarrison Time system of CCTV system.
- 7.2.5 The guards on duty must instantly respond to the Electronic security system (ESS) and initiate the necessary emergency response should a problem be detected.



- 7.2.6 The guards will work closely with other security or law enforcement services/agencies like SAPS and cooperate with the departmental Emergency coordinator and fire brigade should a fire be detected.

### 7.3 General description of system

The access control system comprises booths, dual bio-metrics readers and booms. The C.C.T.V system incorporates motion detection. Perimeter protection is also provided.

### 7.4 MAINTENANCE

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

- 7.4.1.1 Responding to emergency service requests on-site, if and when required (response and repair times must be included)
- 7.4.1.2 Replacing and repairing defective equipment components as required but not limited to.
- 7.4.2.1 **PRO-ACTIVE MAINTENANCE:** This involves usage of specialized works and equipment's to identify, repair and solve equipment problems at early stage.
- 7.4.2.2 **PREVENTIVE MAINTENANCE:** this involves maintenance works performed on time schedules which includes inspections, servicing and cleaning.
- 7.4.2.3 **PREDICTIVE MAINTENANCE:** This involves early detection of existing conditions and possible happenings before equipment break down.
- 7.4.2.4 **CORRECTIVE MAINTENANCE:** This involves repair works due to equipment or machinery breakdown.
- 7.4.2.5 **CRITICAL CALL OUT:** This means a call out shall be considered critical if any office CCTV, ACCESS CONTROL, INTRUDER and FIRE Alarm system or any part thereof, are affected which could negatively affect/hamper security risk operations and may have a definite impact and probability risk factor.
- 7.4.2.6 **NORMAL CALL OUT:** This means a call-out shall be considered normal if no alarm points and other technical services are negatively affected, i.e. faulty equipment that has no direct influence on the operational and functional efficiency of the security system detection/delay system like air conditioners, etc. This equipment, may include but not limited to a door closer, door handle, screw, covers, security boom, etc

- 7.4.3 Manufacturer's recommended preventative maintenance and corrective measures and cost
- 7.4.4 24/7 operational support
- 7.4.5 Monitored email support
- 7.4.6 Monthly system health check as determined by the department
- 7.4.7 The agreement will include the preventative, corrective and emergency maintenance of the system and ancillary equipment.
- 7.4.8 The contractor shall maintain the system in full operating condition and maintain proper and effective record keeping. This shall include all repair and replacement due to normal wear and tear of any of the parts of the equipment. The proposal shall include response and repair time.
- 7.4.9 A detailed scope of scheduled monthly, quarterly and annual maintenance procedures must be included. The contractor will not undertake any maintenance work or make any adjustments without the written consent of the department.
- 7.4.11 Firmware must be updated by service provider regularly.

## **7.5 Department's Obligations**

- 7.5.1 The Department will be solely responsible for operating the Jarrison Time access control system.
- 7.5.2 When a fault occurs, the system operators will execute prescribed reset procedures, provided by the contractor. In the event that the equipment becomes operational again, the operator will not call out the contractor, but will log the fault and reset operation in the control logbook. If the equipment remains faulty, the operator will notify the contractor immediately and will log the incident, and the call-out of the Contractor, in the logbook.

## **7.6 Contractors Responsibility**

- 7.6.1 The contractor shall be responsible, and Tenderers shall allow for in their Tender prices, for the complete maintenance service, i.e. routine preventive and corrective maintenance and repair maintenance, repair, replacement of spare parts.
- 7.6.2 The contractor shall carry out inspections and checking of the equipment detailed in Annexure D. Each inspection and test shall be recorded and listed in the monthly report, giving the date of the inspection and the nature of the test, complete with the names of persons carrying out such tests, and inspection test results.

- 7.6.3 The contractor shall provide the operator personnel with written reset procedures, approved by the Department, mounted in the control room and office which is used for the access control system.
- 7.6.4 While the contractor is on site, he shall also provide refresher training to the operator personnel. The contractor shall supply the operator personnel with written reset procedures and shall ensure that they are conversant with the system and reset procedures.
- 7.6.5 The contractor shall restore or repair the equipment to the original operational condition, recalibrate and re-commission the equipment on completion of each maintenance service carried out.
- 7.6.6 The contractor shall rectify any fault condition of which he becomes aware, even if it has not been reported by the user.

## **7.7 Site Maintenance Log**

- 7.7.1 The contractor shall provide a maintenance/repair/training log book, which shall be kept in the control room for record purposes. This logbook will remain the property of the Department and may not be removed from the master control station under any circumstances. To ensure easy control by all parties involved, the logbook shall have triplicate sheets. The master sheet shall be supplied to the Security Manager with the monthly reports. The first copy is for use by the contractor and the second copy shall stay in the logbook. The contractor and/or the Department shall be required to record the following in a chronological order:
- Fault incidences
  - Fault notification to contractor
  - Any re-notification
  - Replacement spares used
  - Contractor's attendance for routine and break down maintenance
  - Any visit to Site by the contractor, with reasons for the visit.
- 7.7.2 The contractor shall provide adequate supplies of these logs and shall submit the format to the Department for approval within 14 days of the aware of the contract.
- 7.7.3 Faults will be reported to one specific address only, which has the necessary telephone and email. Faults will be reported to the contractor by telephone and email. In the event of a complaint by telephone, the contractor shall supply the reporter with a complaint number, which must be entered into the logbook by the reporter or the complaint. The contractor shall inform his/her staff to instruct the Department to enter the details of the complaint in the logbook.
- 7.7.4 Repair and Response Time

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

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

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

## **ANNEXURE A: SECURITY STAFF REQUIREMENTS FOR THIS CONTRACT:**

### **1. INDUCTION AND PLACEMENT OF GUARDS**

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

The inheritance of existing security guards from previous Service Providers must be discussed with and approved by COGHSTA beforehand.

### **2. SECURITY OPERATION MANAGEMENT EXCELLENCE**

- a) All shifts are 12 hours and start 06:45 for 07:00 and 18:50 for 19:00
- b) The one shift will take over from the other at any specific station to ensure continued surveillance/control.
- c) The day shift security office will start 06:45 for 07:00 and knock off at 17:00

### **3. ACCESS CONTROL**

The guards at the main gate must:

- Obtain clearance for and register every vehicle in the vehicle register.
- Obtain clearance for all pedestrian visitors or direct them to the reception.
- Obtain clearance for any COGHSTA property leaving the premises at any given time.
- Always be visible and in close proximity to the main entrance.
- Be customer-focused, patient, and polite and always remain professional in the execution of their duties.

| <b>LARRY MOLEKO LOUW BUILDING</b> |   |  |   |
|-----------------------------------|---|--|---|
| <b>DUTY POINT</b>                 | <b>JOB PURPOSE</b>  | <b>JOB REQUIREMENTS</b>  | <b>OTHER SECURITY AIDS</b>  |
| Boom Gates & Vehicle entrance     | <ul style="list-style-type: none"> <li>• Access control for all vehicles and pedestrians. (searches to be conducted)</li> <li>• Be a central information point for official visitors to COGHSTA</li> <li>• Control vehicle access for functions in COGHSTA, visiting, boardrooms.</li> <li>• Be a central emergency response control point for emergency response (SAPS, Fire brigade, etc)</li> <li>• Checking of perimeter fence per day and reporting on problems in the area close to the gate</li> <li>• Assist in emergency responses.</li> </ul> | No criminal offence; South African; Grade 10; PSIRA Grade C; Proficient in English; and service excellence | Two-way radio<br>Torch<br>Pocket Book and pen<br>Occurrence Book<br>Handcuffs<br>Pepper spray<br>Clocking tags<br>Normal baton<br>Relevant registers as per Security Plan |
| Turnstile & Reception             | <ul style="list-style-type: none"> <li>• Access control for all officials and visitors that enters/exits via gate by foot</li> <li>• Monitor illegal entry in the building. (searches)</li> <li>• Assist in emergency responses</li> </ul>  | No criminal offence; South African; Grade 10; PSIRA Grade C; Proficient in English; and service excellence | Two-way radio<br>Torch<br>Pocket book and pen<br>Relevant registers as per Security Plan  |
| All gates                         | <ul style="list-style-type: none"> <li>• Access control for all vehicles and pedestrians.</li> <li>• To control the number of cars in the parking area.</li> <li>• Monitor illegal access to the building</li> <li>• Control the use of the parking area.</li> <li>• Monitor the parking area for criminal activities</li> </ul>  | No criminal offence; South African; Grade 10; PSIRA Grade C; Proficient in English; and service excellence | Two-way radio<br>Torch<br>Pocket book and pen<br>Clocking tags<br>Hand-cuffs<br>Relevant registers as per Security Plan   |

|                   | <ul style="list-style-type: none"> <li>Assist in emergency response.</li> </ul>  |  |   |
|-------------------|--|--|---|
| <b>DUTY POINT</b> | <b>JOB PURPOSE</b>   | <b>JOB REQUIREMENTS</b>  | <b>OTHER SECURITY AIDS</b>  |
| Control Room      | <ul style="list-style-type: none"> <li>Monitoring perimeter (fence)</li> <li>Checking patrols (night shift &amp; weekends) must be reported to Security Management</li> <li>Reviewing previous days on cameras</li> <li>Downloading CCTV camera footage</li> <li>Checking Access Control system's information</li> <li>Activating and Deactivate of access cards of COGHSTA employees</li> <li>Placing PTZ cameras in the correct positions</li> <li>Changing the monitors and cameras where there is possibility for thieves to get access. (blind spots)</li> <li>Monitoring MEC's access doors. (Needs to be in a working condition at all times)</li> <li>Refreshing and resetting of doors when power failure occurred.</li> <li>Printing out of access control system information.</li> <li>Report ALL incidents, reviews and patrols to Security Management</li> <li>Switching on of computers, joysticks and monitors (control room equipment must be operational at all times)</li> </ul> | No criminal offence; South African; Grade 10; PSIRA Grade C; Proficient in English; and service excellence | Two-way radio<br>Torch<br>Pocket book and pen<br>Normal batons<br>Hand-cuffs<br>Occurrence Book<br>Clocking tags<br>Normal baton<br>Relevant registers as per Security Plan |

| <b>BP JONES BUILDING</b>      |  |  |   |
|-------------------------------|--|--|---|
| <b>DUTY POINT</b>             | <b>JOB PURPOSE</b>   | <b>JOB REQUIREMENTS</b>  | <b>OTHER SECURITY AIDS</b>  |
| Boom Gates & Vehicle entrance | <ul style="list-style-type: none"> <li>• Access control for all vehicles and pedestrians.</li> <li>• Be a central information point for official visitors to COGHSTA</li> <li>• Control vehicle access for functions in COGHSTA, visiting, boardrooms.</li> <li>• Be a central emergency response control point for emergency response (SAPS, Fire brigade, etc)</li> <li>• Checking of perimeter fence per day and reporting on problems in the area close to the gate</li> <li>• Assist in emergency responses.</li> </ul> | No criminal offence; South African; Grade 10; PSIRA Grade C; Proficient in English; and service excellence | Two-way radio<br>Torch<br>Pocket Book and pen<br>Occurrence Book<br>Handcuffs<br>Pepper spray<br>Clocking tags<br>Baton |
| Reception                     | <ul style="list-style-type: none"> <li>• Access control for all officials and visitors that enters/exits via gate by foot</li> <li>• Monitor illegal entry in the building.</li> <li>• Assist in emergency responses</li> </ul>  | No criminal offence; South African; Grade 10; PSIRA Grade C; Proficient in English; and service excellence | Two-way radio<br>Torch<br>Pocket book and pen<br>Relevant registers as per Security Plan                                |
| All gates                     | <ul style="list-style-type: none"> <li>• Access control for all vehicles and pedestrians.</li> <li>• To control the number of cars in the parking area.</li> <li>• Monitor illegal access to the building</li> <li>• Control the use of the parking area.</li> <li>• Monitor the parking area for criminal activities</li> <li>• Assist in emergency response.</li> </ul>  | No criminal offence; South African; Grade 10; PSIRA Grade C; Proficient in English; and service excellence | Two-way radio<br>Torch<br>Pocket book and pen<br>Clocking tags<br>Hand-cuffs  |



|  |  |  |   |
|--|--|--|---|
| Control Room<br>(where applicable)   | <ul style="list-style-type: none"> <li>Monitoring perimeter (fence)</li> <li>Checking patrols (night shift &amp; weekends) must be reported to Security Management</li> <li>Reviewing previous days on cameras</li> <li>Downloading CCTV camera footage</li> <li>Checking Access Control system's information</li> <li>Activating and Deactivate of access cards of COGHSTA employees</li> <li>Placing PTZ cameras in the correct positions</li> <li>Changing the monitors and cameras where there is possibility for thieves to get access. (blind spots)</li> <li>Monitoring MEC's access doors. (Needs to be in a working condition at all times)</li> <li>Refreshing and resetting of doors when power failure occurred.</li> <li>Printing out of access control system information.</li> <li>Report ALL incidents, reviews and patrols to Security Management</li> <li>Switching on of computers, joysticks and monitors (control room equipment must be operational at all times)</li> </ul> | No criminal offence; South African; Grade 10; PSIRA Grade C; Proficient in English; and service excellence | Two-way radio<br>Torch<br>Pocket book and pen<br>Clocking tags<br>Hand-cuffs<br>Normal baton<br>Relevant registers as per Security Plan |
| <b>REGIONAL BUILDINGS: FRANCES BAARD, DE AAR, SPRINGBOK, KURUMAN, UPINGTON</b> |  |  |   |
| <b>DUTY POINT</b>  | <b>JOB PURPOSE</b>   | <b>JOB REQUIREMENTS</b>  | <b>OTHER SECURITY AIDS</b>  |
| Reception areas  | <ul style="list-style-type: none"> <li>Access control for all officials and visitors that enters/exits via gate by foot</li> <li>Monitor illegal entry in the building.</li> </ul>   | No criminal offence; South African; Grade 10; PSIRA  | Two-way radio<br>Torch<br>Pocket book and pen   |

|                      |   |   |   |
|----------------------|---|---|---|
|                      | <ul style="list-style-type: none"> <li>Assist in emergency responses</li> </ul>   | Grade C; Proficient in English; and service excellence  | Clocking tags<br>Normal baton<br>Relevant registers as per Security Plan  |
| All gates            | <ul style="list-style-type: none"> <li>Access control for all vehicles and pedestrians.</li> <li>To control the number of cars in the parking area.</li> <li>Monitor illegal access to the Department.</li> <li>Control the use of the parking area.</li> <li>Monitor the parking area for criminal activities</li> <li>Assist in emergency response.</li> </ul>  | No criminal offence; South African; Grade 10; PSIRA<br>Grade C; Proficient in English; and service excellence   | Two-way radio<br>Torch<br>Pocket book and pen<br>Clocking batons<br>Hand-cuffs<br>Clocking tags<br>Normal baton<br>Relevant registers as per Security Plan  |
| <b>ALL BUILDINGS</b> |   |   |   |
| Site Supervisor      | <ul style="list-style-type: none"> <li>Supervise the guards on site and ensure full compliance to the SLA</li> <li>Respond to panic alarm activation.</li> <li>Call for back up from SAPS</li> <li>Respond to building and fence alarms, panic button activations or any other emergency that can occur on the premises.</li> <li>Deploy security personnel at various duty points; and manage/supervise security company staff deployed on the premises.</li> <li>Assist in emergency responses</li> <li>Relieve any of the other guards for body breaks (short periods), if require, to ensure all posts are manned at all times.</li> <li>Patrol the premises for criminal activity.</li> <li>Monitor illegal access to the buildings</li> </ul> | No criminal offence;<br>South African;<br>Grade 10; PSIRA<br>Grade A;<br>SASSETA accredited firearm certificates;<br>valid unendorsed driver's license; positive security clearance;<br>Proficient in English; and service excellence | Two-way radio<br>Licensed firearm<br>Light vehicle<br>Torch<br>Pocket book and pen<br>Occurrence Book (OB)<br>Hand-cuffs<br>Clocking tags<br>Normal baton<br>Relevant registers as per Security Plan<br>Incident register |

|  |  |  |  |
|--|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Monitor suspicious persons entering the buildings.</li> </ul> |  |  |
|--|--|--|--|

*NOTE: The number of security guards may be reviewed as and when required and such will be communicated to the Service Provider in order to amend their monthly invoice in line with the actual number of security guards.*

### **CLOCKING POINTS AT DEPARTMENT OF COGHSTA (JS DU PLOOY BUILDING)**

| DUTY POINT                 | NUMBER OF CLOCKING POINTS FOR THE SECURITY GUARD  | COMMENTS  |
|----------------------------|---|---|
| Guard Room                 | 1 Clocking point <ul style="list-style-type: none"> <li>• On the fence outside guard room</li> </ul>  | Security Guard to clock every 30 minutes. The patrol guard to clock within 30 minutes interval. |
| Visitor Parking Area       | 2 Clocking points <ul style="list-style-type: none"> <li>• Reception</li> <li>• Fence on southern side of building</li> </ul>                                 | Security Guard to clock every 30 minutes. The patrol guard to clock within 30 minutes interval. |
| MEC Side                   | 1 Clocking point <ul style="list-style-type: none"> <li>• On fence next to the MEC's office</li> </ul>  | Security Guard to clock every 30 minutes. The patrol guard to clock within 30 minutes interval. |
| Archives                   | 1 Clocking point <ul style="list-style-type: none"> <li>• On fence next to archive building</li> </ul>  | Security Guard to clock every 30 minutes. The patrol guard to clock within 30 minutes interval. |
| Back gate                  | 2 Clocking point <ul style="list-style-type: none"> <li>• On fence left and right side of fence</li> </ul>  | Security Guard to clock every 30 minutes. The patrol guard to clock within 30 minutes interval. |
| Official's parking area    | 2 Clocking point <ul style="list-style-type: none"> <li>• On fence at back side of parking</li> </ul>   | Security Guard to clock every 30 minutes. The patrol guard to clock within 30 minutes interval. |
| Government vehicle parking | 2 Clocking point <ul style="list-style-type: none"> <li>• At the back side on perimeter fence</li> <li>• On fence next to the gate of parking area</li> </ul> | Security Guard to clock every 30 minutes. The patrol guard to clock within 30 minutes interval. |

|                      |   |  |
|----------------------|---|--|
| Transport Office     | 1 Clocking point <ul style="list-style-type: none"> <li>• Next of exit and entrance door</li> </ul>               | Security Guard to clock every 30 minutes.<br>The patrol guard to clock within 30 minutes interval. |
| Second entrance boom | 1 Clocking point <ul style="list-style-type: none"> <li>• On building next to the boom gate</li> </ul>            | Security Guard to clock every 30 minutes.<br>The patrol guard to clock within 30 minutes interval. |
| Kitchen              | 1 Clocking point <ul style="list-style-type: none"> <li>• On building next to the kitchen back door</li> </ul>    | Security Guard to clock every 30 minutes.<br>The patrol guard to clock within 30 minutes interval. |
| Finance              | 1 Clocking point <ul style="list-style-type: none"> <li>• On building next to the back door of finance</li> </ul> | Security Guard to clock every 30 minutes.<br>The patrol guard to clock within 30 minutes interval. |

## LANGUAGE PROFICIENCY

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

## SUPERVISION OF WORK

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

## RESPONSIBILITIES

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

- Security guards
- Installing, controlling & auditing check points where guards are patrolling.
- Access control books and OB books

- Rechargeable torches
- Two-way radios and register on frequency
- Security registers

The department of COGHSTA will take responsibility for the:

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

## Annexure B

**NB: IT IS A CONDITION OF TENDER TO COMPLETE THS ANNEXURE – FAILURE WILL INVALIDATE YOUR BID**

| SITE                           | DESCRIPTION                      | DAY SHIFT                     | NIGHT SHIFT | UNIT PRICE | TOTAL PRICE |
|--------------------------------|----------------------------------|-------------------------------|-------------|------------|-------------|
| LARRY MOLEKO LOUW              | UNARMED SECURITY OFFICER GRADE C | 6<br>(3 GUARDS 07:00 – 17:00) | 3           |            |             |
| BP JONES                       | UNARMED SECURITY OFFICER GRADE C | 4<br>(1 GUARDS 07:00 – 17:00) | 3           |            |             |
| FB REGIONAL OFFICE             | UNARMED SECURITY OFFICER GRADE C | 3                             | 3           |            |             |
| JTG REGIONAL OFFICE            | UNARMED SECURITY OFFICER GRADE C | 3<br>(1 GUARDS 07:00 – 17:00) | 2           |            |             |
| ZFM REGIONAL OFFICE            | UNARMED SECURITY OFFICER GRADE C | 2                             | 2           |            |             |
| PIXLEY KA SEME REGIONAL OFFICE | UNARMED SECURITY OFFICER GRADE C | 2                             | 2           |            |             |
| NAMAKWA REGIONAL OFFICE        | UNARMED SECURITY OFFICER GRADE C | 3<br>(1 GUARDS 07:00 – 17:00) | 2           |            |             |
| EQUIPMENT                      | RADIOS                           |                               |             |            |             |
|                                | PEPERSPRAY                       |                               |             |            |             |
|                                | BATONS                           |                               |             |            |             |
|                                | CLOCKING TAGS                    |                               |             |            |             |
|                                | REHARGEABLE TORCHES              |                               |             |            |             |
|                                | HANDCUFFS                        |                               |             |            |             |

|   |                 |  |  |  |  |
|---|-----------------|--|--|--|--|
|   | OTHER (SPECIFY) |  |  |  |  |
| Total for the above per month excluding VAT |                 |  |  |  |  |
| VAT   |                 |  |  |  |  |
| Total including VAT per month               |                 |  |  |  |  |
|   |                 |  |  |  |  |
| Total for 1 year Incl. Vat                  |                 |  |  |  |  |
| Total for 2 year Incl. Vat                  |                 |  |  |  |  |
| Total for 3 year Incl. Vat                  |                 |  |  |  |  |
| TOTAL FOR THE FULL 3 YEAR PERIOD INCL VAT   |                 |  |  |  |  |

- PLEASE NOTE:**
- 1. A fixed 8% annual increase will be effective after 12 months per annum.**
  - 2. The total cost per security guard must include all overheads, e.g. supervision, admin cost, profit share to company, etc**
  - 3. Offer to be valid for 90 days from the closing date of Bid.**

## **ANNEXURE B:**

### **ELECTRONIC SECURITY SYSTEM MAINTENANCE COSTING**

| QUANTITY                                    | DESCRIPTION  | MONTHLY PRICE | ANNUAL AMOUNT |
|---|--|---------------|---------------|
| Once off                                    | Security upgrade   | N/A           |               |
| Monthly rate                                | Monthly maintenance of CCTV Surveillance and Access Control System<br><br>Agreement duration:<br>3 years |               |               |
| Total for the above per month excluding VAT |  |               | R             |
| VAT   |  |               | R             |
| Total including VAT per month               |  |               | R             |

|  |          |
|--|----------|
|  |          |
| Total for 1 year Incl. Vat                       | R        |
| Total for 2 year Incl. Vat                       | R        |
| Total for 3 year Incl. Vat                       | R        |
| <b>TOTAL FOR THE FULL 3 YEAR PERIOD INCL VAT</b> | <b>R</b> |

- PLEASE NOTE:**
- 1. A fixed 8% annual increase will be effective after 12 months per annum.**
  - 2. The total cost per security guard must include all overheads, e.g. supervision, admin cost, profit share to company, etc**
  - 3. Offer to be valid for 90 days from the closing date of Bid.**

#### **ANNEXURE C: VARIATION ON STANDARD AGREEMENT**

| <b>ITEMS</b>     | <b>COST</b> | <b>TYPE OF EVENTS</b>   |
|------------------|-------------|---|
| Grade D          |             | Departmental events with Political principals, Ministers, etc.<br>Protection of Assets, Housing material, RDP houses, etc.<br>Close Protectors for Administrators |
| Grade C          |             |   |
| Grade B          |             |   |
| Grade A          |             |   |
| Close Protectors |             |   |

## ANNEXURE D: BILL OF QUANTITIES

| ITEM | DESCRIPTION  | QUANTITIES AT BUILDINGS |          |               |     |                |         |     |
|------|--|-------------------------|----------|---------------|-----|----------------|---------|-----|
|      |  | LARRY MOLEKO LOUW       | BP JONES | FRANCES BAARD | JTG | PIXLEY KA SEME | NAMAKWA | ZFM |
| 1    | CLOSED CIRCUIT TELEVISION CAMERAS (INCLUDING PTZ ) | 84                      | 52       | 16            | 24  | 0              | 8       | 8   |
| 2    | DIGITAL VIDEO RECORDER                             | 5                       | 2        | 1             | 2   | 0              | 1       | 1   |
| 3    | BIO-METRIC READERS                                 | 57                      | 8        | 0             | 2   | 0              | 3       | 2   |
| 4    | BOOMGATES  | 4                       | 0        | 0             | 0   | 0              | 0       | 0   |
| 5    | MONITORS   | 6                       | 2        | 1             | 1   | 0              | 1       | 1   |
| 6    | VIDEO INTERCOM                                     | 1                       | 0        | 0             | 0   | 0              | 0       | 0   |
| 7    | WALK THROUGH METAL DETECTOR                        | 1                       | 0        | 0             | 0   | 0              | 0       | 0   |
| 8    | HANDHELD METAL DETECTOR                            | 2                       | 1        | 1             | 0   | 1              | 1       | 0   |
| 9    | SOFTWARE (JARRISON TIME & OTHER)                   | 1                       | 1        | 0             | 1   | 0              | 1       | 1   |
| 10   | ALARM SYSTEM                                       | 0                       | 0        | 1             | 0   | 1              | 1       | 0   |
| 11   | ELECTRIC FENCING                                   | 1                       | 1        | 0             | 0   | 0              | 0       | 0   |



## ANNEXURE E: UPGRADE OF ELECTRONIC SECURITY SYSTEMS (ONCE OFF)

| ITEM | DESCRIPTION  | QUANTITIES AT BUILDINGS |          |               |     |                |         |     |
|------|--|-------------------------|----------|---------------|-----|----------------|---------|-----|
|      |  | LARRY MOLEKO LOUW       | BP JONES | FRANCES BAARD | JTG | PIXLEY KA SEME | NAMAKWA | ZFM |
| 1    | CLOSED CIRCUIT TELEVISION CAMERAS (INCLUDING PTZ ) | 6                       | 3        | 0             | 0   | 16             | 8       | 0   |
| 2    | NETWORK/DIGITAL VIDEO RECORDER                     | 1                       | 0        | 0             | 1   | 1              | 1       | 1   |
| 3    | BIO-METRIC READERS                                 | 11                      | 0        | 8             | 0   | 5              | 0       | 0   |
| 4    | BOOMGATES  | 2                       | 0        | 0             | 0   | 0              | 0       | 0   |
| 5    | MONITORS   | 0                       | 0        | 0             | 0   | 1              | 0       | 0   |
| 6    | VIDEO INTERCOM                                     | 1                       | 0        | 0             | 0   | 0              | 0       | 0   |
| 7    | XRAY METAL DETECTOR                                | 1                       | 0        | 0             | 0   | 0              | 0       | 0   |
| 8    | HANDHELD METAL DETECTOR                            | 2                       | 1        | 1             | 1   | 1              | 1       | 1   |
| 9    | SOFTWARE (JARRISON TIME)                           | 1                       | 1        | 1             | 1   | 1              | 1       | 1   |
| 10   | ALARM SYSTEM                                       | 1                       | 0        | 0             | 1   | 0              | 0       | 1   |
| 11   | ACCESS DOORS (ALIMINIUM DOOR)                      | 3                       | 1        | 0             | 0   | 1              | 0       | 0   |
| 12   | EMERGENCY EXIT DOOR                                | 1                       | 0        | 0             | 0   | 0              | 0       | 0   |
| 13   | LAPTOP FOR REMOTE REVIEW OF REGIONAL OFFICES       | 1                       | 0        | 0             | 0   | 0              | 0       | 0   |
| 14   | EXIT BUTTONS                                       | 5                       | 0        | 0             | 0   | 0              | 0       | 0   |
| 15   | STRONG ARM DEVICE                                  | 6                       | 0        | 4             | 0   | 5              | 0       | 0   |
| 16   | GLASS BREAK UNIT                                   | 5                       | 0        | 4             | 0   | 5              | 0       | 0   |

***\*Bidder can make proposal for Electronic Security System***

**ANNEXURE F: DRAFT SERVICE LEVEL AGREEMENT**

| <b>TECHNICAL</b>  | <b>FREQUENCY</b> | <b>ACTION</b>    |
|---|------------------|------------------|
| Timesheet register done at the beginning of each shift                            | Daily            | Service Provider |
| Night guards to clock on the patrol batons every 15 minutes                       | Daily            | Service Provider |
| Site Supervisor to clock on dedicated patrol batons three hourly                  | Daily            | Service Provider |
| Any security breach to be recorded using red pen in the OB                        | Always           | Service Provider |
| Night shift Guards monitoring by control room guard to be done and recorded on OB | Always           | Service Provider |
| Correct visitors cards issued to public visitors                                  | Always           | Service Provider |

| <b>ADMINISTRATION</b>  | <b>FREQUENCY</b>                | <b>RESPONSIBILITY</b>        |
|--|---------------------------------|------------------------------|
| Submission of attendance register of security officers   | Monthly on the 15 <sup>th</sup> | Service Provider             |
| Submission of Clocking tags for downloading night shift guards patrol records to Security Management | Daily before 10am               | Service Provider             |
| Weekly meeting every Friday with Senior Administration Officer and Site supervisor                   | Every Friday                    | Service Provider and COGHSTA |
| Monthly meeting between Security Management and Site Supervisor                                      | Monthly                         | Service Provider and COGHSTA |

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| SLA compliance meetings with the Manager of contract and compliance, the security manager and owner of security company | Quarterly                  | Service Provider and COGHSTA |
| Investigation reports   | 10 days after the incident | Service Provider             |

#### NON-COMPLIANCE AND MITIGATION MEASURES:

| NON-COMPLIANCE   | 1 <sup>ST</sup> OFFENCE   | 2 <sup>ND</sup> OFFENCE   | 3 <sup>RD</sup> OFFENCE   | COMMENTS   |
|--|---|---|---|--|
| <b>Guards not posted on duty as agreed (Incomplete number of security guards per shift).</b> | <p>A. Replacement made within one (1) hour</p> <p>B. If replacement is not done within one (1) hour – the Service Provider would not be paid for the whole shift</p> <p>C. Verbal notice (confirmed in writing)</p> | <p>A. Replacement made within one (1) hour</p> <p>B. If replacement is Not done within one (1) hour – the Service Provider would not be paid for the whole shift</p> <p>C. Meeting with the Contract and Compliance Manager</p> <p>D. Written notice of non-compliance.</p> | <p>A. Final written notice of non-compliance</p> <p>B. If replacement is Not done within one (1) hour – the Service Provider would not be paid for the whole shift</p> <p>C. Meeting with the Contract and Compliance Manager</p> | Depending on the severity of the case, a contract may be terminated even if it is the first offence. Apart of warning and penalties, the Service Provider must rectify the deficiency within a day of notification |
| <b>Guards intoxicated or under the</b>   | A. Service Provider must  | A. Service Provider   | A. Service Provider   | If this practice continues, the  |

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| <b>influence of alcohol/drugs</b>   | <p>replacement made within an hour</p> <p>B. If not able to replace within one hour – no payment for the whole shift</p>   | <p>must replacement made within an hour</p> <p>B. If not able to replace within one hour – no payment for the whole shift</p>  | <p>must replacement made within an hour</p> <p>B. If not able to replace within one hour – no payment for the whole shift</p>  | <p>Security Manager will call a meeting with the Service Provider and final written notice of failure to manage own employees will be issued.</p> |
| <b>Refusal to comply with lawful instructions</b>                             | <p>A. Service Provider must remove the guard immediately, and replace him/her within an hour</p> <p>B. If not able to replace within one hour – no payment for the whole shift</p> | <p>A. Service Provider must remove the guard immediately, and replace him/her within an hour</p> <p>B. If not able to replace within one hour – no payment for the whole shift</p> | <p>A. Service Provider must remove the guard immediately, and replace him/her within an hour</p> <p>B. If not able to replace within one hour – no payment for the whole shift</p> | <p>If this practice continues, the Security Manager must call for a meeting with the security service provider.</p>                               |
| <b>Negligence in the performance of security duties or breach of security</b> | <p>A. Written notice for non-compliance and rectification within agreed timeframe</p>  | <p>A. Written notice for non-compliance and rectification within agreed timeframe</p>  | <p>A. Remove the guard from the site and final written notice</p>  | <p>If this continues, the Security Manager will call for a meeting with the security service provider.</p>  |

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| <b>Guard(s) unable to carry out duties effectively</b>                             | A. Service Provider must replace the guard immediately  | A. Non-compliance letter will be issued to the Service Provider   | A. Security Manager must call for a meeting with the security service provider to address non-compliance  | The Service Provider must rectify the deficiency within a day of notification  |
| <b>Damage to COGHSTA property or staff or visitor's property</b>                   | A. A joint investigation will be conducted.<br>B. Decision on liability will be determined by such an investigation.<br>C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs. | A. A joint investigation will be conducted.<br>B. Decision on liability will be determined by such an investigation.<br>C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs. | A. A joint investigation will be conducted.<br>B. Decision on liability will be determined by such an investigation.<br>C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs.<br>D. The contract may be terminated. | The liability will be determined by the outcome of the internal investigation. |
| <b>Loss of COGHSTA property or theft of COGHSTA or staff or visitor's property</b> | A. A joint investigation will be conducted.<br>B. Decision on liability will be determined by such an investigation.<br>C. If there is evidence of  | A. A joint investigation will be conducted.<br>B. Decision on liability will be determined by such  | A. A joint investigation will be conducted.<br>B. Decision on liability will be determined by such  | The liability will be determined by the outcome of the internal investigation  |

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|   | negligence, the Service Provider will be held liable for replacement or repairs.      | an investigation. C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs. | an investigation. C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs.  |   |
| <b>Non-compliance with regards to patrol clocking</b> | Failure to clock must be recorded in the pocket book and in the OB and giving reasons | Missing more than 5 clocking times per shift will lead to non-payment of that security guard shift                            | Should there be a breakage or burglary and there were no clocking or clocking discrepancies; the Service Provider will be liable for repairs and the replacement of lost items | The Service Provider will be liable for repairs and replacement |
| <b>Vandalism of patrolling clocking points</b>        | The Service Provider will be liable for replacement within two days                   | The Service Provider will be liable for replacement within two days   | The Service Provider will be liable for replacement within two days  |   |
| <b>Breach of contract</b>                             | Written notice of non-compliance  | Second written notice of non-compliance   | Final written notice of non-compliance<br>If no change after final written warning the contract will be terminated in line with the termination clause of the contract.        |   |