

TERMS OF REFERENCE

THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES TO THE NATIONAL DEPARTMENT OF SMALL BUSINESS DEVELOPMENT AT BLOCK G, THE DTIC CAMPUS, CITY OF TSHWANE, GAUTENG.

DSBD RFQ 001

Date issued : 05 June 2025

Closing date and time : 20 June 2025 @ 12:00

Request Validity Period : 120 days

Submission of proposals (and all required supporting documents):

To Supply Chain Management by email: DSBDInternalRFQ@dsbd.gov.za

1. OVERVIEW

The Department of Small Business Development (DSBD) is mandated to lead and coordinate an integrated approach to the promotion and development of entrepreneurship, Medium, Small and Micro Enterprises (MSMEs) and Co-operatives, and to ensure an enabling legislative and policy environment to support their growth and sustainability.

2. PURPOSE

The DSBD current occupies Block G, at the DTIC Campus, 77 Meintjies Street, Sunnyside in the City of Tshwane, Gauteng and hereby invite security service provider to provide security guarding services at its premises for a period of ten (10) months.

3. DEFINITIONS

Unless inconsistent with or otherwise clearly indicated by the context, the following terms shall have the meanings assigned to hereunder, namely:

Authorized Officer - means any person authorized by the owner of any public premises or any public vehicle to act in terms of the provisions of section 2 of the Control to Public Premises and Vehicles Act no. 53 of 1985.

Client- refers to The National Department of Small Business Development.

Contract - means the agreement entered between DSBD and the Service Provider.

Dangerous object - means any explosives or incendiary material, any explosive or incendiary device, any fire-arm, any gas, material, weapon or other article, object or instrument which may be employed to cause bodily harm to a person, or to render a person temporarily paralyzed or unconscious, or to cause damage to property, as well as anything the Minister may by notice in the Government Gazette declared to be a dangerous object.

Emergencies - means any alarm condition and/or fire, bomb threat, earthquake, armed robbery, armed attack, strike, riot, labour unrest, public upheaval, flood, lightning strike, explosion, physical attack on members of the public and employees of the department within the DSBD premises.

Firearm - means any semi-automatic pistol, shotgun, rifle or assault rifle.

Labour unrest incidents - the definition of labour unrest is when staff members of the Premises or security staff of the service provider is engaged in strikes, unrest or intimidation.

Owner - of any public premises or public vehicle means the Head of the Department of State, division, office or other body, which occupies or uses those premises or that vehicle or is in charge thereof, as the case may be.

Parties - refers to the Department of Small Business Development and the appointed Service Provider.

Public Premises - means any premises/office(s), structure, hall, room, office, convenience, land, enclosure, or water surface which is the property of, or is occupied or used by, or is under the access, or is usually admitted or to which he may be admitted.

Security Managers - refers to the Security Manager from the Department of Small Business Development who will be responsible for the monitoring and reporting to the Department on the services rendered by the Service Provider.

Security Officer - means an employee of the Service Provider that is deployed at the sites to render security services.

Supervisor - Director, Member, Owner, Management, Area Manager and Managing Director of the Service Provider

Site Documents - means Occurrence Book, Pocket Book, All security registers, reports, etc.

4. GENERAL DUTIES

4.1 The appointed service provider shall act as an Authorized Officer in terms of the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985.

4.2 In terms of the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985, Section 2 (2) (a)- (g); DSBD shall authorise the appointed Service Provider to take the necessary steps to properly safeguard the premises/offices and/or vehicles as well as

the contents thereof and the people therein or thereon, which safeguarding is to be executed by applying:

- a) Access and Egress Control; and
- b) Additional services (Security control within the premises, investigations and reporting of incidents within the premises, patrolling, etc).

5. ACCESS AND EGRESS CONTROL

PURPOSE

The purpose of access and egress control is to prevent unauthorized access and egress of persons, vehicles and dangerous objects onto State property in order to safeguard people, property and premises, and/or to prevent unauthorized removal of assets, documents and/or information from the premise(s).

6.1 RIGHTS AND OBLIGATION OF THE SERVICE PROVIDER

In order to safeguard the premises and/or the vehicles and the contents thereof, as well as the people therein or thereon, and/or information, the Service Provider must:

- a. Apply the stipulations of the following Act: "Control of Access to Public Premises and Vehicles Act, Act 53 of 1985, Section 2, 3 as well as;
- b. Apply the stipulations of the Criminal Procedure Act, Act 51 of 1977, Section 20,23 (b) (as amended in the Criminal Procedure Amendment Act, Act 33 of 1986) Section 24, 29 and 42 (as amended in the Amendment of the Criminal Law Amendment Act, Act 59 of 1983) as well as Section 46, 49, 50 and 51.

NB: Whilst conducting access and egress control the Service Provider must ensure that:

- I. No state property and/or information may be removed from the premises without proper authorization documents issued and signed by a person designated by management on the premises, of the department, for this purpose.
- II. No dangerous object(s) and/or firearm(s) are allowed into/onto the premises.

6.2 ACCESS CONTROL:

Access control must be applied at the following point(s):

- a. Main reception entrance.

- b. Basement entrance.
- c. West Wing entrance, and
- d. Where indicated or required by the Departmental Head/Representative.

Main entrance/ basement entrance & West Wing entrance

- a. Control the flow of DSBD staff, visitors and service provider s to and from the premises/offices.
- b. All access control instructions as described in the DSBD security policy and procedures are applicable at all entrances.
- c. All relevant access control and security registers provided by DSBD (Electronic and Manual) must be completed clearly and legible.

7. DELIVERABLES

Additional services refer to those services to be rendered at specific points on the premises or special services as described in this agreement and consist of:

- a) **Patrols at least once an hour.** The Service Provider must implement pro-active patrolling patterns to ensure proper random coverage of the entire contracted area within the premises.
- b) To record events in an occurrence register (electronic and manual) and to inform the Departmental Representative as well as the Supervisor/Service Provider of such events.
- c) A direct communication channel must be established between the Departmental Representative, of the respective premises/site(s) and the Manager/ Area Manager of the Service Provider.
- d) Security personnel must be inspected **twice (x2) per day and night** (per shift by a delegated site manager).
- e) The Service Provider **must arrange, at own cost, relievers for lunch- and tea breaks**. No security officer will be moved out of a manned post to relieve another security officer for lunch & tea breaks.

NB: If this is not adhered to, the Department will reserve a right to review the service with immediate effect.

7.1 Security Patrols

- a) The purpose of the patrolling of the premises is to detect and to report on any irregularities, which may occur on site.
- b) The Service Provider must implement pro-active patrolling patterns to ensure proper random coverage of the entire contracted area.
- c) Patrols must be conducted, at least once every hour, in the following manner.
- d) The Security Officer must take notice of any irregularities, which may occur, and act according.

Irregularities, which may occur, are:

- Unauthorized persons entering and/or egressing the premises.
- Persons in the act of committing theft, vandalism or any Annexure 1 contravention of the Criminal Procedure Act, Act 51 of 1977, as amended; and
- Any property and/or information of the State that is clearly at risk of being stolen/vandalized and/or threatened.

8. RESPONSIBILITIES OF THE SERVICES PROVIDER

This section must be read in conjunction with paragraph **6 & 7 above**. All possible steps shall be taken by the service provider to ensure that the contract and intended execution of this agreement will take place. These steps include, *inter alia*, the following:

- a) The protection of State property at the DSBD premises/office(s) and the protection of the said property against theft, vandalism and threat or any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977) as amended.
- b) The protection of State officials, visitors and members of public on the DSBD premises/office(s) against injuries, death or any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977) as amended.
- c) The Service Provider is responsible to advise the State/Departmental Head/Representative on security standards; measures and procedures where necessary. The Service Provider is obliged to adhere to any policies and procedures that the Departmental Head/Representative has or will implement pertaining to the

premises/office(s), including the Departmental Security Policy.

- d) The Service Provider is to assist with the implementation of the OHS Act (Occupational Health and Safety Act 85, (Act 85 of 1993) as amended aspects relating to premises/office(s) security and safety for each of the premises/office(s).

9. GENERAL DUTIES OF SECURITY OFFICERS

The appointed service provider shall be required to provide Security Officers who can perform the following functions during the execution of this project:

- a) Report any irregularities to the Management of the Centre.
- b) Ensure the recording and checking of all equipment or material entering or leaving the premises.
- c) Ensure unauthorised hawkers and vendors do not enter the premises.
- d) Remove or assist with the controlling of violent persons, as instructed by the Centre Manager
- e) To guard and protect buildings, equipment and material against damage, theft and vandalism.
- f) To protect staff and visitor by preventing or minimizing risk of injury, including death.
- g) To apprehend any suspicious person on the premises and to take action as mandated and required in terms of applicable Legislation.
- h) Security Officers must be supervised on a daily basis and be equipped to perform their duties as agreed upon.
- i) To monitor security threats and risks within the Department's area of responsibility and provide early warning to facilitate proactive interventions.
- j) **Access control**-Control the flow of visitors, service provider s and DSBD staff to and from the premises and carry out the functions as described. All relevant registers are to be completed.
- k) **Emergencies (Event Management)**-The Service Provider must assist the Departmental Representative with and actively contribute to the development, implementation, practicing and deployment of the emergency planning on the premises. In the event of an emergency the Departmental Manager/Representative must be informed immediately even after hours.
- l) **Patrols**- Are to be carried out to identify, report and respond to irregularities observed. All such incidents are to be properly recorded in pocketbooks and

reported accurately in the Manual Occurrence Register. Patrolling routes are to be established and followed as instructed by the Department.

m) The Service Provider must implement pro-active patrolling patterns to ensure proper random coverage of the entire contracted area.

- Check that all external doors are locked after hours.
- Check that all external lights are illuminated during the hours of darkness.
- Check and report any broken windows and doors.

10. PERSONNEL REQUIRED

10.1 The Service Provider must provide the security personnel required for the successful rendering of the service, as follows:

- **Security Officers Grade C** (Male/Female) is the persons who shall execute the physical security service (access and egress control and patrols).
- **Security Supervisors Grade B** (Male/Female) are the persons who exercise direct supervision and control over Security Officers as well as performing duties in the premises/office(s).
- Management/Directors/Owners/Managing Directors and Members (Grade A or B) will exercise direct control over all the security officers and services rendered.
- No employment and/or hiring of illegal foreign members in any aspect of the security service, rendering to DSBD will be allowed. If the DSBD establishes that any illegal foreign members are employed with and/or form part of the Service Provider, the service will be terminated with immediate effect.

11. PERSONNEL COMPETENCIES

The appointed Service Provider will be required to render the Security Service by employing qualified Security Officers that possess competencies and skills as described below:

TECHNICAL SKILLS	BEHAVIOUR SKILLS	MANAGEMENT SKILLS	PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • Trained and Accredited (according to the Grade as specified in the PSIRA Act) • Safety and Security Procedures (ISO Standards) OHS Act Knowledge as amended 	<ul style="list-style-type: none"> • Leadership ability • Sense of urgency • Alert and observant • Problem solving • Sense of 	<ul style="list-style-type: none"> • Understands and applies general management principles • Identifies competencies required to support organizational development • Ensure the provision of adequate training and 	<ul style="list-style-type: none"> • Honest (integrity) • Reliable/diligent • Open-minded • Assertive • Empathic • Flexible

<ul style="list-style-type: none"> • Access Control Systems (Act 53 of 1985, Act on Access Control to Public Premises and Vehicles) • Guarding and Patrolling (ISO Standards) • Investigation skills • Report writing • Search procedures (as specified in the relevant Act) • Gathering of relevant information and establish facts 	<p>responsibility</p> <ul style="list-style-type: none"> • Neat and tidy manner • Communication skills (written and verbal) • Customer Focus • Trustworthiness, honesty and dedication • Attention to detail • Integrity 	<p>support as required</p> <ul style="list-style-type: none"> • Accurately appraises the strength and weakness of employees • Provides constructive feedback • Provides mentoring and/or coaching to support organizational development • Encourages learning and development • Utilizes effective communication and interpersonal skills to build effective and well-functioning teams • Sets reasonable objectives and performance criteria • Able to identify and evaluate team dynamics and respond to interpersonal tensions • Delegates appropriately • Interacts sensitively, effectively and appropriately with persons of diverse cultural backgrounds. 	<ul style="list-style-type: none"> • Self-motivated • Organized • Confident
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11.1 SUPERVISORS: (GRADE B)

- Supervisors must be schooled to the level of at least Grade 12/ and/or equivalent qualification.
- Supervisors must have a good knowledge and understanding of their post descriptions and duties.
- Supervisors must at all times be capable of leading/controlling and supervising their sub-ordinates.
- Supervisors must be able to communicate, read and write in English and/ or commonly spoken language of the respective area.
- The Service Provider/Supervisor must have good knowledge in respect of the OHS Act (Occupational Health and Safety Act) aspects relating to security and safety at the respective premises.
- The Service Provider/Supervisor must arrange to conduct quarterly independent premises/office(s) risk evaluation(s).
- The supervisors must be adequately trained in security procedures, fire equipment, health and safety, customer service, using of all security related

equipment such as walk through metal detectors, handheld metal detectors, x-ray machines, fire-arm handling, searching procedures, radio speech procedures and handling of the National Flag etc.

- h) All Supervisors/Directors/Members/Managers and Managing Directors must be registered at the Private Security Industry Regulatory Authority, proof of which must be supplied on request.
- i) The supervisor must be able to perform internal security breach investigations and provide reports to the DSBD Security Manager.

11.2 SECURITY OFFICERS: (GRADE C)

- a) Security Officers must be schooled to the level of at least Grade 10/ and/or equivalent qualification.
- b) Security Officers must be able to communicate, read and write in English and/or commonly spoken language of the respective area.
- c) Security Officers may not be younger than 18 years of age, unless otherwise specified in any legislation.
- d) The Security Officers must have good knowledge in respect of the OHS Act (Occupational Health and Safety Act)
- e) All Security Officers must be adequately trained in security procedures, fire equipment, customer service, using of all security related equipment such as walk through metal detectors, hand held metal detectors, x-ray machines, fire-arm handling, searching procedures, radio speech procedures and handling of the National Flag, etc.
- f) All Security Officers must be registered at the Private Security Industry Regulatory Authority, proof of which must be supplied on request.

11.3 SUPERVISORS AND SECURITY OFFICERS

- a) Supervisors and Security Officers must have undergone and passed formal security training.
- b) They must present an acceptable image/appearance, which implies, *inter alia*, that they may not sit, lounge about, smoke, eat, or drink while attending to people.
- c) They must at all times present a dedicated attitude/approach to security, which attitude/approach shall imply *inter alia*, that there shall be no unnecessary arguments with visitors/staff or discourteous behaviour towards them.
- d) They must be physically healthy and fit for the execution of their duties.

- e) They must be registered as Security Officers, as prescribed by the Private Security Industry Regulation Act, and remain registered for the duration of this contract.
- f) They must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of DSBD.
- g) They are prohibited to, on his/her own discretion, read documents or records in offices of the Department other than those in his/her line of duty, or the necessary handling thereof.
- h) No information concerning State activities may be furnished to the public or news media by the Service Provider or his/her employees. If DSBD establishes that any information has been furnished to the public or news media by any employee(s) of the Service Provider, the service may be terminated.
- i) The State reserves the right to ascertain from the Private Security Industry Regulatory Authority (PSIRA) whether the security personnel in service of the company, are registered with PSIRA.

12. NORM/QUALITY

The norm/quality of the security services to be rendered must be in accordance with the acceptable standard of the security industry in terms of PSIRA.

13. GENERAL

The Service Provider undertakes to ensure that each member of his/her security personnel, will **at all times** when on duty, be fully equipped in respect of:

- a) A uniform, neat and clearly identifiable of the company. No other clothing, rather than the prescribed uniform, will be allowed.
- b) A clear identification card of the company with the officer's photo, identification- and file numbers on it, as well as the PSIRA card must be worn conspicuously on his/her person at all times.
- c) The Service Provider shall provide all the stationary required for the administration of the security services on the respective premises/offices(s).

14. SECURITY REGISTERS/AIDS

- 14.1. The appointed service provider will be responsible for providing Occurrence Books with their company logo. The DSBD will provide a of the required control registers where applicable. These include but not limited to:

- a) Visitors register (capable of duplicate printing);
- b) Rotation registers;
- c) Service provider s register
- d) Afterhours Register.
- e) Electronic equipment registers.
- f) Private assets incoming and outgoing register;
- g) Prohibited items register;

14.2. All information captured on these registers must maintained with confidentiality and with POPI Act.

14.3. The appointed service provider should supply stationary to the security officers as well as the following security aids

- a) Pocketbook,
- b) Duty roasters
- c) Posting sheet
- d) Baton
- e) Handcuffs
- f) Pens
- g) Pepper spray
- h) Company ID Card
- i) PSIRA ID Card

14.4. The appointed service provider must ensure the proper completion of all relevant access control registers at all relevant points specified by the DSBD and will be obliged to comply with all relevant specifications of the DSBD pertinent to access control of persons and vehicles.

NOTE: The Service provider is not authorised to remove any of the security registers from DSBD premises.

15. UNIFORMS

The Service provider shall provide his/her personnel with a standard **corporate** company uniform consisting of at least the following attire-

MALE OFFICER	FEMALE OFFICER
<ul style="list-style-type: none">• Belt• Jacket• Jersey• Trousers• Shirt• Shoes• Socks• Rain Suit• Tie	<ul style="list-style-type: none">• Blouse/Shirt• Jacket• Jersey• Shoes• Skirt/Trousers• Stockings• Rain Suit• Tie/Cravat

15.1 Insignia of the service provider shall be visibly and always displayed on uniforms and vehicles.

15.2 The service provider's personnel shall always be in possession of a service provider's ID card and a Private Security Industry Authority (PSIRA) ID Card that should be displayed clearly whilst on duty.

15.3 When on duty the personnel provided by the service provider shall always, unless otherwise authorised by the Department, wear the uniform.

16. REGISTERED OFFICE AND COMMUNICATION

16.1 The service provider must have an operating 24-hour manned office within Gauteng Province so that instructions and response to adverse incidents may be relayed through to the field staff timeously.

16.2 The service provider must be in possession of a functional Radio Control Room, Cellular phones and permanently registered telephone/s and Email for effective communication of the parties.

16.3 The service provider must give access to its premises by the Department at any time for inspection. These facilities must be acceptable for the running of a security business and be equipped with fully functioning equipment and manned by skilled staff.

17. MEETINGS

17.1 Monthly Liaison:

The service provider's Area Supervisor shall be required to attend regular monthly meetings with the Security Manager to discuss the provision of these services. All meetings are to be minuted.

17.2 Quarterly Liaison:

The service provider shall be required to attend a meeting on a quarterly basis with the Department to discuss matters pertaining to the execution of Security Services by the Service provider and the Administration of the Agreement in general. Meetings are to be minuted.

18. LABOUR UNREST INCIDENTS

DEFINITION

Labour unrest incidents are incidents where the Department's personnel or personnel of the Service Provider engage in strikes, unrest and intimidation.

Labour unrest at the premises/office:

When the service is interrupted or temporarily deferred because of labour unrest, labour dispute, civilian disorder, a local or a national disaster or any other cause beyond the control of the Service Provider, the parties must come to an agreement on the methods to ensure continuation of the security services. In a case such as the above, the Service provider will be paid pro rata for services rendered.

If Departmental staff is engaging in unrest and/or strike action, then the Private Security Provider is to ensure that the premises are secured, and the principles of strike action are adhered to.

When the service is interrupted because of labour unrest or labour dispute by the Security Officer(s) of the Service Provider, the State will have the right to terminate the contract immediately and/or obtain the services of another Security Service Provider for the duration of the labour unrest or labour dispute, without prejudice to any rights that the State may have.

19. LOST ARTICLES

DEFINITION

Lost/abandoned articles are articles that are found at a post, for which ownership cannot be immediately established. It must be handed over to the Security Manager. All lost/abandoned articles handed in must be recorded in occurrence book(s) manual, as well as in the loss & found property register.

20. DSBD: Price and Specific Goals

Please note that only service providers that have all the above referred to the above checklist on functionality will be evaluated on Price and Specific Goals.

The bid price must be inclusive of VAT and quoted in RSA currency.

	80/20 PRINCIPLE	POINTS
1	PRICE	80
2	SPECIFIC GOALS STATUS LEVEL OF CONTRIBUTION	20
	MAXIMUM POINTS	100

Only qualifying quotations will be evaluated for 80/20 preference points, in terms of the preference point system described in the PPPFA.

Preference Points

Only bidders that score at least 80 points on the above out of 100 points on Functionality will be considered to the next phase, which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the formula below to calculate the price:

The following formula will be used to calculate the points for price:	Points
Criteria	
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

Where,

P_s = Points scored for the comparative price of a bid under consideration
 P_t = Comparative price of a bid under consideration
 P_{\min} = Comparative price of lowest acceptable bid

In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the Specific goals status level of contribution by the table as set out in the Preference Points Claim Form (SBD 6.1).

Table 1: Specific goals for the tender and points claimed are indicated per the table below. *Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
OWNERSHIP	2	
	Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0	

Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8	
	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
Spatial (Rural/ Township/ City)	4	
	Rural = 4 Township = 2,4 City = 0,8	
Youth and Non-Youth	6	

In responding to this request, the service provider needs to provide:

- SCM documents –SBD 3.3, SBD 4 and SBD 6.1 forms and CSD information
- Items listed in the checklists below:

21. DELIVERIES

No deliveries will be received by any Security Officer(s). The necessary arrangements must be made with the Departmental Head/Representative.

22. NEATNESS OF THE CENTRE

The service provider's staff shall at all times refrain from littering and must at all times keep the grounds and premises buildings occupied by them clean, hygienic and neat.

23. TRADING AND ADVERTISEMENTS

- No security staff of the service provider may carry on any trading at the premises.
- The service provider shall not erect or display any sign printed matter, painting, name plates, advertisement or article or object of any nature whatsoever, in the premises buildings or any part thereof without the written consent of the Department. Neither shall the service provider publicly display any article or object which the Department might regard as objectionable or undesirable.
- The Department may immediately remove any sign, printed matter, name plate, advertisement or article/object which is displayed without the written consent of the

Department. The Service provider shall then be held responsible for the costs of such removal.

24. PENALTIES

If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, DSBD shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods and/or services rendered unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance in accordance with SLA.

25. ENQUIRIES

Below is the contact detail for all bid related enquiries. Electronic communication will be preferred:

QUERY	NAME	CONTACT DETAILS
Technical	Mr. K Makibelo	KMakibela@dsbd.gov.za 072 573 7881
	Mr. H Kidsingh	HKidsingh@dsbd.gov.za 072 493 2825
Direct all supply chain questions	Mr. I Chabalala	012 394 3014
	Ms. Rudzani Matodzi,	012 394 3014
	Ms. Jene Kekana	012 394 3014

SECTION A

PRICING SCHEDULE

(Professional services)

Description: Security Guarding Services at: Block G, Basement, Ground & First Floor, Dtic Campus, Sunnyside, Pretoria

1. Guards & Position	Quantity	Monthly per person	Monthly for all guards
DAY SHIFT			
Grade B	1 x (12/7) (unarmed)	R	R
Grade C	3 x (12/7) (unarmed)	R	R
NIGHT SHIFT			
Grade C	2 x (12/7) (unarmed)	R	R
2. OVERHEADS & PROFITS			R
TOTAL OF 1 & 2			R
VAT:			R
TOTAL PER MONTH (inclusive of VAT)			R
TOTAL FOR 10 MONTHS (Inclusive of VAT)			R

Signature of the bidder: _____

Date: _____

Signature of witness: _____

Date: _____

SECTION B
FUNCTIONAL PROPOSAL

MANDATORY REQUIREMENTS COMPLIANCE CHECKLIST

NO	COMPLIANCE REQUIREMENTS	YES	NO
1.	Certified copy of Valid Original Tax Clearance.		
2.	Certified copy BBBEE certificate.		
3.	Proof of Registration with Companies and Intellectual Property Commission (CIPC) (Copy obtainable from DTIC).		
4.	Private Security Industry Regulatory Authority (Certified Copy of valid PSIRA Company Certificate).		
5.	All Members, Directors and Managers registered with PSIRA as Grade A/B Security Officers? (Certified Copy of valid PSIRA Certificate(s)).		
6.	Certified Copies of the ID Documents All Members, Directors and Managers of the service provider.		
7.	Original and Valid Letter of good standing from Private Security Industry Regulatory Authority (PSIRA).		
8.	Letter of good standing from Workman's Compensation Commissioner indicating that your security service provider (Certified Copy obtainable from Department of Employment and Labour).		
9.	Valid Unemployment Insurance Fund (U.I.F.) Proof of registration (Certified Copy obtainable from the Department of Labour).		
10.	Proof of belonging to the Private Security Sector Pension Fund or a letter from the fund exempting the company to belong to the PSSPF or alternatively, proof of belonging to another Pension Fund. (Attached proof of belonging to a Pension fund).		
11.	Minimum of 3 years relevant experience of rendering similar services (Attached a reference letters/certificate of service rendered)		
12.	Operating 24-hour manned control room and office within Gauteng Province. (Site inspection will only be conducted to the short-listed service provider)		

Please note this checklist must be completed and submitted together with the **Financial Proposal**

Document that must be submitted	Provided (Yes/No) <i>Non-submission may result in disqualification</i>	
Declaration of Interest – SBD 4	YES/NO	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	YES/NO	Non-declaration and non-submission of the Sworn Affidavit and a valid BEE Certificate issued by a SANAS Accredited supplier will lead to a zero (0) score on BBBEE
Registration on Central Supplier Database (CSD)	YES/NO	The Service Provider must be registered on the CSD. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Functional Proposal including Mandatory documents	YES/NO	Submit a functional proposal in line with the Terms of Reference including the SBD documents above.
Pricing Schedule	YES/NO	Submit full details of the pricing proposal

ToR Checked

YES

☒

NO

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Hansing Kidsingh



Mr. H Kidsingh

Director: Security, Facilities Management and Auxiliary Services

Date: 03 June 2025

ToR Approved

YES

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NO

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Mbal Mbatha



Ms. Mbali Mbatha

Chief Director: Corporate Management

Date: 04 June 2025