

REQUEST FOR QUOTATION

Reference No:

You are hereby requested to submit a quotation in respect of goods and services as per **Annexure A**, and/or attached Specification/Terms of Reference.

SUPPLIER DETAILS					
Name of supplier					
Contact person					
Fax number					
Contact number					
BUSINESS CLASSIFICATION					
Turn over (TICK appropriate box below)					
Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance					
Exempted Micro-Enterprises (EMEs) R0.00 to R10m				Qualifying Small Enterprises (QSE)	Large Company
Small	Micro	Medium	Cooperative	>R10m <R50m	>R50 million
ENQUIRIES AND SUBMISSION DETAILS					
Contact person		Nhlakanipho Msane			
e-mail address		DSBDtenders@dsbd.gov.za			
Telephone number		060 981 0616			
Issue/Request date		28 MAY 2026			
Closing date and time		08JUNE 2026 @ 12H00			
Terms and Conditions					
#	REQUIREMENTS				COMMENTS
1	Quotations should be dated.				
2	Quotations should be valid for 30 days unless indicated otherwise.				
3	Does it comply with cost containment (Yes or No)				
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.				
4	Should you not be registered for VAT it should be clearly indicated on the quotation.				
5	Please indicate the delivery period and confirm whether the delivery period is firm.				
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.				
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.				
8	This quotation is subject to the Department of Small Business Development's general conditions of contract unless otherwise stated by the supplier.				
9	Quotations should be on the service provider's letter head.				
10	Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate you quotation				

Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 – 10	≤ 5,0 million



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.

DATE OF ISSUED : 28 MAY 2026

CLOSING DATE AND TIME : 08 JUNE 2026 @ 12:00

REQUEST VALIDITY PERIOD : 120 Days

Submission of proposals (and all required supporting documents):

To Supply Chain Management by email: DSBDtenders@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 currently occupies the ground and first floor at 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 eight (08) months.

Notwithstanding the above, bidders are informed that the Department may relocate to alternative office premises during the contract period. The timing and location of such relocation remain uncertain at this stage. As a result, the contract may be subject to adjustment or early termination in line with operational requirements.

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.

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 Manager - refers to the Security Manager from the Department of Small Business Development who will be responsible for the implementation, monitoring and reporting 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, Area Manager and Managing Director of the Service Provider

Site Documents - means Occurrence Book, Pocket Book, All security registers, preliminary investigation 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 authorize 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 the DSBD premises in order to safeguard people, information and assets, 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 the 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 providers 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 proactive patrolling patterns to ensure proper random coverage of the entire contracted area within the premises.
- b) To record events in an occurrence register 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 **at least once 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 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 paragraphs **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 for advising 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 unauthorized hawkers and vendors do not enter the premises.
- d) Remove or assist with the controlling of violent persons, as directed by the Security Manager
- e) To guard and protect buildings, equipment and material against damage, theft and vandalism.
- f) To apprehend any suspicious person on the premises and to act as mandated and required in terms of applicable Legislation.
- g) To monitor security threats and risks within the Department's area of responsibility and provide early warning to facilitate proactive interventions.
- h) **Access control**-Control the flow of visitors, service providers and DSBD staff to and from the premises and carry out the functions as described. All relevant registers are to be completed.
- i) **Emergencies (Event Management)**-The Security officers 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.
- j) **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.

- k) The Security officers 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 	<ul style="list-style-type: none"> • Leadership ability • Sense of urgency • Alert and observant • Problem solving 	<ul style="list-style-type: none"> • Understands and applies general management principles • Identifies competencies required to support organizational development • Ensure the provision of 	<ul style="list-style-type: none"> • Honest (integrity) • Reliable/diligent • Open-minded • Assertive • Empathic • Flexible

<p>Knowledge as amended</p> <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 	<ul style="list-style-type: none"> • Sense of responsibility • neat and tidy manner • Communication skills (written and verbal) • Customer Focus • Trustworthiness, honesty and dedication • Attention to detail • Integrity 	<p>adequate training and 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)

- a) Supervisors must be schooled to the level of at least Grade 12/ and/or equivalent qualification.
- b) Supervisors must have a good knowledge and understanding of their post descriptions and duties.
- c) Supervisors must at all times be capable of leading/controlling and supervising their sub-ordinates.
- d) Supervisors must be able to communicate, read and write in English and/ or commonly spoken language of the respective area.
- e) The 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.
- f) The supervisor must arrange to conduct quarterly independent premises/office(s) risk evaluation(s).
- g) 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 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.
- 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, 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 provided 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 stationery 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 the provision of the Occurrence Books (OB) with their company logo. These OB will be retained by DSBD. The DSBD will provide all the security 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 The information captured on these registers must be complete and neat. Any amendments must be neatly strike-out and signed by the officer making such amendments. No fluid or erasers will be used in any of the security registers or Occurrence books.

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

- a) Pocketbook,
- b) Duty rosters
- 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 authorized 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 authorized 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 between 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 LIABILITY INSURANCE

17.1 The service provider must have a valid liability insurance cover which must remain active for the duration of the contract to cover for any liability that may result from an act or omission in the performance of services.

17.2 The minimum cover required in terms of this contract is one million rands (R1000 000.00).

17.3 The representative of the department may request proof at anytime in the duration of the contract to confirm that liability insurance is active.

18 MEETINGS

18.1 Monthly Liaison:

The service provider or its representatives will be required to attend physical or virtual monthly meetings with the DSBBD security representatives to discuss the provision of these services. All meetings are to be minuted.

19. 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.

20. 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.

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

23.1 No security staff of the service provider may carry on any trading at the premises.

23.2 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.

23.3 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. CONFIDENTIALITY AND POPIA COMPLIANCE

- 24.1 All information captured on the security registers, Occurrence Books and security reports must be maintained with confidentiality and compliance to the POPI Act.
- 24.2 The information will only be utilized for the implementation of the security functions of DSBD.
- 24.3 No information shall be shared to any third party without the approval of the DSBD representative.
- 24.4 The service provider is not allowed to share, copy, transmit or destroy any of DSBD information be it electronic or hard copy without the approval of the DSBD.
- 24.5 The Service Provider, while rendering the security services to DSBD, is not allowed to communicate to the media on DSBD programmes without the relevant approval.

25. 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.

26. EARLY TERMINATION DUE TO OPERATIONAL REQUIRMENTS (SPECIFICALLY RELATES TO DSBD RELOCATION INTO ALTERNATIVE PREMISES)

- 26.1 Bidders must factor in the possibility of contract duration being shortened due to operational requirements.
- 26.2 The Department reserves the right, in accordance with applicable legislation and Supply Chain Management prescripts, to terminate this contract, in whole or in part, at any time prior to its expiry, due to operational requirements. Such requirements may include, but are not limited to, the anticipated relocation of the Department to alternative office premises, the timing and location of which are not yet confirmed.
- 26.3 In the event of such termination, the Department shall provide the appointed service provider with not less than 30 (thirty) calendar days' written notice.

- 26.4 Upon receipt of the termination notice, the service provider shall take all reasonable steps to ensure an orderly wind-down of services and to minimize disruption to the Department.
- 26.5 The service provider shall be entitled to payment for services rendered up to the effective date of termination. No additional compensation for early termination shall be payable, unless otherwise agreed in writing by the Department.
- 26.6 This clause shall not be construed as limiting any other rights of termination available to the Department in terms of the contract or applicable law.

27. EVALUATION OF PROPOSAL

27.1 PHASE 1: PRELIMINARY EVALUATION (COMPLIANCE EVALUATION)

- 27.1.1 During this phase bid documents will be reviewed to determine compliance with Supply Chain Management documents and only those that have complied in terms of procurement requirements will move to phase 2.
- 27.1.2 The bid proposal will be screened for compliance with administrative requirements as indicated below:

Document that must be submitted	Provided (Yes/No) <i>Non-submission may result in disqualification</i>	
Declaration of Interest – SBD 4	YES/NO	Completed and sign the supplied pro-forma document
Preference Point Claim From – SBD 6.1	YES/NO	Completed and sign the supplied pro-forma document
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

27.2 PHASE 2: MANDATORY REQUIREMENTS

27.2.1 Bidders are required to complete the table below by indicating whether they comply with the mandatory requirements by marking the appropriate column with an X. Bidders are required to attach documentation.

27.2.2 Failure to submit any of the required documents or to comply with these requirements will render the bid non-responsive and will result in disqualification from further evaluation.

27.2.3 Bidders that have comply with all mandatory requirements will move to phase 3: Price and Specific Goals.

NO	PROPOSAL CHECKLIST	YES	NO
1.	<p>Previous Work Performed</p> <p>The service provider must have minimum three(3) years relevant experience of rendering security guarding and operational security services (Attached reference letters.)</p> <p>Each reference letter must:</p> <ul style="list-style-type: none"> ▪ Be on the client's official letterhead. ▪ Be signed and dated. ▪ Include contactable details (i.e. telephone number, and email address) ▪ Confirm the nature, duration and dates of when services were rendered. <p>Note: The Department reserves the right to verify the authenticity of the information provided.</p>		
2.	<p>Company registered with the Private Security Industry Regulator (PSIRA)</p> <p>Provide a certified and valid copy of the PSIRA Company Certificate.</p>		
3.	<p>All Members, Directors and Managers registered with PSIRA as Grade A/B Security Officers registered with the Private Security Industry Regulator (PSIRA)</p> <p>Provide certified and valid copy of PSIRA Certificate(s) of all members, directors and managers registered as grade A/B with PSIRA</p>		
4.	<p>Copies of Identification Documents</p>		

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

	Provide certified Copies of the ID Documents All Members, Directors and Managers of the service provider		
5.	Letter of good standing from PSIRA Certified copy of a Valid Letter of good standing from Private Security Industry Regulatory Authority (PSIRA).		
6.	Letter of good standing from Workman’s Compensation obtainable from Department of Employment and Labour Provide letter of good standing from Workman’s Compensation Commissioner indicating that your security service provider is compliant		
7.	Unemployment Insurance Fund Provide valid Unemployment Insurance Fund (U.I.F.) Proof of registration (Certified Copy obtainable from the Department of Labour).		
8.	Belong to the PSSPF or alternate Pension Fund 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).		
9.	Liability Insurance Provide proof of valid and active liability insurance cover with a minimum cover of one million rands (R1 000 000.00)		
10.	Operational Control Room and Office in Gauteng Province Operating 24-hour manned control room and office within Gauteng Province. (Provide proof of valid lease agreement or municipality bill not older than three months in the name of the registered company)		

Note: All bidders who do not comply with the criteria above will be disqualified for further evaluation.

27.3 PHASE 3: PRICE AND SPECIFIC GOALS

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

27.3.2 Further it must be noted that the pricing quoted is a fixed price and no escalation will be considered for the duration of the contract.

27.3.3 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.

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	

28. ENQUIRIES

Below are the contact details 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
Direct all supply chain questions	Mr. I Chabalala	012 394 3014
	Ms. Rudzani Matodzi,	012 394 3014
	C. Mokala N. Msane	012 394 3014 DSBDtenders@dsbd.gov.za

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	4 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 8 MONTHS (Inclusive of VAT)			R

Signature of the bidder: _____

Date: _____

Signature of witness: _____

Date: _____

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



Mr. Hansraj Kidsingh

Director: Security, Facilities Management and Auxilliary Services

Date: 18 May 2026

ToR Approved

YES

NO


Mbali Mbatha

Ms. Mbali Mbatha

Chief Director: Corporate Management

Date: 20 May 2026

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
OWNERSHIP	2
SIZE OF ENTERPRISE (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8
SPATIAL (RURAL/ TOWNSHIP/ CITY)	4

YOUTH AND NON-YOUTH	6
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
OWNERSHIP	<p style="text-align: center;">1</p> <p>Level 1 = 1 pts Level 2 = 0,125pts Level 3 = 0 pts Level 4 = 0 pts Level 5 = 0 pts Level 6 = 0 pts Level 7 = 0 pts Level 8 = 0 pts</p> <p>Non-compliant contributor= 0</p>	<p style="text-align: center;">2</p> <p>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</p> <p>Non-compliant contributor= 0</p>		
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	<p style="text-align: center;">4</p> <p>Micro = 4 Small = 3,6 Medium = 2 Large = 1,6</p>	<p style="text-align: center;">8</p> <p>Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8</p>		
Spatial (Rural/ Township/ City)	<p style="text-align: center;">2</p> <p>Rural = 2 Township = 1,2 City = 0,4</p>	<p style="text-align: center;">4</p> <p>Rural = 4 Township = 2,4 City = 0,8</p>		
Youth and Non-Youth	<p style="text-align: center;">3</p> <p>Youth = 3 None-Youth = 0,9</p>	<p style="text-align: center;">6</p> <p>Youth = 6 None-Youth = 1,8</p>		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:
