

## PA-04 (GS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF 24 HOURS  
SECURITY GUARDING SERVICE AT HOPE STREET PARKING

Project title:	PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY SIX (36) MONTHS		
Bid no:	CPTSC 17/24		
Advertising date:	08 OCTOBER 2024	Closing date:	29 OCTOBER 2024
Closing time:	11:00	Validity period:	84 days

1. FUNCTIONALITY CRITERIA APPLICABLE YES ☐ NO ☒

**Note 1:** Failure to meet minimum functionality score will result in the tenderer being disqualified.

Functionality criteria: <sup>1</sup>	Weighting factor:
<b>Total</b>	<b>100 Points</b>

(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:	
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(Total minimum qualifying score for functionality is 50 percent, any deviation below or above the 50 percent, provide motivation below).

### 2. THE FOLLOWING EVALUATION METHOD FOR RESPONSIVE BIDS WILL BE APPLICABLE:

<input type="checkbox"/> Method 1 (Financial offer)	<input checked="" type="checkbox"/> Method 2 (Financial and Preference offer)
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#### 2.1. Indicate which preference points scoring system is applicable for this bid:

<input checked="" type="checkbox"/> 80/20 Preference points scoring system	<input type="checkbox"/> 90/10 Preference points scoring system	<input type="checkbox"/> Either 80/20 or 90/10 Preference points scoring system
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<sup>1</sup>The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

### 3. RESPONSIVENESS CRITERIA

**3.1. Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:**

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
4	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5	<input checked="" type="checkbox"/>	Submission of PA-32: Invitation to Bid
6	<input type="checkbox"/>	Submission of record of attending compulsory briefing session.
7	<input checked="" type="checkbox"/>	Submission of copy of valid PSIRA company registration certificate Submission of copy of valid PSIRA Grade A or B certificate for the Director(s) Submission of copy of valid PSIRA Letter of Good Standing Submission of copy of valid COIDA Letter of Good Standing from Department of Labour Submission of copy of valid certificate of registration issued by the National Bargaining Council for the Private Security Sector.
8	<input checked="" type="checkbox"/>	The bidder must submit three (3) completed projects in Provision of Physical Security Guarding Services with a minimum accumulated value of R300 000.00  The following documents must be submitted in relation to the above: 1. Signed Appointment letter(s) by the employer with clear contract description, contract value, contract duration and contact details. OR 2. Service Level Agreement with clear contract description, contract value, contract duration, contact details and signed by both parties. OR 3. Purchase order(s) with clear contract description and contract value.  Each of the above submitted documents must be accompanied by the reference letter and must be aligned to the submitted completed projects.  Failure to submit any of the above required documents will render the bid non-responsive and duly disqualified.
9	<input checked="" type="checkbox"/>	TOTAL DIRECT COST AS PER NATIONAL BARGAINING COUNCIL FOR PRIVATE SECURITY SECTOR ILLUSTRATIVE PRICING GUIDE (USE LINE B). Failure to quote using Total Direct Costs as per National Bargaining Council for Private Security (Line B) will result to the bid being disqualified.
10	<input checked="" type="checkbox"/>	The bidder must submit a fully and adequately completed Pricing Schedule and transfer the grand total to PA-32 (Invitation to Bid form) as provided in the tender document. Failure to transfer Grand Total from the pricing schedule to PA-32 will result to the bid being disqualified.
11	<input checked="" type="checkbox"/>	The bidders must sign the attendance register at the meeting as proof of attendance and the register will be closed at the venue after the meeting. Failure to sign the attendance register will render your bid non-responsive.

**3.2. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.**

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

Notice and Invitation to Bid: PA-04 (GS)

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
4	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer
6	<input checked="" type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
7	<input checked="" type="checkbox"/>	Bidders must provide a valid copy of ICASA license or lease agreement signed by both lessor and lessee together with a copy of ICASA licence from the company the bidder is leasing from.
8	<input checked="" type="checkbox"/>	Bidders must submit valid copy of a Lease Agreement signed by both lessor and lessee or Municipality Water bill or Title Deed or Letter of intent to rent or buy as a valid proof of existing Administrative Office (in bidder's name) within the Western Cape where the service will be rendered, if not yet provided the company will be given a period of seven(7) calendar days to obtain and submit to the Department.
9	<input checked="" type="checkbox"/>	<p>Copy of a valid Letter of Good Standing issued by the National Bargaining Council for Private Security Sector, if not yet provided the bidder will be given a period of seven (7) calendar days to obtain and submit to the Department.</p> <p>Copy of a valid Paid Up Levies issued by the National Bargaining Council for the Private Security Sector, if not yet provided the bidder will be given a period of seven (7) calendar days to obtain and submit to the Department.</p> <p>Proof of provident fund, if not yet provided the company will be given a period of seven (7) calendar days to obtain and submit to the Department of Public Works &amp; Infrastructure.</p> <p>Proof of Public liability for an amount of two (2) million rands, if not yet provided the company will be given a period of twenty one (21) calendar days to obtain and submit to the department of Public Works &amp; Infrastructure.</p> <p>Copy of Bargaining Council Health Insurance, if not yet provided the company will be given a period of seven (7) calendar days to obtain and submit to the Department of Public Works &amp; Infrastructure. OR Copy of Bargaining Council Medical Aid Allowance, if not yet provided the company will be given a period of seven (7) calendar days to obtain and submit to the Department of Public Works &amp; Infrastructure.</p> <p>The bidder must provide proof of ownership x1 vehicle</p> <ol style="list-style-type: none"> <li>1. Valid Motor vehicle licence and licence disc or</li> <li>2. Letter of intent to lease or buy or</li> <li>3. Valid lease agreement signed by both parties (lessee and the lessor) for the required vehicle or</li> <li>4. Enatis report.</li> </ol>
10	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required.

**3.3. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals:**

1	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
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2	<input checked="" type="checkbox"/>	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider
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#### 4. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

<input checked="" type="checkbox"/>	<p><b><u>4.1. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.</u></b></p> <p><b><u>Table 1</u></b></p> <table> <tr> <th>Serial No</th><th>Specific Goals</th><th>Preference Points Allocated out of 20</th><th>Documentation to be submitted by bidders to validate their claim</th></tr> <tr> <td>1.</td><td>An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)</td><td>10</td><td> <ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> </td></tr> <tr> <td>2.</td><td>Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)</td><td>2</td><td> <ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul> </td></tr> <tr> <td>3.</td><td>An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)</td><td>4</td><td> <ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> </td></tr> <tr> <td>4.</td><td>An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)</td><td>2</td><td> <ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> </td></tr> </table>			Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim	1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>	2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>	3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>	4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p>
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			National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>



**4.2. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.**

**NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.**

**Table 2**

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>



	4. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
	OR			
	5. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable</li> </ul>

#### 5. COLLECTION OF BID DOCUMENTS:

- ☒ Bid documents are available for free download on e-Tender portal [www.etenders.gov.za](http://www.etenders.gov.za)
- ☒ Alternatively; Bid documents may be collected during working hours at the following address CUSTOMS HOUSE BUILDING. A non-refundable bid deposit of R 300.00 is payable, (Cash only) is required on collection of the bid documents.
- ☒ A **compulsory** pre bid meeting with representatives of the Department of Public Works will take place at 27 RHODES AVENUE, FERNWOOD ESTATE, RONDEBOSCH on 14 OCTOBER 2024 starting at 11:00. Venue FERNWOOD. (if applicable)

#### 6. ENQUIRIES

6.1. Technical enquiries may be addressed to:

DPWI Project Manager	LINDANI NOGUBAZA	Telephone no:	
Cellular phone no	063 699 9946	Fax no:	
E-mail	lindani.nogubaza@dpw.gov.za		

6.2. SCM enquiries may be addressed to:

SCM Official	Boniwe Zungu	Telephone no:	021 402 2345
Cellular phone no		Fax no:	
E-mail	boniwe.zungu@dpw.gov.za		

## 7. DEPOSIT / RETURN OF BID DOCUMENTS:

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.

All tenders must be submitted on the official forms

<p><b>BID DOCUMENTS MAY BE POSTED TO:</b></p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X <i>insert bag no</i> <i>insert town</i> <i>insert postal code</i> ATTENTION: <b>PROCUREMENT SECTION: ROOM <i>insert room no</i></b></p> <p><b>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</b></p>	<p>OR</p>	<p><b>DEPOSITED IN THE TENDER BOX AT:</b></p> <p>MAIN ENTRANCE, GROUND FLOOR CUSTOMS HOUSE BUILDING LOWER HEERENGRACHT STREET FORESHORE CAPE TOWN</p>
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Invitation to Bid: PA-32

**PART A  
INVITATION TO BID (EXEMPTION)**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	CPTSC 17/24	CLOSING DATE:	29 OCTOBER 2024	CLOSING TIME:	11:00
DESCRIPTION	PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY SIX (36) MONTHS.				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
OR POSTED TO:					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]	
SIGNATURE OF BIDDER				DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE ('ALL APPLICABLE TAXES)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					



Invitation to Bid: PA-32

## PART B TERMS AND CONDITIONS FOR BIDDING

<p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.</p>
<p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<p><b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b></p> <p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

**Note Well:**

- |   |
|---|
| <p>a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.</p> <p>b) All delivery costs must be included in the bid price, for delivery at the prescribed destination.</p> <p>c) The price that appears on this form is the one that will be considered for acceptance as <u>a firm and final offer</u>.</p> <p>d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).</p> <p>e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.</p> |
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<sup>1</sup> All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

## PA-16: 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 **Preference Points System to be applied**

*(tick whichever is applicable).*

- ☒ The applicable preference point system for this tender is the **80/20** preference point system.
- ☐ The applicable preference point system for this tender is the **90/10** preference point system.
- ☐ 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 shall be awarded for:**

1.3.1 **Price; and**

1.3.2 **Specific Goals**

1.4 **The maximum points for this tender are allocated as follows:**

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	<input checked="" type="checkbox"/> 80/20	<input type="checkbox"/> 90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and Specific Goals	100	100

## 1.5 Breakdown Allocation of Specific Goals Points

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**1.5.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.**

**Table 1**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

			<p>and</p> <ul style="list-style-type: none"> <li>• Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</li> </ul>
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>



**1.5.2. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.**

**Table 2**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> <li>• Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p>

			<ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDSA).</p>

☐

5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"><li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li></ul>
----	--	---	---

**1.5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 3 below are applicable.**

**NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.**

**Table 3**

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	<ul style="list-style-type: none"><li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li></ul>
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"><li>Official Municipal Rates Statement which is in the name of the bidder.</li></ul> <p>Or</p> <ul style="list-style-type: none"><li>Any account or statement which is in the name of the bidder.</li></ul> <p>Or</p> <ul style="list-style-type: none"><li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li></ul> <p>Or</p> <ul style="list-style-type: none"><li>Lease Agreement which is in the name of the bidder.</li></ul>
3.	An EME or QSE or any entity which is at least 51%	2	<ul style="list-style-type: none"><li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li></ul>

		owned by black women (mandatory)		
	4. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDSA).</p>
	<b>OR</b>			
	5. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable</li> </ul>

**Black people** mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25899, 2003 of 9 JANUARY 2004).

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

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations,

competitive tendering process or any other method envisaged in legislation;

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

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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



#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above 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 4: 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)
1. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people	4	10		
2. Located in a specific Local Municipality or District Municipality or Metro or	2	2		

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)
Province area for work to be done or services to be rendered in that area				
3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	2	4		
4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	2		
5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*	2	2		

#### 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:	.....
	.....
	.....
	.....

## PA-11: 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 interest (1) 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

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

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

**YES / NO**

- 2.2.1 If so, furnish particulars:

.....  
.....

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

**YES / NO**

- 2.3.1 If so, furnish particulars:

.....  
.....

### 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 consortium<sup>2</sup> 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.  
3.5 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.  
3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

<sup>2</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.

- 3.7 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

This form has been aligned with SBD4

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

**RESOLVED** that:

- The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
(Project description as per Bid / Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid / Tender Document)

- \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
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7			
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15			
16			



PA-15.1: Resolution of Board of Directors

17			
18			
19			
20			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**



## PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

\_\_\_\_\_  
(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
(Project description as per Bid /Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid / Tender Document)

2. \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code)

PA-15.2: Resolution of Board of Directors to enter into Consortia or Joint Ventures

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

**Note:**

- \* Delete which is not applicable.
- NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
- In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
- Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
- Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**

## **PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES**

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### **RESOLVED that:**

#### **RESOLVED that:**

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_  
*(Project description as per Bid /Tender Document)*

Bid / Tender Number: \_\_\_\_\_ *(Bid / Tender Number as per Bid /Tender Document)*

PA-15.3: Special Resolution of Consortia or Joint Ventures

- B. \*Mr/Mrs/Ms: \_\_\_\_\_  
in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)  
and who will sign as follows: \_\_\_\_\_  
be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.
- C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of: \_\_\_\_\_
- D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.
- E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.
- F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.
- G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Postal code) \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Postal code) \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
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10			
11			
12			
13			
14			
15			

The bidding enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

- \* Delete which is not applicable.
- NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
- Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
- Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

## PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: CPTSC 17/24

Name of Tenderer .....

☐ EME<sup>1</sup> ☐ QSE<sup>2</sup> ☐ Non EME/QSE (tick applicable box)

### 1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number  
## State date of South African citizenship obtained (not applicable to persons born in South Africa)

<sup>1</sup> EME: Exempted Micro Enterprise

<sup>2</sup> QSE: Qualifying Small Business Enterprise

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".  
For Internal & External Use

Effective date 21 July 2023

PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no:

2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date



## **PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

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### **TERMS OF REFERENCE**

#### **1. PURPOSE OF THIS BID**

The purpose of this bid is to invite security service providers for  
**PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

#### **2. PROJECT OBJECTIVES**

The objective of this bid is to appoint a security service provider for Hope Street Parking to ensure the safeguarding of the Department of Public Works & Infrastructure, assets, personnel, information and Client Departments for twenty-four (24) hours a day and seven (7) days a week.

#### **3. SCOPE OF WORK**

The successful bidder appointed will be responsible to render security services at Hope Street Parking.

- 3.1 Safeguard Department of Public Works & Infrastructure, Hope Street Parking for twenty-four (24) hours a day and seven (7) days a week.
- 3.2 The turnaround time to place guards on site is 24 hours.
- 3.3 Number of guards per shift is as follows:
  - 3.3.1 Day Shift 1X Supervisor with valid Grade B PSIRA Certificate.
  - 3.3.2 Night Shift 1X Supervisor with valid Grade B PSIRA Certificate.
  - 3.3.3 Day Shift 2X Security Officers with valid Grade C PSIRA Certificate.
  - 3.3.4 Night Shift 2X Security Officers with valid Grade C PSIRA Certificate.
- 3.4 Perform access and egress control during working hours, on weekends and public holidays.
- 3.5 Conduct patrols around internal and external Hope Street Parking premises.
- 3.6 Conduct safety and security inspections inside and outside Hope Street Parking premises.
- 3.7 Assist during emergency situations as and when the need arises.
- 3.8 Report any incident or irregularities to the Security Manager.
- 3.9 Ensure access control through searching of persons, vehicles and goods, monitoring movement of people.
- 3.10 Compile a monthly report and submit to the Security Manager.





## PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

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### 4. CONDUCT AND BEHAVIOUR OF SECURITY GUARDS

- 4.1 Possess good communication, reading and writing skills in English, and one (1) other official language.
- 4.2 Security guards must have sober habits and portray a professional attitude at all the times.
- 4.3 Security guards shall comply with the functions and duties as per the bid requirements.
- 4.4 Supervisor must at least possess **Grade 12** as a minimum of qualification and valid **PSIRA Grade B** certificate.
- 4.5 Security guards must at least possess **Grade 10** as a minimum of qualification and valid **PSIRA Grade C** certificate.
- 4.6 Service providers are prohibited to employ foreign nationals, only South Africans will be accepted on Department of Public Works & Infrastructure sites.
- 4.7 The company must post guards with correct company uniform and supply the correct equipment as stipulated in the bid document.
- 4.8 The company must conduct site visits in every shift (**every shift must be visited throughout the month**) and sign the OB with name, surname and the clear signature as proof of site visit, in the event the company fails to comply, the Department of Public Works & Infrastructure reserves the right to pro-rata the invoice in accordance with the Service Level of Agreement.
- 4.9 Use of incorrect uniform is prohibited.
- 4.10 PSIRA registration cards and name tags shall be displayed by all security officers on duty.
- 4.11 No visible tattoos allowed on security officers.
- 4.12 Security officer on duty shall be in full uniform.
- 4.13 Security officer on duty shall not eat and smoke in public.
- 4.14 Security officer on duty shall be on his/her feet when attending to a client or to a member of public.
- 4.15 The use of private cellular phones is prohibited during working hours.
- 4.16 No security officer shall take away any item that belongs to the department or suppliers, be it cleaning material or toiletries.
- 4.17 Male officer should be clean shaven or leave a trimmed moustache.

### 5. SECURITY CLEARANCE

The successful bidder will be subject to a positive security clearance obtained from the State Security Agency (SSA), **if the results are negative the bidder will be disqualified.**



## **PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

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### **6. WORKING SHIFTS**

Working shifts is twenty-four (24) hours a day and seven (7) days a week and will commence as follows:

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

### **7. SHARE OF OVERHEADS AND RESOURCES (EQUIPMENT'S)**

**7.1 The share of overheads includes inter alia, liability and other insurance, payroll and admin, control centre, transport costs (vehicles, maintenance and fuel), fixed infrastructure, rates & taxes, registers, security aids, occupational health and safety compliance, management and supervision and statutory fees payable.**

**7.2 The successful bidder must ensure that security guards are equipped with the following service aids that are covered by the share of overheads.**

- a) Portable radio per point with earpieces for all security guards (two way radios must be programmed to contractors' frequency).
- b) Full uniform and dress standard, jacket, shirt, rain coats; pants, name tags, pull over jerseys and appropriate shoes.
- c) 1X Vehicle
- d) Torches
- e) Baton
- f) Occurrence book
- g) Security registers
- h) Pocket Books and pens (black and red)
- i) Hand cuffs
- j) Hand held metal detectors
- k) Fire-fighting equipment
- l) Whistle
- m) Patrol monitoring system
- n) Padlock and Chains
- o) Cones

### **8. SITE PROCEDURES MANUAL (Structural Plan)**

The successful bidders will be required to submit a detailed site procedures manual within seven (7) days after appointment that *inter alia* address the following:

**8.1 How security guards will be monitored and managed on a twenty-four (24) hours**



## **PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

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a day and seven (7) days a week basis depending the departmental structural plan.

8.2. How rapid reactions by security guard/s will be executed in terms of capacity and other relevant security structures.

## **9. OTHER CONDITIONS OF THE BID**

### **9.1 MINIMUM SPECIFICATION**

This specification is only minimum. Any shortcomings in the specifications should be pointed out in writing via email or be pointed out in the compulsory site briefing meeting.

Any additional costs incurred by the service provider because of shortcomings in the bid specification will be for the service provider's own account e.g. providing of a guard house, ablution facilities etc.

### **9.2 COMPLIANCE**

Failure to provide sufficient information may disqualify the bidder. Any condition imposed by the bidder that is restrictive or contrary to any part of this bid will automatically disqualify the bidder.

### **9.3 CLARIFICATION**

The Department of Public Works & Infrastructure may request clarification or further information regarding any critical aspect of the bid. The bidder must supply the requested information within seven (7) calendar days however, where practical within 72 hours after the request has been made, failure to do so the bidder may be disqualified if it fails to submit the required information after maximum of seven (7) calendar days.

### **9.4 ACCESS CONTROL SYSTEM (IF ANY)**

The security personnel must be able to control ingress (Entrance) and egress (Exit) point (if any). If any suspicious activities are depicted in any other manner, it should be reported to the Security Manager and entry to be made in the occurrence book immediately.

The information on the access control system must be recorded by the security staff and made available to the client for consolidating the site report and storage in line with the departmental internal security procedures.



## **PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

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As part of access control security guards must open and close the access gates of the building. Access to the premises must be strictly controlled by the security guards, all Client Department employees should be required to use access cards to enter the premises and visitors sign the visitor's register. Inspection and searching of Departmental and private vehicles must be conducted at the entrance and exit points at all the time (excluding the Law Enforcement Agencies).

### **9.5 LOST ITEMS:**

**9.5.1 DEFINITION:** Lost items found on the premises and for which ownership cannot be immediately established.

All lost articles must be recorded in the occurrence book, after which they must be handed to the Security Manager immediately.

### **9.6 DELIVERIES/ DISPATCHING**

No deliveries by any person will be received by security staff on behalf of the Department of Public Works & Infrastructure and Client Department. No dispatching by any person will be done by security staff on behalf of the Department of Public Works & Infrastructure and Client Department. The deliveries will be done only at the identified dispatching and delivery entrance.

### **9.7 LABOUR UNREST INCIDENTS**

#### **9.7.1 DEFINITION**

When the Department's personnel on the site or the security personnel engage in illicit personnel practices such as strikes, unrest and intimidation.

#### **9.7.2 LABOUR UNREST AT THE SITE**

If the service is interrupted or temporarily deferred because of any labour unrest, labour dispute, civilian disorder, a local or 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 service.

#### **9.7.3 INDUSTRIAL RELATIONS**

Ensure that all problems experienced by security officers on site including labour disputes are resolved amicably. Adhere to the provisions relating to salaries, wages and remuneration as envisaged in the Basic Conditions of Employment Act and the Bargaining Council. The company must ensure order during strikes/lock-outs.



## **PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

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### **10. EVALUATION OF SERVICE**

The Department of Public Works & Infrastructure reserves the right to evaluate the conduct, behaviour and performance on site, should it be deemed necessary.

Evaluation of service shall be done by Department of Public Works & Infrastructure representative on the site as well as by the service provider as when the need arises. The Department reserves the right to evaluate the service rendered by the service provider at any time, in order to ensure that the services are rendered in accordance with the conditions of the contract and site specification.

The Department of Public Works & Infrastructure reserves the right to require from the service provider that any of his/her employees be replaced, in case the employee must leave the site immediately.

The Department of Public Works & Infrastructure will not be held responsible for and damage or claims, which may arise because of this and is indemnified against any such claims and legal expenses.

**NOTE:** The Departmental representatives will have the right to check daily, whether sufficient personnel are available on site in terms of the conditions.

### **11. LIABILITY**

The service provider hereby indemnifies the Client against all legal liability with regard to any claims that may arise as a result of a breach of contract or negligence on the part of the service provider in respect of its obligations in terms of this Agreement.

The service provider will be held liable for any damages or loss suffered by the Department of Public Works & Infrastructure, as a result of the contractor's own employees' negligence or intent, which originated on the site.

The Department of Public Works & Infrastructure shall not be liable for any loss or damage of any nature to any of the Service providers' properties or any items kept at the Department's sites, even in cases where the loss originated as a result of negligence or intent on the part of the department.

The Department of Public Works & Infrastructure and other beneficiaries shall not bring any claim personally against any individual employed by or providing services on behalf of the service provider but only against the service provider in respect of loss or damage suffered by the Department of Public Works & Infrastructure or by other beneficiaries arising out of or in connection with the services.



## **PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

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This restriction shall not operate to limit or exclude the liability of the service provider as a company for the acts or omissions of its, directors, employees and agents. Any claim from the Department of Public Works & Infrastructure or other beneficiaries must be made (for these purposes a claim shall be made when court or other dispute resolution proceedings are commenced) within three years of the date on which the Department of Public Works & Infrastructure became aware, or ought reasonably to have become aware, of circumstances giving rise to a claim or potential claim against the service provider.

### **12. INDEMNIFICATION**

The service provider hereby indemnifies the Department of Public Works & Infrastructure against any liability which the Department may incur as a result of any claim against the Department of Public Works & Infrastructure by any third party in respect of personal loss, death, injury or damage directly arising from any wilful or negligent acts or omissions by the service provider, its employees, agents or independent contractors in performing its obligations under this Agreement.

### **13. OCCUPATIONAL HEALTH AND SAFETY**

The service provider must comply with occupational Health and Safety Regulations.

### **14. CONTINGENCY AND CRISIS MANAGEMENT PLAN**

A Contingency and Crisis Management plan must be in place and available on request.

### **15. DAMAGE OR DESTRUCTION**

The Department of Public Works & Infrastructure will not be held liable for any damage to or destruction of any equipment or property of the contractor during the execution of their duties.

### **16. PUBLIC LIABILITY**

The Department of Public Works & Infrastructure will not be liable for any claims and legal costs which might ensue from the failure by or acts committed by the security personnel against third persons, which act include the smuggling of illegal substances and weapons, illicit arrest and other illicit or wrongful deeds.

### **17. INSURANCE**

The service provider must, at his/her own expenses, take out sufficient insurance against any claims, costs, loss and/or damage following from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.



## **PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

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A copy of such insurance contract must be handed to the Departmental representative on commencement of the service. Evidence that such insurance premiums have indeed been paid, must be furnished on request.

### **18. USE OF STATE ASSETS**

The service provider may not, unless otherwise specified, make use of any of the State's equipment aids and/or property, for purposes of compliance with the conditions, which includes equipment, aids and/or property include *inter alia* stationery, rooms and furniture unless designated by the Department of Public Works & Infrastructure.

### **19. TRADING**

Under no circumstances is security personnel allowed to carry on any trading activities within the premises of Department of Public Works & Infrastructure.

### **20. DISPLAYS**

The service provider shall not erect or display any sign, printed material, painting, name plates, advertisement, and article or object of any nature whatsoever in, or against the State buildings or sites or any part thereof without written consent.

The service provider shall not publicly display at the site any article or object which might be regarded as objectionable or undesirable. Any sign, printed material, painting, name plate, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed. The service provider shall be held responsible for the costs of such removal and for damages or claims which might be incurred.

### **21. PRO-RATA DECREASE OF PAYMENT**

If at any time the service is not rendered in accordance with the conditions of contract or the specification (for example incorrect number of guards), the Department of Public Works & Infrastructure reserve the right to adjust payment pro-rata.

Similarly, no departure from or breach of or failure to comply with any of the conditions shall be deemed to be a condonation, waiving or ratification of such departure, breach or failure to comply, unless such condonation, waiving or non-fulfilment has been agreed to in writing, through the Departmental Committee.



**PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**22. PENALTIES TO THE COMPANY.**

NO	DEFICIENCY	1 <sup>st</sup> OFFENCE	2 <sup>nd</sup> OFFENCE	3 <sup>rd</sup> OFFENCE	4 <sup>th</sup> OFFENCE
A	Security officer(s) not posted	Written warning	Penalty equals to cost of 1(one) shift + final written warning	Termination of contract.	Not applicable
B	Late posting plus minus (thirty)30 minutes	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
C	No radio /unserviceable radio/security equipment	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
D	Posting officer(s) who are drunk or intoxicated.	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
E	Refusal to comply with lawful instruction	Written warning	Penalty equals to cost of 1(one) shift final written warning	Termination of contract	Termination of contract
F	Sleeping on duty	Written warning	Penalty equals to cost of 1(one) shift final written warning	Termination of contract.	Not applicable
G	Insubordination	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
H	Negligent in the execution of duties	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
I	Security officer without basic equipment (as	Verbal warning	Penalty equals to cost of 1(one)	Penalty equals to cost of 2 (two) shifts +	Termination of contract





**PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

NO	DEFICIENCY	1 <sup>st</sup> OFFENCE	2 <sup>nd</sup> OFFENCE	3 <sup>rd</sup> OFFENCE	4 <sup>th</sup> OFFENCE
	per requirement)		shift + written warning	Final written warning	
J	Invalid/ illegible company identification card (ID)	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
K	Security officers not being able to carry out duties	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
L	Incorrect or incomplete uniform.	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
M	Security officers leaving their posts before being relieved	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
N	Failure to comply with SERVICE LOCATION job Description	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
O	Use of incorrect OB and security registers	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
P	Use of security officers not registered with PSIRA.	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract
Q	Security officer unable to produce PSIRA ID card while on duty.	Written warning	Penalty equals to cost of 1(one) shift final written warning	Termination of contract.	Not applicable
R	Failure to provide	Written warning	Penalty equals to cost of 1(one)	Termination of contract.	Not applicable



**PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

NO	DEFICIENCY	1 <sup>st</sup> OFFENCE	2 <sup>nd</sup> OFFENCE	3 <sup>rd</sup> OFFENCE	4 <sup>th</sup> OFFENCE
	security officers who cannot prove their registration with PSIRA as stipulated in the TOR.		shift final written warning		
S	Failure to provide security officers with minimum qualification as stipulated in the TOR	Written warning	Penalty equals to cost of 1(one) shift final written warning	Termination of contract	Not applicable
T	Failure to provide dogs on site as stipulated in the TOR.	Verbal warning	Penalty equals to cost of 1(one) shift + written warning	Penalty equals to cost of 2 (two) shifts + Final written warning	Termination of contract

### **23. TERMINATION OF SERVICE**

The stipulations of the Service Level of Agreement (SLA) apply in particular to cases of any failure to comply with any of the conditions of contract, or where an unsatisfactory service is rendered.

The successful Bidder/s must take note that the contract will be terminated if a trend of poor performance is observed or non-compliance with the bid specification during execution of the contract. (See terms and conditions of service level agreement).

The service provider shall be terminated immediately should the contractor no longer qualify as security service provider in terms of the PSIRA, (Act 56 of 2001).

The service provider must notify the Department of Public Works & Infrastructure immediately should he/she or any member of his/her security personnel no longer meet the qualifications or conditions of the PSIRA, (Act 56 of 2001).

The service provider must immediately remove from the site and replace any of his/her employees who no longer qualify as security officers in terms of the PSIRA, (Act 56 of 2001).



## **PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

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### **24. AMENDMENT IN CONTRACT**

Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent through the Departmental Bid Committees.

### **25. TRANSFER OF CONTRACT**

Should the service provider alienate his/her rights and liabilities in terms of this contract, he/she must notify the Department of Public Works & Infrastructure immediately so that the necessary steps for the transfer of the contract can be taken in terms of Treasury Regulations.

Bidders must be a legal entity or partnership. In the event of a consortia/joint ventures a signed agreement by all parties must be submitted with the bid. Also see notes to the "Authority to Sign". The Department of Public Works & Infrastructure will conduct site inspection to confirm existence of an Administrative Office and other Security infrastructure in the Western Cape.

### **26. SECURITY CLEARANCE**

The successful service provider is required to submit the following documents for the company and their employees before deployment or assumption of their duty for screening purposes as per State Security Agency (SSA) requirements:

- All relevant bank accounts details
- Tax pin
- All relevant industry registration information and compliance
- Company registration certificate
- Comprehensive company profile
- Contract guarantees (if applicable)
- X3 contactable references
- Identity documents and list of employees/ contractor who require access to the premises
- Identity documents of Directors/members/shareholders/sole proprietor (to be involved in the project)
- Name and contact details of Auditing/accounting firm
- Name change certificate/amended founding statement (if applicable)
- Proof of directorship/shareholding (and changes if applicable)
- PSIRA certificate
- Set of fingerprints and signed indemnity form for all the directors (with proof of payment).
- Proof of fingerprints payment from SAPS.



**PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**PRICING SCHEDULE**

Bidders will be required to adhere to the Illustrative Pricing Guide of the National Bargaining Council and thereafter price adjustments will apply in two intervals, starting on month 13 and month 25 until end of the contract on month 36.

Bidders are required to quote using the Illustrative Pricing Guide of the National Bargaining Council rates effective from 01 March 2024 until 28 February 2025 multiply by 36 months as illustrated below.

Bidders will be compensated based on the Illustrative Pricing Guide of National Bargaining Council rates for Private Security sector (Area 1 and Area 2 for Urban). Bidders must quote Supervisors (Grade B); Security officers (Grade C); share of overheads and profit percentage as indicated hereunder. Bidders must complete the Pricing schedule in full, failure will result to elimination. Only VAT vendors are eligible to price for VAT at 15%.

<b>TOTAL DIRECT COST AS PER NATIONAL BARGAINING COUNCIL FOR PRIVATE SECURITY SECTOR (Use line B) Failure to use this line will result to the bid disqualified</b>	<b>Unit price (Grade B and Grade C) Per Month</b>	<b>Quantity of guards required</b>	<b>Total Price (36 months)</b>
Grade B	R	X2	R
Grade C	R	X4	R
SHARE OF OVERHEADS ( _____ % )			R
MARK- UP PERCENTAGE ( _____ % )			R
VAT at 15% (if VAT vendor)			R
<b>GRAND TOTAL</b>	R		

**NB: GRAND TOTAL MUST BE TRANSFERRED TO A FULLY COMPLETED PA32: INVITATION TO BID PART B AS TOTAL BID PRICE, FAILURE TO DO SO WILL INVALIDATE THE BID FOR FURTHER EVALUATION.  
FOR VAT VENDORS, IT IS MANDATORY TO INCLUDE VAT IN THEIR BID PRICE.**



**PROVISION OF SECURITY GUARDING SERVICES AT HOPE STREET PARKING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

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No additional costs will be accepted for whatever reason except increase or decrease in VAT or adjustment of rates as per National Bargaining Council rates for Private Security sector.

**The Department reserves the right to negotiate with bidder who are excessively high in their offers including share of overheads and mark-up profit.**

**It is mandatory to quote using Line B of the illustrative Pricing Guide issued by the National Bargaining Council for the Private Security Sector, failure to do so will result to disqualification.**



**NATIONAL BARGAINING  
COUNCIL**  
FOR THE PRIVATE SECURITY SECTOR

**PLEASE NOTE THAT THIS IS A PROVISIONAL PRICING  
GUIDE, BASED ON THE SIGNED MAIN COLLECTIVE  
AGREEMENT CONCLUDED ON 13 SEPTEMBER 2022 AND  
EFFECTIVE FROM 01 March 2023 AS APPROVED AND  
GAZETTED BY THE MINISTER OF LABOUR**

AREA	FROM	TO
YEAR 1	01-Mar-23	28-Feb-24
YEAR 2	01-Mar-24	28-Feb-25
YEAR 3	01-Mar-25	28-Feb-26
YEAR 4	01-Mar-26	28-Feb-27



**Effective as from 01 March 2024 until 28 February 2025**

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

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

## AREA 1 &amp; AREA 2 (URBAN)

MONTHLY SALARY		Expenditure		Grade		Calculation	
Description		Expenditure		A	B	GRADE	Calculation
Ordinary time:		Clause 47(d) of NECPSS Main Agreement		R 277.00	R 700.00	R 098.00	PROMULGATED SALARY
i) Primary Sec Officer		4 shifts per week (48 hrs)		R 277.00	R 700.00	R 098.00	Monthly salary as per NECPSS Main Agreement
ii) Retail Sec Officer		2 shifts per week (24 hrs)		R 338.50	R 350.00	R 148.00	Monthly salary as per NECPSS Main Agreement
Sunday pay premium		4.333 weeks p/m @ X1.5		R 278.88	R 512.50	R 216.00	Monthly salary as per NECPSS Main Agreement
Public holiday premium		1 shift p/m average		R 418.83	R 306.54	R 098.00	Monthly salary as per NECPSS Main Agreement
Security officer premium allowance		N/A		R 0.00	R 0.00	R 0.00	Monthly salary as per NECPSS Main Agreement
Leave provision		21 consecutive days leave		R 625.74	R 578.81	R 351.66	Monthly salary as per NECPSS Main Agreement
Sick Leave		24 shifts per 3 year cycle		R 419.87	R 386.54	R 0.00	Monthly salary as per NECPSS Main Agreement
Study leave		6 days per annum		R 314.83	R 289.90	R 0.00	Monthly salary as per NECPSS Main Agreement
Family responsibility leave		5 days per annum		R 262.39	R 241.59	R 0.00	Monthly salary as per NECPSS Main Agreement
Night shift allowance		7 Rand, plights shift worked		R 212.92	R 192.50	R 0.00	Monthly salary as per NECPSS Main Agreement
Long service bonus (5 years average)		R500 over 60 months		R 125.00	R 125.00	R 0.00	Monthly salary as per NECPSS Main Agreement
Statutory annual bonus		Monthly salary		R 929.63	R 837.50	R 0.00	Monthly salary as per NECPSS Main Agreement
SUBTOTAL				R 16 929.63	R 15 509.79	R 14 131.52	Monthly salary as per NECPSS Main Agreement
HUF				R 16 929.63	R 15 509.79	R 14 131.52	Monthly salary as per NECPSS Main Agreement
Hospital cover		1 % of remuneration		R 168.73	R 155.56	R 141.78	Monthly salary as per NECPSS Main Agreement
Provident fund		R172.50 per month		R 258.75	R 258.75	R 258.75	Monthly salary as per NECPSS Main Agreement
COW/ICA		6.5 % of Fund Salary		R 703.51	R 653.25	R 594.36	Monthly salary as per NECPSS Main Agreement
Bargaining Council Levy		2.88 % of remuneration		R 485.93	R 448.02	R 408.34	Monthly salary as per NECPSS Main Agreement
PSIRA "per SO" fee		7 Rand		R 10.50	R 10.50	R 10.50	Monthly salary as per NECPSS Main Agreement
Sole of uniform		4 Rand (average)		R 8.00	R 8.00	R 8.00	Monthly salary as per NECPSS Main Agreement
Training (Skills Development Levy)		R2 400.00 Rand p/a		R 310.00	R 310.00	R 310.00	Monthly salary as per NECPSS Main Agreement
Cleaning Allowance		1 % of remuneration (SDL)		R 168.73	R 155.56	R 141.78	Monthly salary as per NECPSS Main Agreement
TOTAL DIRECT COST		31 Rand p/m		R 45.50	R 46.50	R 46.50	Monthly salary as per NECPSS Main Agreement
Share of overheads				R 19 999.71	R 17 553.94	R 16 049.93	Monthly salary as per NECPSS Main Agreement
TOTAL COST PER MONTH		40 % of direct cost		R 7 599.28	R 7 021.59	R 6 419.97	Monthly salary as per NECPSS Main Agreement
TOTAL COST PER MONTH				R 20 597.00	R 18 575.53	R 17 469.91	Monthly salary as per NECPSS Main Agreement

NOTE: 1. Excludes profit and VAT  
2. Rates used are 6 % before 2010, 7.25 % after 2010

**NOTE:**

1. Examples provided and VAT
2. Rates used are in terms of

2. Rates used are in terms of
3. This is an illustration of

### 3. This is an illustrative pricing

4. Maternity benefits of 34% of

5. "Relief Security officer" is:

6. Share of overheads include

• Rates & Taxes: explore...

7. Rates & taxes, registers, sec

7. PSIRA fees revised annually.

REA-1 & 2 CONTINUOUSLY

AREA 1 & 2 COMPRISES:

Chatsworth, Durham, East Lothian

King's College London, London, UK

Klostersdorf, Krugersdorf, Ku

Port Elizabeth, Pretoria, Rand

• Stellenbosch, Strand, The Cape

Figure 1 is a line graph showing the percentage of total energy expenditure (TEE) for different activities over a 24-hour period. The Y-axis is 'Percentage of TEE' (0-100) and the X-axis is 'Time of Day' (0-24). The activities and their approximate percentages are:

Time of Day	Sleeping	Resting	Sitting	Standing	Walking	Running
0	30	10	5	5	5	5
1	30	10	5	5	5	5
2	30	10	5	5	5	5
3	30	10	5	5	5	5
4	30	10	5	5	5	5
5	30	10	5	5	5	5
6	30	10	5	5	5	5
7	30	10	5	5	5	5
8	30	10	5	5	5	5
9	30	10	5	5	5	5
10	30	10	5	5	5	5
11	30	10	5	5	5	5
12	30	10	5	5	5	5
13	30	10	5	5	5	5
14	30	10	5	5	5	5
15	30	10	5	5	5	5
16	30	10	5	5	5	5
17	30	10	5	5	5	5
18	30	10	5	5	5	5
19	30	10	5	5	5	5
20	30	10	5	5	5	5
21	30	10	5	5	5	5
22	30	10	5	5	5	5
23	30	10	5	5	5	5
24	30	10	5	5	5	5

**REACT COMPRISES**

At other managerial districts
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