



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE  
DURBAN REGIONAL OFFICE

**REFERENCE NUMBER – DBN25/11/01**

**SERVICE DESCRIPTION: DEPARTMENT OF PUBLIC WORKS AND  
INFRASTRUCTURE: RICHMOND BUILDING**

**PROVISION OF SECURITY SERVICES AND ACCESS CONTROL FOR A  
PERIOD OF 36 MONTHS (WITH AN OPTION TO TERMINATE WITH A  
ONE MONTH NOTICE)**

**SUBMITTED BY:**

Company Name : .....

CSD / CIDB registration number: ...../ .....

|                   |       |                 |       |
|-------------------|-------|-----------------|-------|
| Physical Address: | _____ | Postal Address: | _____ |
|                   | _____ |                 | _____ |
|                   | _____ |                 | _____ |
|                   | _____ |                 | _____ |

|             |       |       |       |
|-------------|-------|-------|-------|
| Contact No. | _____ | Email | _____ |
|-------------|-------|-------|-------|

**CLOSING DATE: 17 DECEMBER 2025**

**TENDER BOX LOCATION: PHYSICAL ADDRESS: National Department of Public Works,  
157 Monty Naicker, Durban, 4001**  
**TENDER BOX NUMBER: DBN25/11/01**

**Enquiries:** For technical enquiries contact Mr. Jeffrey Mthembu, Mobile number: 0713305716 e-mail [Jeffrey.Mthembu@dpw.gov.za](mailto:Jeffrey.Mthembu@dpw.gov.za) /Mr Sinqobile Shongwe Mobile number:0721387558 e-mail [sinqobile.shongwe@dpw.gov.za](mailto:sinqobile.shongwe@dpw.gov.za) and for other enquiries contact Nobuhle Gwala 0713808247 e-mail [Nobuhle.Gwala@dpw.gov.za](mailto:Nobuhle.Gwala@dpw.gov.za) or [Sibuko.Mpungose@dpw.gov.za](mailto:Sibuko.Mpungose@dpw.gov.za) 0827819578

YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA

PLEASE TAKE NOTE:

BID NUMBER: DBN25/11/01

ADVERT DATE: 21 NOVEMBER 2025

CLOSING TIME: 11:00

CLOSING DATE: 17 DECEMBER 2025

SITE MEETING DATE: 03 DECEMBER 2025 @ 11:00 am (NDPWI LORDS GROUND, 186 KE MASINGA ROAD (BETWEEN SANDF AND CITY ENGINEERS))

CLIENT: NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: RICHMOND BUILDING: PROVISION OF SECURITY SERVICES AND ACCESS CONTROL FOR A PERIOD OF 36 MONTHS (WITH AN OPTION TO TERMINATE WITH ONE MONTH NOTICE)

**BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL, AS A RULE NOT BE ACCEPTED FOR CONSIDERATION**

The Tax Clearance Certificate for Bid Purposes from the Receiver of Revenue and the SBD3.1 Pricing Schedule-firm prices must be completed and signed in the original that is in ink. Forms with photocopied signatures or other such reproduction of signatures may be rejected.

**BID DOCUMENTS MAY BE DELIVERED TO**

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE  
157 MONTY NAICKER  
DURBAN  
4001

Bid documents that are posted must reach the Department of Public Works before 11:00 on the closing date of the bid/quote.

**OR**

THE BID DOCUMENTS MAY BE DEPOSITED IN AN ALLOCATED BID BOX BY ENTRANCE, CNR PINE STREET (MONTY NAICKER) AND ALIWAL (SAMORA MACHEL) STREET, DURBAN

|       |                            |                                                                  |
|-------|----------------------------|------------------------------------------------------------------|
|       | S<br>A<br>M<br>O<br>R<br>A |                                                                  |
|       | M<br>A<br>C<br>H<br>E<br>L | NATIONAL<br>DEPARTMENT<br>OF PUBLIC<br>WORKS &<br>INFRASTRUCTURE |
| MONTY |                            | NAICKER                                                          |

Project Leader: Mr Jeffrey Mthembu (0713305716) or  
Mr Sinqobile Showe (0721387558)

Administrative Enquiries: Ms Nobuhle Gwala at (031 314 7021/ 071 380 8247)/ Sibuko Mpungose 082 781 9578  
The Durban Regional Office of the Department of Public Works is open **Mondays to Fridays: 07:30 – 12:45 / 13:30 – 16:00.**

**NB.: Late Bids/Quotes will, as a rule will NOT be accepted for consideration.**

*Bidders should ensure that bids are delivered timeously to the correct address.*

**SUBMIT ALL BIDS ON THE OFFICIAL FORMS - DO NOT RETYPE.**

*Bids by telegram, facsimile or other similar apparatus will not be accepted for consideration.*

**SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE WITH BID/QUOTE NUMBER & CLOSING DATE CLEARLY MARKED.**

The Government Tender Bulletin is available on the Internet on the following web sites:

1. <http://www.etenders.gov.za>
2. <http://www.publicworks.gov.za>



## PART A PA 32: INVITATION TO BID

|                                                                                                            |                                                                                                                                                           |                      |            |                      |         |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------|----------------------|---------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE</b> |                                                                                                                                                           |                      |            |                      |         |
| <b>BID NUMBER:</b>                                                                                         | DBN25/11/01                                                                                                                                               | <b>CLOSING DATE:</b> | 17/12/2025 | <b>CLOSING TIME:</b> | 11:00AM |
| <b>DESCRIPTION</b>                                                                                         | NDPWI: RICHMOND BUILDING: PROVISION OF SECURITY SERVICES AND ACCESS CONTROL FOR A PRIOD OF 36 MONTHS(WITH AN OPTION TO TERMINATE WITH A ONE MONTH NOTICE) |                      |            |                      |         |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                 |                                                                                                                                                           |                      |            |                      |         |

**157 MONTY NAICKER STREET(PINE STREET), DURBAN CENTRAL**

**ALLOCATED TENDER BOX(NEXT TO SECURITY DESK)**

| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO |                          | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: |                                   |
|------------------------------------------------|--------------------------|-----------------------------------------|-----------------------------------|
| <b>CONTACT PERSON</b>                          | NOBUHLE GWALA            | <b>CONTACT PERSON</b>                   | JEFFREY MTHEMBU/SINQOBILE SHONGWE |
| <b>TELEPHONE NUMBER</b>                        | 071 380 8247             | <b>TELEPHONE NUMBER</b>                 | 0713305716/ 0721387558            |
| <b>FACSIMILE NUMBER</b>                        |                          | <b>FACSIMILE NUMBER</b>                 |                                   |
| <b>E-MAIL ADDRESS</b>                          | Nobuhle.Gwala@dpw.gov.za | <b>E-MAIL ADDRESS</b>                   | Jeffrey.Mthembu@dpw.gov.za        |

### SUPPLIER INFORMATION

|                                                                                               |                                                                                    |  |                                                                          |                               |                                                                                                      |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------|
| <b>NAME OF BIDDER</b>                                                                         |                                                                                    |  |                                                                          |                               |                                                                                                      |
| <b>POSTAL ADDRESS</b>                                                                         |                                                                                    |  |                                                                          |                               |                                                                                                      |
| <b>STREET ADDRESS</b>                                                                         |                                                                                    |  |                                                                          |                               |                                                                                                      |
| <b>TELEPHONE NUMBER</b>                                                                       | CODE                                                                               |  | NUMBER                                                                   |                               |                                                                                                      |
| <b>CELLPHONE NUMBER</b>                                                                       |                                                                                    |  |                                                                          |                               |                                                                                                      |
| <b>FACSIMILE NUMBER</b>                                                                       | CODE                                                                               |  | NUMBER                                                                   |                               |                                                                                                      |
| <b>E-MAIL ADDRESS</b>                                                                         |                                                                                    |  |                                                                          |                               |                                                                                                      |
| <b>VAT REGISTRATION NUMBER</b>                                                                |                                                                                    |  |                                                                          |                               |                                                                                                      |
| <b>SUPPLIER COMPLIANCE STATUS</b>                                                             | TAX COMPLIANCE SYSTEM PIN:                                                         |  | <b>OR</b>                                                                | CENTRAL SUPPLIER DATABASE No: | MAAA                                                                                                 |
| <b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |  | <b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</b> |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |

### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

|                                                                                                                                                                                                                            |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b> |                                                          |



## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....

## PRICING SCHEDULE – FIRM PRICES (PURCHASES)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

|                     |                          |
|---------------------|--------------------------|
| Name of bidder..... | Bid Numbe: DBN25/11/01   |
| Closing Time 11:00  | Closing date: 17/12/2025 |

OFFER TO BE VALID FOR 84 DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>** (ALL APPLICABLE TAXES INCLUDED) |
|----------|----------|-------------|-----------------------------------------------------------------|
|----------|----------|-------------|-----------------------------------------------------------------|

*The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer.***

| NO | DESCRIPTION                                                                                     | QUANTITY | UNIT PRICE | TOTAL |
|----|-------------------------------------------------------------------------------------------------|----------|------------|-------|
| 1  | Day Shift Guard Grade C                                                                         | 2        | R          | R     |
| 2  | Security dog (one security guard must be trained to handle a dog)                               | 1        | R          | R     |
| 3  | Night Shift Security Guard Grade C                                                              | 2        | R          | R     |
| 4  | Security dog (one security guard must be trained to handle a dog)                               | 1        | R          | R     |
| 5  | <b>Sub Total Price Of Security Officers per month</b>                                           |          | R          | R     |
| 6  | Portable radios                                                                                 | 4        | R          | R     |
| 7  | Movable toilet                                                                                  | 1        | R          | R     |
|    | <b>Sub-Total Price Of Equipment Per Month</b>                                                   |          | R          | R     |
|    | <b>Total Price For Security Officers And Equipment Per Month</b>                                |          | R          | R     |
|    | VAT at 15%                                                                                      |          | R          | R     |
|    | <b>BID PRICE IN RSA CURRENCY<br/>** (ALL APPLICABLE TAXES INCLUDED)<br/>TOTAL FOR 36 MONTHS</b> |          | R          | R     |

REF: 6222/0043/26/5: SECURITY SERVICES AND ACCESS CONTROL: NDPWI: RICHMOND BUILDING FOR A PERIOD OF (36) MONTHS (WITH AN OPTION TO TERMINATE WITH A ONE MONTH NOTICE)

- Required by: .....
- At: .....
- Brand and model: .....
- Country of origin: .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery: .....  
\*Delivery: Firm/not firm
- Delivery basis: .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

# **TENDER: SECURITY SERVICES**

**TENDER NO: DBN 25/11/01**

**RENDERING OF SECURITY SERVICES FOR THE  
DEPARTMENT OF PUBLIC WORKS: RICHMOND  
BUILDING FOR A PERIOD OF (36) MONTHS  
(WITH AN OPTION TO TERMINATE WITHIN ONE  
MONTH NOTICE).**

## **SPECIFICATIONS AND SPECIAL CONDITION OF TENDER**

- 1. SPECIAL AND SPECIFICATION OF TENDER /CONTRACT**
  - 1.1 Specifications**
  - 1.2 Operational Conditions**

| ITEM          | DESCRIPTION                                                                                                                                                        |                                   | YES | NO | REMARKS |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----|----|---------|
| <b>1.1.1</b>  | <b>Service required</b>                                                                                                                                            |                                   |     |    |         |
|               | The rendering of a Security Service is for a period of (36) months (with an option to terminate with a one-month notice) the following premises: RICHMOND BUILDING |                                   |     |    |         |
| <b>1.1.2.</b> | <b>PONGOLA BUILDING</b>                                                                                                                                            |                                   |     |    |         |
|               | <b>Public Works</b>                                                                                                                                                |                                   |     |    |         |
|               | <i>Item</i>                                                                                                                                                        | <i>Number</i>                     |     |    |         |
|               | Security Officers – Grade C<br>Dayshift:06 – 18:00                                                                                                                 | 02                                |     |    |         |
|               | Security dog (one security guard must be trained to handle a dog)                                                                                                  | 01                                |     |    |         |
|               | Security Officers – Grade C<br>Nightshift 18:00 – 06:00                                                                                                            | 02                                |     |    |         |
|               | Security dog (one security guard must be trained to handle a dog)                                                                                                  | 01                                |     |    |         |
| <b>1.1.7</b>  | <b>Total needed</b>                                                                                                                                                | <b>06</b>                         |     |    |         |
|               |                                                                                                                                                                    |                                   |     |    |         |
|               | <b>Day shift</b>                                                                                                                                                   | <b>02 plus one security dog</b>   |     |    |         |
|               | <b>Night shift</b>                                                                                                                                                 | <b>02 plus one security dog</b>   |     |    |         |
|               | <b>MOVABLE TOILET</b>                                                                                                                                              | 01                                |     |    |         |
| <b>1.1.8</b>  | <b>Security aids</b>                                                                                                                                               |                                   |     |    |         |
|               | Base radio's (to be programmed to contractors frequency)                                                                                                           | One at the control centre         |     |    |         |
|               | Portable handheld radio's with head speaker and earphone (to be programmed to contractors frequency)                                                               | For all Security Officers on duty |     |    |         |
|               | Batons for all security officers on duty                                                                                                                           | 01 each                           |     |    |         |
|               | Handcuffs for all security officers on duty                                                                                                                        | 01 each                           |     |    |         |
|               | Pocket book for each officer                                                                                                                                       | 01 each                           |     |    |         |

## 1.2 Duration of contract

- 1.2.1 The duration of the contract will be for a period of (36) months (with an option to terminate with a one-month notice), commencing from the date the company begins with the security services on site.

1.2.2 The successful tenderer shall be obliged to sign a Service Level Agreement (SLA) immediately after the tender is awarded.

**1.3 Special Conditions**

1.3.1 Tenderers shall provide to the Department of Public Works (NDPWI) the following information:

- (i) Their regional Office.
- (ii) Names, addresses and telephone numbers of their banks or other financial institutions that manage their finances and the names of contact persons at each financial institution.
- (iii) Consent that the financial institutions may answer the company financial enquiries and supply statements on request by NDPWI.
- (iv) The names identify numbers and street addresses of all partners, shareholders of their companies.
- (v) All Security Officers registered in terms of the Private Security Industry Regulatory Authority, 2001 (Act 56 of 2001).
- (vi) Consent that all Managing Directors, Shareholders of the company and Supervisors and Security assigned to the site will be subjected to a positive pre-screening by the SSA before they can resume duties with the NDPWI.
- (vii) A list of references with contact detailed and persons, of work done previously.
- (viii) School / tertiary qualification of all Security Officers; with minimum Grade 12(standard 10).Supervisors must have undergone supervisory training, this must be included in their C.V (please attached C.V to support this)
- (ix) Incase of new member or replacement a Security clearances of security personnel will be requested by NDPWI.
- (x) Consent from the employer that they and their employees do not object to the signing Declaration of Secrecy.
- (xi) The successful tenderer shall pay his/her employees at least the minimum monthly basic wage, as prescribed by law.
- (xii) For purposes of this contract, use will be made of the relevant category Security Officer's, as defined in the order made in terms of Section 61A(2) of the Labour Relations Act, 1956, as published by Government Gazette No 20933 dated 25 February 2000 as amended.

(xiii) The Department reserves the right to terminate contract if SSA clearance is negative.

(xiv) Appointment will be subjected to positive SSA clearance

1.3.2 Prospective tenderer shall visit the site and attend the site meeting [date and place will be announced] in order to ascertain the extent of the service to be rendered. A compulsory site meeting will be held at NDPWI. (NB) Failure to attend site presentation the company is automatically disqualified.

## 2 SPECIFICATION

### 2.1 Detailed requirements

2.1.1 All security personnel, Directors and the Company itself shall be subjected to vetting

| Item    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | YES | NO | REMARKS |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------|
| 2.1.1.1 | <b>General requirements for security personnel</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |    |         |
|         | <p>The following general requirements apply.</p> <p>At all times Security Officers must present an acceptable image and appearance which implies, <i>inter alia</i>, that they must not sit, lounge about, smoke, reading news papers, eat or drink while attending to people or at control points.</p>                                                                                                                                                                                                                                                                                                       |     |    |         |
| 2.1.1.2 | No security personnel may be allowed to work a shift longer than (four) twelve hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |    |         |
| 2.1.1.3 | Supervisors and Security Officers must be physically and medically fit for the execution of their duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |    |         |
| 2.1.1.4 | The Department retains the right to ascertain from PSIRA as to whether the Company, Supervisors and Security Officers are in good standing with PSIRA                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |    |         |
| 2.2     | <b>Uniforms and identification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |    |         |
|         | <p>The contractor shall undertake to ensure that each member of his security personnel will at all times when on duty be fully equipped in respect of;</p> <ul style="list-style-type: none"> <li>A uniform, neat and clearly identifiable uniform of the company, which will include matching raincoats and overcoats for personnel performing duties outside the building. No combat or military style uniform will be accepted.</li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>For Security Officers performing duties at duty point's specific identification is required and,</li> </ul> |     |    |         |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|             | <ul style="list-style-type: none"> <li>• A clear identification card of the company with the member's photo, identification and staff number on it, worn conspicuously on his/her person at all times. Alternatively: The valid identification card issued by the PSIRA</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |
| <b>Item</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |
| 2.2.3       | <b>Security Aids</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |
|             | <p>Security aids which are to be worn or kept on the person at all times whilst on duty, to be issued by the Tenderer are;</p> <ul style="list-style-type: none"> <li>• Baton</li> <li>• Handcuffs</li> <li>• Whistle</li> <li>• Pen</li> <li>• Torch (whilst on night shift)</li> <li>• Radio</li> <li>• Pocket book</li> </ul>                                                                                                                                                                                                                                                                                                                               |  |  |  |
| 2.2.4       | <p>Tenderers must keep proper files as well as appropriate documents of all security personnel, who are employed for rendering the service to the Department available for inspection by representatives of the Department.</p> <p>The appropriate documents shall include, inter alia, the following: Scholastic, training certificates, PSIRA registration and medical certificates</p>                                                                                                                                                                                                                                                                      |  |  |  |
| 2.2.5       | <b>Registers to be utilized and maintained</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|             | <p>The contractor must ensure that the Occurrence Register and Access Control Register/Forms, which are available on the site, be utilized and maintained as required:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
| 2.2.6       | <p><b>Occurrence Register –</b></p> <p>Purpose: The purpose of this register is to keep record of all incidents, occurrences, or observations made by the Security Officer's whilst on duty for later reference.</p> <p>Compulsory Entries:</p> <ul style="list-style-type: none"> <li>• All listed routine procedures such as patrols undertaken, handing over of shifts, etc, mentioning the procedures followed, by whom and the time of commencement. OB must be written with black ink and entries must all be made clearly legible, in red ink.</li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>• As occurrence/events however</li> </ul> |  |  |  |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|       | <p>important, slight or unusual with reference to the correct time and relevant actions taken.</p> <p>-----</p> <ul style="list-style-type: none"> <li>• All security personnel activities – especially deviations in respect of the duty list – indicating particulars of the personnel and relevant times.</li> <li>• The issue and/or receipt of keys, indicating the time and by whom they were received and/or delivered.</li> <li>• The unlocking/locking of doors/gates, indicating the time and by who locked/unlocked.</li> <li>• The handling over of shifts, mentioning all names of all shift personnel and accompanying equipment and aids. In this case personnel taking over as well as personnel handing-over must sign the entries.</li> <li>• Occurrence Register Read: After handing-over of the shifts the shift leader coming on shift must make an entry that he/she read the occurrence register in order to acquaint himself/herself with events that occurred during the previous shift.</li> <li>• Visits by Management to security points, and entries by Supervisors must be done in red ink.</li> <li>• Officials of the Department shall pass on in writing, all additional requests in respect of the rendering of the service.</li> </ul> <p>Under no circumstances may an entry in the occurrence register be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initiated at the side.</p> |  |  |  |
| 2.2.7 | <p><b>Shift Rosters – Purpose:</b> The purpose of the shift roster is to serve as proof, at all times that all personnel who should be on duty per shift, are indeed on duty.</p> <ul style="list-style-type: none"> <li>• Drawing up a shift roster: Daily, weekly,</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |  |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|        | <p>monthly shift roster of all security personnel must be drawn up by the contractor and kept on site where the service is rendered.</p> <ul style="list-style-type: none"> <li>Changes to the shift roster: Any changes to the shift roster shall be crossed out by a single line, initialed, dated and noted in the occurrence register.</li> </ul>                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|        | <p><b>Duty sheet</b> – Purpose: The purpose of the duty sheet is to ensure that all security personnel on duty are familiar with their duties as required for the contract.</p> <ul style="list-style-type: none"> <li>The contractor must have a fully expounded duty sheet available at each duty point of the site.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
| 2.2.8  | <p><b>Two-way radios</b> – Purpose: The purpose of the two-way radio communication is to ensure that there is immediate communication between the various duty points on the site and with the departmental security control room and contractors control room.</p> <ul style="list-style-type: none"> <li><b>Base radio:</b> The base radio is to be installed by the contractor at a static duty point for better communication between the site and the contractors control room.</li> <li><b>Hand held radios:</b> The hand held radio's must be serviceable at all times and be handed to the Security Officer patrolling the site for immediate communication with the base station.</li> </ul> |  |  |  |
| 2.2.9  | <p><b>Guard monitoring system</b> – Purpose: The purpose of the guard monitoring system is to ensure that the site is patrolled /inspected according to instructions and any deviation is immediately reported to supervisors and addressed accordingly.</p> <ul style="list-style-type: none"> <li>The guard monitoring points as identified by the Department must be visited as required.</li> </ul>                                                                                                                                                                                                                                                                                               |  |  |  |
| 2.2.11 | <p><b>Contact with Departmental Representative</b></p> <p>The Supervisor must immediately report any abnormal and or noteworthy incident to the Departmental Representative who in turn will inform Top Management.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |  |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|        | <ul style="list-style-type: none"> <li>A meeting, where formal discussions can be held between the Departmental Representative and Contractors Supervisor or Contractor himself/herself, must be held at least once a month. Minutes of the meeting must be kept by the Department</li> </ul>                                                                                                                                                                                                                                                          |  |  |  |
|        | <ul style="list-style-type: none"> <li>The contractors shall furnish a monthly and quarterly report of the security service, incidents, etc, which transpired in the previous month to the Department of Public Works Security Manager.</li> </ul>                                                                                                                                                                                                                                                                                                     |  |  |  |
| 2.2.12 | <b>Lost articles</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |  |
|        | <p>Definition: Lost articles that are found at the site and of which the ownership could not immediately be established.</p> <ul style="list-style-type: none"> <li>All lost articles must immediately be handed in at the security control room on the site for safekeeping and recorded in the occurrence register. Thereafter it must be handed to the Departmental Representative.</li> </ul>                                                                                                                                                      |  |  |  |
| 2.2.13 | <b>Deliveries during office hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |
|        | <p>Security personnel must not accept/receive any deliveries for an official, for this purpose the official himself/herself or a colleague may accept/receive the delivery. Should the delivery be urgent or a sensitive/valuable article this must be referred to the Departmental representative in the security control room.</p>                                                                                                                                                                                                                   |  |  |  |
| 2.2.14 | <b>Labour unrest incidents</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |
|        | <p>Definition: When officials of the Department on site or security personnel engage in illicit personnel practices such as strikes, unrest and intimidation.</p> <ul style="list-style-type: none"> <li>Labour unrest on site: If the service is interrupted/or temporary deferred because of any labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the contractor, the parties must come to an agreement on methods to ensure continuation of the security service.</li> </ul> |  |  |  |
| 2.2.15 | <b>Inspections</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
|        | <p>A thorough inspection of the service shall be performed by Departmental officials as well as the contractor himself/herself at least every (3) three months.</p>                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |

|               |                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|               | The Department retains the right to inspect the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.                                                                                                                                                            |  |  |  |
|               | The Department retains the right to require from the contractor, that any of his/her employees be replaced, should justifiable reasons exist, in which case the employee must be replaced without delay. The Department will not be held responsible for any damage or claims, which may arise because of this and is indemnified against any such claims and legal expenses.            |  |  |  |
|               | NOTE: The Department's representative will have the right to daily check whether sufficient personnel are available at the site in terms of the conditions.                                                                                                                                                                                                                              |  |  |  |
|               | All security personnel shortages must be noted in the occurrence register and on the duty list.                                                                                                                                                                                                                                                                                          |  |  |  |
|               |                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |
| <b>2.2.16</b> | <b>General</b>                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |
|               | The contractor's personnel must at all time refrain from littering and keep the grounds/ building/work area occupied by them clean, hygienic and neat.                                                                                                                                                                                                                                   |  |  |  |
|               | Under no circumstances will any security personnel be allowed to trade on the premises.                                                                                                                                                                                                                                                                                                  |  |  |  |
|               | The contractor shall not erect or display any sign, printed matter, painting, nameplates, advertisement, and article or object of any nature whatsoever, in, or to the Department's buildings or sites or any part thereof without written consent. The contractor shall nor publicly display at any site any article or object which might be regarded as objectionable or undesirable. |  |  |  |
|               | Any sign, printed matter, painting, name plates, advertisements, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed. The contractor shall be held responsible for the costs of such removal.                                                                                                           |  |  |  |
|               |                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |
| <b>2.2.17</b> | <b>Duties of Security Officers</b>                                                                                                                                                                                                                                                                                                                                                       |  |  |  |
|               | To act as an authorized official in terms of the Control off Access to Public Premises and Vehicles Act, (Act 53 of 1985),                                                                                                                                                                                                                                                               |  |  |  |
|               | To perform access control duties as prescribed, patrol premises, and execute functions required by the Departmental shift supervisors (including the safeguarding of personnel, property and information).                                                                                                                                                                               |  |  |  |
|               | To record events/incidents in the prescribed occurrence register and report it to the shift                                                                                                                                                                                                                                                                                              |  |  |  |

|        |                                                                                                                                                                                                                                                                    |  |  |  |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|        | supervisor and contractor.                                                                                                                                                                                                                                         |  |  |  |
| 2.2.18 | <b>Additional requirements</b>                                                                                                                                                                                                                                     |  |  |  |
|        | Security Officers must be inspected/ visited once per day (weekends and public holidays included) and twice per night shift by the supervisor.                                                                                                                     |  |  |  |
|        | A direct line of communication must be established between the security control room and the control room of the contractor.                                                                                                                                       |  |  |  |
|        | The contract is for a period of (3) three years and the Department reserves the right to terminate the contract at any state with (1) one month written notice if NDPWI feels that the services are rendered unsatisfactorily. This will be done in line of NDPWI. |  |  |  |
| 2.2.19 | <b>Administration responsiveness</b>                                                                                                                                                                                                                               |  |  |  |
|        | <ul style="list-style-type: none"> <li>• Submission of all documents as per administrative responsiveness criteria</li> <li>• The use of correctional fluid (T-ppex) is strictly prohibited.</li> </ul>                                                            |  |  |  |

### 3. RESPONSIBILITIES

#### 3.1 Responsibility of Contractor

- (a) The Company is expected to provide NDPWI with a Supervisor on site at all times during the office hours.
- (b) The contractor must provide adequate security personnel as required by Public Works for the successful rendering of security service on 24 hours, 7 days a week basis throughout the contract.
- (c) Security Officers assigned to the NDPWI site can only be changed with the consent of the Public Works Security Manager. The request of the change should be in writing five days before it could take place except in cases where the department requires that a security officer be removed immediately due to misconduct of such an officer/ poor performance of security duties.
- (d) The company should be able to provide NDPWI with additional Security Officers on request and in case of emergency.
- (e) Shortages of security personnel should be recorded in the occurrence book by the supervisor. NDPWI shall also keep their own record with regard to shortages of Security Officers.
- (f) The tenderer should provide NDPWI with well-trained supervisors.

- (g) Supervisors should possess a Grade 12 [Standard 10] certificate and have formal training.
- (h) Supervisors should have at least grade C.
- (i) The tenderer should provide at least three supervisors.
- (j) Provide SIX (04) Security Officers during the day including supervisor.
- (k) Provide SIX (03) Security Officers during night shift including supervisor.
- (l) Security Officers should at least have grade C.
- (m) They must supply declaration forms
- (n) Transport for monitoring and inspecting purposes of all sites mentioned in contractor must be provided.

### **3.2 Responsibility of NDPWI**

The department will provide the following

1. Change room/office
2. Free electricity and water will be supplied on site
3. Department will not provide overnight sleeping facilities
4. The department will pay the contractor within 30 days after the service has been rendered and the contractor providing an ORIGINAL (colour) invoice within 5 days of service delivery.

### **3.3 Duties of the Service Provider**

- (a) Oversee all security activities performed by his security personnel.
- (b) Handle all problems experienced by his security personnel on site.
- (c) Attend all problems regarding payment, family problems of Security Officers.
- (d) Ensure that there is always security equipment required on site e.g. two way radio etc.
- (e) Be involved in any security operational projects and manage special events from security point of view.
- (f) Advise Public Works Security Manager on any security breaches.

- (g) Investigate any security breaches committed by his Security Officers and update Public Works accordingly.
- (h) Make initiatives to the improvement of security in general.
- (i) Liaise with Head of physical security and where applicable, with Security Officers on duty.
- (j) Conduct parade with security personnel prior to assumption of duty/ delegate this task to Supervisor.
- (k) Ensure that registers are clean, neat and up to date at all times.
- (l) Ensure that Security Guards are always in their corporate uniform and display their PSIRA registration cards.
- (m) Hold – Weekly meetings with his/her supervisors on site.  
-Fortnightly meetings with Public Works Admin Officer, Security Manager.
- (n) Ensure that all security staff understands the needs and expectation of the secondary clients (e.g. visitors) and primary clients (e.g. employees) of the Directorate: Security Management.
- (o) Ensure that all security staff understands the principle of Batho Pele and apply it at reception desk.
- (p) Monitor and advise security staff on duty at the ground floor reception areas from interpersonal and public perspectives and brief the Security Manager: Security Service accordingly.

**Supervisor will be expected to be able to administer first-aid assistants to patients while on the premises of Public Works and obtain further assistance as and when it required.**

#### **3.4 Supervisors**

- (a) Take overall responsibility of the shift.
- (b) Ensure that Security Guards posted accordingly.
- (c) Ensure that the each site is covered, if not report to the control room immediately.
- (d) Report any security breaches to Public Works Security Manager or Security Officers.

- (e) Ensure that security personnel present themselves well to the staff members and to the public.
- (f) Draft shift roster for the different sites.
- (g) Ensure that security registers are kept neat at all times.
- (h) Ensure that security equipment is in good working conditions.
- (i) Conduct parades with every shift reporting for duty.
- (j) Act as an emergency officer during emergency situation until the arrival of Public Works Security Officers / Security manager.

### **3.5 Security Guards on site**

- (a) Practice Access Control procedures in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).
- (b) The Security guards shall be responsible for the protection of state property on the site, and the protection of the said property against theft, fire and vandalism.
- (c) The protection of the state's officials against any injuries, threat of any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, (Act 51 of 1977).
- (d) Protect state information against any espionage, leaking of information to the wrong hands.
- (e) Controlling or reporting on the movement of persons or vehicles through checkpoints or gates.
- (f) Conduct searching according to the Access Control Act on staff members, members of public, and if necessary restrain them.
- (g) Patrol the premises and offices of Public Works.
- (h) React to emergency situations.
- (i) Ensure that security registers are kept neat at all times.
- (j) Escorting of employees who carry valuable assets between the buildings, and to their parking areas.

## **4. CODE OF ETHICS AND RESTRICTIONS OF SECURITY PERSONNEL**

Security guards must be paid the minimum wage according to Basic conditions of Employment Act 75 of 1997: Section Determination for private security sector as issued on 30 November 2001 in the Government Gazette no. 22873.

Security guards must be visited at least **once** per day (weekends and public holidays included) and **twice per** night their Service provider.

Public Works will have the option to request the successful tenderer to replace any Security Officer, whom they found not suitable for the site.

## **5. UNIFORMS AND IDENTIFICATION**

- 5.1 No combat uniform will be allowed.
- 5.2 Security guards shall report on duty in time requested by Public Works.
- 5.3 Security guards found guilty of any offences shall be removed from site immediately and deleted from the system e.g. biometrics system.
- 5.4 Security guards should avoid any conflicts with the staff members or members of public.
- 5.5 Security guards shall report any lost or found articles to supervisors.
- 5.6 Any Security found under influence of any intoxicating substances will not be allowed on site.
- 5.7 The contractor will be held liable for any damage or loss suffered by the State, as a result of the contractor's own or his employees' negligence or intent, which originated on the site.
- 5.8 The State shall not be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the State's sites, in cases where the loss originated as a result of negligence or intent on the part of the State.
- 5.9 The State is indemnified against any liability, compensation or legal expenses in respect of the following cases:
  - Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.
  - Damage to or destruction of any equipment or property of the contractor during the execution of their duties.
  - Include illicit frisking, illicit arrests and other illicit or wrongful deeds. The contractor shall be notified in writing of the particulars of each claim he is liable for.
- 5.10 The contractor must, at his own expense, take out sufficient insurance against any claim, costs, loss and/or damage ensuing from his obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- 5.11 A copy of such insurance contract shall be handed to the departmental representative on commencement of the service.

- 5.12 The contractor 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 equipment, aid and/or property include, *inter alia*, vehicles, stationery, firearms, rooms and furniture.
- 5.13 Water and electricity required for the rendering of the service by the contractor shall be provided free of charge by the State.
- 5.14 The contractor is responsible for the training of is personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.
- 5.15 All keys required to obtain entry to those parts of the site where the service is to be rendered according to the conditions will be provided.
- 5.16 The contractor's personnel must at all times refrain from littering and must at all times keep the grounds and buildings occupied by them clean, hygienic and neat.
- 5.17 Under no circumstances are security personnel allowed to carry on any trading (selling sweets, loose draws etc.) within Public Works buildings.
- 5.18 The contractor shall not erect or display any sign, printer matter, painting, nameplates, advertisement, and article or object and of any nature whatsoever, in, against State buildings or sites or any part thereof without written consent from Public Works.
- 5.19 The contractor shall not publicly display at the site any article or object which might be regarded as objectionable or undesirable.
- 5.20 Any sign, printed matter, printing, nameplate, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable, will immediately be removed by Public Works and the contractor shall be penalized.
- 5.21 The company must ensure all security guards have their company access card.

## **6. OTHER SECURITY REGISTERS**

Apart from the occurrence book mentioned above the following registers shall be utilized by the Security guards in rendering service at all Public Works buildings.

### **6.1 Visitors register**

Purpose: The purpose of visitor's register is to have information available at all times regarding persons entering and leaving the premises within a specific period. Register should be kept clean and neat all times. These register forms

must be completed correctly and legibly by the security guard/officer on duty and the following information from the visitor should be noted.

Date and time of visit, and departure.  
Surname and initials of the visitor.  
ID no and proof of identity of the visitor.  
Home and work address of the visitor.  
Name of person to be visited.  
Telephone number at work or home.  
Duration of the visit.  
Purpose of visit.  
Signature of visitor.

## 6.2 Pocket book

Purpose: The purpose of the pocketbook is to note down all incidents occurring or observations made by a security guard/officer during a turn of duty, for later reference.

Requirement: During their turns of duty all security personnel must have a pocketbook on their possession.

### **NB: The following information must be noted down in the Pocketbook**

All occurrence/events, however important, slight or unusual, referring to the following:

1. Reporting on and off duty.
2. Time the event occurred.
3. Extent of occurrence or event.
4. Any serious event taking place during the execution of the duty, Security Officer should record it in the pocket.
5. Supervisor visiting the site should sign in the Security Officers pocketbook to ensure that he/she has visited the officers on site. Supervisor's entry should be in red pen.

6. The pocketbook also helps Security Officer with his/her performance evaluation.

### **6.3 Staff after hours register 18H00-06H00**

1. The after-hours register is intended to exercise control over staff members and any other people who entered the buildings after hours. This register is also applied during weekends and public holidays.
2. All personnel leaving the building after hours should complete the after-hours register.
3. Security Officer on duty must ensure that they complete the register for the client and that all personnel completing the register correctly. This means that Security Officer shall ensure that correct time and signature of the personnel is entered correctly themselves.

### **6.4 Information register**

1. The information register plays an essential role regarding communication of security matters, particularly for shift workers. Instructions, incidents and any other matters are recorded in the book so that shift-workers can receive messages.
2. Security Officers reporting for duty should read the information register, so that they can have necessary information regarding security activities. After the message the officer should sign to acknowledge that he/she is aware the message.
3. Each entry should have serial number, date, time and the name of the officer who made the entry.

### **6.5 After hour Mail receipt register**

1. The register record all the mails received by the Security Officers on duty. Normally the mails will be received from other departments and companies.
2. When a postal article is delivered, the security on duty should ensure that it is addressed to Public Works. If the sender's name does not appear on the article, as the messenger to write his/her name, address and telephone on the back of the article.

3. The article should go through the X-ray machine to determine whether it is safe or not.
4. Enter all the details in the register.
5. Obtain the signature of the person who delivered the article and his personal details and mark the article with same serial number in the register.

#### **6.6 Removal permit**

This permit is the most essential in terms of control goods and asset leaving the department. This register should be controlled on this manner.

1. State asset, information and other relevant goods are not allowed to leave the department before the proper authority is obtained. There are certain senior managers on each section who has the authority to sign for the goods leaving the building. Goods shall not leave the building before the necessary authority is given.
2. Serial numbers and make of the goods should be verified by Security Officers, before the goods could leave the building. When the Security Officer is not certain with the serial numbers and other information, he/she should contact the senior officer to look into the matter.

#### **6.7 Government vehicle register**

Security personnel should control government vehicles at the exit and entrances of the buildings. The security personnel should look at the following issues:

1. To determine whether the driver has the authority to drive the vehicle.
2. To prevent the theft of vehicles and the tools a copy of the trip authorization must be kept by security.
3. To ensure that the vehicles are used for official purposes only.
4. To verify particulars and ensure correctness of the trip authorization.

5. To ensure that all new damages to the vehicle is reported / indicated on the trip authorization.

7. **COMPULSORY INSPECTION**

The Department of Public Works shall have the prerogative to conduct inspection on the services rendered by the contractor:

1. Inspect the equipment provided by Public Works.
2. Inspect the equipment provided by the contractor.
3. Records of any Security Shortage on the side.
4. The right to dismiss the Security Officer or Supervisor on-site inspection or service shall be conducted by the Public Works Security Manager as well as his/her immediate officers at any time they find it be appropriate to do so.
5. The Department of Public Works reserves the right to conduct inspection for the services rendered by the contractor at any time, this will done in order to establish whether the service rendered by the contract is satisfactory and comply with the conditions of contract and the site specification.
6. The Department of Public Works reserves the right to require from the contractor that any of his employees be replaced, in which case the employee must leave the site and he/she must be replaced immediately. The State will not be held responsible for any damage or claims which may arise because of this and is indemnified against any such claims and legal expenses.

8. **TENDERERS SHOULD PROVIDE THE EMPLOYER WITH THE SATISFACTORY PROOF OF THE FOLLOWING REGISTRATION CERTIFICATE BEFORE THE TENDER CAN BE CONSIDERED:**

Registration as employer with the Compensation Commissioner,

South African Receiver of Revenue and

Unemployment Insurance Commissioner.

Registration with the Security Officers Board.

Only applications for price adjustment in accordance with PSIRA

## 9. TERMINATION OF SERVICE

1. The stipulations of the General Conditions and procedure apply in particular to cases of failure to comply with any of the conditions of contract, or where unsatisfactory service is rendered e.g., they must comply with PSIRA.
2. Any amendment or waving of the stipulations of the contract must occur in writing by mutual consent through the agency of the Department.
3. Should the contractor alienate his rights and liabilities in terms of this contract, he/she should notify NDPW immediately so that the necessary steps for the cession of the contract can be taken.
4. The Department further reserves the right to early termination of services of the contractor, in the event of misconduct by any one of their employees (which may or may not be construed as a breach of the contract), incompatibility or operational requirement.
5. **The Department has taken the insourcing model route, and this model will run in phase's format. The contract will decrease in way of making for insourcing. This will decrease the value of contractor both financially and in terms of human capital. After phase 2 has kick in Contractor will be responsible for Night shift, weekends and public holidays.**

**Bidders must provide their Companies Profiles to meet with all the risk assessments indicated below.**

**Bids will be evaluated on a price, functionality and preference point's basis.**

**PSIRA Act no 56 of 2001 (Financial Capabilities):**

**Bidders failing to comply with PSIRA Act in accordance to Minimum Sectorial Determination Pricing Structure will be disqualified.**

#### Methodology

The detailed methodology plan should indicate the strategy; the company will apply in challenges which can be experienced in the site (RICHMOND BUILDING). The Methodology should indicate how secure the buildings, considering the site challenges.

**COMPANY WILL BE HELD RESPONSIBLE FOR ANY LOSS OF PROPERTY WITHIN THE PREMISES, AS RESULTS OF NEGLIGENCE ON THE PART OF ANY OF THEIR EMPLOYEES /ASSOCIATION.**

#### Experience

Minimum of five (2) years experience in large size institutions. This should be supported by the references from such institutions. Detailed C.V of Security Guard must accompanied the tender documentation.

Appointing the credible and experience Security Guard with the following requirements:

1. Five (5) years experience
2. Grade C
3. Basic Fire Course

#### Resources

Well established control room in accordance to PSIRA specifications and standards i.e. base radio, fax, landline, uninterrupted power supply system (UPS). The company must respond to emergency within 20 minutes. (Proximity of 0-50 km) It is therefore advisable that the company be based or has a control room around the site area.

### Contingency and Supervision

Company must have a contingency plan they will put in place in case of breach of security. An indication of the company capacity to handle the project must be indicated during the period of the contract and how supervision will be carried out during the course of the contract.

### EPWP Compliance

The bidder as specified by the department directive dated 27 March 2013 attached herein shall do reporting of EPWP general work opportunities on Monthly basis. The bidder is expected to complete and submit the attached EPWP Data tool on Monthly basis with the following documents listed below:

- Contracts of Employment-Submit once in the cycle of the contract
- Certified ID copies- Submit once in the cycle of the contract
- Proof of payment- Submit once in the cycle of the contract
- Attendance register or biometric system print out of applicable – Submit monthly

Clause 6.2 of the Departmental directive on page 6 requires all Project managers to ensure that contractors or service provider appointed to oversee projects, provides EPWP information on a Monthly basis, no payment certificates from Contractors or service providers on projects should be considered if no EPWP information is not provided. All project records must be achieved for auditing purposes. (See annexure B.1 – EPWP REPORTING TEMPLATE)

**NB: USE INK, PREFERABLY BLACK, TO FILL IN  
THESE FORMS**

CLOSING DATE:

BID NO: DBN 25/11/01

NAME OF BIDDER:

VALIDITY: 84 DAYS

|                |                    |                                                               |
|----------------|--------------------|---------------------------------------------------------------|
| <b>ITEM NO</b> | <b>DESCRIPTION</b> | <b>BID PRICE IN RSA CURRENCY<br/>MUST INCLUDE VALUE ADDED</b> |
| <b>TAX</b>     |                    |                                                               |

**Rendering of Security services for the National  
Department of Public Works and Infrastructure:  
RICHMOND BUILDING for the period of (36) months (with  
an option to terminate with a one-month notice):**

**Night Shift / Public Holidays/Weekends Price Per month**

**Item**

**02 Day Shift Security Guards Grade C**

R----- per security guard

TOTAL for Grade C's R.....

**01 Day Shift Security Dog**

R----- per security dog

TOTAL for Security Dog R.....

**02 Night Shift** Security Guards Grade C R.....

R----- per security guard

Total for Grade C's R.....

**01 Nightshift Security Dog**

R----- per security dog

Total for Security Dog R.....

Total for 04 security guards Grade C: R .....

Total for 02 security dogs.....

**SUB TOTAL PRICE OF SECURITY OFFICERS/GUARDS AND  
SECURITY DOGS R -----**

**Per month**

**EQUIPMENT**

| <b>ITEM NO</b> | <b>DESCRIPTION</b> | <b>BID PRICE IN RSA CURRENCY<br/>MUST INCLUDE VALUE ADDED</b> |
|----------------|--------------------|---------------------------------------------------------------|
|----------------|--------------------|---------------------------------------------------------------|

**TAX**

Number

Item

|    |                  |                   |
|----|------------------|-------------------|
| 1  | Base Radio       | R ..... per month |
| 04 | Portable radio's | R ..... per month |
| 04 | Batons           | R ..... per month |
| 04 | Hand cuffs       | R ..... per month |
| 01 | Movable toilet   | R..... per month  |

**SUB-TOTAL PRICE OF EQUIPMENT      R .....Per month**

---

**TOTAL PRICE FOR SECURITY OFFICERS/GUARDS & EQUIPMENT**  
**R .....Per month**

**TOTAL PRICE (To be carried over to Bid form (PA 32)**

**R ..... for (36)**  
**MONTHS CONTRACT (WITH AN OPTION TO TERMINATE WITH AN**  
**OPTION TO TERMINATE WITH A ONE MONTH NOTICE)**

**(Including VAT**

**ADDITIONAL SECURITY OFFICERS**

---

| <b>ITEM NO</b> | <b>DESCRIPTION</b> | <b>BID PRICE IN RSA<br/>CURRENCY MUST</b> |
|----------------|--------------------|-------------------------------------------|
| <b>INCLUDE</b> |                    | <b>VALUE ADDED TAX</b>                    |

---

- 1.1 In the case additional security officers or equipment are required during contract period or the service is exfoliated; unit prices must be tendered in the following items:

|                                    |             |
|------------------------------------|-------------|
| Security guards Grade C<br>monthly | R ..... per |
| Base radio<br>monthly              | R ..... per |
| Portable radio<br>monthly          | R ..... per |

Batons R ..... per  
monthly

Hand cuffs R ..... per  
Monthly

Movable toilet R..... per  
Monthly

Is offer strictly to specification? \* YES/NO

Is price firm? \* YES/NO

Note: \* Delete whichever is not applicable.

Any enquiries regarding technical enquiries may be directed to :( during working hours only and strictly document related matters)

Physical and Security Manager  
Mr. T E Phungula  
Tel (031) 3147026 or  
Cell 076 6946426

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

### THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF SECURITY SERVICES AND ACCESS CONTROL

|                       |                                                                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project title:</b> | NDPWI: RICHMOND BUILDING: PROVISION OF SECURITY SERVICES AND ACCESS CONTROL FOR A PERIOD OF 36 MONTHS (WITH AN OPTION TO TERMINATE WITH A ONE MONTH NOTICE) |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                          |                  |                         |                  |
|--------------------------|------------------|-------------------------|------------------|
| <b>Bid no:</b>           | DBN25/11/01      |                         |                  |
| <b>Advertising date:</b> | 21 November 2025 | <b>Closing date:</b>    | 17 December 2025 |
| <b>Closing time:</b>     | 11:00AM          | <b>Validity period:</b> | 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>1. PREVIOUS SECURITY EXPERIENCE</b><br><br>Previous security experience: Completed projects within last five years<br><br>NB: Bidder to submit the following copies for evaluation:<br><br>a) Signed award letter or Appointment Letter or Order with start date and end date, tender number or work reference number, type of service rendered, area/site of rendered service and contract value all with traceable reference (Projects within the last 5 years from closing date of tender)<br><br>b) A completion certificate, it must be aligned with the above bullet (A) stating completion date, type of service rendered signed by the client's delegated authority or Project Manager with traceable references. (Projects within the last 5 years from the closing date of tender)<br><br>Security project @ R 0 to R974 769.97 - qualifies for 0 points<br><br>Security project @ R 974 769.98 to R 1 949 539.96 – qualifies for 10 points<br><br>Security projects @ R 1 949 539.97 to R 2 924 309.94 – qualifies for 20 points<br><br>Security project @ R 2 924 309.95 to R 3 899 079.92 – qualifies for 30 points<br><br>Security project @ R 3 899 079.93 to R 4 873 849.97 –qualifies for 40 points<br><br>Security project @ R 4 873 849.98 and above - qualifies for 50 points | 50                |
| <b>2. Transport</b><br><br>Bidders to provide proof of vehicle(s) registered under company name through a copy of Department of Transport licence registration(Log Book certificate) for vehicle. This will be verified during site inspection.<br><br>02 vehicles with a company logo - qualifies for 20 points<br><br>01 vehicle with company logo - qualifies for 10 points<br><br>Vehicles without company logo - qualifies for 0 points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 20                |

<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.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <p>3. Control room and security equipments</p> <p>Security Equipment - qualifies for 20 points</p> <p>Control room must have Base radio and Two-way radio, Landline or Cell phone, Two or more Monitors and Computer (good working condition)</p> <p>Existing Control Room qualifies for - 10 points</p> <p>NB: This will be inspected as part of evaluation process that will be conducted during physical site inspection for shortlisted bidders.</p> <p>There will be no prior notice for visit.</p> <p>The locality of the address will be verified during site visit.</p> <p>Risk analysis will be done during evaluation process</p> | 30                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |
| <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)*

|                                                                       |     |
|-----------------------------------------------------------------------|-----|
| <b>Minimum functionality score to qualify for further evaluation:</b> | 70% |
|-----------------------------------------------------------------------|-----|

*(Total minimum qualifying score for functionality is 50 percent, any deviation below or above the 50 percent, provide motivation below).*

Functionality will be used as a prequalification criteria:

Only bidders that score less than 70% in respect of functionality will be regarded as non-compliant and non-qualifying.

Our main priority is to provide security services of higher quality and also make sure that we appoint a bidder that has enough capacity and experience.

## 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) |
|-----------------------------------------------------|-------------------------------------------------------------------------------|

### 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 |
|----------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------|

### 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 checked="" 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 checked="" type="checkbox"/> | Submission of record of attending compulsory briefing session.<br>Compulsory site briefing is required to ensure bidders clearly understand the scope of work before submitting their bids                                                                             |
| 7  | <input checked="" type="checkbox"/> | Submission of a valid company and its Director's certificates from PSIRA (both new and Certified PSIRA certificates). Submission of certified ID copy of company Director                                                                                              |
| 8  | <input checked="" type="checkbox"/> | Submission of SBD 3.1 : Pricing Schedule - firm prices.                                                                                                                                                                                                                |
| 9  | <input checked="" type="checkbox"/> | Compulsory attendance of site meeting                                                                                                                                                                                                                                  |
| 10 | <input checked="" type="checkbox"/> | Registration of National Treasury's Central Supplier Database (CSD)                                                                                                                                                                                                    |
| 11 | <input type="checkbox"/>            |                                                                                                                                                                                                                                                                        |

**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.

|    |                                     |                                                                                                                                                                                                                                                        |
|----|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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"/> | Submission of a valid Letter of Good Standing from the Department of Labour in respect of COIDA.                                                                                                                                                       |
| 8  | <input checked="" type="checkbox"/> | Submission of a valid Certified copy of letter of good standing from PSIRA.                                                                                                                                                                            |
| 9  | <input type="checkbox"/>            |                                                                                                                                                                                                                                                        |
| 10 | <input type="checkbox"/>            |                                                                                                                                                                                                                                                        |

**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                                                                            |
| 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 |

#### 4. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

| <input checked="" type="checkbox"/> | <p><b>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.</b></p> <p><b>Table 1</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> </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> |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------|---------------------------------------|------------------------------------------------------------------|----|-------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------|----|-----------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 (NCPDPSA).</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>                                                                                                                                   |



**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> and <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> Or           National Council for Persons with Physical Disability in South Africa registration (NCPDPSA). |
|  | 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 The Director General, Department of Public Works, Private Bag X54315, Durban,4000. A non-refundable bid deposit of R 0,00 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 186 K E Masinga, Durban Dept. of Public Works, Durban,4000 on 03/12/ 2025 starting at 11h00am. Venue Dept. of Public Works & Infrastructure, 186 K E Masinga Street, Durban . *(if applicable)*

#### 6. ENQUIRIES

6.1. Technical enquiries may be addressed to:

|                             |                               |                      |              |
|-----------------------------|-------------------------------|----------------------|--------------|
| <b>DPWI Project Manager</b> | Thamsanqa Phungula            | <b>Telephone no:</b> | 031 314 7121 |
| <b>Cellular phone no</b>    | 076 6946 426                  | <b>Fax no:</b>       | N/A          |
| <b>E-mail</b>               | thamsanqa.phungula@dpw.gov.za |                      |              |

6.2. SCM enquiries may be addressed to:

|                          |                          |                      |              |
|--------------------------|--------------------------|----------------------|--------------|
| <b>SCM Official</b>      | Nobuhle Gwala            | <b>Telephone no:</b> | 031 314 7021 |
| <b>Cellular phone no</b> | 071 380 8247             | <b>Fax no:</b>       |              |
| <b>E-mail</b>            | nobuhle.gwala@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

| BID DOCUMENTS MAY BE POSTED TO:                                                                                                                                                                                                                                           |    | DEPOSITED IN THE TENDER BOX AT:                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>THE DIRECTOR -GENERAL<br/>DEPARTMENT OF PUBLIC WORKS<br/>PRIVATE BAG X 54315<br/><br/>DURBAN<br/>4000<br/>ATTENTION:<br/><b>PROCUREMENT SECTION: ROOM</b></p> <p><i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING<br/>DATE AND TIME AT 11H00 BY THE DEPARTMENT</i></p> | OR | <p>Department of Public Works<br/>Old Government Building<br/>157 Monty Naicker Road, Durban<br/>At the specified Tender Box by Security<br/>Entrance</p> |

## 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  |      |          |           |
| 6  |      |          |           |
| 7  |      |          |           |
| 8  |      |          |           |
| 9  |      |          |           |
| 10 |      |          |           |
| 11 |      |          |           |
| 12 |      |          |           |
| 13 |      |          |           |
| 14 |      |          |           |
| 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)

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  |      |          |           |
| 8  |      |          |           |
| 9  |      |          |           |
| 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:**

1. \* Delete which is not applicable.
2. **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.
3. 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.
4. 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).

## DPW-16 (EC): SITE INSPECTION MEETING CERTIFICATE

|                               |                                                                                                                                                           |                      |                |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------|
| <b>Project title:</b>         | <i>NDPWI: Richmond Building: Provision of Security and Access Control for a period of 36 months (with an option to terminate with a one month notice)</i> |                      |                |
| <b>Tender / Quotation no:</b> | DBN25/11/01                                                                                                                                               | <b>Reference no:</b> | 6222/0043/26/5 |
| <b>Closing date:</b>          | 17/12/2025                                                                                                                                                |                      |                |

This is to certify that I, \_\_\_\_\_ representing

\_\_\_\_\_ in the capacity of

\_\_\_\_\_ visited the site on:

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the site inspection meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

|                  |           |      |
|------------------|-----------|------|
|                  |           |      |
| Name of Tenderer | Signature | Date |

|                            |           |      |
|----------------------------|-----------|------|
|                            |           |      |
| Name of DPW Representative | Signature | Date |

## 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                             |
| <b>Total points for Price and Specific Goals</b>  | <b>100</b>                                | <b>100</b>                     |

## 1.5 Breakdown Allocation of Specific Goals Points



**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 (NCPDPSA).</p> |

5.

An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)

2

• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

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                                     | <div>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</div>                                                                                                                                                                                                                                                                                                         |
| 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                                     | <div>• Official Municipal Rates Statement which is in the name of the bidder.</div> <div>Or</div> <div>• Any account or statement which is in the name of the bidder.</div> <div>Or</div> <div>• Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</div> <div>Or</div> <div>• Lease Agreement which is in the name of the bidder.</div> |
| 3.        | An EME or QSE or any entity which is at least 51%                                                                                                                   | 2                                     | <div>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</div>                                                                                                                                                                                                                                                                                                         |

|  |                             |                                                                                                     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--|-----------------------------|-----------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                             | 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 (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>                                                                                                                                                                                                                                                                                                                                                                                                      |

**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:

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

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:

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

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<br>(90/10 system)<br>(To be completed by the organ of state) | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(90/10 system)<br>(To be completed by the tenderer) | Number of points claimed<br>(80/20 system)<br>(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<br>(90/10 system)<br>(To be completed by the organ of state) | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(90/10 system)<br>(To be completed by the tenderer) | Number of points claimed<br>(80/20 system)<br>(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- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: **DBN25/11/02**

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

## PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: **DBN25/11/02**

### 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**

|                               |                  |             |
|-------------------------------|------------------|-------------|
|                               |                  |             |
| <b>Name of representative</b> | <b>Signature</b> | <b>Date</b> |