

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL TREASURY)					
BID NUMBER:	NT009-1-2023	CLOSING DATE:	02/04/2024	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24-HOUR SECURITY GUARDING SERVICES FOR THE NATIONAL TREASURY BUILDINGS AND CLOSE PROTECTION SERVICES FOR 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NATIONAL TREASURY					
TENDER INFORMATION CENTRE (TIC)					
DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
240 Madiba Street, Pretoria, 0001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	NTAdministrativeTenders@Treasury.gov.za		E-MAIL ADDRESS	NTAdministrativeTenders@Treasury.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [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
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.

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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.
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: .....



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

**TENDER**  
**SECURITY MANAGEMENT GUARDING SERVICES**

**TERMS OF REFERENCE**

**NT009-1-2023**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24-HOUR  
SECURITY GUARDING SERVICES  
FOR THE NATIONAL TREASURY BUILDINGS AND CLOSE  
PROTECTION SERVICES FOR 36 MONTHS**

**CLOSING DATE: 02 APRIL 2024 AT 11:00 AM**

**VALIDITY PERIOD: 90 DAYS**

## 1. PURPOSE

The National Treasury wishes to engage a service provider to render 24-hour security guarding services for its buildings and Close Protection Services.

## 2. BACKGROUND

The National Treasury physical security is provided through a combination of the in-house security officers and outsourced security services that renders guarding and close protection services.

## 3. LEGISLATIVE AND REGULATORY FRAMEWORKS

Access control is multifunctional, it requires that different levels of security must be applied in accordance with the needs of the Department, regarding the protection of the Department's property and staff. Security officials control access to the building by monitoring and identifying people and equipment before they are allowed access. The Head of the Department is responsible for the enforcement of the provisions of the Control of Access to Public Premises and Vehicles Act, 1985 (Act No.53 of 1985). The primary purpose is to safeguard the building under the control of Government Departments.

The Control of Access to Public Premises and Vehicles Act, 1985 (Act No.53 of 1985) entails the furnishing of information, the furnishing of identification, declarations concerning hazardous objects and to search the contents of any suitcase, briefcase, handbag, bag, etc, the subsection of persons to electronic examinations and the handing over of any hazardous objects to the security official.

The following Acts, Policies, and Procedures must be complied with:

- a. Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);
- b. Control of Access to Public Premises and Vehicles Act, 1985 (Act No.53 of 1985);
- c. The Protection of Information Act, 1982 (Act No.84 of 1982);
- d. The Protection of Personal Information Act, 2013 (Act No. 4 of 2013);
- e. Public Finance Management Act, 1999 (Act 1 of 1999);
- f. Minimum Information Security Standards (MISS);
- g. Minimum Physical Security Standards (MPSS); and
- h. Internal Security Policies and Procedures.

## 4. DURATION AND CONDITIONS OF THE TENDER

- 4.1 The duration of the contract will be for a period of 36 months, commencing on the effective date as per the Service Level Agreement.
- 4.2 The roles, responsibilities and accountability of a successful bidder stipulated in the bid specification will include close protection services. The close protection services will be procured as and when the need arises.
- 4.3 The successful bidder shall be obliged to sign a Service Level Agreement after the bid is awarded.

## 5. EVALUATION PROCESS AND CRITERIA

### 5.1 PHASE 1A: MANDATORY REQUIREMENTS

***(Bids will be considered invalid and will not be evaluated further if the following requirements are not met)***

Bidders shall provide the following information to the National Treasury:

- 5.1.1 Proof of company registration on Central Supplier Database Registration (CSD).
- 5.1.2 Valid PSIRA company registration certificate.
- 5.1.3 Valid PSIRA registration certificates for managing director (Owner of the company) as well as the management team to render security services.
- 5.1.4 PSIRA Employee Listing (incl. names and identity numbers).
- 5.1.5 Letter of good standing with Private Security Sector Provident Fund (PSSPF).

**FAILURE TO ADHERE TO THE MANDATORY REQUIREMENT STATED ABOVE  
WILL LEAD TO DISQUALIFICATION**

## **5.2 PHASE 1B: REQUIRED ADMINISTRATIVE DOCUMENTS**

**NOTE: Additional Required Documents (Not for elimination)**  
***(Bidders will be required to be compliant with the following requirements upon appointment. Proof of documentation will be requested and verified)***

- 5.2.1 Valid Tax Clearance Certificate and/or SARS issued pin code.
- 5.2.2 PSIRA Letter of Good Standing.
- 5.2.3 Valid Public and Security Liability Insurance.
- 5.2.4 ICASA Radio Licence or an Agreement with leasing company for the radios.
- 5.2.5 Letter of good standing for medical insurance for security officers.
- 5.2.6 Letter of good standing in line with the Compensation for Occupational Injuries and Diseases Act (COIDA).
- 5.2.7 Proof of registration with National Bargaining Council for Private Security Sector (NBCPSS).
- 5.2.8 Copies of the vehicle registration and or lease agreement for the response vehicle for emergency response.
- 5.2.9 Bank Rating letter to be provided – Minimum Grade C.
- 5.2.10 The Cost /fee structure must contain the pricing schedule (**SBD 3.3**), which includes: the total bid prices for stated time frame and bill of quantities/scope of work for procurement of goods and services, the recurring, the maintenance cost, and the disbursement cost if applicable. Failure to submit the cost structure may lead to disqualification.

**FAILURE TO ADHERE TO THE MANDATORY REQUIREMENT STATED ABOVE  
WILL LEAD TO DISQUALIFICATION**

## **5.3 FUNCTIONALITY EVALUATION**

- 5.3.1 Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.

- 5.3.2 Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- 5.3.3 Bidders will not rate themselves but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- 5.3.4 The panel members will individually evaluate the responses received against the following criteria as set out below:
- 5.3.5 Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria.

### Functionality

A bidder that scores less than **70** points out of **100** as per categories in respect of functionality will be regarded as submitting a non-responsive proposal and will be disqualified.

**Table 1:** Summary of functional/Technical Evaluation Criteria

NO	Criteria	Weight	Scoring Criteria
1.	<p><b>Company proven experience and track record.</b></p> <p>The company must provide three (3) reference letters of similar projects of work done in past 5 years (contactable references will be verified).</p> <p>The letters must address successfully completed projects/s in the following sequence:</p> <p>Copy of an appointment letter/s, description of the project. Client name, Client contact (i.e., email and office number), Project start date, project end date, contract value.</p>	50	<p><b>5- Excellent</b> 5 or more reference letters submitted reflecting all items and discussed in detail.</p> <p><b>4- Very Good</b> 4 reference letters submitted reflecting all items.</p> <p><b>3 -Good</b> 3 reference letters submitted reflecting all the items.</p> <p><b>2- Average</b> 2 reference letters submitted reflecting some items with little to no detail.</p> <p><b>1 – Poor</b> 0-1 reference letters submitted.</p>
2.	<p><b>Experience of the Operational Manager.</b></p> <p>Five (5)years experience in the management and operations of guarding services. (attach CVs with relevant experience) The final score will be averaged according to the CVs.</p>	20	<p><b>5- Excellent</b> 9 or more years work experience in the management and operations of a guarding services.</p> <p><b>4- Very Good</b> 6 to 8 more years of work experience in managing and operations of guarding services.</p>

			<p><b>3- Good</b> 5 years of work experience in the management and operations of guarding services.</p> <p><b>2- Average</b> Less than 2-4 years of work experience in the management and operations of guarding services.</p> <p><b>1-Poor</b> 0-1 years' experience in the management and operations of guarding services.</p>
3	<p>A <b>Project Plan</b> outlining the following aspects:</p> <ul style="list-style-type: none"> <li>• Contingency plan with timeframes.</li> <li>• Recruitment strategy.</li> <li>• Health and Safety Plan.</li> <li>• Induction Plan</li> <li>• Provide proof of ownership or lease agreement for vehicles).</li> </ul>	30	<p><b>5 = Excellent:</b> A Plan submitted with 5 items indicating clear deliverables, milestones, and management of the plan.</p> <p><b>4 = Very Good:</b> A Plan submitted with 5 items discussed in detail.</p> <p><b>3 =Good:</b> Plan submitted with 4 items.</p> <p><b>2 = Average:</b> Plan submitted reflecting some items with little to no detail.</p> <p><b>1 = Poor:</b> No plan presented</p>
	<b>TOTAL</b>	<b>100</b>	
	Minimum threshold ( <i>failure to meet this threshold your bid will be disqualified</i> )	70	
<p><b>Bidders who did not meet a minimum threshold of 70% on the Technical Evaluation Criteria will be disqualified for further evaluation for site inspection.</b></p>			



## 9.2 PHASE 1C: SITE INSPECTION

Table 2: Compulsory Site inspection for the shortlisted bidders

No	Criteria	Weight	Scoring criteria
1.	<p><b>Infrastructure:</b> Operational Office of the company and/or Location of Control Room must be in Pretoria or within a 60km radius from National Treasury buildings (240 Madiba Street building).</p> <p><i>(Proof of ownership or lease agreement of office building must also be made available during the side inspection).</i></p>	40	<p><b>5- Excellent</b> Operational Office and/ or control room in Pretoria within 40 km radius from 240 Madiba Street Building with proof of ownership or lease agreement made available.</p>
			<p><b>4- Very Good</b> Operational Office and/ or control room in Pretoria within 50 km radius from 240 Madiba Street Building with proof of ownership or lease agreement made available.</p>
			<p><b>3- Good</b> Operational Office and/ or control room in Pretoria within 60 km radius from 240 Madiba Street Building with proof of ownership or lease agreement made available.</p>
			<p><b>2- Average</b> Operational Office and/ or control room in Pretoria further than 65 km radius from 240 Madiba Street Building.</p>
			<p><b>1-Poor</b> No office or office in place</p>
2.		30	<p><b>5- Excellent</b> HRM structure in place and all required documentation submitted, electronic filing system in place and a system with capabilities to easily extract personnel records in place.</p>
			<p><b>4- Very Good</b> HRM structure in place and all required documentation submitted and electronic filing system in place.</p>

	<p><b>Human Resources Management</b> The following must be submitted:</p> <ul style="list-style-type: none"> <li>• Organogram of the Company and PSIRA employee list.</li> <li>• Recruitment Policy.</li> <li>• Employee Relations Procedures.</li> <li>• Training Schedule.</li> <li>• List of vehicles (Provide proof of ownership or lease agreement for vehicles)</li> </ul> <p>Finance documentation.</p>		<p><b>3- Good</b> HRM structure in place and all required documentation submitted</p> <p><b>2- Average</b> HRM structure in place and four (4) required documentation submitted</p> <p><b>1-Poor</b> No proof of HR structure and documentation.</p>
3.	<p><b>Fully equipped control room</b></p> <ul style="list-style-type: none"> <li>• Base Radio/ portable radios that can be able to communicate 60km radius</li> <li>• Telephones</li> <li>• Email</li> <li>• Emergency Numbers in Control Room</li> <li>• UPS / Back-up Generator</li> <li>• CCTV cameras</li> </ul>	30	<p><b>5- Excellent</b> Control room in place and fully equipped with qualified operators. Electronic monitoring systems installed to communicate with mobile resources to ensure quick turnaround times as well as all the sites within a 60km radius.</p> <p><b>4- Very Good</b> Control room fully equipped with communication system and qualified operators and able to communicate within 40km radius.</p> <p><b>3- Good</b> Control room in place fully equipped and able to communicate with multiple sites within 25 km radius.</p> <p><b>2- Fair</b> Control room in place equipped and able to communicate with at least two sites situated with the 15km radius.</p> <p><b>1-Poor</b> Control room in place but not equipped with communication systems.</p>
	<b>Total</b>	<b>100</b>	
	<b>Threshold</b>	<b>60</b>	
<p><b>Bidders who did not meet a minimum of 60% for site inspection will be disqualified for further evaluation on price and Specific goals.</b></p>			

## 6. SPECIFIC GOALS

**Table 3: 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p><b>Percentage by black owned.</b></p> <p>100% company owned by people who are Black = 15 points</p> <p>≥51% and &lt;100% company owned by people who are Black = 10 points</p> <p>&gt;0% and &lt;51% company owned by people who are Black = 5 point</p> <p>0% company owned by people who are Black = 0 point</p>	<p>15 points</p>	<p>Proof of claim as declared on SBD 6.1 (one or more of the following will be used in verifying the tenderer's status</p> <ul style="list-style-type: none"> <li>• Company Registration Certification/document (CIPC)</li> <li>• Company Shareholders certificate</li> </ul>
<p><b>Percentage owned by woman.</b></p> <p>100% company owned by people who are women = 5 points</p> <p>≥51% and &lt;100% company owned by people who are women = 3 points</p> <p>&gt;0% and &lt;51% company owned by people who are women = 1 point</p> <p>0% company owned by people who are women = 0 point</p>	<p>5 points</p>	<ul style="list-style-type: none"> <li>• Certified identification documentation of company director/s</li> <li>• CSD report/ CSD registration number (MAAA number)</li> <li>• B-BBEE Certificate of the tendering company.</li> <li>• Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System).</li> </ul>

		<ul style="list-style-type: none"> <li>• Agreement for a Consortium, Joint Venture, or Trust.)</li> </ul>
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*NB: Please attach proof of the above.*

## 7. OPERATIONAL CONDITIONS

ITEM NO.	DESCRIPTION	NO
7.1.	<b>Service required</b>	
7.1.1	The rendering of Guarding Services in and around National Treasury premises in the following buildings: <u>240 Madiba Street building</u> , <u>40 Church Square</u> , <u>Tender Information Centre</u> , <u>Hallmark Parking area</u> , and 4 <sup>th</sup> floor of the <u>SITA</u> building in Centurion.	5 sites
7.2	<b>Manpower Requirements</b>	
7.2.1	<p><b><u>40 Church Square Building</u></b></p> <p><b>Day Shift Monday – Friday: 06H00 – 18H00</b></p> <ol style="list-style-type: none"> <li>1. Supervisor Grade B x 1</li> <li>2. Reception Help Desk Grade C x 1</li> <li>3. Main Entrance X-Ray Grade C x1</li> <li>4. Main Entrance Metal Detector Grade C x1</li> <li>5. Turnstile Grade C x 1</li> <li>6. Reception Entrance C x 1</li> </ol> <p><b>Day Shift Monday – Sunday: 06H00 – 18H00</b></p> <ol style="list-style-type: none"> <li>7. Supervisor Grade B x 1</li> <li>8. Courtyard Help Desk Grade C x 1</li> <li>9. Courtyard Entrance X-Ray Grade C x 1</li> <li>10. Courtyard Entrance Metal Detector Grade C x 1</li> <li>11. Basement Grade C x 1</li> <li>12. Main Gate Grade C x 2</li> </ol> <p><b>Night Shift Monday – Sunday: 18H00 – 06H00</b></p> <ol style="list-style-type: none"> <li>1. Supervisor Grade B x 1</li> <li>2. Courtyard Help Desk Grade C x 1</li> <li>3. Courtyard Entrance X-Ray Grade C x 1</li> <li>4. Courtyard Entrance Metal Detector Grade C x 1</li> <li>5. Main Gate Grade C x 1</li> </ol>	18 Officers
7.2.2	<p><b><u>240 Madiba Street Building</u></b></p> <p><b>Day Shift Monday – Sunday: 06H00 – 18H00</b></p>	28 Officers

ITEM NO.	DESCRIPTION	NO
	<ol style="list-style-type: none"> <li>1. Supervisor Grade B x 1</li> <li>2. Reception Help Desk Grade C x 1</li> <li>3. Reception Registers Desk Grade C x 1</li> <li>4. Main Entrance X – Ray Grade C x 1</li> <li>5. Main Entrance Metal Detector Grade C x 1</li> <li>6. Exit X – Ray Grade C x 1</li> <li>7. Exit Metal Detector Grade C x 1</li> <li>8. Foyer Grade C x 1</li> <li>9. P1 X Ray Grade C x 2</li> <li>10.P1 Metal Detector Grade C x 1</li> <li>11.P2 X – Ray Grade C x 2</li> <li>12.P2 Metal Detector Grade C x 2</li> <li>13.Boom Gate Entrance Grade C x 1</li> <li>14.Thabo Sehume parking entrance x 1</li> </ol> <p><b>Night Shift Monday – Sunday: 18H00 – 06H00</b></p> <ol style="list-style-type: none"> <li>15. Reception Supervisor Grade B x 1</li> <li>16. Reception Help Desk Grade C x 1</li> <li>17. Main Entrance X – Ray Grade C x 1</li> <li>18. Main Entrance Metal Detector Grade C x 1</li> <li>19. Exit X – Ray Grade C x 1</li> <li>20. Exit Metal Detector Grade C x 1</li> <li>21. Foyer Grade C x 1</li> <li>22. P2 X – Ray Grade C x 1</li> <li>23. P2 Metal Detector Grade C x 1</li> <li>24. Thabo Sehume Main entrance x 1</li> <li>25. Boom Gate Entrance Grade C x 1</li> </ol>	
7.2.3	<p><b><u>Hallmark Parking Facilities</u></b></p> <p><b>Day Shift Monday - Friday: 06H00 - 18H00</b></p> <ol style="list-style-type: none"> <li>1. Parking Entrance Grade C x 2</li> <li>2. Parking Area at P3 Grade C x 2</li> <li>3. Parking Exit Grade C x 1</li> </ol>	5 Officers
7.2.4	<p><b><u>SITA Building</u></b></p> <p><b>Day Shift Monday – Sunday: 06H00 – 18H00</b></p> <ol style="list-style-type: none"> <li>1. SITA Help Desk x 2 (National Key Point certified)</li> </ol> <p><b>Night Shift Monday – Sunday: 18H00 – 06H00</b></p> <ol style="list-style-type: none"> <li>1. SITA Help Desk x 2 (National Key Point certified)</li> </ol>	4 Officers

ITEM NO.	DESCRIPTION	NO
7.2.5	<p><b><u>Tender Information Centre</u></b></p> <p><b>Day Shift Monday – Friday: 06H00 – 18H00</b></p> <p>1. TIC Entrance X-Ray Grade C x 1 2. TIC Entrance Metal Detector Grade C x 1 3. TIC Help Desk Grade C x 1</p>	3 Officers
7.2.6	<p><b><u>Street Posting</u></b></p> <p><b>Day Shift Monday – Friday: 06H00 – 18H00</b></p> <p>1. Hallmark Entrance Grade C x 2 2. ABSA Street Patrol Grade C x 1 3. Nedbank Street Patrol Grade C x 1 4. 240 Main Reception Gate (Absa) Grade C x 1</p>	5 Officers
7.2.7	<p><b><u>Site Manager</u></b></p> <p><b>Day Shift Monday – Friday: 06H00 – 18H00</b></p> <p>Site Manager Grade A and National Key Point certified x 1</p>	1 Officer
7.2.8	<p><b><u>Extra complement</u></b></p> <p><b>Day Shift Monday – Friday: 06H00 – 18H00</b></p> <p>Grade C x 4</p>	4 Officers (No additional charges will be processed against the NT)
	<b><u>Total Officers</u></b>	<b>68</b>
7.2.9	Base radios/or portable radios (to be programmed to the contractor's frequency) (240 Madiba, 40 Church, SITA and Service provider's office to be able to communicate with the parking facilities)	4 (no cost to NT)
7.2.10	Portable hand-held radios with head speaker and earphone (to be programmed to contractor's frequency)	35 (no cost to NT)
7.2.11	Torches (including batteries) SITA, 240 Madiba, 40 Church, TIC, Hallmark.	30 (no cost to NT)

## 8. DETAILED REQUIREMENTS

ITEM NO	DESCRIPTION	
8.1	<b>Private Security Industry Regulatory Association</b>	
8.1.1	The bidder must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001).	

<b>ITEM NO</b>	<b>DESCRIPTION</b>	
	<i>Proof thereof, a valid copy of registration, must be attached to the bid.</i>	
8.1.2	All Security Officers that the bidder supplies to render the service must be registered as Security Officers in terms of the Private Security Industry Regulatory Act (Act 56 of 2001).	
8.1.3	A copy of the registration certificates in respect of all the Security Officers must be supplied to Director: Security Management, National Treasury within seven (7) days after commencement of the service.	
8.2	<b>Security Officers</b>	
8.2.1	The bidder shall, in order to ensure the continuity of the service to be rendered, allocate specific personnel to the specific sites according to the posting sheet.	
8.2.2	Exchange of any security personnel may only be executed with prior consent of the <b>Director: Security Management.</b>	
8.3	<b>Security Officers' Training</b>	
8.3.1	Security Officers supplied to render the service must be trained in accordance with the PSIRA and SASSETA standards and at PSIRA accredited centres. The Security Officers must understand and be able to implement the Control of Access to Public Premises and Vehicle Act No. 53 of 1985.	
8.4	<b>Supervision of Emergency Assistance</b>	
8.4.1	The bidder must have a well-established and equipped twenty-four (24) hour security control room in Pretoria or within 60km radius. The control room must be accessible during emergency situations.	
8.4.2	The bidder must furnish details of equipment, etc. that is available in the security control room. <b><i>NB: National Treasury holds the right to inspect such control room at any point during the contract.</i></b>	
8.4.3	The bidder must have a Site Manager assigned with a vehicle, laptop with internet connectivity, cell phone and reachable on a twenty-four (24) hour basis.	
8.5	<b>Minimum wages</b>	
8.5.1	It is expected that the bidder shall pay his/her employees at least the minimum monthly basic wage, as prescribed by the Collective Agreement with the National Bargaining Council for the Private Security Sector. The wages must be in line with the grades which the security officers have acquired at the time of deployment at the National Treasury sites.	

<b>ITEM NO</b>	<b>DESCRIPTION</b>	
8.5.2	<p>The bidder is expected to be financially stable and be able to cover minimum salaries of its employees.</p> <p><b>Bank Rating letter to be provided – Minimum Grade C</b></p>	
8.6	<b>Assumption of duty</b>	
8.6.1	Bidders must be in a position to assume duty as per the effective date of the Service Level Agreement.	
8.7	<b>Price escalation fees</b>	
8.7.1	Escalation fees are to be requested in writing by the bidder within one month of publication on the Gazette by the Department of Employment and Labour	
8.8	<b>Provision of personnel in emergency situations</b>	
8.8.1	Bidders must have a contingency plan that enables provision of reasonable number of security officers on site during emergency situations.	
8.9	<b>Security Services</b>	
8.9.1	The bidder undertakes to provide high standards of service based on the NT Standard Operating Procedures	
8.9.2	The bidder must ensure that their officers are always presentable and dressed in line with a corporate environment. <b>Proof of suppliers were uniform is provided and samples to be made available during site inspection.</b>	
8.9.3	<p>All possible steps shall be taken by the contractor to ensure that the contract execution of this agreement will take place. These steps include, inter alia, the following:</p> <ul style="list-style-type: none"> <li>a) The protection of state officials from injury, death or any other offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977);</li> <li>b) The protection of state property at the intended sites and the protection of said property against damage, vandalism, or theft;</li> <li>c) The protection of Information; and</li> <li>d) Ensure that there is no interruption of National Treasury business process.</li> </ul>	
8.10	<b>Security personnel</b>	
8.10.1	<p><b>Site Manager</b></p> <p>The site manager should possess the following qualifications:</p>	



<b>ITEM NO</b>	<b>DESCRIPTION</b>	
	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Grade A PSIRA</li> <li>• Driver’s License</li> <li>• National Key Point certification</li> <li>• Supervisory skills/training</li> <li>• First Aid training level II</li> <li>• Administrative skills</li> <li>• At least three (3) years’ experience as a site manager</li> <li>• Good report-writing skills</li> <li>• Good site management skills</li> <li>• Good communications skills (read and write)</li> </ul>	
8.10.2	<p><b>Supervisors</b></p> <p>Supervisors should possess the following qualifications:</p> <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• PSIRA Grade B</li> <li>• Supervisory skills training</li> <li>• First Aid level I</li> <li>• Computer skills</li> <li>• At least two (2) years’ experience as a supervisor</li> <li>• Good communication skills (read and write)</li> </ul>	
8.10.3	<p><b>Security officers</b></p> <p>Security officers should possess the following qualifications:</p> <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• PSIRA Grade C</li> <li>• First Aid level I</li> <li>• Computer skills</li> <li>• At least two (2) years’ experience</li> <li>• Good communication skills (read and write)</li> <li>• National Key point (for SITA site)</li> </ul>	
8.10.4	<p><b>Operational Manager</b></p> <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Grade A PSIRA</li> <li>• Driver’s License</li> <li>• National Key Point certification</li> <li>• Supervisory skills/training</li> <li>• First Aid training level II</li> <li>• Administrative skills</li> <li>• At least five (5) years’ experience as a site manager</li> <li>• Good report-writing skills</li> <li>• Good site management skills</li> <li>• Good communications skills (read</li> </ul>	

<b>ITEM NO</b>	<b>DESCRIPTION</b>	
	and write) <ul style="list-style-type: none"> <li>• Management Skills</li> <li>• Computer Literacy</li> <li>• Communication</li> </ul>	
8.10.5	The National Treasury holds the right to screen and interview the Security Officers supplied to render the service within seven (7) days after commencement of the service and make a written request to immediately replace the officer should they not meet the criteria or perform to the accepted standard. The bidder will be expected to retain some of the officers on site from the previous service provider.	
8.10.6	The bidder must submit a recent SAPS Clearance report (at the bidder's own expense) to the National Treasury Security Manager, in respect of all personnel he/she supplies to render the service, within fourteen (14) days after commencement of the service.	
8.10.7	Security Officers performing duties at the reception counters must be computer literate and possess basic typing skills.	
8.11	<b>Security screening and Oath of secrecy</b>	
8.11.1	Directors of the company shall be subjected to a security screening process prior to the commencement of the contract.	
8.11.2	All security personnel and everyone involved in the project will be subjected to security screening by the State Security Agency. National Treasury reserves the right to rescreen the above personnel as and when there is a need to do so.	
8.11.3	All personnel of the company including directors shall sign a " <b>Declaration of Secrecy</b> " upon commencement of the contract.	
8.11.4	The Site Manager, Supervisors and Security Officers will be required to sign an undertaking in which they declare that they will refrain from any action which might bring the name of the National Treasury or the state into disrepute.	
8.12	<b>General requirements for security personnel</b>	
	The following general requirements apply:	
8.12.1	At all times Security Officers must present an acceptable image and appearance which implies, inter alia, that they may not sit, lounge about, read the newspaper, smoke, eat or drink while attending to clients of National Treasury or members of the public.	

<b>ITEM NO</b>	<b>DESCRIPTION</b>	
8.12.2	The Site Manager, Supervisors and Security Officers must at all times present a dedicated attitude, implying, inter alia, that there shall be no unnecessary arguments with visitors/staff or display discourteous behaviour towards them.	
8.12.3	The Site Manager, Supervisors and Security Officers must be physically healthy and medically fit to execute their duties.	
8.12.4	National Treasury retains the right to ascertain from PSIRA as to whether the Site Manager, Supervisors and Security Officers are in good standing with the PSIRA.	
<b>8.13</b>	<b>Uniforms, identification and documents</b>	
8.13.1	The contractor shall ensure that, at the commencement of the contract, all security officers are deployed in complete uniform. The uniform for the security officers shall be as corporate and shall include that of summer and winter.	
	The contractor shall ensure that each member of his/her security personnel is at all times when on duty fully equipped in respect of:	
	A neat and clearly identifiable uniform of the company, which will include matching raincoats, umbrellas, overcoats, gloves, appropriate headgear and warm winter uniform for personnel performing duties outside the building.	
	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.	
	<b>Alternatively:</b>	
	The valid identification card issued by the PSIRA shall be worn by security officers	
	Bidders must keep proper files as well as appropriate documents of all security personnel, who are employed for rendering the service to National Treasury. These documents must be available for inspection by representatives of National Treasury.	
	The appropriate documents shall include, inter alia, the following: academic qualifications, training certificates, and medical certificates.	
<b>8.14</b>	<b>Registers to be utilized and maintained</b>	
8.14.1	The service provider will be required to utilize Occurrence Book/Register and Access Control Register/Forms, to be made available on the site.	

NT009-1-2023: APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24-HOUR SECURITY GUARDING SERVICES FOR THE NATIONAL TREASURY BUILDINGS AND CLOSE PROTECTION SERVICES FOR 36 MONTHS

<b>ITEM NO</b>	<b>DESCRIPTION</b>	
8.14.2	Occurrence Book/Register – The purpose of this register is to keep record of all incidents, occurrences, or observations made by the Security Officers whilst on duty for later reference.	
8.14.3	Compulsory Entries: All listed routine procedures such as patrols undertaken, handing over of shifts, etc. mentioning the procedures followed, by whom and the time of commencement. These entries must all be legible and in black ink.	
8.14.4	Occurrence/events however important, slight or unusual with reference to the correct time and relevant actions taken.	
8.14.5	All security personnel activities – especially deviations in respect of the duty list – indicating particulars of the personnel and relevant times.	
8.14.6	The issue and/or receipt of keys, indicating the time and by whom they were received and delivered.	
8.14.7	The locking/unlocking of doors/gates, indicating the time, date and by whom.	
8.14.8	The handing over of shifts must be recorded including, 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.	
8.14.9	Occurrence Book/Register: After handing over of the shifts the person who has come on shift must make an entry that he/she has read the occurrence register in order to acquaint himself/herself with events that occurred during the previous shift.	
8.14.10	Records all site visits by Supervisors and Management: These entries must be made in red ink.	
8.14.11	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 initialled at the side.	
8.15	<b>Shift Rosters</b>	
8.15.1	The purpose of the shift roster is to serve as proof at all reasonable times personnel be on duty per shift are indeed present.	
8.15.2	Daily, weekly, monthly shift roster of all security personnel must be drawn up by the contractor and kept at all 7 sites.	
8.15.3	Any changes to the shift roster shall be crossed out by a single line, initialled, dated and noted in the occurrence register.	
8.15.4	The purpose of the duty sheet is to ensure that all security personnel on duty are	

<b>ITEM NO</b>	<b>DESCRIPTION</b>	
	familiar with their duties as required for the contract.	
8.15.5	The bidder will be expected to provide a duty sheet for each customer contact point.	
8.16.	<b>Two-way Radios</b>	
8.16.1	The purpose of the two-way radio communication is to ensure that there is immediate communication between the various duty points on the site, National Treasury's security control room and the contractor's control room.	
8.16.2	The base radio is to be installed by the contractor at a static duty point for better communication between the site and the contractor's control room. <i>(the bidder may propose another method of communication if a base radio is not preferred but such must be compatible with current NT systems)</i>	
8.17	<b>Contact with Departmental Representative</b>	
8.17.1	The service provider is required to be available for any meetings that may be arranged by the National Treasury.	
8.17.2	The Director of the service provider will be required to have quarterly meetings with the National Treasury Director: Security Management.	
8.17.3	The service provider will be expected to submit in writing periodic operational site reports to the National Treasury.	
8.18	<b>Maximum shift hours</b>	
	Shifts are to be limited to twelve (12) hours per security officer.	
8.19	<b>Labour unrest incidents</b>	
	Contingency Plans must be made available on how the bidder will ensure non-interruption of business processes due to Labour unrest i.e. labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the contractor. Such must be agreed upon between the parties before implementation.	
8.20	<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, name plates, advertisement and article or object of any nature whatsoever, in or against the	

<b>ITEM NO</b>	<b>DESCRIPTION</b>	
	National Treasury's buildings or sites or any part thereof without written consent. The contractor shall not 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.	

## 9. DUTIES

### 9.1 Security Officers (Grade C)

- 9.1.1 Manage access control as per approved client Standard Operating Procedures.
- 9.1.2 Attend parade daily at 05:45 and 17:45.
- 9.1.3 Ensure that daily handing over process is recorded in the OB.
- 9.1.4 Verify all removal permits and asset tags against all state asset before the employees exit the building.
- 9.1.5 Conduct vehicles search for state vehicle, ensure that the trip authorities are correctly completed and valid dates.
- 9.1.6 Keep all registers and removal permits neat and tidy.
- 9.1.7 Report any faulty equipment to the supers immediately after noticing the fault.
- 9.1.8 Report all unauthorised items to the Supervisor as soon as detected.
- 9.1.9 Record all incident inside the OB for the attention of the supervisors.
- 9.1.10 Main gates shall be closed at 18:00 and opened at 06:00 (The officer will operate the gate from inside after closing).
- 9.1.11 Conduct escort and record any incident inside the pocketbook and OB.
- 9.1.12 Officers shall not:
  - a) Use personal cell phone while assisting clients.
  - b) Read newspapers in front of clients.
  - c) Leave the post without reliever.
  - d) Have visitors while manning the posts.
- 9.1.13 Report all protests on street to the Supervisors as soon as it is noticed and close the main gate during march or protest time.
- 9.1.14 Shall conduct street and basement parking patrols and record findings in the OB and to the Supervisor.

### 9.2 Supervisors (Grade B)

- 9.2.1 Ensure that all posts are covered with recommended complement.

- 9.2.2 Ensure that all officers sign daily deployment sheet and hand over to the site manager.
- 9.2.3 Conduct inspection of the x-rays, handheld metal detectors and walkthrough metal detector machines, turnstiles, gate, boom gate and report findings during handing over the shift.
- 9.2.4 Keep OB and all register clean, neat and up to date.
- 9.2.5 Visit post regularly to ensure compliance with SLA and sign the OB.
- 9.2.6 Ensure that officers going on breaks have been replaced.
- 9.2.7 Arrange officers to conduct escorts when needed without short posting.
- 9.2.8 Maintain a healthy housekeeping in all posts.
- 9.2.9 Ensure that officers are equipped with radios, access cards, PSIRA card, reflector vests and are wearing the recommended uniform.
- 9.2.10 Ensure that all post has enough stationery (OB, pens, register etc.).
- 9.2.11 Report any incidents to the control room as soon he/she is aware of the incident.
- 9.2.12 Advise the Site manager on any issues that will improve service delivery.
- 9.2.13 Attend weekly/monthly meetings with the site manager or client when required to do so by site manager or client.
- 9.2.14 Investigate security breaches and report to the site manager as soon as it happened.
- 9.2.15 Report to the site manager any faulty equipment deployed on site by the client or contractor for the purpose of access control.
- 9.2.16 Ensure that daily handing over process is recorded inside OB.
- 9.2.17 Record in the OB the following:
  - a. All incidents reported.
  - b. Patrols conducted (Summary of findings).
  - c. All replenished stationeries.
  - d. Escorts arranged (Detail contractors/person escorted, officer and nature of job to be conducted).
  - e. Faulty access control equipment.

### **9.3 Site Manager (Grade A)**

- 9.3.1 Develop monthly duty roster and share with the client.
- 9.3.2 Ensure that parade is held daily at 05H45 and 17H45.
- 9.3.3 Attend parade daily to ensure that officers are wearing correct uniform, sober, on time at work, display their PSIRA registration cards or access cards,
- 9.3.4 Ensure that equipment (reflector vests, torches and two-way radios) is issued.
- 9.3.5 Conduct daily post visits to ensure that OB, registers are clean, neat and up to date at all times including SITA building at Centurion.
- 9.3.6 Submit weekly and monthly reports to the client (template will be shared).
- 9.3.7 Ensure that all post has a file containing client's SOPs, SLA and contractor's policies and procedures.

- 9.3.8 Develop posting to assist the client during special events hosted by the client such as Evacuation drill, Budget and MTBPS speech event and Tender closing.
- 9.3.9 Coordinate training as identified by the client.
- 9.3.10 Ensure that all Security Officers understand the principles of Batho Pele and apply them in their work.
- 9.3.11 Assist the client with processing of VIPs visiting the Department.
- 9.3.12 Hold meetings as follows:
  - a) Weekly with supervisors.
  - b) Bi-weekly with the Security Administrative Officer.
  - c) Quarterly workshop with client and all available officers.
- 9.3.13 Keep record of all patrol sheets by supervisors and report incidents to the client as soon as he/she receive the patrol sheet.
- 9.3.14 Develop and manage officers leave plan to avoid short posting throughout the service period.
- 9.3.15 Discipline officers for misconduct committed on site in line with SLA and contractors code of conduct.
- 9.3.16 Ensure that officers attend emergency evacuation procedures awareness and special event briefing sessions presented by client.
- 9.3.17 Attend to all injuries on duty and ensure that the affected officers get immediate assistance by medical experts including transportation to the nearest medical centre in case ambulance is not required.
- 9.3.18 Keep record of all OBs on site for future reference during the service period.
- 9.3.19 Be available on cell phone 24/7 for any possible emergency and or for operational matters.
- 9.3.20 Advise the client on any security breaches encountered on site.

#### **9.4 Operational Manager**

- 9.4.1 Attend to HR issues, in accordance with company's policies and procedures timeously.
- 9.4.2 Ensure compliance with all industries' requirements, prescripts, and regulations.
- 9.4.3 Identify training needs for officers as per the agreed schedule between NT and Service Provider.
- 9.4.4 Ensure that the appropriate level of training is provided for all security officers and that the knowledge is tested regularly.
- 9.4.5 Ensuring that there is always full complement to maintain services on site.
- 9.4.6 Participate in the role of Incident Manager during any incidents and emergencies.
- 9.4.7 Ensure that all business recovery/contingency plans and/or procedures are available and always kept up to date.



- 9.4.8 Attend to parade twice month and as and when necessary to address operational matters.
- 9.4.9 Monthly meeting with the client.

## 10. CLOSE PROTECTION SERVICES

Ad hoc security services such as armed guarding and close protection services for both mobile and static services. The close protection services will be procured as and when the need arises, and the requirements will be on a case-to-case basis.

## 11. TERMS AND CONDITIONS

- 11.1 Particular project/service will be initiated by means of written instructions to the successful bidders.
- 11.2 National Treasury reserves the right to screen and vet shortlisted service providers before appointment.
- 11.3 Managing Directors, Shareholder of the company, Site Manager, Operational Manager, Supervisors and Security Officers assigned to the site will be subjected to Personnel Suitability Checks and signing of the declaration of secrecy before they can assume duties with the National Treasury.
- 11.4 Upon appointment, the successful bidder will be required to be compliant with all the requirements and specification of this bid and must remain compliant for the duration of the contract.
- 11.5 National Treasury reserves the right to terminate the contract in the event that there is a breach of the agreed requirements and specifications.
- 11.6 National Treasury will appoint one service provider for this project.
- 11.7 Operational Office of the company and/or Location of Control Room must be in Pretoria or within a 60km radius from National Treasury buildings (240 Madiba Street building)

## 12. TIME FRAMES

Output	Period
RENDER 24-HOUR SECURITY GUARDING SERVICES FOR THE NATIONAL TREASURY BUILDINGS AND CLOSE PROTECTION SERVICES FOR 36 MONTHS	36 Months

## 13. PENALTIES/WARRANTIES

- 13.1 National Treasury reserves the right to reject work that does not meet the required standard and engage a different service provider to complete the work. National Treasury shall serve thirty (30) days written notice for termination of contract in the

case of non-performance.

- 13.2 Should any reference check, audit or inspection reveal that the Contractor has not complied with any of the terms of the previous contract, National Treasury reserves the right to reject the bid.

#### **14. INSTRUCTIONS FOR THE BID PROPOSAL**

- 14.1 This Request for Proposal (RFP) does not constitute an offer. The RFP intends to provide enough information for the preparation and submission of comparable proposals by the bidders.

- 14.2 The requested information should be inserted and no changes to the layout should be made on the RFP Park.

- 14.3 National Treasury requires a clear, concise and factual response. Bidders shall consult, in writing, with the National Treasury official responsible should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this RFP.

- 14.4 Proposals must be compiled in the following manner:

- a. Clear indexing of the proposal content must be included.
- b. One **(1)** original proposal (marked 'original') and four **(4)** copies (marked 'copies') must be submitted.

- 14.5 All proposals must be delivered sealed. The following information must appear on the outside of the sealed proposal.

- a. Name of bidder
- b. Description of proposal
- c. RFP Number
- d. Closing date and time

- 14.6 In the case of Joint Ventures and consortium, proposals must contain:

- a. Teaming Agreements
- b. Consolidated B-BBEE certificate for all members of the Joint Venture and consortiums is required.

- 14.7 Bid costs

The Bidder will be liable for all costs incurred in response to this request.

- a. The bidder is expected to fully acquaint themselves with the conditions, requirements and specifications of the National Treasury before submitting a completed response. Failure to do so will be at the bidder's own risk and the Bidder cannot secure relief on the grounds of any mistake.

- b. Bidders shall take into account that the National Treasury's total requirements.
- c. The selected bidder(s) will be required to enter into a written agreement with National Treasury. This RFP or any part thereof may be incorporated into and made part of such an agreement. National Treasury shall not incur any obligation or liability towards the selected bidder(s) until a written contract has been signed by the duly authorised National Treasury representative and the bidder(s).

**15. CONTACT DETAILS**

Supply Chain Management, 4th floor at National Treasury,  
Private Bag x 115, Pretoria, 0001  
Physical address: 240 Madiba Street (Vermeulen), Pretoria  
For General enquiries: [NTAdministrativeTenders@Treasury.gov.za](mailto:NTAdministrativeTenders@Treasury.gov.za)

**16. LATE SUBMISSIONS**

Proposals submitted after the specified closing date and time will not be considered.



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**Special Conditions of Contract**

**NT009-1-2023**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24-HOUR SECURITY GUARDING  
SERVICES FOR THE NATIONAL TREASURY BUILDINGS AND CLOSE PROTECTION  
SERVICES FOR 36 MONTHS**

**CLOSING DATE: 02 APRIL 2024 AT 11:00 AM**

**VALIDITY PERIOD: 90 DAYS**

S U P P L Y   C H A I N   M A N A G E M E N T

## **A LEGISLATIVE AND REGULATORY FRAMEWORK**

This bid and all contracts will be subject to the General Conditions of Contract issued in accordance with of the Treasury Regulations 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999), Preferential Procurement Policy Framework Act (PPPFA), NT SCM policy and any other applicable legislation. The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are against the General Conditions of Contract, the Special Conditions of Contract takes precedence.

## **B. EVALUATION PROCESS AND CRITERIA**

### **1. EVALUATION PROCESS**

1.1. All bids will be evaluated in terms of functionality and preference point system which comprises of the following:

#### **1.1.1 Phase 1A: Initial screening process**

a) In terms of National Treasury Instruction No. 4A of 2016/2017 regarding the National Central Supplier Database (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:

- Business registration, including details of directorship and membership.
- Bank Account holder information.
- In the service of the State status.
- Tax compliance status.
- Identity number.
- Tender default and restriction status; and
- Any additional and supplementary verification information communicated by National Treasury.

b) **Administrative compliance**

Duly completed and signed.

- Invitation to bid – SBD 1
- Pricing schedule SBD 3.3
- Declaration of interest–SBD 4
- Preference Point Claim Form – SBD 6.1
- Provide ID copies for all managing Directors.

- CIPC

**1.1.2 Phase 1B: Functionality evaluation as per attached Terms of Reference**

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- Bidders will not rate themselves but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- The panel members will individually evaluate the responses received against the following criteria as set out below:

**Functionality Evaluation**

A service provider that scores less than 70 points out of 100 as per evaluation criteria categories, listed on Table 1, in respect of functionality will be regarded as submitting a non-responsive proposal and will be disqualified for further evaluation.

**Table 1:** Summary of functional/Technical Evaluation Criteria

NO	Criteria	Weight	Scoring Criteria
1.	<p><b>Company proven experience and track record.</b></p> <p>The company must provide three (3) reference letters of similar projects of work done in past 5 years (contactable references will be verified).</p> <p>The letters must address successfully completed projects/s in the following sequence:</p> <p>Copy of an appointment letter/s, description of the project. Client</p>	50	<p><b>5- Excellent</b></p> <p>5 or more reference letters submitted reflecting all items and discussed in detail.</p> <p><b>4- Very Good</b></p> <p>4 reference letters submitted reflecting all items.</p> <p><b>3 -Good</b></p> <p>3 reference letters submitted reflecting all the items.</p> <p><b>2- Average</b></p> <p>2 reference letters submitted reflecting some items with little to no detail.</p>

	name, Client contact (i.e., email and office number), Project start date, project end date, contract value.		<b>1 – Poor</b> 0-1 reference letters submitted.
2.	<p><b>Experience of the Operational Manager.</b></p> <p>Five (5) years of experience in the management and operations of guarding services.</p> <p>(attach CVs with relevant experience) The final score will be averaged according to the CVs.</p>	20	<p><b>5- Excellent</b></p> <p>9 or more years work experience in the management and operations of a guarding services.</p> <p><b>4- Very Good</b></p> <p>6 to 8 more years of work experience in managing and operations of guarding services.</p> <p><b>3- Good</b></p> <p>5 years of work experience in the management and operations of guarding services.</p> <p><b>2- Average</b></p> <p>Less than 2-4 years of work experience in the management and operations of guarding services.</p> <p><b>1-Poor</b></p> <p>0-1 years' experience in the management and operations of guarding services.</p>
3	<p>A <b>Project Plan</b> outlining the following aspects:</p> <ul style="list-style-type: none"> <li>• Contingency plan with timeframes.</li> <li>• Recruitment strategy.</li> <li>• Health and Safety Plan.</li> <li>• Induction Plan</li> <li>• Provide proof of ownership or lease agreement for vehicles).</li> </ul>	30	<p><b>5 = Excellent:</b> A Plan submitted with 5 items indicating clear deliverables, milestones, and management of the plan.</p> <p><b>4 = Very Good:</b> A Plan submitted with 5 items discussed in detail.</p> <p><b>3 =Good:</b> Plan submitted with 4 items.</p>

			<b>2 = Average:</b> Plan submitted reflecting some items with little to no detail.
			<b>1 = Poor:</b> No plan presented
	<b>TOTAL</b>	<b>100</b>	
	Minimum threshold ( <i>failure to meet this threshold your bid will be disqualified</i> )	70	
<b>Bidders who did not meet a minimum threshold of 70% on the Technical Evaluation Criteria will be disqualified for further evaluation for site inspection.</b>			

- e) Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria. This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 60% for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.
- f) The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- g) This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 70% for functionality will be evaluated and scored in terms of site inspection.

**1.1.4 Phase 1B: Site Inspection**

No	Criteria	Weight	Scoring criteria
1.	<b>Infrastructure:</b> Operational Office of the company and/or Location of Control Room must be in Pretoria or within a 60km radius from National Treasury buildings (240 Madiba Street	40	<b>5- Excellent</b> Operational Office and/ or control room in Pretoria within 40 km radius from 240 Madiba Street Building with proof of ownership or lease agreement made available.



	<p>building).</p> <p><i>(Proof of ownership or lease agreement of office building must also be made available during the site inspection).</i></p>		<p><b>4- Very Good</b></p> <p>Operational Office and/ or control room in Pretoria within 50 km radius from 240 Madiba Street Building with proof of ownership or lease agreement made available.</p> <p><b>3- Good</b></p> <p>Operational Office and/ or control room in Pretoria within 60 km radius from 240 Madiba Street Building with proof of ownership or lease agreement made available.</p> <p><b>2- Average</b></p> <p>Operational Office and/ or control room in Pretoria further than 65 km radius from 240 Madiba Street Building.</p> <p><b>1-Poor</b></p> <p>No office or office in place</p>
2.	<p><b>Human Resources Management</b></p> <p>The following must be submitted:</p> <ul style="list-style-type: none"> <li>• Organogram of the Company and PSIRA employee list.</li> <li>• Recruitment Policy.</li> <li>• Employee Relations Procedures.</li> <li>• Training Schedule.</li> <li>• List of vehicles</li> </ul> <p><i>(Provide proof of ownership or lease agreement for vehicles)</i></p> <p>Finance documentation.</p>	30	<p><b>5- Excellent</b></p> <p>HRM structure in place and all required documentation submitted, electronic filing system in place and a system with capabilities to easily extract personnel records in place.</p> <p><b>4- Very Good</b></p> <p>HRM structure in place and all required documentation submitted and electronic filing system in place.</p> <p><b>3- Good</b></p> <p>HRM structure in place and all required documentation submitted</p>

			<p><b>2- Average</b></p> <p>HRM structure in place and four (4) required documentation submitted</p>
			<p><b>1-Poor</b></p> <p>No proof of HR structure and documentation.</p>
3.	<p><b>Fully equipped control room</b></p> <ul style="list-style-type: none"> <li>• Base Radio/ portable radios that can be able to communicate 60km radius</li> <li>• Telephones</li> <li>• Email</li> <li>• Emergency Numbers in Control Room</li> <li>• UPS / Back-up Generator</li> <li>• CCTV cameras</li> </ul>	30	<p><b>5- Excellent</b></p> <p>Control room in place and fully equipped with qualified operators. Electronic monitoring systems installed to communicate with mobile resources to ensure quick turnaround times as well as all the sites within a 60km radius.</p>
			<p><b>4- Very Good</b></p> <p>Control room fully equipped with communication system and qualified operators and able to communicate within 40km radius.</p>
			<p><b>3- Good</b></p> <p>Control room in place fully equipped and able to communicate with multiple sites within 25 km radius.</p>
			<p><b>2- Fair</b></p> <p>Control room in place equipped and able to communicate with at least two sites situated with the 15km radius.</p>
			<p><b>1-Poor</b></p> <p>Control room in place but not equipped with communication systems.</p>
	<b>Total</b>	<b>100</b>	
	<b>Threshold</b>	<b>60</b>	
<p><b>Bidders who did not meet a minimum of 60% for site inspection will be disqualified for further evaluation on price and Specific goals.</b></p>			

- a) This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 60% for site inspection will be evaluated and scored in terms of pricing.

#### 1.1.5 Phase 2: Price/Financial stage and Specific goals

Price/ Financial proposals must be submitted in South African Rand.

NT reserves the right to negotiate rates submitted by bidders.

**NB:** The Cost /fee structure must contain the pricing schedule (SBD 3.3), which includes: the total bid prices for stated time frame and bill of quantities/scope of work for procurement of goods and services, the recurring, the maintenance cost, and the disbursement cost if applicable.

## 2. EVALUATION CRITERIA

- a. In terms of regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point for Specific goals in terms of which points are awarded to bidders on the basis of:
  - The bid price (maximum 80 points)
  - Specific goals (maximum 20 points)
- b. The following formula will be used to calculate the points for price in respect of bidders with a Rand value up to R50 000 000:

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

Where

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points scored.

for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

- c. The State reserves the right to arrange contracts with more than one contractor.

## 2.1 POINTS

The Preferential Procurement Regulations 2022 were gazetted on 4 November 2022 (No. 47452) with effect from 16 January 2023. The 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

**Note to organs of state: 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p><b>Percentage by black owned.</b></p> <p>100% company owned by people who are Black = 15 points</p> <p>≥51% and &lt;100% company owned by people who are Black = 10 points</p> <p>&gt;0% and &lt;51% company owned by people who are Black = 5 point</p> <p>0% company owned by people who are Black = 0 point</p>	15 points	<p>Proof of claim as declared on SBD 6.1 (one or more of the following will be used in verifying the tenderer's status</p> <ul style="list-style-type: none"> <li>• Company Registration Certification/document (CIPC)</li> <li>• Company Shareholders certificate</li> <li>• Certified identification documentation of company director/s</li> <li>• CSD report/ CSD registration number (MAAA number)</li> </ul>
<p><b>Percentage owned by woman.</b></p> <p>100% company owned by people who are women = 5 points</p> <p>≥51% and &lt;100% company owned by people who are women = 3 points</p> <p>&gt;0% and &lt;51% company owned by people who are women = 1 point</p> <p>0% company owned by people who are women = 0 point</p>	5 points	<ul style="list-style-type: none"> <li>• B-BBEE Certificate of the tendering company.</li> <li>• Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System).</li> <li>• Agreement for a Consortium, Joint Venture, or Trust.)</li> </ul>

**\*NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

- d. The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- e. Bidders are requested to complete the various specific goals forms in order to claim points.
- f. Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for specific goals.
- g. National Treasury may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made with regard to their specific goals.
- h. Points scored will be rounded off to the nearest 2 decimals.
- i. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the bid. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- j. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

### **3. MANDATORY REQUIREMENTS**

**3.1** An administrative evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed and/or attached such a bid will be eliminated from any further evaluation. Documents Required:

- a) Proof of company registration on Central Supplier Database Registration (CSD).
- b) Valid PSIRA company registration certificate.
- c) Valid PSIRA registration certificates for managing director (Owner of the company) as well as the management team to render security services.
- d) PSIRA Employee Listing (incl. names and identity numbers).
- e) Letter of good standing with Private Security Sector Provident Fund (PSSPF).

**FAILURE TO ADHERE TO THE MANDATORY REQUIREMENT STATED ABOVE WILL LEAD TO DISQUALIFICATION**

**NOTE: Additional Required Administration Documents (Not for elimination)**

***(Bidders will be required to be compliant with the following requirements upon appointment. Proof of documentation will be requested and verified)***

- a) Valid Tax Clearance Certificate and/or SARS issued pin code.
- b) PSIRA Letter of Good Standing.
- c) Valid Public and Security Liability Insurance.
- d) ICASA Radio Licence or an Agreement with leasing company for the radios.
- e) Letter of good standing for medical insurance for security officers.
- f) Letter of good standing in line with the Compensation for Occupational Injuries and Diseases Act (COIDA).
- g) Proof of registration with National Bargaining Council for Private Security Sector (NBCPSS).
- h) Copies of the vehicle registration and or lease agreement for the response vehicle for emergency response.
- i) Bank Rating letter to be provided – Minimum Grade C.
- j) The Cost /fee structure must contain the pricing schedule (**SBD 3.3**), which includes: the total bid prices for stated time frame and bill of quantities/scope of work for procurement of goods and services, the recurring, the maintenance cost, and the disbursement cost if applicable. Failure to submit the the cost structure may lead to disqualification.

**TAX COMPLIANCE STATUS**

Bids received from bidders with a non- compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

**4. VALUE ADDED TAX**

All bid prices must be inclusive of 15% Value-Added Tax where applicable.

**5. CLIENT BASE**

- 6.1** National Treasury reserves the right to contact references during the evaluation and adjudication process to obtain information.

**7. LEGAL IMPLICATIONS**

Successful service providers will enter into a service level agreement with National Treasury

**8. COMMUNICATION**

National Treasury may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for the National Treasury in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

**9. LATE BIDS**

**Bids received at the address indicated in the bid documents, after the closing date and time will not be accepted for consideration and where applicable, be returned unopened to the bidder.**

**10. COUNTER CONDITIONS**

Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in such bids being disqualified.

**11. PROHIBITION OF RESTRICTIVE PRACTICES**

- a. In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/ are or a contractor(s) was/were involved in:
  - directly or indirectly fixing a purchase or selling price or any other trading condition;
  - dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
  - collusive bidding.
- b. If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

## 11. FRONTING

- a. The National Treasury supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the National Treasury condemns any form of fronting.

The National Treasury, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder/contractor concerned.

## 11. PRESENTATION

National Treasury may require presentations/interviews from short-listed bidders as part of the bid process.

## 12. TIMEFRAMES AND FORMAL CONTRACT

Successful bidder(s) will enter into formal contract with the National Treasury.

## 13. PACKAGING OF BID

The bidder shall place both the sealed Technical Proposal and Price/ Financial Proposal envelopes into an outer sealed envelope or package, and must be clearly marked as follow:

### 14.1 FUNCTIONALITY/TECHNICAL PROPOSAL

Bid No: **NT009-1-2023**

Description: APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24-HOUR SECURITY GUARDING SERVICES FOR THE NATIONAL TREASURY BUILDINGS AND CLOSE PROTECTION SERVICES FOR 36 MONTHS



Bid closing date and time: **02 APRIL 2024 AT 11H00**

Name and address of the bidder:

In this envelope, the bidder shall only address the technical aspects of the bid.

#### **14.2 PRICE/ FINANCIAL PROPOSAL**

Bid No: **NT009-1-2023**

Description: APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24-HOUR SECURITY GUARDING SERVICES FOR THE NATIONAL TREASURY BUILDINGS AND CLOSE PROTECTION SERVICES FOR 36 MONTHS

Bid closing date and time: **02 APRIL 2024 AT 11H00**

Name and address of the bidder:

In this envelope, the bidder shall provide the price/ financial proposal.

**The Technical Proposal envelope must contain one original hard copy document, clearly marked “1 Original”, and four (4) hardcopies, clearly marked “Copy”. Bidders may attach soft copies in a USB format.**

#### **15 CONTACT DETAILS**

Supply Chain Management, 4th floor at National Treasury,

Private Bag x 115, Pretoria, 0001

Physical address: 240 Madiba Street (Vermeulen), Pretoria

For General enquiries: [NTAdministrativeTenders@Treasury.gov.za](mailto:NTAdministrativeTenders@Treasury.gov.za)

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO: NT009-1-2023
<b>CLOSING TIME 11:00 ON 02 APRIL 2023</b>	

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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**APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24-HOUR SECURITY GUARDING SERVICES FOR THE NATIONAL TREASURY BUILDINGS AND CLOSE PROTECTION SERVICES FOR 36 MONTHS**

Services must be quoted in accordance with the attached terms of reference.

Total cost of the assignment (R inclusive VAT) R.....

**NB: Bidders are also advised to indicate a total cost breakdown for this assignment.**

The financial proposal for this assignment should cover for all assignment activities and outputs enumerated above.

- 2. Period required for commencement with project after acceptance of bid\_\_\_\_\_
- 3. Are the rates quoted firm for the full period? Yes/No
- 4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

\_\_\_\_\_

\_\_\_\_\_

Any enquiries regarding bidding procedures may be directed to –

**Department: National Treasury**

Any enquiries regarding technical enquiries may be directed to –

Contact Person: NTAdministrativeTenders@Treasury.gov.za

**PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.**

## 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<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<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.

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

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

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

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

.....  
Signature Date

.....  
Position Name of bidder

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

**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**

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**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

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

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

competitive tendering process or any other method envisaged in legislation;

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

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

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to

determine the applicable preference point system,  
then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***The 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p><b>Percentage by black owned.</b></p> <p>100% company owned by people who are Black = 15 points</p> <p>≥51% and &lt;100% company owned by people who are Black = 10 points</p> <p>&gt;0% and &lt;51% company owned by people who are Black = 5 point</p> <p>0% company owned by people who are Black = 0 point</p>	15 points	<p>Proof of claim as declared on SBD 6.1 (one or more of the following will be used in verifying the tenderer's status</p> <ul style="list-style-type: none"> <li>• Company Registration Certification/document (CIPC)</li> <li>• Company Shareholders certificate</li> </ul>
<p><b>Percentage owned by woman.</b></p> <p>100% company owned by people who are women = 5 points</p> <p>≥51% and &lt;100% company owned by people who are women = 3 points</p> <p>&gt;0% and &lt;51% company owned by people who are women = 1 point</p> <p>0% company owned by people who are women = 0 point</p>	5 points	<ul style="list-style-type: none"> <li>• Certified identification documentation of company director/s</li> <li>• CSD report/ CSD registration number (MAAA number)</li> <li>• B-BBEE Certificate of the tendering company.</li> <li>• Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by</li> </ul>



		<p>the South African Accreditation System).</p> <ul style="list-style-type: none"> <li>• Agreement for a Consortium, Joint Venture, or Trust.)</li> </ul>
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**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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

DEPARTMENT OF NATIONAL TREASURY



**PLEASE COMPLETE QUESTIONNAIRE A OR B**

**Contractors'/Suppliers' Questionnaire – Individuals:  
Questionnaire A**

Please answer the questions by marking the appropriate column with an "X".  
Please do not leave out any question relating to your specific circumstances.

<b>Contractor/Supplier Name:</b>	
<b>Natural Persons:</b>	
<b>Surname:</b>	
<b>Initials:</b>	
<b>First two names:</b>	
<b>Title:</b>	
<b>ID number or passport number:</b>	
<b>Nationality:</b>	
<b>Income Tax reference number:</b>	
<b>Date of birth:</b>	
<b>If not a citizen of the RSA, furnish a certified copy of a work permit:</b>	
<b>Postal address and code:</b>	
<b>Residential address and code:</b>	
<b>Telephone numbers:</b>	
<b>Facsimile numbers:</b>	
<b>E-mail address:</b>	
<b>If in possession of a tax clearance certificate or exemption certificate (IRP30), furnish a certified copy thereof:</b>	
<b>Jurisdiction in which contractor is "ordinarily resident" i.e. place of permanent residence:</b>	

**DEPARTMENT OF NATIONAL TREASURY**

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	<b>Question</b>	<b>Yes</b>	<b>No</b>
1.	Do you supply services on behalf of a Labour Broker?		
2.	Are you subject to the control or supervision of the National Treasury (NT)? Including, but not limited to, the following: <ul style="list-style-type: none"> <li>• The manner of duties performed;</li> <li>• The hours of work;</li> <li>• The quality of work.</li> </ul>		
3.	Are you paid at regular intervals i.e. daily, weekly, monthly etc? (If the payments are made at regular intervals or by a rate per time period)		
4.	Will payment to you include any benefits? Including, but not limited to, the following: <ul style="list-style-type: none"> <li>• Leave pay;</li> <li>• Medical aid;</li> <li>• Training;</li> <li>• Sick Leave.</li> </ul>		
5.	Will, or have you be/been in the full time employment of the NT?		
6.	Will you require of the NT to provide any equipment, tools, materials or office space, in order to fulfil the contract?		
7.	Do you supply these, or similar, services only to the NT and not to any other client or the general public?		
8.	Will you be required to work more than 22 hours per week?		
8.1	If "yes", will payment be made on an hourly, daily weekly or monthly basis?		
8.2.1	Will you work solely for the NT?		
8.2.2	Will you provide a written statement to this effect?		
<b>Non-Residents of the RSA</b>			
9.	Will you return to your jurisdiction of residence upon the termination of the contract?		
10.	Is the contract to exceed a period of three years?		
11.	Will you be returning to the jurisdiction of residence during the course of the contract? If so, for what periods of time?		
12.	Is your employer resident in the Republic of South		

**DEPARTMENT OF NATIONAL TREASURY**

<b>Question</b>		<b>Yes</b>	<b>No</b>
	Africa or does a permanent establishment or branch represent the employer in the Republic?		
13.	If a permanent establishment or branch represents the employer in the Republic, will your salary be paid from such permanent establishment or branch?		
14.	Will you be required to perform any work outside of the Republic?		
15.	Do you agree to submit copies of your passport should the NT, so require?		

**PARTICULARS OF PERSON ACTING AS REPRESENTATIVE OF THE ENTERPRISE**

I, the undersigned, confirm that the information provided above is accurate, and that while in receipt of payment from NT, will inform NT of any changes that take place pertaining the information provided above.

<b>Representative's Full Names:</b>	<b>Capacity:</b>	<b>Contact number:</b>
<b>Signature:</b>		<b>Date:</b>

DEPARTMENT OF NATIONAL TREASURY



**PLEASE COMPLETE QUESTIONNAIRE A OR B**

**Contractors'/Suppliers' Questionnaire – All Service Providers  
(excluding Individuals): **Questionnaire B:****

Please answer the questions by marking the appropriate column with an "X".  
Please do not leave out any question relating to your specific circumstances.

<b>Contractor/Supplier Name:</b>	
<b>Corporate Contractors (including companies, close corporations and trusts):</b>	
<b>Registered name and furnish a certified copy of registration:</b>	
<b>Nature of legal entity:</b>	
<b>Trade name:</b>	
<b>Registration number:</b>	
<b>Date of incorporation:</b>	
<b>Jurisdiction of incorporation:</b>	
<b>Jurisdiction where effective management is performed:</b>	
<b>Income tax reference number:</b>	
<b>Employees' Tax reference number:</b>	
<b>Value Added Tax number and furnish a certified copy of VAT 103 Certificate:</b>	
<b>Postal address and code:</b>	
<b>Physical address and code:</b>	
<b>Telephone numbers:</b>	
<b>Facsimile numbers:</b>	
<b>E-mail address:</b>	

**DEPARTMENT OF NATIONAL TREASURY**

<b>Question</b>		<b>Yes</b>	<b>No</b>
1.	Are you a "Labour Broker" i.e. do you provide payment for supplying the National Treasury (NT) with a person/s? If so, furnish a certified copy of an IRP30, which is valid for the period of the contract.		
2.	Is the service to be rendered personally by any person, who is a connected person, in relation to the entity? (For example a shareholder, member or their direct family)		
3.	Do you employ four or more employees on a full time basis throughout the year, excluding connected parties? If so, are these employees engaged in rendering the service to the NT? (For example secretarial employees would NOT be so engaged)		
4.	Would you be regarded as an employee of the NT if the service was rendered by the person directly to the NT, other than on behalf of the contractor?		
5.	Do you, the Company, Close Corporation or Trust receive any form of training supplied or paid for by NT? If "yes", please specify the nature and extent of the training:		
6.	Are you, the Company Close Corporation or Trust free to choose which tools or equipment, or staff, or raw materials, or routines, patents and technology to use in performing your main duties?		
7.	In order to perform your main duties, do you, or does such a person, Company, Close Corporation or Trust, use any tools or equipment supplied or paid for by NT? If "yes", please state the nature thereof:		
8.	Are you subject to the control or supervision of the NT, as to the manner in which, or hours during which, the duties are performed or are to be performed in rendering the service?		
9.	Will the amounts paid or payable in respect of the service consist of, or include, earnings of any description, which are payable at regular daily, weekly, monthly, or other intervals?		
10.	Will more than 80% of your income, during the year		

**DEPARTMENT OF NATIONAL TREASURY**

<b>Question</b>		<b>Yes</b>	<b>No</b>
	of assessment, from services rendered, consist of or be likely to consist of amounts received directly or indirectly from <b>any one client</b> , or any associated institution, in relation to the client?		
11.	Does your contract contain any elements of an employment contract? [i.e. Job titles, reporting structure in organisation, fixed working hours, employment benefits, performance bonuses (excluding bonus and penalties for early or late delivery)]		
12.	Does your contract contain any clause that will enable you to receive payment, even if no work was done?		
13.	Have you ever been classified as a Labour Broker or personal services company (including Close Corporation and Trust) by SARS or any other client?		
14.	If the answer to question 13 was "yes", did anything change that no longer classifies you as a labour broker or personal services company? If "yes", elaborate:		

**PARTICULARS OF PERSON ACTING AS REPRESENTATIVE OF THE ENTERPRISE**

I, the undersigned, confirm that the information provided above is accurate, and that while in receipt of payment from NT, will inform NT of any changes that take place pertaining the information provided above.

<b>Representative's Full Names:</b>	<b>Capacity:</b>	<b>Contact number:</b>
<b>Signature:</b>		<b>Date:</b>



**GOVERNMENT PROCUREMENT**

**GENERAL CONDITIONS OF CONTRACT**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### 14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### 15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.



- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

**24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable

difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

**25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss

or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

**31. Notices**

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.