

REQUEST FOR PROPOSALS

RFP INVITATION

RFP PUR 2600/17: PROVISION OF SECURITY SERVICES AT UMALUSI (RE-ISSUE)

The Council for Quality Assurance in General and Further Education and Training (Umalusi) is a statutory Council, mandated by the Ministers of Education, to quality assure education provision in General and Further Education and Training.

RFP PUR 2600/17 -THE OBJECTIVE OF THIS RFP IS TO SOLICIT PROPOSALS FROM APPROPRIATELY ACCREDITED SERVICE PROVIDERS TO PROVIDE SECURITY SERVICES FOR A PERIOD OF 3 YEARS. *COMPULSORY information session to be held on WEDNESDAY 29TH June 2016 at 10:00am.*

Prospective proposers are invited to submit their proposals for the above services and to note the following:

Tender document is available on this website, as well as on the National Treasury E-Tender Publication Portal, at no cost.

- The completed tender documents must be placed in the **Tender Box** at the following address:

Tender Documentation

Sealed tenders must be deposited in the tender box situated at:

**UMALUSI
TENDER BOX
37 General Van Ryneveld Street
Persequor Technopark
Pretoria**

Closing Date for Submission: Tuesday, 08th July 2016 at 12h00

Document Enquiries: Mr Ebriem Fillis

ebriem.fillis@umalusi.org.za

Special Conditions:

- No late tenders will be accepted.
- **Late tenders will be disqualified from the bidding process.**
- Umalusi does not bind itself to accept the lowest proposal and reserves the right to accept the proposal as a whole or not at all.
- Umalusi reserves the right to accept or reject any or all submissions in response to the advertisement and to withdraw its decision in seeking provisioning of these services at any time.
- Umalusi is committed to both the principles and practical implementation of a Broad-based Black Economic Empowerment (B-BBEE) procurement policy.



Council for Quality Assurance in
General and Further Education and Training



**TENDER FOR
SECURITY SERVICES
AT
UMALUSI**

TENDER NO: PUR 2600/17

Company Name:	
Contact person:	Mr/Mrs/Ms/Dr/Prof
Contact number: Office	
Cell number:	
Email Address:	
Address:	

1. NOTICE AND INVITATION

PUR 2600/17– SECURITY SERVICES

Companies registered in terms of the Security Officers Act, 1987 (Act No 92 of 1987), with the Private Security Industry Regulating Authority (PSIRA) who are experienced in security and guarding at institutions and/or businesses of comparable size and who are interested in rendering these services to Umalusi, as specified herein, and in accordance with the General Conditions of Offer as well as the Schedule of Services, are requested to complete these documents in full, place them in an envelope, seal and mark the envelope with bid number

PUR 2600/17

and description “**Security Services**”, then deposit the offer into the Tender Box at the

TENDER BOX,
Umalusi
37 General van Ryneveld Street
Persequor Technopark
Pretoria
Tel: 012 349 1510

to be received no later than **12h00** on the closing date:

CLOSING DATE:

Closing date: 8th July 2016 at 12h00

NEITHER LATE NOR SUBMISSIONS HANDED IN AT ANY OTHER OFFICE
WILL BE ACCEPTED

COMPULSORY INFORMATION SESSIONS:

It is compulsory for bidders to attend at least only formal information session plus the site they intend to bid for.

Compulsory information sessions for security and guarding services to be held at Umalusi on **29th June 2016 at 10H00am**

The **Information Session shall start at 10:00am**. Registration at the information session shall **commence at 09:45am**.

Representatives from interested companies must ensure that they have the bid document at hand and that attendance of the Information session as well as the physical site inspections are done by a fully qualified member of the company wishing to participate in the bid process. It is therefore recommended that the person who will be responsible for completion of the bid document to be present



at the Information session.

COMPULSORY SITE INSPECTIONS:

Bidders must attend the site inspection sessions

CONTACT DETAILS:

Any technical related enquiries arising from this request must be forwarded to:

UMALUSI

Mr. Ebriem Fillis

Assistant Manager: Supply Chain Management and Assets

Tel: (012) 349 1510 ext.302

E-mail: Ebriem.Fillis@umalusi.org.za

Any document related enquiries arising from this request must be forwarded to:

PURCO SA Office

Meshal Moonsamy

Tel No: (011) 545 0944

E-mail: meshal.moonsamy@purcosa.co.za

TENDER BOX

Umalusi
37 General van Ryneveld Street
Persequor Technopark
Pretoria
Tel: 012 349 1510



2. NOTES TO RESPONDENTS

- 2.1 In Part 1 of this document the respondent is required to furnish Umalusi with the information as set forth hereafter;
- 2.2 The Bid process is subject to the terms and conditions as found in Part 2 of this document which contains the Service Level Agreement;
- 2.3 Even though the Service Level Agreement is the basis for the agreement between the respondent and Umalusi it is recorded that until such time that the bid award is made, all of the respondents are subject to the terms of the said agreement;
- 2.4 On the date that the award is approved by Umalusi, the agreement will come into effect and be binding on the Contractor as well as Umalusi;
- 2.5 **No documents will be issued after this deadline and prospective bidders need to ensure that they have the documents available when attending the Information session.**
- 2.6 Only offers from prospective Service Providers who attended the **COMPULSORY INFORMATION SESSION AND SITE VISIT** for which they intend bidding will be considered. An **attendance register** will be signed at both the compulsory information and inspection sessions. The compulsory information session and site visits will take place on the dates, times and venues as indicated in this document. Respondents shall only be allowed to enter offers for sites physically inspected during the Site Inspections.
- 2.7 Prospective bidders must ensure that they enter the venue where the Information Session is to be held before the advertised time. Registration of participants shall start thirty (30) minutes before the actual information session. Respondents are requested to be on time as no person arriving after commencement of the proceedings will be allowed to gain access.
- 2.8 The completed bid documents must be placed in the **Tender Box** at the:

Umalusi
37 General van Ryneveld Street
Persequor Technopark
Pretoria
Tel: 012 349 1510

**NO LATE OFFERS OR OFFERS HANDED IN AT ANY OTHER OFFICE
WILL BE ACCEPTED AND NO PRICES SHALL BE READ OUT DURING
OPENING OF BIDS.**

3. GENERAL CONDITIONS OF THE TENDER

Definitions

Unless the context otherwise indicates:

- "approved" means as approved by the representative;
- "approval" means the approval given by the representative;
- "cash price(s)" means the price(s) of the offer, as given by the contractor and accepted by the member for the execution of the contract;
- "closing date" means date stated to be last day for entering of Offer.
- "contract" means the General Conditions and the Form of Offer, special contract conditions and specifications, including all schedules, diagrams, models and samples annexed to it, as well as diagrams, models and samples approved by the representative of the member with regard to the contract and any agreement concluded in terms of the General Conditions;
- "contractor" means the bidder whose tender was accepted by the institution or the bidder's lawful personal representative;
- "delivery" means delivery at the place determined in the contract for meeting the contract terms and conditions;
- "delivery date" means the date fixed in the contract for delivering the goods;
- "General Conditions" means this document; namely General Conditions Regarding Offer" of Umalusi;
- "goods" means the machinery, installation, equipment, apparatus or materials to be delivered in terms of the contract;
- "in writing" also means any manuscript, typed or printed record above or over the signature or seal, as the case may be;
- "month" means a calendar month;
- "representative" means the representative of the member, namely the Manager Procurement or any other officer mentioned in the bid conditions or specifications, as the case may be; .
- "site" means the buildings or grounds or any other place where the goods will be stored, installed or used;
- "specifications" means the specifications attached to the General Conditions.
- "subcontractor" means the supplier who regularly supplies the contractor with materials and minor parts with regard to goods to be delivered to the member.
- "the member" means Umalusi; and
- "work or works" means goods to be supplied and work to be performed by the contractor In terms of the contract.

3.1 BIDDER SHOULD SATISFY HIMSELF REGARDING THE CONDITIONS OF OFFER AND PARTICULARS

The bidder shall, on submission of an offer, be regarded to have satisfied himself as to all the conditions and particulars of the bid.

3.2 FULL ACCEPTANCE OF CONDITIONS

3.2.1 The bidder shall be regarded as having read and understood the General Conditions and the submission of his offer shall be assumed to show his total acceptance of it. The non-acceptance or amendment of any condition or the adding of any other condition may cause the offer to be refused.

3.2.2 Any special conditions that the institution may lay down with regard to the contract should be contained In the specifications concerning the contract, should supplement the General Conditions and be annexed to them. Provided that such special conditions be valid only if they are contrary to the General Conditions.

3.2.3 Subject to the above sub clauses, the bidder may restrict one or more of the conditions, but If his offer is accepted, no restriction of any condition shall be part of his contract with the institution, unless, on submission of his offer, he has indicated, specifically, in writing, with regard to each and every condition he wishes to restrict, the number of the condition and the degree to which it should be restricted.

3.3 TRANSFER

3.3.1 It is a personal contract with the contractor and he may neither farm out, nor transfer or cede any part, share or interest in it to someone else unless with the written consent of the institution and on conditions approved by Umalusi.

3.3.2 This clause shall not be valid fur subcontracts farmed out to suppliers who deliver materials and minor parts to the contractor on connection with goods to be delivered. The institution reserves the right to expect that the contractor should submit the names of all his subcontractors for the approval of the institution.

3.4 CONTRADICTIONS

3.4.1 If, in the contract, any contradictions, ambiguities or lack of concurrence appear to be present in the description, measurements, quality or quantities, the contractor should before he begins to execute the contract concerned or that part of it where such irregularities appear to be present. Refer the matter for a decision to the representative of the institution.

3.5 QUALITY AND GUARANTEE

3.5.1 All delivered goods should in all respects tally with the samples, models or specifications approved in connection with the contract.

3.5.2 If, after acceptance of the tender and/or during the manufacturing of the specified goods, the institution should decide to effect an amendment or alteration to the specifications that will be of benefit to the institution or, if such amendment or alteration is effected at the suggestion of the contractor or otherwise, then the contractor shall execute the amendment or alteration to the satisfaction of the member. A mutual agreement shall be reached between the member and contractor with

regard to any difference in the contract price that may arise on account of such amendment or alteration being effected.

3.5.3 The contractor shall in no way be relieved of his obligations with regard to the sufficiency of materials, the finish, or the quality of the delivered goods should the representative of the institution, at the time of the delivery of the goods, not have made any objection in this regard.

3.5.4 If the member should, at any time, but no longer than six (6) months after delivery, or within the period determined in any supplementary or special contract conditions, prove that the goods or any parts thereof are defect or of an inferior quality or have an inferior finish, or are of poor design, or have not been made strictly in terms of the contract, then the contractor shall remedy such irregularity immediately without charge. If the contractor should postpone such remedial work for longer than the period determined by the representative of the member, then the member may execute such remedial work for the account of the contractor. If the institution should decide that the irregularity is such that it cannot be remedied, the goods may be rejected and kept at the risk and cost of the contractor. The latter then shall at the request of the member, remove the goods immediately he receives notice of the rejection of the goods. The contractor shall be liable for any loss suffered by the member on account of steps taken by the member in terms of this clause.

3.5.5 The risk in respect of all goods bought on contract by the institution shall be the risk of the contractor until the goods concerned are delivered to the institution.

3.5.6 The main characteristics of the goods and the work shall be described in the specifications, but these are not supposed to indicate every detail of the construction or arrangement of goods and work necessary to meet the requirements. The contractor shall not be relieved from his responsibility to execute the work according to the contract if reference to any part or parts is omitted from the specifications.

3.5.7 Any of the parties may give written notice of any dispute that may arise between the institution and the contractor about the quality and guarantee of the goods. Such dispute should be resolved inside South Africa in terms of the South African Arbitration Act.

3.6 **ALTERNATIVES**

3.6.1 The bidder may send in alternatives from which the institution, in his opinion, may benefit from an economical or technical viewpoint.

3.7 **DEVIATIONS**

3.7.1 If the bidder offers goods that deviate or differ from the specifications, such deviation should be indicated and described clearly in the offer.

3.8 **BREACH OF CONTRACT**

3.8.1 If it appears to the institution that the contractor is not executing the contract in accordance with its true purpose and intention, or if the delivery period has lapsed, or if the contractor is in default or has breached the contract in any other way, then the

3.8.2 Institution may order the contractor in writing to redeem the default or breach of contract within the period fixed in the written warning and, if the contractor neglects to redeem it within the said period, then the institution will be at liberty, without prejudice to any of its contractual

rights, to execute the work the contractor has neglected to perform, or to take away the whole contract or a part thereof from the contractor and place an order for it with someone else. The contractor shall be liable for any loss suffered by the institution on account of steps taken by the institution in terms of this clause.

3.9 PATENT RIGHTS

- 3.9.1 The contractor shall be regarded to have guaranteed, in any contract between him and the institution that may arise from this bid, that no infringement shall follow regarding any patent or other commercial rights or privileges for such a contract, or on account of the institution using any article that form the object of the contract.
- 3.9.2 If and when the institution directs the contractor in that regard, the contractor shall, to the satisfaction of the institution:
- 3.9.3 undertake the defense at his own cost in respect of any claim or action instituted against the institution in connection with such an alleged infringement or non-payment or royalties; and
- 3.9.4 pay or pay back to the institution any amount owed or spent by the institution by means of royalties or otherwise, as well as any expenses or real costs the institution may incur or loss or damage it may suffer on account of such claim or action.

3.10 PACKAGING

- 3.10.1 All materials should, according to commercial use, be packed in suitable casing or packaging material at the cost of the contractor. Where there are no provisions to the contrary, containers shall not be sent back nor be paid for. Unless specially indicated as such, packaging or casing material may not be charged, and the contractor should see to it that the goods are packed in such a manner that they cannot be damaged or lost under way. All goods shall be so firmly crated, packed or latticed that they cannot be damaged when loading or unloading takes place.

3.11 STABLE OFFERS

- 3.11.1 Offers not subject to the escalation of costs shall be preferred. Such offers should be marked clearly with the suffix: "Fixed price".

3.12 ACCOUNTING OF CONTRACT PRICE

- 3.12.1 If the bidder wishes to put the risk of rising or falling costs with regard to certain items or factors for the account of the institution he should specifically mention with regard to which items or factors he wishes to avoid such risk of rising or falling costs and the rate at which he has calculated such item or factor in his price.
- 3.12.2 Unless any item or factor is reserved in terms of this clause, the tender price shall (subject to the provision in Clause 22 regarding railage rates) be regarded as being a stable delivery price.
- 3.12.3 In all cases where the bidder has made provision for the escalation of costs he should submit documentary proof with regard to all items for which such provision has been made. In support of the prices the bidder has paid for them, regardless whether he is claiming an increase or not.

3.13 SEQUESTRATION OR SURRENDERING OF ESTATE OF CONTRACTOR

3.13.1 If either a provisional or a final sequestration of the contractor's estate is ordered, or if application is made for such an order, or in case the contractor applies for the surrendering of his estate, or enters into, makes or obtains a deed of assignment of estate, or comes to another agreement, or makes another arrangement with, or makes an assignment to the benefit of his creditors, or pretends to do so, or, if the contractor, being a firm, decides to liquidate the company, or if the court should order such liquidation, or if he or the firm, as the case may be, is sentenced in a competent court, or if, in the execution of a sentence, his movables and immovables are seized, then the institution shall have the right to terminate the contract and, without having recourse to the law and nor remunerating the contractor, and subject to the right of the institution to sue the contractor for damage the institution has suffered on account of the aforementioned events.

3.14 PERIOD OFFER SHALL BE VALID

3.14.1 The submission of a bid to the member shall be regarded as being an agreement between the bidder and the institution in terms of which the bid shall remain valid for acceptance by the institution for the period determined in the bid invitation, during which period the bidder may not withdraw his offer nor weaken or diminish the tenor of the bid.

3.14.2 VALIDITY PERIOD

3.14.3 Offers must remain open for a period of one hundred and eighty (180) days from date of closure and may be accepted at any time during the said period of one hundred and eighty (180) days.

3.15 FORMAL CONTRACT AND SURETYSHIP

3.15.1 If and when the institution requires it, the contractor shall enter into a formal agreement and contract of surety ship, which the institution shall draw up and the contractor shall sign, and which, if necessary, shall be signed by his sureties within seven (7) days from the date on which the documents are declared ready for signing. The contractor shall pay all costs, expenses, stamp duty and other disbursements owed for or with regard to such documents. The surety required by the institution for this clause may, however, not exceed ten (10) per cent of the total estimated value of the contract.

3.16 DELIVERY

3.16.1 All materials shall be addressed in a manner that shall ensure a correct and proper delivery.

3.16.2 Bidders should mention how soon they would be able to deliver as from the date on which they receive the official order. Unless otherwise indicated, it is assumed that delivery will be made within seven (7) days on acceptance of offer.

3.16.3 The bidder undertakes, if, at any time after the order has been placed and before the delivery period lapses, he should become aware of any reason why he would be unable to deliver within the stipulated time, to inform the institution in writing of the expected delay, the reasons for it, and of his expected new date of delivery. The institution may then postpone the delivery date if it should think fit.

3.17 JURISDICTION APPLYING

3.17.1 The contract should be set out in all respects according to the law of the Republic of South Africa, and any possible dispute that may arise between the institution and the contractor in connection with the contract shall be resolved in the Republic of South Africa at Pretoria.

3.18 CANCELLATION OF TENDER AND/OR CONTRACT

If it is found that a bidder or contractor

- 3.18.1 has offered, promised or given anyone who had to do with the inviting of bids or the allocation of a contract, any remuneration, fees, bonus, discount, or other inducement in connection with the acquisition or execution of a contract;
- 3.18.2 is not executing a contract in a satisfactory manner;
- 3.18.3 is not adhering to the provisions of the General Conditions or any other special conditions of contract that may apply;
- 3.18.4 is acting in a fraudulent or improper manner or in bad faith toward the institution then the institution may disqualify the bidder immediately or cancel the contract, after taking into account all the circumstances and without prejudice to any other legal remedy to his disposal in respect of
 - a) any loss and/or damage suffered, and
 - b) any additional costs or expenses incurred in that the institution had to invite new bids or accept a less favorable offer or whatever.

3.19 AMENDMENTS TO RAILAGE RATES

3.19.1 Any changes in railage rates between the time bids were invited and the delivery time shall ultimately be for the account of the institution on condition that the fixed delivery time was strictly adhered to.

3.20 GENERAL

- 3.20.1 The quantities of all goods offered or delivered shall be according to the standardized South African weights and measures.
- 3.20.2 All prices shall be in South African currency. Any discount or agent's expenses granted to the institution shall be indicated as such on the form of offer.
- 3.20.3 The lowest or any offer shall not necessarily be accepted, and the institution shall reserve the right to accept the whole offer or any part thereof.
- 3.20.4 If there is any difference or contradiction between the prices or particulars on the official form of offer and those on the bidder's accompanying letter, the prices or particulars on the form of offer shall be valid in all cases.
- 3.20.5 The offer should be completed on the form of offer and submitted in a sealed envelope that is addressed and endorsed in the manner indicated in the bid advertisement and on the notice in the bid document.
- 3.20.6 There is a specific tender box for the submission of offers, and no offer found in any other container or at any other place after closing time shall be taken into account.
- 3.20.7 Bids that arrive after the advertised time for the receipt of tenders shall not be accepted. This rule shall not be deviated from unless it is clear that the documents was posted in time to reach the institution before the closing time, and provided the Tender Committee has satisfied itself that the bidder had taken all reasonable precautions to allow for ordinary delays and could otherwise not be blamed for the fact that his bid was received late.



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- 3.20.8 The annexed documentation, Statement of Proxy, Form of Offer, Broad Based Black Economic Empowerment Questionnaire, Detail of Bidding Enterprise, etc., should be completed in full and in detail.
- 3.20.9 The bidder must put his full signature
- 3.20.10 Ext to all changes that he makes on any form.

4. SPECIFIC CONDITIONS REGARDING THE OFFER

4.1 SCOPE OF WORK AND GENERAL RESPONSIBILITIES

4.2 INTRODUCTION

The specification provides an indication of the areas and buildings where the service is required. The specification is not certified to be fully comprehensive and is only a guideline. Tenderers must acquaint themselves with the exact location, boundaries and areas, as well as the diversity of the various sites and the buildings thereon. It is therefore a requirement that Tenderers attend the guided site visits.

4.3 SCOPE OF WORK

4.3.1 The specification/frequency schedules/attached appendixes/sections provide an indication of the areas to be serviced as well as a guideline to minimum requirements and may be adjusted to ensure better service delivery and end users requests.

4.3.2 The Service Provider will provide security services in accordance with the specification and the Service Standards, which shall include but not limited to the following duties.

4.4 SERVICE PROVIDER:

4.4.1 Notwithstanding the specifications of requirements given above, the service provider is bound to supply the actual number of guards ordered by Umalusi within 24 hours, irrespective of the extent by which the number ordered varies from the number set in the above specifications.

4.4.2 To Patrol the precincts of the sites/s as defined in this tender document, in order to prevent any persons from illegally entering and/or removing any equipment or material from the site/s.

4.4.3 To guard and protect all buildings, installations, equipment and material against any damage, theft or vandalism.

4.4.4 To protect the staff and participants of Umalusi as well as visitors to Umalusi by preventing or minimising risk of injury or death.

4.4.5 To report any incidents, suspicious actions or unusual occurrences to Umalusi delegated official, in accordance with the laid down procedures for reporting, as defined in Umalusi Operating Rules.

4.4.6 To apprehend or detain any person partaking in any criminal activity and to take action in accordance with the laid down procedures for detaining or arresting suspects, as defined in the Operating Rules, of this tender document.

4.4.7 Shift Supervisors must monitor and supervise all guards and shift personnel on a continuous basis whilst on duty reporting to Umalusi's delegated official.

4.4.8 Shift supervisor / senior guards must regularly patrol the boundaries of the site/s, according to the Operating Rules, to ensure that the perimeter fences are checked at least on a daily basis.

4.4.9 All guards, whilst on duty, must be equipped with torches, whistles and portable radios, panic buttons and phones with airtime in order to ensure that duties are carried out efficiently and effectively. On special occasions and for specific applications it will also be required for guards to be equipped with batons and handcuffs. Where this becomes necessary Umalusi's Delegated Official Protection Services will advise the Service provider accordingly, specifying which guards are to be so equipped and for what period.

4.4.10 The Service Provider shall comply with the standards laid down by the Umalusi.

4.4.11 The Service Provider shall ensure safe working practices are followed in all areas at the Umalusi.

4.4.12 All equipment complies with the relevant SABS Specifications and code of practice; the correct protective clothing to be used by the Service Provider.

4.5 SUPERVISORS

4.5.1 Regular visiting of guards at the various points or posts and proper recording thereof.

4.5.2 Must act in collaboration with Umalusi in performing this duty.

4.5.3 Any shortcomings or problems must be reported directly to Umalusi.

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4.6 GATES

- 4.6.1 Must see to it that services are rendered on the ingoing and outgoing side of the gates.
- 4.6.2 Must immediately report any shortcomings to the supervisor and the shift leader of Umalusi per radio via the duty room.
- 4.6.3 Must record all incidents properly in the OB.
- 4.6.4 The complete compartment of any vehicle may be checked should it be deemed necessary.
- 4.6.5 Must perform all tasks that may be assigned to him/her from time to time by the supervisor.

4.7 PARKING AREAS

- 4.7.1 Must see to it that the whole area is properly patrolled for the security of the parking vehicles.
- 4.7.2 Must immediately report any suspicious cases for the necessary support and action.

4.8 BUILDINGS

- 4.8.1 Access control of the building.
- 4.8.2 Performing control duties.
- 4.8.3 Deter criminal activity.
- 4.8.4 Provide support during emergency situations.
- 4.8.5 Respond to activated alarms.
- 4.8.6 Communicate security incidents during their shifts to the relevant line authority.
- 4.8.7 Record incidents in OB.

4.9 RESPONSE UNIT

- 4.9.1 Must respond immediately to emergency calls from guards.
- 4.9.2 Act as backups in times of emergency.
- 4.9.3 Respond to alarms.
- 4.9.4 Crowd control.
- 4.9.5 Control access at the Main Entrances to the buildings.

4.10 GENERAL PATROLS

- 4.10.1 Patrols take place as determined by the supervisor.
- 4.10.2 Must see to it that all staff members on the site in an orderly manner.
- 4.10.3 Must see to it that buildings and assets are protected.
- 4.10.4 All shortcomings must be reported immediately.
- 4.10.5 Persons who commit a crime in the presence of the guard must be arrested.
- 4.10.6 Must carry out all instructions, as given to them by the supervisor from time to time

4.11 SPECIFICATIONS AND FREQUENCIES

- 4.11.1 The specifications of Service requirements and information below are given in good faith for the purposes of this tender and will be confirmed at the time of appointment. Umalusi reserves the right to adjust the Requirement either up or down, in accordance with requests received from within Umalusi, or to ensure a better service.
- 4.11.2 Where in these instructions reference is made to 'daily' this generally means a 7 (seven) – day week with Saturday, Sunday and Public Holidays included. It is also a requirement that services must be provided during special occasions and events. When such a service is required, Umalusi representatives will advise the Service provider.
- 4.11.3 During the tender stage no additions to the tender will be allowed for any unforeseen costs by the Service Provider, after the tender is submitted.

SCHEDULE OF STAFF REQUIREMENTS

Time Slot	Grade	Day Shift	Night Shift
06:00 to 18:00	C	3	
18:00 to 06:00	C		3

EQUIPMENT	QUANTITY
Base Radio	1
Handheld Radio	2
Cellphone	1
Guard Monitoring System	1
Security dog	1

4.12 WORKING HOURS

- 4.12.1 It is expected that a two shift system (day and night) will be implemented, with the first shift starting 06h00 until 18h00 and the second shift starting 18h00 to 06h00 for 24 hours and 7 days per week.
- 4.12.2 Change in working hours shall be determined by Umalusi in consultation with the Service Provider and may be adjusted from time to time in order to cater for the requirements of Umalusi.
- 4.12.3 The following guide lines are applicable in rendering the service:
 - 4.12.3.1 Service is required 24 (twenty-four) hours per day and seven (7) days per week.
 - 4.12.3.2 Working conditions and/or – hours could be adjusted during special occasions, as when
 - 4.12.3.3 required.

4.13 STAFF STRATEGY

- 4.13.1 The Service Provider shall at all times have sufficient staff to fulfil the requirements of providing Security Services to Umalusi. The successful Service Provider shall be required to enter into a written contract with the Umalusi, which all contain performance penalties and service level agreements based on the Specifications document.

4.14 SERVICE PROVIDER

4.14.1 IDENTIFICATION

4.14.1.1 It will be the responsibility of the Service Provider to ensure that all personnel on site display their identity/name tags at all times in such a way as to be fully visible. Subject to satisfy the foregoing, staff failing to display their identification/name tags may be removed from the site.

4.14.2 MEDICAL FITNESS

4.14.2.1 Umalusi reserves the right to require that all Service Provider personnel be certified fit for duty.

4.14.3 TRAINING

4.14.3.1 Umalusi recognizes the need for training, both induction and during the course of employment, and expects to derive both benefit and value-for-money from all training undertaken by employees of the Service Provider engaged in relation to this contract.

4.14.4 UNIFORMS

4.14.4.1 All Service Provider's personnel are to wear protective uniforms appropriate their tasks and function whilst on duty issued by the Service Provider. The Service Provider shall supply all uniforms, which shall be a good quality and in style approved by Umalusi. All uniforms must bear the name and logo of the Service Provider. The Service Provider shall ensure that all its personnel employed in rendering of the Service are at all times whilst on duty neatly dressed, presented and hygienic.

4.14.5 RELIEF STAFF

4.14.5.1 The Service Provider shall provide relief-staff, in the event of labour unrest, seasonal workload peaks or to replace staff on training, leave or sick leave. The Service Provider will bear all costs related to the provision of relief staff.

4.14.6 POCKET BOOK

4.14.6.1 The supervisor and guards should each carry a pocket book whilst on duty in order to use for reporting of incidents, matters of concern, visits by supervisors, etc.

4.14.7 COMPLAINT REGISTER

4.14.7.1 A compliant register, in which complaints in respect of the service have been recorded, will be made available at an agreed point. Complaints must be resolved within 48 hours.

4.14.8 EQUIPMENT

4.14.8.1 The service provider should provide radio, torch, hand cuffs, pocket book and electric paralyzer to be used by each security personnel and all other necessary equipment that may be required by its personnel in keeping with industry standards.

Equipment which is owned by Umalusi shall be returned at the end of the shift to the responsible person.

4.14.9 LEGAL REQUIREMENT

4.14.9.1 All guards supplied must comply with all relevant provisions and legislation as prescribed by the PSIRA act.

4.14.9.2 Should Umalusi suffer any loss of whatsoever kind and it can be proved that such loss could have been avoided or reduced, had the Security Staff on site acted as expected and specified, or was caused by the gross negligence or wilful disregard of duties of any of the

4.15 SERVICE PROVIDER'S STAFF, THEN THE SERVICE PROVIDER WILL BE HELD RESPONSIBLE.

4.15.1 CODE OF CONDUCT

- 4.15.1.1 The Service Provider and his employees agree not to give any gifts, gift vouchers or any advantages to the Umalusi employees either directly or indirectly unless market related prices are paid for it. This includes "kick – backs" and "spotter fees". The Service Provider further agrees not to grant any loans, money or otherwise, to the Umalusi employees, and vice versa. Contravention of this clause may result in the immediate cancellation of contract.
- 4.15.1.2 The Service Provider is not allowed to hold any social functions on the Umalusi premises unless permission for it is obtained beforehand from the Dedicated Umalusi Official.
- 4.15.1.3 Social interaction between the Service Provider and the Umalusi's employees during working hours is prohibited.
- 4.15.1.4 No labour union meetings, either in house or with union officials, on the Umalusi premises will be permitted.
- 4.15.1.5 The Service Provider shall not use the Umalusi address or Logo internally and externally for his or her own correspondences.
- 4.15.1.6 Service Provider staff shall not hold unauthorised meetings, involve in industrial action within the Umalusi premises

4.15.2 COMMUNICATION

- 4.15.2.1 The service provider is responsible to provide this own cellular communications at all times during the period of this Agreement. Whilst Umalusi will provide necessary office space for on site Management and Supervisory staff, all telephone, stationery and other office related costs are for the account of the service provider. – Telephone calls made in the execution of the service are for the account of Umalusi.

5. EVALUATION PROCESS

5.1 INTRODUCTION

To ensure that all respondents are afforded the opportunity to compete on an equal footing and also to enable PURCO SA and/or Umalusi to evaluate the bids received on an equal basis, a pre-described process of evaluating bids will be followed.

5.2 AIM OF EVALUATION

- The aim of this exercise is to evaluate all bids received based on **Functionality** as a criterion in accordance with the RFP.
- Evaluation criteria as set out hereunder to ensure conformity with Umalusi bid requirements.
- To assist respondents, a synopsis of the evaluation form which will be utilized by PURCO SA's evaluation team indicating the evaluation criteria, weights, applicable values and/or minimum qualifying score for functionality will be made available to all attendees at the compulsory information session as an aid to prepare for such evaluation.

5.3 METHODOLOGY

- The evaluation of bids will be divided into two (2) phases:
- **Phase 1:** Pre-qualification check
- The pre-qualification check requires verification of compliance with:
- Hurdle requirements as described in the bid document;
- Mandatory documentation – whether all required documentation and/or certification have been included.
- Note: No points are allocated to this phase; however, bids that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.
- **Phase 2:** Evaluation of bids based on Functionality and the B-BBEE Preference point system as criteria:
- This phase of the evaluation is conducted in two (2) stages – first functionality will be assessed and then in accordance with 90/10 preference point system.
- Stage 1: Evaluation of functionality
- The evaluation criteria for functionality will take into account quality, reliability, viability and durability of all equipment as well as the Bidder's technical capacity and ability to execute and maintain a contract.
- The evaluation criteria, weights, applicable values and/or minimum qualifying score for functionality will be made available to all attendees at the compulsory information session.
- Note: No bid will be considered further unless the minimum qualifying score/percentage for functionality has been achieved.
- **Stage 2:** Evaluation in terms of the 90/10 preference point system
- Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the 90/10 preference point system.
- The formulae to be utilized in calculating points scored for the preference point system will be made available to all attendees at the compulsory information session.

- **Step 1** will be the calculation of points for price where the lowest bid will score 90 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.
- The following formula will be utilized to calculate the points for price in respect of tenders with a Rand value above R1 000 000 (all applicable taxes included):

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

- Where:
- P_s = Points scored for comparative price of proposal or offer under consideration;
- P_t = Comparative price of proposal or offer under consideration; and
- P_{min} = Comparative price of lowest acceptable proposal or offer.
- **Step 2** will be the calculation of points for the B-BBEE status level of contribution where 10 points will be awarded to a bidder for attaining the B-BBEE status level of 1, and lower points will be awarded to bidders with lower B-BBEE status levels as per table below:

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Bidder being awarded zero (0) points for the preference point system.
- **CALCULATING THE FINAL SCORE**
- The points scored for price (step 1) will be added to the points scored for B-BBEE status level of contribution (step 2) to obtain the Bidder's total points scored out of 100.
- Umalusi may request additional information, clarification or verification in respect of any information contained in or omitted from a Service provider's tender. This information will be requested in writing;
- Umalusi may conduct a due diligence on any Service Provider, which may include interviewing customer references or other activities to verify a Service Provider's or other information and capabilities (Including visiting the Service Provider's various premises and/or sites to verify certain stated information or assumptions) and in this instances the service providers will be obliged to provide Umalusi with all necessary access, assistance Umalusi;
- Umalusi may shortlist Service Providers and may request presentations from short-listed Service Provider ;
- Umalusi may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender;
- Umalusi will evaluate the Tenders with reference to Umalusi set and approved evaluation criteria guided by the procurement policy as indicated. Umalusi reserve the right to appoint a specialist/consultant to assist in performing such evaluations.

5.4 PHASE 1: PRE-QUALIFICATION / MANDATORY REQUIREMENTS

- Umalusi has defined minimum pre-qualification/mandatory criteria listed in the table below that must be met by the Service Provider in order for Umalusi to accept an offer for evaluation.
- The pre-qualification evaluation will be carried out by both PURCO SA and Umalusi is to determine which Tenderer's responses are compliant or non-compliant with the proposal specifications/requirements issued by Umalusi as part of the proposal process.
- Where there is failure to comply with the pre-qualification criteria or Umalusi and/or PURCO SA is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the proposal will be disqualified.
- No points allocated for mandatory requirements. Service Providers not meeting these mandatory requirements will be disqualified from the bidding process.

5.4.1 DOCUMENTS TO BE FORWARDED WITH THIS BID

The following documents must be attached to the final Bid Document:

I/We have attached to this document:	Tick if submitted		Office use
	Yes	No	
• Attendance of compulsory Information Session	Yes	No	
• Correctly completed tender and signed by authorized signatories	Yes	No	
• a <i>valid</i> SARS Tax Clearance Certificate	Yes	No	
• Registration Certificate: Compensation of Occupational Injuries and Diseases	Yes	No	
• PSIRA Registration Certificate	Yes	No	
• PSIRA Registration of staff members and Directors (Letter of Good Standing from PSIRA)	Yes	No	
• a <i>valid</i> B-BBEE Certificate	Yes	No	
• Proof of Bank Account	Yes	No	
• proof of my/our company/closed corporation <i>registration</i> and a copy of my/our CM/CK certificates	Yes	No	
• copies of the <i>identity documents</i> of those with equity/shares	Yes	No	
• Proof of Proxy	Yes	No	
• Latest 3 years Audited Accounts / Financial Statements	Yes	No	
• Standard Bidding Documents (SBD 1 – SBD 9)	Yes	No	
• Proof of Supplier Registration on National Treasury (CSD)	Yes	No	
• Two (2) copies of the original bid document plus two (2) copies of usb/cd copy	Yes	No	

Bids that do not meet the Pre-Qualification requirements will not advance to the next stage of assessment. No points are allocated to this stage.

PLEASE NOTE:

THE ABOVE MANDATORY DOCUMENTS MUST BE INSERTED IN A SEPARATE FILE OR SEPARATE SECTION OF THE TENDER DOCUMENT REFERRED TO AS 'MANDATORY DOCUMENTS'.

PHASE 2: FUNCTIONALITY AND BBBEE PREFERENCE POINT CRITERIA:

Stage 1: Functionality

In Stage 1 service providers will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards. **Only Service providers scoring 70 points and more will be considered for Stage 2.**

Functionality Criteria	Weights
1. Company References: Provide three (3) contactable references that are not older than three years. Reference should be where services of similar nature is being provided. Reference check will be conducted.	Maximum 20 points
3 References provided	20
2 References provided	15
1 References provided	10
2. Years of experience in the Security Industry	Maximum 10 points
More than 10 years of experience = 10 points	10
Between 8 to 9 years of experience = 8 points	8
Between 6 to 7 years of experience = 6 points	6
Between 5 to 6 years of experience = 4 points	4
Below 4 years of experience = 2 points	2
3. Employee Relations	Maximum 20 points
Provide your Basic Conditions of Employment Contract = 10 points	10
Proof of compliance with Sectoral Determination (Copies of Payslips) = 10 points	10
4. Experience of Site Security Manager (Attach Security Clearance)	Maximum 10 points
Number of Years employed at the tenderers company > more than 5 years = 10 points < less than 5 years = 5 points Attach PSIRA Letter of Good Standing and Police Clearance.	10

Functionality Criteria	Weights
5. Local Infrastructure – Gauteng (Utility Bill / Lease Agreement)	Maximum 15 points
Submit proof of Local Infrastructure for Pretoria	15
6. Contingency Plans	Maximum 15 points
Contingency Plans (Include Strike Action Plan) = 10 points	15
7. Roll Out Plan	Maximum 10 points
Lead Period before the commencement of the contract. < less than 30 days (calendar month) = 5 points	5
Attach detail Roll out Plan = 5 points	5
TOTAL FOR FUNCTIONALITY	100 POINTS

EVALUATION PROCESS (CONTINUED)

FUNCTIONALITY CRITERIA TO BE COMPLETED ANY INCOMPLETION/ BLANK SPACES WILL RESULT IN ZERO POINT ALLOCATION:

COMPANY REFERENCES

Please provide references from three customers with similar requirements as Umalusi. References for similar arrangements should be provided to demonstrate your ability to fulfil Umalusi's requirements and demonstrate service provider's ability to maintain satisfied customers. The reference must be current clients that have done business with your company for longer than two years.

1. Company References 3 References = 20 points 2 References = 15 points 1 Reference = 10 points Attach Reference Letters to Appendix A			Maximum 20 points
Name of Company	Contact Name	Contact Number	Email Address
1.			
2.			
3.			

2. Indicate years of experience in the Security Industry	Maximum 10 points
Number of years	Attach Company Profile to Appendix B

3. Employee Relations	Maximum 20 points
Attach Basic Conditions of Employment Contracts	Attach proof to Appendix C.1
Attach proof of compliance with Sectoral Determination (Attach copies of payslips)	Attach proof to Appendix C.2

4. Experience of Site Security Manager	Maximum 10 points
Indicate number of years employed at the tenderer's company. (Attach valid proof)	Attach proof to Appendix D.1
Attach PSIRA - Letter of Good Standing and Police Clearance	Attach proof to Appendix D.2

5. Local Infrastructure- Gauteng	Maximum 15 points
Submit proof of Local Infrastructure for Pretoria	Attach proof to Appendix E



6. Contingency Plans	Maximum 15 points
Contingency Plans (Include Strike Action Plan)	Attach proof to Appendix F

7. Roll Out Plan	Maximum 10 points
Indicate lead period for implementation of new contract Attach detail Roll Out Plan	Attach proof to Appendix G

SCHEDULE OF SERVICES AND RATES

- 6.1 The respondent and all its employees, must be registered in terms of the Security Officers Act, 1987 (Act No 92 of 1987), with the Private Security Industry Regulating Authority (PSIRA) and will at all times during the contract period comply with the provisions of the Act.
- 6.2 Certified copies of the relevant certificates of registration of the respondent's employees to be utilised on the premises of Umalusi will forthwith be forwarded to Umalusi before the commencement of the agreement and in the event of any future employees, before the placement of any such employees.
- 6.3 The security personnel must also be trained and qualified to perform their services to the level of professional efficiency required by Umalusi and agreed upon by the parties on or before the effective date.
- 6.4 The security personnel to be provided in terms of this agreement will perform their duties during such periods and times as prescribed by Umalusi. Should Umalusi require certain changes in shifts this will only be done by mutual agreement.
- 6.5 The security personnel to be provided in terms of this agreement will report for duty daily at those places as may from time to time be required by Umalusi. No "self posting" will be allowed. Decentralized guard-parades must be conducted.
- 6.6 Where security officers are required to perform services not exceeding forty-five (45) hours per week, tender rates will be calculated in accordance with Sectorial Determination 6: Private Security Sector, South Africa for the area where the services will be rendered.
- 6.7 All security officers must at all times be equipped as follows:
- a. Two-way radio
 - b. Baton
 - c. Hand Cuffs
 - d. Pocket Book
 - e. Torch / flashlights (only on night shift)
- 6.8 The following requirements are applicable to the Armed Reaction Teams:
- 6.8.1 Must have a dedicated vehicle for use only by this team for Armed Reaction purposes.
 - 6.8.2 The vehicle must be equipped with a base radio on Umalusi's frequency.
 - 6.8.3 Security officers must be dressed in the approved uniforms, including a bullet-proof vest.
 - 6.8.4 Must only be issued with hand guns, and have two full "clips" or at least enough bullets for 2 cylinders in their possession.
 - 6.8.5 Except for the base radio in the vehicle, the officers must still have their own handheld two-way radios as well as batons, hand cuffs, torches/flashlights and pocket books.
- 6.9 Members of the security personnel will, when on duty –
- 6.9.1 sign a register and or posting sheet when commencing with his/her shift and when the shift is completed;
 - 6.9.2 wear an identity tag as well as the PSIRA identity card issued by the Contractor at own cost;
 - 6.9.3 be in possession of a valid firearm permit (where applicable), issued by the Contractor at its own cost and in compliance with requirements laid down by the South African Police Service;
 - 6.9.4 all of the service provider's staff whilst on duty on the campus must wear the uniform (including any headgear and any protective clothing appropriate to their task or function) prescribed and provided by the service provider. The service provider shall supply all uniforms, which shall be of good quality and in a style approved by the University. All uniforms must bear the name and logo of the service provider. Service provider uniforms may not in any way bear the name or logo of the University.
 - 6.9.5 be in possession of all standard equipment (which will at all times be clean and in working order and condition), to enable them to perform their duties in terms of this agreement;
 - 6.9.6 be trained and able to use and handle a firearm (where applicable); and
 - 6.9.7 be trained and able to use and control guard dogs (where applicable): Provided that only the

number of members of the Contractor's security personnel as agreed upon between the parties shall be trained by the Contractor to use and control guard dogs.

- 6.10 Should the condition referred to in clause 6.9.1 and 6.9.2 above not be fulfilled within 30 (Thirty) days from the Signature Date then this Agreement shall be of no further force or effect and none of the Parties shall have any claim against the other in respect of this Agreement.
- 6.11 The Contractor or his delegate will attend weekly meetings with Umalusi representative, which will be minute by Umalusi, or his delegate to discuss the execution of security services, management and administration of the agreement in general.
- 6.12 Hand held two-way radio sets provided by the Contractor will have an adequate range to ensure, as far as is practically possible, good communications between any two points within a patrolled area on the premises of Umalusi on which security services are provided.
 - 6.12.1 All two-way radios must function on the same frequency as that of Umalusi. The cost to change frequencies on the Contractor's radios is for the Contractor.
 - 6.12.2 All guards must have a two-way radio with them at all times.
- 6.13 The Contractor will at all times ensure that the security personnel provided to Umalusi in terms of this agreement are issued with firearms as expressly agreed upon between the parties.
 - 6.13.1.1 The Contractor guarantees that all firearms (when required) are registered in the name of the Contractor and that no firearms, belonging to another person, will be used on Umalusi's premises.
 - 6.13.2 The Contractor will at all times ensure that all firearms issued to its security personnel in terms of this agreement are in a clean and working condition and are properly maintained by a qualified gunsmith.
- 6.14 The Contractor will provide roadworthy vehicles with driver(s), with valid, unendorsed driver's license(s) and comprehensively insured, to Umalusi for armed reaction duties in the respective areas.
- 6.15 Guard dogs will at all times be properly kenneled, groomed and fed to maintain them in a good state of health. Guard dogs which are not capable of effectively carrying out the functions described above will be replaced within three (3) hours with other suitably trained guard dogs who shall be able to perform the functions required. Fresh water as well as equipment like leads, water-bowls, choke chains and combs, shall at all-time be available.

6.16 **SERVICES AND RATES**

Please note that the rates required herein are needed for information only and should be priced as requested. These prices should exclude overheads and profits. Prices entered on Form of Offer shall be valid in adjudication of the offer.

6.16.1 **Umalusi**

SHIFT	GRADE	DAY SHIFT	NIGHT SHIFT
06:00 to 18:00	C	3	
18:00 to 06:00	C		3
Total:		3	3

**7. EMPLOYMENT POSITION DESCRIPTIONS (INFORMATION)
OPERATIONAL MANAGER**

- 7.1 An operational Manager shall be responsible, inter alia, to –
 - 7.1.1 Perform his duties within the parameters of the Criminal Procedure Act, 1977 (Act No. 51 of 1977);
 - 7.1.2 Adhere to the Code of Conduct for Security Officers, as laid down by the Security Industry Regulating Authority (SIRA);
 - 7.1.3 Manage and control of all operation activities in his area of operation;
 - 7.1.4 Communicate with all Clients at high level;
 - 7.1.5 Handle all personnel problems in a highly effective manner;
 - 7.1.6 Work in direct collaboration with the Contractor's Management regarding the correct application and interpretation of contract conditions;
 - 7.1.7 Will be dedicated to the Umalusi and be available on site during office hours and on cell phone at all hours.
 - 7.1.8 Conduct independent investigations with regard to theft, burglary, armed robberies, etc.;
 - 7.1.9 Screening, selection and appointment of security personnel;
 - 7.1.10 Responsible for the deployment of security personnel in his area of responsibility;
 - 7.1.11 Oversee the effective operation of the company's on-site control room;
 - 7.1.12 Ensure that security personnel are in possession of all equipment (i.e. communication and logistical) and in working order;
 - 7.1.13 Effectively manage, monitor and control of firearms and radio equipment in terms of issue and receipt;
 - 7.1.14 Submit requirements for new/additional equipment timely to the Contractor's Management;
 - 7.1.15 Implement a maintenance programme for radio equipment and firearms;
 - 7.1.16 Ensure that company complies with local authority safety requirements in respect of fire protection equipment;
 - 7.1.17 Report all problems encountered during the tour of duty immediately to the Client's representative and make or cause to be made entries of such encounters in the site occurrence book and their pocket books.
 - 7.1.18 Perform any other related duties given by competent authority.
 - 7.1.19 Attend regular meetings with the Client in order to address queries, problems encountered on the site;

7.2 SITE MANAGER / CONTRACT MANAGER (SECURITY OFFICER, GRADE A)

A site manager shall be responsible, inter alia, to –

- 7.2.1 Perform his duties within the parameters of the Criminal Procedure Act, 1977 (Act No. 51 of 1977) as amended;
- 7.2.2 Adhere to the Code of Conduct for Security Officers, as laid down by the Security Industry Regulating Authority (SIRA);
- 7.2.3 Manage and control of all operation activities on the Client's site;
- 7.2.4 Submit weekly reports to the Contractor's Operational Manager regarding personnel and contract performance levels on the site;
- 7.2.5 Conduct independent investigations with regard to theft, burglary, armed robberies, etc. on the site;
- 7.2.6 Screening, selection and appointment of new and additional security personnel to be submitted to Operations Manager;
- 7.2.7 Implement action plans regarding the effective management of crisis situations;
- 7.2.8 Liaise directly with the company's Operations Manager and the Client's representative regarding operational issues;
- 7.2.9 Attend regular meetings with the Client in order to address queries, problems encountered on the site;
- 7.2.10 Responsible for the deployment of security personnel;
- 7.2.11 Ensure that company utilizes the correct communication equipment (i.e. radio, cell phones, etc.);
- 7.2.12 Ensure that security personnel are in possession of all communication and logistical equipment in working order;
- 7.2.13 Effectively manage, control of firearms and radio equipment in terms of issue and receipt;
- 7.2.14 Maintain a proper record system for all firearms, radio equipment, etc.;
- 7.2.15 Keep proper record of all the time worked by security personnel under his control;

- 7.2.16 Submit requirements for new/additional equipment timely to the Contractor's Management;
- 7.2.17 Ensure that company complies with local authority requirements in respect of fire protection equipment;
- 7.2.18 Report all problems encountered during the tour of duty (including shooting incidents) immediately to the Client's representative and make or cause to be made entries of such encounters in the site occurrence book and their pocket books;
- 7.2.19 Perform any other related duties on the site of the Client given by competent authority.

7.3 SHIFT LEADER

A shift leader shall be responsible, inter alia, to –

- 7.3.1 Perform his duties within the parameters of the Criminal Procedure Act, 1977 (Act No. 51 of 1977) as amended;
- 7.3.2 Adhere to the Code of Conduct for Security Officers, as laid down by the Security Industry Regulating Authority (SIRA);
- 7.3.3 Manage and control all operational activities on his/her shifts;
- 7.3.4 Report to the Operational site manager regarding personnel and contract performance levels on his shift;
- 7.3.5 Conduct independent investigations with regard to theft, burglary, armed robberies, etc. on his site;
- 7.3.6 Liaise directly with site manager / operations manager and the Client's representative regarding operational issues;
- 7.3.7 Liaise with the Contractor's Management regarding salary matters, pay queries, etc.
- 7.3.8 Ensure the company communication equipment (i.e. radio, cell phones, etc.) are handled correctly and with the necessary respect;
- 7.3.9 Ensure that security personnel are in possession of all communication and logistical equipment in working order;
- 7.3.10 Perform any other related duties on the site of the Client given by competent authority.

7.4 SECURITY OFFICER, GRADE C

A Security Officer shall be responsible, inter alia, to –

- 7.4.1 Perform his/her duties within the parameters of the Criminal Procedure Act, 1977 (Act No. 51 of 1977) as amended;
- 7.4.2 Adhere to the Code of Conduct for Security Officers, as laid down by the Security Industry Regulating Authority (SIRA);
- 7.4.3 Report to the Client's Control Room regarding any issues relating to the site;
- 7.4.4 Daily control all regular employees entering and leaving the site;
- 7.4.5 Control of visitors entering and leaving the site;
- 7.4.6 Conduct searches, when authorised by the Client
- 7.4.7 Maintaining record of employees, visitors and vehicles entering and leaving the site;
- 7.4.8 Inspection of vehicles entering and leaving the site;
- 7.4.9 Inspect cargo of vehicle with the relevant delivery notes;
- 7.4.10 Be prohibited from reading documents or records in office of the Client or unnecessary handling thereof;
- 7.4.11 Not divulge any information concerning company activities to the public or news media;
- 7.4.12 Ensure that no unauthorised person shall force their way through the access gates or into the site;
- 7.4.13 Adhere to standing orders issued by the Client, with regard to –
 - a. Who has access to the site and to which area;
 - b. Egress (exit) procedures;
 - c. How are they identified; and
 - d. How are they monitored during period of duty / visit.
- 7.4.14 Protect the Client's assets in the area/site designated for patrols;
- 7.4.15 Safeguard areas where theft of equipment has taken place;
- 7.4.16 Report all exterior windows that are not closed and exterior doors that are not locked after the Client's

employees have retired for the day; to the Client's Control room.

- 7.4.17 Report if perimeter fence lights (where installed) are found in non-working order at night; to the Client's Control room.
- 7.4.18 Report any holes in the boundary walls; or fence to the Client's Control room.
- 7.4.19 Search adjoining areas, where possible, for stolen property, recover and keep in safe custody until Client arrives on the site;
- 7.4.20 Be on the constant look-out for irregularities by being alert, observant and investigative;
- 7.4.21 Obtain information from adjoining neighbours, businesses, etc. of any criminal element activities in the area;
- 7.4.22 Combat crime perpetrated against the Client's property and/or personnel;
- 7.4.23 When on duty be visible on the site at all times;
- 7.4.24 Be able to execute basis traffic control functions;
- 7.4.25 Have basic communications skills e.g. telephone answering and etiquette;
- 7.4.26 Report all problems and incidents encountered during the tour of duty immediately to the Client's Control room and make or cause to be made entries of such encounters in the site occurrence book and their own pocket books; and
- 7.4.27 Perform any other related duties on the site given by competent authority.

7.5 ARMED RESPONSE OFFICER (GRADE C)

An armed response officer shall be responsible, inter alia, to –

- 7.5.1 Perform his / her duties within the parameters of the Criminal Procedure Act, 1977 (Act No. 51 of 1977;
- 7.5.2 Adhere to the Code of Conduct for Security Officers, as laid down by Security Industry Regulating Authority (SIRA).
- 7.5.3 Ensure that all equipment necessary for the performance of duties are in a sound and proper working condition and meets both statutory as well as Client's requirements and/or specifications, (Firearms, hand radio, base radio in the Armed Reaction vehicle, bullet proof vests, etc) before commencement of a shift.
- 7.5.4 Ensure that same equipment is safely locked away after completion of a shift.
- 7.5.5 Ensure that proper procedures are followed in respect of handing over and a record of such is kept at all times in compliance with the statutory requirements.
- 7.5.6 Ensure that the Armed Reaction vehicle is at all times ready for reaction.
- 7.5.7 Ensure that all incidents are duly reported to the Client's control room and obtain the Occurrence Book serial Number of such entry.
- 7.5.8 Attend to all emergency incidents on the site(s) called upon by any of the Shift Seniors or Shift Leader (Umalusi and / or Contractor) during a period of duty.
- 7.5.9 Always be in or next to the vehicle to avoid unnecessary delays during an emergency call-out.
- 7.5.10 Guards shall not under any circumstances, divulge any information regarding Security activities to any person, employee or news media.
- 7.5.11 Armed Response Officers shall at all time react to incidents in pairs for support and cover.

8. ADDITIONAL INFORMATION FROM BIDDING ENTERPRISE

8.1 INTRODUCTION

In order that all respondents are afforded the opportunity to compete on an equal footing and also to enable Umalusi to evaluate the different offers on an equal basis, a process of evaluation of the bidders will be followed.

In order to assist all respondents, a list of criteria for evaluation is made available to all as an aid to prepare for such evaluation.

The information made available during the evaluation shall be updated from time to time to remain concurrent. This evaluation form is a synopsis of the evaluation form used by Umalusi evaluation team and can be used as a checklist by respondents to do a pre-evaluation to ascertain their own situation in relation to the Umalusi.

8.2 ADDITIONAL CRITERIA

- 8.2.1 Management in terms of Equity – Directors/Members/Partners, Shareholding etc;
- 8.2.2 Organizational structure of the Bidder;
- 8.2.3 Administrative and logistical capabilities;
- 8.2.4 Commitment in respect of development;
- 8.2.5 Compliance with legislation;
- 8.2.6 Insurance cover;
- 8.2.7 Financial status and Statutory Requirements;
- 8.2.8 Employee benefits;
- 8.2.9 Employment requirements;
- 8.2.10 Standard personnel equipment;
- 8.2.11 Transport;
- 8.2.12 Firearms, etc.
- 8.2.13 Communications; and
- 8.2.14 Control center.

8.3 ADDITIONAL EVALUATION FORM

N.B. As confirmation of compliance in respect of any of the criteria listed in items above, the respondent shall furnish certified documentary proof (i.e. registration numbers, certificates, letters of good standing, etc.), where applicable.

1. Bidder's particulars	
Name of Bidder	
Physical address	
Postal address	
Telephone Number	
Fax Number	
Representative(s) of Company at evaluation:	
(1)	
(2)	
(3)	

Management (i.e. Details of Directors/Members/Partners, Shares, Voting Rights, etc.)

Full Names	Designation	Identity Number	Gender	Race Group	% Shares/ Stocks	% Voting Rights

2. Organizational Structure	Compliance		Remarks
	Yes	No	
a. Structure of Company (Organogram)			
b. Personnel strength table (National)			
c. Personnel strength table (Local)			
d. Annual % personnel turn-over			
e. Ratio – Supervisor versus security guard			
f. Ratio – Blacks and Whites on:			
Management level -			
Supervisory level -			
Operational level -			

3. Administrative and Logistical Capabilities	Compliance		Remarks
	Yes	No	
a. Offices			
b. Training Centre			
c. Living Quarters (i.e. Company owned or private)			
d. Technological support e.g. CCTV cameras, integrated systems, etc.			
e. Quality evaluation system			

4. Commitment in respect of Development	Compliance		Remarks
	Yes	No	
a. Support/assisting small BEE firms to establish them in the industry (where applicable).			
b. Assumption of mentorship over newly established small BEE firms (where applicable).			
c. Development and training of HDI personnel in managerial skills.			
d. Enabling employees to become executives and shareholders in Company.			
e. Provision of housing benefits etc. to employees.			

5. Compliance With Legislation	Compliance		Remarks
	Yes	No	
a. Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).			
b. Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).			
c. Income Tax Act, 1962 (Act No. 58 of 1962).			
d. Security Officers Act, 1987 (Act No. 92 of 1987)			
e. Arms and Ammunition Act, 1969 (Act No. 75 of 1969)			
f. Provincial Ordinances and Local Authority By-laws			
g. Unemployment Insurance Act			
h. Sectoral Determination 6: Private Security Sector, South Africa			

6. Insurance Cover	Compliance		Remarks
	Yes	No	
a. Public liability insurance			
b. SASRIA (riot cover)			

7. Financial and Statutory Requirements	Compliance		Remarks
	Yes	No	
a. Latest salary advice (pay slip) – security officer(s)			
b. Tax Clearance Certificate in respect of PAYE, VAT and SDL			
c. Proof in respect of good standing with the Unemployment Insurance Fund			
d. Proof in respect of good standing with the Workmen's Compensation Fund			
e. Proof in respect of good standing with PSIRA			
f. Proof in respect of good standing with the Regional Services Council			

8. Employee Benefits	Compliance		Remarks
	Yes	No	
a. Medical (e.g. private or primary health care)			
b. Provident Fund or;			
c. Pension Fund			
d. Holiday bonus (13 th cheque)			
e. Long service or incentive bonus			
f. Other Service agreements			

9. Employment Requirements	Compliance		Remarks
	Yes	No	
a. Language requirements: English literate (speak, read and write)			
b. Medical requirements (i.e. physically fit and mentally sound)			
c. Record clearance – S.A.P.S.			
d. Registration – Private Security Industry Regulating Authority (PSIRA)			
e. Age requirements (e.g. minimum 18 years and maximum 50 years)			
f. Compliance with PSIRA standards			
g. Trained at other training centers/institutions			

10. Standard Personal Equipment (Guards)	Compliance		Remarks
	Yes	No	
a. Head gear (i.e. Cap, beret, glen gharry, etc.)			
b. Shirts or blouses			
c. Trousers or skirts			
d. Boots or shoes			
e. Bulletproof Vests			
f. Belts (i.e. ceremonial or combat)			
g. Jerseys			
h. Coats / jackets / windbreakers			
i. Raincoats / southwesters			
j. Insignia			
k. Batons / handcuffs / whistles			
l. Pocket book and pen			
m. Flashlights			
n. PSIRA registration disc / card			

11. Transport	Compliance		Remarks
	Yes	No	
a. Armed-reaction vehicle(s)			
b. Commercial vehicles for guards deployment			

12. Firearms	Compliance		Remarks
	Yes	No	

a.	Storage facilities			
b.	Control System(s)			
c.	Weapon register			
d.	Ammunition usage table			
e.	Frequency of control			
f.	Maintenance program – internal/external			
g.	Firearms licensed			

13. Communications	Compliance		Remarks
	Yes	No	
a.	Availability of reserve hand radios		
b.	Base radio		
c.	Telephone system (Telkom)		
d.	Cellular telephones		
e.	Other communication channels		

14. Control Centre (Ops Room)	Compliance		Remarks
	Yes	No	
a.	Manned 24-hours by trained competent personnel		
b.	Contact with security Supervisor and vehicles		
c.	Log and recording of reports (OB)		

Please note that the “Remarks” column is for Office use only.

8.4 DECLARATION

I/we _____ declare on behalf of _____ (name of firm),
that I/we;

- a. Am/are willing / prepared to be subjected to an evaluation, as outlined above;
- b. Am/are complying fully with all the criteria, as outline above;
- c. Has/have attached all relevant documentation, as requested, to this Tender document;
- d. Accept that failing to adhere / comply with the evaluation prescriptions, my/our tender may be disqualified; and
- e. Am/are willing to accept the outcome of the evaluation.

Signed at _____ **on this** ____ **day of** _____ **2016.**

Signature (*Authorized Representative as per Statement of Proxy*)

PRICING SCHEDULE

NOTE: All requirements (items and quantities) listed below and included in the price schedule Template for completion must be adhered to for costing and evaluation purposes. These quantities are the guidelines and If there is any other information or deviations that you may feel that is relevant and not mentioned in this template, please record on a separate sheet with explanations, clearly labelling the sheet.

1. **Equipment Costs**
The prices quoted must be as per the quantities given on the same or equivalent equipment and amortised over 36 months.
2. **Labour Costs**
Wages must conform to the minimum levels where applicable, as per statutory requirements.
3. **Uniform Costs**
Uniform, shoes, safety shirts etc.
4. **Other costs**
Any other costs such as administration, management, profit, etc.
5. If there is any other information that you may feel that is relevant and not mentioned in this template, please record on a separate sheet with explanations, clearly labelling the sheet.

SECURITY GUARDS REQUIRED

	PRICE SCHEDULE
TENDER DESCRIPTION	PROVISION OF SECURITY SERVICES
REFERENCE NUMBER	PUR 2600/17
INSTITUTION	UMALUSI
CONTRACT PERIOD	36 MONTHS
COMPANY (BIDDER'S) NAME	

A – EQUIPMENT

A- CAPITAL COSTS (Price required on exact or equivalent equipment including monthly maintenance costs)	<u>Equipment</u>	<u>Qty</u>	<u>Price/Unit (Incl.Vat)</u>	<u>Amount</u>	<u>Total cost per month (Incl.Vat)</u>
		Base Radio	1	R	R
	Handheld Radio	2			
	Cellphone	1			
	Guard Monitoring System (Patrolling System for the Guards) (Similar Bloodhound System)	1			
	TOTAL CAPITAL COSTS (INC. VAT) (A)				R

B.1 – LABOUR

SHIFT	GRADES of GUARDS	Rate Per Hour (Incl VAT)	Total Monthly Cost (Incl VAT)
	(Number per Grade)		
	Grade C		
Day Number	3		
Night Number	3		
Security Dog	1		

C- UNIFORM

C - UNIFORMS (To comply with Occupational Health and Safety Standards and Regulations)	Staff	Number of staff	Cost per staff per month	Amount	Total cost per month (Incl.Vat)
List	Guards	6	R	R	R
TOTAL MONTHLY COST (INCL.VAT) (C)					R

D- ARM REACTION RESPONSE

TOTAL COST PER MONTH

TOTAL CONTRACT VALUE PER MONTH (INCL.VAT)	Description	Total cost per month(Incl.Vat)
	Monthly Capital Costs (A)	
	Monthly Labour Costs (B)	
	Monthly Uniform Costs (C)	
	Arm Reaction Response (D)	
	Other Costs Administration Management Profit	
	TOTAL MONTHLY COSTS (INCL.VAT)	R

The above prices include VAT and are calculated per month.

Price Schedule

Price should include Fixed, Variable Cost and Profit (Incl VAT)

PUR 2600/17 Security & Guarding Services	TOTAL (INCL VAT)
Total Monthly Cost (Incl VAT) (Include Fixed and Variable Cost Plus Profit)	R
Total for Year one (1) (Incl VAT) CPI +2% for Labour Statutory Wage Increase.	R
Total for Year two (2) (Incl VAT) CPI + 2% Labour Statutory Wage Increase.	R
Total for Year three (3) (Incl VAT)) CPI + 2% Labour Statutory Wage Increase.	R
Estimated 3 Year Contract (Incl VAT)	R

*Above Estimation (CPI + 2 %) is used for budgetary purposes. The applicable statutory PSIRA Wage Sectoral Determination will comply.

*Umalusi will finalise to suit actual budget.

6. It is a requirement that at least once per year the service provider shall provide Umalusi with an audited report to the effect that statutory salaries are paid to security officers and that the conditions of the Labour Relations Act and Basic Conditions of Employment Act, or any relevant Sectorial Determinations are being met.
7. In the event of additional security officers being required on an ad hoc basis, please provide a per security officer, per hour cost in the table below.

<u>Grade C</u>	<u>Rate Per Hour (Incl VAT)</u>	<u>Total Cost Per Month (12 Hour Shift) Incl VAT</u>
Normal working days / Per hour	R	R
Statutory holidays / Per hour	R	R
Saturdays / Per hour	R	R
Sundays / Per hour	R	R

Price has been calculated as follow:

Components	Percentage %
Fixed cost: Cost fixed for the duration of contract	
Variable Labour cost: Cost to be escalated once a year – Statutory Wage Increase	
Total (100%)	

DETAIL OF BIDDING ENTERPRISE

*Detail on this page MUST be completed fully. Incomplete forms shall render the offer invalid.
(N/A to be stated if not applicable).*

Requirement		Response	
Full registered name of company- /enterprise			
CIPC registration number			
VAT registration number			
UIF registration number			
Official telephone number		()	
Official fax number			
E-mail Address			
Physical Address			
Official Postal Address			
		Code	
Director / Member (1)	Full Names and Surname		
	Position in company/ enterprise		
	ID No.		Income Tax No.
Director / Member (2)	Full Names and Surname		
	Position in company/ enterprise		
	ID No.		Income Tax No.
Director / Member (3)	Full Names and Surname		
	Position in company/ enterprise		
	ID No.		Income Tax No.

9. STATEMENT OF PROXY

It is compulsory for all participating bidders to complete this form in all detail. Failure to adhere to the abovementioned precondition will render your offer invalid.

Two specimen signatures by the authorized signee of this tender/bid documentation must be entered in the block provided. Care must be taken that the signatures does *not exceed the size of the block*.

The following member/person has been *duly authorized* to enter into the agreement for **PUR 2600/17SECURITY SERVICES for UMALUSI:**

Full name of signee:
(please print) _____

Capacity of signee:
(please print) _____

ID number of signee:
(please print clearly)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature of authorised member/person:
(signatures must not exceed the size of the block)

Specimen signature 1	Specimen signature 2
----------------------	----------------------

Above mentioned authorization was bestowed upon the signee in terms of the following:

(Please mark the appropriate box with an X)

Procurement		Company/Board resolution		Statute of partnership	
Sole owner		Other: (Please state document proving authorization)			

If the bidder is a:

- **Sole owner** and therefore has the authority to sign the tender, please state this clearly above.
- **Company, corporation or firm**, state how the SIGNATORY obtained the authorization to sign the Tender (e.g. procurement, company resolution, statute of partnership, etc.)

NB. The following proof MUST be produced:

- a) Proof that the person who signed the offer has the authority to do so.
- b) Certified copies of the ID documents of the authorized signee **as well as** the person responsible for this statement.

As proof of this authorisation, I/we have attached a certified copy of required documentary proof to this offer.

Thus signed at _____ (town/city) on this _____ day of _____ 2016

Full name of person responsible for this statement
(please print)

Capacity of signatory
(please print)

Signature

--	--	--	--	--	--	--	--	--	--	--	--	--	--

ID number

Failure to provide appropriate documentation as outlined above shall render your tender invalid.

As proof of this authorization, I/we attach a certified copy of said documentary proof to this offer.

Thus signed at _____ (town/city) on this _____ day of _____ 2016.

NB. The following proof MUST be produced:

- a) Proof that the person who signed the tender has the authority to do so.

Failure to provide appropriate documentation as outlined above shall render your tender invalid.

7. FINANCIAL STATUS

Details of the specific parties utilised by the company/ proposer			
Bank	Name		
	Branch		
Bookkeeper	Full Name		
	Tel no.	()	Alternative Tel no.
	Fax no.	()	E-mail
	Address		
Auditor	Full Name		
	Tel no.	()	Alternative Tel no.
	Fax no.	()	E-mail
	Address		

Please indicate if you will be willing to provide further details if Umalusi considers these necessary to evaluate your capacity to offer the service or goods as detailed in this proposal.	Yes	No
--	-----	----

8.

DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

- *One Original, two signed hard copies and CD submission containing the appendixes in the following order:*

Appendix Number	Description of Appendix	Requirement
RFP Document PUR 2600/17		
Each page of the RFP document to be initialled by a delegated representative.		
Appendix A	Company References	Attach a minimum of 3 reference letters
Appendix B	Company year's of experience	Attach Company Profile
Appendix C.1	Employee Relations	Attach proof of compliance with Sectoral Determination (Attach copies of payslips)
Appendix C.2	Employee Relations	Attach proof of compliance with Sectoral Determination (Attach copies of payslips)
Appendix E	Local Infrastructure	Proof of Local Infrastructure
Appendix F	Contingency Plans	Attach copy of Contingency Plans
Appendix G	Roll Out Plan	Indicate lead Period for Implementation of new contract.
Appendix H	B-BBEE Certificate	Attach an original valid B-BBEE certificate
Appendix I	Original and Valid Tax Certificate	Attach an original valid Tax Clearance certificate
Appendix J	Financial Statements	Audited financials for either 2013 or 2014
Appendix K	Resolution (Statement of Proxy)	Attach a Directors resolution or proxy, authorising to sign this document on behalf of the company.
Appendix L	Standard Bidding Documents (SBD's)	Complete and sign in full, Failure will result in disqualification.
Appendix M	Proof of Registration on National Treasury CSD	Registration Number

RFP Document PUR 2600/17

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Each page of this RFP document must be initialled by a duly authorised representative and the declaration signed in full	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name	
Signature	

FUNCTIONALITY CRITERIA APPENDIX A.1 REFERENCE LETTER ONE (1)

I/We have attached to this Appendix A the following documents:	Tick if submitted		Office use
	Yes	No	
<p>References for similar arrangements should be provided to demonstrate your ability to fulfil Umalusi requirements and demonstrate service provider's ability to maintain satisfied customers. Reference Letter for to be Attached to this Appendix A :</p> <ul style="list-style-type: none"> • Official Letterhead from your Client with the following: <ul style="list-style-type: none"> ○ Name of your business mentioned on the letterhead with Reference to Tender PUR 2600/17 ○ Period of contract ○ Value of Contract ○ Officially signed and dated with contact details (Name, telephone, email address) ○ Recommendation 			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

<i>Please sign that the contents of this Appendix has been attached and verified</i>	
Name	
Signature	

FUNCTIONALITY CRITERIA APPENDIX A.2 REFERENCE LETTER TWO (2)

I/We have attached to this Appendix A the following documents:	Tick if submitted		Office use
	Yes	No	
<p>References for similar arrangements should be provided to demonstrate your ability to fulfil Umalusi requirements and demonstrate service provider's ability to maintain satisfied customers. Reference Letter for to be Attached to this Appendix A :</p> <ul style="list-style-type: none"> • Official Letterhead from your Client with the following: <ul style="list-style-type: none"> ○ Name of your business mentioned on the letterhead with Reference to Tender PUR 2600/17 ○ Period of contract ○ Value of Contract ○ Officially signed and dated with contact details (Name, telephone, email address) ○ Recommendation 			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

<i>Please sign that the contents of this Appendix has been attached and verified</i>	
Name	
Signature	

FUNCTIONALITY CRITERIA APPENDIX A.3 REFERENCE LETTER THREE (3)

I/We have attached to this Appendix A the following documents:	Tick if submitted		Office use
	Yes	No	
<p>References for similar arrangements should be provided to demonstrate your ability to fulfil Umalusi requirements and demonstrate service provider's ability to maintain satisfied customers. Reference Letter for to be Attached to this Appendix A :</p> <ul style="list-style-type: none"> • Official Letterhead from your Client with the following: <ul style="list-style-type: none"> ○ Name of your business mentioned on the letterhead with Reference to Tender PUR 2600/17 ○ Period of contract ○ Value of Contract ○ Officially signed and dated with contact details (Name, telephone, email address) ○ Recommendation 			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

<i>Please sign that the contents of this Appendix has been attached and verified</i>	
Name	
Signature	

Appendix B

Experience in the Industry

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Attach company profile .	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name	
Signature	

Appendix C.1

Employee Relations

Documentation	Requirement	Included in required format (Please tick)
RFP Document	– Provide Basic Conditions of Employment Contract	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Appendix C.2

Employee Relations

Documentation	Requirement	Included in required format (Please tick)
RFP Document	– Proof Compliance with Sectoral Determination (Attach Copies of Payslips)	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Appendix D.1

Experience of Site Security Manager

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Attach CV of Site Security Manager (Attach Security Clearance)	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name	
Signature	

Appendix D2

Attach Security Clearance of Security Manager and Security Guards

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Attach Security Clearance and PSIRA Certificate	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Appendix E

Local Infrastructure

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Local Infrastructure: Attach Utility Bill / Lease Agreement.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Appendix F

Contingency Plans

Documentation	Requirement	Included in required format (Please tick)
Company Registration Document	Attach Contingency Plans – (Strike Action Plan)	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name	
Signature	

Appendix G

Roll Out Plan

Documentation	Requirement	Included in required format (Please tick)
Company Registration Document	Lead Period before the commencement of the contract, Attach Detail Roll Out Plan	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Appendix H

BBBEE Certification

Documentation	Requirement	Included in required format (Please tick)
BBBEE certification	Supply a valid BBBEE certificate	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Appendix I

Tax Clearance certificate

Documentation	Requirement	Included in required format (Please tick)
Tax Clearance certificate	Please ensure that the Tax clearance certificate is <u>valid</u> and certified if it is not an original copy	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name	
Signature	

Appendix J

Financial Statements

Documentation	Requirement	Included in required format (Please tick)
Financial statements	Please ensure that the financial statement falls <u>within</u> the past 2 financial periods and that they are certified.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name	
Signature	

Appendix K

Board Resolution (Statement of Proxy)

Documentation	Requirement	Included in required format (Please tick)
Board Resolution	<p>Include Board resolution for delegation of authority.</p> <p>NB The following proof MUST be produced: Proof that the person who signed the proposal has the authority to do so.</p> <p>Failure to provide appropriate documentation as outlined above shall render your proposal invalid</p>	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name	
Signature	

Appendix L
Standard Bidding Documents: Mandatory.
Failure to complete and submit will result in disqualification.

I/We have attached to this document:	Tick if submitted		Office use
• SBD 1	Yes	No	
• SBD 2	Yes	No	
• SBD 3.1	Yes	No	
• SBD 4	Yes	No	
• SBD 5	Yes	No	
• SBD 6.1	Yes	No	
• SBD 6.2	Yes	No	
• SBD 7.2	Yes	No	
• SBD 8	Yes	No	
• SBD 9	Yes	No	

Appendix M

National Treasury Supplier Registration CSD

Documentation	Requirement	Included in required format (Please tick)
	Proof of Registration on National Treasury CSD	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature