

Stats SA 012/20

Closing date: 11:00 on 07 APRIL 2021

BID DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER/S TO PROVIDE PHYSICAL GUARDING SECURITY SERVICES FOR MPUMALANGA PROVINCIAL OFFICE, NELSPRUIT, THULAMAHASHE AND ERMELO DISTRICT OFFICES FOR STATISTICS SOUTH AFRICA (STATS SA) FOR A PERIOD OF THIRTY SIX (36) MONTHS.

1 SEALED ENVELOPE WITH ALL BID DOCUMENTS, i.e (SBD1, SBD 3.3, SBD4, SDB5, SBD6.1, SBD 7.2, SBD8, SBD9, GENERAL CONDITIONS OF CONTRACT AND SPECIFICATION).

NB: BIDDERS ARE ALSO REQUESTED TO SUBMIT ONE ORIGINAL PLUS 5 COPIES OF BID PROPOSALS/RESPONSES.

Failure to submit bids as requested will invalidate your bid.

YOU ARE HEREBY INVITED TO BID TO REQUIREMENTS OF STATISTICS SOUTH AFRICA

PLEASE TAKE NOTE

BID NUMBER: STATS SA 012/20

CLOSING TIME: 11:00

CLOSING DATE: 07 APRIL 2021

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

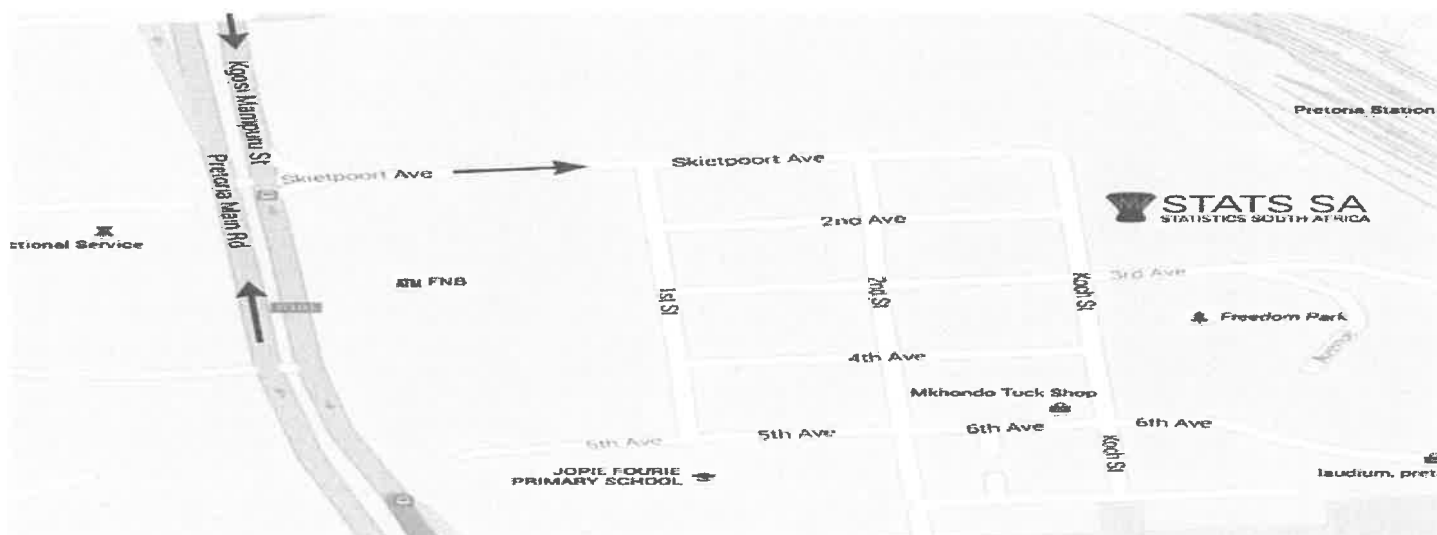
The SBD 1-form must be signed in the original that is in ink - forms with photocopied signatures or other such reproduction of signatures may be rejected.

The SBD 4-declaration must be completed and signed. **NB: THIS DOCUMENT IS NOT FOR SALE**

BID DOCUMENTS MAY BE POSTED TO:

**Bid Section
Statistics South Africa
Private Bag X44
Pretoria**

The bid documents may be deposited in the bid box which is situated at Isibalo House, Koch Street, Salvokop, Pretoria, 0002



Bid documents that are posted must reach Statistics South Africa before the closing date of the bid

The bid box of Statistics South Africa is generally open between 06h00 to 16h00, 7 days a week. The bid box will be closed on the closing time of bids.

For enquiry, contact Bid Office at 012-310 8940/2114/6978/8359 012-337 6413

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

SUBMIT ALL BIDS ON THE OFFICIAL FORMS - DO NOT RETYPE

bids by telegram, facsimile or other similar apparatus will not be accepted for consideration

SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE



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Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

- 1.11 Where a bidder is not registered on the CSD, mandatory information namely: (Business registration/ Directorship/ Membership/Identity numbers; Tax Compliance Status; and Banking information for verification purposes. B-BBEE Certificate or Sworn Affidavit for B-BBEE must be submitted to bidding Institution.
- 1.12 This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other Legislation or Special Conditions of Contract.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their Unique Personal Identification Number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 2.3 Application for Tax Compliance Status (TCS) or Pin may also be made via E-filing. In order to use this provision, taxpayers will need to register with SARS as E-filers through the website www.SARS.co.za.
- 2.4 Bidders may also submit a printed TCS together with the bid.
- 2.5 In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate proof of TCS / PIN / CSD NUMBER.
- 2.6 Where no TCS is available but the bidder is registered on the CSD, a CSD number must be provided.

3. REASONS FOR DISQUALIFICATION

Statistics South Africa reserve the right to disqualify any service provider which does any one or more of the following, and such disqualification may take place without prior notice to the offending service provider.

- 3.1. Service provider that submitted incomplete documentation and/or information as per the requirements of this bid.
- 3.2 Service provider which submitted information that is fraudulent, factually untrue or inaccurate, for example membership that does not exist, BBBEE credentials, experience, etc.
- 3.3 Service provider that receive information not available to the other service providers that may result in such having unfair advantage over other service providers.
- 3.4 Service provider that does not comply with mandatory requirements as stipulated in this bid specification.



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1. SUBMISSION OF DOCUMENTS

- 1.1 1 (one) original bid proposal/ response plus 5 (five) copies which must include all the SBD forms i.e. (SBD1, SBD3.3, SBD4, SBD6.1, SBD5, SBD 7.2, SBD8, SBD 9, general conditions of contract and specification).
- 1.2 The original copy must be signed in ink by an authorized employee, agent or representative of the Bidder and initialized in each and every page of the bid.
- 1.3 Bids must be deposited into Statistics South Africa bid box on or before **07 APRIL 2021** not later than **11h00 South African Time**. The Bid box is situated at the reception area of Statistics South Africa Head Office, **Isibalo House, Koch Street, Salvokop, Pretoria**.
- 1.4 All bids in this regard shall only be accepted if they have been placed in the bid box before or on the closing date as stipulated time.
- 1.5 Bid responses sent by post or courier must reach this office at least 36 hours before the closing date to be deposited into the bid Box. Failure to comply with this requirement will result in your Bid being treated as a "late bid" and will not be entertained. Such bids will be returned to the respective bidders.
- 1.6 No bid shall be accepted by Statistics South Africa if submitted in any manner other than as prescribed above.
- 1.7 All bidders should submit together with their bids, the **Board Resolution** on the company's letterhead confirming that the person signing the bid document is duly authorised to do so and to conclude any legal document on behalf of the company. Upon the award of the bid, the successful bidder shall enter into an agreement with the Department. The said agreement shall be in the Format of the Department.
- 1.8 Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.
- 1.9 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.
- 1.10 Bidders must register on the **CENTRAL SUPPLIER DATABASE (CSD)** to **upload** mandatory information namely: (Business registration/ Directorship/ Membership/Identity numbers; Tax Compliance Status; and Banking information for verification purposes. B-BBEE Certificate or Sworn Affidavit for B-BBEE must be submitted to bidding Institution.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF STATISTICS SOUTH AFRICA							
BID NUMBER:	STATS SA 012/20	CLOSING DATE: 07 APRIL 2021		CLOSING TIME:	11:00		
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER/S TO PROVIDE PHYSICAL GUARDING SECURITY SERVICES FOR MPUMALANGA PROVINCIAL OFFICE, NELSPRUIT, THULAMAHASHE AND ERMELO DISTRICT OFFICES FOR STATISTICS SOUTH AFRICA (STATS SA) FOR A PERIOD OF THIRTY SIX (36) MONTHS.						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON				CONTACT PERSON			
TELEPHONE NUMBER				TELEPHONE NUMBER			
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS				E-MAIL ADDRESS			
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	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER 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

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

.....

DATE:

.....

PRICING SCHEDULE
(Security Services)

NAME OF BIDDER:

BID NO: **STATS SA 012/20**CLOSING TIME 11:00 ON **07 APRIL 2021**OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO TAX	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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APPOINTMENT OF SERVICE PROVIDER/S TO PROVIDE PHYSICAL GUARDING SECURITY SERVICES FOR MPUMALANGA PROVINCIAL OFFICE, NELSPRUIT, THULAMAHASHE AND ERMELO DISTRICT OFFICES FOR STATISTICS SOUTH AFRICA (STATS SA) FOR A PERIOD OF THIRTY SIX (36) MONTHS.

1. Mpumalanga Provincial Office - Night Shift Guard (1X Grade C) and Day Shift (2X Grade C)

R.....

Equipment

Base Radio's R.....

Hand Carried Radios R.....

Any Other Costs R.....

Total Cost per Month R.....

2. Nelspruit District Office - Night Shift Guard (1X Grade C) and Day Shift (2X Grade C)

R.....

Equipment

Base Radio's R.....

Hand Carried Radios R.....

Any Other Costs R.....

Total Cost per Month R.....

3. Thulamahashe District Office - Night Shift Guard (2X Grade C) and Day Shift (2X Grade C)

R.....

Equipment

Base Radio's R.....

Hand Carried Radios R.....

Any Other Costs R.....

Total Cost per Month R.....

4. Ermelo District Office - Night Shift Guard (2X Grade C) and Day Shift (2X Grade C)

R.....

Equipment

Base Radio's R.....

Hand Carried Radios R.....

Any Other Costs R.....

Total Cost per Month R.....

Required by: Statistics South Africa

Please Note:

Is the offer to specification _____ YES/NO

If not to specification, state deviation(s) _____

*Price: Firm/ not firm _____

If not firm state reason: _____

Any enquiries regarding bidding procedures may be directed to:

STATISTICS SOUTH AFRICA

Bid Office

Call 012- 310 8940/6978/8359/2114 OR 012-337 6413

E-MAIL ADDRESS: bidoffice@statssa.gov.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or

business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person **YES / NO**

employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

Failure to submit this document with your bid
may result in the invalidation of your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The principle of Industrial Participation (IP) became obligatory with effect from 1 September 1996. The IP policy and guidelines was fully endorsed by Cabinet on 30 April 1997. In essence this means that all state and parastatal purchases / lease contracts (goods, works and services) entered into after this date are subject to an IP obligation. **No contract will be awarded to a bidder if the latter has not satisfied the Industrial Participation requirement.**

1. PILLARS OF THE PROGRAMME

1.1 The IP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have an IP obligation. This threshold can be reached as follows:

- (i) Any single contract exceeding US \$10 million; or
- (ii) multiple contracts for the same products or services each exceeding US \$3 million awarded to one seller over a 2 year period which in total exceeds US \$10 million; or
- (iii) a contract with a renewable option clause, where should the option be exercised the total value will exceed US \$10 million.

1.2. The obligation will amount to 30 % of the imported content. That is, if the imported content is \$10 million, the obligation will amount to \$3 million. IP arrangements to satisfy the obligation include investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and Research and Development (R&D) collaboration, that can be negotiated with partners or suppliers.

1.3. A period of seven years has been identified as the time frame in which to discharge the obligation.

1.4. IP is obligatory and therefore must be addressed.

2. Requirements of the Department of Trade and Industry

2.1 To enable the Department of Trade and Industry to determine whether the total amount of various contracts awarded by the relevant organs of State to a specific contractor, exceeds the prescribed threshold of US \$ 10 million, the accounting officer / authority must obtain clearance from the Department of Trade and Industry regarding the National Industrial Participation Programme prior to the award of any bid in excess of R10 million (**ten million rands**).

HOW TO SATISFY THE IP REQUIREMENTS

1. Bidders are advised to initiate discussions with the Department of Trade and Industry (Industrial Participation Secretariat) regarding business proposals.
2. Business proposals must reflect new or incremental economic activity that is to be to the mutual benefit of both the South African economy and to the bidder. Projects must be submitted to the Industrial Participation Secretariat for approval before implementation.
3. Conditional contracts, subject to winning the bid, are signed with all potential bidders. An agreement only becomes effective upon winning the bid. Only one contract will therefore become effective. This agreement is between the Industrial Participation Secretariat and the bidder and therefore does not involve the purchasing entity.

For further details about the programme, contact -

The Department of Trade and Industry (DTI) Telephone numbers: (012) 310-9667
Private Bag X84 0861 843384
PRETORIA Fax number: (012) 322-4523
0001

A conditional agreement for the purpose of this bid has been reached between the bidder and the Industrial Participation Secretariat.	
	Name of company / bidder:
	<i>Signature: Bidder</i>
	Name (in print):
	Telephone number:
	Fax number:
	Postal Address:

	Date:
..... <i>Signed on behalf of DTI</i>	
Name (in print):	
Date:	

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender
(delete whichever is not applicable for this tender).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If so, furnish particulars:
-------	-----------------------------

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Js914w 2



Bid specification for the appointment of Security Service Provider(s) for Mpumalanga Provincial Office, Nelspruit, Thulamahashe and Ermelo District Offices for a period of thirty six (36) months.

Appointment of a service provider for the rendering of security services for Mpumalanga Provincial Office (13 Ferreira Street, MAXSA Building, and Nelspruit); Nelspruit District Office (13 Ferreira Street, MAXSA Building, Nelspruit) Thulamahashe District Office (DCO, 2028B Main Road Thulamahashe) and Ermelo District Office (Cnr Murray and Klerk Streets, Old Commando Building, Ermelo) for a period of 24 months. The service provider must ensure a continuous, 24 (twenty four) hour coverage and 7 (Seven) days per week security service at the above-mentioned sites.

1. Scope of services

The security service provider must ensure the following services are provided 24 hours a day, 7 days a week:

- 1.1 To act as authority officers in terms of the Control of Access to Public Premises and Vehicle Act, Act No. 53 of 1985.
- 1.2 Be responsible for access control, guarding of premises, patrolling of premises, escorting of VIPs and service providers, protection of personnel, protection of information, protection of visitors and their personal belongings and execute other security functions as required by the Director/Provincial Security Coordinator: Security Management.
- 1.3 To record incidents/events in an occurrence book and report such incidents/events to the Provincial Security Coordinator.

2.	QUALIFYING CRITERIA	Comply Yes/No
	2.1 Compliance to the bid specification	
	2.1.1 A comprehensive company profile with the following: <ul style="list-style-type: none"> • Management Structure • References of current and previous security service projects (i.e. name of department/organisation, telephone number, contact person and period) • Experience and track record 	
	2.2 Company registration with Private Security Industry Regulatory Authority (PSIRA) (Attach certified copy of PSIRA certificate)	
	2.3 Registration of Security Officers with PSIRA (Attach certified copies of PSIRA registration)	
	2.4 State salaries of each Grade (Minimum wage determination) Proof of company payroll	
	2.5 Capacity to provide a continuous 24-hour service seven days a week.	
	2.6 Bidders must provide satisfactory proof of registration as an employer with the Compensation Commissioner and Unemployment Insurance Commissioner.	
	2.7 Is the company or close corporation and every Director of the company or every member of the close corporation registered in terms of section 20(2)(a-b) the Private Security Regulatory Authority Act (Act No. 56 of 2001)?	
	2.8 Are all your employees registered as security officers in terms of section 23(1)(a-j) of the Act (Act No. 56 of 2001)? Certified copies of company references	

3.	SPECIFICATION
	3.1 All prices quoted must be VAT inclusive.
	3.2 Stats SA will not provide upfront payments; however, payment will be made upon receipt of invoices subjected to Stats SA's verification and approval of received documents.
	3.3 Any dispute arising from any matter in connection with this contract shall be dealt with as stipulated in the Service Level Agreement (SLA). The successful bidder/s shall comply with the attached General Conditions of Contract and special conditions agreed between Stats SA and the Service Provider. The award of the contract shall be subject to the signing of a further detailed contract referred to above. In the event that the parties do not agree on the contents of the further contract, the award shall be null and void.
	3.4 All bidders should submit, together with their proposal, the board resolution confirming that the person signing the bid document is duly authorised to do so and to conclude any legal documents on behalf of the company.
	3.5 Upon award of the bid the successful bidder shall enter into an agreement with Stats SA. The said agreement shall be in a format prescribed by Stats SA.
	3.6 Stats SA shall conduct security screening of the bidders in compliance with section 2A of the National Strategic Intelligence Act (Act No. 67 of 2002). This security screening shall be done through an independent body/organisation.
	3.7 Adverse findings could impact on the conclusion of the contract inclusive of termination without recourse.
	3.8 The successful bidder shall provide the service required based on the set timelines and as per schedule to be provided by Stats SA.
	3.9 The department reserves the right to award this bid to a single or multiple service providers.
	3.10 Bidders must undertake to provide a certain and reasonable number of additional staff as required for the rendering of services at the site during crisis situations.
	3.11 Bidders must be in a position to assume duty after signing the SLA.

	<p>3.12 The department reserves the right to check the services rendered by the successful bidder at any time in order to ensure that the service is rendered in accordance with the conditions of contract.</p>
	<p>3.13 The department reserves the right to require from the successful bidder that any of his/her employees be replaced, in which case the employee must leave the site forthwith. The department will not be held responsible for any damage or claims which may arise because of this and is indemnified against any such claims and legal expenses.</p>
	<p>3.14 The departmental representative will have the right to check daily whether sufficient personnel are available on site in terms of the conditions.</p>
	<p>3.15 The successful bidder will be held liable for any damage or loss suffered by the department as a result of the successful bidder's own or his/her employees' negligence or intent which originated at the site.</p>
	<p>3.16 The department will not be liable for any loss or damage of any nature to any of the successful bidder's properties or any items kept at the department's site in cases where the loss originated as a result of gross negligence.</p>
	<p>3.17 The department is indemnified against liability compensation or legal expenses in respect of the following cases:</p> <ul style="list-style-type: none"> • Loss of life or injuries which may be sustained by the security personnel during the execution of their duties. • Damage to or destruction of any equipment or property of the successful bidder during the execution of their duties. • Any claims and legal costs which may ensue from the failure by or acts committed by the security personnel against third persons, which include illicit frisking, illicit arrest and other illicit or wrongful deeds. • Non-payment of salaries by the service
	<p>3.18 The department shall notify the successful bidder of the claim he/she is liable for in writing.</p> <p>3.19 The successful bidder must, at his/her own expense, take out sufficient insurance against any claim, costs, loss and/or damage ensuing from his/her obligations.</p>
	<p>3.20 The successful bidder may not, unless otherwise specified, make use of any of the department's equipment aids and/or property including, inter alia, vehicles, stationery and firearms.</p>
	<p>3.21 The successful bidder is responsible for the training of his/her personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.</p>

	<p>3.22 All keys required to obtain entry to those parts of the site where the service is to be rendered according to the conditions will be provided. Must be returned in same condition upon termination or expiry</p>
	<p>3.23 The successful bidder's personnel must at all times refrain from littering and must at all times keep the grounds and buildings occupied by them clean, hygienic and neat.</p>
	<p>3.24 Under no circumstances are security officers allowed to conduct trade while on duty.</p>
	<p>3.25 The successful bidder shall not erect or display any signs, printed matter, painting, name plates, advertisement and article or object of any nature whatsoever in or to the department's building or sites or any part thereof without written consent. The contractor shall not publically display at the site any article or object which might be regarded as objectionable or undesirable.</p>
	<p>3.26 Any sign, printer matter, printing, nameplate, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed.</p>

3.27 CONDITIONS: Legislation						
3.27.1 The security service is to be rendered in accordance with the constitution of the Republic of South Africa, Private Security Industry Regulatory Authority Act No. 56 of 2001 PSIRA regulations, PSIRA code of conduct and any other applicable legislation.						
3.28 The successful bidder must provide the following security officers required for the successful rendering of services as follows:						
	OFFICE	ADDRESS	SHIFTS	NO. OF SECURITY OFFICERS	MALE/ FEMALE	GRADE
1	Mpumalanga Provincial Office	13 Ferreira Street, MAXSA Building, Nelspruit	Day shift	2	M & F	C
			Night shift	1	Male only	C
2	Nelspruit District Office	13 Ferreira Street, MAXSA Building, Nelspruit	Day shift	2	M & F	C
			Night shift	1	Male only	C
3	Thulamahashe District Office	DCO, 2028B Main Street, Thulamahashe	Day shift	2	M & F	C
			Night shift	2	Male only	C
4	Ermelo District Office	Cnr Murray & Klerk Streets, Old Commando Building, Ermelo	Day shift	2	M & F	C
			Night shift	2	Male only	C
TOTAL NUMBER OF GUARDS: GRADE "C"				14		
It is the responsibility of the successful bidder to ensure that security officers employed for the rendering of service meet the following requirements at all times.						
3.29 SECURITY OFFICERS GRADE C: Security officers must have at least Grade 12 (matric) level with PSIRA Grade C qualification and registration.						
3.29.1 Security officers must have thorough understanding of standard operating procedures and duties.						

	<p>3.29.2 Security officers must be able to communicate, read, understand and write in English and at least one main language spoken in the community.</p>	
	<p>3.30 SECURITY OFFICERS</p> <p>3.30.1 Security officers must have undergone and passed formal security training.</p> <p>3.30.2 At all times security officers must present an acceptable image/appearance which implies, inter alia, that they may not lounge about, smoke, eat or drink while attending to people.</p> <p>3.30.3 Security officers must at all times present a dedicated attitude/approach to security which attitude/approach shall imply inter alia that there shall be no unnecessary arguments with visitors/staff or discourteous behaviour towards them.</p> <p>3.30.4 Security officers must be registered as security officers/guards as required by Act No. 56 of 2001 section 23(1)(a-j).</p> <p>3.30.5 Security officers must sign an undertaking in which they declare that they will refrain from any activity which might be to the detriment of the Department.</p> <p>3.30.6 Security officers are prohibited from reading documents or record offices or unnecessary handling thereof.</p> <p>3.30.7 No information concerning departmental activities may be furnished to the public or media by the contractor and his/her employees.</p> <p>3.30.8 Security Officers must adhere to all Statistics South Africa policies and procedures.</p> <p>3.31 THE SUCCESSFUL BIDDER UNDERTAKES TO ENSURE THAT THE SAME MEMBER OF HIS/HER SECURITY PERSONNEL WILL AT ALL TIMES WHEN ON DUTY BE FULLY EQUIPPED IN RESPECT OF:</p> <p>3.31.1 Neat and clearly identifiable uniform which will include matching raincoats and overcoats.</p> <p>3.31.2 PSIRA identification card worn conspicuously on his/her person at all times.</p> <p>3.31.3 The following Service aids must to be worn on the person of the security officer at all times during guard duty such as:</p> <ul style="list-style-type: none"> • Pocket book • Pen • Torch • Radio • Handcuffs • Batons 	

3.32 At his/her headquarters the contractor must keep available for inspection staff files as well as appropriate documents of all security personnel. The appropriate documents shall include inter alia qualifications, registration certificates and security clearances.

3.33 OCCURRENCE BOOK: The purpose of the occurrence book is to give an overall picture of activities and inspections by supervisors and other occurrences at the site.

3.33.1 Compulsory occurrence book entries: The security personnel on duty must make the following entries in the occurrence book:

3.33.1.1 All listed routine procedures such as patrols undertaken, handing-over of shifts. These entries must be made clearly legible and in black ink.

3.33.1.2 All occurrences whether important, trivial or unusual, with reference to the correct time and relevant actions taken.

3.33.1.3 All security personnel activities.

3.33.1.4 The issue and/or receipt of keys indicating the time and by whom they were received or delivered.

3.33.1.5 The locking and unlocking of doors or gates indicating the time and by who locked or unlocked.

3.33.1.6 The handing over of shifts, mentioning all names of all shift personnel and accompanying equipment and aids. In this case personnel taking over as well as personnel handing over must sign the entries.

3.33.1.7 After exchange of shifts, the supervisor must make an entry declaring that he has read the occurrence book in order to acquaint himself with events that occurred during the previous shift.

3.33.1.8 Any special requests in respect of the rendering of services.

3.33.1.9 All personnel absenteeism must be noted in the occurrence book.

Under no circumstances may an entry in the occurrence book 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.

The contractor shall store occurrence books for the duration of the contract.

3.34 ACCESS CONTROL REGISTERS

The purpose of the registers is to have information available at all times regarding persons and vehicles admitted to the site within a specific period in cases where occurrences could take place which might lead to a judicial enquiry or investigation.

3.34.1 Pedestrian register

The register forms must be completed correctly and legibly by the security officer on duty and shall make provision for the following:

- Date of visit
- Admission and exit times of the visitor to and from the site

- Surname and initials of the visitor
- Home and work address of the visitor
- Name of the person visited
- Purpose of the visit
- Brand, calibre and number of firearms in the visitor's possession
- Signature of the visitor

3.34.2 Vehicle register

The register forms must be completed correctly and legibly by the security officer on duty and shall make provision for the following:

- Date of visit
- Admission and exit times of the visitor to and from the site
- Surname and initials of the visitor
- Registration number, make, model and colour of vehicle
- ID number
- Home and work address of the visitor
- Name of the person to be visited
- Purpose of the visit
- Brand, calibre and number of firearms in the visitor's possession
- Signature of the visitor

3.35 DUTY LIST

3.35.1 The purpose of the duty list is to serve as proof at all reasonable times that all personnel who should be on duty per shift are indeed on duty.

3.35.2 Daily, weekly or monthly duty lists of all security personnel on duty must be drawn up by the service provider and kept in the security control office at each site where the service is rendered.

3.35.3 Any change to the duty list shall be crossed out by a single line, initialled, dated and noted on the occurrence book.

3.36 STANDARD OPERATING PROCEDURE

3.36.1 The purpose of a standard operating procedure is to ensure that all security personnel on duty are familiar with the duties as required for this contract.

3.36.2 The successful bidder must have available at the site a comprehensive standard operating procedure per duty or shift.

3.37 TWO-WAY RADIO

3.37.1 The purpose of the radio communication is the establishment of immediate communication between the different duty points and control on the site as well as between control on the site and control at the successful bidder's headquarters.

3.37.2 One base station and three (3) hand radios must be provided per province and district office.

3.37.3 The successful bidder must at all times provide serviceable, licensed, hand-carried radios.

	<p>3.38 HANDHELD METAL DETECTORS</p> <p>3.38.1 The purpose of handheld metal detectors is to detect any dangerous or prohibited weapons. Three (3) handheld metal detectors must be provided for each province and district office.</p> <p>3.39 LABOUR UNREST INCIDENTS</p> <p>3.39.1 If the service is interrupted or temporarily deferred because of any labour unrest, civilian disorder, a local or national disaster or any other cause beyond control of the successful bidder, the parties must come to an agreement on the methods to ensure continuation of the security services.</p> <p>3.40 SUPERVISION</p> <p>3.40.1 Checking of service shall be done by the successful bidder himself/herself on at least a monthly basis</p> <p>3.41 CONTROL ROOM</p> <p>3.41.1 The successful bidder must ensure that the control room if not available during the bidding & awarding of the tender must within 90 days of signing of the contract be available.</p>							
4	EVALUATION CRITERIA							
	<p>This bid will be evaluated in two stages. The first stage of evaluation is based on functionality, which will be evaluated using the following criteria and points.</p> <p>4.1 FUNCTIONALITY</p> <table><tr><th>CRITERIA</th><th>WEIGHT</th></tr><tr><td><p>PAST EXPERIENCE: This refers to the number of years of experience of the bidder to undertake the scope of work outlined in this bid.</p><p>6 years and above (traceable references) (15)</p><p>4 – 5 years (Traceable references) (10)</p><p>1- 3 (traceable references) (15)</p></td><td>15</td></tr><tr><td><p>TEAM CAPACITY: The bidder should demonstrate the capacity of the security team to carry out the work outlined in the scope and should be structured as follows:</p></td><td>30</td></tr></table>	CRITERIA	WEIGHT	<p>PAST EXPERIENCE: This refers to the number of years of experience of the bidder to undertake the scope of work outlined in this bid.</p> <p>6 years and above (traceable references) (15)</p> <p>4 – 5 years (Traceable references) (10)</p> <p>1- 3 (traceable references) (15)</p>	15	<p>TEAM CAPACITY: The bidder should demonstrate the capacity of the security team to carry out the work outlined in the scope and should be structured as follows:</p>	30	
CRITERIA	WEIGHT							
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<p>TEAM CAPACITY: The bidder should demonstrate the capacity of the security team to carry out the work outlined in the scope and should be structured as follows:</p>	30							

<ol style="list-style-type: none"> 1 Provide certified copies of PSIRA certificates according to the required grades (15) 2 Proof of company security officer's data base(10) 3 Provide company organogram (5) 	
(SECURITY PLAN: ATTACH DOCUMENT <ol style="list-style-type: none"> 1 Emergency plan for bomb threats, fire and any other emergencies (10). 2 Plan for: Liaison with police, emergency services and local authorities (10). 3 Plan for: Identification of threats and vulnerability (10) 	30
(CONTROL ROOM Availability of control room 24 hours a day, 7 days a week. Control room within 150 km radius within the respective office bided for (30) Control room above 150km radius from the respective office bided for (20) Control room outside the province 300km radius or more from the respective office bided for (10)	30

NB: Bidders that score less than 80 out 105 will be considered as submitting a non-responsive bid and will not be considered further for evaluation.

4.2 The second stage of evaluation is based on price and BBEE Status level which will be evaluated using the following criteria and points.

Price = 80

BBEEEE Status level = 20

Price	80
BBEE Status level of contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8

	6	6	
	7	4	
	8	2	
	Non-compliant contributor	0	
5.	Submission of Bids 6.1 Bidders are required to submit one (1) original bid document and five (5) copies. 6.2 Statistics South Africa may request clarification or further information regarding any aspect of the bid. The bidder must supply the requested information within 48 hours after the request has been made; otherwise the bidder may be disqualified.		
6.	Enquiries For more information please contact: Bid Office Tel: 012 310 2114/8940/8359/6978 or (012) 337 6413 E-mail: bidoffice@statssa.gov.za		