



**BID NUMBER**

**DOT-CHR-24/25-001**

**DESCRIPTION:**

**PROVISION OF SECURITY SERVICES AT 40 JUNCTION FOR A  
CONTRACT PERIOD OF 8 (EIGHT) MONTHS.**

**Issued by:**

**Supply Chain Management Unit**

**Department of Transport**

**Private Bag X7185**

**QUEENSTOWN**

**5320**

**NAME OF BIDDER:** \_\_\_\_\_

**CSD NUMBER:** \_\_\_\_\_



DESCRIPTION: PROVISION OF SECURITY SERVICES AT 40 JUNCTION FOR A CONTRACT PERIOD OF EIGHT (8) MONTHS.

## INVITATION TO BID

**BID NUMBER: DOT-CHR-24/25-001**

**DESCRIPTION: PROVISION OF SECURITY SERVICES AT 40 JUNCTION FOR A CONTRACT PERIOD OF 8 (EIGHT) MONTHS.**

**CLOSING DATE: 16 MAY 2024**

**Time: 11H00**

The completed RFQ (Request for Quotation) must be placed in a sealed envelope, clearly marked with the Bid number and the Nature of the Service, and be deposited in the Bid Box situated at 92 Cathcart Road, Sanlam Building, QUEENSTOWN, not later than **11H00 on 16 May 2023**

### Bidders must take particular note of the following:

- Service providers are kindly requested to submit price quotations on the attached pricing schedule for the specified items / service.
- By submitting the price quotation, it is accepted that you fully understand the requirements of this invitation and have familiarized yourself with the General Conditions of Contract (GCC) available on National Treasury website.
- The tender will be evaluated according to functionality and the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2017 as well as the SCM Policy of the Department of Transport.

- The evaluation criteria will be as follows:

- **FUNCTIONALITY**

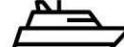
<b>1. Technical Concept</b>	<b>40</b>
<b>2. Company Experience</b>	<b>25</b>
<b>3. Locality</b>	<b>20</b>
<b>Total</b>	<b>85</b>

- A bidder shall have to achieve at least **45** of **85** points allocated for quality/functionality in order to be eligible for further consideration.

- **PRICING**

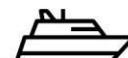
<b>PRICE</b>	<b>80%</b>
<b>SPECIFIC GOALS</b>	<b>20%</b>
<b>TOTAL</b>	<b>100%</b>

- NB: No quotations will be considered from person in the service of the state



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- **List of Returnable Documents**
  
- The Bidders must submit a valid CSD registration report
  
- The Bidders must submit a valid letter of good standing from the Department of Labour
  
- The Bidders must submit PSIRA certificates for the company, owner, and the guards.
  
- The Bidders must submit Work plan
  
- The Bidders must submit company profile detailing track record and references with supporting documents
  
  
- In the case of a JV tender, each party must supply a valid tax certificate and a letter of good standing.
  
- The tenderers must ensure that they complete and sign the ECBD 1, ECBD 4, ECBD 6.1
  
- The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in the Bidders tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer and therefore non-responsive.
  
- Bidders must have provided supporting documentation as per the bid specification schedule requirement;
  
- Bidders who are not registered for VAT are not eligible to claim VAT in their pricing;
  
- Bidders should take note that price is not a determining factor to award the bid.
  
- The employer reserves the right not to award more than one tender to a service provider for the batch sourced at the same time to minimize risk



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**Furthermore, quotation offers will only be accepted if:**

- Bidders are registered with Central Supplier Database (CSD) with Treasury prior to submitting this RFQ (see <https://secure.csd.gov.za/>).
- The tenderer is in good standing with SARS as verified on the Central Supplier Database.
- The tenderer or any its directors or shareholders is not listed on the register of tender defaulters in terms of the prevention and compacting of corrupt activities Act of 2004 as a person prohibited from doing business within the public sector.
- The tenderer has not abused the employers Supply Chain Management System or failed to perform on any previous contract and has been given written notice to this effect.
- All quotations shall be held valid for 60 days after the closing date. The Department reserves the right not to accept the lowest or any tender.

**Enquiries should be directed to:**

**SCM**

Ms. N. KOLO

Tel No: 082 083 1348

082 414 7715

Nontembeko.kolo@[ectransport.gov.za](mailto:ectransport.gov.za)

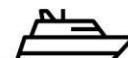
**| TECHNICAL**

Mr S JAMA

| Tel: 045 839 7135

Cell:

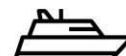
[Simphiwe.jama@ectransport.gov.za](mailto:Simphiwe.jama@ectransport.gov.za)



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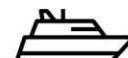
# SPECIFICATION

NO	QUANTITY	FULL DESCRIPTION OF ITEMS	
	4 X Grade "C" Security officers.	12 hour Night shift (18H00-06H00) Monday to Sunday including weekends and public holidays	
The Security Company and the owner/s of the company must be PSIRA registered. (Attach proof).			
2 x Day shift security officers and 2 x night shift security officers			
Total Number of Security officers required= 4			
<b>2. Required equipment:</b> <ul style="list-style-type: none"> <li>▪ A pair of handcuffs for each guard</li> <li>▪ Baton stick for each guard</li> <li>▪ Two way handheld radio (The radio must be able to connect to the company's control room and it should be registered with ICASA) and at least 1 x cellular phone.</li> <li>▪ 2 x Night torches for guards working night shift and it must be in good working conditions at all times.</li> <li>▪ Pepper spray and whistle for each guard</li> <li>▪ 2 x handheld metal detectors</li> <li>▪ 1x Tracking stick and be capable of generating report</li> <li>▪ A pocket book for each security guard</li> </ul>			
<b>3. Registers</b> Occurrence books (OB),Laptop register, Visitor's register.			
<b>4. Dress code</b> <ul style="list-style-type: none"> <li>▪ The Security Guards must be presentable at all times and be supplied with protective clothing {uniform} for identification with company logo and name tag to identify each security guard.</li> <li>▪ The security guards must be provided with bomber jackets to keep them warm in severe weather conditions</li> <li>▪ A Clear PSIRA identification card must be worn with company uniform at all times.</li> </ul>			



## DESCRIPTION: PROVISION OF SECURITY SERVICES AT 40 JUNCTION FOR CONTRACT PERIOD OF EIGHT MONTHS(8)

5	<ul style="list-style-type: none"> <li>▪ Attach proof of registration with the private security industry regulatory authority</li> </ul>	
6	<ul style="list-style-type: none"> <li>▪ <b>Duration of 8Months (from the date of appointment)</b></li> </ul>	
7	<p><b>Working shifts:</b> 06h00 to 18h00 18h00 to 06h00</p>	
8	<p><b>Specified duties:</b></p> <ul style="list-style-type: none"> <li>▪ Daily searchers for all vehicles coming in and going out of premises, private and official with <b>no exception</b>.</li> <li>▪ Random patrols during day and night shifts.</li> </ul>	
9	<p><b>Required Grading:</b></p> <ul style="list-style-type: none"> <li>▪ The Security Guards must be Graded as “C” provide PSIRA certificate as proof</li> <li>▪ The Security Company owner/s must be PSIRA registered and graded “A or B” provide PSIRA certificate as proof.</li> </ul>	



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## 5. ACCESS CONTROL MUST BE CONDUCTED IN ACCORDANCE TO THE CONTROL OF ACCESS TO PUBLIC

### PR PREMISES AND VEHICLES ACT 53 OF 1985.

- Manning of access control points always to safeguard people and assets.
- Ensure that the control point is neat and tidy during shift changes
- Patrol the premises and report any security breach to the security manager or person delegated.
- Be polite towards all persons at all times but do not deviate from fixed procedures
- All security incidents must be reported and recorded on OB register.
- Report any suspicious or irregularities identified at the main entrance, in your pocket book and Occurrence Book
- The following access control principles should be adhered to at all times when manning the access control points.
  - Positive Identification of the visitor
  - Reason for visit
  - Authorization from the host
  - Record keeping
  - Searching for prohibited/dangerous weapons
  - Escort the visitor

## 6. REMUNERATION OF GUARDS

- To ensure that the security guards are not demoralized and departmental assets are not exposed at risk, the service provider would be required to pay security guards in line with the Security Bargaining Council /**PSIRA** regulations.
- Payments of salaries must not be less than the minimum specified and promulgated remuneration rates determined by the Department of Labor
- In order to ensure compliance, the service provider shall provide to the departmental security manager/person delegated a monthly posting timesheet and pay roll of all guards deployed on site.
- Payments of salaries must not be less than the minimum specified and promulgated remuneration rates determined by the Department of Labor.
- Salaries to employees must be paid by electronic funds transfer (EFT) and salary periods be submitted to the Department of Transport on a monthly basis.
- Payment date of employees must be disclosed and remain consistent to the employees and the Department of Transport



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## 7. MONITORING AND COMPLIANCE

- The service provider's performance and compliance will be monitored by the Chris Hani District Office Supply Chain Deputy Director/ District Manager, or someone delegated by DoT Security Management unit at any given time.
- The security company's Site inspector/supervisor must visit the site at least two (2) times per each shift and such visits must be clearly recorded on the OB.
- Only company marked vehicle is allowed to visit and enter the premises.
- All security guards must be registered with PSIRA.
- Supervisor is required to visit the site at least once per shift every day and make an OB entry.
- In the event of any incident or occurrence that warrants the attention of the Department, the station commander should be informed immediately.

*Technical enquiries must be directed to Mr. S. JAMA (082 414 7715) or via email: [Simphiwe.jama@ectransport.go.za](mailto:Simphiwe.jama@ectransport.go.za)*

## 8. SCOPE OF WORK

**Provision of security at 40 Junction in the Chris Hani District**

**The Security Guards must be Graded as "C"**

**Security guards and company vehicle must be easily identified.**

**Daily searches for all vehicles coming in and going out of premises, private and official with no exception.**

**Random patrols during day and night shifts.**

**Security must record all incoming visitors with or without vehicles in the occurrences (O.B); no unauthorized visitors allowed.**

**Security guards must in a prescribed form record all assets coming in and going out of the premises with officials.**



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**Duration of 8 Months (from the date of appointment) Working shifts: 06h00 to 18h00 and 18h00 to 06h00**

#### **T H E F O L L O W I N G F A C I L I I E S T O B E P A T R O L L E D A N D S E C U R E D**

- 2 x Containers with office furniture
- 2 x Water tanks
- And all other Departmental assets that are within the premises Entrance.
- 

#### **9. WORK PLAN**

Pro Respective bidders must submit together with their bid proposal a complete detailed work plan. The work plan should detail exactly how the project will be carried out taking into consideration the scope of work. The work plan must address the following items:

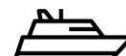
- The number of security guards assigned for the services
- How security guards will be deployed to each shift for each post
- How the duties will be carried out, managed and monitored for compliance in terms of the scope of work
- Control procedures and mechanisms put in place in order to monitor performance.

#### **10. TRACK RECORD AND REFERENCES**

Prospective bidders must mention details of at least three references from previous contracts, of similar nature.

Please indicate the following:

- Start dates of the contract
- Duration of the contract
- Number of security guards used
- The company name / clients
- Contact persons and working telephone numbers with references
- Years of experience the bidder / entity has in the security industry.



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## 10. SITE INSPECTION

The Department may visit the offices of the service provider after the bidder has been recommended to confirm and verify the validity of the submitted information by the bidder.

## QUOTATION EVALUATION CRITERIA

### 1. EVALUATION CRITERIA:

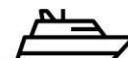
The following criteria shall apply:-

- The tender will be evaluated according to functionality and 80/20 point system

#### 1.1. QUALITY / FUNCTIONALITY

The following table indicates the points that will be allocated on the evaluation of the functionality:

<b>1. Technical Concept</b>	<b>40</b>
1.1 Detailed Work Plan on how the contract will be executed	20
1.2 Proven Track Record of the Company (minimum three references)	20
<b>2. Company Experience</b>	<b>25</b>
Previous experience in providing the category of services as specified in the Scope of Work. The number of years that the bidder has been in the business providing the services which are materially the same as the required security services	
2.1 5 years and above experience	25
2.2 4 years experience	16
2.3 3 years experience	12
2.4 2 years experience	8
2.5 Less than 2 years	5
<b>3. Locality</b>	<b>20</b>
Points will be allocated as indicated below depending on the service provider's office residence (as per CSD preferred address)	
3.1 Office located within Chris Hani District Municipality	20
3.2 Office located within Eastern Cape Province	15
3.3 Office located outside Eastern Cape Province	10
<b>Total</b>	<b>85</b>



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A bidder shall have to achieve at least **45** of **85** points allocated for quality/functionality in order to be eligible for further consideration.

- 1.2. Price: the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2017 as well as the SCM Policy of the Department of Transport.
  - Bidders who proceed from functionality will be evaluated using PPPFMA (80/20 point system). 80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto):



**1.3. Calculation of points for specific goals**

- The tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Historically Disadvantaged Individuals Ownership</b>		
Black ownership	4	% ownership
Women ownership	4	% ownership
Youth ownership	4	% ownership
Disabled people ownership	4	% ownership
<b>Locality:-</b>		
(a) Within the Chris Hani District Municipality	4	
(b) Outside the Chris Hani District Municipality	2	

**1.4. Bidders are required to submit, together with their bids, the following: -**

- Service providers must submit proof of its Specific Goals points claimed / status of contributor.
  - The Specific Goals supporting documents required to verify claimed points may inline with the specified requirements include:
    - Disability Ownership: valid medical documentary proof.
- \* The Central Supplier Database will be used to verify the specific goals other than the specific goals stated under paragraph 1.4
- A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the SPECIFIC GOALS. Such bidders will score 0 out of maximum of 20 points for SPECIFIC GOALS



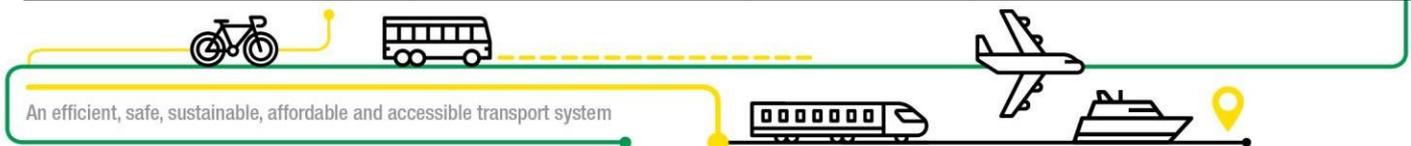
**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>DOT-CHR-24/25-001</b>	CLOSING DATE:	<b>16-05-2024</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	<b>PROVISION OF SECURITY SERVICES AT 40 JUNCTION FOR A CONTRACT PERIOD OF 8 (EIGHT) MONTHS.</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):

<b>DEPARTMENT OF TRANSPORT OFFICES</b>
<b>NO 92 CATHCARTH ROAD</b>
<b>QUEENSTOWN</b>
<b>5320</b>

<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes  <input type="checkbox"/> No	



IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:	
<i>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</i>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	<b>TRANSPORT</b>	CONTACT PERSON	<b>S. JAMA</b>
CONTACT PERSON	<b>N. KOLO</b>	TELEPHONE NUMBER	082 414 7715
TELEPHONE NUMBER	<b>082 083 1348</b>	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	<b>Jama.simphiwe@ectransport.gov.za</b>



**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

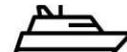
- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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.GOV.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 / CS
- 2.6 D NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES

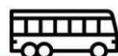


NO

- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

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

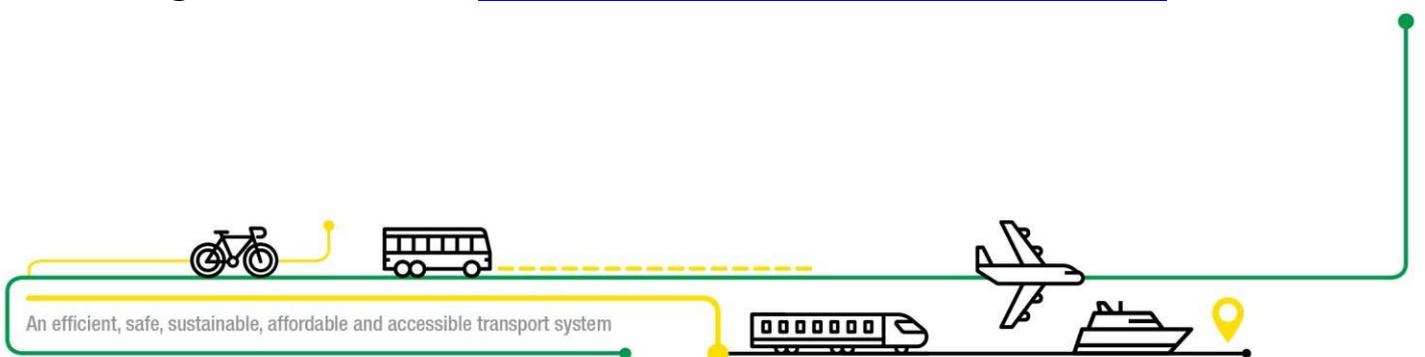


**PRICING SCHEDULE**

PROVISION OF SECURITY SERVICES AT 40 JUNCTION FOR A CONTRACT PERIOD OF (EIGHT) 8 MONTHS				
ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST
01	Provision of Security Services at 40 Junction for a Contract Period of 8(eight) months.	8		
				<b>SUB TOTAL</b>
Vat 15% [only if eligible and registered]				
<b>TOTAL AMOUNT OF QUOTATION</b>				

**NB**

After service has been rendered the invoices must be submitted to the following email address: [chrishani.invoices@ectransport.gov.za](mailto:chrishani.invoices@ectransport.gov.za)



# BID PRICING FORM

For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

**Total Price (amount in words ):**

.....  
.....

....., inclusive of VAT

**Total Price (amount in figures)**

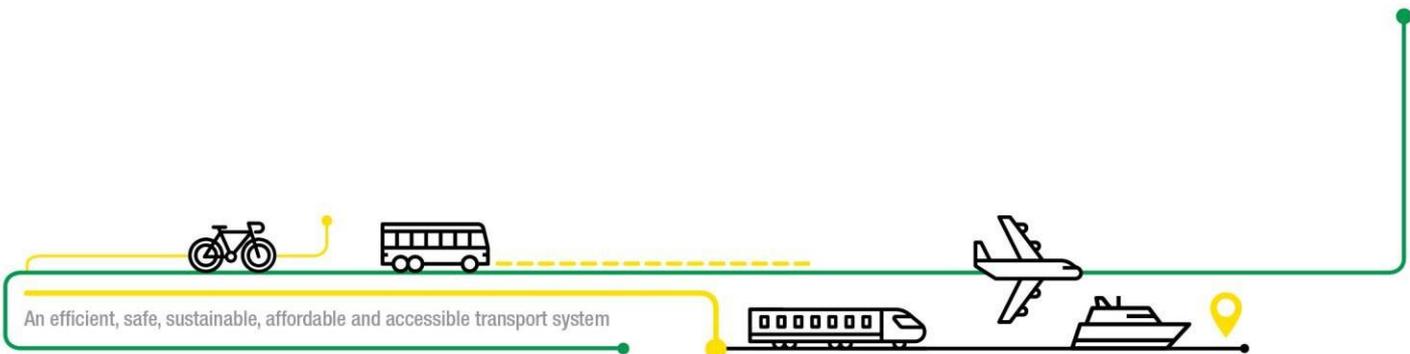
R ....., inclusive of VAT

**NAME OF BIDDER:**

.....

**SIGNED ON BEHALF OF THE BIDDER:**

.....



**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

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

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

Name of bidder.....	Quote number : <b>DOT-CHR-24/25-001</b>
Closing Time : <b>11H00</b>	Closing date : <b>16-05-2024</b>

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF QUOTE.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by: DEPARTMENT OF TRANSPORT
- At: QUEENSTOWN
- Brand and model: N/A
- Country of origin: .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery: .....  
\*Delivery: Firm/not firm
- Delivery basis: .....

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

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

\*Delete if not applicable



**ECBD 4: BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. BIDDER'S DECLARATION**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2. 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.



2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any



DESCRIPTION: PROVISION OF SECURITY SERVICES AT 40 JUNCTION FOR A CONTRACT PERIOD OF 8 (EIGHT) MONTHS.

restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

..... Signature	..... Date
..... Position	..... Name of bidder



## DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS

### This form must be included additional to the ECBD.4

1. In terms of section 30 of the Public Service Act;

No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department.

2.

Are any of the shareholders/ directors of your company employed by the State?	Yes/No
---	--------

3. "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) Any provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.
- (f) Any Parastatal (A company or agency owned or controlled wholly or partly by the government).

4. Should you indicate "yes" above, please provide the following details:

No	NAME & SURNAME OF DIRECTOR	STATE INSTITUTION WHERE EMPLOYED	ID NUMBER	EMPLOYEE/ PERSAL NUMBER
1				
2				
3				
4				
5				

5. Please note: The "state" is clearly defined in paragraph 3 above. In the event that "no" is selected and subsequently any false declaration are detected, the non-disclosure of such "state employment" will be deemed as "fraud". Therefore the state may reject the bid and in addition may proceed with further action should this declaration prove to be false.



**6. DECLARATION**

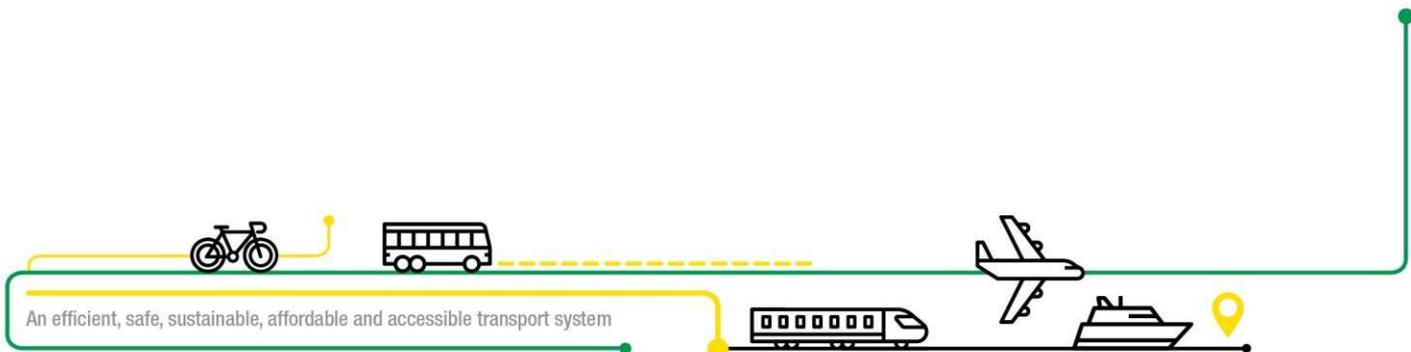
I, (NAME & SURNAME).....ID NUMBER..... CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 4 ABOVE IS CORRECT.

.....  
**Date**

.....  
**Signature**

.....  
**Position**

.....  
**Name of bidder**



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

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

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

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



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

**2. DEFINITIONS**

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

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

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

**80/20 or 90/10**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

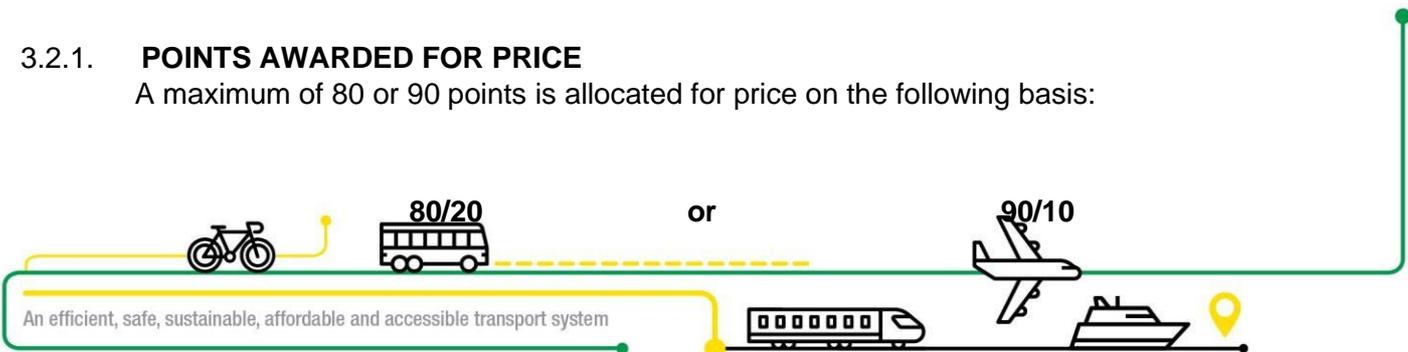
Where

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

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

**3.2.1. POINTS AWARDED FOR PRICE**

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



$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

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

#### FORMULAE FOR CALCULATION POINTS

To Score points for Equity Ownership / Disability/ Locality the following formula will be used to calculate the points out of 5 points Max.

$$SGP = \frac{\%OE (CIPC / from BBBEE)}{100} \times MEO (Max = 4)$$

$$(e.g) \text{ Women Equity Ownership} = \frac{89}{100} \times 4 = 3,56$$

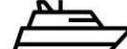
Where

- SGP= Specific goals points
- OE = Ownership Equity
- MOE= Maximum points for Equity Ownership

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

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**



PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Historically Disadvantaged Individuals</b>		
Black ownership	4	
Women ownership	4	
Youth ownership	4	
Disabled people ownership	4	
<b>Locality:-</b>		
(a) Within the Chris Hani District Municipality	4	
(b) Outside the Chris Hani District Municipality	2	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the



conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:**

.....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....



## GENERAL CONDITIONS OF CONTRACT

- The latest General Conditions of Contract [GCC] and Contract Law shall be applicable to this Quotation and obtainable by visiting the National Treasury website at [www.treasury.gov.za](http://www.treasury.gov.za)
- Bidders must familiarize themselves with these GCCs

