



**BID NUMBER**

**DOT-CHR-25/26-0009**

**DESCRIPTION:**

**PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN  
QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF  
TWELVE (12) 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 FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

## INVITATION TO BID

**BID NUMBER: DOT-CHR-25/26-0009**

**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

**CLOSING DATE: 24 APRIL 2025 | 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 24 APRIL 2025**

**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.
- 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 SBD 1, SBD 4, SBD 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;



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- 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.
- Bidders must ensure the SBD4 (Declaration of interest) is completed correctly.
- Bidders must have an active company registration with the Private Security Industry Regulatory Authority (PSIRA) and need to submit their PSIRA Registration certificate with the bid document.
- Director(s) of the company must be actively registered with PSIRA with Grade A or B and need to submit their PSIRA Registration certificate with bid document.
- Bidders must submit a valid COIDA letter of good standing/Private Security Fund Provident Fund letter of good standing, or PSIRA letter of approval for other funds for the company from Private Security Industry Regulatory Authority (PSIRA) with the bid document.
- Public Liability Insurance document.
- Letter of good standing from company's financial institution.
- Public or Private Company registration certificates issued by the Registrar of Companies.
- UIF Registration – Proof required if applicable and not indicated on the Tax Clearance Certificate.
- The personnel experience. The security staff employed by the Contractor at the site shall satisfy the following conditions:
  - A company must have performed a minimum of one (1) contract of the same range and size, attach proof of the company's experience in relation to scope of work.
- Bidders are required to give satisfactory evidence of actual experience in the class of work being quoted for, incorporating the following details: The bid award letter/signed contract must provide for the following information and must be in the client's letter head;
  - Nature of Work.
  - Duration of the Contract.
  - Value of Work.
  - Year Completed.

In case of a Joint Venture (JV), the licenses and certificates of both companies must be submitted.

**NB: FAILURE TO COMPLY WITH THE PRE-QUALIFICATION CRITERIA WILL INVALIDATE YOUR BID.**



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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. PUMLA MANKAYI  
Tel No: 066 118 4892  
[pumla.mankayi@ectransport.gov.za](mailto:pumla.mankayi@ectransport.gov.za)

**| TRANSPORT REGULATION**

Mr. S. JAMA  
| Cell: 082 414 7715  
[Simphiwe.Jama@ectransport.gov.za](mailto:Simphiwe.Jama@ectransport.gov.za)



**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

# **SPECIFICATION**

**NB: THE FOLLOWING SPECIFICATION REFERS TO THE FOLLOWING CAMP**

## **QUEENSTOWN TRAFFIC STATION**

NO	QUANTITY	FULL DESCRIPTION OF ITEMS	
	4 X Grade "C" Security officers.	12 hour Day Shift (06H00-18H00), 12 hour Night shift (18H00-06H00) Monday to Sunday including weekends and public holidays. PLEASE ATTACH GUARDS GRADE C PSIRA CERTIFICATE.	
The Security Company and the owner/s of the company must be PSIRA registered. (Attach proof).			
2 x Day shift security officers, 2 x night shift security officers.			
Total Number of Security officers required = 4 (Ensure Shift swap guards are available)			
<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).</li> <li>▪ 2 x Night torches for guards working night shift and it must be always in good working conditions.</li> <li>▪ Pepper spray and whistle for each guard.</li> <li>▪ 1 x handheld metal detector scanner per shift.</li> <li>▪ Cell phone in good working order and with adequate airtime.</li> </ul>			
<b>3. Registers</b> <ul style="list-style-type: none"> <li>• Occurrence books (OB),</li> <li>• Laptop register, and</li> <li>• Gate control register,</li> <li>• Equipment registers,</li> <li>• Pocket book per guard,</li> <li>• Visitor's register and after hours register.</li> </ul>			
<b>4. Dress code</b>			



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- The Security Guards must be always presentable and be supplied with protective clothing {uniform} for identification with company logo and name tag to identify each security guard.
- The security guards must be provided with bomber jackets to keep them warm in severe weather conditions.
- A Clear PSIRA identification card with the guard's photo must be always worn with company uniform. Alternatively, a clear identification card from the contractor with the guards identity and file number on it, accompanied by his official identity document must always be worn on his person.

5	<ul style="list-style-type: none"> <li>▪ Attach proof of registration with the Private Security Industry Regulatory Authority (PSIRA)</li> </ul>	
6	<ul style="list-style-type: none"> <li>▪ <b>Duration of 12 Months (from the date of appointment)</b></li> </ul>	
7	<b>Working shifts:</b> 06h00 to 18h00 18h00 to 06h00	
8	<b>Specified duties:</b> <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	<b>Required Grading:</b> <ul style="list-style-type: none"> <li>▪ The Security Guards must be Graded as "C" and 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>	



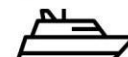
**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

## **5. ACCESS CONTROL MUST BE CONDUCTED IN ACCORDANCE WITH THE CONTROL OF ACCESS TO PREMISES AND VEHICLES ACT 53 OF 1985.**

- Manning of access control points always to safeguard department of transport assets and people.
- 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 always polite towards all persons 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 pocketbook and Occurrence Book
- The following access control principles should be always adhered to 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 **National Bargaining Council for Private Security Sector (NBCPSS) /PSIRA** regulations.
- Payments of salaries must not be less than the minimum specified and promulgated remuneration rates determined by the Department of Labor
- 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 monthly.
- Payment date of employees must be disclosed and remain consistent to the employees and the Department of Transport.



**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

## **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.**

*For technical enquiries must be directed to Mr. S. Lunika (071 490 8558) or via email: [Solomzi.lunika@ectransport.go.za](mailto:Solomzi.lunika@ectransport.go.za)*

## **8. SCOPE OF WORK**

**The successful bidder must render security services for the Transport Regulation in Queenstown Traffic Station in the Chris Hani District in the following categories but not limited to: -**

- Safeguard DOT premises 24/7, including weekends and public holidays.
- Conduct access and egress control.
- Screening/scanning of personnel, goods, and vehicles.
- Protection services and general crime prevention measures.
- Personnel and members of the public escorted where required.
- Conduct safety and security inspections inside and outside the DOT Traffic Station which includes regular patrols.
- Assets movement monitoring.
- Assist during emergency situations.
- Assist in reception duties when and where required.
- Ensure searching of persons, vehicles, and goods entering and leaving premises.





**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

- Develop and implement Work Plan, Contingency Plan.
- Installation of patrolling systems (clock points when needed).

## **9. THE FOLLOWING FACILITIES ARE TO BE PATROLLED AND SECURED**

- Vehicles (departmental vehicles, staff vehicles and impounded vehicles)
- Offices with office furniture
- Office equipment and IT equipment
- Parking area
- Main Gate
- Main Entrance.
- And all other departmental asset that are within the premises

## **10. Service Level Agreement**

It is recorded that the Employer and the service provider may from time to time agree in writing to additional quality requirements and standards relating to the Services together with performance measurement provisions, which quality requirements, performance measurement provisions shall be reduced to writing in a service level agreement and signed by both parties.

## **11. Breach and Termination**

Bidders are referred to General Conditions of Contract (GCC) relating to failure to comply with conditions of this contract and delayed execution.

## **12. Loss and Damage**

Contractor hereby indemnifies the State/Employer/Institution and will not hold the State harmless/Employer/institution, against any loss or damages which the State may suffer, or any claims lodged against the State by any third party arising out of or relating to any loss that the State or such third party may suffer as a result of, or arising out of any act or omission of any personnel of contractor or the failure of contractor to provide the Services in accordance with the provisions of the contract.



**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

### **13. Transfer Management**

Upon termination of the contract for whatever reason contractor shall assist the Employer to transfer the Services to the Employer, or to another service provider designated by the Employer. Without detracting from the generality of this obligation, contractor shall, to the extent required by the Employer, provide the Employer or the third party service provider with all information and documentation required to enable the Employer or such service provider to provide the Services, it being recorded that this obligation shall not oblige contractor to deliver any documentation which is proprietary or confidential to contractor.

### **14. Sub-Contractors**

The contractor may only sub-contract its obligations under the contract with the prior written consent of the Employer (or any other authorized authority) and then only to a person and to the extent approved by the Employer or such authority and upon such terms and conditions as the Employer or such authority require. It is recorded that where such consent is given the contractor shall remain liable to Employer for the performance of the Services.

### **15. Strikes**

The Contractor undertakes that strikes by his personnel will not influence the rendering of this service.

### **16. Insurance and Indemnity**

16.1 shall immediately inform the Department of such loss, damage, destruction or theft. The contractor shall be held responsible for any loss of, or damage to, or theft of, or destruction of any property belonging to the Department of Transport which he/she is contracted to secure. The Contractor

16.2 The contractor shall furnish to the Employer upon the effective date of this Agreement, insurance underwriter's certificates evidencing that the Contractor is in full compliance with all the above described insurance requirements (including the insuring of the Contractor's contractual liability under this Article) and that:

- 16.2.1 The Employer, its officers, agents, and employees shall be named as additional insurers there under.
- 16.2.2 The Contractor's policy requires the insurer (s) to give thirty – (30) days prior written notice of any cancellation or material alteration of the policies of insurance, or any parts thereof in a manner adverse to the Employer.
- 16.2.3 The Contractor's insurers waive rights of subrogation against the Employer, its officers, employees, and agents to the extent of the contractor's indemnification obligations set forth Herein: and



**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

16.2.4 The Contractor's insurance policy is endorsed to include a cross-liability clause.

16.4 The Employer agrees that it will give to the Contractor prompt and timely notice of any claim made or suit instituted which in any way, directly or indirectly, contingently, or otherwise, affects or might affect the Contractor and the Contractor shall have the right to participate in the defence of the same to the extent of its own interest.

**Professional Indemnity, all Risks , Insurances, Warranties, guarantees, Licensing& on-site support**

## **17. 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.

## **18. SPECIAL CONDITIONS OF CONTRACT**

- Service providers are expected to charge fees at the rates not lower than the minimum legislated and prescribed rates in terms of Collective Agreement for the Private Security Sector.
- The ceiling price of the bid to be completed on the **Pricing Schedule** for must reflect all costs including VAT (provided that the company is a VAT Vendor) and disbursement.
- No late, faxed, electronically transmitted, photocopied, incomplete, copies or unsigned bids will be accepted. Only original bids fully completed and filled in black ink will be accepted.
- It is critical for service providers to fully present the credentials of key personnel to be assigned to projects.
- The department shall not enter a contract where a company has directors, partners or employees who are employed by the state where permission has not been granted by the Executive Authority.
- All documents submitted and/or produced shall become the property of Department of Transport.
- The service provider undertakes to provide the professional resources required to attain the project objectives.
- Service providers who have entered a consortium/joint venture must attach a signed agreements by all partners and each party thereto must comply with all the bidding requirements.
- Bidders are requested to submit one envelop marked on the outside indicating the name of the bidding company (Bidder) and the bid number.
- **Bidders must have an active company registration with the Private Security Industry Regulatory Authority (PSIRA) and need to submit their PSIRA Registration certificates with the bid document.**



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- **Director(s) of the company must be actively registered with PSIRA Grade A or B and need to submit their PSIRA Registration certificate with the bid document.**
- **Bidders must submit a valid letter of good standing for the company from Private Security Industry Regulatory Authority (PSIRA).**
- **Bidders pricing per guard must not be lower than the TOTAL DIRECT COST as per the attached pricing structure from NBCPSS.**

## QUOTATION EVALUATION CRITERIA

### 1. EVALUATION CRITERIA:

The following criteria shall apply: -

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

#### 1.1. Price:

- 80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto);



**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

### 1.2. 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	
© Outside the Eastern Cape	0	

### 1.3. 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 in line with the specified requirements include:
  - Disability Ownership: valid medical documentary proof.
  - Military Veterans Ownership: valid proof of veteran status.

\* 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



DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

SBD1

**PART A**  
**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TRANSPORT)**

<b>BID NUMBER:</b>	<b>DOT-CHR-25/26-0009</b>	<b>CLOSING DATE:</b>	<b>24-04-2025</b>	<b>CLOSING TIME:</b>	<b>11H00</b>
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**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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

**DEPARTMENT OF TRANSPORT OFFICES**

**NO 92 CATHCARTH ROAD**

**QUEENSTOWN**

**5320**

**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

TCS PIN:

**OR**

CSD No:

B-BBEE STATUS LEVEL  
VERIFICATION CERTIFICATE

☐ Yes

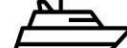
B-BBEE  
STATUS LEVEL  
SWORN

☐ Yes



**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

[TICK APPLICABLE BOX]	<input type="checkbox"/> No	AFFIDAVIT	<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:		
<b>[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]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE <b>IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<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)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>QUEENSTOWN TRAFFIC STATION INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	<b>TRANSPORT</b>	CONTACT PERSON	<b>S. JAMA</b>
CONTACT PERSON	<b>MS PUMLA MANKAYI</b>	TELEPHONE NUMBER	<b>082 414 7715</b>
TELEPHONE NUMBER	<b>066 118 4892</b>	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	<b>Simphiwe.Jama@ectransport.gov.za</b>



DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

## 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-FILE. 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



**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

- |  |  |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?           | <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 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.**



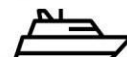
DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

## PRICING SCHEDULE

DESCRIPTION		NO OF GUARDS	UNIT PRICE PER GRADE/MONTH	TOTAL AMOUNT PER MONTH
PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.				
GRADE C	DAY	2		
	NIGHT	2		
Total: Direct Cost		R		
OVERHEADS COST		R		
Total cost per month (Direct & Overheads cost <b>excluding</b> VAT)		R		
15 % VAT		R		
Total cost per month (Direct & Overheads cost <b>including</b> VAT)				
TOTAL		R		

### 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)



DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC  
STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

## 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:**

.....



DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

SBD 3.1

## 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 : **DOT-CHR-25/26-0009**

Closing Time : **11H00** Closing date : **24-04-2025**

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)
----------	----------	-------------	---

- 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



DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

## SBD 4

### SBD 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.



**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

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:

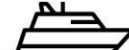
.....

.....

### 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 FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) 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

DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

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

**This form must be included additional to the SBD.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.**





DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC  
STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

## 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



DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

SBD 6.1

## 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
PRICE	80
SPECIFIC GOALS	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.



**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

- 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:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

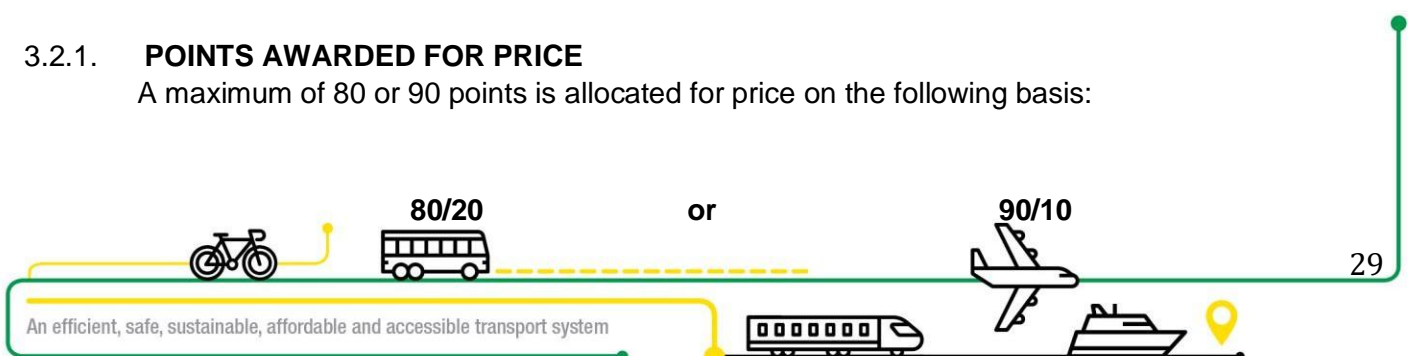
Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{min}$  = 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:



DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

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

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.

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

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

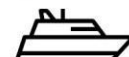
Where

- 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.)**



DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

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	
© Outside the Eastern Cape	0	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

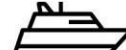
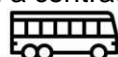
4.4. Company registration number: .....

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



**DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.**

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:** .....

.....

.....

.....

DESCRIPTION: PROVISION OF SECURITY SERVICES FOR TRANSPORT REGULATION IN QUEENSTOWN TRAFFIC STATION FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS.

## **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

