

5/2/2/1(005) 2026/2027

THE APPOINTMENT OF A SUITABLE AND QUALIFIED SERVICE PROVIDER(S) TO RENDER SECURITY GUARDING SERVICES TO THE DEPARTMENT OF AGRICULTURE (DOA) AT REGION 2, WHICH COMPRISES THE FOLLOWING PROVINCES: NORTHERN CAPE, FREE STATE AND NORTHWEST, FOR A PERIOD OF THIRTY-SIX (36) MONTHS

CLOSING DATE: 17 SEPTEMBER 2026 @ 11:00

NB: THERE WILL BE A COMPULSORY BRIEFING SESSION AS FOLLOWS:

DATE : 01 SEPTEMBER 2026

VENUE : THABA NCHU NARYSEC COLLEGE

PLOT NO. 42 BULFONTEIN 1

THABA NCHU

9780

TIME : 11:00

BID RELATED ENQUIRIES : Mr B Coetzer
TEL : (012) 312 8375
EMAIL : BenC@Nda.gov.za

**NB : The applicable preference point system for this bid is the 90/10 preference point system.
(all applicable taxes included)**

NB: BID CLOSING ADDRESS:

**DEPARTMENT OF AGRICULTURE, 20 STEVE BIKO ROAD ARCADIA PRETORIA,
0001**

TECHNICAL PROPOSAL PART 1 OF 2

LA 1.1



agriculture

Department:
Agriculture
REPUBLIC OF SOUTH AFRICA

Directorate: Demand and Acquisition Management Services:
Enquiries: Mr Freddy Maseli: **Tel:** (012) 312 8382

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF AGRICULTURE

BID NUMBER: 5/2/2/1(005) 2026/2027

CLOSING TIME: 11H00

CLOSING DATE: 17 SEPTEMBER 2026

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

1. Kindly furnish us with a bid for services shown on the attached forms.
2. Attached please find the General Contract Conditions (GCC), SBD1, SBD4, SBD 5, SBD pricing schedule, terms of reference.
3. Bidders must ensure that they register with the National Treasury Central Supplier Database (CSD) and attach/provide the reference numbers on the SBD 1 form of the bid document.
4. If you are a sole agent or sole supplier you should indicate your market price after discount to your other clients or if that is not possible your percentage net profit before tax, in order to decide whether the price quoted is fair and reasonable.
5. The attached forms must be completed in detail and returned with your bid. Bid document must be submitted in a sealed envelope stipulating the following information: Name and Address of the bidder, Bid number and closing date of bid. **(failure to comply will disqualify your proposal)**

Yours faithfully

SIGNED
BIDS MANAGEMENT
DATE: 19 AUGUST 2026

Annexure A

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

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

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

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

- provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser

may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

	(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country. 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser. 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP)	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34. Prohibition of Restrictive practices	34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging). 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	5/2/2/1(005) 2026/2027	CLOSING DATE:	17 SEPTEMBER 2026	CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT OF A SUITABLE AND QUALIFIED SERVICE PROVIDER(S) TO RENDER SECURITY GUARDING SERVICES TO THE DEPARTMENT OF AGRICULTURE (DOA) AT REGION 2, WHICH COMPRISES THE FOLLOWING PROVINCES: NORTHERN CAPE, FREE STATE AND NORTHWEST, FOR A PERIOD OF THIRTY-SIX (36) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF AGRICULTURE					
20 STEVE BIKO ROAD, ARCADIA					
PRETORIA					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr B Coetzer		CONTACT PERSON		
TELEPHONE NUMBER	(012) 312 8375		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	BenC@Nda.gov.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
1.5. VALIDITY PERIOD: 120 DAYS
2. TAX COMPLIANCE REQUIREMENTS
2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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.

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 consortium² 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

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.

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

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

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

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

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

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
 - (a) Any single contract with imported content exceeding US\$10 million.
or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.
or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Elias Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;
 - b. the contractor and the DTI will sign the NIP obligation agreement;

- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number Closing date:.....

Name of bidder.....

Postal address

.....

Signature..... Name (in print).....

Date.....

Js475wc

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

BID PROCESS (ABOVE R 50 MILLION)

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. 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 tender 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;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) **“Historically Disadvantaged individuals”** means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
 - Before 27 April 1994; or
 - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

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

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

2.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) 90/10 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.

2.3 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.

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

2.5 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.

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 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.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (90/10 system) (To be completed by the tenderer)
I. HDI	4		
II. Who is female	2		
III. Who has a disability	1		
IV. Specific goal: Who is youth	1		
V. Specific goal: Locality Promotion of enterprises located Region 2 (Northern Cape, Free State and Northwest)	2		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 4 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
 - **Percentage ownership equity** x 4 ÷ 100 = number of points claimed.
- (II) A maximum of 2 points may be allocated for to tenderers who is female, on the following basis:
 - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (III) A maximum of 1 points may be allocated to tenderers who has a disability, on the following basis:
 - **Percentage ownership equity** x 1 ÷ 100 = number of points claimed.
- (IV) A maximum of 1 points may be allocated to tenderers who are youth, on the following basis:
 - **Percentage ownership equity** x 1 ÷ 100 = number of points claimed.
- (V) A maximum of 2 points may be allocated to tenderers for locality, on the following basis:
 - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.

2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 90/10 PREFERENCE POINT SYSTEMS

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

90/10

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

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 90 points is allocated for price on the following basis:

90/10

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

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 the table in paragraph 2.12 above 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.

4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.

4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.

- 4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

- 5.1 Will any portion of the contract be sub-contracted?
(***Tick applicable box***)

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

- 5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted:%
- ii) The name of the sub-contractor:
- iii) Points claimed for HDI by the sub-contractor:

6. DECLARATION WITH REGARD TO COMPANY/FIRM

- 6.1. Name of company/firm:

- 6.2. Company registration number:

- 6.3. 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]

- 6.4. 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:	



agriculture

Department:
Agriculture
REPUBLIC OF SOUTH AFRICA



OFFICE OF THE DIRECTOR: VETTING, SCREENING AND SPECIAL INVESTIGATION

Private Bag X250, Pretoria, 0001; 20 Steve Biko Street, Pretoria, 0001

Tel: 012 - 319 7203; E-mail: DumileM@nda.gov.za; Website: www.nda.gov.za

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE AND QUALIFIED SERVICE PROVIDER(S) TO RENDER SECURITY GUARDING SERVICES TO THE DEPARTMENT OF AGRICULTURE (DOA) AT REGION 2, WHICH COMPRISES THE FOLLOWING PROVINCES: NORTHERN CAPE, FREE STATE AND NORTHWEST, FOR A PERIOD OF THIRTY-SIX (36) MONTHS

1. BACKGROUND

1.1 The Department of Agriculture (DOA) has offices in the following provinces namely: Northern Cape, Free State and Northwest (Region 2), all of which require security guarding services. In addition, the DOA's Cooperative and Enterprise Development (CED) Directorate in each province manages Farmer Production Support Units (FPSUs), which include, but are not limited to infrastructure and moveable assets.

2. SCOPE

2.1 The DOA requires security guarding services at the following offices:

NORTHERN CAPE PROVINCE	
PHYSICAL ADDRESS	TOTAL BUILDINGS
Upington Locust Control Depot, Upington, 8801 (Erf 453 Portion 0 of Olyvenhoudtsdrift Sett Kenhardt Road, Upington (Climate Change and Disaster Risk Reduction) & (Inspection Services)	1
Locust Control Depot Branch Line 240567 (973) Portion of Erf 268, De Aar (Climate Change and Disaster Risk Reduction	1
2 Harrison Street, De Beers, Kimberley (LSM, SF & Forestry)	1
Total	03
FREE STATE PROVINCE	
PHYSICAL ADDRESS	TOTAL BUILDINGS
Plot 42, Bulfontein, 1 Selosesha, Thaba Nchu, 9783	1
Omni Building, 73 Aliwal Street, Bloemfontein [(LSM, AIC, FA, SHFP)]	1
Old SABS Building, 116 Church Street, Oranjesig, Bloemfontein (IS)	1
Old DPW Nursery, 76 Krause Street, Bloemfontein (AIC - store)	1

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE AND QUALIFIED SERVICE PROVIDER(S) TO RENDER SECURITY GUARDING SERVICES TO THE DEPARTMENT OF AGRICULTURE (DOA) AT REGION 2, WHICH COMPRISES THE FOLLOWING PROVINCES: NORTHERN CAPE, FREE STATE AND NORTHWEST, FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Total	04
NORTHWEST PROVINCE	
PHYSICAL ADDRESS	TOTAL BUILDINGS
Buffelspoort Plant Quarantine Station, Mooiooi (Erf 343 Portion 28 of JQ((DIS)	1
Total	1

2.2 The DOA requires security guarding services at the following CED facilities

NORTHWEST FPSU	
PHYSICAL ADDRESS	TOTAL BUILDINGS
Springbokpan FPSU, Mafikeng	1
Mooifontein FPSU, Mafikeng	1
Total	02
FREE STATE FPSU	
PHYSICAL ADDRESS	TOTAL BUILDINGS
Kroonstad FPSU Plot No. 8 and 22 of Meadows Small Holding: Kroonstad	1
Sediba FPSU Farm Portion 25, Sediba Site No. 82: Sediba Village	1
Springfontein Agri- Hub FPSU, Erf 526 of the Farm Calvaria Springfontein	1
Makholokoeng FPSU, Farm Runfontein 1880: Makholokoeng Village	1
Zastron FPSU, Mohokare Local Municipality, 4195 Majozi Road Zastron 9560	1
Odendaalsrus FPSU, Portion 2 of the remaining extent of farm Kalkkuil No. 153: Odendaalsrus	1
Ficksburg FPSU, EFR 969 Industrial Street: Ficksburg	1
Total	07

2.3 The appointed service provider must have at least one (1) fully functional and operational control room in one of the provinces in Region 2.

2.3.1 Footprint (proof of operation)

Service Providers will be required to demonstrate physical presence within Region 2 by providing one of the following:

- a valid municipal services account (water, sanitation, rates, and electricity) in the name of the bidder/s or active director/s not older than 6 months on the closing date of the bid or
 - a valid signed lease agreement from the lessor; or
 - a letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped, and dated and must not be older than 6 months on the closing date of the bid; or
 - A title deed in the name of the bidder/s or active director/s.
- 2.4 Furthermore, the appointed service provider must note, that thirty (30) days will be given to establish a fully functional control room in each of the other provinces where the service provider does not have a footprint (including a fully functional control room). It is a condition that failure by the Service Provider to establish a fully functional control room in each of the other provinces within Region 2 within the stipulated thirty (30) days shall give the DOA the right to cancel the contract with immediate effect, unless the DOA grants an extension in writing. The granting of an extension shall be within the DOA's sole discretion.
- 2.5 **As an additional service**, the appointed service provider may be required to provide security guarding services at farms/projects and or any other property of the DOA, as and when the need arises, or on an emergency basis. A quotation will be requested from the appointed service provider in terms of the approved bid rates before an additional security guarding service may be rendered.
- 2.6 The appointed service provider will be responsible for the protection of personnel, clients, assets, property (movable and immovable) and information of the DoA.
- NB: The security guarding must be rendered 24 hours per day, 7 days per week, and 365 days (during leap year 366 days) per year in all offices.**
- 2.7 If an office at which the service provider provides services stops being occupied by the DOA, or if a FPSU facility is transferred to the relevant community or any other person, the service provider must withdraw its employees (security guards and other personnel) from the premises at the request of the DOA, and that part of the contract between the DOA and the service provider which relates to the relevant premises will be regarded as having been cancelled. The service provider will in such an event have no claim for damages against the DOA. It will only be paid for services rendered up until the day determined by the DOA that the employees must be withdrawn. The service provider will then be at liberty to redeploy the relevant

employees to other premises it serves (not DOA premises) or to retrench such employees. The DOA shall not be liable for any retrenchment/severance packages or claims for damages/compensation arising from such retrenchment or redeployment, and the service provider indemnifies the DOA in this regard.

3. DELIVERABLES

- 3.1** The provision of **Security Officers (Supervisor)** that must be registered with PSIRA as Grade B, must have 3 to 5 years' experience on Supervisory Level in a similar operation with minimum Grade 12 and ability to read and write.
- 3.2** The provision of **Security Officers** that must be registered with PSIRA as Grade C (unarmed and armed), must have 1 to 2 years' experience in guarding operations with minimum Grade 8 and ability to read and write.
- 3.3** Provision of necessary security equipment, including but not limited to vehicles, patrol monitoring systems, electronic OB, communication devices (handheld radios with spare batteries, base radio), detection equipment, flashlights with chargers or spare batteries, batons, handcuffs, pocketbooks, firearms (handguns) and uniforms (corporate, combat/field dress) where applicable.
- 3.4** The Service Provider must demonstrate a footprint in at least one of the provinces within Region 2 (NC, FS and NW) through office locations and operational capacity. The department will conduct compulsory site inspections refer to (paragraph 14).
- 3.5 Security torches**

Equipment	Quantity per building	Specification
Torches for Office buildings	3 with 3 spare batteries	Type: Rechargeable Tactical Flashlight LED: 16x CREE XHP50.3 HI LEDs Output: 50-55,000 Lumens Beam Throw: 1715m (claimed, actual may be closer to 1375m per user reports) Beam Intensity: 736,000cd Modes: Turbo, High, Middle II, Middle I, Middle Low, Low, Moonlight, Strobe Runtimes: - Turbo (55,000lm to 11,000lm, 42s + 50min) - High (23,000lm to 11,000lm, 3min + 48min) - Middle II (11,000lm, 52min) - Middle I (4200lm, 2h) - Middle Low (2800lm, 3h) - Low (1200lm, 7h)

		- Moonlight (50lm, 98h) - Strobe (55,000lm, not specified) • Battery: Built-in 4x 21700 16000mAh Li-ion Battery Pack • Charging: Magnetic USB Charging Cable (Included) • Charging Time: Approximately 2 Hours • Waterproof: IP56 (Water Jet and Dust Resistant) • Impact Resistance: 0.5m • Dimensions: 158mm (Length) x 109mm (Head Diameter) x 56mm (Body Diameter) • Weight: 1130g (With Battery)
Torches for farms/fpsu/Gadi	2 with 2 spare batteries	200 000lm, 1618m Throw, Brightest Flashlight • Max Output: 200,000 lumens • Beam Distance: 1618m (655,000cd) • LEDs: 32x Cree XHP70.2 • Battery: 12x 21700 (4000mAh each) • Modes: Turbo (200,000lm) to Moonlight (80lm) • Runtime: 45s+40min (Turbo) to 345h (Moonlight) • Weight: 3096g

4. SECURITY SCREENING

To ensure only reliable and trustworthy security personnel are deployed, the Service Provider shall conduct thorough screening and SAPS clearance of all guards and supervisory staff, completed within 3 (three) months after awarding of the bid and a negative outcome will result in removal of the relevant security guard/s

The department will conduct company screening of the successful bidder through the State Security Agency. It is a condition that any negative screening results for the company may result in cancelation of the contract.

4.1 Criminal Record Checks by service provider

- 4.1.1 All personnel must undergo personal security background checks.
- 4.1.2 No individual with a record involving theft, assault, fraud, or any serious offence (Schedule 1 Offence) shall be deployed to the Department site.
- 4.1.3 Latest/Updated (less than six months from date of issue) SAPS criminal clearance certificates must be submitted and kept on file for audit purposes.

4.2 Identity Verification by Service Provider

- 4.2.1 Valid RSA ID documents must be submitted as part of the onboarding pack.
- 4.2.2 Identity must match the Private Security Industry Regulatory Authority (PSIRA) registration records.

4.3 Pre-Employment Screening by Service Provider

- 4.3.1 Verification of qualifications and experience (e.g., school, PSIRA grade, firearm competency, prior employment).
- 4.3.2 Reference checks from previous employers (minimum 2 references) where the security officers worked for longer than 6 months.
- 4.3.3 Verification of address and particulars of contactable next of kin.

4.4 Periodic Re-screening

- 4.4.1 Ongoing screening to be conducted annually or as requested by the appointed Service Provider and for all new appointments made after the start of the contract, which must be submitted to the DOA prior to any posting taking place.
- 4.4.2 Any status changes (e.g., new criminal charge or arrest) must be reported immediately, and the relevant security officers to be removed from DOA sites.

4.5 Non-Compliance

- 4.5.1 Deployment of unscreened or improperly screened personnel is a serious breach of contract and will result in penalties, as per paragraph 27 of these Terms of Reference (ToR).

4.6 Departmental Screening Rights

- 4.6.1 The Department reserves the right to conduct its own independent screening of any security personnel deployed to its sites, including but not limited to:
 - a) Criminal background verification;
 - b) qualification verification;
 - c) PSIRA registration status checks; and
 - d) citizenship
 - e) Credit record checks.
 - f) Competency certificate (for firearms)
- 4.6.2 The Service Provider shall fully cooperate with the Department during this process by providing all required documentation and access to personnel.

- 4.6.3 If the Department identifies any individual as unsuitable or non-compliant, or with poor performance, the Service Provider shall immediately remove and replace the individual at no additional cost to the Department.

5. TRAINING AND INDUCTION

- 5.1 The appointed Service Provider must ensure that all deployed security personnel receive the following training interventions:

5.1.1 **Induction Training:** All officers must undergo comprehensive induction training prior to deployment, facilitated jointly by the Department and the Service Provider;

5.1.2 **On-the-Job Training:** The Service Provider's supervisors or managers must provide continuous on-the-job coaching and support, ensuring that officers fully understand site-specific duties, protocols, and expectations;

5.1.3 **Client-Specific SOPs & Emergency Protocols:** Officers must be trained on all client Standard Operating Procedures (SOPs), emergency procedures, and any site-specific risks. This training must be facilitated by both the Department and the Service Provider; and

5.1.4 **Refresher Training:** Refresher training must be conducted annually, or as and when the need arises, and must be facilitated jointly by the Department and the Service Provider to ensure that officers remain competent and compliant with updated procedures and regulations.

NB: The Service Provider must maintain complete and up-to-date training and induction records for each security officer deployed. These records shall include attendance registers, training agendas/plans, materials used (presentations), assessment results (if applicable), signed induction checklists, and supervisor on-the-job training reports.

These records must be retained on file by the Service Provider and made available to the Department upon request or during compliance audits.

6. STATUTORY COMPLIANCE

The Service Provider must always comply with all applicable statutory laws and regulatory requirements governing the private security industry and NBCPSS during the duration of the contract. This includes, but is not limited to:

6.1. Compliance with Department of Employment Labour Legislation and National Bargaining Council for the Private Security Sector (NBCPSS)

The appointed Service Provider must comply fully with all applicable labour legislation, including but not limited to the Basic Conditions of Employment Act, 75 of 1997, the Labour Relations Act, 66 of 1995 and all applicable regulations and collective agreements under the National Bargaining Council for the Private Security Sector (NBCPSS).

The service provider must ensure:

- Payment of wages and allowances in accordance with the latest gazetted Sectoral Determination or NBCPSS wage schedules.
- Ensure that security officers receive their annual bonuses every twelve (12) months, in line with the provisions of the applicable collective agreement under NBCPSS.
- Timely implementation of statutory wage increases as required by the NBCPSS.
- Registration of security officers for UIF, COIDA, Affinity Health Medical Aid, Provident Fund as per the Private Security Sector Provident Fund (PSSPF), as per NBCPSS compliance.
- Deductions and payments of UIF, Affinity Health, Provident Fund as per NBCPSS levies on behalf of all security officers –must appear in payslips the Department reserves the rights to randomly verify payslips.
- The Department reserves the right to conduct pricing schedule risk assessment analysis of bidders, before appointment of any service provider.

6.2. Proof of Compliance

The Service Provider must submit the following to the Department upon request or during audits:

- Payslips reflecting current statutory rates/ back payments/deductions;
- UIF for security officers;
- Proof of payments to statutory bodies as per paragraph 7.1 on a monthly basis;
- PSIRA registration status of all deployed personnel; and
- Registration profile/proof of security officers at various statutory bodies

NB: The Department reserves the right to request any relevant documentation or information directly from security officers on the ground (e.g., payslips, duty rosters, time sheets, etc.) to verify the accuracy and authenticity of the documents submitted by the Service Provider to the Department for compliance monitoring during quarterly meetings.

6.3 Non-Compliance with NBCPSS

- Failure to comply with statutory obligations as listed in paragraphs 6.1 & 6.2 of these ToR, including the non-payment of statutory increases, partial payments, late payments (after the seventh day of each month) and or back payment of statutory increases, will be considered a serious breach of contract and non-compliance as per NBCPSS compliance and requirements. That may result in immediate termination of the contract as per the SLA & GCC.
- In the event that the Service Provider receives payment from the Department for gazetted statutory wage increases but fails to effect the corresponding back payments to the affected security officers from the effective implementation date as published, the Department reserves the right to impose a penalty. This penalty shall be equal to 100% of the total back pay amount due to the affected employees for the applicable period and will be deducted directly from the Service Provider's subsequent monthly invoice.
- Repeated or continued failure to comply with this requirement may be deemed a material breach of contract, and the Department may, at its sole discretion, initiate termination procedures. Termination may be effected by providing the Service Provider with one (1) month's written notice, or on an alternative date subject to mutual agreement, provided that a maximum notice period of three (3) months is observed.

7. QUARTERLY AND MONTHLY REPORTING

- 7.1 The appointed Service Provider must conduct quarterly security risk evaluations/assessments (TRA) of all sites in his/her area of responsibility.
- 7.2 The appointed Service Provider will be required to attend (physical or virtual meetings) to report and/or attend meeting(s) monthly and quarterly, as and when required at the Regional and National level.

8. WORKING SHIFTS, INSPECTIONS AND PATROLS REQUIREMENTS

8.1 Dayshift: 06:00 to 18:00 Monday to Sunday (including Public Holidays)

- a) Grade C security (access) control officials.
- b) Grade B security on-site supervisor (where applicable).
- c) Minimum Grade A/B off-site inspector.

8.2 Nightshift: 18:00 to 06:00 Monday to Sunday (including Public Holidays)

- a) Grade C security (access) control officials.
- b) Grade B security on-site supervisor (where applicable).
- c) Minimum Grade A/B off-site inspectors.

8.3 INSPECTIONS:

8.3.1 Metropolitan Offices and Farmer Production Support Unit:

- a) The Regional Operational Manager must conduct inspections at least once per month without exception.
- b) Off-site Inspectors must conduct one inspection during the day and one inspection during the night in each shift without exception.
- c) Shift Supervisors are required to conduct an inspection at the commencement of each shift accordingly, both the outgoing and incoming supervisors must perform a joint handover inspection to ensure continuity and accountability.

8.3.2 District offices and Farmer Production support unit

- a) The Operational Manager must conduct inspections at least once per month without exception.
- b) Off-site Inspectors must conduct two inspections per week - one during the day and one during the night, without exception.
- c) Shift Supervisors are required to conduct an inspection at the commencement of each shift. Accordingly, both the outgoing and incoming supervisors must perform a joint handover inspection to ensure continuity and accountability.

8.4 Daily inspections will be done and captured as follows:

- a. Hourly inspections must be conducted by the Supervisor or Security Officer on duty during the respective shift.
- b. Handover inspections must be recorded clearly or legibly in **red ink** in the OB, and each entry must be clearly marked with the keyword **"First Level Patrol"** for easy identification and audit purposes.
- c. The inspection must include, but not be limited to, security officers, registers, equipment and building status, and Departmental vehicles. A comprehensive entry must be recorded in the OB to reflect all aspects of the inspection.
- d. Each register must be inspected during each inspection, and a relevant entry made in those registers indicating the OB number. Use a full line and do not leave blank spaces between lines.

8.4.1 A full patrol is required for all inspections. The following details of the person conducting the inspection must be included in the OB entry without exception:

- a. Initials and Surname.
- b. PSIRA number;
- c. Signature and
- d. Date.

- 8.5** A monthly report providing proof of such inspections must be submitted to the Departmental representative. Any security incidents, breaches, or other irregularities encountered during these inspections must be immediately reported to the Departmental representative. either by telephone call or via SMS.
- 8.6** It is the responsibility of the appointed Service Provider to ensure that all posts are continuously staffed. A relief schedule for leave, breakfast, lunch, supper, tea, and body breaks must be developed by the appointed Service Provider prior to the commencement of the detailed scope of work, activity list, and post procedures.
- 8.7** Inspection parades must be held at least 15 minutes prior to the commencement of any shift so that a smooth transition occurs during the handing over of shifts without exception.
- 8.8** Should it be discovered during any inspection or by coincidence that a post is unstaffed, the DOA reserves the right to impose penalties in accordance with the penalty clauses for that specific post and shift. A monthly penalty register (per region) will be compiled by the DOA and submitted to the Service Provider. The Service Provider will have the opportunity to dispute any penalties and issue the necessary credit notes where applicable.
- 8.9** Offsite Inspectors (Roaming Supervisors) must be appointed by the Service Provider at its own cost and will be responsible for the following:
- Duties and equipment needed at offices:
 - Conduct two inspections per shift at, Metropolitan Offices.
 - Conduct two inspections per week at District Offices.
 - Conduct high-level site inspections and address human resource issues, assess uniform requirements, and handle finance matters, including the recruitment and induction of new personnel.
 - Address all irregularities on-site and provide clear solutions to resolve issues.
 - The appointed inspector must have problem-solving skills and conflict resolution abilities to handle various situations effectively.
 - Elevate all unresolved incidents to the Provincial Control Room of the Service Provider for further action.
 - Dress in full branded corporate uniform (blazer with jersey or pull over, shirt, tie for men (dayshift), or chiffon scarf for women (dayshift), polished

shoes, and belt) when on-site, which must include the display of both the PSIRA and company identification cards.

- Be issued with an identifiable vehicle equipped with a two-way radio for communication.
- Provide a cell phone or cell phone allowance to ensure proper communication.
- PSIRA registration must be Grade A/B.

8.10 Gender posting is a strict requirement for posting of shifts, which must be balanced with male and female at Metro Offices, District Offices and Farmer Production Support Unit.

NB: The off-site supervisor is also subject to penalties included in the contract, e.g. uniform, identification cards, etc.

9. TIMETABLE FOR CONTRACT INCEPTION ACTIVITIES AND REPORTS PRIOR AND DURING THE CONTRACT

9.1 The appointed Service Provider is required to perform the actions identified in the table below within the timeframe specified:

ACTION	COMPLETED BY
Security registers with DOA Logo.	Immediately upon commencement of the contract.
Incident notification.	Immediately (upon discovery), report telephonically or via cell phone (WhatsApp is preferred). Electronic OB entry sent to security manager from the control room.
Incident summary report (template will be provided by the DOA).	Within 08 - 12 hours after the incident has been reported.
Preliminary investigation report.	Within 1-2 days after the incident summary report.
Comprehensive investigation report (investigation template will be provided).	Within 7 - 10 days after the preliminary investigation report.
Detailed site instructions per site are to be provided by the Service Provider.	Within the first 21 working days of the contract commencement.
In services training plan for security officers, including the training of an Emergency Controller/Departmental Manager/Representative.	Within the first 1 st month of the contract and the Service Provider's skills development matrix is to be provided.
Reaction units and contingency plans for emergency situations	Within 14 working days of the contract commencement. Bi-annual review.

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ACTION	COMPLETED BY
i.e., riots, strikes, crowd management plan, etc.	
The appointed Service Provider must conduct quarterly premises/site(s) risk evaluations. It is therefore imperative that the appointed Service Provider has suitable staff that is able to perform such an evaluation.	Within the 2 nd month of the contract and thereafter on a quarterly basis.
Site orientation (operational managers and supervisors).	Prior to the commencement of the contract.
Payment of statutory obligations	Monthly without exception
Competency testing interview and induction of potential guards by the appointed Service Provider.	Prior to commencement of contract and prior to posting during the duration of the contract.
Security equipment and other security-related stationary on site (including OB and registers).	Immediately upon commencement of the contract (current registers may be used at start-up, but the Departmental templates will be provided, and registers must be printed accordingly within 1 month).
Background checks.	Within 3 months from date of commencement of the contract. Security officers and managers with criminal records must be removed from the contract.
Procure and install guard patrol systems.	Within 1 month from the date of commencement of the contract, this includes registration of coordinators to receive notifications directly via email. Patrol failures should be clearly flagged as alarms.

NB: Penalties will be imposed for failure to adhere to any of the timeframes stipulated above. Refer to the penalty sheet.

10. REQUIREMENTS

10.1 The following minimum requirements for the Regional Security Manager and Regional Operational Manager must be met:

10.1.1 Valid PSIRA Registration: Grade A/B certificates;

10.1.2 Regional Security Manager qualifications: Grade 12 certificate, Valid PSIRA Grade A/B certificate and a minimum 3 years NQF 6 Security Management qualification. Experience: 5 to 10 years of relevant industry experience. Must demonstrate proficiency in report writing and possess computer literacy.

10.1.3 Regional Operational Manager: Provide detailed Curriculum Vitae (CVs), Grade 12 certificates and Valid Grade A/B PSIRA certificate, Experience: 3 to 5 years of relevant industry experience

10.2 The Service Provider(s) must demonstrate the capacity, capability, and availability of resources necessary to effectively deliver services in Region 2

10.3 Service Provider(s) must together with their bids submit reference letters for each completed project. These reference letters must:

- Be issued on the official letterhead of the client company
- Description of the project
- Clearly indicating project start and end date,
- Contract value and
- Be stamped with the client's stamp.
- Be signed and dated by an authorized representative of the client company and
- Client contact details email and office telephone number
- Clear statement confirming satisfactory performance of the service provider (e.g. "services were rendered satisfactorily / in accordance with contract requirements")

10.4 The Service Provider must submit a comprehensive 30-day Implementation Plan outlining service deliverables, associated with timeframes, and a detailed Project Plan specifying the tasks to be undertaken, including the proposed methodology.

10.5 Bidders must ensure compliance with their tax obligations.

Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the Department to view the bidder's (taxpayer's) profile and tax status.

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.

Bidders may also submit a printed TCS together with the bid.

Where no TCS is available, but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

Bids received from bidders with a non-compliant tax status may be disqualified in the event of failure to update their Tax Status and proving within 7 working days.

10.6 In cases where a Joint Ventures is formed, each party must submit separate proof of:

- Valid PSIRA certificate for company (certificate must be valid on or before the closing date of the bid) accredited and registered by the Private Security Industry Regulatory Authority;

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- Valid Letter of good standing of the company from Private Security Industry Regulatory Authority (PSIRA). The letter must have the expiry date, and must be signed and stamped by PSIRA
- Valid copies of PSIRA certificate(s) for all Directors/Owners registered as Grade A/B security officers.
- Compensation for Occupational Injuries and Diseases Act (COIDA) certificate, obtainable from the Department of Employment and Labour. The nature of the business must be indicated for security services/ guarding services/ guarding/ security
- A valid Private Security Sector Provident Fund Employer Status Confirmation Letter issued by (PSSPF)
- Valid Certificate of Registration issued by the National Bargaining Council for the Private Security Sector (NBCPSS).
- Valid Letter of Good Standing issued by the National Bargaining Council for the Private Security Sector (NBCPSS)
- The Joint Venture Partners must submit a joint venture agreement and indicate who the Lead Partner is for the purposes of evaluating PSIRA registration years.

11. MANDATORY REQUIREMENTS

NB: Failure to submit / comply with the following requirements with the proposal will automatically disqualify the bidder's proposal:

- 11.1** A valid PSIRA certificate for company (Service Provider) (certificate must be valid on or before the closing date of the bid) accredited and registered by the Private Security Industry Regulatory Authority;
- 11.2** Valid Letter of good standing of the company from Private Security Industry Regulatory Authority (PSIRA).
- 11.3** Valid copies of PSIRA certificate(s) for all Directors/Owners registered as Grade A/B security officers.
- 11.4** The bidder must submit a minimum of thirty (30) valid firearm (Handguns) licences issued in terms of the Firearms Control Act, 2000 (Act No. 60 of 2000). The licences must be valid and registered in the name of the bidding entity
- 11.5** A valid letter of good standing or proof of registration in terms of the Compensation for Occupational Injuries and Diseases Act. 1993 (Act No 130 of 1993 as amended), obtainable from the Department of Employment and Labour. The nature of the business must be indicated for security services/ guarding services/ guarding/ security.
- 11.6** A valid Private Security Sector Provident Fund Employer Status Confirmation Letter issued by the PSSPF. Letter must indicate compliant status
- 11.7** The Service Provider must submit proof of General Public liability or Public Liability or Security Public liability Insurance with a minimum cover value of R1 million. The Service Provider must submit documentary proof in the form of a Letter of Intent or quotation issued by a registered insurer, reflecting General Public liability or Public

Liability or Security Public liability Insurance of not less than R1 million for the duration of the contract (36 months) clearly indicating the period of 36 months. The Letter of Intent or quotation submitted must have been issued within thirty (30) calendar days prior to the bid closing date.

- 11.8 Valid Certificate of Registration issued by the National Bargaining Council for the Private Security Sector (NBCPSS).
- 11.9 Valid Letter of Good Standing issued by the National Bargaining Council for the Private Security Sector (NBCPSS)
- 11.10 Attendance of compulsory briefing meeting.
- 11.11 Bidders must submit proof of footprint in one of the provinces for Region 2

Footprint (proof of operation)

Bidder's will be required to demonstrate physical presence within Region 2 by providing one of the following:

- a valid municipal services account (water, sanitation, rates, and electricity) in the name of the bidder/s or active director/s not older than 6 months on the closing date of the bid; or
- a valid signed lease agreement from the lessor or
- a letter on the letterhead of the ward councillor/traditional authority/council that must be signed by delegated person, stamped, and dated and must not be older than 6 months on the closing date of the bid; or
- Title deed(s) indicating the name of the service provider or company name

NB: The Department reserves the right to verify the authenticity and validity of all documents submitted by the Service Provider. Should any document be found to be fraudulent, falsified, forged, misleading, or containing misrepresentation, the Service Provider will be automatically disqualified from the bidding process and may be reported to the relevant regulatory and law enforcement authorities for further action.

11.12 PRICING SCHEDULE

NB• Overhead expenses must be inclusive of profit, Regional Security Manager, Regional Security Operations Manager, inspectors, relievers, vehicles (including fuel, maintenance, insurance, licensing, tolls and other running costs), control room operations (including tracking software for patrols and all control room systems and equipment), system subscriptions and licences, detection equipment (handheld metal detectors), patrol monitoring systems, electronic occurrence book, handheld radios with spare batteries and airtime/data, base radio systems, and all security-related equipment. This includes torches with

chargers or spare batteries, batons, handcuffs, pocketbooks, pens, rulers, security registers, self-adhesive film for protecting registers, uniforms with replacement allowance, personal protective equipment, first aid kits, and consumables. Overheads must further include transport and logistics for emergency situations, training and skills development, and registration fees, statutory contribution (including COIDA and UIF administration), payroll and HR administration, insurance cover (including public liability, fidelity guarantee, vehicle and equipment insurance), equipment maintenance and replacement, ICT and communication support costs, as well as contingency provisions for unforeseen operational requirements such as emergency deployments or labour disruptions.

- 11.12.1 Fully completed PRICING SCHEDULES that must be in rand monetary value on the prescribed templates must be submitted, i.e. the SBD3.

NB: If bidders will not be charging for an item on the pricing schedule it should be completed as **R0.00** and not **dash (-)** or **n/a** or **inclusive**.

- 11.12.2 Hourly rates must comply with PSIRA regulations and NBCPSS minimum wage determinations.

- 11.12.3 Pricing not in line with direct cost will be deemed non-compliant and will be automatically disqualified from further evaluation.

NB: For emergency or any ad hoc security services, the approved bid rates will be applicable. The only adjustment will be for PSIRA/NBCPSS increase percentages applicable.

- 11.12.4 Night shift allowance must be in line with the main collective agreement of March 2023 – February 2027

- 11.12.5 Firearm allowance must be in line with the main collective agreement of March 2023 – February 2027

NB: The DOA will only consider the Department of Employment and Labour's annual gazetted PSIRA/NBCPSS increase adjustments for the duration of the contract.

12 EVALUATION CRITERIA

- (a) Evaluation for Mandatory Criteria
- (b) First Stage of Evaluation in terms of Functionality
- (c) Second Stage of Evaluation in terms of the 90/10 Preference Point System as prescribed in the Preferential Procurement Regulations 2022
- (d) Third stage of Evaluation in terms is a site inspection

12.1 FIRST STAGE EVALUATION ON FUNCTIONALITY

The evaluation of functionality will be conducted individually by members of the Bid Evaluation Committee, based on the functionality criteria and weighting set out in the table below:

The applicable values that will be utilized when scoring each criterion range from **1 being poor, 2 average, 3 being good, 4 very good, and 5 being excellent.**

EVALUATION CRITERIA	APPLICATION	WEIGHTS
Regional Security Manager	Regional Security manager must be in possession of a Grade 12 certificate, PSIRA Grade A/B registration, and a minimum 3 years NQF Level 6 Diploma in Security Management / Security Risk Management. The incumbent must have at least five (5 - 10) years' experience in security management within integrated security environments. Detailed CV must be attached with clear period of employment start and end date with at least 2 references The incumbent must demonstrate competencies in strategic security management, risk management, compliance monitoring, report writing, and presentation skills, as well as experience in overseeing security operations performance and service delivery. The Regional Security Manager must demonstrate competency in provide strategic direction, ensure compliance with PSIRA regulations, applicable legislation, and contractual obligations, and shall be responsible for reviewing regional security performance, risk trends, and service delivery outcomes. The incumbent shall also provide strategic security reports and recommendations to DoA security manager. ❖ PSIRA Grade A/B certificate without experience or 0 – 1 year experience as a security manager on total security management – Poor (1) ❖ PSIRA Grade A/B certificate with more than 1 years and up to 3 years' experience as a security manager on total security management - Average (2) ❖ PSIRA Grade A/B certificate with Grade 12 certificate and a minimum 3 year NQF level 6 Diploma in security management / security risk management and more than 3	20

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EVALUATION CRITERIA	APPLICATION	WEIGHTS
	years and less than 5 years' experience as a Security Manager on total security management - Good (3) ❖ PSIRA Grade A/B certificate with Grade 12 certificate and a minimum 3 year NQF level 6 Diploma in security management / security risk management with 5 – 10 years' experience as a Security Manager on total security management -Very good (4) ❖ PSIRA Grade A/B certificate with Grade 12 certificate and a minimum 3 years NQF level 6 Diploma in security management / security risk management and more than 10 years' experience as a Security Manager on total security management – Excellent (5)	
Security Operations Manager	Regional Security Operations Manager responsible for coordinating, monitoring, and ensuring consistent implementation of security operations across all sites within the region 1. Detailed CV must be attached with clear period of employment start and end date with at least 3 references. The incumbent must have a Grade 12 certificate, PSIRA Grade A/B registration. The incumbent must have at least minimum (3 - 5) years' experience in security operations management within guarding services environments. The incumbent must demonstrate competencies in operational coordination, security performance monitoring, report writing, incident management oversight, stakeholder communication, and basic HR and administrative support functions related to security operations. The Regional Security Operations Manager shall be responsible for ensuring consistent implementation of security operational standards, reviewing operational reports, monitoring service delivery performance, coordinating Area Managers, and ensuring compliance with site-level procedures and contractual obligations.	15

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE AND QUALIFIED SERVICE PROVIDER(S) TO RENDER SECURITY GUARDING SERVICES TO THE DEPARTMENT OF AGRICULTURE (DOA) AT REGION 2, WHICH COMPRISES THE FOLLOWING PROVINCES: NORTHERN CAPE, FREE STATE AND NORTHWEST, FOR A PERIOD OF THIRTY-SIX (36) MONTHS

EVALUATION CRITERIA	APPLICATION	WEIGHTS
	❖ PSIRA Grade A/B certificate with 0 - 1 year experience as a Security Operations Manager specifically managing guarding operations. – Poor (1) ❖ PSIRA Grade A/B certificate with more than 1 year to 2 years' experience as a Security Operations Manager, specifically managing guarding operations - Average (2) ❖ PSIRA Grade A/B certificate with Grade 12 certificate and more than 2 years but less than 3 years' experience as a Security Operational Manager on total security management operations - Good (3) ❖ PSIRA Grade A/B certificate with Grade 12 certificate with 3 to 5 years' experience as a Security Operations Manager specifically managing guarding operations – Very Good (4) ❖ PSIRA Grade A/B certificate with Grade 12 certificate and more than 5 years' experience as a Security Operations Manager, specifically managing guarding operations – Excellent (5)	
Company Experience, Capability, and Ability in Guarding Services. • Experience • Competency • Track record	Company experience, capability, and ability in guarding services. i. The bidder must have been registered with PSIRA for at least 6 years. ii. The bidder must have successfully completed 6 or more projects with a minimum of 12 months in guarding services in the last 6 years from the closing date of the tender. All successfully completed projects must add up to a minimum of 72 months. NB: The letters must address successfully completed project/s in the following sequence: ➤ Attach copy of reference letters, ➤ Description of the project, ➤ Clients name with letterhead, ➤ Clients contact (i.e., email and office contact number), ➤ Clearly indicating project start and end date, ➤ Contract value	45

EVALUATION CRITERIA	APPLICATION	WEIGHTS
	➤ Letters must be stamped with the client's stamp. ➤ Clear statement confirming satisfactory performance of the service provider (e.g. "services were rendered satisfactorily / in accordance with contract requirements") ❖ - Criteria requirements are not met. Poor (score 1) One of the above sub-criteria are not met i.e. (i) or (ii) ❖ Criteria requirements are inadequately met. Average (score 2) Both the above sub-criteria i.e. (i) and (ii) requirements, are met inadequately with a minimum of: ➤ 4 years' registration with PSIRA and ➤ less than 4 reference letters ❖ Requirements are partially met. Good (score 3) Both the above sub-criteria i.e. (i) and (ii), requirements are partially met with a minimum of: ➤ 5 years' registration with PSIRA and ➤ With less than 5 reference letters submitted ❖ Meet all criteria requirements. Very Good (score 4) Both the above sub-criteria i.e. (i) and (ii) requirements, are met with a minimum of: ➤ 6 years' registration with PSIRA and ➤ 6 reference letters submitted ❖ Exceeds both criteria requirements significantly. Excellent (score 5) Both the above sub-criteria i.e. (i) and (ii) requirements, are met with more than: ➤ 6 years' registration with PSIRA	

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE AND QUALIFIED SERVICE PROVIDER(S) TO RENDER SECURITY GUARDING SERVICES TO THE DEPARTMENT OF AGRICULTURE (DOA) AT REGION 2, WHICH COMPRISES THE FOLLOWING PROVINCES: NORTHERN CAPE, FREE STATE AND NORTHWEST, FOR A PERIOD OF THIRTY-SIX (36) MONTHS

EVALUATION CRITERIA	APPLICATION	WEIGHTS
	and ➤ More than 6 reference letters submitted.	
METHODOLOGY	Proposed approach and methodology i. The bidders must attach a detailed Preliminary Program/Project Plan reflecting the proposed sequence and timeframe within 30 days, outlining the following items: ➤ Bidders are required to submit a detailed implementation methodology clearly demonstrating how the security services will be established and delivered upon commencement of the contract. ➤ The implementation plan must cover, at minimum, the following: ➤ Contract mobilisation and takeover process. ➤ Recruitment, vetting, and deployment of security personnel and management structure. ➤ Site risk assessments and determination of site-specific security requirements ➤ Establishment of post structures, shift systems, and manpower deployment plan ➤ Procurement and issuance of uniforms, equipment, and operational tools ➤ Establishment and activation of control room operations in the relevant provinces ➤ Installation and/or activation of communication systems, tracking systems, and reporting systems ➤ Development and implementation of site-specific post orders and operational procedures ➤ Access control, key management, and visitor management systems implementation ➤ Training and induction of all deployed personnel on site procedures and SOPs ➤ Communication structure and escalation procedures across all management levels ➤ Quality assurance, inspection, and	20

EVALUATION CRITERIA	APPLICATION	WEIGHTS
	compliance monitoring framework ➤ Incident reporting, response procedures, and escalation matrix ➤ Client liaison and reporting arrangements during the implementation phase ➤ The implementation plan must clearly demonstrate a structured 30-day rollout plan from contract commencement to full operational readiness. ii. Contingency Plan The Service Provider shall implement a comprehensive contingency plan to ensure uninterrupted security service delivery in the event of operational disruptions. The plan shall include standby personnel arrangements to address absenteeism and emergency replacement of security officers within prescribed response times. In the event of security incidents, emergencies, or escalations, the Service Provider shall activate a defined escalation matrix to ensure immediate response and appropriate reporting to management and relevant stakeholders. The contingency plan shall further include backup procedures for equipment failure, communication breakdowns, control room or system failures, and transport disruptions. In such cases, manual reporting systems and alternative communication channels shall be utilised to ensure continuity of operations. The Service Provider shall also maintain arrangements for reinforcement of personnel during high-risk situations and unforeseen operational demands, including access to standby resources and cross-deployment of personnel where required. All contingency measures shall be supported by a structured escalation process and continuous monitoring to ensure uninterrupted and effective service delivery at all times.	

EVALUATION CRITERIA	APPLICATION	WEIGHTS
	❖ Methodology poorly addresses the various activities as per the scope of work in the ToR and the proposed plan and one of the above sub-criteria are not met i.e. (i) or (ii) Score 1 – Poor Response ❖ Methodology partially addresses the various activities as per the scope of work in the ToR and the proposed plan addresses less than 7 of the above sub-criteria i.e. (i) are not met - Average (2) ❖ Methodology addresses the scope of work in the ToR and the proposed plan addresses less than 12 of the above sub-criteria i.e. (i) are not met - Good (3) ❖ Methodology addresses the scope of work in the ToR and the proposed plan addresses both the above sub-criteria i.e. (i) and (ii) - Very Good (4) ❖ Methodology addresses the various activities as per the scope of work in the ToR and the proposed plan and addresses both the above sub-criteria i.e. (i) and (ii) indicating clear deliverables, milestones and management of the plan - Excellent (5)	
TOTAL POINTS ON FUNCTIONALITY		100

NB: A bidder that scores less than 70 points out of 100 in respect of functionality will be regarded as submitting a non-responsive proposal and will be disqualified. This means that such bids will not be evaluated during the second stage.

12.2 SECOND STAGE-EVALUATION IN TERMS OF 90/10 PREFERENCE POINTS SYSTEM

Only bids that achieve the minimum qualifying score for second stage evaluation will be evaluated further in accordance with the **90/10** preference points system.

12.3 Calculation of points for price

The PPPFA prescribes that the lowest acceptable bid will score **90** points for price. Service Providers that quoted higher prices will score lower points for price on a pro-rata basis.

The points scored for price must be added to the points scored for specific goals to obtain the bidder's total points scored out of 100.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (90/10 system) (To be completed by
I. A person historically disadvantaged by unfair discrimination on the basis of race: provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation- a) Before 27 April 1994 b) On or before 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to the date.	4		
II. Who is female	2		
III. Who has a disability	1		
IV. Specific goal: Who is youth	1		
V. Specific goal: Locality Promotion of enterprises located in Northern Cape, Free State and Northwest (Region 2)	2		

The points scored for price must be added to the points scored for specific goals to obtain the bidder's total points scored out of 100.

13. SITE INSPECTION:

NB: The top five ranked service providers' functional and operational control rooms will be subjected to a compulsory site inspection to determine compliance with the below table: Provided that if all top five ranked service providers' functional and operational control room fail the site inspection, the next in line qualifying service providers will be considered for site inspection. Pictures will be taken as a form of

Portfolio of Evidence (POE), and by submitting a bid a bidder agrees to the taking of such pictures.

Failure to comply with any of the below requirements will result to an automatic disqualification.

APPLICATION	APPLICATION PRESENT ON SITE	YES	NO	COMMENT
Fully equipped Control Room	Communication Systems: Control room with communication systems, base radio, landline and/or cell phone, valid ICASA radio license, vehicle tracking system, internet access, electronic OB on computer in control room the OB must be able to generate and send SMS and email for notification purposes and guard patrolling tracking system:			
	Designated/Appointed control room operator(s) and/or radio operator(s) with duty roster			
	Landline/cell phone			
	Printers and copiers			
	Vehicle tracking system must be installed in the computer/laptop for real time monitoring of vehicles in the control room.			
	Patrolling tracking system must be installed in the computer/laptop for real time monitoring patrolling security Officers in the control room.			
	Patrolling clocking systems installed in computer in control room able to produce patrolling reports.			
	Electronic OB in the control room. The electronic OB must be installed in the computer/laptop and must be able to send both SMS and email notification to the client immediately when an incident is captured.			
	Internet access			
	Base radio/PTT			
	Valid Radio licence (ICASA)			
	Designated/Appointed control room operator(s) and/or radio operator(s) with duty roster			
	Communication plan with stakeholders (i.e. emergency services)			
	A signed and approved Standard Operating Procedure (SOP) titled "Incident Reporting and Escalation Procedure"			
	UPS/ back-up generator			

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	CCTV cameras monitoring control room both inside and the entrance/exit.			
	Control room visit register			
Support staff	Administrative Personnel			
	i. Designated appointed Finance staff with relevant management of information financial documents electronic manual filing system in place and a system with capabilities to easily extract financial records in place			
	ii. HRM personnel with all required documentation electronic and manual filing system in place and a system with capabilities to easily extract personnel records in place			
	iii. Employee personnel files must be available for inspection and, at a minimum, contain the employment contract, certified copy of ID, CV, valid PSIRA registration, uniform issue form, leave records, payslips, duty rosters. The Department reserves the right to select employee files at random for verification.			
Uniform	Full company uniform categories (combat and corporate) physically available for inspection;			
	i. Corporate with company logo (i.e. female and male)			
	ii. Combat with company logo (i.e. female and male)			
	NB: Basic uniform includes:			
	• Shirt			
	• Tie and chiffon scarf			
	• Blazer			
	• Pull over			
	• Jersey			
	• Winter coat			
	• Pants and skirts			
	• Shoes			
	• Boots			
	• Raincoats			
	• Belts			

	• Socks and stockings • Hats/beany • Bullet proof			
Firearms (Handguns)	Firearms Act 60 of 2000 compliance The service provider must have a secure strong room constructed of a solid steel door and equipped with dual locking systems (key and combination or electronic), with a minimum of ten (30) firearms (available for inspection purposes, all with valid licenses). The service provider must also provide an up-to-date Firearm Control Issue Register, Ammunition Register, and Permit Book i) Firearm Registers (Issue/Return, Ammunition and Permit Registers) ii) Minimum of 30 firearms with valid licenses iii) Secure strong room constructed of solid steel door and equipped with dual locking systems (key and combination or electronic)			
Fleet	• Minimum of 5 roadworthy branded (not magnet stickers) vehicles • With valid license discs			

14 TERMS AND CONDITIONS

14.1 An in-service training plan must be developed by the appointed Service Provider, and all security officers must undergo awareness (training) as per training plan provided.

14.2 Uniform Issuing and Maintenance

a) Annual Uniform Issuing Schedule:

- Uniforms must be reissued every 12 months without exception.

b) Initial Issuing Period:

- After recruitment, the Service Provider will have a grace period of 30 days to ensure all security officers receive a full set of uniforms.
- During the first 14 days, a minimum of one full set must be issued to each officer to ensure operational readiness while the full allocation is prepared.

c) Compulsory Uniform Items (No Exceptions): Corporate Uniform (Office-Based Officers):

- 1 Pair of Formal Shoes (polished, office-appropriate).
- 1 Formal Blazer.
- 1 Pullover (for colder seasons).
- 1 Jersey
- 3 Pairs of Trousers/Skirts (season-appropriate).
- 3 Shirts/Blouses (long-sleeve for winter, short-sleeve for summer).
- 1 Windbreaker (water-resistant, for cold and rainy conditions).
- 1 Belt (durable, security-grade).
- 4 Pairs of Socks (comfortable and durable).
- 1 PSIRA and Company Identification Card with a Lanyard and Card Holder (must be worn at all times).

d) Combat Uniform (Farm/FPSU/Outdoor Officers):

- 1 Pair of Safety Boots (rugged, slip-resistant).
- 3 Combat Trousers.
- 2 Combat Shirts (long/short sleeves according to season).
- 2 Jerseys
- 1 Windbreaker (water-resistant).
- 1 Bulletproof Vest per person (where required, properly fitted).
- 1 Belt (tactical, suitable for outdoor patrols).
- 4 Pairs of Socks.
- 1 PSIRA and Company Identification Card with a Lanyard and Card Holder.

e) Special Provision:

- Special uniform arrangements to be provided with a suitable maternity uniform that maintains professionalism and comfort.

f) Wear and Tear Replacement:

- Immediate replacement of any uniform item showing excessive wear and tear. No delays will be tolerated.

g) Compliance Monitoring:

- Regular audits will be conducted to ensure all security officers are adequately equipped with the required uniform.

14.3 The appointed Service Provider must ensure that all security officers who meet the recruitment criteria undergo a comprehensive site induction before assuming their duties. This induction must be a joint effort between the

- Service Provider and the Department to ensure alignment on roles, responsibilities, and site-specific protocols.
- 14.4 The appointed Service Provider must manage all incidents that may require the intervention of other law enforcement agencies until the arrival of the proper authorities.
- 14.5 These ToR will serve as the point of departure for the minimum standards of service delivery expected in terms of providing a security service at the DOA. No deviations will be tolerated, and the terms thereof are not negotiable.
- 14.6 If it is found during the evaluation process and/or after the bid/contract has been awarded that any false information has been provided, the DOA reserves the right to take the necessary action as deemed fit and allowed by the law, including but not limited to the institution of criminal procedures and/or disqualification from the bid, as well as restricting the bidder from bidding in the future.
- 14.7 The appointed Service Provider shall not erect or display any sign, printed matter, painting, name plates, advertisement, and article or object of any nature whatsoever, in, or against the State premises/site(s) on the site of the contract or on the periphery without written consent from Departmental Security Services. The appointed Service Provider shall not publicly display at the site any article or object which might be regarded as objectionable or inconsiderable.
- 14.8 Any sign, printed matter, painting, nameplate, advertisement, article or object, displayed without written consent, from Departmental Security Services or which is regarded as objectionable or undesirable, will immediately be removed. The appointed Service Provider will be held responsible for the costs of such removal.
- 14.9 In addition to providing the DOA with relevant documents and miscellaneous security aids the appointed Service Provider will safely store personal files at their provincial headquarters, which must be readily available for inspection and perusal upon reasonable demand from authorised security personnel of the DOA. These files should contain *inter alia*, scholastic, registration, training and medical certificates, disciplinary records, security clearances etc.
- 14.10 The Service Provider must ensure that all security officials are provided with complete and proper uniforms tailored to the relevant seasons. Uniforms must:

14.10.1 General Requirements:

- a) Be neat, matching, and appropriate for the assigned environment such as combat for industrial and corporate for office no combat will be allowed in office environment
- b) Uniform must be replenished immediately after 12 months or when damaged.
- c) Provide PSIRA identification cards and company identification cards, visibly displayed at all times with a lanyard and cardholder, within 2 months of inception of the contract.

Corporate Uniform (Office-Based Officers):

- d) Formal attire suitable for office environments.
 - e) Formal shoes that are polished and appropriate for indoor settings.
- Combat Uniform (Farm/Outdoor Officers)
- f) Durable combat uniform designed for outdoor security functions.
 - g) Safety boots with slip-resistant soles, suitable for rugged terrain and outdoor patrols.

14.11 The DOA may move an office to other sites or acquire new office space within the timeframe of this bid in which case the DOA will give timeous notice to the Service Provider in this regard.

14.12 The DOA also reserves the right to increase and/or decrease equipment' and/or the number/quantity of Security Officer(s) and/or transfer/move the service required in the relevant area.

14.13 A Service Provider must demonstrate the availability of resources i.e. management team, physical resources, offices and control room capacity in one province of Region 2.

15 CONDUCT OF SECURITY OFFICERS

15.1 Security officers are strictly prohibited from reading or handling any documents or records in offices unless explicitly authorised.

15.2 Security officers must sign a declaration of secrecy before being posted at any DOA site.

15.3 Security officers may carry cell phones for emergency purposes but using them while on duty is prohibited. Earphones or headphones are not allowed during working hours.

15.4 Security officers are not permitted to eat, smoke, or chew gum at their posts. Meal breaks must be taken in designated areas.

15.5 Security officers and Service Providers are forbidden from disclosing any information concerning DOA activities to the public or news media.

- 15.6 Security officers must maintain a professional manner, always ensuring customer focus and courteous conduct.
- 15.7 Security officers are prohibited from receiving or signing for any deliveries. Proper arrangements must be made with the Departmental representative for deliveries during or after office hours.
- 15.8 Sleeping, loafing, or engaging in any form of idle behaviour while on duty is strictly prohibited.
- 15.9 Security officers must not abandon their posts without proper relief or authorization.

16 EQUIPMENT

- 16.1 In conjunction with the security facilities, systems, and equipment provided by the DOA, the appointed Service Providers will be required to supply, maintain, and operate the following security aids at their own cost (all security officers must be trained on the relevant equipment):
- 16.2 **Detection equipment:** Handheld metal detector(s) and charging equipment shall be provided for operational use at all access control points to ensure that all personnel and visitors are screened to prevent dangerous objects being brought onto the premises of the DoA. Handheld metal detectors must be available and functioning at all times.
- 16.3 **Reliable communication system:** Base radio and handheld radios must be supplied and be compatible with the base radio installed at all sites. All units are to be supplied with two (2) batteries and suitable chargers. Licensing is the responsibility of the appointed Service Provider. Cell phones may never be used as a replacement for base or handheld radios unless authorised by DOA in certain circumstances, e.g., breakdown of transmitter/radio and awaiting installation of new radio, etc.
- 16.4 **Flashlights and pouch/ring:** Two LED flashlights per post, with a minimum of 10,000 lumens for office based and minimum of 180 000 lumens for farms/FPSUs, with no exception.
- 16.5 Spare batteries for flashlights or a charger, depending on the type of flashlight issued (rechargeable flashlights will be preferred).
- 16.6 Baton and baton ring.
- 16.7 Handcuffs with pouch, key and spare key.
- 16.8 Pocketbook and replacement available within 1 shift.
- 16.9 OB (and always have a new book on standby).
- 16.10 16.10 Black and red pens and 30cm Ruler.

17 PROTECTION OF DEPARTMENTAL ASSETS

The appointed Service Provider must ensure compliance with the following:

- 17.1 No state property and/or information may be removed from a DOA site without proper authorization documents issued and signed by a person designated by DOA management on the premises for this purpose. Specifics regarding approval documents will be provided during the induction of security officers.
- 17.2 No state vehicle may be removed from a DOA site without a completed and approved trip authorisation issued by a person authorized by the DOA. An approved original trip authorisation must be requested from the authorised driver.
- 17.3 All vehicles must be subjected to physical searches and inspections when departing and returning to the site. Any damages noticed must be immediately reported to the relevant DOA manager

NB: No employee of the appointed Service Provider is allowed to utilise any state vehicle or vehicle hired by the state for any reason whatsoever. Failure to comply with this requirement will result in penalties to be issued.

- 18. All DOA offices are declared gun-free zones except FPSU projects. The owner of the firearm(s) must be referred to the nearest South African Police Service (SAPS) station for safe storage.

- 18.1 All prohibited items must be recorded in a register.

19 GUARDING SERVICES AT OTHER PROPERTY (ADDITIONAL SERVICES) AS AND WHEN REQUIRED

- 19.1 The DOA may require the following additional guarding service to be provided by the appointed Service Provider:
 - a) Access control at the property in terms of the Control of Access to Public Premises and Vehicle Act, 53 of 1985 and all strategic sites, which will be determined by the DOA;
 - b) Identification of all risks on the property and reporting of such to the project manager, who will be appointed for the event by the DOA;
 - c) Conducting of patrols on the property;
 - d) Prepare a site instruction plan for the deployment;
 - e) Provide a vehicle, quad bike, dogs, armed security guard(s) or other equipment/resources as per the need arises;
 - f) Radio communication to the property or cell phone communication;

- g) Provide a temporary guardhouse (s) or toilets onsite where necessary. May include the provision of water and/or electricity/generator;
- h) Farm/property needs to be inspected at least once a week by an operational manager of the appointed Service Provider.

20 SECURITY REGISTERS

20.1 The appointed Service Provider will be responsible for providing all security registers books with no exemption, with their company logo and Department logo (DOA), required for the duration of the contract. These include but not limited to:

- a) Occurrence Books;
- b) Visitors Register;
- c) After-hours Register;
- d) Daily Key Register;
- e) Official Assets Incoming and Outgoing Register;
- f) Private Assets Incoming and Outgoing Register;
- g) Government Vehicles Register;
- h) Private vehicles register;
- i) Officials' Temporary Access Registers;
- j) Prohibited Items Register;
- k) Information Register;
- l) Contractors register;
- m) Firearm register and
- n) Incident register

NB: The above registers must be proper books, not lose or stapled pages

20.2 The registers must be designed in conjunction with DOA staff and be approved by the Director: VSSI prior to the commencement of any security services at any office. The appointed Service Provider MUST supply stationery to the security officers. The DOA will provide a template of the required registers where applicable.

20.3 The appointed Service Provider must ensure the proper completion of all relevant access control registers at all relevant points specified by the DOA and will be obliged to comply with all relevant specifications of the DOA pertinent to access control of persons and vehicles.

21 ACCESS CONTROL

21.1 The Service Provider must be responsible for the safeguarding of personnel, assets (both movable and immovable), property, and information, through the implementation of access control measures in strict compliance with the

provisions of the Control of Access to Public Premises and Vehicles Act, No. 53 of 1985.

- 21.2 The appointed Service Provider must be responsible *inter alia* for the following duties:
- 21.3 Guarding services;
- 21.4 Access control;
- 21.5 Security escorts;
- 21.6 Conduct physical indoor and outdoor security patrols on an hourly basis to ensure the prevention of unauthorized entry, trespass, intrusion, and acts of vandalism etc;
- 21.7 Prevent abuse of facilities and assets at the DOA premises by employees (including visitors);
- 21.8 Implement crowd management procedures as and when the need arises. A crowd management plan must be provided by the appointed Service Provider together with the site instructions;
- 21.9 Provide effective security during periods of unrest, striking, disaster, or any incidents of similar nature;
- 21.10 Keep track and ensure that all visitor registers/cards/slips are accounted for at the end of each shift. Should there be any visitor cards/slips that are not returned at the end of each working day, the appointed Service Providers' security supervisor shall provide a written report indicating the reasons for the visitor's card/slip not being accounted for.
- 21.11 Access control shall be applied, but not limited to the following point(s) at all sites:
- 21.12 All pedestrian and vehicle entrances, including the reception and/or foyer areas at all sites where the public and employees enter; and
- 21.13 Inside and outside patrols of the DOA premises, including perimeter walls or fences.
- 21.14 Where the Department has the following systems and equipment installed, it must be manned by the appointed Service Provider's personnel who must ensure that the security officials are competent in such systems and equipment:
- 21.14.1 Main, vehicle and pedestrian entrances, whether equipped or not with electronic security systems, such as monitors, boom, access control

- point/biometric walk-through, and handheld metal detectors and x-ray machines, etc;
- 21.14.2 Access control to premises/offices - once inside the reception area, access control shall be conducted by means of card/biometric readers and/or other access control measures where applicable;
- 21.14.3 Intruder alarm system - where applicable; and
- 21.14.4 Fire Detection and Control Systems, where applicable.

22 PRELIMINARY INVESTIGATIONS AND INCIDENT REPORTING

All security-related and occupational, and health incidents must be reported, and the following investigation reports submitted:

- a. Immediate notification of the incident must be communicated to the relevant security manager via cell phone, and the electronic OB of the incident.
- b. The off-site supervisor/ security manager must attend all security-related incidents/breaches;
- c. A written incident summary report summarising the event must be submitted within 8 - 12 hours after the incident. A register capable of producing duplicate reports must be designed for this purpose;
- d. A preliminary investigation report must thereafter be submitted within 1-2 days (investigation report template will be discussed with the appointed Service Provider);
- e. A comprehensive investigation report must thereafter be submitted within 7-10 days. This report must be compliant with the rules of evidence as laid out in the Criminal Procedure Act, 51 of 1977.
- f. The appointed Service Provider is responsible for reporting criminal cases to SAPS on behalf of DOA.

23 ELECTRONIC GUARD TRACKING SYSTEMS

- 23.1 Electronic systems with remote monitoring capabilities to monitor guard patrols must be installed at all sites at the cost of the appointed Service Provider, and this will be removed by the appointed Service Provider upon expiration of the bid. Software, training, and registration on these systems must also be provided at no cost to the DOA. The installed guard patrols systems must provide daily patrol reports and submit these electronically to the DOA. Detailed reports must be provided on a daily basis. The DOA will

allow 10% deviation on patrol reports, taking into consideration the following issues only:

- a. Incomplete contact (security officer does not make successful contact with a point along the specified route).
- b. Load shedding or power failure for any reason, e.g., maintenance, disaster, etc.
- c. Patrol system repairs or maintenance (device malfunction must be reported immediately).
- d. Specific issues discussed with specific offices, and where formal acceptance has been authorized.

24 PROVINCIAL CONTROL ROOMS

- 24.1 The appointed Service Provider's control room must be fully operational for the duration of the contract. The control room must meet the relevant legislative compliance requirements and be able to communicate to sites.
- 24.2 The appointed Service Provider must implement high-level technology for radio communication/base radio or provide an assigned/dedicated device for communication to all sites.
- 24.3 The appointed Service Provider must appoint capable/experienced operational staff who will be able to manage and coordinate in his/her area of responsibility. Reliable transport, inclusive of fuel, must always be available.
- 24.4 The control room must be equipped with the following resources, but not limited to:
 - Communications: Computer with internet access, e-mails, cell phones, base radios, printer and scanner;
 - Other resources such as admin, finance personnel;
 - Card printing facilities for printing of name cards for security officers; and
 - Uniforms and equipment must be available at all times at regional Offices/Control Rooms.
- 24.5 The appointed Service Provider must implement an electronic OB/incident management system at all provinces of the region, and all Departmental security manager representatives must be registered to receive immediate

electronic alerts of all incidents via the electronic OB/incident management system.

25 LABOUR UNREST INCIDENTS

- 25.1 The appointed Service Provider shall prepare a labour unrest plan prior to the contract starting, with clear details of actions to be taken, time frames, total security officers, procedures regarding striking employees, etc.
- 25.2 The appointed Service Provider must implement the labour unrest plan to ensure the continuation of the security services during all labour unrest incidents, civilian disorder, a local or national disaster, or any other cause.
- 25.3 In the event of strike action/unrest being embarked upon by the security officers of the appointed Service Provider, the appointed Service Provider will immediately advise the DOA of the strike action.
- 25.4 In the event whereby the private security industry is embarking on a strike, the security officers of the appointed Service Provider will not be allowed onto the sites of the DOA for any purpose other than the rendering of security services in terms of the contract.
- 25.5 The appointed Service Provider will be responsible for the removal of any of its employees from the sites of the DOA and the costs thereof, if they are on the DOA'S sites without the DOA'S authorisation/permission.
- 25.6 The appointed Service Provider shall immediately replace any striking security officers with suitably qualified security officials so that the operations of the DOA are not disrupted in any way.
- 25.7 Any additional costs that arise as a result of the aforementioned replacement labour will be for the account of the appointed Service Provider.
- 25.8 It is a condition that failure to comply with this provision will constitute a material breach, and the DOA will be entitled to terminate the contract with immediate effect.
- 25.9 In the event that DOA incurs **losses or damages** as a result of strike action, unrest, or non-performance by the Service Provider's personnel, the Service Provider will be **fully liable for all such losses or damages**, including any consequential costs or reputational damage

26 LIABILITY

- 26.1 The appointed Service Provider will be liable for all damages or losses suffered by the DOA as a result of the appointed Service Provider's own or his/her security officers' negligence or intent, in the execution of duties during the contract.

26.2 The DOA will not be liable for any loss or damage of whatsoever nature suffered by the appointed Service Provider and/or the Service Provider's security officers or contractors, in the execution of this contract.

26.3 The DOA and its employees are indemnified and held unaccountable by the appointed Service Provider against all losses or damages of whatsoever arising.

27 BREACHES AND PENALTIES

27.1 Subject to the DOA's right to exercise any of its remedies it has in terms of the contract, the DOA will have the right to impose the penalties in the instances set out below:

ITEM	PENALTY
Damage and or loss to Departmental property or assets, either by criminal elements, whether wilfully, omission or by negligence.	Actual cost of loss suffered. This claim must be accompanied by a Departmental legal opinion.
Failure to report to DOA of any security incident/breach.	Full shift payment (hourly rate x 12) per day .
Failure to submit the incident report within 8-12 hours.	
Failure to submit the preliminary investigation report within 1-2 days.	
Failure to submit a comprehensive investigation report within 7-10 days.	
Incomplete or incorrect uniform or part thereof.	R1,000.00 per security official.
Use of an official state vehicle for any reason whatsoever.	R10,000.00
Absence of or incorrect pocketbook.	R200.00 per security official.
Absence of/or defective Identity card and PSIRA card (writing illegible or card broken).	
Absence of/or defective Base radio (including problems related to aerials, any communication system).	R 2,000.00 per shift, per site.
Absence of/or defective or incorrect flashlight.	R 2,000.00 per shift, per flashlight
Absence of/or defective hand radio (including depleted/defective batteries).	R 1000.00 per shift.
Security register (absence of/or incorrectly register)	R1000.00 per register, per shift
Security officer not neat and presentable,	Full shift payment (hourly rate x 12).
Non-posting of security officers.	
Desertion of post.	
Misrepresentation of information.	
Misconduct (any offence contained in the	

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE AND QUALIFIED SERVICE PROVIDER(S) TO RENDER SECURITY GUARDING SERVICES TO THE DEPARTMENT OF AGRICULTURE (DOA) AT REGION 2, WHICH COMPRISES THE FOLLOWING PROVINCES: NORTHERN CAPE, FREE STATE AND NORTHWEST, FOR A PERIOD OF THIRTY-SIX (36) MONTHS

ITEM	PENALTY
Service Providers or PSIRA Code of Conduct).	
Sleeping on duty.	
Failure to conduct any of the required 1 st level and/or 2 nd level inspections (1 penalty per inspection not conducted).	
Deployment of security officers without prior induction and screening by the Department.	
Posted officers who are not inducted by the Service Provider.	
Defective equipment.	
Absence of required equipment.	
Officers working long hours without a relief, i.e., 14 hours or more.	
Dereliction of duty.	
Making use of a cell phone whilst on duty.	
Security officers found reading a newspaper or other non-work-related documents on duty.	
Long artificial nails	
Artificial hair colours	
Eating on duty (at post).	
Posted officers who do not hold the correct PSIRA grade for their assigned duties or whose PSIRA has expired.	Full shift payment (hourly rate x 12).
An off-site supervisor committing any of the above-mentioned penalties.	R1,000.00 per penalty.
Failure to implement the patrol system within the specified timeframe of 30 days	R2 500.00 per week.
Continuously failing to pay statutory contributions/deductions in terms of the NBCPSS collective agreement within the specified timeframe as agreed	Termination: 3 months' notice
Failure to backpay the statutory increase within the specified timeframe as agreed	R5000.00 per month
Failure to provide guard houses with in the specific time frame of 60 days	R40 000 per month

- 27.2 Security officers must render the security guarding services as required by the DOA. Should it at any time during the term of this contract be determined that security personnel of a lower grade or with inadequate training or no training or not inducted at all were provided, all overpayments made to the appointed Service Provider must forthwith be recovered from the time the lower grade or untrained security personnel was/were deployed. It is a

condition that this will be regarded as a material breach of the contract, which could lead to the termination of the contract.

28 TERMINATION CLAUSE

28.1 Conditions for Contract Termination

The Department reserves the right to terminate this contract, either with immediate effect or upon reasonable written notice, under any of the following circumstances:

28.1.1 Material Breach of Contract

The following will constitute material breaches:

- repeated failure to meet the service level requirements (e.g., 3 or more instances of non-compliance in any calendar month);
- deployment of security personnel who are unqualified, unscreened, or not registered with the appropriate regulatory authority;
- failure to report incidents or security breaches timeously;
- acts of Gross misconduct and negligence by guards or supervisory personnel and
- any other breach indicated as a material breach in these ToRs.

28.2 Non-compliance with applicable legislative and regulatory obligations, including but not limited to the provisions of PSIRA, Labour Laws, NBCPSS, PSSPF, and Affinity. This includes:

- Underpayment of security officers;
- Failure to deduct or remit statutory contributions in accordance with the NBCPSS collective agreement;
- Continued non-compliance after two formal written requests and failure to implement corrective action plans.

28.3 Non-Performance

- Failure to provide agreed guarding services consistently and reliably.
- Inadequate supervision or management oversight.
- Persistent poor service delivery despite written warnings.

28.4 Fraud or Misrepresentation

- Submission of fraudulent reports, attendance registers, invoices, or qualification documents.
- Misrepresentation of the Service Provider's capacity, capabilities, or qualifications.

28.5 Financial Instability

- Liquidation, insolvency, or business rescue proceedings against the Service Provider.
- Failure to pay security personnel timeously for three or more consecutive months.

28.6 Breach of Confidentiality

- Any unauthorised disclosure of the Department's confidential or sensitive information shall constitute grounds for immediate termination.

28.7 Mutual Agreement

- The contract may be terminated at any time by mutual written agreement between the Department and the Service Provider.

28.8 Notice Period

- Either party may terminate the contract by providing ninety (90) days' written notice, unless otherwise specified herein. If the contract is terminated in terms of this paragraph, no reasons have to be provided for the termination.
- In cases of serious breaches as defined under clauses 27.1 through 27.7, termination may be effected immediately and without any obligation for compensation to the Service Provider.

28.9 Exit Plan and Transition Arrangements

To ensure continuity and avoid security gaps, the outgoing Service Provider must:

- Submit a formal exit plan at least 30 days before the contract end date, outlining the process for a smooth handover to the incoming service provider.
- Cooperate Fully with the Department and Incoming Service Provider
- Return all departmental security assets, equipment, keys, access cards, and documents in good condition, with a signed inventory reconciliation
- Submit a final report detailing services rendered, challenges encountered, and recommendations for future security operations
- Remain accountable for any damages, losses, or liabilities that occurred during the contract period, even after handover

28.10 Handover Reports

- Submit final deployment schedule, incident logs, and reports.
- Provide a full inventory of equipment on site (if provided by client).

28.11 Final De-briefing

- Conduct an exit meeting with the client for briefing and evaluation.
- Return all client-owned assets (keys, radios, access cards, etc.).

28.12 Guard Withdrawal

- Ensure orderly withdrawal of all deployed personnel from all sites.
- Replacement must not disrupt site security or operations.

28.13 Support Transition

- Cooperate fully with the incoming Service Provider during the transition phase (minimum 5 working days overlap if necessary).

29 ENQUIRIES

Below is the contact detail for all bid related enquiries. Electronic communication will be preferred:

QUERY	NAME	CONTACT DETAILS
Bid related	BJ COETZER	012 312 8375

30 DELIVERY ADDRESS

DEPARTMENT OF AGRICULTURE
20 Steve Biko Road
Arcadia
Pretoria
0001

NB: BID MUST BE SUBMITTED AT NATIONAL OFFICE ON OR BEFORE THE CLOSING DATE AND TIME PLEASE NOTE THAT NO BID WILL BE ACCEPTED FROM PROVINCIAL OFFICES.

31 PUBLICATION / ADVERT APPROVAL

- a. National Treasury E-Portal;
- b. DOA website;
- c. Minimum 21 working days; and
- d. Compulsory briefing session.

5/2/2/1(005) 2026/2027

THE APPOINTMENT OF A SUITABLE AND QUALIFIED SERVICE PROVIDER(S) TO RENDER SECURITY GUARDING SERVICES TO THE DEPARTMENT OF AGRICULTURE (DOA) AT REGION 2, WHICH COMPRISES THE FOLLOWING PROVINCES: NORTHERN CAPE, FREE STATE AND NORTHWEST, FOR A PERIOD OF THIRTY-SIX (36) MONTHS

CLOSING DATE: 17 SEPTEMBER 2026 @ 11:00

NB: THERE WILL BE A COMPULSORY BRIEFING SESSION AS FOLLOWS:

DATE : 01 SEPTEMBER 2026

**VENUE : THABA NCHU NARYSEC COLLEGE
PLOT NO. 42 BULFONTEIN 1
THABA NCHU
9780**

TIME : 11:00

**BID RELATED ENQUIRIES : Mr B Coetzer
TEL : (012) 312 8375
EMAIL : BenC@Nda.gov.za**

**NB : The applicable preference point system for this bid is the 90/10 preference point system.
(all applicable taxes included)**

**NB: BID CLOSING ADDRESS:
DEPARTMENT OF AGRICULTURE, 20 STEVE BIKO ROAD ARCADIA PRETORIA,
0001**

FINANCIAL PROPOSAL PART 2 OF 2

GUARDS REQUIRED PER OFFICE BUILDING: REGION 2: FREE STATE, NORTHERN CAPE AND NROTH WEST						SBD3			
UNARMED AND ARMED GUARDS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES - REGION 1: LIMPOPO, MPUMALANGA, GAUTENG									
N.B OVERHEADS MUST BE INCLUSIVE OF THE FOLLOWING BUT NOT LIMITED TO: PROFIT, FUEL, VEHICLES SERVICES AND MAINTENANCE, SECURITY EQUIPMENT, CONTROL ROOM OPERATIONS, SALARY OF INSPECTORS AND MANAGERS, TOLLGATES, STATIONARY AND OFFICE ACCOMODATION AND UNIFORMS, TRAININGS AND REFRESHER COURSES,									
BID VALIDITY PERIOD: 120 DAYS									
NORTHER CAPE PROVINCE									
NC OFFICE 1: 2 HARRISON STREET KIMBERLY	HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE PER SHIFT & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C	R	R			R		R		R
DAY SHIFT									
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		3		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
SUB-TOTAL DAY SHIFT									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		2		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		2		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		2		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		2		36 months	
ALLOWANCE - PUBLIC HOLIDAY/				6		2		36 months	
SUB-TOTAL NIGHT SHIFT									
SUB-TOTAL SHIFT ALLOWANCE									
NC PROVINCE OFFICE 1 : SUB - TOTAL VAT EXCLUSIVE								R	
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
NC OFFICE 2: OLYVENHOUDTSD RFIT SETT KENHARDT ROAD UPINGTON	HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT

unarmed Grade C	R	R			R		R		R
DAY SHIFT									
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		2		36 months	
FOR A NORMAL DAY SHIFT - SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
SUB TOTAL DAY SHIFT									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		3		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		3		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		3		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		3		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		3		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		3		36 months	
SUB-TOTAL NIGHT SHIFT									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
NC OFFICE 2: SUB - TOTAL VAT EXCLUSIVE R									
NC OFFICE 3: PORTION ERF 268 DE AAR	HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Unarmed Grade C	R	R			R		R		R
DAY SHIFT									
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		2		36 months	
FOR A NORMAL DAY SHIFT - SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
SUB-TOTAL DAY SHIFT									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		3		36 months	

FOR A NIGHT SHIFT ON SATURDAY			12	5		3		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		3		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		3		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		3		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		3		36 months	
SUB-TOTAL NIGHT SHIFT									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
NC OFFICE 3: SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
NW OFFICE 1: BUFFELSPOORT	ALL EXCLUSIVE HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C ARMED	R	R			R		R		R
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		10		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		10		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		10		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		3		36 months	
FIREARM ALLOWANCE - SATURDAY				5		3		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		3		36 months	
SUB-TOTAL DAY SHIFT									
FIREARM ALLOWANCE									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		10		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		10		36 months	

FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		10		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		10		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		10		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		10		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		3		36 months	
FIREARM ALLOWANCE - SATURDAY				5		3		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		3		36 months	
SUB-TOTAL NIGHT SHIFT									
FIREARM ALLOWANCE									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
NW OFFICE 1: SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
NW OFFICE 1: Grade B (Supervisor)	ALL EXCLUSIVE HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE PER SHIFT & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL
DAY SHIFT	<u>R</u>	<u>R</u>			<u>R</u>		<u>R</u>		<u>R</u>
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		1		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		1		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		1		36 months	
SUB-TOTAL DAY SHIFT									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		1		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		1		36 months	

FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		1		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI			12	21		1		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY			12	5		1		36 months	
ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY			12	6		1		36 months	
SUB-TOTAL NIGHT SHIFT									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
NW OFFICE 1: Grade B (Supervisor) SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
NW OFFICE 2: SPRINGBOK PAN, MAFIKENG	ALL EXCLUSIVE HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C ARMED	R	R			R		R		R
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		2		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
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FIREARM ALLOWANCE									
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FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		2		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		2		36 months	

FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		2		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		2		36 months	
ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
SUB-TOTAL NIGHT SHIFT									
FIREARM ALLOWANCE									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
NW OFFICE 2: SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
NW OFFICE 3: SUB - MOOIFONTEIN, MAFIKENG	ALL EXCLUSIVE HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C ARMED	<u>R</u>	<u>R</u>			<u>R</u>		<u>R</u>		<u>R</u>
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		2		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
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FIREARM ALLOWANCE									
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FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		2		36 months	
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FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		2		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		2		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
SUB-TOTAL NIGHT SHIFT									
FIREARM ALLOWANCE									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
NW OFFICE 3: SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
FS OFFICE 1: OMNI BUILDING, BLOEMFONTEIN	HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE PER SHIFT & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C	R	R			R		R		R
DAY SHIFT									
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		2		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	

SUB-TOTAL DAY SHIFT									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		2		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		2		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		2		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		2		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		2		36 months	
SUB-TOTAL NIGHT SHIFT									
SUB-TOTAL SHIFT ALLOWANCE									
FS OFFICE 1 : SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
FS OFFICE 2: THABA NCHU COLLEGE	ALL EXCLUSIVE HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C ARMED	R	R			R		R	36 months	R
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		8		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		8		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		8		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
SUB-TOTAL DAY SHIFT									
FIREARM ALLOWANCE									

NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		8		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		8		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		8		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		8		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		8		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
SUB-TOTAL NIGHT SHIFT									
FIREARM ALLOWANCE									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
FS OFFICE 2: SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
FS OFFICE 3: OLD SABS BUILDING, 116 CHURCH STR, BLOEMFONTEIN	HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE PER SHIFT & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C	R	R			R		R		R
DAY SHIFT									
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		6		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		5		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		5		36 months	
SUB-TOTAL DAY SHIFT									

NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		5		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		5		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		5		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		5		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		5		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		5		36 months	
SUB-TOTAL NIGHT SHIFT									
SUB-TOTAL SHIFT ALLOWANCE									
FS OFFICE 3 : SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
FS OFFICE 4: OLD DPW NURSERY, 76 KRAUSE STR, BLOEMFONTEIN	HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE PER SHIFT & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C	R	R			R		R		R
DAY SHIFT									
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		2		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
SUB-TOTAL DAY SHIFT									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		2		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		2		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		2		36 months	

NIGHT SHIFT ALLOWANCE - SATURDAY				5		2		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		2		36 months	
SUB-TOTAL NIGHT SHIFT									
SUB-TOTAL SHIFT ALLOWANCE									
FS OFFICE 4 : SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
FS OFFICE 5: PLOT 8 SAMLL HOLDING, KROONSTAD	HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE PER SHIFT & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C	R	R			R		R		R
DAY SHIFT									
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		2		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
SUB-TOTAL DAY SHIFT									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		2		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		2		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		2		36 months	
NIGHT SHIFT ALLOWANCE SATURDAY				5		2		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		2		36 months	
SUB-TOTAL NIGHT SHIFT									
SUB-TOTAL SHIFT ALLOWANCE									
FS OFFICE 5 : SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									

FS OFFICE 6: SEDIBA, SEDIBA VILLAGE	ALL EXCLUSIVE HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C ARMED	R	R			R		R		R
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		2		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
SUB-TOTAL DAY SHIFT									
FIREARM ALLOWANCE									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		2		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		2		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		2		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		2		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	

SUB-TOTAL NIGHT SHIFT									
FIREARM ALLOWANCE									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
FS OFFICE 6: SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
FS OFFICE 7: SPRINGFONTEIN AGRI HUB, SPRINGFONTEIN	ALL EXCLUSIVE HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C ARMED	<u>R</u>	<u>R</u>			<u>R</u>		<u>R</u>	36 months	<u>R</u>
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		2		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
SUB-TOTAL DAY SHIFT									
FIREARM ALLOWANCE									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		2		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		2		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		2		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		2		36 months	

NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
SUB-TOTAL NIGHT SHIFT									
FIREARM ALLOWANCE									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
FS OFFICE 7: SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
FS OFFICE 8: RUNFONTEIN FARM, MAKHOLOKOENG	ALL EXCLUSIVE HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C ARMED	R	R			R		R		R
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		4		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		4		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		4		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		4		36 months	
FIREARM ALLOWANCE - SATURDAY				5		4		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		4		36 months	
SUB-TOTAL DAY SHIFT									
FIREARM ALLOWANCE									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		4		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		4		36 months	

FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		4		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		4		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		4		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		4		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		4		36 months	
FIREARM ALLOWANCE - SATURDAY				5		4		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		4		36 months	
SUB-TOTAL NIGHT SHIFT									
FIREARM ALLOWANCE									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
FS OFFICE 8: SUB - TOTAL VAT EXCLUSIVE R									
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
FS OFFICE 9: 4195 MAJOZI ROAD ZASTRON	ALL EXCLUSIVE HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C ARMED	<u>R</u>	<u>R</u>			<u>R</u>		<u>R</u>		<u>R</u>
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		2		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	

SUB-TOTAL DAY SHIFT									
FIREARM ALLOWANCE									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		2		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		2		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		2		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		2		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
SUB-TOTAL NIGHT SHIFT									
FIREARM ALLOWANCE									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
FS OFFICE 9: SUB - TOTAL VAT EXCLUSIVE									R
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									
FS OFFICE 10: KALKUIL NO 153 ONDEDAALSRUS,	ALL EXCLUSIVE HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C ARMED	R	R			R		R	36 months	R
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		3		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		3		36 months	

FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		3		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
SUB-TOTAL DAY SHIFT									
FIREARM ALLOWANCE									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		3		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		3		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		3		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		3		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		3		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		3		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
SUB-TOTAL NIGHT SHIFT									
FIREARM ALLOWANCE									
SUB-TOTAL NIGHT SHIFT ALLOWANCE									
FS OFFICE 10: SUB - TOTAL VAT EXCLUSIVE									R
SECURITY OFFICIALS IN CORPORATE UNIFORM TO PROVIDE PHYSICAL SECURITY ACTIVITIES									

FS OFFICE 11: ERF 969 INDUSTRIAL STREET, FICKSBURG	ALL EXCLUSIVE HOURLY RATE PER GUARD	NIGHT SHIFT ALLOWANCE & FIRE ARM ALLOWANCE PER SHIFT	NUMBER OF HOURS ALLOCATED PER SHIFT	AVERAGE NUMBER OF DAYS PER MONTH	MONTHLY RATE PER GUARD EXCLUSIVE OVERHEADS & VAT	QUANTITY REQUIRED	MONTHLY RATE INCLUSIVE OF OVERHEADS	CONTRACT DURATION	SUB- TOTAL EXCLUDING VAT
Grade C ARMED	R	R			R		R		R
FOR A NORMAL DAY SHIFT - MON TO FRI			12	21		2		36 months	
FOR A DAY SHIFT ON SATURDAY			12	5		2		36 months	
FOR A DAY SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	
SUB-TOTAL DAY SHIFT									
FIREARM ALLOWANCE									
NIGHT SHIFT									
FOR A NORMAL NIGHT SHIFT - MON TO FRI			12	21		2		36 months	
FOR A NIGHT SHIFT ON SATURDAY			12	5		2		36 months	
FOR A NIGHT SHIFT ON PUBLIC HOLIDAYS/ SUNDAYS			12	6		2		36 months	
NIGHT SHIFT ALLOWANCE - MON TO FRI				21		2		36 months	
NIGHT SHIFT ALLOWANCE - SATURDAY				5		2		36 months	
NIGHT SHIFT ALLOWANCE - PUBLIC HOLIDAY/ SUNDAY				6		2		36 months	
FIREARM ALLOWANCE - MON TO FRI				21		2		36 months	
FIREARM ALLOWANCE - SATURDAY				5		2		36 months	
FIREARM ALLOWANCE - PUBLIC HOLIDAYS/ SUNDAYS				6		2		36 months	

SUB-TOTAL NIGHT SHIFT			
FIREARM ALLOWANCE			
SUB-TOTAL NIGHT SHIFT ALLOWANCE			
FS OFFICE 11: SUB - TOTAL VAT EXCLUSIVE			R
SUMMARY SCHEDULE			
NORTHERN CAPE PROVINCE			
OFFICE			TOTAL AMOUNT EXCLUDING VAT
1. 2 HARRISON STREET KIMBERLY			R
2. OLYVENHOUDTSDRFIT SETT KENHARDT ROAD UPINGTON			R
3. PORTION ERF 268 DE AAR			R
SUB TOTAL EXCLUDING VAT			R
15% VAT			R
TOTAL COST INCLUDING 15% VAT FOR NORTHERN CAPE PROVINCE			R
NORTH WEST PROVINCE			
1. BUFFELSPOORT			R
2. GRADE B (Supervisor)			R
3. SPRINGBOK PAN, MAFIKENG			R
4. MOOIFONTEIN			R
SUB TOTAL EXCLUDING VAT			R
15% VAT			R
TOTAL COST INCLUDING 15% VAT FOR NORTH WEST PROVINCE			R
FREE STATE PROVINCE			
1. THABA NCHU COLLEGE			R
2. OMNI BUILDING, BLOEMFONTEIN			R
3. OLD SABS BUILDING, 116 CHURCH STR, BLOEMFONTEIN			R
4. OLD DPW NURSERY, 76 KRAUSE STR, BLOEMFONTEIN			R
5. PLOT 8 SAMLL HOLDING, KROONSTAD			R
6. SEDIBA, SEDIBA VILLAGE			R
7. SPRINGFONTEIN AGRI HUB, SPRINGFONTEIN			R
8. RUNFONTEIN FARM, MAKHOLOKOENG			R
9. 4195 MAJOZI ROAD ZASTRON			R
10. KALKUIL NO 153 ONDEDAALSRUS			R
11. ERF 969 INDUSTRIAL STREET, FICKSBURG			R
SUB TOTAL EXCLUDING VAT			R
15% VAT			R
TOTAL COST INCLUDING 15% VAT FOR FREE STATE PROVINCE			R
GRAND TOTAL PER PROVINCE			
TOTAL COST INCLUDING 15% VAT FOR NORTHERN CAPE PROVINCE			R
TOTAL COST INCLUDING 15% VAT FOR NORTH WEST PROVINCE			R
TOTAL COST INCLUDING 15% VAT FOR FREE STATE PROVINCE			R
GRAND TOTAL FOR GUARDING SERVICES FOR REGION 2			R





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