

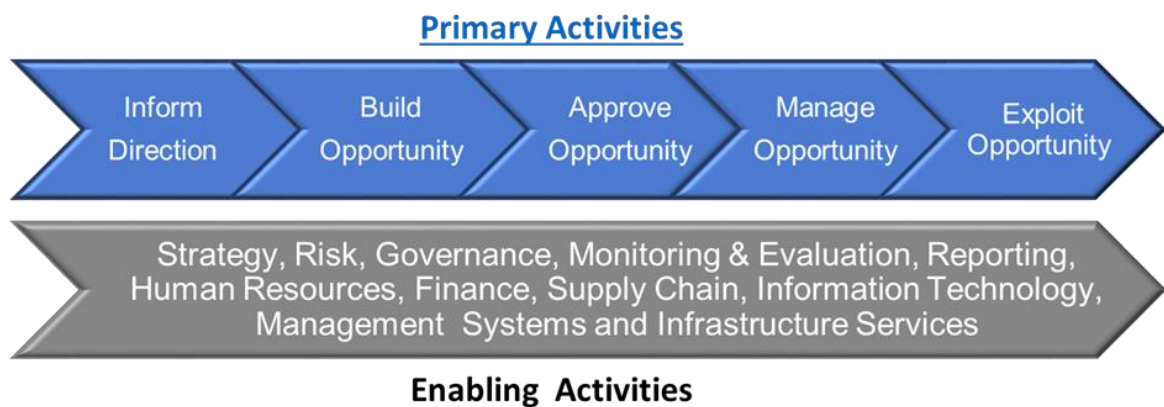


TENDER No.:	TIA006/2025
DESCRIPTION:	Provision of physical security services, alarm monitoring and armed response for 24 months with an option to extend for additional twelve (12) months.
ADVERT DATE:	31 October 2025
MANDATORY BRIEFING SESSION:	Date: 06 November 2025 at 11:00
ADDRESS WHERE THE BRIEFING SESSION WILL BE HELD	Technology Innovation Agency, 83 Lois Avenue, Menlyn
CLOSING TIME AND DATE	24 November 2025 at 11:00
DELIVERY DETAILS:	<u>Electronic submissions: Tenders@tia.org.za</u> <i>Please note that our servers will block any file greater than 200MB. If your file is greater than 200MB, please divide your submission into parts that are equal or less than 200MB and state on the subject TIA006-2025 'Part 1, TIA006-2025 Part2 or TIA006-2025 Part 3'.</i> <u>E.G.– TIA006-2025 PART 1 (on the subject line)</u>
REQUIRED TENDER VALIDITY:	120 days after closing date
CONTACT PERSON:	Mr. Bongani Mtshali Email address: Bongani.mtshali@tia.org.za <u>(not for tender submissions)</u>.
DURATION OF CONTRACT	24 Months with an option to extend for additional twelve (12) months at our discretion.

1. INTRODUCTION

1.1 The National System of Innovation in South Africa is still very young and fragmented and the flow of technology and information amongst people, enterprises and institutions is limited. The inability of academic research to reach the market as products and services is limiting economic development especially about technology innovation.

1.2 Technology Innovation Agency (TIA, organisation) an entity of the Department of Science, Technology and Innovation (DSTI) was established in terms of the TIA Act (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations, as the value chain depicted below.



2. PURPOSE

2.1 The purpose of this request for proposal is to invite qualified service providers to submit proposals for the provision of physical security services and armed response to TIA for a period of two (2) years, with an option to extend for additional twelve (12) months at our discretion.

2.2 Any extension will be communicated to the service provider in writing and, if the contract duration is extended, it will be governed by the terms of the agreement.



3. SCOPE OF WORK

3.1 Services of PSIRA accredited, trained and experienced security personnel are required to perform security duties at the premises occupied by TIA at 83 Lois Avenue, Menlyn, Pretoria 24 hours a day, 7 days a week and 365 days a year including public holidays. The security services should be provided on the property of TIA and shall in general entail the following:

- 3.1.1 Access control,
- 3.1.2 Screening / scanning of personnel / vehicles,
- 3.1.3 Assets monitoring,
- 3.1.4 Personnel and members of the public escorted where required,
- 3.1.5 Alarm system monitoring and armed response,
- 3.1.6 Protection from and or to buildings and general crime prevention measures as agreed upon, and
- 3.1.7 Provide clocking point system for patrolling of premises.

3.2 The specific duties of security personnel in respect of the premises shall be as described in the specific duties of security personnel and Standing Operating Procedures (SOP's) of the Agency. This SOP sets out the specific duties of the preferred bidder's security personnel and shall be compiled by TIA Facilities and Security Management in conjunction with the preferred bidder at least 1 week before the security services commence. This SOP may be amended from time to time, with the agreement of both parties.

3.3 The purpose of access control is to prevent unauthorised access of persons and vehicles and prohibit bringing in of any dangerous objects onto TIA property to safeguard the people, and the premises. The appointed supplier is required to safeguard the premises, people, vehicles and contents of the building in terms of the following acts:

- 3.3.1 Private Security Industry Regulation Act 56 of 2001,
- 3.3.2 The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4,
- 3.3.3 The Criminal Procedure Act, Act 51 of 1977, Section 20, 23(b) (as amended in the Criminal Procedure Amendment Act, 33 of 1986) Section 24, 29 and



42 (as amended in the Amendment of the Criminal Law Amendment Act, 59 of 1983) as well as Section 46, 49, 50 and 51,

3.3.4 The Firearms Control Act 60 of 2000, section 10, 34, 90 and 106,

3.3.5 Protection of Information Act 84 of 1982,

3.3.6 Trespass Act 6 of 1959,

3.3.7 Occupational Health and Safety Act 85 of 1993.

3.4 Monitoring and Armed response requirements:

3.4.1 Supply panic alerts system and attend to emergency alert on site,

3.4.2 Attend to site as quickly as operational circumstances permit when dispatched by the control room,

3.4.3 Armed response and routing supervisor site inspections.

3.5 Other services include but not limited to:

3.5.1 CCTV monitoring and investigation and

3.5.2 Patrols on the premises and reporting irregularities.

4. PERSONNEL REQUIRED IN TERMS OF SECURITY SERVICES (PLEASE USE THIS AS A PRICING TEMPLATE)

4.1 The scope of work shall include without limitation the following:

Shift	Quantity	Gender	PSIRA Grade	Monthly Costs VAT inclusive	Year one Costs VAT inclusive	Monthly Costs VAT inclusive	Year two Costs VAT inclusive	Monthly Costs VAT inclusive	Option to extend Costs VAT inclusive
Day shift	1	Female	C	R	R	R	R	R	R
Day shift	3	Male	C	R	R	R	R	R	R
Night shift	3	Male	C	R	R	R	R	R	R
Total	7	6 Male & 1 Female	C	R	R	R	R	R	R

Note: Price proposals must include 15% VAT FOR BIDDERS THAT ARE VAT REGISTERED.



- 4.1.1 **DAY SHIFT STAFF:** Three (3) Male Guards - Grade C PSIRA accredited
One (1) Female Guard - Grade C PSIRA accredited
- 4.1.2 **NIGHT SHIFT STAFF:** Three (3) Male Guards - Grade C PSIRA accredited.
- 4.1.3 The total number of staff members required is seven (7) excluding the relief personnel.
- 4.1.4 All security staff shall be trained about TIA procedures, staff, and Standard Operating Procedures (SOP) for them to understand the organisation.

Note: The service provider will be required to retain at least 4 of the existing staff on site to facilitate a smooth transition(3 Males and 1 Female).

5. SECURITY CLEARANCE OF BIDDERS

- 5.1 Prior to awarding this contract, the following security checks will be performed:
 - 5.1.1 To check if the security company is legible and accredited by PSIRA to provide security services.
 - 5.1.2 To check if the bidder has pending case(s) with PSIRA or Security clearance from South African Police Service.

6. PRESENTATIONS

- 6.1 TIA reserves the right to invite bidders for presentations before the award of the bid if necessary.
- 6.2 If the date of the presentation meeting is not indicated in the bid document, at least three days before the presentation, a notice will be given to bidders required to attend a presentation as well as the address of the venue for the presentation.

7. PROPRIETARY INFORMATION

- 7.1 TIA considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the Bidder, to be proprietary to TIA. It shall be kept confidential by the Bidder and its officers, employees, agents and representatives.



7.2 The Bidder shall not disclose, publish, or advertise this specification or related information in part or to any third party without the prior written consent of TIA. This applies regardless of whether the recipient of this RFP responds with a proposal or not.

7.3 The information contained in this proposal is submitted in confidence and is to be used solely for the purpose of evaluating the tender submission.

7.4 The bidder acknowledges that the procuring entity is a public institution subject to the **Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)**, and that information not expressly identified as proprietary may be disclosed in accordance with applicable legislation and procurement requirements.

8. ENQUIRIES & RESPONSES

All enquiries and responses must be addressed to: bongani.mtshali@tia.org.za . No queries will be attended to after the mandatory briefing session. (please see cover page for conditions)

9. MEDIUM OF COMMUNICATION

All documentation submitted in response to this Tender Advert must be in English.

10. VERIFICATION OF DOCUMENTS BY THE SERVICE PROVIDERS

Respondents should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by TIA regarding anything arising from the fact that pages are missing or duplicated.

11. SUBMISSIONS OF TENDER

The proposal should be submitted to [**Tenders@tia.org.za**](mailto:Tenders@tia.org.za) (please see cover page for conditions) No hard copy or physical delivery will be accepted.



12. GENERAL TERMS AND CONDITIONS

12.1 The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.

12.2 Kindly note that TIA is entitled to:

12.2.1 Amend any Tender conditions, validity period, specifications, or extend the closing date and/or time of Tender before the closing date. All Respondents, to whom the Tender documents have been issued, will be advised in writing of such amendments in good time.

12.2.2 Verify any information contained in a proposal.

12.2.3 Not to appoint any bidder.

12.2.4 Vary, alter, and/or amend the terms of this Tender, at any time prior to the finalisation of its adjudication hereof.

12.2.5 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.

12.2.6 TIA reserves the right not to accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, TIA shall be entitled to appoint the contractor who was rated second, and so on.

12.2.7 TIA also reserves the right to award this Tender as a whole or in part without furnishing reasons.



12.2.8 TIA also reserves the right to cancel or withdraw from this Tender as a whole or in part without furnishing reasons and without attracting any liability.

12.2.9 The Bidder hereby offers to render all the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this Tender document (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).

12.2.10 This proposal and its acceptance shall be subject to the terms and conditions contained in this Tender document.

12.2.11 The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

12.2.12 Validity period: 120 Days

12.2.13 Failure to comply with any of the terms and conditions as set out above will invalidate the Proposal.

12.2.14 TIA's decision on proposals received shall be final and binding.

12.2.15 The service provider will be required to retain at least 4 of the existing staff on sight for ease of the transition

12.2.16 TIA will disregard any submission if the bidder, or any of its Director:

12.2.16.1 Abused the Supply Chain Management (SCM) system of any Government Department / Institution.

12.2.16.2 Committed proven fraud or any other improper conduct in relation to such system.

12.2.16.3 Failed to perform on any previous contract.

12.2.16.4 Restricted from doing business with the public sector.



12.2.16.5 If a Bidder provided fraudulent references or submitted false documents as evidence for specific goals.

12.2.16.6 Security company with pending case(s) with PSIRA or Security clearance from South African Police Service will be disqualified.

13. MANDATORY REQUIREMENTS (Bidders who do not meet the requirements below will be disqualified).

- 13.1 Service provider must be registered in the National Treasury Central Supplier Database and must be tax compliant by the time TIA appoints.
- 13.2 Valid Occupational Injuries and Diseases Act (COIDA) certificates (Letter of good standing must be provided).
- 13.3 Certified Copy of Valid Proof of Registration with the Unemployment Insurance Fund (UIF).
- 13.4 Service provider must be registered with National Bargaining Council for the Private Security Sector (NBCPSS): Proof of valid certificate must be provided.
- 13.5 Certified Copy of Proof of Public Liability Insurance to the amount of R5 million to cover losses and third-party liabilities, incurred during the contract period.
- 13.6 SARS certificate with PIN.
- 13.7 Company proof of registration with the Private Security Industrial Regulatory Authority (PSIRA): Valid certificate must be provided.
- 13.8 Valid PSIRA Registration Certificate of the Director/s.
- 13.9 Valid PSIRA Registration Certificate of the Supervisor.
- 13.10 Valid PSIRA Registration Certificates for all the Security Guards.



13.11 VAT inclusive pricing information (for Bidders that are Vat registered) - Cost Breakdown, year 1, year 2 and year 3 should the contract be extended (refer to section 4 on page 5 for the template).

13.12 Valid proof of Provident Fund enrolment and compliance must be attached.

13.13 Valid proof that the Owners/Director/s are South African citizens (Certified ID/s must be attached).

13.14 Service provider must have 24-hour immovable control room in Gauteng province (attach proof of company's physical address where the control room is situated).

13.15 Failure to attend the mandatory briefing session.

Note : The Technology Innovation Agency may request the bidder to provide information to engage banks, credit rating agencies and the relevant institutions to obtain information on credit records, criminal records, and pending court cases.

14. EVALUATION CRITERIA

14.1 All proposals will be evaluated based on evaluation criteria below, site visit and the 80/20 preferential point system (PPR 2022). To assess which proposals will best suit the corporate operational requirements of TIA.

14.2 First Stage

Bidders are required to achieve a minimum qualifying score of 70% to advance to the next stage of evaluation.

No	Evaluation criteria	Scoring guide	Weighting	Max score
14.2.1	Experience in providing security services as per registration with the Private Security Industrial Regulatory Authority (Valid copy of PSIRA registration should be provided)	11 years and more = 5 points, 9 to 10 years = 4 points, 7 to 8 years = 3 points, 5 to 6 years = 2 points, 3 to 4 years = 1 point, Less than 3 years = 0 points.	0.25	5
14.2.2	Provide certified copies of three (3) PSIRA graded individuals (Grade C Males) to perform duties and proposed monthly duty roster of locally registered staff (PSIRA graded staff certificates and duty roster must be provided)	• 3 x Male security graded individuals registered with PSIRA must be provided (Certified copies of PSIRA certificates) • Copy of monthly duty roster must be provided. Full capacity (7) guards duty roster (not name specific) and Certified Copies of 3 x Grade C Male Security Guards PSIRA certificates = 5 points, Limited or no capacity (no duty roster) / no certified copies of PSIRA certificates = 0 points.	0.20	5

No	Evaluation criteria	Scoring guide	Weighting	Max score
		Sample will be demonstrated in the presentation by client during site briefing		
14.2.3	Service provider should provide contactable reference letters.	Contactable, signed reference letters must be provided on client's letterhead (not older than 10 years) 5 x signed reference letters = 5 points, 4 x signed reference letters = 4 points, 3 x signed reference letters = 3 points, 2 x signed reference letters = 2 points, 1 x signed reference letter = 1 point, No signed reference letters = 0 points.	0.35	5
14.2.4	A control room within a 15 km radius from the TIA office (83 Lois Avenue, Menlyn, Pretoria)	Control room within 15 km = 5 points, Control room within 16 up to 20 km radius = 4 points,	0.20	5

No	Evaluation criteria	Scoring guide	Weighting	Max score
		Control room within 21 km up to 25 radius = 3 points, Control room within 26 km radius to 30 km radius = 2 points, Control room within 31 km radius to 35 km radius = 1 point, Control room more than 36 km radius = 0 points.		
Maximum possible score / Total weight score			1	
Minimum qualifying weighted score (expressed as percentage)				70%

14.3 Second stage

Service providers who obtain the threshold of 70% will be evaluated further (site visit). The service providers need to have all the listed requirements below to proceed to the next phase.

No	Evaluation criteria	Scoring guide	Max score
14.3.1	Provide details of the location of existing Security Control Room with equipped security control room in Gauteng - Working base radio(Licenses for base radios and two-way radios that are in good working condition) - Fixed working telephone line - Branded licensed patrol cars - Control room operator/s	- Working base radio - Fixed working telephone line - Branded valid licensed patrol cars - Control room with operator/s Met all the requirements above = 5 points, Not meeting some or all requirements above = 0 points.	5
Qualifying score		100%	

NB:TIA reserves the right to conduct unannounced site visit(s) for the purposes of bid evaluation.

Testing and demonstration of equipment will be requested for operational purpose

15. SPECIFIC GOALS (Third Stage)

Specific Goal	Points	Proof
At least 51% black ownership	10	CSD Report
Less than 51% black ownership	0	
At least 51% Black youth ownership	5	Certified ID
Less than 51% Black youth ownership	0	
At least 51% Black Women ownership	5	CSD Report
Less than 51% Black Women ownership	0	
Total points for specific goals	20	
Price (<u>Note: All Prices must include Vat for VAT registered Bidders.</u>)	80	Quotation
Total	100	



16. CONDITIONS UNDERWHICH SERVICES SHOULD BE RENDERED

Rendering of a continuous 24 hours per day, 7 days per week, 365 days a year security service. A total of the Security Officers in terms of sections 10(1)(b) of the Security Officers Act (Act 92 of 1987) as amended by Private Security Industry Regulations Act, 2001 (Act 56 of 2001) Act (Act 92 of 1987)

17. PERSONNEL

17.1 There must be a Site Inspector / Supervisor to monitor performance and give overall management to the Security Officers deployed from time to time.

17.1.1 Senior Certificate/ Grade 12

17.1.2 PSIRA Grade B certificate.

17.2.1 South African Citizen with Identity documents (Identity document provided

17.1.3 Three (3) years' experience in security supervision

17.1.4 Must be without any criminal record

17.2 It is the responsibility of the Contractor to see to it that the security personnel in his service meet the following requirements including the retained staff (their credentials will be provided to the winning Bidder by TIA).

17.2.2 Grade C Certified PSIRA Certificates.

17.2.3 South African Citizen with Identity documents (Identity document provided

17.2.4 1 year experience in guarding services

17.2.5 Must be without any criminal record

17.2.6 Security Officers are able to communicate, read and write in English.

17.2.7 Security Officers must not be younger than 18 years of age

17.2.8 Must have undergone and passed formal security training.

17.2.9 They must present an acceptable image/appearance which implies, inter alia, that they may not sit, smoke, eat or drink while attending to people.



- 17.2.10 Must always present a dedicated attitude/approach to security colleagues, which attitude/approach shall imply, inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behaviour towards them.
- 17.2.11 They must be registered as Security Officers, as prescribed by the Security Officer's Act, Act 92 of 1987, section 10(1)(b); as amended by Private Security Industry Regulations Act, 2001 (Act 56 of 2001).
- 17.2.12 They must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the State.
- 17.2.13 No information concerning TIA activities may be furnished to the public or news media by the Contractor and his employees.
- 17.2.14 The appointed Bidder undertakes to ensure that each member of his security personnel, will always when on duty, be fully equipped in respect all necessary equipment to execute their responsibility.
- 17.2.15 A uniform, neat and clearly identifiable of the company branding:
- Full comprehensive uniform (Shirt, Jersey, Trouser, matching raincoats, Overcoats and Shoes.
 - NB: A clear identification card of the company with the member's photo, identification, and file numbers on it must be worn by the officer on duty at all times.

18. SECURITY AIDS/EQUIPMENTS

18.1 Service aids such as:

- i. Access Control Registers or Forms
- ii. Visitors Register
- iii. Duty Roster
- iv. Posting sheet
- v. Baton stick
- vi. Handcuffs and Pouches
- vii. Whistles
- viii. Pocket book
- ix. Pen



- x. Torch (at night)
- xi. Licenses for base radios and two-way radios that are in good working condition
- xii. Portable Metal Detector
- xiii. Patrol monitoring system and clocking points (the system must be able to print the clocking patrol reports)
- xiv. Uniform or Personal Protective Equipment (PPE)

18.2 On commencement of the contract, the Contractor must submit to TIA Facilities and Security Management, proper staff files as well as all appropriate documents of all security personnel employed for the rendering of the service to TIA. The appropriate documents shall include, inter alia, the following:

- Registration certificates from PSIRA,
- Training certificates of successfully completed security courses as prescribed by PSIRA.
- Identification cards and name tags.

19. OCCURRENCE BOOK

19.1 The purpose of the occurrence book is to give an overall picture of activities, inspections by Supervisors and other occurrences at the site.

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

19.3 Occurrence book read: After the taking-over of shifts, the Supervisor must make an entry declaring that he/she has read the occurrence- book in order to acquaint him/herself with events that occurred during the previous shift

19.4 Compulsory Occurrence Book Entries

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

19.5.1 All listed routine procedures such as patrols undertaken, handing over of shifts, etc., mentioning the procedures followed, by whom and the



time of commencement. These entries must be written, in blue/black ink.

- 19.5.2 All occurrences, however important, slight or unusual with reference to the correct time and relevant actions taken.
- 19.5.3 All security personnel activities – especially deviations in respect of the duty list – indicating particulars of the personnel and relevant times.
- 19.5.4 The issue and/or receipt of keys, indicating the time and by whom they were received or delivered.
- 19.5.5 The unlocking or locking of doors or gates, indicating the time and by who locked or unlocked.
- 19.5.6 All visits by Top management/Contractor: These entries must be done in red ink.
- 19.5.7 Officials of the State shall pass on in writing, all additional requests in respect of the rendering of the service.

NOTE: Under no circumstances may pages be removed from the occurrence book or an entry in the occurrence book be erased, painted out with correction fluid or totally deleted. It shall only be crossed out by a single line and initialled on the side and no pages should be removed from the book



SBD1: PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE <i>(NAME OF DEPARTMENT/ PUBLIC ENTITY)</i>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT <i>(STREET ADDRESS)</i>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					

TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF



THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

.....



SBD 4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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 with any person

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.



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

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.



intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any 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

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

- (a) Price; and



(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for



the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

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



4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% black ownership		10		
Less than 51% black ownership		0		
At least 51% Black youth ownership		5		
Less than 51% Black youth ownership		0		
At least 51% Black Women ownership		5		
Less than 51% Black Women ownership		0		



5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 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]

5.4 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:

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