



KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HUMAN SETTLEMENTS

APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY SERVICES FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS AT 203 CHURCH STREET AND 199 PIETERMARITZ STREET, IN PIETERMARITZBURG, FOR A PERIOD OF 12 MONTHS

ZNB74/2021/22HSE

CHECKLIST

	SECTIONS COMPLETED	YES	NO
SECTION A	INVITATION TO BID Completed and signed		
SECTION B	TERMS AND CONDITIONS FOR BIDDING Please read and adhere to all instructions and submit a valid Tax Clearance Certificate or a Tax Status Compliance PIN		
SECTION C	SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS Please read and adhere to all instructions		
SECTION D	DECLARATION OF INTEREST Completed and signed. In addition to other areas, detailed info in question 3 must be provided		
SECTION E	PREFERENCE POINTS CLAIM FORM IN TERMS OF PREFERENCE PROCUREMENT REGULATIONS OF 2017 Note 80/20 preference points system is applied i.e. 80 points for price and 20 points for preference. Indicate BBEE status level of contribution as well as stipulate the points claimed. Valid Original or certified BBEE certificate must be attached. Read in detail and provide info as stipulated. % SUB-CONTRACTED. Complete, sign and 2 witnesses		
SECTION F	PRICING SCHEDULE Completed and signed		
SECTION G	REGISTRATION ON CENTRAL SUPPLIERS DATABASE Service provider is registered CSD, database number provided. All service providers as well as all parties to JV, Trust, Consortium are registered with the above database and database number provided		
SECTION H	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE Confirmation completed and signed		
SECTION I	CERTIFICATE OF INDEPENDENT BID DETERMINATION Completed and signed		
SECTION J	AUTHORITY TO SIGN A BID Complete the relevant paragraph and provide the documents required e.g.: - <u>COMPANIES</u> : Attach an original or certified copy of resolution by board of directors, personally signed by the chairperson, authorizing the person who signs this bid to do so.... <u>PARTNERSHIP</u> : Attach Agreement signed by every partner with partner's details as stipulated in the document. Also, provide authorized signatory details. <u>CLOSE CORPORATION</u> : Certified copy of Founding Statement must be attached. Attach a resolution of members authorizing an official or member to sign document on behalf of the CC <u>CO-OPERATIVE</u> : A certified copy of the Constitution of the co-operative must be attached to the bid. Attach a resolution of members authorizing an official of member to sign document on behalf of the co-operative <u>JOINT VENTURE</u> : Attach a certified copy of JV Agreement. Attach a certified copy of resolution signed by duly authorized representative of the enterprise authorizing a representative to sign document on behalf of the JV <u>CONSORTIUM</u> : Attach a certified copy of Agreement. Attach a certified copy of resolution by duly authorized representative of the enterprises authorizing a representative to sign document on behalf of the Consortium		
SECTION K	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES Completed and signed		
SECTION L	CONDITION OF BID Completed and signed		
SECTION M	SPECIFICATIONS AND SCOPE OF WORK Read carefully and adhere		
SECTION N	SPECIAL CONDITIONS OF CONTRACT Read carefully and adhere		
ANNEXURE B	GENERAL CONDITIONS OF CONTRACT Read carefully and adhere		
NOTE SECTION N: Provide traceable references. Only original signatures are considered.			

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**SECTION A
INVITATION TO BID**

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KZN DEPARTMENT OF HUMAN SETTLEMENTS					
BID NUMBER:	ZNB74/2020/21HSE	CLOSING DATE:	01 JUNE 2021	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24 HOUR SECURITY SERVICES FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS AT 203 CHURCH STREET AND 199 PIETERMARITZ STREET, IN PIETERMARITZBURG, FOR A PERIOD OF 12 MONTHS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN SERVICE LEVEL AGREEMENT					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN BID BOX NUMBER 2 SITUATED IN THE FOYER, 12 TH FLOOR,					
DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	KZN HUMAN SETTLEMENTS		CONTACT PERSON	MR. M.E NDABA	
CONTACT PERSON	MS R. GAFOOR /K MTHEMBU/S BIYASE/ S MKHIZE		TELEPHONE NUMBER	031 336 5102/083 564 5305	
TELEPHONE NUMBER	031 336 5142/5166/5165/5241		FACSIMILE NUMBER		
FACSIMILE NUMBER	031 336 5170		E-MAIL ADDRESS	eugene.ndaba@kzndhs.gov.za	
E-MAIL ADDRESS	razia.gafoor@kzndhs.gov.za Khanyi.zondi@kzndhs.gov.za Siphesihle.biyase@kzndhs.gov.za Sizwe.Mkhize@kzndhs.gov.za				
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	TCS PIN:		OR	CSD No:	

Initials _____

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
--------------------------------------------------------------------	-------------------------------------------------------------	-------------------------------------	-------------------------------------------------------------

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART 3 BELOW]
-----------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------	--------------------------------------------------------------------------	------------------------------------------------------------------------------------------

3.QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**SECTION 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)
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2.	TAX COMPLIANCE REQUIREMENTS
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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:

**SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE
COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. **Bids submitted must be accurately completed. Bidders must ensure that all questions are answered. If questions are “not applicable”, bidders must ensure that “NA” is indicated in the relevant space. It is not permissible to leave blank spaces or unanswered questions. Bidders will only be considered if the bid document is accurately completed and accompanied by all relevant certificates and other necessary and applicable information. Original signature must appear on all relevant Sections of the bid document. Failure to comply with same will invalidate your bid.**
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
7. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
8. **Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. A compact disk (CD) containing only a scanned copy, in PDF format, of the bid shall be submitted together with the bid inside the sealed envelope. If this provision is not complied with, such bids may be rejected as being invalid.**
9. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids.
10. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
11. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
12. No bid submitted by telefax, telegraphic or other electronic means will be considered.

13. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
14. Any alteration made by the bidder must be initialed.
15. Use of correcting fluid is prohibited.
16. Use of erasable pen is prohibited.
17. Bids will be opened in public as soon as practicable after the closing time of bid.
18. Where practical, prices are made public at the time of opening bids.
19. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
20. The bidder must initial every page of the bid document.
21. **The bid document can only be downloaded at no cost – www.kzndhs.gov.za.**
22. **No bid document will be issued by the Department.**
23. **Briefing session will not be conducted, all enquiries to be forwarded by email to officials listed. Responses will be uploaded to Departmental website prior to bid closure. Bidders who would like to conduct site inspection may contact the end user for an appointment on 031 336 5102 or eugene.ndaba@kzndhs.gov.za**
24. **This bid is limited to tenderers who will meet the following pre-qualification criteria (in terms of Preferential Procurement Regulations, 2017):**
 - a) a bidder having a minimum B-BBEE status level 1, and who are EME or QSE.

Note: A bid that fails to meet any pre-qualifying criteria stipulated above will not be considered.

DECLARATION OF INTEREST

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

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

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

2.4 Company Registration Number

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹ "State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member

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

.....

Initials _____

Position occupied in the state institution

Any other particulars:

.....
.....
.....

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

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

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

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

.....
.....
.....

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

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES/ NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/ NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/ NO**

2.11.1 If so, furnish particulars:

.....
.....

Initials _____

.....

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

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

4 DECLARATION

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
8.6 COMPANY CLASSIFICATION

[TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have —
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

PRICING SCHEDULE – FIRM PRICES

NAME OF BIDDER	BID NUMBER: ZNB74/2021/22HSE
CLOSING TIME 11:00am	CLOSING DATE :01 JUNE 2021

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

Appointment of a service provider to render 24-hour security services: 203 Church Street and 199 Pieter Maritz Street, for a period of 12 months.

ITEM	DESCRIPTION	QUANTITY	PRICE PER MONTH	PRICE OVER 12 MONTHS
1.	Monday to Sunday, including Public Holidays grade "B" armed day shift 06:00 to 18:00	2		
2.	Monday to Sunday, including Public Holidays grade "C" unarmed day shift 06:00 to 18:00	2		
3.	Monday to Friday, excluding public holidays grade "C" unarmed day shift 06:00 to 18:00	5		
4.	Monday to Sunday, including Public Holidays, grade "B" armed night shift 18:00 to 06:00	2		
5.	Monday to Sunday, including Public Holidays, grade "C" unarmed night shift 18:00 to 06:00	2		
6.	Shared overheads and Profit			
	Sub Total			
	VAT (VAT vendor)			
	Grand Total			

Grand Total Amount in words: _____

NOTE: PRICES ARE NOT FIRM. WAGE INCREASE WILL BE CONSIDERED AS PER PSIRA's STATUTORY WAGE INCREASE.

(THE ABOVE INCREASE IS ONLY RELATED TO REMUNERATION OF SECURITY GUARDS).

- Period required for the commencement of the project after acceptance of bid **ONE WEEK**
- Period required for delivery: **12 MONTHS**
- Rates quoted should be inclusive of all costs, including disbursements.

SIGNATURE

DATE

Initials _____

SECTION G

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury, instruction note of 4 A all suppliers of Goods and Services to any Government Entity are required to register on the Central Suppliers Database
2. If you wish to apply for registration, you may do so online from the website <http://www.csd.gov.za>,
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 de-register the supplier from the Database,
 - 3.2 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Suppliers Database, relating to changed particulars or circumstances.**

CSD REGISTRATION: MAAA _____

Initials _____

SECTION H

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS DATABASE IS
CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)

....., WHO REPRESENTS (state name of

bidder).....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIERS DATABASE WITH
RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT
THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF
SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE
FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR
POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS
OF THIS BID.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid: **ZNB74/2021/22HSE** in response to the invitation for the bid made by **KZN DEPARTMENT OF HUMAN SETTLEMENTS** do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20.....,
Mr/Mrs..... (whose signature appears below) has
been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

.....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1

2

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am
the sole owner of the business trading as

.....

.....
SIGNATURE

.....
DATE

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....
.....

We, the undersigned partners in the business trading as.....

hereby authoriseto sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

.....
SIGNATURE	SIGNATURE	SIGNATURE

.....
DATE	DATE	DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at.....

.....Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid

on behalf of (Name of Close Corporation)

SIGNED ON BEHALF OF CLOSE CORPORATION:
(PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1

2

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms....., whose signature appears below,

has been authorised to sign all documents in connection with this bid on behalf of (Name of

Co-operative).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES: 1

2

F. JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs.....Mr/Mrs.....

Mr/Mrs.....Mr/Mrs.....

(whose signatures appear below) have been duly authorized to sign all documents in connection with this bid on behalf of :

(Name of Joint Venture)

IN HIS/HER CAPACITY AS

SIGNED ON BEHALF OF (COMPANY NAME)
(PRINT NAME)

SIGNATURE **DATE**

IN HIS/HER CAPACITY AS

SIGNED ON BEHALF OF (COMPANY NAME)
(PRINT NAME)

SIGNATURE **DATE**

IN HIS/HER CAPACITY AS

SIGNED ON BEHALF OF (COMPANY NAME)
(PRINT NAME)

SIGNATURE **DATE**

IN HIS/HER CAPACITY AS

SIGNED ON BEHALF OF (COMPANY NAME)
(PRINT NAME)

SIGNATURE **DATE**

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on20.....

Mr/Mrs

(whose signature appear below) have been duly authorized to sign all documents in connection with this bid on behalf of :

(Name of Consortium).....

IN HIS/HER CAPACITY AS

SIGNATURE **DATE**

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

(To be completed by Bidder.)

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the national treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	<p>If so, furnish particulars:.....</p> <p>.....</p> <p>.....</p>		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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4.2.1	If so, furnish particulars:.....		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:.....		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

CERTIFICATION

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

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

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

**SECTION L
CONDITIONS OF BID**

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

2. I/we agree that:
 - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of The bid;
 - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal General Conditions of Contract, with which I/we am Fully acquainted;
 - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
 - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address):

.....

.....

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.

4. I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfillment of this contract.

5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-
 - (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
 - (b) Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS DAY OF 20

AT

.....
**SIGNATURE OF BIDDER OR DULY
 AUTHORISED REPRESENTATIVE
 ON BEHALF OF BIDDER**

.....
**NAME IN BLOCK LETTERS
 (BIDDER'S NAME)**

.....
CAPACITY OF SIGNATORY

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)

.....

POSTAL ADDRESS

.....

TELEPHONE NUMBER:

FAX NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

Initials _____

SECTION M

DESCRIPTION OF SERVICES REQUIRED, SPECIFICATION AND SCOPE OF WORK

BIDDERS TO COMPLY STRICTLY WITH ALL FACETS OF THE SPECIFICATION, METHODOLOGY AND ADDITIONAL INFORMATION TO INDICATE OR EMPHASIZE CAPACITY TO UNDERTAKE THE REQUIRED SERVICE MUST BE FURNISHED.

The Department of Human Settlements would like to enter into a contract with a reputable and experienced security company with a requisite capacity to render security services at 203 CHURCH STREET AND 199 PIETERMARITZ STREET, IN PIETERMARITZBURG for a period of 12 months.

SITE WHERE SERVICE WILL BE PROVIDED	BID NUMBER
203 CHURCH STREET AND 199 PIETERMARITZ STREET, IN PIETERMARITZBURG	ZNB74/2021/22HSE

The summarised requirements and task analysis of the functions to be fulfilled by the appointed company is appended hereunder:-

1. PERIMETER/BUILDING PATROL

The buildings and the perimeters must be patrolled by both shift members during shift change.

2. INTERNAL PATROL OF BUILDING

Security guards must devise a roster in respect of conducting patrols throughout the building at 30 minutes intervals to ensure that visitors / members of the public are not loitering within the building.

All patrols and security official conducting them must be recorded in the relevant occurrence book and must be made available to Departmental representatives on request.

3. ACCESS AND EXIT CONTROL ON THE ENTRANCE TO THE DEPARTMENT BUILDING AND PARKING AREA

The Department occupies two buildings: 203 Church Street, which has four (4) and 199 Pietermartz Street, which has three (3) floors. The entrances to the buildings must be monitored at all times to ensure access to the building by department employees and members of the public.

- I. Visitors may only be allowed on the premises after completion of the visitors register and the reason for the visit has been verified/ confirmed with the official. This is to be done by security who should contact the official on the relevant extension number.
- II. Security guards must then escort the visitor to the official being visited.
- III. Employees entering the buildings after hours (after 17:00 but before 06:30 the following day during the working week, weekends and public holidays) must sign in the relevant register.
- IV. Department officials entering or leaving the buildings may be randomly searched on the instruction of management.
- V. No hawkers must be allowed into the buildings.

3. PARKING FACILITY:

Security personnel must ensure that Department vehicles exiting the parking facility are authorized, with the authorization form which the Department shall make known to the service provider. A copy of a valid trip authority form must be recorded in the relevant register.

- I. The parking area and the building as a whole must be continuously patrolled.
- II. Department vehicles must be checked to determine if spare wheel, jack, triangle and spanner are available. If not, this must be recorded in the relevant register.
- III. Upon entry and exit to the parking area, the security guard should read the mileage on the vehicle and record it in the relevant register. The security guard must also inform the driver that the boot of the vehicle needs to be searched and should ask for their consent.
- IV. If the driver does not consent to the boot being searched by the guard alone, the driver must accompany the guard for the duration of the search.
- V. If the driver refuses for the boot to be searched, they will not be permitted to enter or exit the premises.
- VI. The list of department vehicles on site (parking area) should be listed in the handing over of security guards on both shifts.
- VII. All deficiencies must be recorded in relevant registers and also reported to the end user.

5. SAFE CUSTODY OF DEPARTMENTAL ASSETS

The appointed service provider shall ensure that Departmental assets on the premises are safeguarded and that any movement of assets from the premises and onto the premises are authorized by a Departmental representative or his / her delegate on approved documentation/ permit.

6. FIREARMS / WEAPONS

Security personnel are to ensure that no person enters the building in possession of a firearm or any dangerous weapon. The Department will not accept any liability in the event of firearms being lost / mislaid which are in the custody of the security personnel.

Firearm safes are available on site for visitors to store their firearms for the duration of their visit. A firearm register must be made available by the service provider.

Security guards are not allowed to bring or use private firearms on site to perform their duties.

7. SECURITY EQUIPMENT/ REGISTERS

The appointed service provider must ensure that the security personnel are competent to utilize the security equipment that is installed on premises.

7.1 THE SERVICE PROVIDER IS TO FURNISH THE FOLLOWING EQUIPMENT:

- I. Base radio x 2
- II. Handheld radio x 9
- III. Handheld scanner x 9
- IV. Baton sticks x 7
- V. Handcuffs x 9
- VI. Pepper spray x 7
- VII. Pen (Black & Red)
- VIII. Torches x 4
- IX. Site standing orders (done with consulting the end-user)
- X. Two company cell phone each with R59 airtime at all times.

7.2 THE SERVICE PROVIDER IS TO FURNISH THE FOLLOWING REGISTERS PER SITE:

- I. Occurrence Book
- II. Pocket books
- III. Afterhours register (one for officials and another for contractors)
- IV. Laptop register
- V. Vehicle register
- VI. Access control register
- VII. Firearm register
- VIII. Any other register upon request

8. FIRE DETECTION, REACTION TO ALARMS AND OTHER EMERGENCIES

The service provider must ensure that security personnel are aware of the emergency service and essential telephone numbers.

The service provider must have a 24 hour control room within a 30 km radius of the site to be guarded (the existence thereof must be confirmed before appointment)

In the event of any unrest, the entrances to the building must immediately be secured and backup summoned from the company (inspector and/ or operations manager to stand-down at **NO** additional cost to the department).

The Security Services Section must be informed of the unrest and a written report must be forwarded to him immediately. Local SAPS must also be contacted.

9. CLOSURE OF BUILDING AND ENTRY AFTER HOURS

The building is to be secured and locked at 17:00 and re-opened at 06:00. Security guards must ensure that main doors throughout the building are locked.

Staff/contractors entering the building after hours (after 17:00 but before 06:30 the following day during the working week, weekends and public holidays) must enter their names and reasons for entry in the appropriate register, which must be supplied by the service provider.

Staff utilising Department vehicles must be allowed access to the parking area after hours to park state vehicles.

Security guards are to ensure that all doors and windows are locked/ closed and that all lights have been switched off.

Doors and windows that are left unlocked or not closed must be locked or closed and be noted in the occurrence book.

10. SCOPE OF WORK

10.1 PERSONNEL REQUIRED

PERIOD	DESCRIPTION	GRADE	QUANTITY
Monday to Sunday, including Public Holidays 06:00 to 18:00	Security Guards	B	2 (Armed)
Monday to Sunday, including Public Holidays, 06:00 to 18:00	Security Guards	C	2 (Unarmed)
Monday to Friday, excluding Public Holidays 06:00 to 18:00	Security Guards	C	5 (Unarmed)
Monday to Sunday, including Public Holidays 18:00 to 06:00	Security Guards	B	2 (Armed)
Monday to Sunday, including Public Holidays 18:00 to 06:00	Security Guards	C	2(Unarmed)

10.2 SECURITY GUARDS

10.2.1 Security guards must be in the minimum grade "C".

10.2.2 All security guards must have the necessary PSIRA accreditation.

10.2.3 Security Guards must at least be able to communicate, read and write in English and IsiZulu language.

10.2.4 Senior security officer must be in the minimum grade "B" and must have passed Matric.

10.2.5 Security Guards must not be younger than 18 years of age.

10.2.6 All security guards on site must be screened by the Department. Copies of their identity documents, PSIRA certificates and fingerprint forms SAP 91 (a) must be forwarded to Security Services Section.

10.2.7 The removal of screened security guards must be communicated with Security Services Section. The identity document(s), PSIRA certificate(s) and fingerprints on a SAP 91 (a) of the new security guards replacing the previous guards must be forwarded to him.

10.3 THE FOLLOWING GENERAL REQUIREMENTS APPLY:

10.3.1 Security guards must be physically healthy and medically fit for the execution of their duties.

10.3.2 An offsite supervisor/ inspector with security accreditation must visit the site **once per shift**. If site visits are not conducted according to the specification, penalties will be imposed accordingly.

10.3.3 A neat and clearly identifiable uniform of the company, which will include matching raincoats and overcoats.

Initials _____

- 10.3.4 A clear identification company card with the member's photo, company number and identity number as well as the PSIRA card are to be worn conspicuously on his/her person at all times. In the absence of a PSIRA card, a certified copy of a PSIRA certificate will suffice.
- 10.3.5 Service aids to be worn on the person at all times during guard duty.
- 10.3.6 Service provider is to submit a written incident report (on a company letterhead) within 24 hours of an incident to the Security Services Section.
- 10.3.7 Service provider is to submit monthly and incident reports (on a company letterhead) to the end user/ the Security Services Section.
- 10.3.8 Appointed service provider should not deploy foreign nationals at DOHS offices unless if such immigrant has been a resident in the RSA for ten consecutive years of which at least five years preceding the clearance were spent as a South African citizen. He/she must provide sufficient proof that any former citizenship has been relinquished.

11. PRO-RATA DECREASE OF PAYMENT

- 11.1 If at any time the service is not rendered in accordance with the conditions of contract or the specification (for example number of guards is insufficient) the Department reserves the right to adjust payment pro-rata or in the case of unsatisfactory performance by the service provider to withhold payment for a specific period.

12. TERMINATION OF SERVICE

- 12.1 The stipulations of the General Conditions of Contract as contained in this bid apply in particular to cases of any failure to comply with any of the conditions of contract, or where an unsatisfactory service is rendered.
- 12.2 The contract will be terminated immediately should the contractor no longer qualify and/or comply in terms of the Private Security Industry Regulation Act 56 of 2001.
- 12.3 The contract will be terminated with immediate effect should the service provider at the discretion of the end-user or security management, fails to honour the contract.
- 12.4 Appointed service provider to adhere to the following legislations:
 - Private Security Industry Regulatory Authority Act 56 of 2001
 - Basic Conditions of Employment Act 75 of 1997
 - Skills Development Act 97 of 1998
 - Constitution of the Republic of South Africa, 1996 (Act 106 of 1996)
 Failure to adhere to abovementioned legislation could result in the termination of contract.

13. INVOICES

- 13.1 Invoices are to be hand-delivered to the end-user for certification.
- 13.2 Emailed or faxed invoices will not be processed.
- 13.3 Invoices will not be processed in the absence of a signed Service Level Agreement.
- 13.4. Invoices must be original and a company stamp must appear on the front of the invoice. Banking details of the service provider must also appear on the front of the invoice in order for payment to be processed.
- 13.5 Failure to submit monthly and/or incident reports together with the invoice will result in the invoice not being processed.

14. CONTROL REGISTERS / OCCURRENCE BOOKS

All registers as well as occurrence books maintained in terms of the contract must be made available to the Department together with the last invoice of the contract. If all registers are not made available to the Department along with the last invoice of the contract, payment will not be processed and can lead to penalties being imposed.

TECHNICAL ENQUIRIES: MR EUGENE NDABA
CONTACT NUMBER : 031 336 5102

Initials _____

SECTION N
SPECIAL CONDITIONS OF CONTRACT
CONDITIONS OF BID

1. INTRODUCTION

This bid is invited and will be awarded and administered in terms of the following:

- 1.1 KwaZulu-Natal Supply Chain Management Policy Framework
- 1.2 Section 217 of the Constitution
- 1.3 The PFMA and its Regulations in general
- 1.4 The Preferential Procurement Policy Framework Act
- 1.5 The Preferential Procurement Regulations, 2017
- 1.6 Treasury SCM Instruction notes and guidelines
- 1.7 The General Conditions of Contract

2. REQUIRED COMPULSORY INFORMATION

2.1 The bidder shall ensure that all the required information is furnished; viz:-

- 2.1.1 Invitation to Bid SBD1 (**SECTION A**)
- 2.1.2 Declaration of good standing regarding Tax Clearance Certificate SBD 2 (**SECTION B**)
- 2.1.3 Declaration of Interest SBD4 (**SECTION D**)
- 2.1.4 Preference Points Claim Form in terms of Preference Procurement Regulations of 2017 SBD6.1 (**SECTION E**)
- 2.1.5 Pricing Page-Firm Pricing SBD7.1 (**SECTION F**)
- 2.1.6 Registration on Central Suppliers Database (**SECTION G**)
- 2.1.7 Declaration that information on Central Suppliers Database is correct and up to date SBD 8 (**SECTION H**)
- 2.1.8 Authority to sign a bid SBD 11 (**SECTION J**)
- 2.1.9 Declaration of bidders past Supply Chain Management practices SBD 12 (**SECTION K**)
- 2.1.10 Conditions of bid (**SECTION L**)
- 2.1.11 Special Condition of Contract (**SECTION N**)
- 2.1.12 Certified copy of proof of company registration with PSIRA.
- 2.1.13 Certified copy of valid letter of good standing from PSIRA (not older than 3 months- successful bidder will be required to provide updated letter during the course of contract).
- 2.1.14 Certified copy of valid letter of compliance from Department of Labour – UIF.
- 2.1.15 Company to be insured against public liability, minimum of R 1 million (Provide proof).
- 2.1.16 Certified copy of valid letter of Good Standing for Compensation of Occupational Injuries and Diseases.
- 2.1.17 Certified copies of company fire – arm licenses (registered under the company)
- 2.1.18 Certified ID copies of directors.

2.2 DECLARATION OF BIDDER OF GOOD STANDING REGARDING TAX

- 2.2.1 A valid Tax Clearance Certificate or a Tax Status Compliance PIN may be submitted at bidder's discretion with the bid before the closing date and time of the bid.
- 2.2.2 Each party to a Joint Venture/Consortium submitting a bid may submit an original and valid Tax Clearance Certificate or a Tax Status Compliance PIN with the bid before the closing date and time of the bid, at the bidder's discretion.

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3. SCOPE OF BID

3.1 This bid is invited by the KwaZulu-Natal Department of Human Settlements and is open to all potential service providers who have the execution capacity and wish to participate in this bid, which entails the **Appointment of a Service provider to render 24-hour security services for the KZN Department of Human Settlements at 203 Church Street and 199 Pietermaritz Street, in Pietermaritzburg, for a period of 12 months.**

3.2 **This bid is limited to tenderers who will meet the following pre-qualification criteria (in terms of Preferential Procurement Regulations, 2017):**

(a) A bidder having a minimum B-BBEE status level 1, and who are EME or QSE.

Note: A bid that fails to meet any pre-qualifying criteria stipulated above will not be considered.

3.3 The successful service provider must provide address of company's control room for site inspection within a 30km radius from site or provide an undertaking that guarantees office accommodation within two weeks from appointment.

3.4 For the purpose of this contract, Company's Supervisors and Security Officers must be registered with Private Security Industry Regulatory Authority (PSIRA). Bidding service provider and its employees will be subjected to security screening by State Security Agency before being deployed at Department of Human Settlements.

3.5 Certified copy of proof of security official(s) registration with a learning institution/establishment (if security officials have registered to study or currently studying)

3.6 All suppliers submitting their bids must be registered with the Central Suppliers Database. Non-registration of a bidder at time of closing of the bid will render the bid invalid.

3.7 Provide proof of firearm competency certificate.

3.8 It is the service provider's responsibility to ensure that the personnel are paid according to PSIRA rates. Proof must be provided to the Department on a monthly basis.

3.9 Awarded bidder to provide a guarding patrol monitoring stick system.

3.10 Each party to a Joint Venture/Consortium submitting a bid must be registered on the new Central Suppliers Database. Non-registration of any party to such a Joint Venture/Consortium on closing of the bid will render the bid invalid.

3.11 Joint Venture agreement should detail percentage to the project and must be signed by both parties.

3.12 A consolidated Joint venture B-BBEE certificate must be submitted together with the bid document.

3.13 A nominated bank account for Joint Venture must be opened.

3.14 Each party to a Joint venture must complete SBD 4 (declaration of interest)

3.15 Each party to a Joint venture must complete SBD 12 (Declaration of bidders past SCM practices)

3.16 The Department reserves the right in accepting and awarding of the bid. The Department is not obliged to accept the lowest or any bid.

3.17 The service must be executed by the successful bidder to whom the bid is awarded.

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- 3.18 Original or certified copy of BBBEE rating certificate issued by the authorized verification agency/ Original affidavit must be attached and delivered with the bid to ensure consideration thereof.
- 3.19 The Department reserves the right to award the bid in totality or to contract multiple service providers to procure the required service.
- 3.20 Service providers to ensure full compliance with all aspects of the specifications.
- 3.21 The closing date for receipt of bid is **01/06/2021 at 11h00**. The bids should be submitted in a sealed envelope marked "Bid – **ZNB74/2021/22HSE**", a compact disk (CD) containing only a scanned copy, in PDF format, of the bid shall be submitted together with the bid inside the sealed envelope. The bid box marked **Box No. 01** is located at the foyer area of the **Department of Human Settlements, 12th floor, 353-363 Dr. Pixley Ka-Seme Street**

4. CONTRACT PERIOD

- 4.1 The contract period shall remain in force for a period of 12 months from the date of signing of SLA.
- 4.2 The KwaZulu-Natal Department of Human Settlements reserves the right to terminate the contract with any service provider should the service provider fail to fulfill his/her contractual obligations in terms of this contract.
- 4.3 The KwaZulu-Natal Department of Human Settlements reserves the right to procure this service outside of the contract in cases where the supplier is unable to provide the said service due to circumstances beyond it or the Departments control.
- 4.4 The Department reserves the right to terminate the contract should the service provider no longer qualify in terms of private security industry regulation act 56 of 2001 subject to providing the service provider timeous notification of 30 days.

5. VALIDITY PERIOD

- 5.1 Bids must be valid for a period of 120 days from the closing date of the bid.
- 5.2 When it is necessary to request bidders to extend the validity period of their bid as a result of exceptional circumstances, the period of the extended validity will be determined and advised to bidders within the initial or any extended validity period.

6. UNSATISFACTORY PERFORMANCE

- 6.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions
- 6.2 If the contractor does not perform satisfactorily, the Department will institute the relevant measures for cancellation of the contract.
- 6.3 The Department reserves the right to terminate the contract when the bidder has failed to meet the required standards

7. REMEDIES IN THE CASE OF INCORRECT PREFERENCES

- 7.1 If a bidder should be awarded a contract on the basis of wrong information which he/she supplied regarding the preference which he/she claimed, and it is shown later that the information is incorrect, in addition to any legal impact which it may have, the Department will:-

- 7.1.1 Cancel the contract and recover any loss which the Department may have suffered as a result of having to make less favourable arrangements.
- 7.1.2 Recover any costs or damages, which the Department may have suffered as a result of the inclusion in the contract.

8. APPEALS PROCEDURES

- 8.1 Appeals must be lodged in terms of the appeals procedure applicable in terms of Practice Note No. 7 of 2006.
- 8.2 Appeals are to be directed to: The Secretariat, Bid Appeals Tribunal, Private Bag X9082, Pietermaritzburg, 3200, Tel no: 033-897 4462, Fax no: 033- 342 4238.

9. TAX CLEARANCE CERTIFICATE

- 9.1 A valid Tax Clearance Certificate or a Tax Status Compliance PIN may be submitted at bidder’s discretion with the bid before the closing date and time of the bid.
- 9.2 Each party to a Joint Venture/Consortium submitting a bid may submit an original and valid Tax Clearance Certificate or a Tax Status Compliance PIN with the bid before the closing date and time of the bid, at the bidder’s discretion.

10. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 10.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

11. COMPLETENESS OF THE BID

- 11.1 Bidders will only be considered if the bid document is correctly completed in all respects and accompanied by all relevant certificates and other necessary and applicable information.

12. EVALUATION CRITERIA

THE BID WILL BE EVALUATED IN TWO STAGES AS FOLLOWS:

12.1 STAGE 1 – ELIGIBILITY CRITERIA

IN ADDITION TO ALL REQUIREMENTS A COMPREHENSIVE COMPANY PROFILE MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER STAGE 1 OF EVALUATION CRITERIA, FOR THE PROGRESSION TO STAGE 2, SERVICE PROVIDERS MUST SCORE A MINIMUM OF 60% OF TOTAL POINTS AND PROFILE MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. DOCUMENTARY PROOF OF COMPLETED CONTRACTS MUST BE ATTACHED.

Key aspect of Eligibility	BASIS FOR POINT ALLOCATION	Score	Min-Max Points
Detailed Company Profile	Provide company structure indicating management as well as the summary of their responsibilities, to include the following key personnel: <ul style="list-style-type: none"> • Security Manager=4 points • Site Manager=2 points • Supervisor= 2 points • Security guards with their grades, including control room operator=2 points 	Good	7-10
	Company structure provided only shows 3-4 key personnel= 6 points	Fair	5-6
	Company structure provided shows 1-3 key personnel= 4 points Company structure does not have any key personnel=0 points	Poor	0-4
Response Plan	Provide a plan detailing what the company will do in the event of the following: <ul style="list-style-type: none"> • Security breach=5 points • Labour unrest and picketing=4 points • Fire and bomb scare=4 points • The role of the control room during natural disaster=3 points • Threat and Risk Assessments by the service provider=5 points • Operational plan and security standing orders=4 points 	Good	16-25
	Response plan covers 4-6 areas listed above=15 points	Fair	11-15
	Response plan covers 2-3 areas listed above=10 points Response plan covers 0-1 areas listed above=0 points	Poor	0-10
Security Services Experience	<ul style="list-style-type: none"> • Provide reference 5 references in a letterhead of the company where similar work has been undertaken in the last 5 years. (Letters must indicate brief description, value of the project, be signed and have contact details of the company. 	Good	16-25
	25 points for 5 reference letters. 15 points for 3-4 reference letters.	Fair	11-15
	10 points for 1-2 reference letters 0 point for no reference letter	Poor	0-10

Resources and Equipment	Equipment available at the disposal of the service provider to effectively execute the contract, that include but not limited to the following: <ul style="list-style-type: none"> • Base radio x 2 = 2 points • Handheld radio x 9=2 points • Handheld scanner x 9=4 points • Baton sticks x 7= 4 points • Handcuffs x 9=3 points • Pepper spray x 7=2 points • Pen (Black & Red)=2 points • Torches x 4=2 points • Two company cell phone each with R59 airtime at all times=4 points 	Good	16-25
	Provided 5-8 equipment=15 points	Fair	11-15
	Provided 3-4 equipment=10 points Provided 0-2 equipment=0 points	Poor	0-10
Financial Capacity	Provide proof of financial capacity to satisfactorily execute the required service, such should include the following: <ul style="list-style-type: none"> • Bank rating of the company indicating specific category. 	Good	10-15
	Category A=15 points		
	Category B=9 points	Fair	7-9
	Category C=6 points	Poor	0-6
Total			100

13.2 STAGE 2 – 80/20 PREFERENCE POINTS SYSTEM

The 80/20 Preference Points System will be utilized. In terms of Regulation 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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