

INVITATION FOR PROPOSAL

PROVISION OF SECURITY GUARDING SERVICES TO THE DEPARTMENT OF HUMAN SETTLEMENTS, UGU DISTRICT OFFICE, 2 STATION DRIVE, PORT SHEPSTONE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

BID NUMBER ZNB126/2025/26HSE
CLOSING DATE 05 SEPTEMBER 2025
BID BOX NO. 03 (SITUATED AT THE 12TH FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001).

COMPULSORY BRIEFING SESSION: **DATE:** 22 AUGUST 2025
TIME: 11:00AM
KZN DEPARTMENT OF HUMAN SETTLEMENTS
UGU DISTRICT OFFICE
2 STATION DRIVE
PORT SHEPSTONE

BID DOCUMENT CAN BE DOWNLOADED FROM www.kzndhs.gov.za/tenders/advertisements or [www.etenders.gov.za/browseopportunities/currently advertised](http://www.etenders.gov.za/browseopportunities/currently%20advertised)

BIDDERS TO NOTE THE FOLLOWING:

1. NO BID DOCUMENT WILL BE ISSUED BY THE DEPARTMENT OR DURING THE BRIEFING SESSION.
2. NO BRIEFING SESSION PAGE (SECTION D) WILL BE ISSUED BY THE DEPARTMENT AT THE BRIEFING VENUE

Eligibility Criteria:

Key aspect of Eligibility	BASIS FOR POINT ALLOCATION	Score	Max Points
Detailed Company Profile	Provide company organogram indicating management as well as the summary of their responsibilities, to include the following key personnel: <ul style="list-style-type: none"> • Security Manager= 10 points • Supervisor= 10 points • Control Room Operator = 7 points • Security guards = 8 points NB: Please note 1 point will be awarded for listing the name of a security personnel on the organogram and the remainder will be allocated for providing a summary of their responsibilities. Bidders are to ensure that the CV's of the security personnel are attached.	Good	22-35
	Company organogram provided 2 key personnel as indicated above – (8-12)	Fair	15-21
	Did not meet the requirements of a Good and a Fair rating as indicated above.	Poor	0-14
	Company organogram does not have any key personnel and a summary of responsibilities for security personnel is not furnished.		

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 = 7 points • Labour unrest and picketing = 6 points • Fire and bomb scare = 6 points • The role of the control room during natural disaster = 5 points • Threat and Risk Assessments by the service provider = 6 points • Operational plan and security standing orders = 5 points Provide a detailed response plan covering all of the above aspects.	Good	22-35
	Response plan moderately covers key aspects as above	Fair	15-21
	Response plan does not adequately cover the key aspects. No response plan = 0	Poor	0-14
Security Services Experience	Provide 6 references in a letterhead of the company where similar work has been undertaken in the last 8 years. <ul style="list-style-type: none"> • Letters must indicate brief description - 1 • Value of the project - 1 • Contract period – 1 • Be signed duly authorized personnel - 1 • Have contact details of the company - 1 4-6 reference letters Service provider has extensive security related experience.	Good	16-30
	Service provider has moderate security related experience. 2-3 reference letters.	Fair	6-15
	Service provider has limited security related experience. 1 reference letter No reference letters = 0 points	Poor	0-5
	NB: The Department reserved the right to verify the authenticity of the reference.		
Total			100

SPECIFIC GOALS:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise is at least 51% Black Owned. - Provide a Central Suppliers Database report and Identity Document.	5	
Enterprise is at least 51% owned by Female. - Provide a Central Suppliers Database report and Identity Document.	5	
Enterprise is at least 51% owned by disabled person. - Provide a Central Suppliers Database report and proof of disability from a medical practitioner.	5	

Enterprise is at least 51% owned by Youth. - Provide a Central Suppliers Database report and Identity Document	5	
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TECHNICAL ENQUIRIES

MR E. NDABA: 031 336 5102

BID ENQUIRIES

**MRS R. GAFOOR 031 336 5142 / MR. S. MKHIZE 031 336 5241/ MR. S.
BIYASE 031 336 5165/ MR. V. MKHWANAZI 031 336 5420.**