

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 ZNB152/2026/27HSE
CLOSING DATE 14 JULY 2026
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:** 25 – 06 - 2026
TIME: 11:00AM
VENUE: 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/browse opportunities/currently advertised

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.

Key aspect of Eligibility	BASIS FOR POINT ALLOCATION	Score	Max Points
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Response Plan	Provide a plan detailing what the company will do in the event of the following: • SECURITY BREACH in terms of relevant legislations/ prescripts (MISS/ MPSS) etc. = (1point per activity) • LABOUR UNREST AND PICKETING in terms of relevant legislations/ prescripts (Labour Relations Act, BCEA) etc. = (1point per activity) • FIRE AND BOMB SCARE in terms of relevant legislations/ prescripts (Disaster Management Act/ OHS, Hazardous Substance Act) etc. = (1point per activity) • THE ROLE OF THE OFFICE ADMINISTERED OR SATELLITE OFFICE OPERATOR DURING NATURAL DISASTERS in terms of relevant legislations/ prescripts (Disaster Management, OHS, PFMA) etc. = (1point per activity) • THREAT AND RISK ASSESSMENTS by the service provider (Disaster Management Act/ OHS) etc. = (1point per activity) • STANDING OPERATING PROCEDURES (standing orders) in terms of relevant legislations/ prescripts (PSIRA Act, PSIRA Code of Conduct for Security) etc. = (1point per activity) Provide a detailed response plan covering all the above aspects.	10 points 06 points 06 points 06 points 06 points 06 points	40
Security Services Experience	Provide proof of previous experience in the field of physical security services rendering the similar service to a public entity clients or private sector client undertaken in the last 5 years. Each letter must have the following: • Brief description of the service rendered • Must be in the clients' company letterhead. • Must indicate the value of a project (not less than R 1 000 000.00 per letter) . • State the contract period/ duration. • Be signed by duly authorized personnel. • Have contact details of the client (contact numbers & email). If one of the above listed points is missing from the letter, it (the letter) will be null and void.	5 reference letters and above=60 4 reference letters=48 3 reference letters=36 2 reference letters=24 1 reference letters=12 0 reference letters=0	60
NB: The Department reserved the right to verify the authenticity of the reference.			

Total		100
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SPECIFIC GOALS FOR THIS BID:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
100% Black Ownership - Attach CIPC Certificate, BBBEE Certificate or EME/QSE Sworn Affidavit	2
Minimum 51% Woman Ownership - Attach share certificate and identity Document	8
Minimum 51% Youth Ownership - Attach share certificate and identity Document	6
Minimum 51% Owned by person living with Disabilities - Attach share certificate and proof of disability from medical practitioner	2
Enterprise located in a specific municipal area for work to be done or services to be rendered - Attach utility bill or lease agreement or ward councilor letter	2

TECHNICAL ENQUIRIES: MR. EUGENE NDABA: 031 336 5102

**BID ENQUIRIES: MR. S. BIYASE 031 336 5165 / MR. S. MKHIZE 031 336 5241
MR. V. MKHWANAZI 031 336 5420.**