

## **REQUESTS FOR BIDS**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER 24-HOUR SECURITY GUARDING SERVICES FOR THE KWAZULU-NATAL DEPARTMENT OF HUMAN SETTLEMENTS AT EAGLE BUILDING, 353-363 DR PIXLEY KA SEME STREET, DURBAN 4001 FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

|                     |                                                                                                                                                    |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BID NUMBER</b>   | <b>ZNB161/2026/27HSE</b>                                                                                                                           |
| <b>CLOSING DATE</b> | <b>03 NOVEMBER 2026</b>                                                                                                                            |
| <b>TIME</b>         | <b>11:00</b>                                                                                                                                       |
| <b>BID BOX NO.</b>  | <b>03 (SITUATED AT THE 12<sup>TH</sup> FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353-363 DR PIXLEY KA SEME STREET, DURBAN, 4001)</b> |

|                                    |                                                                                                                               |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>COMPULSORY BRIEFING SESSION</b> | <b>RESIDENCE HALL<br/>INKOSI ALBERT LUTHULI CENTRAL HOSPITAL<br/>800 VUSI MZIMELA ROAD<br/>CATO MANOR<br/>DURBAN<br/>4091</b> |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|

|              |                        |
|--------------|------------------------|
| <b>DATE:</b> | <b>14 OCTOBER 2026</b> |
| <b>TIME:</b> | <b>11:00AM</b>         |

Bid documents must be downloaded from the departmental website or eTender Portal: [www.kzndhs.gov.za](http://www.kzndhs.gov.za) or [www.etenders.gov.za](http://www.etenders.gov.za)

### **BIDDERS TO NOTE THE FOLLOWING:**

- 1. THE DEPARTMENT WILL NOT ISSUE BID DOCUMENTS, INCLUDING AT THE BRIEFING SESSION.**
- 2. THE DEPARTMENT WILL NOT PROVIDE THE BRIEFING SESSION PAGE (SECTION D) AT THE VENUE. BIDDERS MUST BRING THIS PAGE WITH THEIR BID DOCUMENTS TO BE STAMPED AT THE BRIEFING SESSION.**

|                            |                                                                                                                                  |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>TECHNICAL ENQUIRIES</b> | <b>MR. E. NDABA: 031 336 5308</b>                                                                                                |
| <b>BID ENQUIRIES</b>       | <b>MR. S. MKHIZE 031 336 5241 / MR. S. BIYASE 031 336 5165<br/>/ MR. V. MKHWANAZI 031 336 5420 / MR. E. NGWENYA 031 336 5157</b> |

## Eligibility Criteria

**A COMPREHENSIVE COMPANY PROFILE / PROPOSAL MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER EVALUATION CRITERIA. THE PROFILE / PROPOSAL MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. IN CASES WHERE THERE ARE TEAMS, DETAILED CURRICULA VITAE OF ALL KEY PERSONNEL IS REQUIRED. DOCUMENTARY PROOF OF COMPLETED PROJECTS MUST BE ATTACHED. A MINIMUM OF 60% IS REQUIRED IN ORDER TO PROCEED TO STAGE 3, PRICE AND SPECIFIC GOALS.**

| Key aspect of Eligibility  | Basis for points allocation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Score                                                                                                                                                              | Max Points |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Response Plan</b>       | <ul style="list-style-type: none"> <li>Provide a plan detailing what the company will do in the event of the following: <ul style="list-style-type: none"> <li>Security breach in terms of relevant security standards and legislation = (1 point per activity)</li> <li>Labour unrest and picketing in terms of relevant security standards and legislation = (1 point per activity)</li> <li>Fire and bomb scare in terms of relevant security standards and legislation = (1 point per activity)</li> </ul> </li> <li>Explain the role of the office administrator or satellite office operator during natural disasters in terms of relevant security standards and legislation = (1 point per activity)</li> <li>Provide/list threat and risk assessments by the service provider = (1 point per activity)</li> <li>Provide an explanation or list of security standard orders in terms of relevant security standards and legislation = (1 point per activity).</li> </ul> <p><b>Provide a detailed response plan covering all the above aspects.</b></p> | 10 points<br>06 points<br>06 points<br>06 points<br>06 points<br>06 points                                                                                         | <b>40</b>  |
| <b>Relevant Experience</b> | <p>Provide proof of previous experience in the field of physical security services rendered and completed in the last 5 years. Each letter must include the following:</p> <ul style="list-style-type: none"> <li><b>A brief description of the service rendered.</b></li> <li><b>Be on the client's company letterhead.</b></li> <li><b>Indicate the value of the project (not less than R 1 000 000.00 per letter).</b></li> <li><b>State the contract period/duration.</b></li> <li><b>Be signed by duly authorised personnel.</b></li> <li><b>Have contact details of the client (contact numbers &amp; email).</b></li> </ul> <p><b>If any of the above information is missing, the letter will be considered invalid.</b></p> <p><b>NB: The Department reserves the right to verify the authenticity of the reference letters; accurate details are therefore essential.</b></p> <p><b>Bidders should not submit more than five reference letters.</b></p>                                                                                                | 5 reference letters = 60<br>4 reference letters = 48<br>3 reference letters = 36<br>2 reference letters = 24<br>1 reference letter = 12<br>0 reference letters = 0 | <b>60</b>  |
| <b>TOTAL</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>100</b>                                                                                                                                                         |            |

## Price and Specific Goals

This bid will be evaluated using the 80/20 preference point system.

Note to tenderers: Tenderers must indicate how they claim points for each specific goal.

| 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) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------|
| <b>100% Black ownership</b><br>- Attach CIPC certificate, B-BBEE certificate, or EME/QSE sworn affidavit                                                                     | 2                                         |                                                                           |
| <b>Minimum 51% women ownership</b><br>- Attach share certificate and identity document                                                                                       | 8                                         |                                                                           |
| <b>Minimum 51% youth ownership</b><br>- Attach share certificate and identity document                                                                                       | 6                                         |                                                                           |
| <b>Minimum 51% ownership by persons living with disabilities</b><br>- Attach share certificate and proof of disability from a medical practitioner                           | 2                                         |                                                                           |
| <b>Enterprise located in a specific municipal area for work to be done or services to be rendered</b><br>Attach a utility bill, lease agreement, or ward councillor's letter | 2                                         |                                                                           |