



KWAZULU-NATAL PROVINCE
HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA



A NATION THAT WORKS FOR ALL

INVITATION 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 36 MONTHS

BID NUMBER	ZNB139/2025/26HSE
CLOSING DATE	17 MARCH 2026
CLOSING TIME	11:00
BID BOX NO.	03 (SITUATED AT THE 12 TH FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001)
BID DOCUMENTS	Bid documents can be downloaded from www.kzndhs.gov.za/ www.etenders.gov.za (NO BID DOCUMENTS WILL BE ISSUED BY THE DEPARTMENT)
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

The KZN Department of Human Settlements hereby invites bids from suitably qualified and experienced service providers to 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 36 months

NB: A bid that fails to meet any pre-qualifying criteria stipulated in the bid documents is an unacceptable bid.

EVALUATION CRITERIA THE BID WILL BE EVALUATED IN THREE STAGES AS FOLLOWS:

- 1. STAGE 1 – ADMINISTRATIVE COMPLIANCE**

2. STAGE 2- ELIBILITY 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 CURRICULAM VITAE OF ALL KEY PERSONNEL IS REQUIRED. DOCUMENTARY PROOF OF COMPLETED PROJECTS MUST BE ATTACHED. A MINIMUM OF 60% IS REQUIRED IN ORDER TO QUALIFY.

Key aspect of Eligibility	BASIS FOR POINT ALLOCATION	Score	Max Points
Response Plan	<p>Provide a plan detailing what the company will do in the event of the following:</p> <ul style="list-style-type: none"> • Security breach in terms of relevant security standards and legislations =(1point per activity) • Labour unrest and picketing in terms of relevant security standards and legislations = (1point per activity) • Fire and bomb scare in terms of relevant security standards and legislations = (1point per activity) • The role of the office administered or satellite office operator during natural disasters in terms of relevant security standards and legislation = (1point per activity) • Threat and Risk Assessments by the service provider = (1point per activity) • Security standard orders in terms of relevant security standards and legislation = (1point per activity) <p>Provide a detailed response plan covering all the above aspects.</p>	<p>10 points 06 points 06 points 06 points 06 points</p>	40
Security Services Experience	<p>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:</p> <ul style="list-style-type: none"> • 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). <p>If one of the above listed points is missing on the letter, it (the letter) will be null and void.</p> <p>NB: The Department reserved the right to verify the authenticity of the reference.</p>	<p>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</p>	60
Total			100

3. Stage 3 –Price and Specific Goals

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

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 original certified copy of Director(s) or Member(s) ID and a Central Suppliers Database report.	4	
Enterprise is at least 51% owned by Female - Provide a original certified copy of Director(s) or Member(s) ID and a Central Suppliers Database report.	4	
Enterprise is at least 51% owned by disabled person - Provide a Letter from a Medical Practitioner confirming the disability and a Central Suppliers Database report.	4	
Enterprise is at least 51% owned by Youth - Provide a original certified copy of Director(s) or Member(s) ID and a Central Suppliers Database report.	4	
Enterprise is located in the eThekweni District Municipality - Attach the company's Municipality Utility Bill/Lease Agreement/Letter from the Councilor.	4	