



AgriCentre Building  
Cnr. Dr. James Moroka  
and Stadium Rd  
Private Bag X2039,

**CHIEF DIRECTORATE: FINANCIAL MANAGEMENT**

**DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

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## **INVITATION TO BID**

### **13 DARD 016/2022: PROVISION OF SECURITY SERVICES AT DR KENNETH KAUNDA DISTRICT OFFICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS - DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

You are invited to submit a bid for the service as indicated in the attached bid documents.

1. The conditions contained in the General Conditions of Contract (GCC), and the attached bid forms, as well as any other conditions accompanying this invitation, are applicable.
2. The work procedure, the bidder proposes to follow to obtain the required result must be clearly outlined and its terms may not conflict with those contained in the General Conditions of Contract (GCC).
3. Kindly receive attached the following bid documents:
  - 3.1. Terms of reference
  - 3.2. SBD 1- Invitation to Bid Form
  - 3.3. SBD 3.3 – Pricing Schedule
  - 3.4. SBD 4 – Bidders Disclosure
  - 3.5. SBD 6.1 - Preferential Points
  - 3.6. General conditions of contract (GCC)
  - 3.7. Security Services Special Conditions (SSSC)
4. All the documents accompanying this invitation to bid must be completed in detail, be sealed in an envelope, and be deposited in the bid box situated at the foyer of the main entrance of Agri-Centre, opposite Convention Centre, Cnr. James Moroka and Stadium Road, Mmabatho before the closing date and time as follows:

**Bid Number: 13 DARD 016/2022**  
**Closing Date: 25 OCTOBER 2022**  
**Closing Time: 11h00**

## 5. Briefing Session

**There will be no compulsory briefing. However, any Bidder(s) who wishes to view the site(s) may arrange by contacting officials listed on Technical enquiry (via email) clause number 12**

## 6. Closing Time

The closing time for submission of Bid Offers is: **25 OCTOBER 2022 at 11h00** at Agri-Centre Building, Corner Dr James Moroka and Stadium Road, Mmabatho.

## 7. Access

Officials acting on behalf of the Department shall be provided access for inspections and testing.

8. No Telephonic, telegraphic, telex, facsimile, electronic or e-mailed bids will be considered.
9. A non-refundable fee of **R100.00** (Cash) is payable for this document. This fee must be paid at Office E135, First Floor, Agri-Centre Building, Cnr. Dr. James Moroka and Stadium Road, Mmabatho.
10. The non-refundable fee does not apply to service providers who can download tender from the E-Portal website [www.etenders.gov.za/content/advertised-tenders](http://www.etenders.gov.za/content/advertised-tenders) or Departmental Website [www.nwpg.gov.za/Agriculture](http://www.nwpg.gov.za/Agriculture) under Tenders
11. The Department of Agriculture and Rural Development **reserves the right to accept any bid in whole or in part and does not bind itself to accept the lowest or any bid.**

## 12. Enquiries (Bidders are encouraged to utilize emails for enquiries)

Technical Enquiries	Messrs. M. Maboya and J Kgoele	Tel: 018 389- 5163/5162 <a href="mailto:mmaboya@nwpg.gov.za">mmaboya@nwpg.gov.za</a> <a href="mailto:kgoelej@nwpg.gov.za">kgoelej@nwpg.gov.za</a>
General SCM Enquiries	Mr. S. Mothibi	Tel: 018 389-5053 <a href="mailto:SMothibi@nwpg.gov.za">SMothibi@nwpg.gov.za</a>

## 13. BID REQUIREMENTS

- 13.1 Late bids will not be considered. Please note that bids are late if they are received at the address given in the bid document after the bid closing date and time. The bidding box shall be locked at exactly 11:00. The closing time will be in accordance with Telkom Time (1026)

- 13.2 Bids will be valid for a period of 90 days.
- 13.3 All bid prices must be quotes in South African Currency and must be VAT inclusive.
- 13.4 All the relevant forms attached to this bid document must be completed in full and signed in black ink where applicable by a duly authorised official.
- 13.5 The successful bidder will be required to sign a written contract form (SBD 7.2).
- 13.6 The successful bidder will be required to sign the Service Level Agreement with the department.
- 13.7 The official forms as per paragraph 3 above and the bid terms of reference / specification must not be retyped. To ensure authenticity of the document's bidders must complete forms manually.

#### **14. MANDATORY DOCUMENTATION**

14.1. The prospective bidders are required to provide the following mandatory documentation which will be used for the **phase 1 of the Evaluation Mandatory Documentation:**

14.1.1 A copy of the company central supplier database (CSD) registration report. The current status on the CSD report must be tax compliant.

14.1.2 Original, fully completed and signed Standard Bidding Document

14.1.3 SARS Tax Pin.

14.1.4 A valid Copy of Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificates issued by the SANAS or Sworn Affidavits attested by a Commissioner of Oaths or B-BBEE Certificate from DTI

**Bidders not submitting B-BBEE certificate will not be disqualified however they will not claim points.**

14.1.5 For joint venture to be considered and points allocated accordingly, the

Following documents are required:

14.1.5.1 Agreement between the parties of the joint venture

14.1.5.2 Consolidated Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificates.

14.1.5.3 Both parties must be registered on the Central Supplier Database with a

tax compliance status

14.1.5.4 Valid and certified copy of the company's Private Security Industry Regulatory Authority (PSIRA) registration certificate as Security Service Provider.

14.1.5.5 Letter of good standing of the company from PSIRA.

14.1.5.6 Valid and certified copy of all company directors' PSIRA registration certificates.

14.1.5.7 A valid and certified copy of Compensation for Occupational Injuries and Diseases Act (COIDA) issued by the Department of Employment and Labour.

14.1.5.8 A valid proof of Provident Fund registration in the name of the Company.

14.1.5.9 Copies of the employment contract and Payslip in line with BCEA.

14.1.5.10 A copy of Police Clearance for all Directors issued by SAPS and not older than 12 months or proof of application.

#### **NB**

- **Period of Certified documents and a letter should not be older than 06 months.**
- **If the company has not been in operation, blank copies of payslip and employment contract can be provided.**

#### **15. EVALUATION CRITERIA AND PROCESSES TO BE USED:**

DARD has defined minimum standards or criteria (Threshold) that a bidder needs to meet to progress through the evaluation and selection process. The process consists of the following three phases:

##### **15.1. Phase 1: Pre-Qualification - Evaluation on mandatory requirements:**

This entails initial screening of bid responses received at close of bid. During this phase bid responses are registered to ascertain the number of bid responses received before the closing date and time and to verify if the bidders submitted all mandatory requirements listed in 14.1. above

**Note: Failure to submit the documents listed above will result in the disqualification of your bid.**

## Reasons for disqualification

15.1.1. The Department reserves the right to disqualify any bidder which does any one or more of the following:

15.1.1.1. Bidders who are not successfully registered on CSD;

15.1.1.2. Bidders who submitted incomplete information and documentation according to the requirements of this RFB;

15.1.1.3. Bidders who submitted information that is fraudulent, factually untrue, or inaccurate, for example memberships that do not exist, B-BBEE credentials, experience, etc.

15.1.1.4. Bidders who received information not available to other bidders through fraudulent means;

15.1.1.5. Bidders who do not comply with Legal requirements as stipulated in this RFB;

15.1.1.6. Bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts;

15.1.1.7. Bidders who are listed on the National Treasury's Database of restricted suppliers; and

15.1.1.8. Bidders who are employed by the State.

## 15.2. Phase 2 – Technical / functional Requirements:

15.2.1. Only bidders that have met the Pre-Qualification Criteria in Phase 1 will be evaluated in Phase 2 on Technical Criteria. The bidders' proposals will be scored according to the technical scorecard below. This evaluation will be based on the responses using the criteria i.e. Understanding of the bid, Proposal, experience of resources (key personnel) to be utilized, company track record and experience of the company. **The threshold values set for the qualification of bid is 70/100 or 70% for weight and all the bidders who score below this score will be eliminated.**

### 15.2.2. Criterion 1: References related to experience

15.2.2.1. Please note that this section refers to the Company and its legacy's references related to the experience in Security Services. It also considers that the references are related & relevant to the rendering of security services.

- 15.2.2.2. Bidders should provide copies of reference letters, on an official letterhead of the referee, in relation to the experience gained on projects relevant to the scope of work.
- 15.2.2.3. The following details should be included in the reference letter:
- 15.2.2.3.1 Details of work that have been successfully completed (similar to Security Services scope of work).
- 15.2.2.3.2 Was the work completed within the contractual timeframe?
- 15.2.2.3.3 The Contract Amount and period
- 15.2.2.3.4 Accessibility of service provider.
- 15.2.2.3.5 General performance of the service provider on the project.

The letter should also include who the contact person with all his/her details. The following table must be completed by the bidder as a summary of services completed:

<b>Employer / Client</b>	<b>Nature of Work</b>	<b>Value of Work (Incl. VAT)</b>	<b>Start and completion date (Month and year) Duration</b>
			<b>Start:</b>
			<b>Completion:</b>
			<b>Duration:</b>
			<b>Start:</b>
			<b>Completion:</b>
			<b>Duration:</b>
			<b>Start:</b>
			<b>Completion:</b>
			<b>Duration:</b>

**15.2.3. Criterion 2: Operational Functionality – Site Inspection**

The Security Provider should have an established 24 hours operational control room for communication, monitoring and recording of all events and this control room must be available for inspection by DARD Officials.

**15.2.4. Criterion 3: Office Premises (Proof must be declared: Title Deed/Letter of Tribal Authority/Valid Lease Agreement or Municipality Statement of Account)**

15.2.4.1. The bidder should have an existing operational office. The bidder is expected to provide an existing and valid lease agreement, title deed or statement of business account from Local Municipality confirming the business operational office address. This office will be inspected by the DARD officials.

**All the shortlisted service providers will be subjected to the site inspections at their respective addresses and will be scored in terms of the table below:**

<b>NO.</b>	<b>CRITERIA</b>	<b>MAXIMUM SCORE</b>
<b>1.</b>	<b>PAST EXPERIENCE</b>	<b>20</b>
	1.1 Number of combined years in the security services <ul style="list-style-type: none"> <li>• 10 years and more = 15 points</li> <li>• 8 to 9 years = 10 points</li> <li>• 5 to 7 years = 6 points</li> <li>• 2 to 4 years = 4 points</li> <li>• Below 2 years = 2 points</li> </ul>	15
	1.2 A proven track record of rendering physical security services (Bidders must submit reference letter/s). <ul style="list-style-type: none"> <li>• 5 letters or more = 5 points</li> <li>• 4 letters = 4 points</li> <li>• 1 to 3 letters = 3 Points</li> <li>• No submission = 0 point</li> </ul>	5
<b>2</b>	<b>RISK BASED CONTINGENCY PLAN (Attach Plans based on the below)</b>	<b>12</b>
	2.1 Strike Management: <ul style="list-style-type: none"> <li>• A detailed plan on how the security service provider will manage the strike by its employees = 1 point</li> <li>• A plan on how the security service provider will assist DARD during public sector unrest. The plan must have due regard to the provision of extra security officers in the case of strike = 1 point</li> <li>• No submission = 0 point</li> </ul>	2
	2.2 Fire Management and Farm Protection <ul style="list-style-type: none"> <li>• A detailed plan on how the security service provider will manage the sites when the fires breakout = 1 point</li> <li>• A summary of step-by-step processes on how the Farms (sites) will be safely guarded by the service provider = 1 point</li> <li>• No submission = 0 point</li> </ul>	2
	2.3 Security breaches <ul style="list-style-type: none"> <li>• How is the service provider going to manage the sites when a case of Security breach is detected = 1 point</li> <li>• The Plan including standard operational procedure = 1 point</li> <li>• No submission = 0 point</li> </ul>	2
	2.4 Emergency Evacuation <ul style="list-style-type: none"> <li>• How would the service provider assist the authorities during the emergency evacuation = 1 point</li> <li>• Training schedule for security officers on sites on the emergency evacuation for the sites should be indicated = 1 point</li> <li>• No submission = 0 point</li> </ul>	2



NO.	CRITERIA	MAXIMUM SCORE
	2.5 Power Failure <ul style="list-style-type: none"> <li>• How would the service provider manage the sites during the night in case of the power failure = 2 points</li> <li>• No submission = 0 point</li> </ul>	2
	2.6 Riots and Crowd Management <ul style="list-style-type: none"> <li>• A summary of step-by-step processes on how to manage crowd and riots to avoid stampede = 2 points</li> <li>• No submission = 0 point</li> </ul>	2
3	<b>Value of Services Provided</b>	<b>10</b>
	3.1 The combined value of similar work previously done by the bidder in the past 05 years: <ul style="list-style-type: none"> <li>• R6 000 000 and above = 8 points</li> <li>• R4 000 000 to R5 999 999 = 6 points</li> <li>• R2 000 000 to R3 999 999 = 4 points</li> <li>• Less than R2 000 000 = 2 points</li> <li>• No submission = 0 point</li> </ul>	8
	3.2 Registered with (NBCPSS) National Bargaining Council for Private Security Sector. <ul style="list-style-type: none"> <li>• Copy of proof of registration with NBCPSS = 2 points</li> </ul>	2
4	<b>OPERATIONAL REQUIREMENTS</b>	<b>50</b>
	<b>4.1 Equipment for Security Officers (Provide list &amp; Pictures of company owned equipment)</b>  Security officers must always be issued with equipment by the Company. These include: <ul style="list-style-type: none"> <li>• Branded combat uniforms = 1 point</li> <li>• Branded corporate uniforms = 1 point</li> <li>• Rain suits = 1 point</li> <li>• Torches = 1 point</li> <li>• Pepper sprays = 1 point</li> <li>• Baton = 1 point</li> <li>• Hand cuffs = 1 point</li> <li>• Handheld radios = 1 point</li> <li>• Pocket books = 1 point</li> <li>• Handheld metal detectors = 1 point</li> </ul> <b>Each item is allocated one (1) point, failure to present an item is zero (0).</b>	<b>10</b>

NO.	CRITERIA	MAXIMUM SCORE
	<b>4.2 Control Room – SITE INSPECTION</b>	<b>20</b>
	<p>4.2.1 Control room and backup systems.</p> <ul style="list-style-type: none"> <li>• Physical building: Brick and mortar, not a temporary structure = 2 points.</li> <li>• Control room has a toilet facility including basin = 3 points.</li> <li>• Control room has SABS approved and functional fire extinguisher/s = 1 point.</li> <li>• Control room with no windows and with air conditioning = 2 points.</li> <li>• Power supply: Two sources of power supply, mains, and other alternative power supply sources (that can last up to 4 hours) = 2 points.</li> <li>• No submission = 0 point</li> </ul>	<p>2</p> <p>3</p> <p>1</p> <p>2</p> <p>2</p>
	<p>4.2.2 The Control Room is manned 24 hours a day, 7 days a week <b>(To be verified during site inspection)</b></p> <ul style="list-style-type: none"> <li>• 24/7 manned control room = 3 points</li> <li>• Control Room not manned 24/7 = 0 point</li> </ul>	<p>3</p>
	<p>4.2.3 Twenty-four (24) hours Uninterrupted Communication system, i.e., Base Radio, Telephones or Cell phones (able to make outgoing calls).</p> <ul style="list-style-type: none"> <li>• Display Emergency telephone numbers (SAPS, Fire Department, and Disaster Management etc.) = 3 points.</li> <li>• No display of Emergency Numbers = 0 point</li> </ul>	<p>3</p>
	<p>4.2.4 Records: consistent capturing of events or activities relating to;</p> <p>4.2.4.1 Monitoring of deployed staff</p> <p>4.2.4.2 Events relating to armed response deployment.</p> <ul style="list-style-type: none"> <li>• Recorded events stored in secure lockable security containers = 2 points.</li> <li>• No Records = 0 point</li> </ul>	<p>2</p>
	<p>4.2.5 Contingency plan for the control room must be displayed in the control room</p> <ul style="list-style-type: none"> <li>• Displayed Contingency plan= 2 points</li> <li>• No display of Contingency Plan = 0 points.</li> </ul>	<p>2</p>

NO.	CRITERIA	MAXIMUM SCORE
	<b>4.3 Armed Response</b>	<b>20</b>
	<p>4.3.1 Number of branded security response vehicles</p> <ul style="list-style-type: none"> <li>• 1 X LDV with ground clearance of at least 250mm = 5 points, if none = 0 point</li> <li>• 1 X Utility/ Sedan Vehicle = 5 points, if none = 0 point</li> <li>• 1 X 96cc or higher power quad bike, If two, 5 points, If not, 1 point and if none 0 points</li> </ul> <p><b>NB:</b> Vehicles and their registration certificates must be available during the site inspection</p>	15
	<p>4.3.2 Compliance to Firearm Control Act</p> <ul style="list-style-type: none"> <li>• Valid firearms certificates for business purposes in the name of the company = 1 point, if not 0 point</li> <li>• SAPS firearm competency certificate for the person handling firearms = 1 point, if not 0 point</li> <li>• Updated firearms register = 1 point, if not 0 point</li> <li>• Fire-arms safe = 2 points, if not 0 point</li> </ul>	5
<b>5</b>	<b>Office Premises (Proof of Title Deed/ Letter from Tribal Authority/Valid Lease Agreement or Municipality Statement of Account must be attached)</b>	<b>8</b>
	<p>5.1. Control room located</p> <ul style="list-style-type: none"> <li>• Less than 25 km radius from Dr Kenneth Kaunda District Office to respond to emergencies = 8 points</li> <li>• Between 25 km and 100 km radius from Dr Kenneth Kaunda District Office to respond to emergencies = 4 points</li> <li>• Over 100 km radius from Dr Kenneth Kaunda District Office to respond to emergencies = 2 points</li> </ul>	8
	<b>Maximum score for Functionality (Total Quality Score)</b>	<b>100</b>

## DECLARATION

The following documents should be declared

	YES	NO
1. Proof of residence (Title deed/Letter of tribal authority/Valid lease agreement/ Municipal statement of account)		
2. National Bargaining Council for Private security sector		
3. Proof of ownership or hire of vehicles and quadbikes		

**NB: The shortlisted bidders will be required to provide the above listed documents during inspection.**

**NB:** Site Inspection will be conducted as part of the evaluation process for those bidders shortlisted. Bidder (s) shall be disqualified if found to have misrepresented information on the bid documents.

### 15.3. Phase 3 - Preference Point System

15.3.1. In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

15.3.2. The following formula will be used to calculate the points for price:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

15.3.3. A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**DEPLOYMENT OF PRIVATE SECURITY OFFICERS AT THE DEPARTMENT OF  
AGRICULTURE AND RURAL DEVELOPMENT**

**Specification for Dr Kenneth Kaunda District**

AREA	DAY SHIFT	NIGHT	TOTAL REQUIRED	SPECIAL REQUIREMENT
Potchefstroom College of Agriculture <b>Grade C</b>	14	12	26	<b>1 x 24/7 Patrol vehicle</b>
Potchefstroom College of Agriculture <b>Grade B</b>	01	01	02	
Experimental Farm <b>Grade C</b>	06	06	12	<b>1 X 24/7 Quad bike</b>
Experimental Farm <b>Grade B Armed</b>	02	02	04	<b>1 x 24/7 Patrol vehicle</b>
Maquassi Hills (LAO and VET – <b>Grade C</b> )	04	04	08	
Matlosana State Vet – <b>Grade C</b>	01	0	01	
Ventersdorp State Vet – <b>Grade C</b>	01	0	01	
Ventersdorp FSU <b>Grade C</b>	01	0	01	
<b>Total</b>	<b>30</b>	<b>25</b>	<b>55</b>	

**Total for Dr KK District = 55**

## **PRICING SCHEDULE**

NAME OF BIDDER: ..... BID NO: 13 DARD 016/2022

CLOSING TIME \_\_\_\_\_ ON \_\_\_\_\_

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

### **1. Dr KENNETH KAUNDA DISTRICT OFFICES:**

#### **GRADE 'C' SECURITY OFFICER**

**YEAR 1 (2022/23)**

<b>DESCRIPTION</b>	<b>EXPLANATION</b>	<b>UNIT PRICE PER SECURITY OFFICER</b>
<b>HOURLY EQUIVALENT RATE</b>	Clause <b>4(7)(b)</b> NBC Agreement	
<b>Ordinary time:</b> i) Primary Sec Officer ii) *Relief Sec Officer	4 shifts per week (48 hrs) 2 shifts per week (24 hrs)	R
Sunday pay premium	4,333 weeks p/m @ X1.5	R
Public holiday premium	1 shift p/m @ X1	R
Leave provision	21 consecutive days leave	R
Sick Pay	1 shift p/m	R
Study leave	6 days per annum	R
Family responsibility Leave	5 days per annum	R
Night shift allowance	6 Rand, p/night shift worked	R
Cleaning Allowance	30 Rand p/m	R
Premium allowance	439 p/m	R
Provident fund	7,5 % of Fund Salary	R
Medical/insurance	150 p/m	R
Statutory Annual Bonus	Monthly salary	R
<b>SUB-TOTAL: EMPLOYEE BENEFITS</b>		<b>R</b>
UIF COID/WCA Skills development	1 % of employees' income 3,71 % of employees' income 1 % of remuneration (SDL)	R
<b>SUB-TOTAL: POSSIBLE EXTRA COSTS</b>		
Sets of uniform (Statutory requirement)	1500 Rand p/p p.a.	R
Share of overheads	40 % of direct cost (Economy of scale rule applies)	R
<b>SUB-TOTAL: POSSIBLE EXTRA COSTS</b>		

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
<b>TOTAL COST PER MONTH</b>		R
<b>PROFIT PER SECURITY OFFICER</b>		R
<b>VAT</b>		R
<b>TOTAL PER SECURITY OFFICER</b>		R
<b>TOTAL FOR 49 GRADE C SECURITY OFFICERS PER MONTH</b>		R

**2. DR KENNETH KAUNDA DISTRICT OFFICES:  
GRADE 'B' SECURITY OFFICER**

**YEAR 1 (2022/23)**

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
BASIC SALARY	Basic salary as per sectoral determination 6	R
HOURLY RATE	Hourly rate as per sectoral determination 6	R
Ordinary time: (i) Primary Security Officer	4 shifts per week (48 hours)	R
(ii) Relief Security Officer	2 shifts per week (24 hours)	R
• Sunday Premium	4,333 weeks p/m @ 1.5	R
• Public Holiday Premium	1 shift per month @ X2	R
• Leave Provision	21 Consecutive days leave	R
• Sick Pay Provision	1 shift p/m	R
• Study Leave provision	6 days per annum	R
• Family Responsibility Leave provision	5 days per annum	R
• Night shift allowance	R5,5 per night shift worked	R
• Premium Allowance	175 per month	R
• Provident fund	7.5% of Fund salary	R
• Statutory Annual Bonus	Monthly salary	R
<b>SUB-TOTAL: EMPLOYEE BENEFITS</b>		



DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
UIF COID/WCA Skills development	1 % of employees income 3,71 % of employees' income 1 % of remuneration (SDL)	R
<b>SUB-TOTAL: STATUTORY FEES</b>		<b>R</b>
Sets of uniform (Statutory requirement)	1500 Rand p/p p.a.	<b>R</b>
Share of overheads	40 % of direct cost (Economy of scale rule applies)	<b>R</b>
<b>SUB TOTAL: POSSIBLE EXTRA COSTS</b>		
<b>TOTAL COST PER MONTH</b>	R	
<b>PROFIT PER SECURITY OFFICER</b>		
<b>VAT</b>		
<b>TOTAL PER SECURITY OFFICER (GRADE B) PER MONTH</b>		<b>R</b>
<b>TOTAL FOR 06 GRADE B SECURITY OFFICERS PER MONTH</b>		<b>R</b>

DESCRIPTION	EXPL.	TOTAL
<b>TOTAL PRICE PER MONTH</b>		<b>R</b>
<b>TOTAL BID PRICE FOR 12 MONTHS</b>		<b>R</b>

### 3. DR KENNETH KAUNDA

#### GRADE 'C' SECURITY OFFICER

**YEAR 2 (2023/24)**

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
<b>HOURLY EQUIVALENT RATE</b>	Clause 4(7)(b) NBC Agreement	
<b>Ordinary time:</b> i) Primary Sec Officer ii) *Relief Sec Officer	4 shifts per week (48 hrs) 2 shifts per week (24 hrs)	R
Sunday pay premium	4,333 weeks p/m @ X1.5	R
Public holiday premium	1 shift p/m @ X1	R
Leave provision	21 consecutive days leave	R
Sick Pay	1 shift p/m	R
Study leave	6 days per annum	R
Family responsibility Leave	7 days per annum	R
Night shift allowance	8 Rand, p/night shift worked	R
Cleaning Allowance	30 Rand p/m	R
Premium allowance	439 p/m	R
Provident fund	7,5 % of Fund Salary	R
Medical \insurance	150 p/m	R
Statutory Annual Bonus	Monthly salary	R
<b>SUB-TOTAL: EMPLOYEE</b>		<b>R</b>
<b>BENEFITS</b>		
UIF COID/WCA Skills development	1 % of employees income 3,71 % of employees income 1 % of remuneration (SDL)	R
<b>SUB-TOTAL: POSSIBLE EXTRA COSTS</b>		
Sets of uniform (Statutory requirement)	1500 Rand p/p p.a	R
Share of overheads	40 % of direct cost (Economy of scale rule applies)	R

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
<b>SUB-TOTAL: POSSIBLE</b>		
<b>EXTRA COSTS</b>		
<b>TOTAL COST PER MONTH</b>		R
<b>PROFIT PER SECURITY OFFICER</b>		R
<b>VAT</b>		R
<b>TOTAL PER SECURITY OFFICER</b>		R
<b>TOTAL FOR 49 GRADE C SECURITY OFFICERS PER MONTH</b>		R

#### 4. DR KENNETH KAUNDA DISTRICT OFFICES:

##### GRADE 'B' SECURITY OFFICER

YEAR 2 (2023/24)

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
BASIC SALARY	Basic salary as per sectoral determination. 6	R
HOURLY RATE	Hourly rate as per sectoral determination 6	R
Ordinary time: (i) Primary Security Officer	4 shifts per week (48 hours)	R
(ii) Relief Security Officer	2 shifts per week (24 hours)	R
• Sunday Premium	4,333 weeks p/m @ 1.5	R
• Public Holiday Premium	1 shift per month @ X2	R
• Leave Provision	21 Consecutive days leave	R
• Sick Pay Provision	1 shift p/m	R
• Study Leave provision	6 days per annum	R
• Family Responsibility Leave provision	5 days per annum	R
• Night shift allowance	R5,5 per night shift worked	R
• Premium Allowance	175 per month	R
• Provident fund	7.5% of Fund salary	R
• Statutory Annual Bonus	Monthly salary	R
<b>SUB-TOTAL: EMPLOYEE BENEFITS</b>		
UIF	1 % of employees' income	R
COID/WCA	3,71 % of employees' income	
Skills development	1 % of remuneration (SDL)	
<b>SUB-TOTAL: STATUTORY FEES</b>		<b>R</b>
Sets of uniform (Statutory requirement)	1500 Rand p/p p.a	<b>R</b>
Share of overheads	40 % of direct cost (Economy of scale rule applies)	<b>R</b>
<b>SUB TOTAL: POSSIBLE EXTRA COSTS</b>		<b>R</b>
<b>TOTAL COST PER MONTH</b>		<b>R</b>

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
PROFIT PER SECURITY OFFICER		R
TOTAL PER SECURITY OFFICER (GRADE B) PER MONTH		R
TOTAL FOR 06 GRADE B SECURITY OFFICERS PER MONTH		R

DESCRIPTION	EXPL.	TOTAL
TOTAL PRICE PER MONTH		R
TOTAL BID PRICE FOR 12 MONTHS		R

**5. Dr KENNETH KAUNDA DISTRICT OFFICES:**

**GRADE 'C' SECURITY OFFICER**

**YEAR 3 (2024/25)**

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
<b>HOURLY EQUIVALENT RATE</b>	Clause <b>4(7)(b)</b> NBC Agreement	
<b>Ordinary time:</b> i) Primary Sec Officer ii) *Relief Sec Officer	4 shifts per week (48 hrs) 2 shifts per week (24 hrs)	R
Sunday pay premium	4,333 weeks p/m @ X1.5	R
Public holiday premium	1 shift p/m @ X1	R
Leave provision	21 consecutive days leave	R
Sick Pay	1 shift p/m	R
Study leave	6 days per annum	R
Family responsibility Leave	9 days per annum	R
Night shift allowance	10 Rand, p/night shift worked	R
Cleaning Allowance	30 Rand p/m	R
Premium allowance	439 p/m	R

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
Provident fund	7,5 % of Fund Salary	R
Medical/insurance	150 p/m	R
Statutory Annual Bonus	Monthly salary	R
<b>SUB-TOTAL: EMPLOYEE BENEFITS</b>		<b>R</b>
UIF COID/WCA Skills development	1 % of employees' income 3,71 % of employees' income 1 % of remuneration (SDL)	R
<b>SUB-TOTAL: POSSIBLE EXTRA COSTS</b>		
Sets of uniform (Statutory requirement)	1500 Rand p/p p.a.	R
Share of overheads	40 % of direct cost (Economy of scale rule applies)	R
<b>SUB-TOTAL: POSSIBLE EXTRA COSTS</b>		
<b>TOTAL COST PER MONTH</b>		<b>R</b>
<b>PROFIT PER SECURITY OFFICER</b>		<b>R</b>
<b>VAT</b>		<b>R</b>
<b>TOTAL PER SECURITY OFFICER</b>		<b>R</b>
<b>TOTAL FOR 49 GRADE C SECURITY OFFICERS PER MONTH</b>		<b>R</b>

**6. DR KENNETH KAUNDA DISTRICT OFFICES:**

**GRADE 'B' SECURITY OFFICER**

**YEAR 3 (2024/25)**

<b>DESCRIPTION</b>	<b>EXPLANATION</b>	<b>UNIT PRICE PER SECURITY OFFICER</b>
BASIC SALARY	Basic salary as per sectoral determination 6	R
HOURLY RATE	Hourly rate as per sectoral determination 6	R
Ordinary time: (i) Primary Security Officer	4 shifts per week (48 hours)	R
(ii) Relief Security Officer	2 shifts per week (24 hours)	R
• Sunday Premium	4,333 weeks p/m @ 1.5	R
• Public Holiday Premium	1 shift per month @ X2	R
• Leave Provision	21 Consecutive days leave	R
• Sick Pay Provision	1 shift p/m	R
• Study Leave provision	6 days per annum	R
• Family Responsibility Leave provision	5 days per annum	R
• Night shift allowance	R5,5 per night shift worked	R
• Premium Allowance	175 per month	R
• Provident fund	7.5% of Fund salary	R
• Statutory Annual Bonus	Monthly salary	R
<b>SUB-TOTAL: EMPLOYEE BENEFITS</b>		
UIF COID/WCA Skills development	1 % of employees income 3,71 % of employees' income 1 % of remuneration (SDL)	R
<b>SUB-TOTAL: STATUTORY FEES</b>		
Sets of uniform (Statutory requirement)	1500 Rand p/p p.a.	R
Share of overheads	40% of direct cost (Economy of scale rule applies)	R
<b>SUB TOTAL: POSSIBLE EXTRA COSTS</b>		
<b>TOTAL COST PER MONTH</b>	R	

DESCRIPTION	EXPLANATION	UNIT PRICE PER SECURITY OFFICER
PROFIT PER SECURITY OFFICER		
TOTAL PER SECURITY OFFICER (GRADE B) PER MONTH		R
TOTAL FOR 06 GRADE B SECURITY OFFICERS PER MONTH		R

DESCRIPTION	EXPL.	TOTAL
TOTAL PRICE PER MONTH		R
TOTAL BID PRICE FOR 12 MONTHS		R

**Please note:**

- Annual Increases for Security Officers will take place in line with Private Security Industry Regulatory Authority (PSIRA) and National Bargaining Council for Private Security (NBCPS).
- Prices will remain firm for the duration of the contract (i.e.: 3 years) and only statutory adjustment applications shall be considered (e.g. Sectoral Minimum Wage Determination).
- Overheads and additional costs will be increased annually according to the latest available CPI rate.
- The Department reserves the right to check and verify the accuracy of salaries of Security Officers.
- The onus / responsibility lies with the bidder to ensure that they have taken all the costs and escalations into consideration when compiling bid prices.
- Pricing must be in line with the latest PSIRA wage sectoral determination



**MR T Z MAKHATLA MOKHATLA**  
**HEAD OF DEPARTMENT**

*14/09/2022*  
**DATE**



**SECURITY SERVICES SPECIAL CONDITIONS**  
**NORTH WEST DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

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8. **Declaration with regard to company/firm**

## **1. PURPOSE**

The purpose of this request for Bid (RFB) is an invitation to potential suppliers hereinafter referred to as "Bidders" to submit Bids for the Provision of Private Security Services to the North West Department of Agriculture and Rural Development (DARD) for a period of (36 months) three years commencing from the date as agreed with the department.

### **1. SECURITY SERVICE PROVIDER'S OBLIGATION**

#### **Scope of service at DARD sites**

- 1.1.** The security service comprises but is not limited to the daily physical guarding, patrol, access and exit control in all identified DARD sites for effective protection and securing of the DARD's biological, movable, immovable assets and employees, thereby reducing and minimising losses.
- 1.2.** The office of DARD host amongst others, the Experimental farm which biological animals are kept for experimental purposes. The service provider must be able to implement physical security strategies and measures.
- 1.3.** The scope also encompasses escorting of DARD employees, vehicles, response to emergencies on ad-hoc basis and static guarding.
- 1.4.** The successful security service provider is expected to be registered and comply with the UIF legislation. Proof of compliance issued by the Department of Labour must be submitted prior to signing the Service Level Agreement
- 1.5.** The successful security service provider should comply with National Bargaining Council for the Private Security Sector
- 1.6.** The successful security service provider shall be responsible for assisting the DARD Security Services Unit in ensuring that the Departmental security policies, measures and procedures are implemented and adhered to by all persons entering and exiting the DARD premises.
- 1.7.** The number of security officers, their grading and duty hours per post may vary according to the site-specific requirements. The DARD shall reserve the right at their own discretion to

change or terminate these requirements at any stage while the service level agreement (SLA) is in force.

- 1.8.** The detailed security requirements and instructions shall be covered by the post specific job descriptions at the relevant sites. These may change during the term of the SLA to accommodate the DARD's operational and strategic requirements. Operational manpower requirements described in the post-specific job description shall be discussed and may only be amended and approved by the DARD Security Services Unit. Under no circumstances shall the manpower requirements be increased or decreased without the appropriate written consent from the DARD Security Services Unit.
- 1.9.** The Service Provider shall ensure that its security officers undergo refresher training as may be required by the DARD and / or every six months in a particular year or at such interval required by the DARD.
- 1.10.** The Service Provider shall ensure that security officers issued with firearms are fully trained in the usage of firearms and must have competency certificate thereof.

### **Site Specifications**

Refer to the Deployment List of Sites

## **2. THE MINIMUM PHYSICAL SECURITY STANDARDS TO BE PROVIDED POST AWARD**

- 2.1.** The service provider and all security officers shall be registered with the Private Security Industry Regulatory Authority (PSIRA), Act No 56 of 2001 as required by the DARD, depending on the grading required per site. As proof thereof, a certified copy of registration must be attached with the bid. The security service provider is required to ensure that all PSIRA certification and registration documents are renewed within the required specified period of registration, e.g., letter of good standing, Departmental registration, and individual certificates. All replacement security officers brought to the site must comply with the said requirements. Copies of the registration certificates in respect of all the Directors of the company and Security Officers allocated to the sites of the Department must be submitted once the contract is awarded to a successful bidder. This will be a clause in the SLA.

- 2.2.** The security service provider shall ensure that all security officers, without exception, wear the appropriate contracted, branded clean uniforms while on duty. The uniform type shall be determined by the DARD Security Services Unit as per the site-specific instructions.
- 2.3.** Each security officer shall be physically and mentally fit of performing all assigned duties. Security personnel must always present a professional attitude that implies that they shall not argue or behave disrespectful towards clients. The DARD Security Services Unit reserves the right to review all minimum requirements and give instructions for the removal of any personnel unable to perform their duties satisfactorily.
- 2.4.** The service provider must ensure that Security officers are issued with at least the following standard equipment: Baton stick, handcuffs, pocketbook for recording incidents, security torch, pepper spray, hand held metal detector and hand held Radio or any other means of communication and nametags. This equipment shall be on each site as per the site information provided, per shift for the duration of the contract. The Security Officers must understand and be able to implement the Control of Access to Public Premises and Vehicle Act, 1985 (Act No. 53 of 1985 as well as the Trespass Act, 1959 (Act No. 6 of 1959) as amended.
- 2.5.** Hours of duty: All security officers shall report for work on time for the shift, as designated per site instructions. Security Officers shall report on duty at least 15 minutes before the shift starting times to ensure proper shift rotation. It is expected that shifts hold parades during reporting on and off duty times.
- 2.6.** No security officer shall be allowed to work more than 12 continuous hours without sufficient rest to ensure that he/she stays alert and is able to perform the required security duties to the DARD's satisfaction. Each security officer must at all times be identifiable by means of an issued PSIRA and/or Security Service Provider identification card.
- 2.7.** The duty hours are indicated on the site information spread sheet. DARD reserves the right to change the duty hours to suit its operational requirements. Changes to duty hours shall be conveyed to the security service provider within 24 hours prior to the change being implemented.

- 2.8.** Security officers shall not leave/desert their posts without being properly relieved by another security officer. It is the service provider's responsibility to provide continuous, quality and uninterrupted security service to the DARD. The service provider must have an electronic clocking system in place to monitor the movement and patrols conducted by the security officers at the sites. The service provider must submit monthly reports per site regarding the monitoring of the movement of security officers and security vehicles to the DARD.
- 2.9.** The security service provider shall indicate what procedures shall be used to ensure and confirm that all security officers have arrived at their posts on time and are neat and properly dressed, with the correct functional equipment – posted and self-posted.
- 2.10.** The security service provider shall have sufficient vehicles in good condition at its disposal to render the required services to DARD. All the vehicles must be licensed and roadworthy. Vehicles must be branded accordingly.
- 2.11.** The bidder should preferably have an existing operational office in North West Province. The bidder must provide proof of an existing and valid lease agreement/ letter from tribal authority/ title deed/ statement of business account or official letterhead confirming the business operational office address. The office should have a 24-hour Control room which will be inspected by the DARD.
- 2.12.** The Control Room must comply with the Minimum Information Security Standards and Minimum Physical Security standards. The security service provider shall have the following but not limited items in the control room:
- 2.12.1. Two-way radio communication with a base station or any other means of communication
  - 2.12.2. Telephone and/or Cellular phone communication (must be able to always make and receive calls from the phone for the duration of the contract. The cellular phone must have a camera function)
  - 2.12.3. Power Supply: Two sources of power supply, mains and other alternative power supply sources(that can last for up to 4 hours)
  - 2.12.4. SABS approved fire extinguishers must be available in the control room and serviced.

2.12.5. The Control Room must be operational for 24 hours per day and 7 days per week.

2.12.6. Emergency contact numbers must clearly be displayed in the control room.

2.12.7. Contingency plan for the control room must be displayed in the control room.

**NB: The items listed above from paragraph 3.12.1 to 3.12.6 must be fully functional.**

**2.13.** The security service provider shall comply with the following legislations:

- 2.13.1. PSIRA Act 2001 (Act No. 56 of 2001)
- 2.13.2. POPIA (Act No. 4 of 2013)
- 2.13.3. Firearms Control Act, 2000 (Act No. 60 of 2000), as amended.
- 2.13.4. Control of Access to Public Premises and Vehicle Act, (Act No. 53 of 1985)
- 2.13.5. Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996)
- 2.13.6. Criminal Procedure Act, 200 (Act 51 of 1977)
- 2.13.7. Occupational Health and Safety Act, 1993 (Act No 85 of 1993)
- 2.13.8. Animal Protection Act, 1962 (Act No. 71 of 1962)
- 2.13.9. Veterinary and Para-veterinary Professions Act, 1982 (Act No. 19 of 1982)
- 2.13.10. Perishable Products Export Control Act, 1983 (Act No. 9 of 1983)
- 3.13.11 Agricultural Pests Act, 1983 (Act No. 36 of 1983)
- 3.13.12 Conservation of Agricultural Resources Act, 1983 (Act No. 43 of 1983)
- 3.13.13 National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998)
- 3.13.14 Meat Safety Act, 2000 (Act No. 40 of 2000)
- 3.13.15 Labour Relations Act, 1995 (Act No. 66 of 1995)
- 3.13.16 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- 3.13.17 Animal Identification Act, 2002 (Act No. 6 of 2002)
- 3.13.18 Minimum information Security Standards
- 3.13.19 Minimum Physical Security Standards
- 3.13.20 Protection of Information Act, 1982 (Act No 84 of 1982)

3.14 The security service provider must be able to pay the security officers on time and be able to sustain their operations for a minimum of two months and deliver the standard of service delivery to the DARD. The service provider must ensure that salaries of security staff allocated to DARD are paid on time to prevent possible security breaches on the premises of the

department as a result of late payment. Failure of the service provider to pay Security Officers timeously may result in the termination of the contract. The service provider must pay Security Officers at least the minimum monthly basic wage per security grade as determined by the Private Security Industry Regulatory Authority tariffs.

### **3. OPERATIONAL OFFICE**

- 4.1 The bidder's operational office shall be current and fully operational and be able to render the service as required in the North West Province.
- 4.2 This office shall remain operational for the duration of the contract between the DARD and the bidder. Any changes to the physical address of the operational office must be communicated in writing with DARD. The DARD reserves the right to visit the operational office at any given time without notice.

### **4. GENERIC PHYSICAL GUARDING SECURITY REQUIREMENTS**

#### **4.1. Standard operating procedures compliance**

All security-related functions shall be conducted by the security service provider in accordance with the DARD's Security Policy and other security-related procedures and, as per the approved post security job description. All Security Officers deployed at the duty points/sites of the Department are responsible for amongst others;

- 5.1.1 To act as an authorised official in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).
- 5.1.2 To perform access control duties as prescribed, patrol premises, safeguarding of personnel, property and information and to execute functions as required by the Security Services Unit
- 5.1.3 To record events/incidents in the prescribed occurrence register and report it to the shift supervisor and service provider.
- 5.1.4 The protection of state property at the sites against theft, fire and vandalism.

- 5.1.5 The protection of the State officials against threat or any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act (Act 51 of 1977).
- 5.1.6 The protection of State information that is under the security service provider's custodianship against any espionage and leakage to the wrong hands.
- 5.1.7 Controlling or reporting on the movement of persons or vehicles through checkpoints or gates.
- 5.1.8 Conducting searches on staff members, members of the public and, if necessary, restraining them.
- 5.1.9 Patrolling the premises and the offices of the DARD.
- 5.1.10 Reacting to emergency situations and acting as an emergency officer during emergency situations until the arrival of emergency role players.
- 5.1.11 Ensuring that security registers are up to date and always kept legible and neat.
- 5.1.12 Escorting employees or visitors where necessary.
- 5.1.13 Avoiding any conflicts with the staff members or members of the public.
- 5.1.14 Reporting any lost and found articles and goods to the shift supervisor.

#### **4.2. Access control - pedestrian**

- 4.2.1. All employees entering the DARD's premises shall have a DARD identity access card (ID card). The security officer shall verify all persons entering the DARD premises. He/she shall ensure that all the DARD employees and visitors have proper identification badges belonging to them prior to allowing access. The security service provider is responsible for ensuring that this requirement is adhered to at all entry and exit points. Where a DARD employee continuously fails to adhere to this policy, the security officer shall escalate the matter to the relevant security manager and programme manager/s.
- 4.2.2. The security officers shall, with the consent of the employee/person, search all luggage/bags, etc. of all persons leaving access control point.



- 4.2.3. Technical access control systems such as turnstiles tag readers, security vehicle booms, etc. supported by physical security officers shall be monitored to limit access to authorised personnel with visibly displayed ID cards. The security officer shall physically and in person inspect the ID card used by the employee entering to ensure that they are in fact the authorised ID cardholders.
- 4.2.4. Any employee without an ID card shall be treated as a visitor.
- 4.2.5. The security officer shall first register all visits to the DARD and, where possible, telephonically contact the employee to be visited. Where there is a reception desk, the visitor shall be directed to the receptionist where a visitor's slip will be issued. Where there is no receptionist, the security officer shall issue a visitor's slip/card and record the particulars in the visitor register. The visitor shall not be allowed to gain access to the office space until he/she is collected at the security point by the host being visited.
- 4.2.6. After the visit, the signed visitor's slip and/or visitor access card shall be collected at the original point of entry or reception/security checkpoint by the security officer prior to the visitor being allowed to exit the premises. The security officer shall inform his/her supervisor of any missing visitor's slip/card at the end of each shift. It is therefore required that a reconciliation be done at the end of each shift to determine whether all issued visitors slips/cards have been returned.
- 4.2.7. If an employee has forgotten his/her ID card or lost it, a visitor's slip/temporary access card shall be issued to the employee. The said employee shall sign the register.
- 4.2.8. Employees without authorised ID cards to a specific site shall be treated as visitors and their details recorded in the visitors' register. These employees do not require escorting. The same applies to the employees working at other DARD sites.
- 4.2.9. DARD sites with technical access control systems shall be checked by the security officer upon commencement of each shift to ensure the proper

functioning thereof. This function remains the day-to-day responsibility of the site supervisor.

#### **4.3. Access control – vehicle**

- 4.3.1. The security officer shall monitor and control the entry and exit of all vehicles to and from the DARD premises. Departmental and employee vehicles shall have valid parking discs clearly displayed on the vehicle windscreen where applicable. At certain premises the requirement may also dictate that all vehicles entering and exiting the premises shall have their details recorded in the vehicle register.
- 4.3.2. All vehicles leaving the DARD premises shall be searched prior to being allowed to exit the premises.
- 4.3.3. Where applicable, instructions shall be given to the security officer to request the visitor to stop and start the vehicle engine to ensure that the vehicle key ignition switch has not been tampered with and to avert the theft of a vehicle.
- 4.3.4. Premises with technical access control systems at the vehicle entrances and exits shall be checked by the security officer taking over duty upon commencement of each shift to ensure proper functioning of the system. Any malfunctions shall be recorded in the Occurrence Book and be reported to the Security Services Unit.

#### **4.4. Access control after hours, weekends and public holidays**

- 4.4.1. All employees wanting access afterhours or on weekends and public holidays are required to record all relevant information in the After Hours Register. This includes all pedestrian and vehicle access. The security officer shall personally complete all the details in the After Hours Register and ensure that all information is legible and accurate. All persons inside the vehicle and accompanying the employee shall be recorded in the register. Any attempts to gain unauthorised access shall be recorded in the Occurrence Book and access shall be denied.

- 4.4.2. No visitor shall be allowed to enter the premises after hours unless accompanied by an employee.

#### **4.5. Unauthorised access**

- 4.5.1. All attempts to gain unauthorised access must immediately be reported to the Security Services Unit.

#### **Searching of persons and vehicles**

- 4.5.2. The searching of vehicles, bags, box, etc. leaving the DARD premises is the responsibility of the security officer on duty and shall be done in accordance with the DARD Security Policy and procedure.
- 4.5.3. Search of persons: A private person (including the security officer) does not have the right to body search a person. However, the security officer shall confiscate any article believed to have been used or is part of the commission of an offence or which may be used as evidence or intended to be used or which on 'reasonable grounds' is believed to be used in the commission of an offence. Handheld metal detectors must be used for searching.
- 4.5.4. 'Confiscate' means taking from the person and does not include physical body searching the person or their clothing. Any article confiscated shall be handed over to the Security Services Unit immediately and, where needed, to the South African Police Service (SAPS) without any delay.

#### **4.6. Patrols**

- 4.6.1. The Security Services Unit shall determine whether the security officer is required to perform patrol functions at the DARD premises. The number of patrol points shall be determined by the Security Services Unit.
- 4.6.2. Patrols shall be conducted on foot/ Vehicles, unless specified differently.
- 4.6.3. The service provider must have a guard monitoring system to ensure that the site is patrolled/ inspected according to instructions and any deviation is

immediately reported to supervisors and addressed accordingly. The guard monitoring points must be visited at least once per hour per day. Proof of the visits must be kept as evidence.

- 4.6.4. Detailed electronic recordings and physical records shall be kept, maintained and be produced and provided to the Security Services Unit upon request. This information must be treated as confidential, and all applicable legislative requirements shall be adhered to.

#### **4.7. Static guard unarmed and armed guards (ad hoc)**

- 4.7.1. Security officers shall be unarmed unless stated otherwise. The exception to the rule shall be to provide an armed guard. The Security Services Unit shall approve/reject a request for an armed guard after having reviewed the motivated request.
- 4.7.2. All security officers posted and performing official guarding duties shall be proficient in the handling of a firearm in accordance with the Firearm Control Act, 2000 (Act No. 60 of 2000).
- 4.7.3. These services must be provided within 12 hours upon receiving the request from the DARD.

#### **4.8. Vehicle contingency plan**

- 4.8.1. The security service provider shall have contingency plans in place to react immediately to any emergency request.
  - 4.8.1.1. Vehicle breakdowns
  - 4.8.1.2. Vehicle accidents

#### **4.9. Removal of assets (DARD and private assets)**

- 4.9.1. The removal of Departmental assets and bringing of private property into the DARD premises shall be in accordance with the DARD's Asset Management and Security Policies and all other related policies and procedure documents.
- 4.9.2. Copies of the private asset register and the removal permit register shall be at the Security Entry points should a person wish to bring private assets into the premises.

#### **4.10. Security registers**

- 4.10.1. The DARD Security Services Unit shall decide what security registers are required at each security post. In general, the following security registers will be required: Occurrence Book, Pocket book, After Hours Register, Removal Permit register, Visitors' Register, access control - vehicle & pedestrian, Government vehicle (GG) register, firearm register and a key register. The security register requirements are not limited to the list.
- 4.10.2. The service provider must provide monthly time sheets of security officers timeously as agreed with DARD Security Services before payments can be processed.

#### **4.11. Communication and security equipment**

- 4.11.1. Communication and associated security equipment to be provided by the security service provider as prescribed by the DARD.
- 4.11.2. The Site Manager or supervisor must immediately report any abnormal and or noteworthy incident to the Security Services Unit of the Department.
- 4.11.3. Meetings between the representatives of the department and the service provider must be held at least once a month. The minutes of the meeting to be filed.
- 4.11.4. The service provider shall furnish a monthly and quarterly report of the security service, incidents, breaches etc. which transpired in the previous month to the Security Services Unit of the DARD

#### **4.12. Key control and parcels**

- 4.12.1. Under no circumstances shall a security officer accept any keys or parcels after hours or on weekends unless prior arrangements were made and approval was given by the Security Services Unit.
- 4.12.2. No documentation or any other deliveries must be received or accepted by the security officer of the Contractor. In this case a representative of the Department must be informed to ensure collection of delivery of documentation and/or goods or services.

**4.13. Contingency plans**

- 4.13.1. The security service provider must ensure that there are Contingency Plans in place to ensure uninterrupted security service to the Department. The following Contingency Plans to cover the following scenarios:
  - 4.13.1.1. A strike by the security service provider’s security personnel
  - 4.13.1.2. A strike by the security industry
  - 4.13.1.3. Civilian disorder and labour unrest
  - 4.13.1.4. Provision of extra security officers to assist the DARD in the event of permanent and ad hoc security-related operations.

**4.14. Shift relieve/hand over procedures**

- 4.14.1. The DARD reserves the right to change these procedures in writing in consultation with the service provider to constitute its operational and strategic requirements.

**4.15. Vetting: Criminal and Credit record checks**

- 4.15.1. The Security Company and its Directors shall be subjected to security screening. Certified Identity documents copies of all company director’s will be requested for this purpose. Each security officer who will be appointed to perform security duties at the DARD office shall be physically fit to performing all security assigned duties at the DARD with no adverse results.
- 4.15.2. In cases where a negative screening result is submitted by the State Security Agency of the Security Company and/or its Directors, it will result in the termination of the contract. In cases where a negative screening result is submitted by the State Security Agency of the Staff, the individual must be replaced with a suitable cleared employee.
- 4.15.3. The DARD will request the registration certificate of each security officer stationed at their premises within three (3) months of the inception of the contract and will thereafter request such certificates every twenty-four (24) months in line with the Private Security Industry Regulation Act, 2001 (PSIRA) for the duration of the contract. The cost shall be for the security service provider’s own account and not the DARD. The DARD reserves the right to review all minimum requirements in terms of PSIRA and will request the removal of any security officer who is unable to produce a valid registration certificate or whose certificate has expired.

5.15.4 All security personnel as well as all personnel and management involved with the security services of the Department of Agriculture and Rural Development shall at the commencement of this agreement sign an "**Oath of Secrecy**" declaration and submit the declaration form to the Security Services Unit of the Department. The Supervisor and Security Officers are prohibited from reading documents or records in offices or the unnecessary handling thereof. No information concerning the state activities may be furnished to the public or media by the service provider or any of his/her employees.

## **5.16 LIABILITY AND CLAIMS**

- 5.16.1 The successful bidder must, at its own expense, take out sufficient insurance cover **(Value to be determined by DARD per District)** against any claims, costs, loss and/or damage emanating from his/her obligations, and he/she must ensure that such insurance remains operative for the duration of this agreement. As soon as the order is issued to the service provider, a certified copy of an insurance must be submitted before commencement to the Department and failure to submit will result in the termination of the contract.
- 5.16.2 The service provider shall be held liable for any damages or loss suffered by DARD, because of the service provider's own or his employees' negligence or intent, which originated on the site.
- 5.16.3 DARD shall not be liable for any loss or damage of any nature to any of the service provider's properties or any items kept at the DARD sites, even in cases where the loss originated because of negligence or intent on the part of the State.
- 5.16.4 DARD is indemnified against any loss, expense or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and client costs, that may be instituted against or incurred by the service provider, and which arise from or are the result of any act or omission by the service provider or an employee or agent of the service provider in connection with the execution of the services in terms of this contract which may result in loss of life or injuries which may be sustained by the security personnel during the execution of their duties, damages to or destruction of any equipment or property of the service provider during the execution of their duties.
- 5.16.5 The contract is valid for a period of three years from the commencement date and the Department reserves the right to terminate the contract at any time with

immediate effect if the Security Services Unit is not satisfied with the services rendered by the service provider. This will be done in line with the policies and directives of the Department of Agriculture and Rural Development.



**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF (DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT)</b>					
BID NUMBER:	<b>13 DARD 016/2022</b>	CLOSING DATE:	<b>25 October 2022</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>PROVISION OF SECURITY SERVICES AT DR KENNETH KAUNDA DISTRICT OFFICES FOR A PERIOD OF 36 MONTHS – DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Department of Agriculture and Rural Development					
Agricentre Building					
Corner Dr. James Moroka and Stadium Road					
Mmabatho					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr. L.S. Mothibi		CONTACT PERSON	Mr Jacob Kgoele	
TELEPHONE NUMBER	018 389 5053		TELEPHONE NUMBER	018 389 5162/5163	
FACSIMILE NUMBER	086 646 0925		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	smothibi@nwpg.gov.za		E-MAIL ADDRESS	kgoelej@nwpg.gov.za	
<b>SUPPLIER INFORMATION</b>					
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	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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 B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. <b>ALL BIDS MUST BE SUBMITTED IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. 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 SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE ENGAGED WITH NEGOTIATIONS BY THE CSIR THAT MIGHT RESULT IN THE ISSUING OF A PURCHASE ORDER.</b></p>
<p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE CSIR TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE</p>

**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: .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6

<sup>2</sup> 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.

OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY

CHAIN MANAGEMENT SYSTEM 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 80/20 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 **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20.....** Preference point system shall be applicable; or  
 b) Either the 80/20 or 80/20 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

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
<b>Price</b>	<b>80</b>
<b>B-BBEE Status Level of Contribution</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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 of a bidder, either 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;
- (h) **“proof of B-BBEE status level of contributor”** means:  
 B-BBEE Status level certificate issued by an authorized body or person;  
 A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;  
 Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business 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;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:  
**80/20 or 80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 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 (80/20 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

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>	<p>.....</p> <p><b>SIGNATURE(S) OF BIDDERS(S)</b></p> <p>DATE: .....</p> <p>ADDRESS .....</p>
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**THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:**

**GENERAL CONDITIONS OF CONTRACT**

**July 2010**

## NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## **GENERAL CONDITIONS OF CONTRACT**

## 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information ; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving

the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

## **11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

## **12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

## **13. Incidental services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and



- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### 14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

- (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### 15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without

prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the

imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- a) the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- b) if the Supplier fails to perform any other obligation(s) under the contract; or
- c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within

the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,  
 (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and  
 (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;  
 (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and  
 (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business

with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.