



RFP03/25

APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES AT ITHALA INDUSTRIAL ESTATES IN KWA-ZULU NATAL FOR A PERIOD OF 36 MONTHS.

CLOSING DATE: 11 JULY 2025 AT 11H00

Issued by:

Ithala Development Finance Corporation Limited
29 Canal Quay Road (for GPS 29 Signal Road),
Point Waterfront
Durban

Procurement Enquires:

Supply Chain Management Unit
Email: tenders@ithala.co.za
Tel: 031 907 8911

Name of Bidder:

For any complaints regarding our supply chain management abuses please contact Larissa Warren at 031 907 8610 or email complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0004 82

REQUEST FOR PROPOSALS

ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED, 29 CANAL QUAY ROAD, POINT, DURBAN (FOR GPRS 29 SIGNAL ROAD) (Hereinafter referred to as (“Ithala”))

BID NUMBER: **RFP03/25**

CLOSING DATE: **11 JULY 2025**

TIME: **11:00 am**

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES AT ITHALA INDUSTRIAL ESTATES IN KWA-ZULU NATAL FOR A PERIOD OF 36 MONTHS**

COMPULSORY ONLINE BRIEFING SESSION

Yes

No

DATE:	26 June 2025 at 10:00-12:00 – Briefing session covers all three Estates.
VENUE:	Online session
DETAILS:	Kindly register your interest for the compulsory online briefing session by sending an email request to tenders@ithala.co.za . The email should include your company name, contact person, telephone number, and the meeting link will then be sent to you.
TELEPHONE:	031 90 8911
Bid Enquiries	Bidders are requested to email all queries to tenders@ithala.co.za

Kindly indicate the Estate that you are bidding for:

REGION	INDICATE ONLY WHERE APPLICABLE
Isithebe Industrial Estate	
Ezakheni Industrial Estate	
Madadeni Industrial Estate	

NB: A bidder will only be awarded one Estate. Bidders are encouraged to apply for the Estate within where they are located.

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C.1 TENDER NOTICE AND INVITATION TO TENDER

APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES AT ITHALA INDUSTRIAL ESTATES IN KWA-ZULU NATAL FOR A PERIOD OF 36 MONTHS.

COLLECTION OF BID DOCUMENTS

The bid documents can be obtained online from the Ithala website (www.ithala.co.za) and National Treasury e-tender portal, www.etenderportal.gov.za at no cost.

SUBMISSION OF BID DOCUMENTS

The proposals must be submitted in sealed envelopes delivered at Ithala Trade Centre, 29 Canal Quay Road (for GPS use 29 Signal Road), Point, Durban and should be deposited in the box located at the ground floor reception. The closing time for receipt of tenders is **11 JULY 2025 at 11h00am**.

One original and one electronic (USB) copy of the bid document must be submitted.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to tenders@ithala.co.za
Tenders may only be submitted on the original tender documentation that is issued by Ithala written in black ink. This tender document may not be reproduced.

For any complaints regarding our supply chain management abuses please contact Customer Services at 031 907 8610 or email Complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0048 23

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP03/25	CLOSING DATE:	11 JULY 2025	CLOSING TIME:	11am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY GUARDING SERVICES AT ITHALA INDUSTRIAL ESTATES IN KWA-ZULU NATAL FOR A PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ithala Trade Centre					
29 Canal Quay Road					
Point Waterfront					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM		CONTACT PERSON	SCM	
TELEPHONE NUMBER	0319078911		TELEPHONE NUMBER	0319078911	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tenders@ithala.co.za		E-MAIL ADDRESS	tenders@ithala.co.za	
SUPPLIER INFORMATION					
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
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 THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE
- 2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.5 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.6 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 WHO ARE PERSONS IN THE SERVICE OF THE STATE."

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

C.2 INTRODUCTION

Ithala is a Development Finance Corporation operating within the confines of the KZN Ithala Development Finance Corporation Act, No 5 of 2013.

Our VISION is “To be the catalyst for growth, economic development and empowerment” and our MISSION is “To drive economic development and empowerment whilst remaining financially sustainable”.

We enable, develop, promote and implement innovative investment and transformation solutions to advance sustainable Black Economic Empowerment.

The objectives of Ithala are to promote, support and facilitate social and economic development in the Province of Kwa-Zulu Natal (KZN) by:

1. Mobilising financial resources and providing financial and supportive services to persons domiciled, ordinary resident, or carrying on business within the KZN Province
2. Planning, executing, financing and monitoring the implementation of development projects and programmes in the province of KZN
3. Promoting, assisting and encouraging the development of the Province’s human resources and its social, economic, financial and physical infrastructure
4. Promoting, encouraging and facilitating private sector investment in the Province and the participation of the private sector and community organisations in development projects and programmes and in contributing to economic growth and development generally
5. Acting as the Government’s agent for performing any development related tasks and responsibilities that the government considers may be more effectively performed by a corporate entity

Our primary mandate is implemented by our three operating divisions and a subsidiary with an external market focus, namely:

1. Properties
2. Ithala SOC Limited
3. Business Finance
4. Implementing Agent

The quality, price and service that we provide our customers can only be as good as what we receive from our service providers.

PROCUREMENT PHILOSOPHY

It is the policy of Ithala, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being had to the importance of :

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BBBEE Policy.
- b) The promotion of national and regional local suppliers and agents before considering overseas suppliers; and
- c) The development, promotion and support for the moral values that underpin the above, in terms of Ithala’s Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within Ithala.

C.3 CONDITIONS OF BID AND CONTRACT

Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box.

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1.	GUIDELINE ON COMPLETION				
1.1	The bidder must clearly state if a deviation from these requirements is offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected.				
2.	ITHALA SERVICE LEVEL AGREEMENT				
2.1	The Ithala Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. Ithala's standard terms and conditions will not be negotiated.				
3.	ADDITIONAL INFORMATION REQUIREMENTS				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to the bid being disregarded.				
4.	CONFIDENTIALITY				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentially agreement preventing the unauthorized disclosure of any information regarding Ithala or of its activities to any other organization or individual. The bidders may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.				

5.	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT	Yes	No	Noted	If no, indicate deviation
5.1	Copyright of all documentation relating to this assignment belongs to Ithala. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.				
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in Ithala and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	In the event that the service provider would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from Ithala.				
5.4	Ithala shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP Ithala shall be entitled to freely cede and assign to parties nominated by Ithala.				
6	PAYMENTS				
6.1	Ithala will pay the service provider for the actual services rendered in line with the contract.				
6.2	The service provider shall from time to time during the duration of the contract, invoice Ithala for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to Ithala.				
6.3	Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
7	NON-COMPLIANCE WITH DELIVERY TERMS	Yes	No	Noted	If no, indicate deviation
7.1	As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, Ithala must be given immediate written notice to this effect. Ithala reserves the right to implement remedies as provided for in the SLA.				

8	WARRANTIES				
8.1	The service provider warranties that: It is able to conclude this Agreement to the satisfaction of Ithala.				
8.2	Although the service provider will be entitled to provide services to persons other than Ithala, the service provider shall not without the prior written consent of Ithala, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
8.3	The Service Provider under contract is obligated to ensure that should a resource who is scheduled to carry out work for Ithala or is carrying out work for Ithala and becomes unavailable then that resource should be replaced within 7 days with a resource in possession of the same professional registration and/or qualifications/experience. The replace resource is subject to the vetting of the Ithala project manager.				
9.	PARTIES NOT AFFECTED BY WAIVER OR BREACHES				
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
10	SUBMITTING BIDS				
10.1	Supply Chain Management (SCM)				
10.2	An original and electronic copy must be delivered to: ITHALA TRADE CENTRE 29 Canal Quay Road (for GPS use 29 signal road) Point Waterfront, Durban				

11	LATE BIDS	Yes	No	Noted	If no, indicate deviation
11.1	Late submissions will not be accepted. A submission will be considered late if it arrived one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.				
12.	BID CLARIFICATIONS				
12.1	Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (by e-mail). Please refer to Bid Notice and Invitation to Tender page of this bid pack for contact details. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.				
13.	FORMAT OF BIDS				
13.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.				
14.1	PART 1: INVITATION TO BID				
14.2	PART 2: PART 2: RFP SUMMARY AND DETAILS				
	Bid summary must be completed and indicate what returnable documents will be submitted.				
14.3	PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA				
	Bidders must complete C3. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
14.4	PART 4: SARS TAX STATUS				
	The bidder must follow SARS and such information will be verified with Central Supplier Database (CSD). In case of a consortium/ joint venture, or where sub-contractors are utilized, each consortium/ joint venture member and/or sub-contractor (individual) must be in compliance with SARS and the information will be verified on Central Supplier Database (CSD).				

14.5	<u>PART 5:</u> Certificate of Authority to Sign a Bid Declaration of Interest	Yes	No	Noted	If no, indicate deviation
14.5.1	Bidders must complete and submit the Declaration forms. A bidder must complete the relevant part of the document and it must indicate who is delegated to communicate or deal with Ithala. Any other irrelevant sections to the tendering entity must be marked 'N/A'.				
14.6	PART 6: JOINT VENTURE/CONSORTIUM AGREEMENT				
14.6.1	A copy of the joint venture/consortium agreement must be included.				
14.7	PART 7: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL				
14.7.1	Bidders must, at least:				
14.7.1.1	Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.				
14.7.2	The bidder must confirm, by providing letters of reference from previous/current clients including contact details, for the previous, current, or ongoing projects of similar nature. This will be verified by Ithala.				
14.8	PART 8: DEVIATIONS FROM REQUEST FOR BID	Yes	No	Noted	If no, indicate deviation
14.8.1	Please indicate deviations or modifications to this Request for Bid on form C13				
14.8.2	If no deviations are required, please mark the form "Nil" and sign				
14.9	PART 9: PRICING SCHEDULE				
14.9.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and bidders are expected to submit a costing that is fair and reasonable.				
14.9.2	A proposed pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.				

14.10	PART 10: PROCUREMENT TIMELINES				
14.10.1	This part of a bid documents informs bidders when the bid process is expected to be finalized. It may not necessarily be followed.				
14.10.2	Terms of reference (TOR) are the requirements by Ithala. When a proposal is submitted, a bidder must be certain that TOR are understood and has the capacity to offer a specified service.				
14.11	PART 11: ANNEXURES				
14.11.1	Bidder must insert all their additional annexures in part 11. This can include professional registrations, insurances etc.				
14.12	VAT				
14.12.1	Ithala is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.12.2	Ithala reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be more than R1m for 12 consecutive months as the VAT Act requires.				
15	PRESENTATIONS				
15.1	Ithala reserves the right to invite bidders for presentations before the award of the bid.				
15.2	Presentation may affect the points awarded for functionality.				N/A
16	NEGOTIATION	Yes	No	Noted	If no, indicate deviation
16.1	Ithala has the right to enter negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
16.2	Ithala shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, Ithala reserve the right not to award the tender to highest ranking bidder in terms of SCM Policy.				
16.3	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.				
17	DOMICILIUM				
17.1	The parties hereto choose <i>domicilium citandi et executandi</i> for all purposes of and in connection with the final contract as follows:				

	Ithala Trade Centre 29 Canal Quay Road (for GPS 29 Signal Road) Point Waterfront Durban				
18	COST OF BID PREPARATION				
18.1	Bidders shall prepare and submit a bid at their own expense.				
19.	SITE INSPECTIONS				
19.1	Ithala reserves the right to carry out site inspections of bidders to establish suitability of properties, vehicles, etc. to perform services effectively and efficiently				
20	BID VALIDITY PERIOD				
20.1	Bid will be valid for a period of 120 days				
20.2	The bidder must hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				
20.3	If requested by the employer, the bidder must consider extending the validity period stated in the tender data for an agreed additional period.				
21	ISSUE ADDENDA	Yes	No	Noted	If no, indicate deviation
21.1	If necessary, the employer may issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list				
21.2	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list				
21.3	The bidder must acknowledge receipt of addenda to the tender documents, which the employer may issue.				
22	SUBMITTING OF FRAUDULENT DOCUMENTS				
22.1	Ithala will disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.				

22.2	Ithala will list bidders/ directors in the list of restricted suppliers, and they will not conduct any business with an organ of state.				
22.3	All documentation will be verified and bidders who have submitted fraudulent documentation will be disqualified from further evaluation and reported to the relevant authorities.				

23	<u>EVALUATION ON PRICE AND SPECIFIC GOALS</u>	Yes	No	Noted	If no, indicate deviation
23.1	Pricing and specific goals evaluation will be performed on bidders who qualified for Stage 2.				
23.2	All prices submitted may be subject to negotiation				
24	ADJUDICATION OF BID				
24.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
24.2	The bid shall be awarded at the sole and absolute discretion of Ithala. Ithala hereby represents that it is not obliged to award this bid to any bidder. Ithala is entitled to retract this bid at any time as from the date of issue. Ithala is not obliged to award this bid to the bidder that quotes the lowest.				
24.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of Ithala regarding this bid from the date the offer is submitted until the date of award of the bid.				
25	Awarding of contract				
25.1	Ithala reserves the right to award this bid in full or in part.				
25.2	An Ithala SLA will be utilised to manage the relationship, once a scope of works has been issued and agreed upon				
26	CONTRACT PERIOD				
26.1	The contract will be for a period of 36 months from date of appointment.				

C.4 CERTIFICATE OF AUTHORITY TO SIGN A BID

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(V) SOLE PROPRIETOR	(VI) JOINT VENTURES

i. CERTIFICATE FOR COMPANY

I,, chairperson of the Board of Directors of, hereby confirm that by resolution of the Board (copy attached) taken on 20....., Mr/Ms, acting in the capacity of, was authorized to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

Chairman:

As Witnesses:

Date:

ii. CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as.....

..... Hereby authorise Mr/Ms..... acting in the capacity of

....., to sign all documents in connection with the tender for

Contract No: and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

iii. CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as,

..... hereby authorize Mr/Ms.

acting in the capacity of, to sign all documents in

connection with the tender for Contract No and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

iv. CERTIFICATE FOR SOLE PROPRIETOR

I,, hereby confirm that I am the sole owner of the business trading

as.....

Signature of Sole owner:

As Witnesses:

1.....

2.....

Date:

v. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by **EACH member** of a joint venture submitting a tender.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms....., authorized signatory of the Company.....acting in the capacity of lead JV partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf as a joint venture.

NAME OF JV ORGANIZATION.....

ADDRESS:

.....

.....

DULY AUTHORISED SIGNATORY NAME

DESIGNATION:

SIGNATURE

DATE:.....

C.5 CERTIFICATE OF ATTENDANCE AT COMPULSORY BRIEFING MEETING – N/A ONLINE

This is to certify that (tenderer).....
of (address)
..... was represented by the person(s)
named below at the compulsory meeting held for all tenderers at: -

Date	Time	Site
N/A ONLINE	N/A ONLINE	N/A ONLINE

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of Bidder’s representative attending the meeting:

Name: Signature:

Capacity:

Attendance of the above person(s) at the meeting is confirmed by the Ithala’s representative, namely:

Name: Signature:

Capacity: Date and Time:

C.6 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	17 JUNE 2025	
Compulsory online briefing session and clarification	26 JUNE 2025	10:00
Written questions of clarification – closing date	27 JUNE 2025	16h00
Written response to all clarifications	01 JULY 2025	16h00
Service Provider Proposals Due	11 JULY 2025	11h00

***Indicative dates**

C.7 TERMS OF REFERENCE

PURPOSE

The purpose of the bid is for the appointment of experienced and registered security contractors to render 24-hour security guarding services at the 3 Industrial Estates in the Kwa-Zulu Natal

BACKGROUND

As one of the largest property portfolio holders in KwaZulu-Natal, Ithala is ideally placed to service the various business sectors, spread through-out the province. Ithala Properties undertakes the development and management of industrial and commercial related projects. These projects relate to the development of new industrial and commercial properties as well as the redevelopment and expansion of existing properties. These activities are geared towards stimulating economic growth.

The portfolio of industrial properties is made up of 1 million square metres spread throughout the province. Ithala is the pioneer into many rural areas, bringing services, shopping and banking facilities closer to local communities. The establishment of Ithala commercial centres in remote regions of the province has served as a stimulus for development. Small business has mushroomed around the centres and in some areas, additional shopping malls and facilities have been built.

OBJECTIVE

The objective of the Service Provider is to render 24 Hour security guarding services for 3 Industrial Estates in the Kwa-Zulu Natal region

PROJECT SCOPE

IDFC is calling for proposals from experienced security service providers to undertake the following:

1. Provide physical security guards at the Industrial Estates which will include but not limited to ensuring access control, undertaking patrols on foot and vehicular, identifying and reporting suspicious activities, fires, security incidents and any emergency situation including evacuation of personnel to places of safety.
2. Monitoring signals from electronic security equipment (security control room) with 24-hour armed response
3. Providing security advice on the security matters or the use of security equipment/ Security site assessments
4. Ensuring safety and order on premises
5. Opening, closing, locking of properties as well as safekeeping of keys (where applicable)

CONTRACT PERIOD:

1. The service provider will be employed for a period of 3 years

MINIMUM PSIRA GRADING FOR SECURITY OFFICERS:

1. The bidder must have an operations manager registered at PSIRA Grade A, who will oversee the appointment and attend any high-level meetings to discuss any security or contract related issues, due to the security related complexities and location of our Property's; this should be an individual with extensive experience in the field. (This is at company level resource)
2. All Security officers are to be registered as a PSIRA Grade C

FUNCTIONS OF THE SERVICE PROVIDER PERTAINING TO 24 HOUR PHYSICAL GUARDING**Service Provider must:**

1. Ensure that premises and guards are visited and inspected at least twice per shift. Each visit must be entered into the Occurrence Book (OB).
2. Report immediately to the nominated Ithala representative any emergencies and possible illegal activities, water flowing on the street or in the vacant sites, grass and / or property fires, damaged fence, security lights not working, overgrown vegetation on sites causing obstruction to visibility when patrolling, suspicious vehicles/persons in the estate.
3. Control and supervise all security personnel on duty.
4. Ensure that personnel are deployed at the site on time, in correct attire and in possession of the necessary equipment.
5. Any security staff shortage to be immediately reported to the Ithala representative.
6. Ensure that registers are up to date and available for inspection by Ithala representative or PSIRA officials.
7. Submit a monthly report to the Ithala representative within 10 days after month end.
8. Incidents are to be reported immediately.
9. Make recommendations to Ithala representative with regard to improvement or preventative measures with regard to security issues relating to a site.
10. As and when necessary, receive and act upon instructions and requests from the nominated Ithala Representative.
11. Ensure that a supervisor is contactable at all times and be able to contact Ithala Representative.

FUNCTION OF SECURITY GUARDS:

The security guard or service personnel on duty must:

1. Fill in a daily log sheet indicating the following:
 - Shift start time.
 - Shift end time.
 - Visitors to the site – entrance and exit times.
 - Inspections from Managers and Ithala representative and or /Ithala Security department
 - Inspection results and activities on hourly basis.
 - Inspections on vacant sites, Ithala offices, sewer pump station and electrical substations.
2. Report all emergencies and possible illegal activities to the Control Room/or Security Division / Report on agreed channels.
3. Ensure that no unauthorised person enters the premises.
4. Do proper assessment and handover of premises. Any defects or damages properties to be reported to the Ithala Representative.
5. Report any defective equipment to the control room who must arrange for replacement.
6. At all times be alert and vigilant against possible criminal activity. Supervisor to report such activities to the South African Police Services (SAPS) for further investigation and report to Ithala Representative.
7. Not allow loitering by the public around any parking areas, and other areas belonging to Ithala.
8. Prevent the consumption of liquor on the property. (Any person under the influence of liquor is not allowed to enter the property).
9. Prevent unauthorised hawkers from entering the premises.
10. Prevent all livestock and/or dogs from entering the sites.
11. Lock all identified doors and entrance gates after hours
12. Ensure that no persons loiter on the property after hours.
13. Immediately report all emergency maintenance issues such as defective security lights, leaking pipes, etc. to the nominated Ithala representative.
14. Report any damage caused to Ithala property to the SAPS, obtain case number and forward to it to the Ithala Representative and Property Management for further action.
15. Attend to emergencies like putting out fires and calling the fire department in the event of fire.

16. Have contact numbers for Emergency Services.

17. A supervisor is required to attend security and police sector meetings.

The following are the minimum requirements for security guards or security personnel:

1. Personnel must be dressed in full company security uniform when on duty and be clearly identified and maintain a neat appearance at all times.
2. Guards must be in possession of a truncheon, torch and two-way communication device when on duty.
3. Security personnel must wear an ID card whilst on duty that is clearly visible. The ID card must contain the members' name, surname, PSIRA number, employee number and a photo of the employee.
4. All personnel must be registered with PSIRA at the required grading.
5. All personnel must have valid police clearance certificates
6. All security supervisors at Grade B and above must be in possession of a valid firearm competency certificate
7. Firearm safe must be kept locked at all the times as per PSIRA standards.
8. Security guard is expected to patrol the site at all times.

The following operational requirements is expected from Service Providers:

1. The Service Provider is required to have a 24-hour dedicated control room within the Town where the industrial Estate is located or Region that you have submitted a bid for (Ithala reserves the right to inspect and test the operations of the control room)
2. The control room must have an electronic two-way radio base set and an emergency back-up service.
3. The service provider is to ensure 24-hour alarm monitoring at all sites where alarms are installed. The response team must be timeously dispatched to the site where there has been a security breach.
4. The control room must have strict access control in accordance with PSIRA standards.
5. The Security Guards must be recruited from the local areas at least 70%
6. Guards must be remunerated at least at the minimum required PSIRA salary rates.
7. Ensure that on-site security guards have back-up in the form of armed patrol vehicle/s in the area.
8. The service provider must provide the vehicle for 24 hour patrolling of the Industrial estates
9. Service Providers will be held responsible for any damage/theft/vandalism/etc. which takes place on the site being guarded.

PERFORMANCE MANAGEMENT

1. ITHALA shall manage the appointed service provider according to key performance indicators and service providers will be penalized for poor service delivery and non-compliance.

7 TECHNICAL PROPOSALS

The Technical Proposals must include the following information.

7.1 Company Profile and Experience

A full and complete company profile must be provided for the bidder/s and/or joint venture partners inclusive of award letters.

7.2 Company References

This must be in the Ithala reference letter format; the template is provided for the referees to place on their letterhead:

The services are as follows:

- Provide a security guarding service and monitoring signals from electronic security equipment (security control room) with 24-hour armed response

Bidders will only be accredited where they have met the minimum requirement of 3 reference on the Ithala reference letter template, where you have not used the template or have supplied less than 3 reference letters; you will not be accredited

7.2.1 Written one pager on reactional approach in case of a possible unrest or emergency threats to Ithala Properties.

7.3 Equipment, Machinery, Consumables and Uniforms

The Bidder to make a submission inclusive of all ID Cards, Equipment, vehicles, Consumables and Uniforms that will be supplied for the duration of the contract. This submission must include a detailed description as well as actual pictures or images.

7.4 Capacity of Bidder

The Bidder must provide a detailed staff posting plan on deployment, management and monitoring of resources on site. This plan should include details on deployment of resources on site, shift handovers, supervision of resources (both scheduled and ad-hoc).

7.5 Active guard monitoring system

The bidder is required to install an active guard tracking/monitoring tool/system, which should have the following basic functions (but not limited to):

- **Patrol start reminders**
- **Pre-defined guard rounds**
- **Reporting capability**

7.6 Standard Operating Procedures

The Bidder must provide a standard operating procedure on how to respond to security incidents and threats which must include steps to be followed, contingency planning, responsibilities of personnel, and reporting to the South African Police Service (SAPS).

7.7 Specialised Tactical Unit

The bidder must provide evidence of a specialised tactical unit to be utilised in times of public protests, riots, looting, vandalism etc. The unit must have been highly trained and will be called to respond to high-risk incidents beyond the scope of standard guarding services. The tactical unit will be called out at very short notice and should be equipped with high performance vehicles, riot gear, high calibre weapons and protective equipment. The tactical unit will be charged out at a rate per hour

C.8 EVALUATION PROCESS & CRITERIA

The evaluation shall be conducted into three (3) stages as follows

1. Stage 1 - Administrative Compliance
2. Stage 2 - Functionality Evaluation
3. Stage 3 - Price and Specific Goals

<u>1.1 STAGE ONE: ADMINISTRATION COMPLIANCE</u>	Yes	No	Noted	If no, indicate deviation
<p><i>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, may be eliminated from further adjudication.</i></p> <p>Mandatory</p> <p>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</p> <ul style="list-style-type: none"> • The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017 • The bidder must be in good standing with SARS and such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid; • SBD4 - A completed and duly signed declaration of Interest. Should a conflict of interest not be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate • Proof of company registration the Private Security Industry Regulatory Authority (PSIRA) • Valid letter of good standing as issued by the Private Security Industry Regulatory Authority (PSIRA) • Valid section 13A confirmation letter issued by Private Security Sector Provident Fund (PSSPF) • COIDA – Valid Letter of good standing (Compensation for Occupational Injuries Disease Act) • Proof of Public Liability Insurance or letter of intent from an insurance company or insurance broker for minimum comprehensive cover of R5 000 000.00 • Proof of compulsory online briefing attendance – MS Teams register will serve as proof <p>Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.</p>				

<p>1.2 STAGE TWO: FUNCTIONALITY EVALUATION</p> <p>Responsive bids will be evaluated according to the criteria indicated in C.8.1.2</p>				
<p>1.3 STAGE THREE: PRICE AND SPECIFIC GOALS</p> <p>Price and specific goals evaluation will be performed on bidders who qualified for stage 1 and 2 above</p>				
<p>2. ADJUDICATION OF BID</p>				
<p>2.1 The quotation shall be awarded at the sole and absolute discretion of Ithala. Ithala hereby represents that it is not obliged to award this quotation to any bidder. Ithala is entitled to retract this quotation at any time as from the date of issue. Ithala is not obliged to award this quotation to the bidder that quotes the lowest.</p>				
<p>2.2 A bidder shall be disqualified from bidding if any attempt is made either directly or indirectly to solicit and/or canvass any information from any employee or agent of Ithala regarding this quotation from the date the offer is submitted until the date of award of the quotation.</p>				
<p>3. Awarding of contract</p>				
<p>3.1 The Ithala Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. Ithala's standard terms and conditions will not be negotiated.</p>				
<p>3.2 No bidder will be awarded for more than one Estate</p>				

C8.2 – STAGE 2 FUNCTIONALITY EVALUATION -THE QUALITY CRITERIA AND MAXIMUM SCORE IN RESPECT OF EACH OF THE CRITERIA ARE AS FOLLOWS:

All bids will be scored on functionality as below, bids that do not meet the minimum of 70 points will be considered non- responsive and will not be considered for further evaluation.

TECHNICAL CRITERIA	Description	Weight	Score	Total
<p>Company References</p>	<p>This must be on a client’s letter head and include a full project listing, value and description of security projects managed by the bidder</p> <p>Scoring guide</p> <ul style="list-style-type: none"> • 4 or more client reference letters = 20 • 3 Client reference letters = 15 • 2 Client reference letters =10 • Less than 2 client reference letters = 0 <p><i>Ithala reserves the right to authenticate all supporting documents submitted</i></p>	<p>20</p>		
<p>Operations manager</p>	<p>Valid minimum Grade A PSIRA certificate with at least 3 years’ experience for bidders’ Operations Manager</p> <p>Scoring Guide:</p> <ul style="list-style-type: none"> • Grade A with more than 5 years’ experience as security manager = 15 • Grade A with between 3-5 years’ experience as security manager = 10 • Below grade A or less than 3 years’ experience as security manager = 0 	<p>15</p>		
<p>Equipment, patrol vehicles and Uniforms</p>	<p>The Bidder to make a submission inclusive of all ID cards, equipment, patrol vehicles (vehicle registration, logbook or finance or lease agreement), monitoring checkpoint system and uniforms that will be supplied for the duration of the contract. This submission must include a detailed description as well as actual pictures or images.</p> <p>Scoring Guide:</p> <ul style="list-style-type: none"> • Detailed Submission covering all items= 20 • Partial or Brief submission not covering all items= 10 • No submission = 0 <p><i>Full points will only be allocated for a submission that is specific to the service requirements and includes all items as listed in the description above</i></p>	<p>20</p>		
<p>24-hour dedicated control room within Kwa-Zulu Natal</p>	<p>The bidder must have a 24-hour dedicated control room within Kwa-Zulu Natal (Please provide address and contact details of the Control Room, Ithala reserves the right to perform an inspection of the control room)</p> <p>Scoring Guide:</p>	<p>10</p>		

	<ul style="list-style-type: none"> • 24-hour primary dedicated control room within Kwa-Zulu Natal=10 • Head office based outside KZN with Regional or satellite 24-hour dedicated control room within Kwa-Zulu Natal=5 • No 24-hour dedicated control room within Kwa-Zulu Natal=0 			
Capacity of the bidder	<p>The Bidder must provide:</p> <p>Staff posting plan - 10</p> <ul style="list-style-type: none"> • A staff posting plan on deployment, management and monitoring of resources on site. This plan should include details on deployment of resources on site, shift handovers, monitoring of resources (both scheduled and ad- hoc monitoring) and the capabilities of the active guard monitoring system. The plan must include how to respond to security incidents and threats which must include steps to be followed, contingency planning, responsibilities of personnel, and reporting to SAPS <p>Scoring Guide:</p> <ul style="list-style-type: none"> • Detailed Submission covering all items= 10 • Partial or Brief submission not covering all items = 5 • No submission = 0 <p>Resources - 10</p> <ul style="list-style-type: none"> • Certified copies of valid PSIRA certificates for security guards (Isithebe Industrial Estate=74, Ezakheni Industrial Estate = 32, Madadeni Industrial Estate =8) • A detailed listing of company employees as issued by PSIRA. <p>Scoring Guide:</p> <ul style="list-style-type: none"> • Detailed Submission covering all items= 10 • Partial or Brief submission not covering all items = 5 • No submission = 0 <p><i>Full points will only be allocated for a submission that is specific to the service requirements and includes all areas as listed in the description above</i></p>	20		
Riots plan	<p>Detailed submission of:</p> <p>Riots plan - 5</p> <ul style="list-style-type: none"> • Riots plan, inclusive of project plan in case of riots <p>Scoring guide:</p> <ul style="list-style-type: none"> • Details of project plan in case of riots = 5 • No details of project plan in case of riots = 0 <p>Type of firearms and valid company firearm licenses-5</p> <ul style="list-style-type: none"> • Types of firearms to be used when riots start and proof of 5 valid company firearm licenses =5 	15		

	<p>Scoring guide:</p> <ul style="list-style-type: none"> • Types of firearms to be used when riots start and proof of 5 valid company firearm licenses =5 • No details of firearms to be used for riots and no proof of 5 valid company firearm licenses =0 <p>Security guard firearm competency certificates-5</p> <ul style="list-style-type: none"> • Security guard firearm competency certificates (Isithebe Industrial Estate-2, Ezakheni Industrial Estate-1, Madadeni Industrial Estate-1) <p>Scoring guide:</p> <ul style="list-style-type: none"> • Proof of security guard firearm competency certificates (Isithebe Industrial Estate-2, Ezakheni Industrial Estate-1, Madadeni Industrial Estate-1) =5 • No proof of security guard firearm competency certificates= 0 			
Total	100			
Minimum requirement	70			

Failure to obtain the minimum of 70 points on functionality will result in disqualification from further evaluation.

STAGE 3 - PRICE (80 points) AND SPECIFICA GOALS (20 points)

PROPOSED FEES

Pricing Schedule Final Summary

ISITHEBE INDUSTRIAL ESTATE – FIXED GUARDS

Bidders to comply with Bargaining council pricing guidelines, a detailed breakdown of the bidder’s calculation is required indicating all statutory requirements as per bargaining council and pricing guidelines

Notes:

- All prices indicated below must be Inclusive of vat @15% where applicable
- Ad-hoc guards will be charged at BARGAINING COUNCIL PRICING GUIDELINES rates

Item no	Description	Quantity	Price for Year 1	Price for Year 2	Price for Year 3
1.	Grade C – day shift (Monday – Sunday)	35			
2.	Grade C – night shift (Monday – Sunday)	35			
3.	Armed Supervisor (Grade C) – day shift (Monday – Sunday)	2			
4.	Armed Supervisor (Grade C) – night shift (Monday – Sunday)	2			
5.	Dedicated 24-hour site patrol vehicle	2			
	TOTAL PRICE EXCL. VAT				
	TOTAL PRICE INCL. VAT				
	TOTAL PRICE FOR THREE YEARS INCL. VAT)				

EZAKHENI INDUSTRIAL ESTATE – FIXED GUARDS

Bidders to comply with Bargaining council pricing guidelines, a detailed breakdown of the bidder's calculation is required indicating all statutory requirements as per bargaining council and pricing guidelines

Notes:

- All prices indicated below must be Inclusive of vat @15% where applicable
- Ad-hoc guards will be charged at BARGAINING COUNCIL PRICING GUIDELINES rates

Item no	Description	Quantity	Price for Year 1	Price for Year 2	Price for Year 3
1.	Grade C – day shift (Monday – Sunday)	15			
2.	Grade C – night shift (Monday – Sunday)	15			
3.	Armed Supervisor (Grade C) – day shift (Monday – Sunday)	1			
4.	Armed Supervisor (Grade C) – night shift (Monday – Sunday)	1			
5.	Dedicated 24-hour site patrol vehicle	1			
	TOTAL PRICE EXCL. VAT				
	TOTAL PRICE INCL. VAT				
	TOTAL PRICE FOR THREE YEARS INCL. VAT)				

MADADENI INDUSTRIAL ESTATE – FIXED GUARDS

Bidders to comply with Bargaining council pricing guidelines, a detailed breakdown of the bidder's calculation is required indicating all statutory requirements as per bargaining council and pricing guidelines

Notes:

- All prices indicated below must be Inclusive of vat @15% where applicable
- Ad-hoc guards will be charged at BARGAINING COUNCIL PRICING GUIDELINES rates

Item no	Description	Quantity	Price for Year 1	Price for Year 2	Price for Year 3
1.	Grade C – day shift (Monday – Sunday)	3			
2.	Grade C – night shift (Monday – Sunday)	3			
3.	Armed Supervisor (Grade C) – day shift (Monday – Sunday)	1			
4.	Armed Supervisor (Grade C) – night shift (Monday – Sunday)	1			
5.	Dedicated 24-hour site patrol vehicle	1			
	TOTAL PRICE EXCL. VAT				
	TOTAL PRICE INCL. VAT				
	TOTAL PRICE FOR THREE YEARS INCL. VAT)				

A fully completed **Annexure A pricing template** for areas 1 and 3 where applicable. Bidders to comply with **BARGAINING COUNCIL ILLUSTRATIVE PRICING GUIDE** rates, as indicated by the National Bargaining Council for the Private Security Sector. Non-compliant wage rates will lead to disqualification. (Area 1 and Area 3 must be priced accordingly if you are bidding for sites falling under these areas)

(ANNEXURE A - TEMPLATE AREA _____(1/3)

NAME OF SERVICE PROVIDER _____

Description	Grade C
Hourly Equivalent Wage	R
Ordinary Time: Primary Sec Officer	R
Ordinary Time: relief Sec Officer	R
Sunday pay premium	R
Public Holiday Premium	R
Leave Provision	R
Sick Pay	R
Study Leave	R
Family Responsibility Leave	R
Night Shift Allowance	R
Cleaning Allowance	R
Premium allowance	R
Provident Fund	R
Medical Insurance	R
Statutory annual bonus	R
SUB TOTAL (EMPLOYEE BENEFITS)	R
UIF	R
COID/WCA	R
Skills Development	R
PSIRA employee fees	R
NBCPSS Council Fee	R
SUB TOTAL (STATUTORY FEES)	R
Uniform	R
Share of overheads (_____ % of direct costs)	R

TOTAL COST (excluding profit)	R
Profit (% markup)	R
TOTAL COST PER GUARD excluding VAT	R

NAME OF SERVICE PROVIDER _____
 NAME OF INDUSTRIAL ESTATE _____

Description	Grade C
Hourly Equivalent Wage	R
Ordinary Time: Primary Sec Officer	R
Ordinary Time: relief Sec Officer	R
Sunday pay premium	R
Public Holiday Premium	R
Security Officer Premium allowance	R
Hospital Cover	R
Leave Provision	R
Sick Pay	R
Study Leave	R
Family Responsibility Leave	R
Night Shift Allowance	R
Provident Fund	R
Statutory annual bonus	R
SUB TOTAL	R
UIF	R
COVID/WCA	R
BCL	R
PSIRA per SO fee	R
Uniform	R
Training	R
Cleaning Allowance	R
TOTAL DIRECT COSTS	R
Share of overheads (_____ % of direct costs)	R
TOTAL COST (excluding profit)	R
Profit (_____ % markup)	R
TOTAL COST PER GUARD excluding VAT	R

C.9 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

Specific goals allocated points in terms of this tender			
PRICE – 80 points			
SPECIFIC GOALS – 20 points			
Specific goals	Percentage of Specific Goal target	Proof / Evidence to be submitted by the tenderer	Points claimed by bidder (Max total of 20)
≥51% Black Ownership	2	CSD, CIPC registration	
≥33% Women Ownership	6	CSD, CIPC registration	
≥33% Youth Ownership	6	CSD, CIPC registration - Youth is defined as person under the age of 35	
≥25% Persons with disability Ownership	6	CSD report support by Certificate of disability issued by a medical physician	
TOTAL POINTS	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 because of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

C.10 TAX CLEARANCE REQUIREMENT

IT IS A CONDITION OF BIDDING THAT

- The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
- In bids where Consortia/Joint Ventures/Sub-contractors/Partners are involved, each party must be in compliance with SARS and such information will be verified through central supplier database (CSD).

C.11 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 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 consortium² 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 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

² 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.

C.12 CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)
.....

SIGNATURE

OFFICIAL STAMP

WITNESSES	
1
2
DATE:

C.13 DEVIATIONS FROM THE REQUEST FOR PROPOSAL

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked "NIL" and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder's Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

PAGE NUMBER	CLAUSE NUMBER	DEVIATION

SIGNATURE OF BIDDER

DATE

C.14 BID SUMMARY AND DETAILS

We the undersigned submit this bid in accordance with the conditions contained in the referenced RFP document and attach the documents required:

No.	Description in detail	Documents Attached
A. Commercial Documents		(Yes/ No/ N.A.)
1.	Deviations from Request for Proposal	
2.	Covering letter	
3.	Entire Bid Document	
4.	CC or Company Registration Documents or copy of ID if sole propriety	
5.	In good standing with SARS and such information will be verified through Central Supply Database (CSD);	
6.	Original or certified BBBEE Certificate/Affidavit	
7.	Declaration of Interest SBD4	
8.	Proof of company registration the Private Security Industry Regulatory Authority (PSIRA)	
9.	Valid letter of good standing as issued the Private Security Industry Regulatory Authority (PSIRA)	
10.	Valid section 13A confirmation letter issued by Private Security Sector Provident Fund (PSSPF)	
11.	Valid certificate of COIDA (Compensation for Occupational Injuries Disease Act)	
12.	Proof of Public Liability Insurance or letter of intent from an insurance company or insurance broker for minimum comprehensive cover of R5 000 000.000	
13	Proof of compulsory online briefing attendance – MS Teams register will serve as proof	
B. Technical Documents		
14.	Contactable references letters where the bidder has rendered similar service	
15.	Valid minimum Grade A PSIRA certificate with at least 3 years' experience for bidders' Operations Manager	
16.	A fully completed Annexure A pricing template	
17.	The bidder must have a Control Room located within the Kwa-Zulu Natal Province (Please provide address and contact details of the Control Room, Ithala reserves the right to perform an inspection of the control room)	
18	Proof of valid company firearm licences	
19.	Valid firearm competency certificate (5 certificates)	
.20	Valid PSIRA certificates for security guards (numbers indicated in document)	

21.	PSIRA Listing of employees for service providers (detailed listings of your company employees as issued by PSIRA)	
22.	Proof of Patrol Vehicle (vehicle registration, logbook or finance or lease agreement)	
23.	Contactable references letters where the bidder has rendered similar service	
24.	Equipment, Machinery, Consumables and Uniforms	
25.	Capacity of the bidder	
26	Specialised Tactical Unit	

Name

Date

Signature