

**PROVISION OF SECURITY SERVICES FOR A PERIOD OF THIRTY-SIX MONTHS
AT PSA HEAD OFFICE
TENDER REF: PSA2025/01
CLOSING DATE: 13 JUNE 2025
CLOSING TIME: 12:00**

CONDITIONS FOR COMPLETING BID DOCUMENTS:

If any of the following bid documents, with accompanying supporting documents are not completed, signed, and handed in with your bid by the closing date and time, your bid will be disqualified.

Please note:

- ☐ Bid Documents **must be** completed on the official bid forms (not to be re-typed), in ink (blue or black).
- ☐ No Tippex is allowed. All changes **must be** strike through and a signature applied next to each change.
- ☐ All the documentation submitted in response to this tender **must be** in English.
- ☐ The Service provider should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by PSA regarding to anything arising from the fact that pages are missing or duplicated.

Public Servants Association of South Africa NPC
Head Office

PSA Head Office, 563 Belvedere Street, Arcadia, Pretoria. PO Box 40404, Arcadia, 0007
Telephone (012) 303 6500 **Fax** (012) 303 6652/3 **Website** www.psa.co.za

Directors MJ Shiburi NL Bodiba RD Baloyi MK Seelamo
AY Coetzee DV Makhetha TJ Rakaki Adv J Singh

Registration number 1942/015415/08

Mandatory documents as listed below:

No	Document	Comments	Submitted (Yes / No)
1	Invitation to Bid	Make sure it is completed and signed.	
2	Tax Compliance Status/SARS PIN	Valid as at closing date (13 June 2025). * <i>The winning bidder will be required to resubmit a valid Tax Compliance Status/SARS PIN, should the PIN expire immediately before tender award.</i>	
3	Proof of Vat Registration (if applicable)	Copy of VAT Registration document (VAT Registration number showing on the tax compliance status report from SARS will also be acceptable).	
4	Quotation	Price on quote must agree with price stated on Invitation to Bid document. <i>One submission per bidder. Refer to Section 3.4.2 of this document</i>	
5	Copy of Company / Close Corporation registration documentation / Partnership agreement	Provide copy of: 1. Certificate of registration 2. Certificate of name change (if applicable)	
6	Certified ID copies of directors	Original certified copies (not older than three (3) months by the date of submission must be submitted.	
7	Proof of Registered Physical Address (not postal address). <i>Any one of the following <u>must</u> be used):</i> <ul style="list-style-type: none"> • <i>Mobile phone or telephone statement</i> • <i>Invoice / statement of municipal rates</i> • <i>Lease / Rental invoice</i> • <i>Valid TV license renewal letter</i> • <i>Insurance policy document from an approved financial institution</i> (The proof must be in the name of the company and not in the name of Directors)	Provide copy (not older than three (3) months)	
8	Company Profile	Provide a copy of company profile	
9	Control Room	Located within 80km radius from the PSA Head Office	

10	Declaration of Interest (Annexure A)	Must be fully completed and signed (if not applicable must state not applicable)	
11	Certificate of Independent Bid Determination (Annexure B)	Must be fully completed and signed (if not applicable must state not applicable)	
12	Two documents submitted as per Section 3.4.1 of this document	1 original and 1 copy	

BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

INTRODUCTION

The Public Servants Association of South Africa NPC (PSA) is a registered trade union in terms of the Labour Relations Act, No. 66 of 1995 and a non-profit company in terms of the Companies Act, No. 71 of 2008.

The PSA is a registered trade union at the forefront of labour developments and is the largest, politically non-affiliated, fully representative union in the Public Service of South Africa. With a proud history of more than a century of service to its members, the PSA represents more than 250 000 public servants, Public Service pensioners and employees of semi-state institutions.

The PSA's conduct is aimed at achieving the Union's mission, guided by the values of loyalty, transparency, respect, ethical conduct, consistency, and service excellence.

BACKGROUND

In terms of the South African Constitution of 1996 and the Occupational Health and Safety Act, No. 85 of 1993, the PSA is required to ensure that there's a healthy and safe working environment for its employees, suppliers, contractors, Board Members, members and all other stakeholders who visit the premises of the PSA.

Chapter eight (8) of the Minimum Information Security Standards (MISS) of 1996, also requires that the PSA implement measures to control the physical access to the PSA business premises.

The PSA therefore invites suitably qualified and experienced service providers to submit proposals for the provision of security services to patrol, guard and provide security access control to the PSA Head Office buildings and PSA Provincial Offices as indicated in section 5.3,

for a period of three (3) years. The appointed service provider will be required to ensure that the PSA's assets, personnel, and stakeholders are always protected in and around the PSA listed premises and its vicinity.

1. INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE PUBLIC SERVANTS ASSOCIATION OF SOUTH AFRICA, T/A PSA

TENDER NAME: PROVISION OF SECURITY SERVICES

TENDER REF NUMBER: PSA2025/01

CLOSING DATE: 13 JUNE 2025

CLOSING TIME: 12:00

DESCRIPTION: Appointment of a Service provider to render security services at the listed PSA premises for a period of thirty-six (36) months.

BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

PSA Head Office Building, 563 Belvedere Street, Arcadia, Pretoria

Bidders should ensure that bids are in sealed clearly marked envelope(s) and delivered to the correct address. The bidder must ensure that the bid submission register is signed upon submission. If the bid is late, faxed or emailed, it will NOT be accepted or considered.

The bid box is available during office hours from **07h30 – 15h30**, Monday to Friday.

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract which will be furnished ONLY to the winning bidder.

**THE FOLLOWING PARTICULARS MUST BE PROVIDED:
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER: _____

POSTAL ADDRESS: _____

STREET ADDRESS: _____

CELLPHONE NUMBER: _____ TEL NUMBER: _____

VAT REGISTRATION NUMBER: _____ EMAIL: _____

(If applicable)

INCOME TAX REGISTRATION NUMBER: _____

NAME OF SIGNATORY & CAPACITY: _____

SIGNATURE OF BIDDER: _____ DATE: _____

TOTAL BID PRICE INCLUDING VAT (For 36 months): _____

2. DEFINITIONS & INTERPRETATION

- 2.1 **“All Applicable Taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills levies.
- 2.2 **“B-BBEE Status Level of Contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
- 2.3 **“Bid”** means a Bidder’s tendered response to a tender to the PSA.
- 2.4 **“Bidder”** means a party who has submitted a Bid in response to the tender to the PSA.
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2013 (Act No. 46 of 2013);
- 2.6 **“Comparative Price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- 2.7 **“Contract”** means a written agreement that establishes rights and obligations of any nature whatsoever, including but not limited to all non-disclosure agreement or any other Contract, which any party concludes or intends concluding with the PSA, but excluding all PSA contracts of employment.
- 2.8 **“Contractor(s)”** means a Bidder whose bid has been accepted by the PSA.
- 2.9 **“Firm Price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract.
- 2.10 **“Letter of Appointment”** means the written communication by the PSA to a winning bidder recording the acceptance by the PSA of the bidder’s bid subject to the further terms and conditions to be itemised in the contract.
- 2.11 **“Person”** includes a juristic person.
- 2.12 **“Purchase Order(s)”** means an official order issued by PSA for the supply of goods pursuant to a contract or bid.
- 2.13 **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- 2.14 **“PSA”** shall mean **The Public Servants Association of South African.**
- 2.15 **“Goods”** means the items or goods required by the PSA, as specified in this tender.
- 2.16 **“Signature date”** and in relation to any contract, means the date of the letter of appointment.
- 2.17 **“Tax Clearance Certificate”** means a tax clearance certificate issued by the South African Revenue Services (SARS) confirming that the juristic person’s tax affairs are in order.
- 2.18 **“Value Add”** means that portion of the bid price not constituting the cost of materials or services.
- 2.19 **“VAT”** means Value Added Tax in terms of the Value Added Tax Act, 89 of 1991, as amended from time to time.

- 2.20 **“Warranties”** means collectively any, and all warranties listed and otherwise (if any) given by the Bidder in term of this bid.
- 2.21 **“Service provider”** also means supplier of goods and or services.

3. CONDITIONS OF TENDER

3.1 General

- 3.1.1 This Invitation to Tender is not intended to form the basis of a decision to enter into any transaction involving the PSA and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter any legal relationship with any person.
- 3.1.2 The Invitation to Tender has been compiled by the PSA and is being made available, on the same basis to all Bidders.
- 3.1.3 Bidders submitting a Tender in response to this Invitation to Tender will be deemed to do so on the basis that they acknowledge and accept the terms set out below. Neither the PSA nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparation or submitting a Tender in response to the Invitation to Tender.
- 3.1.4 Bidders should note that sub-contracting arrangements are prohibited for this tender.

3.2 Distribution of Invitation to Tender

- 3.2.1 Distribution of this Invitation to Tender outside of the Republic of South Africa is not allowed.
- 3.2.2 Recipients of this Invitation to Tender may only distribute it to other parties whom they wish to involve, as part of their Bidder consortium in submitting the Bid.

3.3 Proprietary Information

- 3.3.1 The PSA considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to the PSA. It shall be kept confidential by the Bidder and its officers, employees, agents, and representatives. The Bidder shall not disclose, publish, or advertise these specifications or related information to any third party without the prior written consent of the PSA.
- 3.3.2 Bidders acknowledge that by responding to this tender, they provide the PSA with consent to use their personal information for the purpose of managing and adjudicating the tender.

3.4 Submission of Tenders

- 3.4.1 Tenders shall be submitted in **2 documents** (1 original and 1 copy), labelled **“TENDER: PSA2025/01”**. Sealed envelope(s) **must be** placed in the tender box at the RECEPTION AREA as per Section 1. **Invitation to Tender**. Only one Tender per bidder will be considered. The submitted documents must be identical tender submissions, i.e. with specific

- reference to the required/mandatory documents and documents used for scoring during the second stage of evaluation, every page in the original must also be on the copy. If there are any missing pages, the tender submission will be disqualified.
- 3.4.2 Only one submission per bidder must be submitted for this tender. Non-compliance with this requirement will result in the bidder being disqualified.
- 3.4.3 Amended bids will not be considered.
- 3.4.4 The name of the bidder and the return address must also be endorsed on the envelope or tender documents.
- 3.4.5 If a courier service company is being used for delivery of the tender document, the tender description **must be** endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.
- 3.4.6 The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 3.4.7 All Tenders **must be** formulated and submitted in accordance with the requirements of this Invitation to Tender. PSA may rely on a Tender as being accurate and comprehensive in relation to the information and proposals provided therein by the Bidders.
- 3.4.8 No entity may be involved, whether directly or indirectly, in more than one Tender in response to the Invitation to Tender. A failure to comply with this requirement may, within the sole discretion of the PSA, result in disqualification of the relevant entity.
- 3.4.9 The proposed total cost of the project **must be** clearly indicated including pricing for each year and the total cost of the tender.
- 3.4.10 Kindly note that the PSA is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date.
- 3.4.11 **PSA reserves the right not to accept the lowest tender price of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract in terms of outputs and services and is financially advantageous to the PSA.**
- 3.4.12 The PSA reserves the right to accept any Bid in whole or in part. Where a Bid is accepted in part, the price shall be adjusted in accordance with the pricing schedule indicated on the Tender.
- 3.4.13 The PSA also reserves the right to award this Tender to a pure empowerment entity.
- 3.4.14 Upon acceptance of a Bid by the PSA, the parties shall be bound by these Terms and Conditions, the GCC, the Special Conditions of Contract and any contractual terms and/or any schedule or otherwise which form part of the Invitation to Tender.
- 3.4.15 The Service provider shall be required to sign a written Contract/Agreement prior to commencement of the Supply of the goods/services.
- 3.4.16 The Service provider shall adhere to the general and special conditions of contract issued with the Invitation to Tender, together with any conditions contained in the Invitation to Tender.
- 3.4.17 Should the Bidder find any conditions unacceptable; it should indicate which conditions are unacceptable and offer amendments/alternatives by written submission on its company letterhead. Any such submissions shall be subjected to the review by the PSA who shall determine whether the proposed amendments/alternatives are acceptable or otherwise.
- 3.4.18 **The bidder must ensure that the tender submission register is signed upon submission.**

3.5 Errors or Omissions in Bids

- 3.5.1 Bidders are advised to ensure that they study the Invitation to Tender carefully prior to the submission of their Bids. The onus rests on the Bidder to ensure that a correct and complete Bid is submitted.
- 3.5.2 The PSA will not entertain any request for modifications to the Bid after submission of the Bid or after the Invitation to Tender closing date.

3.6 Validity Period

- 3.6.1 Responses to this tender, received from Bidders, will be **valid for a period of 90 (ninety) days from the closing date of the tender**. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a definitive Contract and other related transaction documents are concluded between the PSA and the Preferred Bidder.

3.7 Tax Compliance Requirement

- 3.7.1 It is a condition of the tender that the tax affairs of the winning Bidder **must be** in order.

3.8 Enquiries

- 3.8.1 All communication and attempts to obtain information of any kind relative to this tender should be in writing and channelled to:
Germaine Dimney (germaine.dimney@psa.co.za) or 082 880 3997, **before 12:00 on 13 June 2025**.

3.9 Modification

- 3.9.1 The PSA reserves the right to amend or modify this Invitation to Tender before the closing date or amend, modify or terminate any of the procedures or requirements as set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.
- 3.9.2 Should the PSA amend this Invitation to Tender, amendments will be sent to each Bidder in writing. No oral amendments by any person will be considered or acknowledged.
- 3.9.3 Should the amendment be significant, the PSA may at its own discretion extend the closing date of the Tender submission.

3.10 Cancellation of Invitation to Tender

- 3.10.1 The PSA reserves the right to cancel the Invitation to Tender at any stage up to, and including, the signing of the Contract.
- 3.10.2 The PSA shall not be bound to assign any reason for cancellation and Bidders are not entitled to seek any compensation for the cost or expense of preparing their Bid or negotiating the Contract.

3.11 Warranty

- 3.11.1 By submitting a Bid, the Bidder warrants and represents to the PSA that as at the date of submission of the Bid, the Bidder is in possession of all necessary approvals (including, without limitation, certification, registrations, licenses and authorisations) to enter and perform its obligation in respect of the goods/services required by the PSA.

3.12 Default

- 3.12.1 The PSA may seek the remedies provided for in clauses 3.12.2, should the Bidder, without any reasonable course and after having been awarded the tender, fails to accept the appointment.
- 3.12.2 The PSA may, in any of the aforementioned circumstances, and without prejudice to any other legal remedy which it may have, proceed to accept any other Bid or, if it is necessary to do so, call for Bids afresh, and may recover from the defaulting Bidder any additional expense incurred by the PSA in calling for new offers or in accepting a less favourable offer.
- 3.12.3 The PSA shall disqualify a Bidder from this tender and any future PSA business should a Bidder:
 - 3.12.3.1 after receiving notice of the acceptance of the tender, fail or refuse to enter into the contract when called upon to do so; or
 - 3.12.3.2 has acted in a fraudulent or improper manner or in bad faith towards the PSA; or
 - 3.12.3.3 has made any misleading or incorrect statement; or
 - 3.12.3.4 cause the PSA damage, or to incur costs in order to meet the Bidder's requirements which could not be recovered from the Bidder; or
 - 3.12.3.5 has instituted any court proceedings against the PSA in bad faith; or
 - 3.12.3.6 has been found guilty by a court of law, tribunal or other administrative body for a serious breach of law, during the preceding five (5) years.

4. B-BBEE POINTS CLAIM FORM

- 4.1 This form must be included in all bids invited. It will serve as a guide to earn points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.
- 4.2 Points will be awarded as per the table below:

B-BBEE status of Bidder	Number of points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. SCOPE

5.1 The scope of work entails, amongst other things, the following duties:

- Responsible for access control, guarding of premises, patrolling of premises.
- Escorting of stakeholders and visitors i.e. bidders etc.
- Protection of the PSA assets, personnel and visitors' personal belongings.
- Electronic monitoring of the PSA premises.
- Execution of other security functions e.g. random searching, patrolling, etc.
- Report failure of security equipment (access gates, doors, etc) to the Maintenance Office.
- To record details of all individuals entering and exiting the PSA premises after working hours and further record all incidents in an occurrence register and report such incidents to the PSA Administration Unit; and
- Enforce the PSA security protocols, policies, systems, and procedures.

5.2 Security measures for conformance with the provisions of MISS for Access Control regarding manning the physical systems are as follows:

- The furnishing of identification; the declarations concerning hazardous objects, content of any suitcase, briefcase, handbag, bag, etc.; electronic examination; and
- The handing over of any object for examination or custody that may be required as a prerequisite for effective access control.

5.3 Technical Specifications (Security Services Requirements)

5.3.1 Day Shift: Monday – Sunday

No.	Description	Quantity
1	Grade C Unarmed Security Officers	2 x PSA Head Office 2 x PSA Polokwane Office 2 x PSA Mmabatho Office
2	Grade C Unarmed Security Officers – CCTV System Operator	1 x PSA Head Office

5.3.2 Day Shift: Monday – Friday

No.	Description	Quantity
1	Grade C Armed Security Officers	2 x PSA Head Office

5.3.3 Night Shift: Monday - Sunday

No.	Description	Quantity
1	Grade C Unarmed Security Officers – CCTV System Operator	2 x PSA Head Office
2	Grade C Armed Security Officers – CCTV System Operator	1 x PSA Head Office

5.3.4 Uniform

- While on-site, security officers must always be clad in their neat corporate uniform i.e. formal shirt and pants; tie and/or blazer; appropriate shoes and conduct themselves professionally when executing their duties.
- In instances where the above point is not complied with, the PSA reserves the right to request a replacement for the security officers immediately.
- Security officers are to be provided with uniforms and name tags by the service provider to ensure that they are easily identifiable; and
- Any other clothing, except uniform, will not be accepted.

5.3.5 Essential security requirements

In addition to other requirements in this document, the following will also be required:

- Security officers should demonstrate good proficiency in English.
- Security officers must practice professionalism when on duty at the PSA and adhere to the PSA Security Protocols, Policies, Systems and Procedures.
- The winning Bidder and its security officers must always respect the Rules, Laws, Regulations and Constitution of South Africa.
- Security officers to work with the CCTV system must have the relevant skills, knowledge and expertise to monitor and analyse the CCTV Surveillance System.

- The winning Bidder must provide a health and safety plan as well as a code of conduct and ensure adherence by all its security officers.
- The winning Bidder must provide a backup communication system to be used during emergency for direct contact with the base station (in the form of cell phones, radios, etc.).
- The winning Bidder must have a well-established and equipped 24-hour security room (control room to be inspected by the PSA before the bid is awarded).
- The winning Bidder must have an operational/project manager immediately available on a 24-hour basis to react in the event of emergencies.
- The winning Bidder must have an account manager allocated to the PSA for continuous service review.
- The winning Bidder must be registered in terms of Section 20 of the Private Security Industry Regulation Act, No. 56 of 2001.
- The winning Bidder must at its own expense, take out sufficient insurance against claims, costs, loss and/or damage ensuing from its obligations and shall ensure that such insurance remains operative for the duration of this agreement (proof of the insurance may be required by the PSA).
- The winning Bidder must allocate specific security officers to the PSA to ensure continuity of the security services to be rendered, (allocated officers only to be changed with prior consent of the security manager at the PSA).
- The winning Bidder must have a control room within eighty (80) kilometres from the PSA Head Office.
- The winning Bidder should provide a list of all the necessary communication aid available to its disposal.
- Vetting will be done on the preferred Bidder as a company and its Director(s) by the PSA.
- If the vetting report comes back with adverse finding(s) on the Bidder/its Director(s), the PSA reserves the right to disqualify the Bidder during the evaluation process or cancel the contract whereafter the award has already been made.
- The winning Bidder will be required to submit proof of independent vetting reports of the security officers to be deployed at the PSA premises, **within three weeks of awarding of the tender**, as well as annually by the end of September, and **such a report should not be older than six (6) months**.
- Wherein the adverse findings are against a security officer(s), such an officer(s) will not be allowed to work for the winning Bidder at the PSA premises.

6. REPORTING REQUIREMENTS

The winning Bidder/service provider will report to the Manager: Administration at PSA Head Office.

7. DURATION OF THE CONTRACT

The expected duration of the contract is thirty-six (36) months, effective upon the countersigning of the service level agreement (SLA) between the PSA and the winning Bidder.

8. EVALUATION CRITERIA

8.1 First stage of evaluation - Mandatory Requirements

At this stage, the bids received shall be evaluated based on compliance to the required/mandatory documents and annexures, as per **CONDITIONS FOR COMPLETING TENDER DOCUMENTS** stated above. Bidders who do not comply with the mandatory requirements shall be disqualified from the next stages of the evaluation.

8.2 Second stage of evaluation - Functionality

FUNCTIONALITY EVALUATION: SCORE ALLOCATION		
	Weighting	Scoring matrix (0 – 5)
1. Company experience and expertise	30%	
1.1 Company experience: Company profile <i>The bidder must provide details of work of a similar nature (security services) undertaken by the Bidder within the previous years. Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the TOR. Bidders are required to submit their company profile that contains the entity's organisational structure, its size, staff complement, infrastructure, location, experience, and achievements.</i> <i>The Bidder must demonstrate that they have the capacity to render the required service by</i>	15%	<ul style="list-style-type: none"> - No information provided = 0 points - Company profile with relevant company experience in rendering of security services for less than 1 year = 1 point - Company profile with relevant company experience in rendering of security services for 1 – 3 years = 2 points - Company profile with relevant company

<p><i>submitting a company profile detailing core staff, their experience in security services completed within the past years, relevant to the contract.</i></p>		<p><i>experience in rendering of security services for 3 – 5 years = 3 points</i></p> <ul style="list-style-type: none"> - <i>Company profile with relevant company experience in rendering of security services for 5 – 7 years = 4 points</i> - <i>Company profile with relevant experience in rendering of security services for 7 years and above = 5 points</i>
<p>1.2 Company experience: company profile</p> <p><i>The Bidder must provide details of work of a similar nature of rendering security services undertaken by the Bidder within the previous five years. Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the TOR. Bidders are required to submit their company profile that contains the entity's organisational structure, its size, staff complement, infrastructure, location, experience, and achievements.</i></p> <p><i>The Bidder must demonstrate that they have the capacity to</i></p>	15%	<ul style="list-style-type: none"> - <i>No reference letters = 0 points</i> - <i>1 reference letter for rendering of security services = 1 point</i> - <i>2 reference letters rendering of security services = 2 points</i> - <i>3 reference letters for rendering of security services = 3 points</i> - <i>4 reference letters for rendering of security services = 4 points</i> - <i>5 reference letters and above for rendering of</i>

render the required service by submitting a company profile detailing core staff, their experience in rendering security services and achievements that were successfully completed within the past five years, relevant to the contract.		security services = 5 points
2. Capacity and ability to render security services	10%	
<p>2.1. Core team</p> <p>Abridged CV (1 page) of the site Manager for the bid must be submitted together with the Bid.</p>	10%	<ul style="list-style-type: none"> - No Experience = 0 points - 1 – 2 years of combined experience in rendering of security services = 1 point - 2 – 3 years of combined experience in, rendering of security services = 2 points - 3 – 4 years of combined experience in, rendering of security services, = 3 points - 4 - 5 years of experience in, rendering of security services = 4 points - More than 5 years' experience in, rendering of security services= 5 points

3. Project Plan and Methodology	40%	
<p>3.1 Considers the responsiveness to the TOR, the level of detail in the proposal, attention to project management and innovative approaches and ideas. Respondent's responsiveness to and understanding of the assignment (methodology and proposed work plan).</p> <p>Project schedule Risk assessment Process workflow Crisis management Reporting lines between the Bidder and the PSA in terms of contractual obligations</p>	20%	<ul style="list-style-type: none"> - No plan provided = 0 points - The Bidder provides the project plan including 1 factor with poor project plan proposed = 1 point - The Bidder provides the project plan including 2 – 3 factors with average project plan proposed = 2 points - The Bidder provides the project plan including 3 factors with fair project plan proposed = 3 points - The Bidder provides the project plan including 4 factors with good project plan proposed = 4 points - The Bidder provides the project plan including 5 factors with excellent project plan = 5 points

3.2 Methodology <i>Bidders are required to submit a proposal of no longer than 5 pages (Minimum of 3 pages & Maximum of 5 pages)</i>	20%	<ul style="list-style-type: none"> - No information provided = 0 points - Methodology describing 1 - 2 factors of the scope of work = 1 point - Methodology describing 3 - 4 factors of the scope of work with average approach = 2 points - Methodology describing 5 - 6 factors of the scope of work activities with fair approach = 3 points - Methodology describing 6 - 7 factors of the scope of work activities in logical sequence with clear time frames & good approach = 4 points - Methodology describing all 8 factors of the scope of work activities in logical sequence with clear time frames and excellent approach = 5 points
4. Office/control room	20%	
4.1. Office/control room <i>Bidders are required to provide proof of existence of their control room location and</i>	20%	<i>Assessment to be completed during site inspection to all qualified Bidders that</i>

<p><i>demonstrates ability to provide the services as per the requirements of the TOR. Proof should be in a form of municipal bill/lease agreement/etc.</i></p> <p><i>A site inspection to be conducted to Bidders that scored total points of 60% or more on the above technical criteria 1, 2 & 3. Bidders are required to demonstrate that their control room is fully functional/operational and reachable in case of emergency (two-way radio to be available).</i></p> <p><i>Maximum of 20% points will be awarded for bidders who demonstrates the following aspects during site inspection:</i></p> <ul style="list-style-type: none"> <i>- Operational/Functional site communications equipment and tools (5%).</i> <i>- Quality assurance processes (5%).</i> <i>- Compliance with PSIRA legislation (10%); and</i> <p><i>Only Bidders that scored the total of 60% or more on technical criteria 1, 2, and 3 above will qualify for this phase (site inspection).</i></p>		<p><i>scored 60% and above.</i></p>
Total		100%

NOTE: Only Bidders that score **75% and above** on the Functionality Evaluation will qualify for the final stage of evaluation.

8.3 Final stage of evaluation – Overall final score

At this stage the Bidders that passed the second stage of evaluation. Bidders at this stage will be evaluated on their overall scores for **Price** and **B-BBEE** points allocation, as per the formulae shown below.

Total overall score allocated will be split/allocated in the format as stated below:

No.	Evaluation Criteria	Score Weighting
1.	Price	80%
2.	B-BBEE status	20%
Total		100%

*Formula for awarding score for **Price** shall be:*

*(**Lowest Price ÷ Price being evaluated X 80%**)*

*Formula for awarding score for **B-BBEE status** shall be:*

*(**Number of points awarded per Section 4.2 ÷ 20 X 20%**)*

ANNEXURES

A: DECLARATION OF INTEREST BY BIDDER

Tender Name: _____

Tender ref: _____

1. Any legal person, including persons employed by the PSA or persons having a kinship with persons employed by the PSA, including a blood relationship, may make an offer or offers in terms of this invitation to Tender (includes a price quotation, advertised competitive Bid, limited Bid or proposal). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons connected with or related to persons employed by the PSA, who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the Bid. It is required that the Bidder or his/her authorised representative declares his/her position in relation to the evaluating/adjudicating authority.
2. As a Bidder I hereby declare that I, or and parties directly related to me (i.e. relative and/or friend) have a personal association with an employee of the PSA.

Name of PSA employee	Relationship

3. The names of all directors/trustees/stakeholders/members, their individual identity numbers **must be** indicated below:

Full Name	Identity Number

4. I, the undersigned

Full Name of Representative of Bidder: _____

Identity Number: _____

Position: _____

hereby:

4.1 certify that the information provided in this declaration is true, correct and within my knowledge; and

4.2 accept that the PSA may reject the Bid or, in addition to cancelling the agreement, action may be taken against me should this declaration prove to be false.

Tender name: _____ Tender number: _____

Bidding Company Name: _____

Bidder's Signature: _____ Date: _____

B: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Document must form part of all Bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
4. The PSA reserves the right to:
 - 4.1 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.
 - 4.2 Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
5. I, the undersigned, in submitting the accompanying Bid as stated below, certify that:
 - 5.1 I have read, and I understand the contents of this Certificate.
 - 5.2 I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
 - 5.3 I am authorised by the bidder to sign this Certificate, and to submit the accompanying Bid, on behalf of the Bidder.

- 5.4 each person whose signature appears on the accompanying Bid has been authorised by the Bidder to determine the terms of, and to sign the Bid, on behalf of the Bidder.
- 5.5 for the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
- 5.5.1 has been requested to submit a Bid in response to this Tender invitation.
- 5.5.2 could potentially submit a Bid in response to this Tender invitation, based on their qualifications, abilities or experience; and
- 5.5.3 provides the same goods /services as the bidder and/or is in the same line of business as the Bidder.
- 5.6 The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 5.7 In particular, without limiting the generality of paragraphs 5.6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- 5.7.1 prices;
- 5.7.2 geographical area where product or service will be rendered (market allocation);
- 5.7.3 methods, factors or formulas used to calculate prices;
- 5.7.4 the intention or decision to submit or not to submit, a Bid;
- 5.7.5 the submission of a Bid which does not meet the specifications and conditions of the Bid; or
- 5.7.6 bidding with the intention not to win the Bid.
- 5.8 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Tender invitation relates.
- 5.9 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 tender opening or of the awarding of the contract.
- 5.10 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.

Tender name: _____ Tender number: _____

Bidding Company Name: _____

Bidder's Signature: Date: