



Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

REQUEST FOR BID (RFB)

THE EASTERN CAPE DEPARTMENT OF EDUCATION INVITES ALL INTERESTED PARTIES TO SUBMIT BIDS FOR REQUIREMENTS AS STIPULATED BELOW:

DOCUMENT NUMBER:	SCMU... 5 ...29/23-0020	
PUBLISH DATE:		
VALIDITY PERIOD	120 Days	
CLOSING DATE AND TIME		
DESCRIPTION:	APPOINTMENT OF SERVICE PROVIDER(S) FOR THE RENDERING OF GUARDING SECURITY SERVICES AT THE EASTERN CAPE DEPARTMENT OF EDUCATION'S HEAD OFFICE INCLUDING TWELVE (12) DISTRICTS FOR A PERIOD OF THIRTY-SIX (36) MONTHS WITH THE OPTION TO EXTEND FOR A PERIOD OF NOT MORE THAN 24 (TWENTY-FOUR) MONTHS SUBJECT TO BUDGET AVAILABILITY, THE NEED OF THE DEPARTMENT AND SUPPLIER PERFORMANCE.	
PERIOD:	THIRTY-SIX (36) MONTHS	
BRIEFING SESSION:	MANDATORY BRIEFING SESSION WILL BE HELD ON THE..... 2023 AT ECDOE HEAD OFFICE, STEVE TSHWETE BUILDING AT ZWELITSHA, ZONE 6.	
RESPONSES TO THIS MUST BE FORWARDED TO:	BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE TENDER / BID BOX SITUATED AT THE RECEPTION AREA OF THE EASTERN CAPE DEPARTMENT OF EDUCATION HEAD OFFICE, BASED IN STEVE TSHWETE COMPLEX, ZONE 6, ZWELITSHA, 5608	
ENQUIRIES:	Regarding SCM Processes: Mr P. Nxozana 040 608 4331/4110. pakamile.nxozana@ecdoe.gov.za	Regarding Technical Specification: Mr S. Bunguza 040 608 4048 siyabulela.bunguza@ecdoe.gov.za
ATTENTION TO BIDDERS:	BIDDERS MUST ENSURE THAT BIDS ARE DELIVERED IN TIME TO THE CORRECT ADDRESS AND DELIVERED IN THE TENDER BOX WHICH IS ALLOTTED AT THE FOYER IN THE MAIN BUILDING OF THE ECDOE HEAD OFFICE IN ZWELITSHA. IF BID IS LATE IT WILL NOT BE ACCEPTED FOR CONSIDERATION. THE EASTERN CAPE DEPARTMENT OF EDUCATION'S TENDER BOX IS ACCESSIBLE MONDAY TO FRIDAY, FROM 08:00 TO 16:00. BIDDERS MUST ADVISE THEIR COURIERS OF THE INSTRUCTION ABOVE TO AVOID MISPLACEMENT OR LOSS OF BID RESPONSE. IT IS THE ONUS OF THE BIDDER TO ENSURE THAT THE BID DOCUMENTS ARE DELIVERED ON TIME REGARDLESS OF THE MODE OF DELIVERY. NO BIDS VIA EMAIL WILL BE CONSIDERED.	

Rendering of Guarding Security Services at ECDOE's Head Office including 12 Districts

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TABLE OF CONTENTS

SECTION 1: INVITATION TO BID	2
SECTION 2: CONDITIONS OF THE BID	5
SECTION 3: MANDATORY BID DOCUMENTS	7
SECTION 4: SPECIAL CONDITIONS OF CONTRACT.....	8
SECTION 5: PERFORMANCE STANDARDS	8
SECTION 6: TERMS OF REFERENCE	9
SECTION 7: BID EVALUATION PROCESS	14
SECTION 8: ANNEXURES:	
ANNEXURE A (Bid Pricing Schedule)	20
ANNEXURE B (SBD 4) DECLARATION OF INTEREST.....	23



SECTION 1

INVITATION TO BID - PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER(S) FOR THE RENDERING OF GUARDING, ELECTRONIC, PROTECTIVE AND CLOSE PROTECTION SECURITY SERVICES AT THE EASTERN CAPE DEPARTMENT OF EDUCATION (ECDOE) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
AT THE RECEPTION AREA, EASTERN CAPE DEPARTMENT OF EDUCATION HEAD OFFICE, BASED IN STEVE TSHWETE COMPLEX, ZONE 6, ZWELITSHA, 5608					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		MR. P NXOZANA		CONTACT PERSON	
TELEPHONE NUMBER		040 608 4280		Mr S. Bunguza	
FACSIMILE NUMBER				040 608 4263	
E-MAIL ADDRESS		pakamile.nxozana@ecdoe.gov.za		E-MAIL ADDRESS	
				siybulela.bunguza@ecdoe.gov.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
CSD REPORT					
TICK APPLICABLE BOX]					
<input type="checkbox"/> Yes <input type="checkbox"/> No					



[CSD REPORT TO QUALIFY FOR PREFERENCE POINTS]			
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.			



PART B

TERMS AND CONDITIONS FOR BIDDING

<p>1. BID SUBMISSION:</p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE ECDOE SCM POLICY, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<p>2. TAX COMPLIANCE REQUIREMENTS</p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



SECTION 2 – CONDITIONS OF THE BID

- 2.1 Price offer to be valid for 120 days from the closing date of the bid.
- 2.2 The bidder must be registered on the National Treasury Centralized Supplier Database (www.csd.gov.za). Also, provide a summary report to validate the information from CSD. The bidder must provide proof of a valid registration to Private Security Industry Regulatory Authority (PSIRA) and a letter of Good standing.
- 2.3 The bid price must be inclusive of all relevant costs in terms of the PSIRA illustrative pricing schedule in accordance with areas and as determined by the Sectorial Wage Determination guidelines issued from time to time by the Department of Labour, as well as the running costs, public liability, insurance and equipment.
- 2.4 Prices must be firm for the first twelve (12) months with an exception of regulated increases. Price escalation application will only be considered on the contract's anniversary (13th month)
- 2.5 The bid will be evaluated in terms of the 90/10 preference point system as prescribed in the ECDOE SCM POLICY.
- 2.6 **Although bidders are encouraged to bid for more than one district, bidders will not be awarded for more than three districts.**
- 2.7 The ECDOE reserves the right to spread the sites evenly among the districts to promote Equitable Share among bidders.
- 2.8 The ECDOE reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to award or not to award this service/tender(s).
- 2.9 The ECDOE reserves the right not to accept the lowest tender or any tender, in part or in whole.
- 2.10 Successful applicants will be required to enter into service level agreements with the ECDOE in addition to contractual obligations.
- 2.11 No Tender received by telegram, mail, e-mail or facsimile will be considered.
- 2.12 Where a tender is not submitted at the time of the tender closing, such a tender will not be assessed.
- 2.13 The ECDOE is entitled to amend any tender condition, validity period and specification of such a tender before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendment or of extensions, promptly.
- 2.14 The bidder must submit proof of residency (place where bidder's offices are situated). The department reserves the right to conduct an in-loco inspection.
- 2.15 The bidder must submit a proof of financial capacity from an accredited financial institution.
- 2.16 Before the award, the Service Provider will be asked to confirm in writing to the Department if it is capable to provide the required, capable and competent number of guards that would be requested.
- 2.17 The successful bidder shall sign an undertaking of confidentiality in protecting the interests of the Department.



- 2.18 No information concerning Departmental activities shall be divulged to the public and/or the news media by the successful bidder or its employees. Failure to comply with this requirement will be regarded as breach of contract and will warrant immediate termination of contract.
- 2.19 The department can order special deployments anywhere in the district within which the service provider operates.
- 2.20 Bidder's offices should be situated within the Municipal boundary where the company is bidding.
- 2.21 The ECDOE must as part of its due diligence, conduct inspections to confirm premises/site(s), head office, control rooms and all technical requirements which forms part of this bid at the premises of the bidders(s) which have been awarded the contract.
- 2.22 The contract will be rate based and non-committal.
- 2.23 Reference check will be conducted to verify the level of service rendered.
- 2.24 Effective communication tools: (There must be an effective communication network between the supervisor/manager and departmental officials for the effective safeguarding of district.
- 2.25 The service provider must comply with the Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, and Employment Equity Act, as amended;
- 2.26 Payment of security officers must be in line with the prescribed PSIRA grades and areas in accordance with the required posting.
- 2.27 **Back up personnel**, the bidder must have backup personnel in case of injury, ill health or any other unforeseen occurrence that may occur during these periods
- 2.28 Failure to sign the Bid document at all relevant places shall invalidate your bid.
- 2.29 Company liability Insurance:
- 2.30 The bidder must submit proof of liability insurance against which claims for loss and/or damage ensuing from the negligence on delivery or obligations of services by themselves or their contractors shall be lodged. Bidders must ensure that such insurance remains active for the duration of the contract.
- 2.31 The bidder must submit evidence to the ECDOE on inception and on a quarterly basis thereafter that such liability insurance premiums have indeed been paid as furnished at the commencement of the contract.
- 2.32 Bidders are prohibited from utilizing any form of correction fluids such as tipex in their bid responses and such will invalidate their bid. Bidders are requested to neatly delete and initial next to any corrections effected within the bid proposal.
- 2.33 The Department reserves the right to conduct screening of all successful bidders in line with the State Security Agency Vetting Strategy.
- 2.34 **JOINT VENTURE OR PARTNERSHIP:**
 - 2.34.1 If joint venture or partnership exists, proof of the agreement and a letter of confirmation from the Bank indicating the primary account holder must be submitted (Attach certified copy).
- 2.35 **SUBCONTRACTING:**
 - 2.35.1 The ECDOE intends to contract only with an identified vendor known as the Prime Service Provider when the Tender is issued. Subcontracting assignments will be allowed. The subcontractors should adhere to the same requirements as set out for the Prime Service Provider. In the event of a subcontracting arrangement, the Prime Service



Provider assumes all responsibility for delivery, installation, maintenance, and any support service including documentation that is supplied by the subcontractor.

- 2.36 Any costs incurred, including, but not limited to, those of loss of goods due to negligence of the guards and any other problems resulting from the inability to adhere to these specifications, will be for the account of the contracted bidder.
- 2.37 The Department reserves the right to effect changes to dates and such changes will be communicated to the bidder within a reasonable timeframe. In the event where the situation changes and additional nodal points are utilized the department will request amendments to the number of guards i.e. reduce or increase guards. The increase in number of guards will be in line with terms and conditions of the contract and the rate applicable at that time.
- 2.38 The **GENERAL CONDITIONS OF CONTRACT (GCC)** will form the basis of the contract; however, the ECDoE reserves the right to impose additional terms and conditions at its sole discretion. General Conditions of Contract are obtainable from www.treasury.gov.za. The General Conditions of Contract must be accepted.

SECTION 3 – BID DOCUMENTS

Please Note: All of the documentation described below must be submitted, with no omissions whatsoever. Where a particular form or format of documentation is stipulated, this is the only form or format in which these documents must be submitted. Failure to adhere to these requirements may result in the rejection of the entire submission.

- 3.1 Valid Tax Clearance Certificate Requirement.
- 3.2 Respondents must be PSIRA registered and must provide proof of compliance with the Private Security Industry Regulation Act of 2001.
- 3.3 Respondents must possess a valid Letter of Good standing for PSIRA subscription fees.
- 3.4 Respondents must prove that they comply with relevant labour Legislation. Provide compensation fund letter of good standing
- 3.5 Proof of financial capacity from an accredited financial institution, not older than 30 days.
- 3.6 Valid Certificate of Good standing from the Compensation Commissioner to comply with the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993 (**COIDA**).
- 3.7 Proof of Public Liability Insurance upon award of the contract. (Minimum R1 000 000.00)
- 3.8 Copy of company Profile.
- 3.9 **Pricing Schedule:** Annexure A
- 3.10 **SBD 1** (Section 1, Part A) – should be signed and completed.
- 3.11 Declaration of Interest: Annexure B – **form SBD 4**. **DO NOT RETYPE THESE FORMS**. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected.



SECTION 4 - SPECIAL CONDITIONS OF CONTRACT

- 4.1 The Department reserves the right to immediately cancel the contract should any of the employees of the Supplier engage in any labour unrest, protest action or any similar action at the premises of the Department.
- 4.2 Bidders who bid and are subsequently awarded sites where crucial and or essential services are conducted e.g., examination sites are specifically prohibited from embarking on any labour unrest, protest action or any similar action at the premises of the Department.

SECTION 5 - PERFORMANCE STANDARDS

- 5.1 In the event that the appointed Service Provider performs below standard (below par performance), the Department reserves the right to invoke the breach clause which will be stipulated and detailed on the SLA to be signed by the parties.
- 5.2 The following acts shall constitute below-par performance:
 - 5.2.1 Security Officers not posted;
 - 5.2.2 Absence from post;
 - 5.2.3 Sleeping on duty;
 - 5.2.4 Reporting drunk or under the influence of alcohol/drugs;
 - 5.2.5 Lack of two-way radios;
 - 5.2.6 Insubordination and refusal to follow lawful instruction;
 - 5.2.7 Site not visited by Supervising Inspector;
 - 5.2.8 Incidents not recorded in the Occurrence Sheet;
 - 5.2.9 Invalid Identity Cards;
 - 5.2.10 Improper Uniform;
 - 5.2.11 Posting of Security Officers below the grade required.
- 5.3 Should the Service Provider, at any time during the currency of the contract, or any extension period where applicable, be under liquidation, administration or face similar proceedings, the Service Provider is compelled to inform the ECDoE of same, in writing within 7 days of occurrence. Furthermore, the Service Provider must inform ECDoE of any reason whatsoever, which may negatively impact on its ability to perform in terms of the contract.



SECTION 6 – TERMS OF REFERENCE

6.1 PURPOSE

To appoint a Service provider(s) for the rendering of Guarding Security Services at the Eastern Cape Department of Education's Head Office including Twelve (12) Districts for a period of thirty-six (36) months with the option to extend it for a period not more than twenty four (24) months.

6.2 ECDOE MANDATE

Eastern Cape Department of Education's mandate is to offer a quality education and training system that transforms schools into centres of community life and promotes shared moral values, good governance and sustainable development.

The Directorate Facility, Security and Knowledge Management is accordingly entrusted to provide safe and secured work environment to all ECDOE service delivery centres and as such this requires the appointment of competent security service provider to achieve its mandate.

6.3 SCOPE OF WORK

6.3.1 The scope of this project will cover Guarding Security Services to be rendered at the following delivery points (Sites):

- i) **Head Office** - Steve Vukile Tshwete Complex Zone 6 (Zwelitsha)
- ii) **Buffalo City Metro District** – District Office Dr Rubusana Building NU.1 Mazawule Road (Mdantsane); Mandla Makupula Education Leadership Institute (East London); CMC Office Buffalo Road Schornville (King Williams Town); CMC Office 45 Earles Street (King Williams Town); CRMC office (East London).
- iii) **Nelson Mandela Metro** – District Office 5 Sutton Road Ethel Valentine Building Sydwell (Gqeberha); CMC Office 46 Park Drive PE Central (Gqeberha); Nelson Mandela Bay Teacher Development Institute Algoa college (Gqeberha); CMC Office NC Dugmore No 1A Park Lane Uitenhage Central (Kariega); Enoch Sontonga Complex 87 Cannon Street Uitenhage Central (Keriega).
- iv) **OR Tambo Inland** – OR Tambo Teacher Development Institute Trinset (Mthatha);

Rendering of Guarding Security Services at ECDOE's Head Office including 12 Districts



CMC Office General Maqhutyana Street (Qumbu); CMC Office Old Prison (Tsolo).

- v) **OR Tambo Coastal** – District Office R61 Old College of Education (Lusikisiki); CMC Office Old Batallion (Pot St Johns); CMC Office Nomandela Road (Libode).
- vi) **Alfred Nzo East** – District Office Old Bizana Village Main Street next TOTAL Garage (Bizana)
- vii) **Alfred Nzo West** – District Office Old Maluti College of Education 206 Magistrate Street (Maluti); CMC Office 27 North Street (Mt Ayliff); CMC Office Sophia Road ERF 390 (Mt Frere); CMC Office Cnr Nkosi Senyukele Jojo & Ntsizwa Street (Mt Frere); CMC Office 52 Main Street (Ntabankulu)
- viii) **Amathole East** – District Office Dept of Public Works Building (Dutywa); CMC Teacher Centre (Dutywa); CMC Teacher Centre (Xora); CMC Ngumbela Building (Butterworth).
- ix) **Amatole West** – District Office Cape College of Education Healdtown Road (Fort Beaufort); CMC Office Tinise Higher Primary School 535 Fonqo Street Zwide Location (Fort Beaufort); CMC Office ERF 100 Bokwe (Middledrift); Stutterheim High 2107 Mountain View Road (Stutterheim); Old Fort Gallery. Ematyeni/ Army Barracks (Peddie)
- x) **Sarah Baartman** - Huise Beyers Naude Cnr Murray & Paul Kruger Street (Graaf Reinet); Constitution Street Aidens Building (Grahamstown); No. 19 Hugh Street (Humansdorp)
- xi) **Chris Hani East** - Cnr Church & High Street Titus Building (Engcobo); 26 Market Street (Ngcobo); Resource Centre Skimmer Street (Ngcobo); Stanford Street (Ngcobo); 196 Winders Street (Cofimvaba); 47 Epilson Street (Tsomo)

Rendering of Guarding Security Services at ECDOE's Head Office including 12 Districts

10



xii) **Chris Hani West** – No. 14 Dundas Street (Cradock); Dept of Education New Building.
(Lady Frere); Bathandwa Ndondo Office Park (Komani)

xiii) **Joe Gqabi** - Bensonville Road Main Road (Sterkspruit); Resource Centre Hospital
Road (Mt Fletcher); Luncedo Teachers Centre Broadway Street Dukathole (Aliwal
North)

6.3.2 Security services to be provided at these delivery points include:

6.3.2.1 Guarding Security Services

a) Access Control Duties:

- i) To control access of staff and visitors at all points.
- ii) Recording visitors' particulars in a Visitors Register and booking them out on departure. This should include the driver and all passengers in a vehicle, and pedestrians.
- iii) To physically search people and cars going in and out of the premises.
- iv) Recording details of all ECDOE staff members visiting the premises after normal working hours in After-hours register.
- v) Recording all events/ incidents in the prescribed Occurrence Book.
- vi) Advising the ECDOE security personnel of all access control implications, deficiencies, or imminent or perceived security crime risks occurring at the entrance gate or its vicinity.
- vii) Ensuring that traffic congestion do not occur at the entrance gate during peak hours, by directing incoming visitors' vehicles into the first parking bays where access control can be completed, while making way for ECDOE staff members.
- viii) Perform other access control duties as may be instructed from time to time.
- ix) Ensure that the person(s) responsible for locking the premises do so by checking that all the exit points are locked. If not report immediately.

b) Patrol Duties:

- i) Patrol duties shall entail patrolling the ECDOE premises regularly day and night. (24 hours a day)
- ii) The service provider shall provide a patrol monitoring equipment (Guard track) which shall be used as a patrol tool for the security officers.
- iii) Protect the ECDOE staff members against injuries, death or any other offence including Schedule 1 offence of the Criminal Procedure Act 51 of 1977, as amended.
- iv) Protect the property of ECDOE at the site against theft, vandalism or any other criminal activity.

Rendering of Guarding Security Services at ECDOE's Head Office including 12 Districts

11



- v) Ensure that all strategic installations, vulnerable points or key areas are frequently checked to maintain their safety and security against intrusion for any unauthorized purpose.
- vi) Check for intruders, identify strangers and ascertain their right to be present in that particular area or building.
- vii) Check the perimeter fences and security lighting to ensure that both are operational.
- viii) Check and report on physical problems along the perimeter fence such as long grass, trees overgrowing or overhanging on the fence, obstruction of illumination, materials stacked against or near the fence etc.
- ix) Check that all outer doors, windows and gates are secure each time the patrol passes. A physical examination of each point is required.
- x) Check for actual or potential fire hazards and risks.
- xi) Check for potential safety hazards and report them.

c) Control/ Operations Room:

- i) Control room should be located in an immovable structure made of brick and cement walls.
- ii) It should be located in municipal boundary where the company is bidding.
- iii) It must have fixed telephone line and e-mail.
- iv) Computer(s)/ laptops that are operational and used for Security Services.
- v) Easily accessible by security officers via radio communication, cell phone and panic buttons. It must also demonstrate the ability to respond timeously.
- vi) Emergency contact list displayed on the wall
- vii) Should be operational for 24 hours, seven (7) days a week.

6.3.2.1 Special Guarding Security Services (as and when required)

- i) Special protection services will be requested from the service provider appointed in a specific District (as and when required). The protection services will be requested by the designated authority within the ECDOE.
- ii) This will include the protection of ECDOE employees and VIPs at ECDOE events.
- iii) These services must be available within 24 hours upon the service provider receiving the request from ECDOE.
- iv) The normal PSIRA rates will apply.



444

6.4 WELFARE OF GUARDS

- i) The bidder must fulfill the social welfare of the guards if they are to offer quality service.
- ii) The guards must be provided with proper accommodation if they are from an area far away from the site(s);
- iii) The guards must be remunerated as per current Private Security Industry Regulatory Authority (PSIRA) rates and the bidder must provide proof of such; failure to do so will result in material breach of contract.
- iv) The bidder must guard against overworking the guards, they should work reasonable shifts and hours as specified in Government Gazette vol. 530 dated 29 August 2009.
- v) Any costs incurred, including, but not limited to, those of loss of goods due to negligence of the guards and any other problems resulting from the inability and/or to adhere to these specifications, will be for the account of the contracted bidder;
- vi) Ensure that all security staff is adequately trained in the legal aspect related to apprehending or detaining any person.

6.5 SECURITY OFFICERS (COMPITENCY, EDUCATIONAL LEVEL AND EXPERIENCE)

- i) The security officers must be registered in terms of the Private Security Industry Regulation Act 56 of 2001 and accredited by the Security Industry Regulatory Authority.
- ii) The security officers must have a minimum of Grade 9 or equivalent certificate with Grade C/D/E PSIRA certificate.
- iii) Supervisors must have a minimum of Grade 9 or equivalent certificate with Grade B PSIRA certificate.
- iv) Security officers must be able to speak, read and write in English.
- v) Security officers must have a minimum of two (2) years security services experience.

6.6 SECURITY UNIFORM AND IDENTIFICATION

- i) The security officers will at all times while on duty be dressed in a neat, clean and clearly identifiable corporate (not combat) uniform, which will include raincoats/ jackets to suit
- ii) weather conditions.
- iii) A clear identification card of the service provider or issued by SIRA with the member's photo shall be worn noticeably on his outer garment at all times.

6.7 GENERAL REQUIREMENTS FOR SECURITY PERSONNEL

- i) Security officers must always present an acceptable image and appearance, which implies inter alia that they may not smoke, eat, drink or be under the influence of drug substances or alcohol while attending to clients.
- ii) They must at all-time present a professional and dedicated attitude/ approach, which shall imply, inter alia that there shall be no argument with visitors/ staff or discourteous behavior towards them.
- iii) They must be physically fit and mentally capable to execute their security duties.
- iv) Security officers must be between 18 - 40 years of age.



- v) The service provider or its security officers will under no circumstance divulge, furnish or disclose any sensitive information concerning the ECDOE or any other Stakeholders' activities to the public or news media.
- vi) The security officers will be properly trained to use equipment identified in the bid, including any replacements.
- vii) All guards including the company owner(s) will be subjected to a vetting process by SSA and such will be facilitated by the department.
- viii) Backup personnel, the bidder must have backup personnel in case of injury, ill health or any other unforeseen occurrence that may occur during these periods.
- ix) The bidder must be able to produce police clearance verifying that the guards to be utilized do not have prior convictions.

6.8 SHIFTS

- i) **Day shift:** 06:00 to 18:00 (Monday to Sunday, Weekends and Public Holiday included)
- ii) **Night shift:** 18:00 to 06:00 (Monday to Sunday, Weekends and Public Holidays included)

6.9 DEPLOYMENT OF GUARDS

- i) Bidders must be able to provide day and night guards per site with a minimum requirement of Grade C/D/E.
- ii) Where applicable some sites will be required to have an additional Grade B-guards.
- iii) After the awarding of the Bid, the department will allocate guards to all the sites and the allocation exercise will be based on number of factors i.e. Size of the site, Risk of threat, history of theft and burglary incidents, sensitive nature of documents/data stored.
- iv) In the event where the situation changes and additional nodal points are utilized the department will request amendments to the number of guards i.e. reduce or increase guards. The increase will be in line with terms and conditions of the contract and the rate applicable at that time.

6.10 INSPECTION BY SUPERVISOR

Supervisory/ managerial staff of the service provider must inspect the security officers at least twice a day i.e. one inspection during dayshift and one inspection nightshift.

6.11 SECURITY AIDS AND FACILITIES

For the bidder to render services efficiently and effectively the aids and facilities listed below are mandatory and must be at a cost of the bidder:

- a. Occurrence Books (OB)
- b. Pocket Books (notebooks)
- c. Access Control Registers



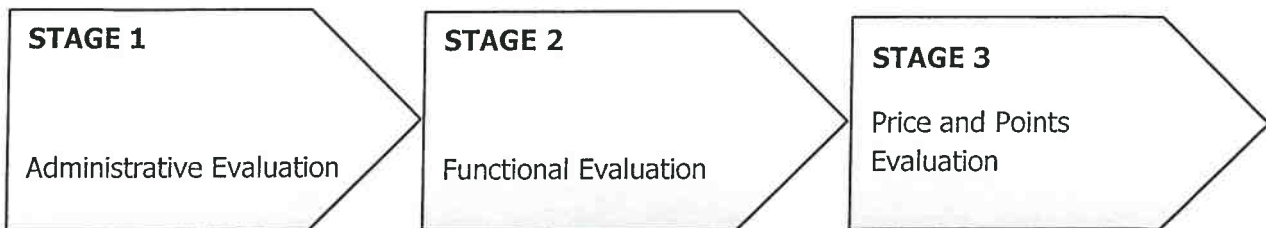
- d. Have a fully equipped 24/7 security control room for constant communication with security officers on site, i.e. reporting on duty, hourly/ two-hourly security status report, emergency situations, etc.
- e. Guard monitoring check point system
- f. Two-way radios for communication
- g. Radio base station
- h. Batons
- i. Pepper spray
- j. Hand-held metal detector
- k. Portable operational torch
- l. Hand cuffs
- m. Whistle
- n. Cellular phone
- o. Company control room
- p. Fixed panic buttons to be mounted in all departments including the reception area and guardhouse.

6.12 DURATION OF THE CONTRACT

The security services required will be for a period of thirty-six (36) months with an option to extend for a period of not more than 24 (twenty-four) months subject to budget availability, the need of the Department and the performance of the Supplier. The Department reserves the right to effect changes to dates and such changes will be communicated to the bidder within a reasonable timeframe.

SECTION 7 – BID EVALUATION PROCESS

- 7.1 This tender will be evaluated in accordance with the ECDOE SCM POLICY. The ECDOE will use a staged approach to evaluate the bids. The requirements of any given stage must be complied with prior to progression to the next stage. The ECDOE reserves the right to disqualify bidders without requesting any outstanding document/information
- 7.2 The stages are outlined in the diagram below and further detailed in the paragraphs that follow:



STAGE 1: Administrative Evaluation

- 7.3 During this stage of the evaluation the bidders will be evaluated on whether or not they comply



47

with the following:

- a. Complied with all the conditions of tender; and
- b. Submitted all mandatory documentation required;

7.4 A bidder who fails to comply with all the criteria below will be disqualified at this stage and will not be considered any further.

The required mandatory administrative documentation includes the following:

Mandatory Document (Please ensure the following forms have been dully completed and signed and that all documents as requested, are attached to the tender document)	Checklist	
	Yes	No
Completed and signed SBD1 Form (Section 1, Part A) . Non signing and completion of this form will result to bidder being eliminated.		
Completed and signed SBD4 Form (Annexure B) . Non signing and completion of this form will result to bidder being eliminated.		
Certified copy of the company Registration Certificate		
Proof that the bidder's tax affairs are in order with SARS (e.g. Valid Tax Clearance Certificate or Status Pin number document)		
A copy of the Company Profile		
Bidder's three (3) years audited financial statements		
A letter of good standing from a recognized financial institution to the value of 1 million, not older than 60 days		
Original or Certified copy of a Certificate of Compliance from the Department of Labour in respect of Unemployment Insurance Fund (UIF).		
Certified copy of a Letter of Good Standing from Department of Labour in respect of Compensation for Occupational Injuries and Disease Act (COIDA).		
Certified copy of PSIRA Registration Certificate of the company		
Original or certified copy of a Letter of Good Standing from PSIRA		
Certified ID copies of shareholders		
Public Liability Insurance Certificate (Minimum R1000 000.00)		
Proof of attendance register confirming the attendance of the compulsory briefing and clarification session.		



STAGE 2: Functional Evaluation

Bidders who qualified for the previous stage(s) of the Evaluation will then be evaluated in terms of the functional requirements.

7.5 Scoring Criteria:

- a. All bidders who met all the mandatory functional requirements will now be evaluated further on functionality.
- b. A minimum score of 70 points out of 100 will be required to pass the Functional Evaluation stage.
- c. The ECDOE will analyse and assess functional capability and therefore the bidder should demonstrate the following:

TECHNICAL EVALUATION CRITERIA						
CRITERIA	SUB-CRITERIA				POINTS	
Company experience	Guarding physical security: Company must have a minimum of 3 years' experience. Proof of experience must be provided in the form of contactable references letter/s (must be on the letterhead of the previously serviced client and to include number of years)				30	
	<3 years	3 years	4 – 6 years	7 - 9		10 years and above
	0	5	10	20		30
The qualifications and experience of Company Supervisor to be utilized for this project	Grade B PSIRA Certificate together with Grade 9 or equivalent Certificate and less than 3 years' experience			5	20	
	Grade B PSIRA Certificate together with Grade 9 or equivalent Certificate and 3 – 4 years' experience			10		
	Grade B PSIRA Certificate together Grade 9 or equivalent Certificate and 5 years' experience			15		
	Grade B PSIRA Certificate together with Grade 9 or equivalent Certificate and more than 5 years' experience			20		



Operational plan	<p>Detailed operational plan on how the sites would be managed and controlled during rendering of security services considering the following elements:</p> <ul style="list-style-type: none"> • Guards posting and work procedures (2.5) • Plan to address security breach incidents, indicate the procedure (2.5) • Contingency planning (labour unrest/ strikes by either both the company employees or departmental employees) (2.5) • Security Equipment to be used in line with the Specification (2.5) • Communication/ monthly reporting and meetings (2.5) • Must show understanding of legislation that governs this environment of security provision, employment relations and benefits. (PSIRA and Department of Labour) (2.5) 	15				
Control/ Operations Room	<p>The bidder must demonstrate that the company has an operations room/ control room within the municipal boundary where the company is bidding. The bidder must submit an affidavit that confirms the availability of the control/operations room, in the affidavit the physical address of the control/operations room must be shown. The department may conduct a site inspection to verify the existence of the control/operations room. On verification and it is found that the bidder has misrepresented the facts in relation to this requirement the bidder will automatically be withdrawn</p> <table border="1" data-bbox="419 1025 1353 1420"> <tr> <td data-bbox="419 1025 1177 1294"> <p>The bidder</p> <ul style="list-style-type: none"> • does not have a control/ operations room; • has a control/ operations room but does not meet the minimum requirements; and • has a control/ operations room, meets minimum of the requirements for the control room but the control room is situated outside the Municipal boundary in which the company is bidding. </td> <td data-bbox="1185 1025 1353 1294">0</td> </tr> <tr> <td data-bbox="419 1294 1177 1420"> <p>The bidder has a control/ operations room, meets minimum of the requirements for the control room and is situated within the municipality boundary in which the company is bidding.</p> </td> <td data-bbox="1185 1294 1353 1420">35</td> </tr> </table>	<p>The bidder</p> <ul style="list-style-type: none"> • does not have a control/ operations room; • has a control/ operations room but does not meet the minimum requirements; and • has a control/ operations room, meets minimum of the requirements for the control room but the control room is situated outside the Municipal boundary in which the company is bidding. 	0	<p>The bidder has a control/ operations room, meets minimum of the requirements for the control room and is situated within the municipality boundary in which the company is bidding.</p>	35	35
<p>The bidder</p> <ul style="list-style-type: none"> • does not have a control/ operations room; • has a control/ operations room but does not meet the minimum requirements; and • has a control/ operations room, meets minimum of the requirements for the control room but the control room is situated outside the Municipal boundary in which the company is bidding. 	0					
<p>The bidder has a control/ operations room, meets minimum of the requirements for the control room and is situated within the municipality boundary in which the company is bidding.</p>	35					
TOTAL		100				

- All bids that qualify for this stage of the evaluation process are considered acceptable bids/tenders.
- The Department reserves the right to reject proposals that are not submitted in the prescribed format or where the information presented is illegible or incomplete.



STAGE 3: Preference Points

7.6 Bids with a threshold value of more than R50 000 000,00 will be evaluated on the 90/10 principle. Preference points shall be allocated as per below table:

Preferential Goals Historically Disadvantaged Individuals	Percentage Allocated	Allocation of Points
Historically Disadvantaged Individuals	20	2
Women Ownership	20	1
Promotion of Youth through ownership	20	3
Specific Goals		
Enterprises located in the Eastern Cape Province	30	3
Military Veteran Ownership	10	1

7.7 CLAIMING OF PREFERENTIAL POINTS

7.7.1 Preference points allocated Historically Disadvantaged individuals may be claimed by Persons who had no franchise in national elections prior to 1983 and 1993.

7.7.2 Preference points for Locality may be allocated Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding.



7.7.3 Preference points allocated for persons with disabilities may only be claimed there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.

7.7.4 Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding.

7.7.5 For promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and/or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.

7.7.6 Preference points may be allocated to other RDP goals as follows:

- Promotion of South African owned enterprises
- Promotion of export-oriented production to create jobs
- Creation of new jobs or intensification of labour absorption
- Promotion of enterprises located in the rural areas
- Promotion of enterprises located in specific municipal area for work to be done or service to be rendered in that municipal area.

7.8 Financial Proposal:

Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs. Bidders are required to submit financial proposals as per the table in



52

7.8 Financial Proposal:

Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs. Bidders are required to submit financial proposals as per the table in **Annexure A** on a company letterhead.

7.8.1 Pricing schedule is compulsory and failure to complete same in prescribed manner as per the Annexure A and without alterations may result in disqualification of the bid during the financial evaluation process.

7.8.2 For each district listed in Annexure A, the associated distance and cost values should be completed.

7.8.3 Prices must be firm for the first twelve (12) months with an exception of regulated increases. Price escalation application will only be considered on the contract's anniversary (13th month) and only limited to labour based on Consumer Price Index, subject to the service provider submitting documentary proof justifying such increase.

7.8.4 The costs for all requirements (**such as equipment, personnel, fuel, insurance etc.**) should be included in the cost per site

7.9.5 A contract may on reasonable and justifiable grounds be awarded to a bidder(s) that did not score the highest number of points.

7.10.6 Bidders must price according to the PSIRA rates and the overheads must not be less than fifteen percent (15%) percent but not exceeding the forty (40%) percent ceiling percentage.

MR T. MASOEU
CHIEF DIRECTOR – CORPORATE STRATEGY MANAGEMENT.

23.11.2022
DATE



53

RECOMMENDATION BY THE BID SPECIFICATION COMMITTEE

COMMENTS:

CHAIRPERSON:

BID SPEC COMMITTEE

31/01/2023

DATE

MEMBER

BID SPEC COMMITTEE

31-01-2023

DATE

MEMBER

BID SPEC COMMITTEE

31/1/2023

DATE

MEMBER

BID SPEC COMMITTEE

31/01/2023

DATE

APPROVED/~~NOT APPROVED~~

HEAD OF DEPARTMENT - ECDoE

03 FEBRUARY 2023

DATE

54

SECTION 8

ANNEXURE A (Bid Pricing Proposal)

Please Note: Number of guards used below are not the actual numbers but are numbers used for evaluation purpose only.

HEAD OFFICE (Steve Tshwete Complex, Zwelitsha)	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

55

BUFFALO CITY DISTRICT (Dr Rubusana Building, NU. 1 Mazawule Road. Mdantsane)	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

56

BUFFALO CITY DISTRICT (45 Earles Street. King Williams Town)	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

57

BUFFALO CITY DISTRICT (East London Institute, East London)	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

58

BUFFALO CITY DISTRICT (East London Institute, East London (MEC House))	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRECT COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

59

BUFFALO CITY DISTRICT Buffalo Road. Schornville. King Williams Town	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	2 x Grade C			R
	Night Shift	2 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		5 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

60

BUFFALO CITY DISTRICT CRMC - East London	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

61

NELSON MANDELA BAY DISTRICT 5 Satin Road. Ethel Valentine Building. Sydwell	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits: %	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

62

NELSON MANDELA BAY DISTRICT 46 Park Drive. PE Central	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

63

NELSON MANDELA BAY DISTRICT NC Dugmore. No 1A Park Lane. Uitenhage Central	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits: %	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

64

NELSON MANDELA BAY DISTRICT Enoch Sontonga Complex. 87 Cannon Street. Uitenhage Central	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

65

NELSON MANDELA BAY DISTRICT Algoa college, Port Elizabeth	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

66

SARAH BAARTMAN DISTRICT No. 19 Hugh Street. Humansdorp	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		1 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

67

SARAH BAARTMAN DISTRICT Constitution Street. Aidens Building. Grahamstown	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

68

SARAH BAARTMAN DISTRICT Huise Beyers Naude. Cnr Murray & Paul Kruger Street. Graaf Reinet	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

69

CHRIS HANI WEST DISTRICT Bathandwa Ndondo Office Park, Komani	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

70

CHRIS HANI WEST DISTRICT Dept of Education New Building. Lady Frere	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

71

CHRIS HANI WEST DISTRICT No. 14 Dundas Street. Cradock	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

72

CHRIS HANI EAST DISTRICT Cnr Church & High Street. Titus Building. Engcobo	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

73

CHRIS HANI EAST DISTRICT 26 Market Street. Ngcobo	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

74

CHRIS HANI EAST DISTRICT Resource Centre. Skimmer Street. Ngcobo	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

75

CHRIS HANI EAST DISTRICT Stanford Street. Ngcobo	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRECT COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

76

CHRIS HANI EAST DISTRICT 196 Winders Street. Cofimvaba	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

77

CHRIS HANI EAST DISTRICT 47 Epilson Street. Tsomo	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

78

AMATHOLE EAST DISTRICT Dept of Public Works Building. Dutywa	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

79

AMATHOLE EAST DISTRICT Teacher Centre. Xora	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

80

AMATHOLE EAST DISTRICT Teacher Centre. Dutywa	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

81

AMATHOLE EAST DISTRICT Ngumbela Building. Butterworth	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRECT COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

82

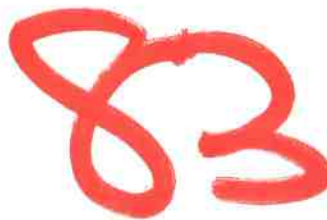
AMATHOLE WEST DISTRICT Cape College of Education, Healdtown Road, Fort Beaufort	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRECT COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:



AMATHOLE WEST DISTRICT ERF 100 Bokwe. Middledrift	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

84

AMATHOLE WEST DISTRICT Stutterheim High. 2107 Mountain View Road. Stutterheim	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

85

AMATHOLE WEST DISTRICT Old Fort Gallery. Ematyeni/ Army Barracks. Peddie	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

86

AMATHOLE WEST DISTRICT Tinise Higher Primary School. 535 Fonqo Street. Zwide Location Fort Beaufort	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

87

OR TAMBO INLAND DISTRICT General Maqhutyana Street. Qumbu	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

88

OR TAMBO INLAND DISTRICT Trinset, Umthatha	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

89

OR TAMBO COASTAL DISTRICT Old Prison (Tsolo)	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

90

ALFRED NDZO EAST DISTRIT Old Bizana Village. Main Street next TOTAL Garage. Bizana	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

91

ALFRED NDZO WEST DISTRICT 27 North Street. Mt Ayliff	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

92

ALFRED NDZO WEST DISTRICT Sophia Road. ERF 390. Mt Frere	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

93

ALFRED NDZO WEST DISTRICT Old Maluti College of Education. 206 Magistrate Street. Maluti	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

94

ALFRED NDZO WEST DISTRICT Cnr Nkosi Senyukele Jojo & Ntsizwa Street. Mt Frere	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

95

ALFRED NDZO WEST DISTRICT 52 Main Street. Ntabankulu	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

96

JOE GQABI DISTRICT Bensonville Road. Main Road. Sterkspruit	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

97

JOE GQABI DISTRICT Resource Centre Hospital Road. Mt Fletcher	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits: %	R
SUBTOTAL 2 (TOTAL DIRET COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

98

JOE GQABI DISTRICT Luncedo Teachers Centre. Broadway Street. Dukathole. Aliwal North	Shifts	Guards per site	PSIRA Cost per guard per 12-hour shift (Rate x 12 hours)	Cost per month (12-hour shift x 31 days)	Total per guards per grade (Cost per month x 36 months)
Normal Day	Day Shift	1 x Grade B			R
	Night Shift				
Public Holiday	Day Shift				
	Night Shift				
Normal Day	Day Shift	1 x Grade C			R
	Night Shift	1 x Grade C			R
Public Holiday	Day Shift				
	Night Shift				
Total Guards per Site		3 x Guards			
SUBTOTAL 1 (TOTAL DIRECT COST)					R
MARK-UP AND OVERHEADS FOR THE CONTRACT DURATION IN RAND VALUE CALCULATED AS A PERCENTAGE OF TOTAL DIRECT COSTS				Overheads & Profits:%	R
SUBTOTAL 2 (TOTAL DIRECT COST PLUS OVERHEADS AND PROFITS)					R
VAT (15%)					R
GRAND TOTAL					R

Bidder's Name:

Sign:

Date:

Designation:

99

ANNEXURE B

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (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 employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is 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.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

100

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person
connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain YES / NO
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid YES / NO
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / YES / NO
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have YES / NO
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.
.....
.....
.....

.10 Are you, or any person connected with the bidder, YES/NO
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

.10.1 If so, furnish particulars.
.....

101

.....

.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

.11.1 If so, furnish particulars:

.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Number	Employee Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder