APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY MANAGEMENT, SUPERVISION AND OPERATIONAL OVERSIGHT SERVICES FOR SECURITY GUARDS EMPLOYED BY FDC AT ALL FDC BUILDINGS FOR A PERIOD OF 24 MONTHS.

BID NUMBER: FDC BID NO. 009/2026

COMPULSORY VIRTUAL BRIEFING SESSION: 19 NOVEMBER 2026 AT 12:00

The attendance register will be available for completion between 12:00 – 12:30 please ensure that you register within this time, as late registration will not be permitted and you will not be allowed to attend the meeting

Meeting ID: 358 567 144 643 169 5

Passcode: X6yM6RF2

CLOSING DATE: 01 DECEMBER 2026 AT 12:00

PREPARED BY:

FREE STATE DEVELOPMENT CORPORATION

33 KELLNER STREET

WESTDENE BLOEMFONTEIN

9301

TECHNICAL CONTACT PERSON: MATEE MOKHETHI

SUPPLY CHAIN MANAGEMENT CONTACT PERSON: KELEBOGILE MOKOPI

BID NUMBER:	FDC BID NO. 009/2026
DATE OF ADVERTISING	06 NOVEMBER 2026
COMPULSORY VIRTUAL BRIEFING SESSION DATE:	19 NOVEMBER 2026
LINK	Meeting ID: 358 567 144 643 169 5 Passcode: X6yM6RF2
COMPULSORY BRIEFING SESSION TIME:	12:00
CLOSING DATE:	01 DECEMBER 2026
CLOSING TIME:	12:00
CLOSING DATE FOR BID ENQUIRIES	All enquiries must be directed to mateem@fdc.co.za before the 23 November 2026
PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:	120 days (submissions must be valid for 120 days after the closing date)
DESCRIPTION OF BID:	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY MANAGEMENT, SUPERVISION AND OPERATIONAL OVERSIGHT SERVICES FOR SECURITY GUARDS EMPLOYED BY FDC AT ALL FDC BUILDINGS FOR A PERIOD OF 24 MONTHS.
BID DOCUMENTS DELIVERY ADDRESS:	FDC BUILDING 33 KELLNER STREET WESTDENE BLOEMFONTEIN
NAME OF BIDDER:	
CONTACT PERSON:	
E-MAIL ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
BIDDER'S STAMP OR SIGNATURE	

CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions

- Tick in the relevant block below.
- Use the prescribed sequence in attaching the annexures when completing the Bid Document.
- Ensure that the following documents are completed and signed where applicable:

YES	NO	
		Original Bid and a Copy – (hard copy clearly marked as either original and copy) and one Electronic Copy. **Important:** Kindly note that every document that is submitted as part of the original submission must be duly authorised with the required signatures or initials on each and every page. Failure to comply will result in the bid being noted as incomplete.
		Specifications, Conditions of BID and Undertakings by Bidder
		Certificate of Authority for Joint Ventures
		SBD 1 **-** Invitation to Bid
		SBD 4 - Declaration of Interest
		SBD 6.1 - **Preference** Points Claim Form In Terms of the preferential procurement regulations 2022
		Valid Tax Compliance Status Pin
		Valid B-BBEE certificate, SANAS accredited or sworn affidavit
		Proof of registration with National Treasury Central Supplier Database
		Bidder's Company Profile.

		Expertise of Key Personnel: Curriculum Vitae and certificates.
		Bidder Proof of registration with PSIRA Certified Copies of directors' identity documents

1. SUPPLY CHAIN MANAGEMENT UNIT

1.1 Only questions, queries clarifications which are submitted to this e-mail address, mateem@fdc.co.za will be addressed.

1.2 Bid documents must be submitted as follows:

1.2.1 Original Bid – and

1.2.2 One Soft/ electronic Copy (CD or memory stick).

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FREE STATE DEVELOPMENT CORPORATION					
BID NUMBER:	**FDC BID NO. 009/2026**	CLOSING DATE:	**01 DECEMBER 2026**	CLOSING TIME:	**12:00**
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY MANAGEMENT, SUPERVISION AND OPERATIONAL OVERSIGHT SERVICES FOR SECURITY GUARDS EMPLOYED BY FDC AT ALL FDC BUILDINGS FOR A PERIOD OF 24 MONTHS.**				

BID RESPONSE DOCUMENTS TO BE DEPOSITED IN THE BID BOX SITUATED AT			
33 KELLNER STREET, WESTDENE, BLOEMFONTEIN			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**KELEBOGILE MOKOPI**	CONTACT PERSON	**MATEE MOKHETHI**
TELEPHONE NUMBER	**051 065 0060**	TELEPHONE NUMBER	**051 065 0060**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**kele@fdc.co.za**	E-MAIL ADDRESS	**mateem@fdc.co.za**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ 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

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
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.
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."

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: .....

3. REQUEST FOR PROPOSAL

INTRODUCTION

The Free State Corporation (FDC) is the official economic development agency for the Free State Province, established in terms of the FDC Act No.6 of 1995. Our mandate is to play a developmental role in growing the economy of the Free State by providing support to SMMEs, manufacturing, trade, investment promotion and facilitation.

We are a Schedule 3D Provincial Business Enterprise in terms of the Public Finance Management Act. As a specialist economic development agency, the FDC was formed to offer the people of the Free State and potential investors in the province a wide selection of services

To be a capable, credible, resilient and sustainable developmental institution, driving inclusive economic development, growth and job creation through

Statements

- Targeted investment facilitation and promotion
- Enterprise development and empowerment
- Trade and export promotion
- Catalytic project establishment
- Industrialization and localization promotion
- Strategic partnership creation

FDC Vision

A catalyst for inclusive and sustainable Economic Growth and Development in the Free State Province.

Values

- Ownership
- Passion
- Teamwork
- Integrity

Free State Development Corporation (FDC)

1. Introduction

This proposal outlines the provision of a comprehensive Security Management Service for properties owned and managed by the Free State Development Corporation ("FDC"). The service is designed to ensure the protection of FDC assets, personnel, tenants, visitors, and infrastructure through professional guarding, monitoring, supervision, and compliance management.
The appointed service provider shall also supervise and coordinate the activities of FDC-employed 121 security officials to ensure uniform standards, operational efficiency, and compliance with all applicable security procedures and legislation.

2. Scope of Services

The Security Management Service Provider shall render the following services at all designated FDC properties and facilities:

2.1 Supervision of Security Services

The service provider shall:

- Prevent unauthorized access, theft, vandalism, trespassing, and criminal activities.
- Monitor alarm systems, CCTV systems, and other security technologies.
- Respond promptly to incidents, emergencies, and security breaches.
- Supervise all FDC security officials deployed at FDC properties.
- Develop duty rosters and deployment schedules.
- Monitor attendance, punctuality, discipline, and performance.
- Ensure all security officials comply with FDC policies, procedures, and standards.
- Conduct regular inspections and performance assessments.
- Verify and sign off payment schedules
- Provide operational guidance and mentorship to FDC security personnel.
- Ensure proper handover procedures between shifts.
- Provide armed response services

2.2 Security Management Responsibilities

The service provider shall:

- Appoint a qualified Security Manager/Site Supervisor responsible for overall coordination.
- Conduct risk assessments and recommend mitigation measures.
- Develop and implement site-specific security plans.
- Maintain occurrence books, incident reports, and daily activity registers.

- Liaise with law enforcement agencies and emergency services where necessary.
- Ensure compliance with:
    - PSIRA regulations
    - Occupational Health and Safety Act
    - Relevant labour legislation
    - FDC security policies and procedures

2.3 Staffing Requirements

The service provider must ensure:

- All security personnel are PSIRA registered and in good standing.
- Supervisors possess adequate experience in security management.
- Sufficient staff are deployed to ensure uninterrupted 24-hour security coverage where required.

2.4 Reporting Requirements

The service provider shall submit:

- Daily incident reports
- Weekly operational reports
- Monthly management reports
- Attendance registers and deployment schedules
- Risk and incident analysis reports
- Recommendations for improving security operations

2.5 Performance Standards

The service provider shall:

- Maintain high levels of professionalism and confidentiality.
- Ensure rapid response to emergencies and incidents.
- Conduct regular inspections and quality assurance checks.
- Maintain effective communication with FDC management.
- Ensure zero tolerance for misconduct, negligence, or corruption.

2.6 Equipment and Resources

The service provider shall provide:

- Communication equipment (radios/cell phones)
- Patrol equipment
- Incident reporting tools
- Vehicles where necessary for patrol and response duties

2.7 Contract Management

The service provider shall:

- Attend regular meetings with FDC management.
- Participate in performance review sessions.
- Implement corrective actions where service deficiencies are identified.
- Ensure continuity of services throughout the contract period.

3. Conclusion

The Security Management Service aims to provide a safe, secure, and professionally managed environment across all properties of the Free State Development Corporation. The successful service provider will not only protect FDC assets and stakeholders but also ensure effective supervision and coordination of FDC security officials in line with industry best practices and statutory requirements.

4. Evaluation

Proposals for the appointment of the service provider will be evaluated in Four (4) stages. The first stage will be mandatory requirements, second stage will be compliance, and third stage will be functionality, fourth stage will be price and specific goals.

Stage One (1): Mandatory Requirements

Company PSIRA registration Certificate.
Proof of registration on Central Supplier Database System (CSD)
Valid Tax Clearance Certificate (Refer to Page of the Bid document: Tax Clearance Certificate Requirements) or Tax PIN;

NB: Service providers who fail to submit the above documents will be disqualified. However, to the extent that the applicable laws and regulations permit.

Stage Two (2): Compliance Requirements

Returnable documents to be submitted:

SANAS accredited BBBEE Certificate/Sworn Affidavit of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);

SBD 1: Invitation to Bid fully completed and appropriately signed;

SBD 4: Declaration of Interests Form fully completed and appropriately signed;
SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;

NB: Service providers who fail to submit, completed and signed the above documents will be disqualified and will not be evaluated further.
However, to the extent that the applicable laws and regulations permit.

Functionality: Management of Security Officials

1. Security Personnel Management and Supervision (20 Points)

The bidder must demonstrate the ability to effectively manage, supervise, and coordinate security officials across the organization.

Requirements:

- Organizational structure showing security management hierarchy.
- Qualifications and experience of contract managers, supervisors, and key personnel.
- Staff deployment and supervision methodology.
- Shift scheduling and attendance management procedures.
- Performance monitoring and reporting systems.

Evidence Required:

- Organogram.
- CVs of key management personnel.

2. Experience in Security Management Services (25 Points)

The bidder must demonstrate proven experience in managing security personnel for organizations.

Requirements:

- Experience in managing security contracts.

Evidence Required:

- Relevant contactable Reference letters.

3. Proof of company vehicles. (15 Points)

- 2x Patrol Vehicle for Botshabelo
- 2x Patrol Vehicle for Phuthaditjhaba
- A bidder which has less 4 vehicles will not be allocated points.

N.B The vehicles must be registered in the name of the bidder. (Attach RC1, Proof of Ownership)

Attach a valid lease agreement (Annex proof of ownership to the lease agreement confirming ownership by the lessor)

4. Firearm License under the name of the bidder. (10 Points)

- Valid firearm license must be in the name of the bidder

5. Monitoring, Technology and Reporting Systems. (20 Points)

The bidder must demonstrate the use of technology and systems to improve service delivery.

Requirements:

- Attendance and access control monitoring systems.
- Patrol monitoring systems.
- Electronic reporting capabilities.
- Management information systems.

Evidence Required:

- System descriptions.
- Sample reports of the system in use on Monitoring, Technology and Reporting Systems.
- Technology implementation plan.

6. Locality (10 Points)

Attach a valid lease agreement or a municipal account. (not older than 3 months)

Requirements:

- Quality management procedures.
- Internal audit processes.
- Compliance with applicable legislation and industry standards.
- Corrective action procedures.

Evidence Required:

- Quality management plan.
- Compliance certificates-

Functionality Scoring Summary

Criteria	Points
1. Security Personnel Management and Supervision	20
2. Experience in Security Management Services	25
3. Proof of vehicle ownership	15
4. Firearm License under the name of the bidder.	10
5. Monitoring, Technology and Reporting Systems	20
6. Locality	10
Total	**100**

NB: A minimum qualifying score for functionality is **80 out of 100**. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation.

Criteria for functionality	Criteria description	Weight
Security Personnel Management and Supervision	• Organogram- 10 points • CVs of key management personnel (Security Manager as listed on the organogram)- 10 points Allocation of points for key personnel will be determined from the organogram. The organogram should clearly indicate the security manager.	**(20 Points)**
Experience in Security Management Services	• Relevant contactable Reference letters. Less than 3 reference letters – 0 points 3 reference letters- 5 points 4 reference letters- 10 points 5 and more reference letters- 15 points 6 reference letters- 20 points 7 and more reference letters- 25 points Bidders must ensure that they attach relevant reference letters that confirm experience in security management services. No points will be allocated if the reference letter does not clearly state experience in security management services. Reference letters must not be older than Five (5) years from the closing date of the bid.	**(25 Points)**
Proof of vehicle ownership	Proof of company vehicles. 2x Patrol Vehicles for Botshabelo 2x Patrol Vehicles for Phuthaditjhaba 4 vehicles – 15 points A bidder which has less than 4 vehicles will not be allocated points. The vehicles must be registered in the name of the bidder. (Attach RC1, Proof of Ownership)	**15 points**

	Attach a valid lease agreement (Annex proof of ownership to the lease agreement confirming ownership by the lessor)	
Firearm License under the name of the bidder.	Valid firearm license must be in the name of the bidder- 10 points	**10 points**
Monitoring, Technology and Reporting Systems	• Sample reports of used Monitoring, Technology and Reporting Systems - 10 points • Technology implementation plan and system descriptions-10 points	**20 points**
Locality (Free State based)	Attach a valid lease agreement or a municipal account (not older than 3 months)	**10 points**

PRICING SCHEDULE – NOTE

N.B.: The pricing submitted in this tender must exclude the costs associated with the 121 security officials currently employed by FDC. These officials are excluded from the scope of pricing for this tender, and no costs relating to their salaries, wages, benefits, statutory contributions, uniforms, equipment, or any other employment-related expenses shall be included in the tender price.

The tender pricing shall apply only to the security management and services specifically required under the scope of work, excluding the aforementioned 121 FDC-employed security officials. Failure to submit a quotation in accordance with the stipulated scope of work will result in disqualification

Security Management Services

Service
Security management services: • Provide supervision of FDC security guards (4 Patrol Vehicles and seven (7) armed supervisors) • Prevent unauthorized access, theft and vandalism • Monitor alarm system or CCTV systems • Respond promptly to incidents • Develop duty roster and deployment schedule • Monitor attendance, punctuality and discipline and performance • Conduct regular inspections • Provide operational guidance • Ensure proper handover

- Armed response

FDC FACILITIES TO BE GUARDED

NB: FDC GUARDS TO BE MANAGED AND SUPERVISED

BLOEMFONTEIN

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
FDC HEAD OFFICE 33 KELLNER	1	1	C
36 AVENUE	1	1	C

BOTSHABELO

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
FDC OFFICE	1	1	C
MAIN GATE 1	2	2	C
MAIN GATE 2 STD BANK	1	1	C
PATROLLERS	4	4	C
SMALL PARK C 158	0	1	C
SMALL PARK K 1479	0	1	C
SMALL PARK D 1260	0	1	C
SMALL PARK W 571	0	1	C
C2007&C2009	0	1	C
SUPERVISOR (ARMED)	1	1	B
PATROL VEHICLE	2	2	

The FDC will require 1 supervisors (armed) for Botshabelo

THABA NCHU

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
FDC INDUSTRIAL	2	2	C
RATLOU COMPLEX	2	2	C
SUPERVISOR (ARMED)	1	1	B

PATROLLING VEHICLE	1	1	
FLATS 1-36 including a vacant house	2	2	C
FLATS 37-60	1	1	C

The service provider will have to provide the following for cover Thaba Nchu, Botshabelo and Bloemfontein.

- 3 Armed Supervisors
- 2 patrolling vehicles

LEJWELEPUTSWA DISTRICT (WELKOM)

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
WELKOM FDC OFFICE (LAS VEGAS)	1	1	C
FDC HOUSES	2	2	C

THABO MOFUTSANYANA DISTRICT/ HARRISMITH

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
FRAME BUILDING	2	2	C
TSHIAME A SHOPPING COMPLEX	1	1	C
INDUSTRIAL 44 BETHLEHEM	1	1	C

PHUTHADITJHABA-COMMERCIAL SITES

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
NALEDI MALL	2	3	C
LC MOTA/TSHESENG COMPLEX	1	1	C
MIDTOWN COMPLEX	1	2	C
MAKENENG COMPLEX	1	1	C
CHARLES MOPELI COMPLEX	1	2	C
TSEKI COMPLEX	1	1	C
TSEKI RATANANG COMPLEX	1	1	C
LETHO/MONONTSHA COMPLEX	1	1	C

MATSIKENG BEE HIVES	1	1	C
QHOLAQHWE LUSAKA COMPLEX	1	1	C
FDC TRAINING CENTRE	1	1	C
MAKWANE SHOPPING COMPLEX	1	1	C
MINI CENTRE	1	1	C
CONSULTANCY BUILDING	1	1	C
FDC CLUBVIEW OFFICE	2	2	C

PHUTHADITJHABA – INDUSTRIAL SITES

LOCATION	**DAY SHIFT**	**NIGHT SHIFT**	**GRADING**
MOHLODING BEE-HIVE	2	2	C
SITE 45	1	1	C
SITE 36/37	1	1	C
SITE 7	1	1	C
SITE 6/2	1	1	C
MOROPOTSANE COMPLEX	1	1	C
SITE 5/1&2	1	1	C
SITE 64(Industrial Park)	1	1	C
SITE 96/75	1	1	C
SITE 95/74	1	1	C
SITE 107	1	1	C
SITE 50/73	1	1	C
SITE 52	2	2	C
SITE 65	1	1	C
SITE 108	1	1	C
PEDESTRIAN GATES	9	0	C

SUPERVISOR ARMED (PATROL VEHICLE)	1	1	B
INDUSTRIAL AREA 1 GATE 1 GATE 2 GATE 3	 1 1 1	 2 2 2	 C C C
INDUSTRIAL AREA 2 GATE 4 GATE 5 GATE 6	 1 1 1	 2 2 2	 C C C
INDUSTRIAL AREA GATE 1,2&3 (INDUSTRIAL PATROLING)	3	3	C
CCTV Control room	3	3	C
Supervisors (armed)	2	2	B

The service provider will have to provide the following for cover Thabo Mofutsanyana (Phuthaditjhaba and Harrismith).

- 4 * Armed Supervisors
- 2 patrolling vehicles

FEZILE DABI

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
FDC SASOLBURG OFFICE	1	1	C

Price Declaration Form

Dear Sir/Madam,

Having read through and examined the Request for Bid (RFB) Document and terms of reference, the requirement and all other Annexures to the RFB Document, we offer to PROVIDE SECURITY MANAGEMENT, SUPERVISION AND OPERATIONAL OVERSIGHT SERVICES FOR SECURITY GUARDS EMPLOYED BY FDC AT ALL FDC BUILDINGS FOR A PERIOD OF 24 MONTHS. For an amount of:

R.....(including VAT)
We confirm that this price covers all activities associated with Terms of reference. We confirm that FDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer; we will commence with the provision of service when required to do so by the FDC.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this document.

We hereby undertake for the period during which this bid remains open for acceptance not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this bid.

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

FOR AND ON BEHALF COMPANY

OF: NAME _____

Tel No _____

_____

_____

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	**Identity Number**	**Name of State institution**

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

2.2.1 If so, furnish particulars:

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

……
……

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

2.3.1 If so, furnish particulars:

……
……

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

……	……
Signature	Date
……	……
Position	Name of bidder

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

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

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

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1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Supporting documents to be submitted with the tender documents
100% Black Women Ownership	10		SANAS accredited BBBEE Certificate/Sworn Affidafit
100% Black Youth Ownership	10		SANAS accredited BBBEE Certificate/Sworn Affidafit

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

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