



**DEPARTMENT OF WATER AND SANITATION  
REPUBLIC OF SOUTH AFRICA**

**RENDERING OF PRIVATE SECURITY SERVICE TO THE DEPARTMENT OF WATER  
AND SANITATION NATIONALLY FOR A PERIOD OF 36 MONTHS: MAIN ACCOUNT  
AND WATER TRADING ACCOUNT**

**W11298**

**5 APRIL 2019**

**(ISSUE DATE)**

**CLOSING DATE**

**14 MAY 2019**

**CLOSING TIME**

**11H00**

**COMPULSORY BRIEFING SESSION**

**VENUE:** IBTC Training Centre

Rondepoort Dam

Moloto Road

Pretoria

**DATE:** 18 April 2019

**TIME:** 09:30

**SUBMIT BID DOCUMENTS TO:**

POSTAL ADDRESS: ORTO BE DEPOSITED IN:

DIRECTOR-GENERAL: WATER AND SANITATION THE TENDER BOX AT THE ENTRANCE

PRIVATE BAG X313 OF ZWAMADAKA BUILDING

PRETORIA, 0001157 FRANCIS BAARD STREET

(FORMERLY SCHOEMAN STREET)

PRETORIA, 0001

**BIDDER: (Company address and stamp)**

**COMPILED BY: DIRECTOR: SAFETY SECURITY AND VETTING  
DEPARTMENT OF WATER AND SANITATION**

**DEPARTMENT OF WATER AND SANITATION**

**BID: W11298**

**RENDERING OF PRIVATE SECURITY SERVICE TO THE DEPARTMENT OF WATER AND  
SANITATION NATIONALLY FOR A PERIOD OF 36 MONTHS: MAIN ACCOUNT AND WATER  
TRADING ACCOUNT**

**CONTENTS**

INVITATION TO BID (SDB 1)

SECTION 1:LEGALITIES

SECTION 2:CONDITIONS OF CONTRACT

SECTION 3:PRICING SCHEDULE

SECTION 4:SCOPE OF WORK (STANDARD AND PARTICULAR SPECIFICATIONS)

SECTION 5:**EXAMPLE:** SERVICE LEVEL AGREEMENT (SLA) AND OFFICE INSPECTION FORM

SECTION 6:COMPULSORY DOCUMENTATION TO BE SUBMITTED

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF WATER & SANITATION**

BID NUMBER: W 11298

CLOSING DATE: 14 MAY 2019 CLOSING TIME: 11:00

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD 7)**

BID DOCUMENTS MAY BE POSTED TO:

DIRECTOR-GENERAL:WATER AND SANITATION  
PRIVATE BAG X313  
PRETORIA,  
0001

OR

DEPOSITED IN THE TENDER BOX AT THE ENTRANCE OF ZWAMADAKA BUILDING, 157 FRANCIS BAARD STREET (FORMERLY SCHOEMAN STREET), PRETORIA, 0001

**BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS. IF THE BID IS LATE, IT WILL NOT BE ACCEPTED FOR CONSIDERATION**

THE BID BOX IS GENERALLY OPEN 24 HOURS A DAY, 7 DAYS A WEEK.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

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

NAME OF BIDDER: .....

POSTAL ADDRESS: .....

STREET ADDRESS: .....

TELEPHONE NUMBER: CODE..... NUMBER.....

CELLPHONE NUMBER: .....

FACSIMILE NUMBER: CODE ..... NUMBER .....

E-MAIL ADDRESS: .....

VAT REGISTRATION NUMBER:.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);

OR A REGISTERED AUDITOR

**[TICK APPLICABLE BOX]**

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE YES / NO

IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES/ NO

**[IF YES ENCLOSE PROOF]**

SIGNATURE OF BIDDER: .....

DATE: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

TOTAL BID PRICE: ..... TOTAL NUMBER OF ITEMS OFFERED: .....

---

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Water & Sanitation

**Contact Person:** Mr. Patrick Mabasa

**Telephone No.:** (012) 3367518

**Email Address:** [MabasaP@dws.gov.za](mailto:MabasaP@dws.gov.za)

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Mr. Vusi Mdluli

**Telephone No.:** (012) 336 6886 (During Office Hours)

**Email Address:** [MdluliV@dws.gov.za](mailto:MdluliV@dws.gov.za)

## **DEPARTMENT OF WATER AND SANITATION**

**BID: W11298**

### **RENDERING OF PRIVATE SECURITY SERVICE TO THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR A PERIOD OF THREE YEARS (36 MONTHS): MAIN ACCOUNT AND WATER TRADING ACCOUNT**

#### **1. INSTRUCTIONS TO BIDDERS**

##### **CONTENTS**

1. Issuing of documents
2. Queries with respect to this bid
3. Compulsory Documentation
4. Completion of Bids
5. Submission of Bids
6. Signature on Bids
7. Compulsory Site Meeting
8. General and Special Conditions of Contract
9. Application of the preference point system
10. Bids to comply with documents
11. Certificates
12. Bid Validity Period
13. Telegraphic bids
14. The Department's right to decline any bid
15. Acceptance of Bid Offer
16. Department is not liable for bidder's expenses
17. Payments made under this contract
18. Rejection of bids
19. Results of bids
20. Insurance Documentation
21. Evaluation Criteria

## **INSTRUCTIONS TO BIDDERS**

### **1. ISSUING OF DOCUMENTS**

- (a) Tender document will be available on E Tender Portal and Departmental website.
- (b) Bidders must satisfy themselves that the document is complete and conform to the index of this document. Should any figures or writing be indistinct or should any pages be missing from this document or should this document or the drawing(s) contain any obvious errors, the Bidders must immediately notify the Employer in order to have any discrepancy rectified or clarified before submitting his bid. Such clarification will be valid only if made by the Department by means of formal amendment as described hereunder prior to the date of submission of bids. The Department may issue amendments to clarify or modify the Bid Documents. A copy of each amendment will be issued to each bidder and shall be acknowledged on the form issued with the amendments. No claim whatsoever will be entertained for faults in the bid price resulting from the above-mentioned discrepancies.
- (c) No alterations, omissions or additions shall be made to this document, but should it be deemed necessary to do so, the Bidder is at liberty to qualify his bid.
- (d) All Bidders shall be deemed to have waived, renounced and abandoned any conditions printed or written upon any stationery used by them for the purpose of or in connection with the submission of bids which are in conflict with the conditions laid down in this document.
- (e) The number of guards required in this Bid document may vary from time to time. The successful bidder will be notified in writing of the number of guards to be added or removed to and from the site.
- (f) It is a requirement of this contract that the successful bidder have a command post / site office in a radius of 100 to 500km from the actual site where the service will be rendered. An inspection of the command post / site office will be conducted by DWS Officials on appointment of the successful service provider.

### **2. QUERIES WITH RESPECT TO THIS BID**

Queries of a specific technical nature may be discussed personally or telephonically with Mr. V Mdluli, Director: Safety, Security and Vetting or may be directed in writing to: The Director General, Department of Water and Sanitation, Private Bag X313, Pretoria, 0001

### **3. ADMINISTRATIVE DOCUMENTATION**

#### **3.1 SUPPLY CHAIN MANAGEMENT ADMINISTRATIVE FORMS TO BE COMPLETED BY THE BIDDER**

The bidder must ensure that all documents as attached to this bid is fully and neatly completed and also that signatures are made to all areas where it is indicated to do so.. The documents are as follows:

- a. Declaration of Interest (SBD 4)
- b. Declaration of Bidders Past Supply Chain Management Practices (SBD 8)
- c. Certificate of Independent Bid Determination (SBD 9)
- d. Preference Points Claim in terms of PPR, 2017 (SBD 6.1)
- e. Originally certified copy of the companies B-BBEE registration certificate (if registered in terms of PPR of 2017)
- f. Proof of registration on the National Treasury Central Supplier Database (CSD).

#### **3.2 DOCUMENTATION TO BE ATTACHED BY BIDDERS**

The bidder must ensure that all documents as indicated below are attached to this bid.

The documents to be attached are as follows:

- a. Schedule of Bidders Particulars
- b. Schedule of similar work undertaken
- c. Annexure 10: Pricing Schedule (Pricing Schedule must include all cost and taxes)
- d. Certified copies of Identification Document(s) for company directors
- e. Submission of a letter of Good Standing with the Compensation Commissioner (Workmen's compensation)
- f. Submission of a letter of Good Standing with the Unemployment Insurance Fund (UIF)
- g. Letter of intent for Public Liability Insurance to the value of five (5) million rand.
- h. Submission of Registration Certificates of both the company and its Directors with PSIRA as per PSIRA Act 56 of 2001.
- i. Submission of a letter of Good Standing with PSIRA for the company
- j. PSIRA Registered Employee List (PSIRA Listing of employees for service provider as listed with PSIRA)
- k. Certified copies of vehicle registration documents registered in the company's name.
- l. Copy of Firearms Licenses.
- m. Fire Arm Competent Training Certificates of all employees.
- n. An example (single page) of security registers to be utilized by the private security service provider (Example: Occurrence Book, access register, attendance register, firearm permits and register, asset movement register, incident and investigation reports, etc.)
- o. Proof of current and/or previous security contracts in the Private Sector or Government.
- p. Reference letter(s) from current and/or previous client(s) relating to service delivery Private Sector or Government.
- q. List of and proof of two-way communication devices and registration according to ICASA requirements.

#### 4. COMPLETION OF BIDS

The bid must be signed on the Invitation to Bid form (SBD 1) annexed hereto with all blanks in the bid and the appendix filled in. Failure to do so will deem your bid invalid.

- (a) All spaces in the Standard Bidding Documents (SBD), bid forms and other annexure(s) shall be completed in full.
- (b) The Special Conditions of Contract contained in the bid document and the Pricing Schedule must be fully completed and priced out by the bidder. Failure to do so will deem your bid invalid.
- (c) The bid documents shall not be separated in any way nor must any pages be detached from the original documents.

#### 5. SUBMISSION OF BIDS

**Two copies** of the Bid Documents shall be duly completed, signed and submitted as follows:

- (a) The original Bid, together with a covering letter and supporting documents, shall be sealed in an envelope endorsed:

**"ORIGINAL" BID W: RENDERING OF PRIVATE SECURITY SERVICE TO THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR AN ESTIMATED PERIOD OF THREE YEARS (36 MONTHS)**

and the name of the Bidder shall be clearly shown.

- (b) The duplicate copy of the Bid, together with duplicate copies of the covering letter and supporting documents, shall be sealed in a separate envelope endorsed:

**"DUPLICATE" BID W: RENDERING OF PRIVATE SECURITY SERVICE TO THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR AN ESTIMATED PERIOD OF THREE YEARS (36 MONTHS)**

and the name of the Bidder shall be clearly shown.

- (c) Both the "Original" and "Duplicate" copies of the Bid, each in their separate sealed envelopes, shall be placed in a single sealed envelope endorsed:

**BID W: RENDERING OF PRIVATE SECURITY SERVICE TO THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR A PERIOD OF THREE YEARS (36 MONTHS)**

and the name of the Bidder shall be clearly shown.

- (d) Bids, sealed and endorsed as above, will be received by: The Supply Chain Management office or may be deposited in the tender box at the entrance of

SUPPLY CHAIN MANAGEMENT  
ZWAMADAKA BUILDING  
DEPARTMENT OF WATER AND SANITATION  
157 FRANCIS BAARD STREET (FORMERLY SCHOEMAN)  
PRETORIA  
0001

or posted to

PRIVATE BAG X313  
PRETORIA  
0001



## 6. SIGNATURE ON BIDS

The Bid, if by an individual, must be signed by that individual or by someone on his behalf duly authorized thereto and proof of such authority must be produced. If the bid is by a Company it must be signed by a person duly authorized thereto by a Resolution of a Board of Directors a copy of which Resolution, duly certified by the Chairman of the Company is to be submitted with the bid.

The said company/supplier must confirm that it has familiarized itself with the item description, specification and bid conditions and if the bid consist of more than one item it should be clearly indicated in respect of which item(s) the supportive letter has been issued. The Company Director/s or person/s authorized to do so must initial each page, of the bid document, at the bottom. Failure to do so may invalidate the bid.

If the bid is submitted by joint venture of more than one person and/or Companies and/or firms it shall be accompanied by the following:

- (a) The original or a certified copy of the joint venture agreement under which such joint venture was constituted which must define precisely inter alia the conditions under which the joint venture will function, its period of duration and the participation of the several constituent persons and/or companies and/or firms.
- (b) A certificate signed by or on behalf of each participating person and/or company and/or firm authorizing the person who signed the bid to do so.

## 7. COMPULSORY SITE INSPECTION MEETING

No compulsory site inspection is required were bidders may familiarize themselves with aspects of the proposed services. If the bidder requires more information he/she may arrange for a site meeting with Mr. V. Mdluli ([mdluliv@dws.gov.za](mailto:mdluliv@dws.gov.za)) or 012 336 6886.

**The briefing session is compulsory and bidders who fail to attend the briefing session will be disqualified.**

**VENUE:** IBTC Training Centre  
Roodeplaat Dam  
Moloto Road  
Pretoria

**DATE:** 18 April 2019

**TIME:** 09:30

### 7.1 Bidders must:

- (a) **TAKE NOTE** that registration process will start as from 08:30 to 09:30 on the respective day and bidders arriving after 09:30 will not be accepted and allowed to attend the briefing session and site inspection.
- (b) **TAKE NOTE** that all Compulsory Site Briefing Certificates must be signed by the DWS Officials at the end of the briefing session.
- (c) **TAKE NOTE** that shortlisted companies will be required to do a physical site inspection.

## 8. GENERAL AND SPECIAL CONDITIONS OF CONTRACT

The General and Special Conditions of Contract shall be regarded as an integral part of the contract documents.

## 9. APPLICATION OF THE PREFERENCE POINT SYSTEM

This tender will be evaluated on either 80/20 or 90/10 preference point system, and the lowest acceptable tender will be used to determine the applicable preference point system as provided for in the Preferential Procurement Regulation 2017, section 3(ii).

## **10. BIDDERS TO COMPLY WITH DOCUMENTS**

Where applicable, Bidders must allow in their Bids for all labour, material, machinery and everything necessary for the execution and completion of the Contract in accordance with the bid document and Service Level Agreement (SLA). No alterations may be made in the Invitation to Bid, Schedule of Quantities or other documents and the bid will be deemed to comply entirely with the terms of the documents.

## **11. CERTIFICATES**

The Bidder should submit at closure of the bid **all** the relevant registration certificates as specified in paragraph three (3) above. Failure to comply will invalidate your bid.

The Bidder shall submit proof of insurance as specified in the Special Conditions of Contract, Sub-Clause 11.1 within **30 days** after receipt of "**Letter of notification to Bidder**" from the Department. Failure to comply with this requirement within the 30 calendar days shall result in the bid being awarded to another bidder.

## **12. BID VALIDITY PERIOD**

The bid offer must be valid for **120 days** from closing time. If requested in writing by DWS, the validity period stated in the bid document may be extended.

## **13. TELEGRAPHIC BIDS**

No bid forwarded by telegram, telex, facsimile, e-mail or similar apparatus will be considered.

## **14. THE DEPARTMENT'S RIGHT TO DECLINE ANY BID**

The Department does not bind itself to accept the lowest or any bid.

## **15. ACCEPTANCE OF BID OFFER**

The bid offer will only be acceptable if the bidder complies with all the requirements as stated in the bid document.

No official order will be issued before the signing of the Service Level Agreement which is included in this document. The signing of the SLA should take place before the issuing of an order. Failure to comply will invalidate the contract.

**TAKE NOTE:** The successful bidder (service provider) must not commence with the security service without confirmation of purchase order (PO).

## **16. DEPARTMENT NOT LIABLE FOR BIDDER'S EXPENSES**

The Department will not be held liable for any expenses incurred in preparing and submitting bids.

## **17. PAYMENTS UNDER THE CONTRACT**

All payments due to the Contractor in terms of the contract will be done by means of Electronic Fund Transfer.

Contractors must provide the necessary details of their bank account in a standardized form supplied by the department (SAP Vendor Master Form).

## **18. REJECTION OF BID**

Bids not complying with the above-mentioned requirements and specifications may be regarded as incomplete and may not be considered.

## **19. RESULTS OF BIDS**

Results of non-acceptance of bids will be sent to individual unsuccessful bidders.

## 20. INSURANCE DOCUMENTATION

Successful bidder will be expected to secure insurance with legitimate financial institution to the value indicated in **B. SPECIAL CONDITIONS OF CONTRACT, Sub clause 11.1**

Proof of such insurance policy **must** be provided to the Department of Sanitation and be kept active for the duration of the contract.

## 21. EVALUATION CRITERIA

During the evaluation, the evaluation Committee will be following a five (5) phase approach as follows:

**The bids will be evaluated in line with the following criteria:**

### PHASE ONE – MANDATORY REQUIREMENTS

Bidders must submit the following mandatory documents:

**Failure to submit the below mandatory documents will lead to disqualification of the bid.**

MANDATORY AREA	COMPLIANT	NON-COMPLIANT
Attendance of Compulsory Briefing Session. (Attach Compulsory Briefing Session Certificate)		
Pre-qualification in terms of Preferential Procurement Regulation, 2017 paragraph 4, the bidding company must be an Exempted Micro Enterprise (EME) or Qualifying Small Business Enterprise (QSE).		
Copy of company registration with CIPC. All relevant company documents that give credence to the legality of the company or association.		
Certified copy of company registration with PSIRA		
Company directors' certified copy of PSIRA registration certificate		
PSIRA letter of good standing not older than 3 months		
Directors' certified copies of identity documents		
Valid Letter of Good Standing with the Compensation Commissioner in terms of the Compensation for Occupational Injuries and Diseases Act No 130 of 1993)		
Certified copy of UIF certificate or letter of good standing		
Letter of intent of Public Liability Insurance to the minimum value of 5 million rand		
<b>NB: The validity period of all certified copies of documents must not exceed three months.</b>		
<b>Failure to submit the above mandatory documents will lead to disqualification of the bid.</b>		

## PHASE TWO – TECHNICAL EVALUATION

Bidders will be evaluated in the following manner:

- 1) Poor, 2) Average, 3) Good, 4) Very good, 5) Excellent.

EVALUATION CRITERIA			WEIGHT
Experience in the security industry			50
A proven track record with a minimum of five years' experience in rendering security services in government or State Owned Entities.			
(a) Experience			
Number of years	Score	Value	25
0 to 1 year	1		
1 to 2 years	2		
2 to 3 years	3		
3 to 4 years	4		
5 years and above	5		
(b) Values of contracts:			
Value of Contract	Score	Value	25
R1 – R 5 000 000	1		
R 5 000 001 – R10 000 000	2		
R10 000 001 – R 20 000 000	3		
R 20 000 001 – R 25 000 000	4		
R 25 000 001 and above	5		
Bidders must attach a list of current and previous projects in government or State-Owned Entities reflecting the term, the value of the contract, etc. (as per Annexure C).			
Comprehensive Project Implementation Plan			Value 50
The Project Implementation Plan must outline the following:			
Deployment Plan explaining how the project will be managed, who will be managing the project, the activities of the person responsible for the project and the time frames.			20
Contingency Plan outlining what the service provider will do in crisis situations such as staff shortages, strikes, ad-hoc arrangements, etc.			10
Training Plan explaining specific target areas and intended audience:			10
Security equipment. The service provider to list available equipment to be used for the project and provide pictures hereof.			10
SUB TOTAL			100

Bidders are required to attain 70 % on functionality to be further evaluated on phase 3 site inspection. Bidders who fail to meet the minimum threshold of 70% shall be disqualified!!!

### PHASE 3: SITE INSPECTION TO BE CONDUCTED TO THE SHORT-LISTED BIDDERS

This inspection will be conducted by the evaluation committee as per the below compulsory site inspection template.

#### Compulsory Site Inspection Template (Bidder must not complete this Template)

<b>Name of Bidder:</b>				
	<i>Area: City/Town</i>			
	<i>Area Municipality</i>			
	<i>Area Province</i>			
<b>BIDDERS / COMPANY BUSINESS OFFICES</b>				
<i>Proof of Physical Address</i>		<i>Verified: (Yes / No)</i>	<i>Compliant</i>	<i>Not Compliant</i>
<i>Proof of Postal Address</i>		<i>Verified: (Yes / No)</i>	<i>Compliant</i>	<i>Not Compliant</i>
<i>Telephone (Landline)</i>		<i>Verified: (Yes / No)</i>	<i>Compliant</i>	<i>Not Compliant</i>
<i>Fax line</i>		<i>Verified: (Yes / No)</i>	<i>Compliant</i>	<i>Not Compliant</i>
<i>Cell number</i>		<i>Verified: (Yes / No)</i>	<i>Compliant</i>	<i>Not Compliant</i>
<i>Email Address</i>		<i>Verified: (Yes / No)</i>	<i>Compliant</i>	<i>Not Compliant</i>
<b>COMPANY / BIDDERS OPERATIONAL CONTROL ROOM</b>				
<i>Does the bidder have an Operational Control Room?</i>	<i>Yes/No</i>	<i>Comments:</i>	<i>Compliant</i>	<i>Not Compliant</i>
<i>Is the control room fully operational?</i>			<i>Compliant</i>	<i>Not Compliant</i>
<i>Is the control room manned by a competent person? What PSIRA qualification does the officer have?</i>	<i>Yes/No</i>	<i>Comments:</i>	<i>Compliant</i>	<i>Not Compliant</i>
<i>Does the Operational Control Room have a functional base/hand two-way communication radio?</i>	<i>Yes/No</i>	<i>Comments:</i>	<i>Compliant</i>	<i>Not Compliant</i>
<i>Does the official who is appointed to mend the control room make entries in the Occurrence Book?</i>	<i>Yes/No</i>	<i>Comments:</i>	<i>Compliant</i>	<i>Not Compliant</i>
<i>Is the following equipment available: Safe Radio Landline Telephone Other security equipment (Torches, Handcuffs, Batons etc.)</i>	<i>Yes/No</i>	<i>Comments:</i>	<i>Compliant</i>	<i>Not Compliant</i>
<b>BIDDERS / COMPANY RECORDS</b>				
<i>Total number of personnel as per payroll</i>	<i>Yes/No</i>	<i>Comments:</i>	<i>Proof</i>	<i>No Proof</i>

or PSIRA personnel list of the bidder				
Proof of salaries of guards (ensure if it is in-line with PSIRA tariffs)	Yes/No	Comments:	Proof	No Proof
Proof of resent / previous projects:	Yes/No	Comments:	Proof	No Proof
1			Compliant (Proof)	Not Compliant
2			Compliant (Proof)	Not Compliant (No proof)
3			Compliant (Proof)	Not Compliant (No Proof)
4			Compliant (Proof)	Not Compliant (No Proof)
5			Compliant (Proof)	Not Compliant (No Proof)
Does the bidder have uniform and is it branded?			Compliant	Not Compliant
Does the bidder have vehicles and are the vehicles marked / branded?			Compliant	Not Compliant
Are the bidder's vehicles installed with radio communication systems?			Compliant	Not Compliant
Is the radio communication system in the bidder's vehicles functional?			Compliant	Not Compliant
<b>BIDDERS / COMPANY FIRE ARMS AND AMMUNITION (IF REQUIRED)</b>				
Does the bidder have enough firearms and ammunition as per the specification of this bid?			Compliant	Not Compliant
Is the firearms registered in the name of the company?			Compliant	Not Compliant
Does the bidder have all licenses of the firearms which are to be utilized on the site as per the specification?			Compliant	Not Compliant
Does the bidder have a firearm permit book and an issue register?			Compliant	Not Compliant
Are all personnel competent for carrying firearms as per the specification?			Compliant	Not Compliant
Does the bidder have a safe for safe keeping of firearms?			Compliant	Not Compliant

**PHASE 4: EVALUATION OF PRICE AND BBBEE STATUS LEVEL ON CONTRIBUTION**

<b>Evaluation of Price and BBBEE status level on contribution</b>	Bidders should note that points may be claimed for BBBEE in terms of Preferential Procurement Regulation, 2011. Such claims should be accompanied by either an original SANAS accredited certificate or a certified copy of such a certificate to qualify for the points.	<b>Note by Initialing</b>
---	---	---------------------------

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**PHASE 5: STATE SECURITY AGENCY CLEARANCE CERTIFICATE**

<b>State Security Agency Clearance Certificate</b>	The bid will be rendered non responsive if the bidder fails to be cleared positively by State Security Agency (SSA). A negative report from SSA will automatically disqualify the bid.	<b>Note by Initialing</b>
--	--	---------------------------

**NB: Bidders should take note that this Bid will be awarded to one or more companies per Province as specified in the schedule of deployment in the bid!!!!**

**22. PRIVATE SECURITY SERVICE PROVIDER OFFICE INSPECTION**

The bidder must take note Department of Water and Sanitation Officials from Safety, Security and Vetting and Supply Chain Management will inspect the Private Security Service Providers (PSSP) head office as well as regional and satellite offices as part of ongoing compliance which forms part of this contract.

**The inspections will be conducted in a six (6) to twelve (12) month period for the duration of the contract, conditions of which will be determined by the Director: Safety, Security and Vetting.**

## 23. PENALTIES

The bidder must take note of the under listed penalties which will be imposed should ineffective services be rendered during the contract period. Failure to comply will render the bid non responsive.

The bidder must also take note that if the transgression(s) are of such nature that the severity of the incident and/or non-compliance is damaging to the Departments name or any losses occurred due to the actions or non-compliances the Department reserves the right to start legal procedures to recover such losses.

ITEM	PENALTY				TAKE NOTE
	Area 1	Area 2	Area 3	Frequency	
The security officer is on duty without pocket book and pen.	R120	R100	R80	Per Incident	
The security officer is on duty without PSIRA Identity Card or name tag.	R120	R100	R80	Per Incident	
The security officer is on duty without any instrument to determine time or such instrument is not in a working condition.	R120	R100	R80	Per Incident	
Possession of private cell phone by a security officer whilst on duty	R120	R100	R80	Per Incident	
Pocket Book of a security officer written up advance	R120	R100	R80	Per Incident	
Pocket Book not written up hourly	R120	R100	R80	Per Incident	
There is no base radio on site where required or such radio is not in a working condition.	R120	R100	R80	Per Incident	
The security officer is without a hand-held radio or communication devise or such radio and/or communication devise is not in a working order.	R120	R100	R80	Per Incident	
The security officer is in possession of a private firearm whilst on duty.	R1000	R800	R600	Per Incident	
Self-posting and/or no parade or inspection of security officers during shift change.	R600	R500	R400	Per Incident	
Late posting of security officers	R600	R500	R400	Per Incident	
Late submission of any required information or documentation as per agreement and specified by the Department	R400	R300	R200	Per Incident	
Late submission of incident and/or progress reports as per agreement and specified by the Department	R600	R500	R400	Per Incident	
No visit from supervising inspector / site / project manager to site	R400	R300	R200	Per Incident	
Non-attendance of weekly meeting by supervising inspector / site / project manager	R400	R300	R200	Per Incident	



Non-attendance of monthly meeting by managing member and/or director	R400	R300	R200	Per Incident	
Visitors to building and/or site without escort.	R400	R300	R200	Per Incident	
Security officer sleeping on duty	R600	R500	R400	Per Incident	
Security officer under the influence of alcohol or drugs	R600	R500	R400	Per Incident	
Security officer absent from duty and/or no security officer deployed	R1000	R800	R600	Per Incident	
Security officer failing to report an incident by end of current shift.	R600	R500	R400	Per Incident	
Security service provider failing to provide and/or maintain security equipment and aids as per agreement and specified by the Department	R2000	R1500	R1000	Per Incident	
Security officer out of uniform and/or in civilian clothes whilst on duty	R600	R500	R400	Per Incident	
Security guardroom(s) and surrounding area not clean and in disarray	R600	R500	R400	Per Incident	
Security service provider and/or security officer acting out of his/her scope of work or damaging the Departments name by his/ her actions	R5000	R4500	R4000	Per Incident	

**DEPARTMENT OF WATER AND SANITATION**

**BID: W11298**

**RENDERING OF PRIVATE SECURITY SERVICE TO THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR A PERIOD OF THREE YEARS (36 MONTHS): MAIN ACCOUNT AND WATER TRADING ACCOUNT**

**2. SUPPLY CHAIN MANAGEMENT COMPLIANCE: STANDARD BIDDING DOCUMENTS (SBD)**

**(THE FOLLOWING DOCUMENTS MUST BE INSERTED HERE)**

1. Tax Clearance Requirements (SBD 2)
2. Declaration of Interest (SBD 4)
3. Preference Points (SBD 6.1)
4. Declaration of past Supply Chain Management Practices (SBD 8)
5. Certificate of Independent Bid Determination (SBD 9)
6. SAP Vendor Master Registration and Maintenance
7. State Security Agency Clearance Application Form
8. Certificate of attendance at Briefing Session / Site Inspection
9. Schedule of Bidders Particulars
10. Schedule of similar work undertaken by bidder

## **SBD 4**

### **2. DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state\*, 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 and/or take an oath declaring his/her interest, 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, shareholder etc): .....

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.

\* "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.

\*\*"Shareholder "means - a person who owns shares in the company and is actively involved in the management of the enterprise or business 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:

Name of person / director / shareholder/ member:.....

Name of state institution to which the person is connected:.....

Position occupied in the state institution:.....

Any other particulars:

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

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

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

**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/ shareholders/members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have 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? **YES / NO**

2.9.1 If so, furnish particulars.

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

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

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors/shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

2.11.1 If so, furnish particulars.

.....

.....

.....

**3. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	Personal Income Tax Reference Number	State 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 ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**SignatureDate**

.....  
**PositionName of bidder**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or

b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80/90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20/10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

## 2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 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**

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

Where

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

$P_t$  = Price of bid under consideration

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

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

### 4.2



B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted..... %

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof

to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audialterampartem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

**WITNESSES**

1. ....

2. ....

.....  
**SIGNATURE(S) OF BIDDERS(S)**

DATE:.....

ADDRESS.....

.....

.....

#### 4. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audialterampartem</i> rule was applied).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/>	<input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature Date**

.....  
**Position Name of Bidder**

## 5. CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup>Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)

- (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- <sup>3</sup> **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
**SignatureDate**

.....  
**PositionName of Bidder**



PLEASE DO NOT FILL IN THE FORM ATTACHED HERE BELOW MARKED AS POINT 7 (JUSTYOU'RE YOUR INFORMATION)

## 7. STATE SECURITY AGENCY CLEARANCE APPLICATION FORM

Name of company: \_\_\_\_\_

Postal address: \_\_\_\_\_

DWS installation where service is to be provided: \_\_\_\_\_

Nature of service to be provided: \_\_\_\_\_

Duration of contract: \_\_\_\_\_

Services providers Tel. & cell numbers: \_\_\_\_\_

Fax number: \_\_\_\_\_

Business registration numbers: \_\_\_\_\_

Private Security industry regulatory Authority (PSIRA) registration No: \_\_\_\_\_

### 7.2 Company Directors particulars

Full names and surname	Identity number	Position in company

### 7.3. Please attach the following compulsory documents:

No	Document	Attached		Expiring Date
1	Company Registration Document	Yes	No	
2	PSIRA Registration Document of the Company	Yes	No	
3	PSIRA Registration Document of Company Directors	Yes	No	
4	Valid Tax Clearance Certificate	Yes	No	
5	Copy of Identity Document of all Directors	Yes	No	
6	Letter of Good Standing with PSIRA	Yes	No	
7	Letter of Good Standing with Labour (UIF)	Yes	No	
8	Letter of Good Standing with Labour (Compensation Commissioner)	Yes	No	
9	Valid B-BBEE Registration Certificate	Yes	No	

**9. SCHEDULE OF BIDDERS PARTICULARS**

Where is this company Headquarters situated?

\_\_\_\_\_

Where is this company regional/district offices situated (if any)?

\_\_\_\_\_

Will the regional/district offices be established in the Centre where the service is to be rendered?

Yes/No: \_\_\_\_\_

If yes where: \_\_\_\_\_

Detail of bank or financial institution, which manages bidder's finance:

Name of bank: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone no.: \_\_\_\_\_

Do you consent that the financial institution may answer financial enquiries and supply statements on request?

Yes/No

Are you in a partnership or a close corporation: Yes/No

If **yes** provide the following information:

NAME	IDENTITY NUMBER	STREET ADDRESS

Do you enter business for the first time: Yes / No

The bidder must provide copies of all the documents as indicated in **Section 1: LEGALITIES** under paragraph 1.2 "COMPULSORY FORMS TO BE SUBMITTED BY THE BIDDER AT CLOSING TIME OF BID".

Photocopy attached to this page: Yes/ No

**10. SCHEDULE OF SIMILAR WORK UNDERTAKEN BY BIDDER**

<b>BIDDER SHALL IN THE SCHEDULE HERE UNDER LIST ALL WORK OF A SIMILAR NATURE TO THAT CONTAINED IN THIS CONTRACT WHICH IS HE CARRYING OUT AT PRESENT.</b>		
<b>DESCRIPTION AND LOCALITY OF WORK</b>	<b>NAME OF CLIENT</b>	<b>APPROXIMATE VALUE OF WORK IN RAND</b>

**Note:** If No Similar Work Has Been Carried Out The Above Schedule Is To Be Marked "Nil" By Bidder.

\_\_\_\_\_  
**SIGNATURE OF BIDDER**

**DEPARTMENT OF WATER AND SANITATION**

**BID W11298**

**RENDERING OF SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR THE PERIOD OF THREE YEARS(36 MONTHS): MAIN ACCOUNT AND WATER TRADING ACCOUNT**

**SECTION 2:CONDITIONS OF CONTRACT**

**CONTENTS**

- 2.1. General Conditions of Contract
- 2.2. Special Conditions of Contract
- 2.3. Special Conditions of Contract for Security Services

## **2.1 GENERAL CONDITIONS OF CONTRACT**

The Contract shall be governed by National Treasury's "General Conditions of Contract" (Attached below)

The variations from these General Conditions of Contract shall be given in the "Special Conditions of Contract" and "Special Conditions of Contract for Security" paragraph 2.2 and 2.3 below.

The Bidder must take note that the Price in this Bid is regulated by PSIRA therefore the Price should be in line with PSIRA determination.

Bidders to Bid for all sites for proper comparison purposes of all Bidders in this Tender.

Bidders should take note that this Bid will be awarded to one or more companies per Province as specified in the schedule of deployment in the bid.

# **THE NATIONAL TREASURY**

**Republic of South Africa**



**GOVERNMENT PROCUREMENT:**  
**GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Program (NIPP)
34. Prohibition of restrictive practices



## **General Conditions of Contract**

### **1. Definitions**

The following terms shall be interpreted as indicated:

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

- 1.15 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.16 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.17 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.18 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.19 "Project site," where applicable, means the place indicated in bidding documents.
- 1.20 "Purchaser" means the organization purchasing the goods.
- 1.21 "Republic" means the Republic of South Africa.
- 1.22 "SCC" means the Special Conditions of Contract.
- 1.23 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.24 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

#### **4. Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

#### **5. Use of contract documents and information; inspection.**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

#### **6. Patent rights**

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

#### **7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**14. Spare parts**

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

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

## **15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

## **17. Prices**

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## **18. Contract amendments**

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

## **19. Assignment**

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20. Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

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



## **23. Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer /Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.



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

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

## **25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

## **27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

## **28. Limitation of liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing language**

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30. Applicable law**

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## **31. Notices**

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32. Taxes and duties**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

## **33. National Industrial Participation (NIP) Programme**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### **34. Prohibition of Restrictive practices**

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

General Conditions of Contract (revised July 2010)

## 2.2 SPECIAL CONDITIONS OF CONTRACT

Item	Data	Take Note by Initialing
<b>Delivery and documents</b>	Invoices submitted for payment must be verified and signed and should be supported by timesheets/salary advices signed by the appointed security officers.  These documents will be signed for as received on delivery by a designated person.	Note by Initialing
<b>Insurance</b>	It shall be the bidder's responsibility to submit Public Liability insurance of which the insurance must cover to at least the minimum value of 5 million rand each. The validity of these insurances must cover the period upon which the services will be rendered. All losses incurred by the Department as a result of failures occurred within compliance or breach of contract shall be claimed from the successful bidders. The Department reserves the right to verify the validity of the above-mentioned insurances on a monthly basis or as otherwise agreed.	Note by Initialing
<b>Transportation</b>	An all-inclusive price is required.	Note by Initialing
<b>Incidental Services</b>	The supplier may be required to enter or provide any or all of the following services, including additional services connected therewith, (SLA, SOP and Site specifications)	Note by Initialing
<b>Firearms</b>	It shall be the bidder's responsibility to fully comply with the provisions of the Firearms Control Act, Act 60 of 2000 and the specific Regulations of 2004 pertaining to the Firearms Control Act. The bidder is to ensure that all firearms which are to be utilized during the services period is stored as in accordance with the guidelines of the said Act; guards are to be trained by an accredited approved training service provider; all the firearms of the bidder must be registered in the name of the company; the bidder must ensure that the guards are supplied with valid firearm permits for each shift undertaken. The bidder must keep record of all relevant documentation with regard to the firearms, firearms permits, and competency training certificates for the use of firearms for audit purposes by the departments' representative. The bidder must take note that should the company or its security officers not comply with the provisions of the said Act and regulations, the department has the right stop the services or to abscond the services with immediate effect and report to the nearest SAPS.	Note by Initialing

<b>Payment</b>	Payment will be made in Rand.	Note by Initialing																		
<b>Prices</b>	Only price adjustments in accordance with the formula indicated in the pricing schedule will be allowed.	Note by Initialing																		
<b>Settlement of Disputes</b>	Disputes shall be resolved by way of negotiation failing which the matter shall be referred for mediation, conciliation and then arbitration as agreed by the parties.	Note by Initialing																		
<b>Applicable law</b>	The contract shall be governed and interpreted in accordance with South African laws.	Note by Initialing																		
<b>Termination of contract</b>	The parties shall have a right to terminate this agreement after thirty days written notice has been served to the other party.	Note by Initialing																		
<b>Non-firm Bid Formula</b>	<p>Take note that this is a “<b>non-firm bid</b>” and the below formula must be completed. Failure to complete the below formula in paragraph 12.14.1 <b>numbered a, b, c and d</b> will invalidate your bid.</p> <p>Escalation formula: <math>(1-x) \left[ a \frac{St}{So} + b \frac{Tt}{To} + c \frac{Ct}{Co} + d \frac{Ot}{Oo} - 1 \right]</math></p> <p>X = 0,15</p> <p><b>Failure to complete areas (a, b, c and d) in the gray shaded columns in percentage figures to add up to 100% will invalidate the bid</b></p> <table border="1"> <thead> <tr> <th>Components</th><th>Portion (fraction) of price</th><th>Index Series P0141.1 TABLE</th></tr> </thead> <tbody> <tr> <td>S = Salaries/Wages</td><td><b>a =</b></td><td>21</td></tr> <tr> <td>T = Transport</td><td><b>b =</b></td><td>16</td></tr> <tr> <td>C = Clothing and Footwear</td><td><b>c =</b></td><td>16</td></tr> <tr> <td>O = Overheads</td><td><b>d =</b></td><td>26</td></tr> <tr> <td></td><td>100 %</td><td></td></tr> </tbody> </table>	Components	Portion (fraction) of price	Index Series P0141.1 TABLE	S = Salaries/Wages	<b>a =</b>	21	T = Transport	<b>b =</b>	16	C = Clothing and Footwear	<b>c =</b>	16	O = Overheads	<b>d =</b>	26		100 %		Note by Initialing
Components	Portion (fraction) of price	Index Series P0141.1 TABLE																		
S = Salaries/Wages	<b>a =</b>	21																		
T = Transport	<b>b =</b>	16																		
C = Clothing and Footwear	<b>c =</b>	16																		
O = Overheads	<b>d =</b>	26																		
	100 %																			

## 2.3 SPECIAL CONDITIONS OF CONTRACT FOR SECURITY SERVICES

**FAILURE TO COMPLETE THIS COMPLY/ NOT COMPLY AND TAKE NOTE SECTION WILL INVALIDATE YOUR BID**

### 2.3.1 GENERAL CONDITIONS

ITEM	DATA	Take Note by Initialing and marking Comply / Not Comply	
1.	It is expected that the Contractor shall pay his/her employees at least the minimum monthly basic wage, as prescribed for the area concerned according to, Sectorial Determination 6: Private Security Sector in terms of Section 51(1) of the Basic Conditions of Employment Act, Act 75 of 1997 (Government Gazette no 20933 dated 25 February 2000). Proof of this should be provided to the Department for the duration of the contract on a monthly basis.	Comply	Not Comply
		Note by Initialing	
2.	For the purpose of this contract, use will be made of the specified Grade Security Officers, as defined in the Basic Conditions of Employment Act, Sectorial Determination 6: Private Security Sector.	Comply	Not Comply
		Note by Initialing	
3.	The award of this contract is subject to the clearance of all prospective bidders by the State Security Agency (SSA). In the event that SSA does not clear the bidder scoring the highest number of points the award of the bid may in terms of Regulation 9 of the Preferential Procurement Regulations (2011), be awarded to a bidder that did not score the highest number of points.	Comply	Not Comply
		Note by Initialing	
4.	Are you, the company or close corporation and every director of the company or every member of the close corporation, registered in terms of Sections 10(1)(a) and 10(1)(b) of the Security Officers Act, 1957 (Act 92 of 1987) and the Private Security Industry Regulations Act, 2001 (Act 56 of 2001)?  Attach proof of registration. (Company PSIRA Reg. No: _____)  <b>Failure to comply will disqualify your bid.</b>	Comply	Not Comply
		Note by Initialing	
5.	The Department reserves the right to appoint more than one bidder for this contract. The successful bidder must comply with all requirements and specifications as listed in this bid.	Comply	Not Comply
		Note by Initialing	
6.	The Department reserves the right not to accept offers of bidders not registered as a security service provider or security officers with the Private Security Industry Regulatory Authority (PSIRA).	Comply	Not Comply
		Note by Initialing	
7.	Are all your employees registered as Security Officers in terms of Private Security Industry Regulatory Authority (Act 56 of 2001)?  Are all your employees trained according to the training required by the Private Security Industry Regulatory Authority (PSIRA)?  If so, did you attach a printout list of all your personnel or Security Officers registered by you with PSIRA to this bid?  <b>NOTE:</b> <b>Section 21 (1) of the abovementioned Act determine that a contract "which is inconsistent with a prohibition contained in paragraph (a) or (b) of subsection (1), shall to the extent to which it is so</b>	Comply	Not Comply

	<b>inconsistent, not be of force."</b>	Note by Initialing	
8.	The contractor shall, in order to secure the continuity of the service, in the application of the security measure, allocate specific personnel for the service on the site. Exchange of personnel without the consent of the departmental representative is not permitted.	Comply	Not Comply
		Note by Initialing	
9.	Is the offer strictly in accordance with the conditions and specifications? If not in accordance with the specification, furnish the deviations.	Comply	Not Comply
		Note by Initialing	
10.	Period required for commencement with service after acceptance of bid.  <b>Bidders must be in the position to assume duty within 30 days after the awarding of the bid.</b>	Comply	Not Comply
		Note by Initialing	
11.	Are you registered in terms of section 23(1) or 23(3) of the value Added Tax Act, 1991 (Act no 89 of 1991)? If so, state your VAT registration number: _____	Comply	Not Comply
		Note by Initialing	
12.	Has full particulars, namely index series, index, base date and figures, components out of which the bid price is made up and the weights allotted to that as well as the firm part of the bid price been furnished as required in the pricing schedule in Annexure 10?	Comply	Not Comply
		Note by Initialing	
13.	Please note that the Department is not obliged to accept the lowest or only bid received. Bids will be evaluated according to the attached criteria of the Department of Water and Sanitation.	Comply	Not Comply
		Note by Initialing	
14.	The bidder shall, in order to secure the continuity of the service, in the application of the security measure, allocate specific personnel for the service on the site. Exchange of personnel without the consent of the Departmental representative would not be permissible under this contract.	Comply	Not Comply
		Note by Initialing	
15.	Have you furnished all particulars as called for in paragraphs 3 and 4 of the Conditions of Bid?	Comply	Not Comply
		Note by Initialing	
16.	The Parties agree that due to operation requirements and the uncertainties thereof, Security operations may vary from time to time regard had to DWS' events management; deployment of emergency services for threats; cluster activities and construction works. As a result thereof the number of sites and security guards may be required to be increased or decreased from time to time due to, completion or closing and opening of new projects as deemed necessary by the DWS. The changes will be communicated timeously to the Service Provider Management by the DWS and both Parties will endeavour to reach an amicable agreement.	Comply	Not Comply
		Note by initialing	
17.	Period required for commencement with service after acceptance of Bid. _____	Comply	Not Comply
		Note by Initialing	
18.	Firearms to be used must be at least 9mm pistols, 38 revolvers and shotguns. All firearms to be utilized for this contract must be registered in the service provider's name.	Comply	Not Comply
		Note by Initialing	

### 2.3.2 ADMINISTRATIVE CAPABILITIES

1.	Offices as per PSIRA regulations and requirements	Comply	Not Comply
		Note by Initialing	
2.	Training Center	Comply	Not Comply
		Note by Initialing	

### 2.3.3 EMPLOYMENT REQUIREMENTS

1.	Minimum academic requirements: Security Management Security Supervision Security Guards	Comply	Not Comply
		Note by Initialing	
2.	Language requirements: English literate (i.e. English and Ethnic languages)	Comply	Not Comply
		Note by Initialing	
3.	South African Polices Service Clearance Certificate	Comply	Not Comply
		Note by Initialing	
4.	Company Registration as per Private Security Industry Regulatory Act (Act 56 of 2001)	Comply	Not Comply
		Note by Initialing	
5.	Director(s) and/or managing members registration as per Private Security Industry Regulatory Act (Act 56 of 2001)	Comply	Not Comply
		Note by Initialing	
6.	Security supervision and guards registration as per Private Security Industry Regulatory Act (Act 56 of 2001)	Comply	Not Comply
		Note by Initialing	
7.	Age requirements: (Minimum age -18 years / Maximum age - 50 years)	Comply	Not Comply
		Note by Initialing	

### 2.3.4 CORPORATE AND COMBAT UNIFORM

1.	Shirts / Blouses	Comply	Not Comply
		Note by Initialing	
2.	Trousers / Skirts	Comply	Not Comply
		Note by Initialing	
3.	Boots / Shoes	Comply	Not Comply
		Note by Initialing	



4.	Socks / Pantyhose's	Comply	Not Comply
		Note by Initialing	
		Comply	Not Comply
5.	Belts	Note by Initialing	
		Comply	Not Comply
		Note by Initialing	
6.	Jerseys	Comply	Not Comply
		Note by Initialing	
		Comply	Not Comply
7.	Coats / Jackets / Wind Breakers	Note by Initialing	
		Comply	Not Comply
		Note by Initialing	
8.	Raincoats / Ponchos	Comply	Not Comply
		Note by Initialing	
		Comply	Not Comply

### 2.3.5 STANDARD EQUIPMENT

1.	Baton	Comply	Not Comply
		Note by Initialing	
		Comply	Not Comply
2.	Handcuffs	Note by Initialing	
		Comply	Not Comply
		Note by Initialing	
3.	Whistle	Comply	Not Comply
		Note by Initialing	
		Comply	Not Comply
4.	Pocketbook and pen	Note by Initialing	
		Comply	Not Comply
		Note by Initialing	
5.	Flashlight / Torch	Comply	Not Comply
		Note by Initialing	
		Comply	Not Comply
6.	Company Identity / PSIRA Registration Card	Note by Initialing	
		Comply	Not Comply
		Note by Initialing	

### 2.3.6 TRANSPORT

1.	Passenger Vehicle	Comply	Not Comply
		Note by Initialing	
		Comply	Not Comply
2.	Commercial Vehicle	Note by Initialing	
		Comply	Not Comply
		Note by Initialing	
3.	Bicycle	Comply	Not Comply
		Note by Initialing	
		Comply	Not Comply

### 2.3.7 FIREARMS

1.	Pistol:  (9mm Caliber)	Comply	Not Comply
		Note by Initialing	
2.	Storage Facilities	Comply	Not Comply
		Note by Initialing	

3.	Control System(s) and frequency of control	Comply	Not Comply
		Note by Initialing	
4.	Firearm and Ammunition Control Register	Comply	Not Comply
		Note by Initialing	
5.	Firearm Issue Permits	Comply	Not Comply
		Note by Initialing	
6.	Ammunition usage table	Comply	Not Comply
		Note by Initialing	
7.	Holster	Comply	Not Comply
		Note by Initialing	
8.	Competency Certificate	Comply	Not Comply
		Note by Initialing	
9.	Maintenance Program (Internal / External)	Comply	Not Comply
		Note by Initialing	
10.	Certificate of serviceability (Issued annually by register and qualified gunsmith)	Comply	Not Comply
		Note by Initialing	

### 2.3.8 COMMUNICATIONS

1.	Hand-held radios or communication device(s)	Comply	Not Comply
		Note by Initialing	
2.	Base Radio	Comply	Not Comply
		Note by Initialing	
3.	Telephone System (Telkom Landline / Fax line)	Comply	Not Comply
		Note by Initialing	
4.	Cellular Telephones	Comply	Not Comply
		Note by Initialing	
5.	Logging and Recording Reports	Comply	Not Comply
		Note by Initialing	
6.	Logging and Recording Documentation	Comply	Not Comply
		Note by Initialing	

**DEPARTMENT OF WATER AND SANITATION**

**BID W11298**

**RENDERING OF SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR THE PERIOD OF THREE YEARS (36 MONTHS): MAIN ACCOUNT AND WATER TRADING ACCOUNT**

**SECTION 3:PRICING SCHEDULE**

**CONTENTS**

**3.1. PRICING INSTRUCTION**

**3.2. PRICING SCHEDULE (ANNEXURE 10)**

### **3.1 PRICING INSTRUCTION**

#### **3.1.1 GENERAL**

The Pricing Schedule forms part of the Contract Documents and must be read and priced in conjunction with all the other documents which include the Conditions of Contract, Special Conditions of Contract and the Specifications.

#### **3.1.2 OPERATIONAL REQUIREMENTS AT DEPARTMENTAL PREMISES AND PROJECT**

Due to operational requirements and the uncertainties thereof security operations may vary from time to time. Departmental premises and projects specified in the Pricing Schedule are subject to change during the execution of the work due to the opening of new offices and projects; and closing at completion of these projects and/or construction works.

#### **3.1.3 SECURITY QUANTITIES REFLECTED IN THE SCHEDULE**

The security quantities given in the Pricing Schedule are estimated only, and subject to change during the execution of the work. The Quantities given in this document cannot be guaranteed and will vary from time to time due to opening of new and closing at completion of construction works.

The validity of the contract will in no way be affected by differences between the quantities in the Pricing Schedule and the quantities finally certified for payment.

#### **3.1.4 PRICING OF THE SCHEDULE (ANNEXURE 10)**

The unit rates to be filled in the Pricing Schedule should include all costs. All rates and amounts quoted in the Pricing Schedule shall be in Rand and shall include VAT.

The price per month must include all costs, e.g. salaries, uniforms, transport, accommodation, insurance premiums, etc. No additional cost will be paid if not included in the price per month amount.

It to be noted that during the pricing process the bidder must comply with the amendments of Sectoral Determination Six (6): Private Security Sector amended annually on 1 September each year as specified under Basic Conditions of Employment Act, No 75 of 1997.

Also take note that Departmental premises and projects are situated in different Magisterial Districts and during pricing the bidder must take into consideration the salary rates for area one (1), two (2) and three (3) as specified in Sectoral Determination Six (6): Private Security Sector and Private Security Industry Regulatory Authority (PSIRA) pricingstructure.

#### **3.1.5 CORRECTNESS OF ENTRIES**

Incorrect entries shall not be erased or obliterated with correction fluid but must be crossed out neatly. The correct figures must be entered above or adjacent to the deleted entry, and the alteration must be initiated by the Bidder.

It must be noted that incorrect entries and/or calculations of the unit rate, monthly, annual and total contract pricing may invalidate the bid.

**3.1.6 IMPORTANT TO NOTE THE FOLLOWING ON COMPLETION OF PRICING SCHEDULE WHICH IS COMPULSORY FOR FULL COMPLETION**

**3.1.6.1 Further Take Note** that each item is located for a specific work area. The areas under the items cannot be awarded separately and thus under each item a bid price must be given for each area and failure to comply will invalidate the bid.

**3.1.6.2** For the purpose of this bid, the pricing schedule for each part is grouped into Item, Area, Province, Town and Site Description as indicated in the table (3.1.6.3) below and as a result, the department reserves the right to appoint more than one (1) for this bid.

**3.1.6.3 PARTS DEPARTMENT OF WATER & SANITATION**

Part A:Limpopo Province  
Part B:Eastern Cape Province  
Part C:Free State Province  
Part D:Gauteng Province  
Part E:Mpumalanga Province  
Part F:North West Province  
Part G:Northern Cape Province  
Part H: Kwazulu Natal Province  
Part I:Western Cape Province

### 3.1.7 PRICE ADJUSTMENTS

#### 3.1.7.1 NON-FIRM PRICES SUBJECTED TO ESCALATION

IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES)

#### 3.1.7.2 IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.  
(1-V)PT = 85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.  
D1, D2 = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.  
R1t, R2t = Index figure obtained from new index (depends on the number of factors used).  
R1o, R2o = Index figure at time of bidding.  
VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

#### 3.1.7.3 THE FOLLOWING INDEX/INDICES MUST BE USE TO CALCULATE YOUR BID PRICE:

Index..... Dated.....Index..... Dated.....Index..... Dated.....

Index..... Dated.....Index..... Dated.....Index..... Dated.....

#### 3.1.7.4 FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

Take note that this is a “non-firm bid” and the below formula must be completed. Failure to complete the below formula in paragraph 3.7.1.5 numbered a, b, c and d will invalidate your bid.

#### 3.1.7.5 Factor: D1, D2..= Each factor of the bid price e.g. labour, transport, clothing, footwear,etc. The total of the various factors D1,D2...etc. must add up to 100%.

FACTOR(D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

NOTE: If paragraph 3.1.7.5 is not completed in full the tender price is firm  
Page 62

# PART A

## QUANTITIES AND PRICING SCHEDULE FOR LIMPOPO PROVINCE

A LIMPOPO PROVINCE										
NO	PROVINCE	SITES	GRADE B	GRADE C	GRADE D	VEHICLE(S) REQUIRED	YEAR 1 ESCALATION 7.5%	YEAR 2 ESCALATION 7.5%	YEAR 3 ESCALATION 7.5%	
1.	Limpopo	Construction North: Jane Furse Nkadimeng dam refurbishment	1 X armed	4 unarmed	X 0	Vehicle				
2.	Limpopo	Hoedspruit Liverpool Weir	1X	X 3	0					
3.	Limpopo	Construction North Administration Office, workshop, residential and stores	1 X Armed	30 unarmed	X 0	vehicle				
4.	Limpopo	Construction North: Tzaneen Nkambako Water Treatment Works	1x armed	20 unarmed	x 0					
5.	Limpopo	Construction North: Giyani Hloholokwe reservoir & pipeline	0	8 x unarmed	0					
6.	Limpopo	Construction north: Mawa reservoir	0	2 x armed 6x unarmed	0					
7.	Limpopo	Construction North: Mookgo pipeline	0	12 unarmed	x 0					
8.	Limpopo	Construction North: Mookgo pump station	0	4 x unarmed						
9.	Limpopo	Construction North: Xihoko	0	4 x unarmed	0					
10.	Limpopo	Construction North: Makgwathi reservoir	0	10 unarmed	x 0					
11.	Limpopo	Construction North: Tshipise- Doreen canal	1 x armed	2x armed 20 unarmed	0	Vehicle				
12.	Limpopo	Cons North: Giyani Bulk Water Supply	0	4 unarmed	0	Vehicle				
			Total=	Total=	Total=	Total Inc. Vat	Total Inc.	Total Inc.	Total Inc.	Vat
						R.....	R.....	R.....	R.....	
			Grand total of Guards=			Total for three years ( 36 Months) Plus Vehicle(s) =R.....				



# QUANTITIES AND PRICING SCHEDULE FO LIMPOPO PROVINCE

B. LIMPOPO PROVINCE									
NO	PROVINCE	SITES	GRADE B	GRADE C	GRADE D	VEHICLE(S) REQUIRED	YEAR 1 ESCALATION	YEAR 2 ESCALATION	YEAR 3 ESCALATION
1.	Limpopo	Cons North Thohoyandou Levubu quarters	2X armed	1 X armed	9 X		7.5%	7.5%	7.5%
2.	Limpopo	Thohoyandou Levubu Senior (Employee Residential Area) at Thohoyandou in the Limpopo Province.	0	0	4 X				
3.	Limpopo	Thohoyandou Levubu Quarters (Employee Residential Area) at Thohoyandou in the Limpopo Province.	0	0	4X				
5.	Limpopo	Thohoyandou Vuwani Pump Station at Thohoyandou in the Limpopo Province	0	0	4xUnarmed				
6.	Limpopo	Malamulele & Thohoyandou Gumbani Reservoir at Malamulele in the Limpopo Province.	0	0	2xUnarmed				
7.	Limpopo	Malamulele& Thohoyandou Mukhomi Pipe Yard at Malamulele in the Limpopo Province.	0	0	3x				
8.	Limpopo	Malamulele& Thohoyandou Mavambe Pump Station at Malamulele in the Limpopo Province.	0	0	2X				
9.	Limpopo	Malamulele& Thohoyandou Nandoni Workshop at Thohoyandou in the Limpopo Province.	2 X armed	0	22 X				
10.	Limpopo	Malamulele& Thohoyandou NR6 Reservoir at Thohoyandou in the Limpopo Province.	0	0	2 x				





# QUANTITIES AND PRICING SCHEDULE FOR LIMPOPO PROVINCE

D. LIMPOPO PROVINCE										
NO	PROVINCE	SITES	GRADE B	GRADE C	GRADE D	VEHICLE(S) REQUIRED	YEAR 1 ESCALATION 7.5%	YEAR 2 ESCALATION 7.5%	YEAR 3 ESCALATION 7.5%	
2.	Limpopo	Construction West: Schoonoord Bulk Water supply in the Jane Furse area in the Limpopo Province	2 X armed	8 X armed 10 X unarmed	0					
2.	Limpopo	Construction North: Mowkop Pipelines for Bulk Water Supply in the Levubu area	1 X armed	4x armed 56 unarmed	0	Vehicle 4 X4				
3	Limpopo	Construction west Groblesdal waste water treatment	1x armed	7x armed						
			Total=	Total=	Total=	Total Inc. Vat	Total Inc.	Total Inc.	Total Inc.	Vat
						R..... ...	R..... .....	R..... .....	R..... .....	R..... .....
			Grand total of Guards=			Total for three years ( 36 Months) Plus Vehicle(s) =R.....				

## PART B

### PRICING SCHEDULE FOR EASTERN CAPE PROVINCE

EASTERN CAPE										
NO	PROVINCE	SITES	GRADE B	GRADE C	GRADE D	VEHICLE(S) REQUIRED	YEAR 1 ESCALATION 7.5%	YEAR 2 ESCALATION 7.5%	YEAR 3 ESCALATION 7.5%	
1.	Eastern Cape	Construction South Queenstown Qamata	1 x Unarmed	12 X Unarmed	0	1 x vehicle				
2.	Eastern Cape	Construction South QueenstownNcora	1 x Unarmed	10 X unarmed	0	1 x vehicle				
3.	Eastern Cape	Southern operations: Sundays canal	0	3 X unarmed	0					
4.	Eastern Cape	Southern operations Mthatha Dam	0	4 xunarmed	0					
5.	Eastern Cape	Southern operations: Uitkeer at Somerset east	1 x unarmed	2 x armed 3x unarmed	0					
6.	Eastern Cape	Regional office (King Williams Town)	0	8 X unarmed	0					
7.	Eastern Cape	Regional office (East London)	0	6 X unarmed	0					
8.	Eastern Cape	Craddock- Elandsdrift Dam	0	4	0					
9.	Eastern Cape	Construction East: Mzimvubu Water Project	1x Armed	10x Unarmed 6x Armed	0	1				
			Total=	Total=	Total=	Total Inc	Vat Inc.	Total Inc.	Vat Inc.	Total Inc.
						R..... .....	R..... .....	R..... .....	R..... .....	R..... .....
			Grand total of guards=			Total for three years ( 36 Months) Plus Vehicle(s) =R.....				

## PART C

### PRICING SCHEDULE FOR FREESTATE PROVINCE

#### FREE STATE PROVINCE

NO	PROVINCE	SITES	GRADE B	GRADE C	GRADE D	VEHICLE(S) REQUIRED	YEAR 1 ESCALATION 7.5%	YEAR 2 ESCALATION 7.5%	YEAR 3 ESCALATION 7.5%
1.	Free State	Construction West: Kalkfontein Dam Refurbishment at Koffiefontein FS	1 x Armed	2 X unarmed 2x Armed	0				
2.	Free State	Central Operations: Gariep in town	1x armed	8 x Unarmed	0				
3.	Free State	Central Operations: Vanderkloof main gate, Supply chain store and workshop	1xarmed	10 X Unarmed	0				
4.	Free State	Central Operations: Vaal Dam and residence	1x Armed	6x Unarmed	0				
5.	Free State	Central Operations Koppies Dam	1x Armed	6x Unarmed	0				
6.	Free State	Regional Office	0	4x Unarmed	0				
7.	Free State	Construction East: Clocolan BEP	0	5x Unarmed	0				
8.	Free State	Construction East: Ficksburg BEP	0	6x Unarmed	0				
9.	Free State	Construction East: Senekal BEP	0	6x Unarmed	0				
10.	Free State	Construction East: Reitz BEP	0	6x Unarmed	0				



## PART D

### QUANTITIES AND PRICING SCHEDULE FOR GAUTENG PROVINCE

#### GAUTENG PROVINCE

NO	PROVINCE	SITES	GRADE B	GRADE C	GRADE D	VEHICLE(S) REQUIRED	YEAR 1 ESCALATION 7.5%	YEAR 2 ESCALATION 7.5%	YEAR 3 ESCALATION 7.5%
1.	Gauteng	Head Office Waterbron building	0	4Xunarmed	0				
2.	Gauteng	Head office: Sedibeng	0	10 X unarmed	0	1 Vehicle			
3.	Gauteng	Head office: Emanzini	0	2 X unarmed	0				
4.	Gauteng	Head office: Zwamadaka	0	4 X unarmed	0				
5.	Gauteng	Head office: Ndinaye	0	3 X unarmed	0				
6.	Gauteng	Head office: continental	0	7 X unarmed	0				
7.	Gauteng	Head office: Pretoria West	0	4 X armed 4 X unarmed	0				
8.	Gauteng	Rodeplaata RQS	0	5 X unarmed 2x Armed	0				
9.	Gauteng	Rodeplaata training center	0	5 X unarmed 2x Armed	0				
10.	Gauteng	Rodeplaata IBTC	1 X armed	3 X armed 3x Unarmed	0				
11.	Gauteng	Central Operations: Construction east Deneysville Vaal Dam house	0	4 X unarmed	0				
12.	Gauteng	Central operations: Praetor Forum building Pretoria	0	7 X unarmed	0				
13.	Gauteng	Gauteng Region: Provincial office	0	6 X unarmed	0				
14.	Gauteng	Northern Operations: Rodeplaata Dam	0	3x unarmed	0				
			Total=	Total=	Total=	Total Inc	Total Inc.	Total Inc.	Total Inc.
						R.....	R.....	R.....	R.....



							...	.....	.....	.....
							Grand total of Guards=			
							Total for three years ( 36 Months) Plus Vehicle(s)			
							=R.....			

## PART E

### PRICING SCHEDULE FOR MPUMALANGA PROVINCE

MPUMALANGA PROVINCE									
NO	PROVINCE	SITES	GRADE B	GRADE C	GRADE D	VEHICLE(S) REQUIRED	YEAR 1 ESCALATION 7.5%	YEAR 2 ESCALATION 7.5%	YEAR 3 ESCALATION 7.5%
1.	Mpumalanga	Northern Operations Blesboklaagte workshop and site	0	3 X unarmed	0				
2.	Mpumalanga	Northern Operations: Groblersdal Area office	2x armed	2 x armed 5x Unarmed	0				
3.	Mpumalanga	Northern operations: Flag Bosheilo Dam	2 x armed	4 x unarmed	0				
4.	Mpumalanga	Construction East : Grootdraai Dam at Standerton	1 X Armed	2 x armed 5x unarmed	0				
5.	Mpumalanga	Construction East: Jericho Dam at Amsterdam	1xarmed	2 X armed 4 x Unarmed	0				
6.	Mpumalanga	Construction East: Vlakfontein Canal	1x Armed	4x Armed 16x Unarmed	0	1x (4x4 L.DV)			
7.	Mpumalanga	Northern Operations: Inyaka Dam	0	2 X armed 2 x Unarmed	0				
8.	Mpumalanga	Construction East Charcelliers Grootfontein Single quarters	0	3 X unarmed	0				
9.	Mpumalanga	Construction East Trichard Riotfontein Single Quarter	0	3 X unarmed	0				
10.		Construction East: Kriel PST	0	4x Unarmed	0				
11.	Mpumalanga	Regional Nelspruit Office Regional office and sites	1x Unarmed	6 X unarmed	0				
12.	Mpumalanga	Regional Office Witklip Dam and sites	2x Armed	4 X unarmed	0	1x vehicle			

13.	Mpumalanga	Regional Office Bronkhorstpruit office and sites	0	7 X unarmed	0					
14.	Mpumalanga	Regional office : Leydenburg	0	2x unarmed	0					
15.	Mpumalanga	Central Operations Mongeston Pump Station at Usutu River	0	4 X unarmed	0					
16.	Mpumalanga	Central Operations Heys Hope Dam Usutu River	0	4x Armed	0					
17.	Mpumalanga	Central Operations Geelhoutboom Pump Station	0	4 X unarmed	0					
18.	Mpumalanga	Central Operations Supply chain, mechanical, Electrical and Civil workshop at Usutu River and Jericho Dam	0	2 X unarmed	0					
19.	Mpumalanga	Central Operations Administration Block Usutu River and Jericho Dam	0	6x Unarmed	0					
20.	Mpumalanga	Central Operations Westoe Dam	0	4 X unarmed	0					
21.	Mpumalanga	Central Operations Kliphoek Pump Station Usutu River and Jericho Dam	0	4x unarmed	0					
22.	Mpumalanga	Central Operations Noolitgedagt Dam Usutu River and Jericho Dam	0	4 X unarmed	0					
23.	Mpumalanga	Central Operations Vyegeboom Dam Usutu River and Jericho Dam	0	4 X unarmed	0					
24.	Mpumalanga	Central Operations Trichard Fonteln Dam	0	4x Unarmed	0					
25.	Mpumalanga	Central Operations Knoppies Tower-	0	5 X NKP Armed	0					



# **PART F** **PRICING SCHEDULE FOR NORTH WEST PROVINCE**

NORTH WEST PROVINCE										
NO	PROVINCE	SITES	GRADE B	GRADE C	GRADE D	VEHICLE(S) REQUIRED	YEAR 1 ESCALATION 7.5%	YEAR 2 ESCALATION 7.5%	YEAR 3 ESCALATION 7.5%	
1.	North West	Construction West: Bosbok Canal Refurbishment at Potchefstroom	1x Armed	4 X unarmed	0					
2.	North West	Construction East Lakeside Office Refurbishment at Potchefstroom	1 X armed	2 X armed 2x Unarmed	0					
3.	North West	Construction west Potchefstroom office	0	2X armed 4 X unarmed	0					
4.	North West	Construction west Roodekopjes Dam in Brits	0	2 X armed 4 x Unarmed	0					
5.	North West	Construction west Brits water Treatment works	0	2 X armed 7 X unarmed	0					
6.	North West	Construction west Taung Augmentation phase 2D	2 X armed	3 X armed 11 x Unarmed	0					
7.	North West	Construction west Bloemhof Bulk water Supply project	1 X unarmed	9 X unarmed 4 X armed	0					
8.	North West	Construction west Mafikeng Water Treatment works	0	2 X armed 4 X unarmed	0					
9.	North West	Northern Operations Haartebeespoort Area Office and damwall	0	6 X unarmed						
10.	North West	Northern Operations Cluster Office and Residential Area	2 X unarmed	10 X unarmed	0					
11.	North West	Northern Operations Groot Marico Dam	0	4 X unarmed	0					



				Grand total of Guards=	Total for three years ( 36 Months) Plus Vehicle(s) =R.....	
--	--	--	--	------------------------	--	--

## PART G

### PRICING SCHEDULE FOR NORTHERN CAPE PROVINCE

NORTHERN CAPE PROVINCE									
NO	PROVINCE	SITES	GRADE B	GRADE C	GRADE D	VEHICLE(S) REQUIRED	YEAR 1 ESCALATION 7.5%	YEAR 2 ESCALATION 7.5%	YEAR 3 ESCALATION 7.5%
1.	Northern Cape	Construction Central. Central workshop at Jan Kempdorp NC Province	1 X armed	12 X unarmed	0				
2.	Northern Cape	Construction West Mechanical workshop Jan Kempdorp	0	2 x armed 4 X unarmed	0				
3.	Northern Cape	Regional Office : Kimberly Regional office	2 X Unarmed	4 X Unarmed	0				
4.	Northern Cape	Regional office Upington AreaOffice	2 X Unarmed	18 X Unarmed	0	2 Bicycle			
5.	Northern Cape	Construction West: Maranteng BEP	1x Armed	1x Armed 3x Unarmed					
6.	Northern Cape	Construction West: Grikwastad BEP		1x Armed 3x Unarmed		1 x (4x4 LDV)			
			Total=	Total=	Total=	Total Inc	Total Vat Inc.	Total Vat Inc.	Total Vat Inc.
						R..... .....	R..... .....	R..... .....	R..... .....
			Grand total of guards=			Total for three years ( 36 Months) Plus Vehicle(s) =R.....			



# PART H

## PRICING SCHEDULE FOR KWAZULU NATAL PROVINCE

KWAZULU NATAL PROVINCE									
NO	PROVINCE	SITES	GRADE B	GRADE C	GRADE D	VEHICLE(S) REQUIRED	YEAR 1 ESCALATION 7.5%	YEAR 2 ESCALATION 7.5%	YEAR 3 ESCALATION 7.5%
1.	Kwazulu Natal	Construction East: Driel Housing	0	3x Unarmed	0				
2.	Kwazulu Natal	Construction East: Hazelmere Dam Housing	0	4x Unarmed	0				
3.	Kwazulu Natal	Construction east: Rookdale Canal	1x Unarmed	5x Unarmed	0				
4.	Kwazulu Natal	Construction East: Jagersrust	1x unarmed	3 x unarmed	0				
5.	Kwazulu Natal	Construction East: Hammersdale refurbishment	0	5 x unarmed	0				
6.	Kwazulu Natal	Construction East: Hluhluwe	1x Unarmed	6 X unarmed	0				
7.	Kwazulu Natal	Eastern Operation Pongola poort Dam and residence	1x armed	12x armed	0				
8.	Kwazulu Natal	Eastern operations Wagendrift dam	0	3 X unarmed	0				
9.	Kwazulu Natal	Eastern Operation Midmar,	1x armed	6x armed	0				
10.	Kwazulu Natal	Eastern Operation: Hluhluwe dam and residence	0	4x unarmed	0				
11.	Kwazulu Natal	Eastern Operation Goedetrouw Dam	0	4x unarmed	0				
12.	Kwazulu-Natal	Regional Office:Dundee satellite office	0	2x Unarmed	0				
13.	Kwazulu-Natal	Regional office	3x Unarmed	5x unarmed	0				
14.	Kwazulu-Natal	Central Operations: Driel pump station	0	4x unarmed	0				
15.	Kwazulu Natal	Central Operations:Woodstock Dam	0	4x Unarmed	0				



# PART I

## PRICING SCHEDULE FOR WESTERN CAPE PROVINCE

WESTERN CAPE PROVINCE									
NO	PROVINCE	SITES	GRADE B	GRADE C	GRADE D	VEHICLE(S) REQUIRED	YEAR 1 ESCALATION 7.5%	YEAR 2 ESCALATION 7.5%	YEAR 3 ESCALATION 7.5%
1.	Western Cape	Construction South Drakenstein office	1 X unarmed	4 X unarmed	0				
2.	Western Cape	Construction South Paarl office and single quarter	1 X unarmed	4 X unarmed	0				
3.	Western Cape	Construction South Clan Williams Dam	1 X unarmed	16 X unarmed	0	2x ATV			
4.	Western Cape	Southern Operations:	0	4 X unarmed	0	Quad Bike 4 x dogs			
5.	Western Cape	Southern Operations/Clusters Klein Plaas Dam in Jonkershoek	0	2 X unarmed	0				
6.	Western Cape	Southern Operations/Clusters NWIR office at Worcester	0	3 X unarmed	0				
7.	Western Cape	Southern Operations/Clusters Theewaterkloof Dam	0	2 X unarmed	0				
8.	Western Cape	Southern Operations/Clusters Brandvlei Pump Station	0	2 X unarmed	0				
9.	Western Cape	Southern Operations/Clusters Robertsvlei Housing	0	2 X unarmed	0				
10.	Western Cape	Regional office Worcester Drilling office	0	4 X unarmed	0				



## DEPARTMENT OF WATER AND SANITATION

(Non-firm Bid)

BID W

## RENDERING OF SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR THE PERIOD OF THREE YEARS (36 MONTHS): MAIN ACCOUNT AND WATER TRADING ACCOUNT

## 3.2 PRICING SCHEDULE (ANNEXURE 10)

## RENDERING OF CONTINUOUS ARMED AND UNARMED SECURITY SERVICE TO THE DEPARTMENT OF WATER &amp; SANITATION APPROXIMATE PERIOD OF THREE YEARS (36 MONTHS)

NB: USE INK PREFERABLY BLACK TO FILL IN THIS FORM

NAME OF BIDDER: \_\_\_\_\_

VALIDITY: 120 DAYS

## 3.2.1. GENERAL DESCRIPTION OF WORK AND SCHEDULE OF GUARDING SERVICES

Rendering of continuous armed & unarmed security guarding services as follows:		
Standard rules which is to be taken into account when pricing done for the services to be rendered. The bidder must write "Take Note" in the empty spaces under the "Take Note" column.		
No:	Standard services requirement	Initial page
a	Weekdays: Monday to Friday 24 hour shifts (Starting Monday at 06h00 AM until Saturday 06h00 AM)	
b	Weekends: Saturday to Sunday 24 hour shifts (Starting Saturday at 06h00 AM until Monday 06h00 AM)	
c	National Holidays: Service to be rendered as per weekend's description which is a 24 hour guard service	
d	Day Shift: Starting at 06h00 AM until 18h00 PM	
e	Night Shift: Starting at 18h00 PM until 06h00 AM	
f	Security Aids: The bidder must ensure that the Supervisors and Guards as per the specification are equipped with company uniform and equipment such as fire arms and licenses, torches, two way hand held radios' for on-site communication and to contact the PSSP controlroom , occurrence books and pocket books and all other security equipment as per the PSIRA requirements.	
g	Branded Patrol Vehicle: The bidder must ensure that a branded patrol vehicle is available at all time for the full duration of the	

	contract.	
--	-----------	--

### 3.2.2. SPECIAL CONDITIONS OF WORK AND SCHEDULE OF GUARDING SERVICES

Special rules and conditions which is to be taken into account when pricing done for the services to be rendered. The bidder must write "Take Note" in the empty spaces under the "Take Note" column. Failure to comply will invalidate the bid.		
No:	Special services requirement	Take Note
a	Due to operational requirements and the uncertainties thereof security operations may vary from time to time. Departmental premises and projects specified in the Pricing Schedule are subject to change during the execution of the work due to the opening of new offices and projects; and closing at completion of these projects and/or construction works.	
b	The security quantities given in the Pricing Schedule are estimated only, and subject to change during the execution of the work. The Quantities given in this document cannot be guaranteed and will vary from time to time due to opening of new and closing at completion of construction works. The validity of the contract will in no way be affected by differences between the quantities in the Pricing Schedule and the quantities finally certified for payment.	
c	It is crucial that the bidders must know that it is expected that the successful bidder will be required to render armed and unarmed security guarding services at Departmental premises and projects for the period as specified in the bid document and should the office or project close at completion or due to any other reason, the services of the bidder will be ceased within two weeks after notification by the Director: Safety, Security and Vetting.	
d	<b>CONSTRUCTION CENTRAL UNIT:</b> Monday to Friday: Day Shift starting 07h00 AM to 18h00 PM	
e	<b>CONSTRUCTION CENTRAL UNIT:</b> Monday to Friday Night Shift starting 18h00 PM to 07h00 AM	
f	<b>CONSTRUCTION CENTRAL UNIT:</b> BUILDERS BREAK: The bidder must supply additional DAY SHIFT SECURITY GUARDS for a three (3) week period during the annual leave(builder break) in December/January each year. The bidder must ensure and take into account the following and failure to comply will forfeit his/her company appointment.	
g	<b>CONSTRUCTION CENTRAL UNIT:</b> Every Friday additional DAY SHIFT SECURITY GUARDS for Construction Central Workshop ARMED & UNARMED Security Guarding services is to be rendered as from 12h00 PM – 18H00 PM as Day Shift. The bidder must ensure and take into account the following and failure to comply will forfeit his/her company appointment:	
h	<b>CONSTRUCTION UNITS:</b> Pay Friday: (which is the last Friday of the month): ARMED & UNARMED Security Guarding services is to be rendered as from 06h00 AM – 18H00 PM as Day Shift and as from 18h00 PM to 06h00 AM as Night Shift on that specific Friday. The bidder must ensure and take into account the following and failure to comply will forfeit his/her company appointment:	

### 3.2.3. UNIT RATE FOR SECURITY SERVICES

The bidder will be required to complete the table below illustrating the unit rate per security officer inclusive of all cost as specified in paragraph 3.1.4. The unit rate should be calculated according to and include direct costs, overheads and profit for the security services to be rendered to the Department of Water and Sanitation. For ease of reference see the below table:

Description	Overheads	Profit (percentage)
Salary (Primary and Reliever) Night Shift Allowance Cleaning Allowance Bonus Leave (Annual, sick, etc.) Uniform Equipment Training Provident Fund UIF COW/WCA PSIRA	Meetings Vehicle and Travel Cost Management Inspections Administrative Duties	Company Profit Percentages  ..... %

3.2.3.1 It is imperative that Unit prices must be in line with the Department of Labour's Sectorial Determination 6: Minimum Wages for Security Sector and PSIRA Illustrative Pricing Schedule. Bidders must take note of the Annual Amendments of the PSIRA prices in September of each year.

**DEPARTMENT OF WATER AND SANITATION**

**BID W**

**RENDERING OF SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR THE PERIOD OF THREE YEARS (36 MONTHS): MAIN ACCOUNT AND WATER TRADING ACCOUNT**

**SECTION 4:SCOPE OF WORK (STANDARD AND PARTICULAR SPECIFICATIONS)**

- 4.1 Standard Specifications for Security
- 4.2 Particular Site Specifications



#### **4.1 STANDARD SPECIFICATION FOR SECURITY SERVICES**

- 4.1.1 The norm/quality of the security service to be rendered must be in accordance with the acceptable standard of the trade concerned.
- 4.1.2 All possible steps shall be taken by the contractor to ensure that the intended execution of this agreement will take place. These steps include, inter alia, the following:
- 4.1.3 The protection of State property at the intended site and the protection of the said property against theft and vandalism.
- 4.1.4 The protection of State's officials against physical safety threats and attacks or any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977)
- 4.1.5 The contractor must provide the security personnel required for successful rendering of the service, as follows:
- Guards (security officer, grade D), that is the persons who shall execute the physical security service.
  - First level supervisor (security officer, grade C), that is the persons exercising direct supervision and control over the security officers and who shall be present at the site at all times.
  - Second-level supervisor (security officer, grade C and B), that is the person exercising complete supervision and control over security staff at a site where a security service is rendered by the contractor. (In the event of a small security organization, the second-level supervisor may be the owner of the security organization).
- 4.1.6 It is the responsibility of the contractor to see to it that the security personnel in his service and especially those employed for the rendering of this service, meet the following requirements at all times:

##### **4.1.7 SUPERVISORS:**

- Supervisors must Grade 10 to 12 academic qualifications.
- Supervisors must have a good understanding in the post description and duties.
- Supervisors must at all times be capable of properly managing the subordinates.
- Supervisors must be able to communicate, read and write in English and any other official language.
- Supervisors must have received training from a training facility in regards to supervisor duties and security procedures.

##### **4.1.8 SECURITY OFFICERS:**

- Security Officers must have passed at least Standard Eight (Grade 10) level.
- Security Officers must be able to communicate, read and write English and any other official language.
- Security officers must not be younger than 18 years of age.

#### **4.1.9 THE FOLLOWING GENERAL REQUIREMENTS APPLY:**

##### **DEPARTMENT OF WATER AND SANITATION**

- Noted herewith is that the Department of Water and Sanitation must by all means provide an enabling environment to the Private Security Service Provider (PSSP) in order to render a top of the range quality service that is non-compromising. The Service Level Agreement (SLA) entered into, will be well managed and monitored to achieve the Department of Water & Sanitation's intention of providing a safe and secure risk free work environment to all its visitors, customers, employees and sub-contractors.

##### **PRIVATE SECURITY SERVICE PROVIDER**

- On the other hand, Private Security Service Provider (PSSP) must ensure total compliance to all Private Security Industry Regulatory Authority (PSIRA) regulations and "Code of Conduct" and be managed by a competent, qualified and knowledgeable person who must be supported by PSIRA accredited trained security officers as mentioned in the Standard Security Operational Plan.

##### **OPERATIONAL MEETINGS**

- Meetings between the Department of Water and Sanitation (DWS) and the Private Security Service Provider (PSSP) will take place on a weekly (with site/project supervision) and monthly (with managing member/director) for duration of contract period. Ad-hoc meetings may be called based on operational necessities or incidents. The minutes of those meetings will be kept by the Department of Water and Sanitation security management personnel and administration section. The purpose of these meetings will be to improve the service rendered to the Department of Water and Sanitation facilities. Reports must be handed to the Security Coordinator/Manager during the meetings.

##### **RESOURCES**

- All resources specified in the tender document must be provided and any additional items in this agreement must be highlighted in writing and attached herewith as addendum(s).
- Except as otherwise expressly provided or indicated in the agreement, the contractor shall supply labour, supervision, equipment, consultation, required service and any other item/s and incur expenditure necessary for the provision of an efficient security service to the Department of Water and Sanitation.

##### **ACTS OF MISCONDUCTS**

- The SLA requires that the Private Security Service Provider (PSSP) is bound to solve problems associated with misconduct of his personnel and take necessary steps to correct such behavior. This aspect must be highlighted in operational meetings.

##### **CAPACITY BUILDING**

- Private Security Service Provider (PSSP) must provide (in all meetings) detailed reports on capacity building or community involvement activity. Capacity building may be in the form of in-house training, refresher courses or any community involvement that the company has undertaken.

#### **4.1.10 SECURITY PERSONNEL**

- The company or close corporation and every Director of the company or member of the close corporation including the Security Coordinator from the Department of Water and Sanitation shall be registered in terms of Private Security Industry Regulatory Act (Act 56 of 2001).
- This means that all supervision and security officers shall be registered with the Private Security Industry Regulatory Authority in terms of Private Security Industry Regulatory Act (Act 56 of 2001), as amended.
- The following requirements with regards to the Security Officer to be supplied to the Department of Water and Sanitation premises shall be adhered to by the company or close corporation.
  - Education between Grade 10 & 12 levels
  - At least TWO YEARS security guarding experience
  - Communicate, read and write at least English and one additional official language
  - Not younger than 18 years
  - Must always present an acceptable image and appearance
  - Security Officers must not work continuous shifts in excess of (12) twelve hours
  - Sub Directorate: Safety and Security Management's Representative will ensure that a file containing the above information is opened and kept
- All Directors and personnel must have obtained a positive security clearance from the South African Police Service (SAPS) and State Security Agency (SSA).
  - Close corporation shall subject all Security Officers to be supplied for security screening by the South African Police Service (SAPS) and State Security Agency (SSA).
  - Directors, members of close cooperation and Security Personnel involved with the contract or having access to information related to the contract must sign a declaration of secrecy.
  - All Directors shall at least have Grade "A or B" training qualifications.
  - All Supervisors shall at least have Grade "B or C" training qualifications.
- Personnel shall be neatly dressed in a proper company uniform and issued with equipment as specified in the Private Security Industry Regulatory Authority (PSIRA) regulations.
- The Private Security Service Provider (PSSP) shall comply with all relevant Acts regulating the relationship between the employer and employee, this includes observing all relevant Acts introduced while the contract is in effect.

#### **4.1.11 SUPERVISORS AND SECURITY OFFICERS**

- Supervisors and security officers must have undergone and passed formal security training as prescribed by PSIRA.
- At all times supervisors and security officers must present an acceptable image/appearance which implies, inter alia, that they may not sit, lounge about, smoke, eat or drink while attending to people.
- Supervisors and security officers must at all times present a dedicated attitude/approach to security, which attitude/approach shall imply, inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behavior towards them.

- Supervisors and security officers must be physically healthy and medically fit for the execution of their duties.
- Supervisors and security officers must sign an undertaking in which they declare that they will refrain from any action, which might be to the detriment of the State.
- Supervisors and security officers are prohibited from reading documents or records in offices or unnecessary handling thereof.
- No information concerning State activities may be furnished to the public or news media by the contractor and his employees.
- The State reserves the right to ascertain from the State Security Agency (SSA) whether security personnel in his employ possess record clearances as well as to ascertain from the Private Security Industry Regulatory Authority (PSIRA) whether the security personnel are registered.
- Security personnel must at least possess record clearance issued by the South African Police Service (SAPS) alternatively by SSA.

4.1.12 The Director undertakes to ensure that each member of his security personnel will at all times when on duty be fully equipped in respect of:

- A neat and clearly identifiable uniform of the company, which uniform will include matching raincoats, overcoats, steel toe safety shoes and hard hats (colour black with a clear emblem of the company at the front) for all Departmental sites.
- No security personnel will be allowed on Site with clothing other than the approved uniforms. Allowance must be made for clothing in inclement weather.

4.1.13 A clear identification card of the company with the member's photo and the Private Security Industry Regulatory Authority identification and employee's number on it, worn conspicuously on his person at all times. Alternatively: A clear identification card of the company with the member's identity and employee's number on it, accompanied by his official identity document, worn on his person at all times.

4.1.14 Security Aids needed for this services and the bidder **MUST Take Note** of the **Security Aids** required and initial in each line of the table below. The bidder must take note that failure to complete this table will invalidate the bid.

**Compulsory security service aids to be worn on the person at all times during guard duty, such as:**

Security Aids:	Action by Bidder	Initial
Branded Uniform	Take Note	
Baton	Take Note	
Handcuffs	Take Note	
Whistle	Take Note	
Pocket Book	Take Note	
Black Pen	Take Note	
Torch (at Night)	Take Note	
Two-way hand held Radio	Take Note	
Firearm (when applicable)	Take Note	

4.1.15 At his headquarters the Director must keep available for inspection by representatives of the State, proper qualified staff and all appropriate documents of all security personnel in his service who are employed for the rendering of the service to the State by the Director and be available for inspections by the Administration's Inspectorate of Privatization. The appropriate documents shall include, inter alia, the following:

- **Curriculum Vitae**
- **Scholastic Report**
- **PSIRA registration**
- **Medical fitness certificates**
- **SAPS Criminal records and clearance**
- **SSA Security clearance (if available)**

The Department of Water and Sanitation reserves the right to inspect as part of compliance for the duration of this contract the head office, regional and/or area office of the PSSP, from time-to-time, as prescribed by legislation, departmental policies and directives under guidance of the Director: Security, Safety and Vetting

#### **4.1.16 SECURITY AIDS**

The contractor must ensure that the following security aids, if specified, are available at all items at each site where the contractor renders a security service in terms of this contract.

##### **4.1.16.1 OCCURRENCE BOOK**

###### **PURPOSE:**

The purpose of the occurrence book is to give an overall picture of activities, inspections by supervisors and other occurrences at the site.

###### **COMPULSORY OCCURRENCE-BOOK ENTRIES:**

The security personnel on duty must make the following entries in the occurrence book;

- All **listed routine procedures** such as patrols undertaken, handling-over of shifts, etc., by whom and the time of commencement. These entries must be made clearly legible, in **blue/black** ink.
- All **occurrences**, however important, slight or unusual with reference to the correct time and relevant actions taken.
- All **security personnel activities** – especially deviations in respect of the Site Instructions – indicating particulars of the personnel and relevant times.
- The **issue and/or receipt of keys**, indicating the time and by whom they were received or delivered.
- The **unlocking or locking of doors or gates**, indicating the time and by who locked or unlocked.
- The **handing-over of shifts**, mentioning all names of all shift personnel and accompanying equipment and aids. In this case, personnel taking over as well as personnel handing over must sign the entries.
- **Occurrence book read:** After the taking-over of shifts, the first-level supervisor must make an entry declaring that he has read the occurrence-book in order to acquaint himself with events that occurred during the previous shift.
- **All visits by second-level supervisors and top management:** these entries must be done in **red** ink.

- **Officials of the State** shall pass on in writing, all additional requests in respect of the rendering of the service.
- All personnel shortages

**NOTE:** Under no circumstances may an entry in the occurrence book be erased, painted out with correction fluid or totally deleted. It shall only be cross out by a single line and initialed on the side.

#### **STORAGE OF OCCURRENCE BOOKS:**

The Department shall store the fully completed occurrence books which must be handed in by the Director to the Departmental representative or Security Manager and shall be stored at Department Water & Sanitation Offices for a period of 5 years.

#### **4.1.16.2 ADMISSION CONTROL REGISTERS OR FORMS:**

**PURPOSE:** The purpose of the admission control register or forms is to have information available at all times regarding persons and vehicles admitted to the site within a specific period, in case occurrences take place such information may assist in the enquiry or investigation.

#### **PEDESTRIAN REGISTER / PEDESTRIAN ADMISSION CONTROL FORMS:**

This register forms must be completed correctly and legibly by the security officer on duty and shall make provision for the following:

Register Requirements	Action by bidder	Initial
Date of visit	Take Note	
Admission and exit times of the visitor to and from the site	Take Note	
Surname and initials of the visitor	Take Note	
Home or work address of the visitor	Take Note	
Official identity/passport number of visitor	Take Note	
Name of person to be visited	Take Note	
Purpose of visit	Take Note	
Brand, caliber and number of firearm in visitor's possession	Take Note	
Signature of visitor.	Take Note	

#### **4.1.16.3 VEHICLES REGISTER/VEHICLES FORMS:**

This register forms must be completed correctly and legibly by the security officer on duty and shall make provision for the following:

Register Requirements	Action by bidder	Initial
Date of visit	Take Note	
Admission and exit time of visitor to and from the site	Take Note	
Surname and initials of driver	Take Note	
Home or work address of the driver	Take Note	
Registration number of the vehicle	Take Note	
Name of person to be visited	Take Note	

Purpose of visit	Take Note	
Number of passengers	Take Note	
Brand, caliber and number of firearms in the vehicle	Take Note	
Signature of driver.	Take Note	

#### **STORAGE OF PEDESTRIAN AND VEHICLE REGISTER AND FORMS:**

The contractor must store the fully completed pedestrian and vehicle registers and forms for a period of twelve months.

#### **4.1.16.4 POCKETBOOK:**

**PURPOSE:** The purpose of the pocketbook is to note down all incidents occurring or observations made by a security guard/-officer during a turn of duty, for later reference.

**REQUIREMENT:** During their turns of duty all security personnel must wear a pocketbook on their persons.

**The following information must be noted down in the pocketbook:**

All occurrences/events, however important, slight or unusual, referring to the following:

<b>Pocket Book Requirements:</b>	<b>Action by bidder</b>	<b>Initial</b>
Reporting on and off duty,	Take Note	
Time of occurrence or event,	Take Note	
Extent of occurrence or event,	Take Note	
Relevant occurrence-book serial number with due allowance for paragraph 4.1.22 below.	Take Note	

#### **COPYING INTO OCCURRENCE-BOOK:**

All relevant information noted down in pocketbook must immediately or directly after return from a patrol or a shift, be copied into the occurrence-book.

#### **STORAGE OF POCKETBOOK:**

The contractor must store the fully entered pocketbook for the duration of the contract and a further 12 month thereafter.

#### **4.1.16.5 EMERGENCY INFORMATION**

The Director must ensure that all emergency procedures and Emergency Services (Fire Department, South African Police, Ambulance Service, Closes Hospital, etc.) phone number must be made available to all Security Supervisors and Security Officers allocated to the site.

#### **4.1.17 SITE INSTRUCTIONS**

##### **4.1.17.1 PURPOSE:**

The purpose of the site instructions is to serve as proof, at all reasonable times, and that all personnel who should be on duty per shift, are indeed on duty.



#### **4.1.17.2 DRAWINGS UP A DUTY-LIST:**

Daily, weekly or monthly site instructions of all security personnel on duty must be drawn up by the contractor and kept in the security control office of each site where such service is rendered.

#### **CHANGES TO THE DUTY-LIST:**

Any changes to the site instructions shall be crossed out by a single line, initialed, dated and noted in the occurrence-book.

#### **4.1.17.3 DUTY SHEET:**

##### **PURPOSE:**

The purpose of a duty sheet is to ensure that all security personnel on duty are familiar with the duties as required for this contract.

The contractor must avail at the site a fully expounded duty sheet per duty point.

The supervisor must make daily contact with the departmental representative at the site in order to verify and handle mutual complaints, problems, bottlenecks and requests concerning the rendering of service. At least once a month formal discussions must be held and minutes of which must be kept by the departmental representative.

No security personnel may be allowed to do continuous duty for longer than twelve hours.

#### **4.1.17.4 LOST ARTICLES:**

##### **DEFINITION:**

Lost articles are articles found at the site and for which ownership cannot be established immediately. These articles must be handed in at the control or guard room.

All lost articles handed in at the control room must be recorded in the occurrence-book, after which they must be handed to the departmental representative immediately.

No deliveries by any person will be received at the control or guard room. The necessary arrangements must be made through the departmental representative.

#### **4.1.17.5 LABOUR UNREST INCIDENTS:**

##### **DEFINITION:**

When the Department's personnel on the site or the security personnel engage in illicit personnel practices such as unlawful strikes, unrest and intimidation.

##### **LABOUR UNREST AT THE SITE:**

If the service is interrupted or temporarily deferred because of any labour unrest, labour dispute, civilian disorder, a local or national disaster or any another cause beyond the control of the contractor, the parties must come to an agreement on the methods to ensure continuation of the security service.

#### **4.1.17.6 CHECKING OF SERVICE:**

Checking of service shall be done by on site supervisory staff at the site at least twice during a 24 hour period and by the Area/Project Manager himself at least on a weekly basis. If the service is unsatisfactory the director(s) and/or Managing Member must



intervene with the checking of service. Proof of checking must be done by recording the visit in the occurrence books.

The State reserves the right to check the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the conditions of contract and the site specification.

The State reserves the right to require from the Director, that any of his employees be replaced, in which case the employee must leave the site forthwith. The State will not be held responsible for any damage or claims which may arise because of this and is indemnified against any such claims and legal expenses.

**NOTE:** The departmental representative will have the right to check daily whether sufficient personnel are available at the site in terms of the conditions.

The contractor will be held liable for any damage or loss suffered by the State, as a result of the contractor's own or his employees' negligence or intent which originated from the service rendered at the site.

The State will not be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the State's sites, only in cases where negligence can be proved by the service provider and the loss originated as a result of negligence or intent on the part of the State.

The State is indemnified against any liability, compensation or legal expenses in respect of the following cases: The contractor will be notified in writing of the particulars of each claim he is liable for:

- Loss of life or injuries which might be sustained by the security personnel during the execution of their duties.
- Damage to or destruction of any equipment or property of the contractor during the execution of their duties.
- Any claims and legal costs which might ensue from the failure by or acts committed by the security personnel against third persons, which acts include illicit frisking, illicit arrests and other illicit or wrongful deeds.

#### **4.1.18 INSURANCE (PUBLIC LIABILITY / PROFESSIONAL INDEMNITY)**

- 4.1.18.1 The contractor must, at his own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from his obligations.
- 4.1.18.2 A copy of such insurance contract must be handed to the departmental representative on commencement of the service.
- 4.1.18.3 Evidence that such insurance premiums have indeed been paid, must be furnished annually, the State would have the right to ensure compliance on a monthly basis. The contractor must furnish the State with details of the Insurance Company and the policy.

#### **4.1.19 DEPARTMENTAL EQUIPMENT**

- 4.1.19.1 The contractor may not, unless otherwise specified, make use of any of the State's equipment, aids and/or property, for purposes of compliance with the conditions, which equipment, aids and/or property include inter alia vehicles, stationery, firearms, rooms and furniture.

#### **4.1.20 HOUSING AND/OR ACCOMMODATION**

- 4.1.20.1 No housing will be provided.

#### **4.1.21 TRAINING AND SITE INDUCTION**

- 4.1.21.1 The contractor is responsible for the training of his personnel at the site in respect of the application of the guideline of the emergency plan applicable for the specific site.

#### **4.1.22 KEY CONTROL**

- 4.1.22.1 All keys required to obtain entry to those parts of the site where the service is to be rendered according to the conditions, will be provided.

#### **4.1.23 CLEANLINESS OF GUARD/SECURITY ROOMS**

- 4.1.23.1 The contractor's personnel must at all times refrain from littering and must at all times keep the grounds and buildings occupied by keeping them clean, hygienic and neat. If dogs are used, the contractor at the end of each shift shall remove dogs' faeces.
- 4.1.23.2 The service provider and its officials shall be responsible for cleaning in and around the guard/security rooms supplied by the Department. If the service provider do not comply he/she will be liable for a fined.
- 4.1.23.3 Any damage caused by the service provider and its officials to Departmental property (guardrooms, etc.) of which the service provider will then be the responsible for cost and repair of such property.

#### **4.1.24 TRADING ON DEPARTMENTAL PROPERTY**

- 4.1.24.1 Under no circumstances shall security service provider and its officials be allowed to carry out any trading on Departmental property.

#### **4.1.25 DISPLAY OF SIGNS AND OBJECTS**

- 4.1.25.1 The contractor shall not erect or display any sign, printed matter, painting, name plates, advertisement, and article or object of any nature whatsoever, in, or against State buildings or sites or any part thereof without written permission. The contractor shall not publicly display at the site any article or object which might be regarded as objectionable or undesirable.
- 4.1.25.2 Any sign, printed matter, painting name plate advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed. The contractor shall be held responsible for the costs of such removal.

#### **4.1.26 PRO-RATA DECREASE OF PAYMENT:**

- 4.1.26.1 If at any time the service is not rendered in accordance with the conditions of contract or the specification (for example number of guards are incomplete), the right is reserved to adjust payment pro-rata.
- 4.1.26.2 Similarly, no departure from or breach of or failure to comply with any of the conditions shall be deemed to be a condonation, waiving or ratification of such departure, breach or failure to comply unless such condonation, waiving or non-fulfillment has been agreed to in writing, by the Department.

#### **4.1.27 TERMINATION OF SERVICE:**

- 4.1.27.1 The stipulations of the General Conditions of Contract apply in particular to cases of any failure to comply with any of the conditions of contract, or where an unsatisfactory service is rendered.
- 4.1.27.2 The contract will be terminated immediately should the contractor no longer qualify as security service provider in terms of the Private Security Industry Regulatory Act (Act 56 of 2001) as amended.
- 4.1.27.3 In the case that any of its employees no longer meet the qualifications or conditions of the Security Officers Act, 1987 (Act 92 of 1987) and the Private Security Industry Regulatory Act (Act 56 of 2001) as amended, the contractor must immediately remove from the site and replace these employees and notify the Department.
- 4.1.27.4 Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent with the Department.
- 4.1.27.5 Should the contractor alienate his rights and liabilities in terms of this contract, he must notify DWS immediately so that the necessary steps for the cession of the contract can be taken.

#### **4.2 PARTICULAR SITE SPECIFICATIONS**

- 4.2.1 This particular site specification must be read in conjunction with the **STANDARD AND SPECIAL CONDITIONS OF CONTRACT**. All the under mentioned paragraphs refer to the Standard and Special Conditions of Contract.

##### **4.2.2 SERVICES REQUIRED**

RENDERING OF SECURITY GUARDING SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR THE PERIOD OF 36 MONTHS: MAIN ACCOUNT AND WATER TRADING ACCOUNT

##### **4.2.3 TYPE AND NUMBER OF SECURITY PERSONNEL**

- The Private Security Service Provider (PSSP) shall supply the number of guards required by the Department of Water and Sanitation for the duration of this agreement. As specified in the pricing schedule and or as per purchase order. The contractor must agree to the number of guards needed.
- The bidder must also take note that due to uncertainties with regards to construction and labour related incidents of construction projects; the number of guards per this bid may increase or decrease from time to time due to opening of new and closing at completion of construction works as deemed necessary by the Department of Water and Sanitation provided that mutual agreements have been entered into.
- The validity of the contract will in no way be affected by the differences between the quantities in the Pricing Schedule and the quantities finally certified for payment.

##### **4.2.4 REQUIREMENTS FROM SUCCESSFUL BIDDER**

Once the **successful bidder is informed** about his appointment and a purchase order placed for his services he will be required to submit the following documentation within 21 days for approval by the Contract Manager of Department of Water & Sanitation (Director Safety, Security and Vetting):

4.2.4.1 Copies of every security officer:

- i) Scholastic Certificate
- ii) Registration Certificate
- iii) Medical Certificate
- iv) Security Clearance.

4.2.4.2 Form of occurrence

4.2.4.3 Format of admission control register for:

- i) Pedestrians
- ii) Vehicles

4.2.4.4. Format of Site Instructions for approval

4.2.4.5 The duty sheet for every position mentioned in Part A, B, C and D of Section 3: Pricing Schedule for approval

**4.2.5 PRIVATE SECURITY SERVICE PROVIDER'S RESPONSIBILITIES**

4.2.5.1 The Private Security Service Provider (PSSP) shall be responsible for the transportation of all guards to and from the premises.

4.2.5.2 The Private Security Service Provider (PSSP) shall comply with the safety regulations as prescribed in the Occupational Health and Safety Act, Act 85 of 1993, Department of Water & Sanitation Security Policy and other related Acts and regulations.

4.2.5.3 The Private Security Service Provider (PSSP) shall be responsible to equip his employees with the necessary Personal Protection Equipment (PPE) in areas where construction is taking place.

4.2.5.4 Security Officers as required above must be to execute access control, searching on all main security points, frequent (hourly) patrolling of all areas, escort contractors and visitors, monitor activities and report crime related activities and enforce access control in terms of Control of Access to Public Premises and Vehicles Act, Act 53 of 1985 (as amended)

4.2.5.5 The Department of Water and Sanitation the right to evaluate the competency of any security personnel supplied on the contract at any given time and without prior notice to the contractor.

4.2.5.6 The Department of Water and Sanitation reserves the right to inform the Private Security Service Provider (PSSP) to remove any supplied guard whose presence does not enhance or promote good relations. The Department will not be obliged to provide reasons for the removal of any personnel but will always act in good faith.

4.2.5.7 The Private Security Service Provider (PSSP) shall provide security services in the form of static and patrolling guards and security officers to the standards prescribed in the Act, regulations and other provisions of this agreement.

4.2.5.8 Despite the grade of an officer, the Private Security Service Provider (PSSP) shall make available a senior manager of the company (Director) for liaison with the Security Coordinator or his/her delegated officer.

4.2.5.9 The Private Security Service Provider (PSSP) will be responsible for the implementation and maintenance of appropriate security measures and emergency procedures as approved by the Department of Water and Sanitation.

- 4.2.5.10 The Department of Water and Sanitation will evaluate the performance of the contractor from time to time and the Private Security Service Provider (PSSP) will be informed of the outcome of such an evaluation, on receipt of the evaluation report, the Private Security Service Provider (PSSP) shall address, correct or remedy any shortcomings identified during the evaluation.
- 4.2.5.11 The Private Security Service Provider (PSSP) shall supply Security Officers according to the Department of Water and Sanitation requirements (as per specifications) and submit to the contract manager for approval, the names, qualifications, identity copies. The Department of Water and Sanitation will observe relevant legislation in its conduct requirements and behave in good faith.
- 4.2.5.12 The Private Security Service Provider (PSSP) personnel shall while on duty be accountable to the Security Coordinator but shall remain at all times the employee of the contractor.
- 4.2.5.13 The Private Security Service Provider (PSSP) shall ensure that his personnel co-ordinate fully to provide the services to the Department of Water and Sanitations satisfaction and comply with the working procedures set out by the contract manager.
- 4.2.5.14 No sub-contractors may be appointed under this contract.
- 4.2.5.15 The Private Security Service Provider (PSSP) shall provide continuous related training, in-service and training to his personnel at his cost.
- 4.2.5.16 All training shall be presented by a registered and accredited training institution and shall be documented properly. These documents shall accessible to the Department of Water and Sanitation when required.
- 4.2.5.17 The Private Security Service Provider (PSSP) must ensure that the Security Manager or Supervisor is trained in Incident Investigation and report writing. Proof of the relevant training must be provided.
- 4.2.5.18 The Private Security Service Provider (PSSP) must report all incidents to the Safety and Security Coordinator before the end of the shift. The preliminary incident report regarding the incident must be provided within 24 hours after the incident and a full report as soon as the investigation is completed and the report is available not exceeding 14 days.
- 4.2.5.19 The Private Security Service Provider (PSSP) must supply the Department of Water & Sanitation with the results of the polygraph test, of security officers in case of serious incidents on request as part of the investigation process.
- 4.2.5.20 It shall be the PSSP responsibility to fully comply with the provisions of the Firearms Control Act, Act 60 of 2000 and the specific Regulations of 2004 pertaining to the Firearms Control Act. The PSSP is to ensure that all firearms which are to be utilized during the services period is stored as in accordance with the guidelines of the said Act; guards are to be trained by an accredited approved training service provider.
- 4.2.5.21 All the firearms of the PSSP must be registered in the name of the company; the PSSP must ensure that the guards are supplied with valid firearm permits for each shift undertaken. The PSSP must keep record of all relevant documentation with regard to the firearms, firearms permits, and competency training certificates for the use of firearms for audit purposes by the department's representative. The PSSP must take note that should the company or its security officers not comply with the provisions of the said Act and regulations, the department has the right stop the services or to abscond the services with immediate effect and report to the nearest SAPS.



- 4.2.5.22 The Private Security Service Provider (PSSP) shall ensure that all DWS facilities being utilized by the security officers employed by the company, for example guardhouses, bathrooms, etc., is kept clean and in a good presentable condition. Damages to DWS facilities being utilized by security officers shall be the responsibility of the PSSP.

### 4.3 LIABILITIES

- 4.3.1 The Private Security Service Provider (PSSP) shall be held liable for any damage or loss suffered by the State or Sub-Contractors, as result of the Private Security Service Provider (PSSP)'s own or his employees' negligence or intent that originated at the site relating to security breaches and/or poor service delivery.
- 4.3.2 The State will **NOT** be liable for losses or damages to Private Security Service Provider (PSSP) properties or any items kept at the State's sites, in cases where the loss originated as a result of negligence or intent on the part of the State.
- 4.3.3 The Private Security Service Provider (PSSP) will be liable for loss of life or injuries, which might be sustained by the security personnel during execution of their services
- 4.3.4 The State is indemnified against any liability, compensation or legal expenses in respect of the above mentioned cases: The Private Security Service Provider (PSSP) will be notified in writing of the particulars of each claim he is liable for.
- 4.3.5 Damage to or destruction of any equipment or property of the Private Security Service Provider (PSSP) during the execution of his/her duties remains the responsibility of the Private Security Service Provider (PSSP).
- 4.3.6 The Private Security Service Provider (PSSP) will be liable for any claims and legal costs which might ensue from the failure by or acts committed by the Security Personnel of the Private Security Service Provider (PSSP) against third persons, which acts include illicit frisking, illicit arrests and other illicit or wrongful deeds .
- 4.3.7 The Private Security Service Provider (PSSP) shall, at his own expense, take out sufficient insurance against any claims; costs, loss and/or damage due to his/her staff negligence ensuing from his obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- 4.3.8 The Private Security Service Provider (PSSP) may not, unless otherwise specified, make use of any of the State's equipment, aids and/or property, for purpose of compliance with the conditions, which equipment and aids and/or property include *inter alia* vehicles, stationary, firearms, rooms and furniture.
- 4.3.9 The Private Security Service Provider (PSSP) is responsible for the training of his personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.
- 4.3.10 All keys required to obtain entry to those parts of the site where the service is to be rendered according to the conditions, will be provided.
- 4.3.11 The Private Security Service Provider (PSSP) personnel shall at all-time refrain from littering and shall at all-time keep the grounds and buildings occupied by them clean, hygienic and neat. If dogs are used, the Private Security Service Provider (PSSP) at the end of each shift shall remove their droppings.
- 4.3.12 Under no circumstances are Security Personnel allowed to carry on any trading during periods of service execution.

- 4.3.13 The Private Security Service Provider (PSSP) shall not erect or display any sign, printed matter, painting, name plates, advertisement, and article and/or object of any nature whatsoever, in, or to State Buildings or sites or any part thereof without written consent. The Private Security Service Provider (PSSP) shall not publicly display at the site any article or object which might be regarded as objectionable or undesirable.
- 4.3.14 Any sign, printed matter, painting, name plate advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed. The Private Security Service Provider (PSSP) shall be held responsible for the costs of such removal.

#### **4.4 RATES**

The monthly rates to be filled in the pricing schedule should include all costs. The costs include wages, housing, transport, clothing, overhead costs, profit margin and all other foreseen or unforeseen items.

#### **4.5 PAYMENT**

Payment will be made once every month. The payment will be made for a period from 1<sup>st</sup> day of month to last day of the month. Payment will be made in Rand. A tax invoice clearly stating the amount of hours worked per month should be produced to the client. **The amount of hours will be supported with the completed duty list per position.** Payment will be done within 30 days of receipt of invoice by depositing the payment directly into the bank account of the successful bidder. No cash payments or cheque payments will be done.

#### **4.6 LIABILITY AND INDEMNITY**

- 4.6.1 Department of Water & Sanitation is indemnified from and not liable for any claim/s, injury, loss, omission by or to any of the Private Security Service Provider (PSSP) personnel, whether direct, indirect, consequential or otherwise that may have resulted directly or indirectly through any negligent or wrongful act, omission, error of any kind or nature on the Department of Water and Sanitation part, its employees or agent.
- 4.6.2 The Private Security Service Provider (PSSP) indemnifies the Department of Water and Sanitation against any claim that may be made by any third party against the contractor emanating from this contract.
- 4.6.3 The Private Security Service Provider (PSSP) must procure public liability insurance cover to the value of R 5 000 000, 00, to cover any losses that may occur while this contract is in force. The Private Security Service Provider must submit an insurance cover certificate to the Department of Water and Sanitation within 14 calendar days of signing acceptance of the tender award. A proof that the insurance cover is valid and up-to-date will be submitted on monthly basis for the duration of the contract.

**DEPARTMENT OF WATER AND SANITATION**

**BID: W**

**RENDERING OF PRIVATE SECURITY SERVICE TO THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR A PERIOD OF THREE YEARS (36 MONTHS): MAIN ACCOUNT AND WATER TRADING ACCOUNT**

**SECTION 5: SERVICE LEVEL AGREEMENT AND PSSP OFFICE INSPECTION FORM**

**CONTENTS**

**NOTE:**

*The Service Level Agreement(SLA) and Compulsory PSSP Office / Site Inspection Forms are to be completed by the Successful Bidder after the award of the contract and will be customized for this specific contract.*



## DEPARTMENT OF WATER AND SANITATION

BID: W

### RENDERING OF PRIVATE SECURITY SERVICE TO THE DEPARTMENT OF WATER AND SANITATION NATIONALLY FOR A PERIOD OF 36 Months: MAIN ACCOUNT AND TRADING ACCOUNT

#### SECTION 6:

#### COMPULSORY SUPPLY CHAIN MANAGEMENT AND PRIVATE SECURITY SERVICE PROVIDERS DOCUMENTATION

Submit and attach all Supply Chain Management (SCM) and Private Security Service Providers (PSSP) Documentation to the back of this document in the following order:

NO	COMPULSORY FORMS TO BE SUBMITTED BY THE BIDDER	ATTACHED	
		Yes / No	Initial
1	Originally Certified copy of company / CC / Trust / Partnership registration certificates (CIPC)		
2	Originally certified copy of Identification Documents (ID) of company director/s		
3	Originally certified copy of company / CC / Trust / Partnership B-BBEE Certificate		
4	Proof of registration on the National Treasury Central Supplier Database (CSD).		
5	Valid Certificate of Compliance with Labour (Unemployment Fund) or Letter of Good standing with Labour		
6	Valid Letter of Good Standing with the Compensation Commissioner in terms of the Compensation for Occupational Injuries and Diseases Act No 130 of 1993)		
7	Letter of intent of Public Liability Insurance to the minimum value of 5 million rand		
8	Valid and originally certified copy of registration certificate of the company with PSIRA as per PSIRA Act 56 of 2001		
9	Originally certified copies of registration certificate(s) of company directors with PSIRA as per PSIRA Act 56 of 2001		
10	Letter of Good Standing with PSIRA for the company		
11	PSIRA Registered Employee List (PSIRA Listing of employees for service provider as listed with PSIRA)		

12	Company Profile		
13	Certified copies of vehicle registration documents registered in the company's name		
14	Certified copies of Firearms Licenses		
15	Certified copies of Fire Arm Competent Training Certificates of all employees		
16	Address and telephone list of company head office, provincial and area offices.		
17	Proof of current and/or previous security contracts in the Private Sector or Government		
18	Reference letter(s) from current and/or previous client(s) relating to service delivery Private Sector or Government		
19	List of and proof of two-way communication devices and registration according to ICASA requirements		
20	Examples (single page) of security registers to be utilized by the private security service provider (Example: Occurrence Book, access register, attendance register, firearm permits and register, asset movement register, incident and investigation reports, shift rosters, duty sheets, etc.)		
21	Proof of clearance by the South African Police Service of previous and/or current National Key Point deployment/security service. <b>(If available)</b>		



water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA



ENTITY MAINTENANCE

## ENTITY MAINTENANCE

HEAD OFFICE USE ONLY	Reference no.	<input type="text"/>	<b>Registered</b>
	Entity name	<input type="text"/>	Date registered: <input type="text"/>
		<input type="text"/>	<b>Verified on SafetyWeb</b>
		<input type="text"/>	Date verified: <input type="text"/>
	Entity number	<input type="text"/>	<b>Captured</b>
	Remarks	<input type="text"/>	Date captured: <input type="text"/>
		<input type="text"/>	<b>Authorised</b>
		<input type="text"/>	Date authorised: <input type="text"/>
		<input type="text"/>	
		<input type="text"/>	

### IMPORTANT INFORMATION TO SUPPLIER

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank  
I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB- Electronic Fund Transfer Service", and  
I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement  
or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).  
I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available in  
my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validated as per required bank  
screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

### SUPPORTING DOCUMENTATION MUST ACCOMPANY THIS FORM

ALL RELEVANT FIELDS MUST BE COMPLETED

THE ACCOUNT MUST BE IN THE NAME OF THE SUPPLIER AND NO 3<sup>RD</sup> PARTY PAYMENTS WILL BE ALLOWED

### Section A: Type of Supplier (For official use only)

<input type="checkbox"/> New Supplier Information	<input type="checkbox"/> Update Supplier Information
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Govt. Department <input type="checkbox"/> Partnership
	<input type="checkbox"/> Company <input type="checkbox"/> Trust
	<input type="checkbox"/> CC <input type="checkbox"/> Other (Specify) <input type="text"/>

### Section B: Company/Personal Details

Registered Name	<input type="text"/>
	<input type="text"/>
Trading Name	<input type="text"/>
	<input type="text"/>
*VAT Number	<input type="text"/> *Compulsory where applicable
PERSAL Number	<input type="text"/>
Title	<input type="text"/> Initials <input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>

### Section C: Address Detail

Payment Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/> Postal code <input type="text"/>

**ENTITY MAINTENANCE** (continuation page)**Section D: Supplier Account Details (TO BE VERIFIED BY BANK)**

Account Name	<input type="text"/>	
	<input type="text"/>	
Account Number	<input type="text"/>	Account Type
Bank Name	<input type="text"/>	<input type="checkbox"/> Cheque Account
Branch Name	<input type="text"/>	<input type="checkbox"/> Savings Account
Branch Number	<input type="text"/>	<input type="checkbox"/> Transmission Account
*ID Number	<input type="text"/>	* Compulsory for individuals
Passport Number	<input type="text"/>	
**Company Registration Number	<input type="text"/>	**Compulsory for companies
***CC Registration	<input type="text"/>	***Compulsory where applicable
****Please include CC/CK where applicable		
Practise Number	<input type="text"/>	
****Trust Number	<input type="text"/>	

IT IS HERBY CONFIRMED THAT THESE DETAILS HAVE BEEN VERIFIED AND IS EXACTLY THE SAME AS ON ONE OF THE FOLLOWING APPLICABLE SCREENS:

**ABSA:** CIF Screen  
**FNB:** Hogans System on the CIS4  
**STD:** Bank - Look - Up - Screen  
**Nedbank:** Banking Platform under the Client Details Tab

Contact Number 

BANK STAMP

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of Bank Official		Print Name				Date (dd/mm/yyyy)			

**Section E: Contract Details of Supplier**

Telephone

Fax

Mobile (Cell no.)

E-mail Address

Contact Person

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of Supplier		Print Name				Date (dd/mm/yyyy)			

**Section F: Contract Details of DWA Office (For official use only - officials with signing authority only)**

Office

Telephone

Fax

E-mail Address

OFFICIAL STAMP

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of DWA Official		Print Name				Date (dd/mm/yyyy)			