



MINUTES OF THE SIX COMPULSORY BRIEFING SESSION MEETINGS FOR CENTRAL OPERATIONS:

BID NO.: DWS18-1124 WTE

RENDERING OF PRIVATE SECURITY SERVICES TO THE DEPARTMENT OF WATER AND SANITATION FOR NORTHERN OPERATIONS, CENTRAL OPERATIONS, EASTERN OPERATIONS AND SOUTHERN OPERATIONS FOR A PERIOD OF 36 MONTHS: WATER TRADING ACCOUNT.

AGENDA

- Opening, welcome and introductions
- Purpose of the bid and contract duration
- Contents of the bid document
- Question and Answers
- Closure

PRESENTERS

Technical Presentation by: Mr. Vincent Phosa

SCM Presentation by: Ms. Julia Dirane

Meeting no.	Date:	Time:	Venue:	DWS Officials other than presenters
1	05 December 2024	10:00am	Orange Vaal Area Office - Bloem Plaza, C/O East Burger and 1 st Floor Charlotte Maxeke Street, Bloemfontein Province: Free State	1. Mr Daniel Mongwe 2. Mr. Luvuyo Sokutu 3. Mr. Isaac Radebe 4. Mr. Khotso Sefatsa
2	09 December 2024	10:00am	Roodeplaat Construction Training Centre Auditorium, Pretoria Province: Gauteng	1. Ms. Unathi Makalima
3	10 December 2024	10:00am	Usutu River Area Office - Jericho dam, Amsterdam 2375 on R65 Road to Amsterdam/Manzini Province: Mpumalanga, City/Town: Amsterdam	1. Mr. Dumisani Mhlanga 2. Mr. Mulatedzi Manganyi 3. Ms. Nomthandazo Plaatjie 4. Ms. Unathi Makalima
4	11 December 2024	10:00am	Usutu Vaal Area Office - Grootdraai dam, Standerton on R39 Road to Ermelo. Standerton Province: Mpumalanga	1. Ms. Unathi Makalima 2. Mr. Johan Smith
5	12 December 2024	10:00am	UPPERVAAL Area Office - Plot No 1 Mackenzie Street. Deneysville 1932 Province: Free State	1. Ms. Unathi Makalima 2. Ms. Linah Phoshoko 3. Mr. Charles Mokone
6	13 December 2024	10:00am	Potchefstroom office -126 Chris Hani Street, Department of Water and Sanitation. Potchefstroom Province: North West	1. Ms. Unathi Makalima

1. OPENING, WELCOME AND INTRODUCTIONS

In all the meeting proceedings Mr. Metse Phosa opened the meeting by welcomed everyone in attendance. He introduced himself and then invited other DWS officials to introduce themselves.

Mr. Metse Phosa led the bidders through the agenda for the day, explaining how presentations would unfold concerning administrative which will be presented by Ms Dirane and technical compliance matters will be addressed by him covering the Standard Specification for security and particular Site Specification. Bidders were informed of the meeting's recording for audit purposes and instructed to sign the attendance register. Furthermore, DWS representatives would sign the register as confirmation of attendees' presence.

Bidders were requested to provide precise company details, such as the company name, contact information, and the name of their representative, on the attendance register for assessment purposes. Additionally, they were informed that in case of any necessary communication before the bid closure, potential suppliers would be contacted using the company information supplied on the attendance register. The person who attended the meeting must provide the bidding company name, contact information of the person who the department will do the correspondence with during the tender period or even after the closing of the bid. Additionally, bidders were informed that in case of any necessary communication before the bid closure, potential suppliers would be contacted using the company information supplied on the attendance register. (This was stated at the beginning of the first meeting).

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2.	PURPOSE OF THE BID																																												
	<ul style="list-style-type: none">To appoint a security company/s for rendering private security services to the Water and Sanitation Department for Northern Operations, Central Operations, Eastern Operations and Southern Operations for a period of 36 months: Water Trading Account. <p>These briefing session meetings were covering Central Operations Unit only which is split into six (6) sections, comprising a total of thirty-six (36) sites. The tables below show the number of projects as well as the six (6) site and their province.</p> <table><tr><th>No</th><th>SITE DESCRIPTION</th><th>No</th><th>SITE DESCRIPTION</th></tr><tr><td>1</td><td>Vaal Dam Office</td><td>11</td><td>Gariep Dam</td></tr><tr><td>2</td><td>Metsimatsho</td><td>12</td><td>Oviston</td></tr><tr><td>3</td><td>Fika Patso</td><td>13</td><td>Orange Fish Tunnel</td></tr><tr><td>4</td><td>Ash River Outfall</td><td>14</td><td>Vanderkloof Dam</td></tr><tr><td>5</td><td>Caledon North Tunnel</td><td>15</td><td>Bloemhof Dam</td></tr><tr><td>6</td><td>Caledon South Tunnel</td><td>16</td><td>Grootdraai Dam</td></tr><tr><td>7</td><td>Koppies Dam</td><td>17</td><td>Naauwpoort pump Station</td></tr><tr><td>8</td><td>Potchefstroom Office and Single Quarters</td><td>18</td><td>KWASAP Pipeline</td></tr><tr><td>9</td><td>Boskop Training Center</td><td>19</td><td>Rietfontein Pump Station</td></tr><tr><td>10</td><td>Praetor Forum Building Office</td><td>20</td><td>Trichardtfontein Dam</td></tr></table>	No	SITE DESCRIPTION	No	SITE DESCRIPTION	1	Vaal Dam Office	11	Gariep Dam	2	Metsimatsho	12	Oviston	3	Fika Patso	13	Orange Fish Tunnel	4	Ash River Outfall	14	Vanderkloof Dam	5	Caledon North Tunnel	15	Bloemhof Dam	6	Caledon South Tunnel	16	Grootdraai Dam	7	Koppies Dam	17	Naauwpoort pump Station	8	Potchefstroom Office and Single Quarters	18	KWASAP Pipeline	9	Boskop Training Center	19	Rietfontein Pump Station	10	Praetor Forum Building Office	20	Trichardtfontein Dam
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	<p>Bidders who attended one meeting out of the six-briefing session for Central Operation may submit or bid for any or all of the project's sites as listed in the table below.</p> <table><tr><th>Central Operation Sites</th><th>Province</th></tr><tr><td>Roodeplaat Training Centre located along Moloto Road, Construction Auditorium</td><td>Gauteng</td></tr><tr><td>Usutu River Area Office Admin Building Reception, R65 Road to Amsterdam/Mbabane, Jericho Dam , Amsterdam</td><td>Mpumalanga</td></tr><tr><td>Usutu Vaal Area Office R39 Ermelo Roa, Grootdraai Dam (8km from Standerton)</td><td>Mpumalanga</td></tr><tr><td>Potchefstroom Area Office 126 Chris Hani Street, Potchefstroom</td><td>North West</td></tr><tr><td>UpperVaal, Vaal Dam Area Office Plot 1, McKenzi Street, Dept of Water and Sanitation, Deneysville</td><td>Free State/ Eastern Cape/ Norther Cape</td></tr><tr><td>Orange Vaal Area Office 1420 Protea Street, Vanderkloof</td><td>Free State/ Eastern Cape/ Norther Cape</td></tr></table>				Central Operation Sites	Province	Roodeplaat Training Centre located along Moloto Road, Construction Auditorium	Gauteng	Usutu River Area Office Admin Building Reception, R65 Road to Amsterdam/Mbabane, Jericho Dam , Amsterdam	Mpumalanga	Usutu Vaal Area Office R39 Ermelo Roa, Grootdraai Dam (8km from Standerton)	Mpumalanga	Potchefstroom Area Office 126 Chris Hani Street, Potchefstroom	North West	UpperVaal, Vaal Dam Area Office Plot 1, McKenzi Street, Dept of Water and Sanitation, Deneysville	Free State/ Eastern Cape/ Norther Cape	Orange Vaal Area Office 1420 Protea Street, Vanderkloof	Free State/ Eastern Cape/ Norther Cape																					
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3.	<p>CONTENTS OF THE BID DOCUMENT</p> <p>The below part was presented by the SCM representative</p> <p>Part A: Invitation to Bid (SBD 1)</p> <p>Part B: Terms and Conditions for Bidding</p> <p>Section 1: Legalities (includes Evaluation Criteria)</p> <p>Section 2: Specification</p> <p>Section 3: Pricing Schedule</p> <p>Section 4: General Conditions of Contract</p> <p>Section 5: Special Conditions of Contract</p> <p>Section 6: Private Security Service Provider Office Inspection</p> <p>Section 7: Penalties</p>																																						

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	<p>Section 8: Scope Of Work (Standard and Particular Specifications)</p> <p>Section 9: Service Level Agreement and PSSP Office Inspection Form</p>
4	SCM PRESENTATION
	<p>Part A: Invitation to Bid (SBD 1)</p> <ul style="list-style-type: none"> In the invitation to bid, on the top section the bidder will be able to find the bid number, Closing date and time, project description, address of where the bid document has to be deposited. The bidding procedure contact details of relevant SCM officials and technical officials for the bid (Office numbers and or Cell Phone numbers). The middle section will contain the supplier information. Bidders should note that when the National Treasury CSD MAAA number is required, it must be provided for the bidding entity. If the bidding company is a joint venture (JV), consortium, or partnership, only the leading partner is required to submit the MAAA number. The bid has to be completed by a person nominated to represent the bidding company, whether as part of a JV or not, must submit a letter appointing them as the authorized signatory for the bid. Proof of this authority must be included with the bid submission (Pls refer to administration evaluation criteria – phase 1). <p>Part B: Terms and Conditions for Bidding</p> <ul style="list-style-type: none"> Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration. All bids must be submitted on the official forms provided (not to be re-typed) or in the manner prescribed in the bid document. This bid is subject to the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2022, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract. The successful bidder Compliance Tax Requirements The successful bidder will be required to fill in and sign an SLA.
4	Section 1: Legalities (Summary) - Instructions To Bidders
4.1	<p>Issuing Of Documents</p> <ul style="list-style-type: none"> Bidders were informed that the initial tender document was published on DWS website as well as on National Treasury e-tender portal only. Bidders are requested to examine the uploaded document to ensure they could effectively respond to the bid with all essential attachments included. Furthermore, bidders are directed to produce a duplicate of the original bid document, encompassing all required attachments, for their records in any forthcoming communication with the department. <ul style="list-style-type: none"> Bid documents or related documentations may be downloaded from the DWS Departmental website under current tenders: www.dwa.gov.za/Tenders/tendersCurrent.aspx Or from the National Treasury website http://www.treasury.gov.za/divisions/ocpo/ostb/CurrentTenders.aspx <p>(a) 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 Department 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</p>

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	<p>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.</p> <p>(b) 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.</p> <p>(c) 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.</p>
4.2	Instructions to Bidders - Queries with respect to this bid
	<p>Queries of a specific technical nature may be directed in writing to both Mr. Mr George Dilima Acting Corporate Services Management on the following e-mail address phosam2@dws.gov.za or Dilimag@dws.gov.za. as well as bidenquirieswte@dws.gov.za.</p> <p>NB: Technical inquiries will not be addressed allowed telephonically therefore, bidders need to send the enquired in writing in order for the Department of Water and Sanitation.</p>
4.3	Instructions to Bidders - Administrative documents
	SCM administrative forms to be completed by bidders are listed under Phase 3 Evaluation Criteria: Administrative Compliance and documents to be attached by bidders are listed under Phase 1: Mandatory requirements.
4.4	Instructions to Bidders - Completion of bids
	<p>(a) 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.</p> <p>(b) All spaces in the bid forms and other annexures shall be completed in full.</p> <p>(c) Section 3 in the bid document and the Pricing Schedule must be <u>fully completed under the relevant Construction Management project the bidder is responding to</u> and priced out by the bidder. Failure to do so will deem your bid invalid.</p> <p>(d) The bid documents shall not be separated in any way, nor must any pages be detached from the original documents.</p> <p>(e) The bidder must ensure that all documents as attached to this bid are fully and neatly completed and that signatures are made to all areas where it is indicated to do so.</p>
4.5	Instructions to Bidders - Submission of bids
	<p>The Bid Document shall be completed, signed and submitted as follows:</p> <p>a) The original Bid, together with a cover letter and supporting documents, shall be sealed in an envelope endorsed: <u>Bid envelope need to be clearly marked as follows:</u></p> <ul style="list-style-type: none"> • Tender reference number: DWS18 1124 WTE • Central Operations Unit • Title of tender: Rendering of private security services to the Department of Water and Sanitation for Northern Operations, Central Operations, Eastern Operations and Southern Operations for a period of 36 months: Water Trading Account • The bidder's name and accurate contract details of the person who completed the document must be clearly indicated. In the event of late arrival of the bidder's

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	<p>documents, officials will be able to coordinate with the bidder to collect the late bid without opening the bid document.</p> <p>b) Bidders are required to submit their documents to the correct addresses at the right date and time. Bidders have must submit or hand deliver to Construction South unit and the physical addresses are as follows: Physical address:</p> <p>267 Lilian Ngoyi Street (Formally Van der Walt Street) Praetor Forum Building, 1st Floor Dept of Water and Sanitation, Pretoria, 0001</p> <p>Postal address: Private bag x 273 Pretoria 0001</p> <p><i>It is the bidder's responsibility to ensure that the bid document is submitted to the correct location and by the specified deadline. To avoid any issues, it is recommended that the bid be submitted at least one day before the closing date. Bidders should not submit their bids through colleagues employed by the Department. Any bid that is late but found within the DWS premises will still be considered a late submission if it is not at the correct place, time and date. Bid office officials will not be held responsible for any delays.</i></p>
4.6	Instructions to Bidders - Signatures on bids
	<ul style="list-style-type: none"> • If the bid is submitted by an individual, it must be signed either by that individual or by someone authorized to do so on their behalf, and proof of this authorization must be provided. If the bid is from a company, it must be signed by someone who has been duly authorized through a Board of Directors' Resolution, and 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: <ul style="list-style-type: none"> (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.
4.7	Instructions to Bidders - compulsory site meeting and closing date of the bid
	<p>Site Briefing Session/s attendance is "Compulsory". The meeting is scheduled to ensure that bidders are familiar with aspects of the proposed services and have a chance to raise questions. Details of the 12 Compulsory Site Briefing Session were provided on the bid document as well as on the DWS website or National Treasury e-tender portal. Bidders failing to attend the briefing will invalidate the bid.</p> <p><u>Six (6) compulsory briefing meetings for Central Operations were scheduled as follows:</u></p>

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	<p><u>Meeting 1 Free State Province:</u></p> <p>Date: 05 December 2024 Time: 10:00am Venue: Orange Vaal Area Office: Bloemfontein Address: Bloem Plaza, C/O East Burger and 1st Floor Charlotte Maxeke str. Province: Free State, City/Town: Bloemfontein</p> <p><u>Meeting 2 Gauteng Province:</u></p> <p>Date: 09 December 2024 Time: 10:00 Venue: Roodeplaat Training Centre The Roodeplaat Training Centre is located along Moloto Road. Province: Gauteng, City/Town: Pretoria</p> <p><u>MEETING 3 Mpumalanga Province:</u></p> <p>Date: 10 December 2024 Time: 10:00am Venue: Usutu River Area Office Address: Jericho dam, Amsterdam 2375 on R65 Road to Amsterdam/Manzini Province: Mpumalanga, City/Town: Amsterdam</p> <p><u>MEETING 4 Mpumalanga Province:</u></p> <p>Date: 11 December 2024 Time: 10:00am Venue: Usutu Vaal Area Office Address: Grootdraai dam, Standerton on R39 Road to Ermelo Province: Mpumalanga, City/Town: Standerton</p> <p><u>MEETING 5 Gauteng Province:</u></p> <p>Date: 12 December 2024 Time: 10:00am Venue: UPPERVAAL Area Office Address: Plot No 1 Mackenzie Street Province: Free State, City/Town: Deneysville 1932</p> <p><u>MEETING 6 North West Province:</u></p> <p>Date: 13 December 2024 Time: 10:00am Venue: Potchefstroom office: Construction West Address: 126 Chris Hani Street, Department of Water and Sanitation Province: North West, City/Town: Potchefstroom</p> <p>Bidders who plan to form a joint venture with one of the companies present at the meeting will be allowed to submit a response, even if the other parties in the joint venture, consortium, or partnership did not attend. As long as the name of one of the joint venture entities is listed on the attendance register, their submission will be permitted. The deadline will be on <u>22 January 2025, at 11:00am</u> unless communicated otherwise by the department. E-mail and late tenders will not be accepted.</p>
4.8	Instructions to Bidders – General and special conditions of contract
	The General Conditions of Contract (National Treasury 2010) and Special Conditions of Contract shall be regarded as an integral part of the contract documents. Where there is a conflict between the two, Special Conditions of the Contract shall take precedence.

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4.9	Instructions to Bidders – Application of the preference point system
	<p>90/10 or 80/20 preference points system will be used in accordance with the Regulation 4: Preferential Procurement Regulation, 2022 pertaining to Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), where the lowest acceptable bid will score 90/ 80 points for price and a maximum of 10/ 20 points will be awarded for specific goals, which are allocated in terms of the directors/members/owner's information or supplier company information as follows:</p> <p>90/10</p> <ul style="list-style-type: none"> • Who are women = 2 points • Who has a disability = 2 points • Who is a youth = 2 points • Location enterprise (National Bid, Points will be allocated according to the province of interest) = 1 • B-BBEE status level contributors from level 1 to 2 which are QSE or EME = 3 points <p>80/20</p> <ul style="list-style-type: none"> • Who are women = 5 points • Who has a disability = 5 points • Who is a youth = 5 points • Location enterprise (National Bid, Points will be allocated according to the province of interest) = 2 • B-BBEE status level contributors from level 1 to 2 which are QSE or EME = 3 points
4.10	Instructions to Bidders - Bids to comply with documents
	<p>(a) Where applicable, Bidders must allow in their Bids for all labour, equipment 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.</p>
4.11	Instructions to Bidders - Certificates
	<p>The Bidder should submit at closure of the bid all the relevant registration certificates as specified in paragraph three (3) above.</p> <p>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 and Bidder's Acceptance of Appointment. Failure to comply with this requirement within the 30 calendar days shall result in cancellation of appointment.</p> <p>PSIRA Registered Employee List (PSIRA Listing of employees for service provider as listed with PSIRA) to be submitted 14 days prior to commencement of the contract.</p>
4.12	Instructions to Bidders - Bid validity period
	<p>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.</p>
4.13	Instructions to Bidders - Telegraphic bids
	<p>No bid forwarded by telegram, telex, facsimile, e-mail or similar apparatus will be considered.</p>
4.14	Instructions to Bidders - The departments right to decline any bid

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	The Department does not bind itself to accept the lowest or any bid.
4.15	Instructions to Bidders - Acceptance of bid offer
	<p>The bid offer will only be acceptable if the bidder complies with all the requirements as stated in the bid document.</p> <p>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.</p> <p>TAKE NOTE: The successful bidder (service provider) must not commence with the security service without confirmation of purchase order (PO).</p>
4.16	Instructions to Bidders - Department not liable for bidder's expenses
	The Department will not be held liable for any expenses incurred in preparing and submitting bids.
4.17	Instructions to Bidders - Payments under the contract
	<p>All payments due to the Contractor in terms of the contract will be done by means of Electronic Fund Transfer (EFT).</p> <p>Contractors must provide the necessary details of their bank account in a standardized entity forms supplied by the Department of Water and Sanitation.</p>
4.18	Instructions to Bidders - Rejection of bid
	Bids not complying with the above-mentioned requirements and specifications may be regarded as incomplete and may not be considered.
4.19	Instructions to Bidders – Results of bids
	Results of non-acceptance of bids will be sent to individual unsuccessful bidders.
4.20	Instructions to Bidders – Insurance Documentation
	<p>Successful bidder will be expected to secure insurance with legitimate financial institution to the value indicated in B. SPECIAL CONDITIONS OF CONTRACT.</p> <p>Proof of such insurance policy must be provided to the Department of Water and Sanitation within 30 days after receipt of "Letter of notification to Bidder" from the Department after Sanitation and be kept active for the duration of the contract.</p>
4.21	Evaluation Criteria
	<p>Bids will be evaluated in six (6) phases as per PPPFA, Act No.5 of 2000 (PPPFA). The bidder scoring the highest points in phase 6 (Preference Points System) will be recommended for award. The lowest acceptable bid will score 80/90 points for price and a maximum of 20/10 points will awarded for specific goals. Bidders were informed that they should take note that this Bid may be awarded to one or more companies (according to where the Bidders have tendered per project) as specified in the pricing schedule of deployment in the bid. <u>Six (6) evaluation phases</u> are follows:</p> <ul style="list-style-type: none"> • Phase 1: Mandatory Requirements • Phase 2: Functionality Compliance • Phase 3: Administrative Compliance • Phase 4: Site Inspection • Phase 5: Preference Points system • Phase 6: State Security Agency Clearance Certificate

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4.21.1	<p>Phase 1: Mandatory Requirements</p> <p>Failure to submit any of the documents listed below will render your bid non-responsive and will be disqualified.</p> <table><tr><th>NO</th><th>MANDATORY CRITERIA</th><th>REQUIREMENT</th></tr><tr><td>1.</td><td>Certificate of confirmation issued by the Registrar of Companies and in the name of the Company.</td><td>Attach certificate issued by the Registrar of Companies in the name of the company.</td></tr><tr><td>2.</td><td>Valid copy of company registration certificate with PSIRA.</td><td>Attach valid company registration certificate with PSIRA.</td></tr><tr><td>3.</td><td>Valid copy of all company director(s) Grade A PSIRA registration certificate.</td><td>Attach valid copy of Grade A PSIRA registration certificate for director(s) of the company.</td></tr><tr><td>4.</td><td>Valid PSIRA letter of good standing not older than 3 months.</td><td>Attach valid letter of good standing.</td></tr><tr><td>5.</td><td>Valid certified copies of director(s) identity documents (South African Citizens only).</td><td>Attach South African ID copies of director(s) of the company.</td></tr><tr><td>6.</td><td>Valid letter of good standing from Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA) from the Department of Employment and Labour in the name of the company and/or close corporation (Security Industry) / Valid letter for tender purposes.</td><td>Attach valid letter of good standing for tender purposes.</td></tr><tr><td>7.</td><td>Proof of insurance / letter of intent for public liability cover with a registered Financial Service Provider (FSP) company to the value of 5 million rands in the name of the company and/or close corporation.</td><td>Attach proof of Public Liability insurance cover or letter of intent from a FSP registered company.</td></tr><tr><td>8.</td><td>Compulsory Briefing Session attendance.</td><td>Attached signed attendance register at the briefing session.</td></tr><tr><td></td><td colspan="2">NB: The validity period of all certified copies of documents must not exceed six months.</td></tr></table>	NO	MANDATORY CRITERIA	REQUIREMENT	1.	Certificate of confirmation issued by the Registrar of Companies and in the name of the Company.	Attach certificate issued by the Registrar of Companies in the name of the company.	2.	Valid copy of company registration certificate with PSIRA.	Attach valid company registration certificate with PSIRA.	3.	Valid copy of all company director(s) Grade A PSIRA registration certificate.	Attach valid copy of Grade A PSIRA registration certificate for director(s) of the company.	4.	Valid PSIRA letter of good standing not older than 3 months.	Attach valid letter of good standing.	5.	Valid certified copies of director(s) identity documents (South African Citizens only).	Attach South African ID copies of director(s) of the company.	6.	Valid letter of good standing from Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA) from the Department of Employment and Labour in the name of the company and/or close corporation (Security Industry) / Valid letter for tender purposes.	Attach valid letter of good standing for tender purposes.	7.	Proof of insurance / letter of intent for public liability cover with a registered Financial Service Provider (FSP) company to the value of 5 million rands in the name of the company and/or close corporation.	Attach proof of Public Liability insurance cover or letter of intent from a FSP registered company.	8.	Compulsory Briefing Session attendance.	Attached signed attendance register at the briefing session.		NB: The validity period of all certified copies of documents must not exceed six months.	
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4.21.2	<p>Phase 2: Functionality Compliance - Bidders must score at least 70 out of 100 in respect of functionality to qualify for advancement to Phase 3. A bidder that scores less than 70 out of 100 will be regarded as submitting a non-responsive bid and will not be evaluated further. Bidders will be evaluated in the following manner:</p> <p>Experience in security industry measured as per below. 25 points (Formula: Score x 5 = Value)</p> <table><tr><th>Experience in security industry measured as per below. (Formula: Score x 5 = Value)</th><th></th><th></th><th>Total Points</th></tr><tr><td>Number of years</td><td>Score</td><td>Value</td><td rowspan="6">25</td></tr><tr><td>0 – less than a year</td><td>1</td><td></td></tr><tr><td>1 year and less than 2 years</td><td>2</td><td></td></tr><tr><td>2 year and less than 3 years</td><td>3</td><td></td></tr><tr><td>3 year and less than 4 years</td><td>4</td><td></td></tr><tr><td>More than 4 years</td><td>5</td><td></td></tr></table> <p>Supported by signed reference letters on a client letterhead with a clear outline of the following information:</p> <ul style="list-style-type: none">• Description/scope of services• Value of the project/contract	Experience in security industry measured as per below. (Formula: Score x 5 = Value)			Total Points	Number of years	Score	Value	25	0 – less than a year	1		1 year and less than 2 years	2		2 year and less than 3 years	3		3 year and less than 4 years	4		More than 4 years	5								
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	<ul style="list-style-type: none">• Duration of contract including start and end dates• Name of site(s)/locality• References' work contact number and email address <p>Combined value of contracts measured as per bellow: 10 Points (Formula: Score x 2 = Value)</p> <table><tr><th>Value of Contract</th><th>Score</th><th>Value</th><td rowspan="6">10</td></tr><tr><td>R1 – R 4 000 000</td><td>1</td><td></td></tr><tr><td>R 4 000 001 – R6 000 000</td><td>2</td><td></td></tr><tr><td>R6 000 001 – R 8 000 000</td><td>3</td><td></td></tr><tr><td>R8 000 001 – R 10 000 000</td><td>4</td><td></td></tr><tr><td>R 10 000 001 and above</td><td>5</td><td></td></tr></table> <p>Bidders must attach a schedule of current and previous projects, government and/or private, reflecting the term and the value of the contract</p> <p>Project Implementation and Deployment Plan: 20 points (Formula: Score x 4 = Value) Project Implementation and Deployment Plan should explain 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. The project implementation must outline the following:</p> <ol style="list-style-type: none">1. Project plan proposal on how to carry out the project.2. Must stipulate the frequency of the site meetings.3. Provide the CVs of the Security site / Operational managers with Minimum 3 Years supervisory experience and their training profile.4. Provide the detail incident response investigation and the turnaround time for implementation. <table><tr><td colspan="2">Formula Score:</td></tr><tr><td>Bullets:</td><td>Score:</td></tr><tr><td>1, 2, 3 and 4</td><td>5</td></tr><tr><td>1, 2 and 3</td><td>4</td></tr><tr><td>1, 2 and 4</td><td>3</td></tr><tr><td>1 and 3</td><td>2</td></tr><tr><td>Any one of the four</td><td>1</td></tr></table> <p>Contingency Plan: 20 points (Formula: Score x 4 = Value) Contingency Plan outlining what the service provider will do in crisis situations such as staff shortages, strikes, ad-hoc arrangements, etc.</p> <ol style="list-style-type: none">1. A Comprehensive plan to handling of strikes.<ul style="list-style-type: none">• Role and responsibilities of managers / supervisors and guards.2. Command and Control.3. Communication methods.4. Posting plan during public holidays, festive seasons, and Easter holidays. Resources to be deployed during the strikes and holidays. <table><tr><td colspan="2">Formula Score:</td></tr><tr><td>Bullets:</td><td>Score:</td></tr><tr><td>1, 2, 3, 4 and 5</td><td>5</td></tr><tr><td>1, 2, 3 and 4</td><td>4</td></tr><tr><td>1, 3 and 4</td><td>3</td></tr><tr><td>1 and 4</td><td>2</td></tr><tr><td>any one of the five</td><td>1</td></tr></table>	Value of Contract	Score	Value	10	R1 – R 4 000 000	1		R 4 000 001 – R6 000 000	2		R6 000 001 – R 8 000 000	3		R8 000 001 – R 10 000 000	4		R 10 000 001 and above	5		Formula Score:		Bullets:	Score:	1, 2, 3 and 4	5	1, 2 and 3	4	1, 2 and 4	3	1 and 3	2	Any one of the four	1	Formula Score:		Bullets:	Score:	1, 2, 3, 4 and 5	5	1, 2, 3 and 4	4	1, 3 and 4	3	1 and 4	2	any one of the five	1
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	<p>Training Plan and Personnel Quality: 10 points (Formula: Score x 2 = Value)</p> <p>Training Plan explaining specific target areas and intended audience: Comprehensive detailed Training Plan/Schedule for Security Guard/Officer.</p> <p>1. Training plan. 2. Frequency of training. 3. Detailed Objectives of a particular training. 4. Detail Monitoring process.</p> <p>Formula Score:</p> <table><tr><td>Bullets:</td><td>Score:</td></tr><tr><td>1, 2, 3 and 4</td><td>5</td></tr><tr><td>1, 2 and 3</td><td>4</td></tr><tr><td>1, 2 and 4</td><td>3</td></tr><tr><td>1 and 3</td><td>2</td></tr><tr><td>any one of the four</td><td>1</td></tr></table>	Bullets:	Score:	1, 2, 3 and 4	5	1, 2 and 3	4	1, 2 and 4	3	1 and 3	2	any one of the four	1																																										
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	<p>Local Socio-economic Participation and Development Objectives. 15 Points (Formula: Score x 3 = Value)</p> <p>The Department of Water and Sanitation Chief Directorate: Construction Management and Construction Units is committed to transformation within the construction industry and water sector through the optimisation of socio-economic benefits within its sphere of business. The completion of the below columns is compulsory, a maximum of 15 points will be awarded per project specified below.</p> <p>The bidder should attach proof of physical address for verification of the location of their satellite office/command post/site office premises in the form of a utility bill, municipal rates statement, lease agreement, property ownership deed or police affidavit</p> <p>For the purpose of this evaluation criteria, the bidder must submit a valid copy of the companies municipal account or lease agreement, where bidders are from a non-municipal area, the bidders should submit a confirmation letter from the closest municipality stating that the bidder is from a non-municipal area, and that must be supported by an affidavit, for the evaluation team to be able to allocate the respective points as per the criteria as set out in the below tables.</p> <table><tr><td>Name of Site</td><td colspan="3">Details:</td></tr><tr><td>Orange Vaal Central Operation</td><td colspan="3">Orange Vaal Area Office, Free State/ Eastern Cape/ Northern Cape. GPS: 29°6'59"S, 26°13'21"E</td></tr><tr><td>Distance from PSSP Office to Project</td><td>Score</td><td>Value</td><td rowspan="7">15</td></tr><tr><td>201 and further</td><td>1</td><td></td></tr><tr><td>151 - 200</td><td>2</td><td></td></tr><tr><td>101 - 150</td><td>3</td><td></td></tr><tr><td>51 - 100</td><td>4</td><td></td></tr><tr><td>0 - 50</td><td>5</td><td></td></tr></table> <table><tr><td>Name of Site</td><td colspan="3">Details:</td></tr><tr><td>Praetor Forum Office Central Operation</td><td colspan="3">Site 1: Praetor Forum Office . Province: Gsuteng: 257461,28.1891</td></tr><tr><td>Distance from PSSP Office to Project</td><td>Score</td><td>Value</td><td rowspan="7">15</td></tr><tr><td>201 and further</td><td>1</td><td></td></tr><tr><td>151 - 200</td><td>2</td><td></td></tr><tr><td>101 - 150</td><td>3</td><td></td></tr><tr><td>51 - 100</td><td>4</td><td></td></tr><tr><td>0 - 50</td><td>5</td><td></td></tr></table>	Name of Site	Details:			Orange Vaal Central Operation	Orange Vaal Area Office, Free State/ Eastern Cape/ Northern Cape. GPS: 29°6'59"S, 26°13'21"E			Distance from PSSP Office to Project	Score	Value	15	201 and further	1		151 - 200	2		101 - 150	3		51 - 100	4		0 - 50	5		Name of Site	Details:			Praetor Forum Office Central Operation	Site 1: Praetor Forum Office . Province: Gsuteng: 257461,28.1891			Distance from PSSP Office to Project	Score	Value	15	201 and further	1		151 - 200	2		101 - 150	3		51 - 100	4		0 - 50	5	
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		certificate. This must be included for all consortium /Joint venture partners	
	4	Complete, sign and submit Standard Bidding Documents forms (SBD 1, SBD 3.2 (Pricing Schedule), SBD 4, and SBD 6.1.	
	5	The service provider (and in the case of a consortium or joint venture – at least one member of such consortium or joint venture) should submit a notary agreement between the parties must clearly identify the lead partner (if applicable)	
	6	A valid copy of B-BBEE Status Level Verification Certificate or a valid original sworn affidavit (failure to submit, the Bidder will forfeit the relevant points allocated for B-BBEE under specific goals)	
	7	Letter of appointment of duly authorized person to sign bid. Proof of such authority must be submitted with the bid. If by an individual, must be signed by that individual or by someone on his behalf duly authorised thereto and proof of such authority must be produced. If the bid is by a Company, it must be signed by a person duly authorised 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.	
	8	An example (single page) of security registers to be utilized by the private security service provider (Example: Occurrence Book, access register, visitors permit, attendance register, firearm permits and register, asset movement register, incident, and investigation reports, etc.).	
	<p>NB: The validity period of all certified copies of documents must not exceed six months.</p> <p>Even though this phase lacks a disclaimer for disqualification, the Department of Water and Sanitation, in conjunction with its pertinent authority “the Bid Evaluation Committee” retains the prerogative to request or forgo requesting bidders to rectify, amend, or provide any omitted administrative information mentioned above for the progression of the bid evaluation procedure. Should a bidder be asked to adhere to any of the administrative information cited above and subsequently fails to do so, the committee will then disqualify the bidder from further evaluation.</p>		
4.21.4	<p>Phase 4: Site Inspection</p> <p>This inspection will be conducted by the Departmental Bid Evaluation committee as per the criteria provided on the bid document on page 32 and page 33. The compulsory Site Inspection Template (is for Official use) (Bidders must not complete this Template)</p>		
4.21.5	<p>Phase 5: Points calculations for price and preference points system</p> <p>The bid will be awarded in terms of Regulation 4: Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000).</p> <p>Bid proposals will be evaluated based on the 90/10 or 80/20 preference points where a maximum of 90/ 80 points will be awarded in respect of price and a maximum of 10/ 20 points will be awarded for goals.</p> <p>Where 90/10 Principle will be applied in terms of the new Preferential Procurement Regulations, 2022 pertaining to the PPPFA Act no 5 of 2022. Points claimed will be according to a bidder's specific goals claimed as indicated in Table below.</p>		

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	The specific goals allocated points in terms of this tender	Number of maximum points allocated (90/10 system)	Bidder's points claimed for specific goals (on SBD 6.1 This table must be completed by Bidder wishing to claim points) if not indicated then the bidder will forfeit the right to claim such points
	Women Ownership	Up to 2	
	Women	Up to 2	
	People with disability	Up to 2	
	Youth (35 and below)	Up to 1	
	Location of enterprise (Western Cape Province or Eastern Cape Province)	Up to 3	
	B-BBEE status level contribution from levels 1 to 2 which are QSE or EME	Up to 10	
	Total points for SPECIFIC GOALS		
	Where 80/20 Principle will be applied in terms of the new Preferential Procurement Regulations, 2022 pertaining to the PPPFA Act no 5 of 2022. Points claimed will be according to a bidder's specific goals claimed as indicated in Table below.		
	The specific goals allocated points in terms of this tender	Number of maximum points allocated (80/20 system)	Bidder's points claimed for specific goals (on SBD 6.1 This table must be completed by Bidder wishing to claim points) if not indicated then the bidder will forfeit the right to claim such points
	Women	Up to 5	
	People with disability	Up to 5	
	Youth (35 and below)	Up to 5	
	Location of enterprise (Western Cape Province or Eastern Cape Province)	2	
	B-BBEE status level contribution from levels 1 to 2 which are QSE or EME	3	
	Total points for SPECIFIC GOALS	Up to 20	
	Table 5: Documents required for verification of Bidder's claimed points: Documents/ information listed on the below table 5 must be submitted to support and verify points claimed as per table 4 above.		

#	ITEM												
	<table> <tr> <th>Specific Goal</th><th>Requires Proof Documents</th></tr> <tr> <td>Women Ownership</td><td>Full CSD Report and ID</td></tr> <tr> <td>Disability Ownership</td><td>Full CSD Report</td></tr> <tr> <td>Youth Ownership</td><td>Full CSD Report and ID</td></tr> <tr> <td>Location of enterprise</td><td>Full CSD Report</td></tr> <tr> <td>B-BBEE status level contribution from level 1 to 2 which are QSE or EME</td><td>Valid B-BBEE certificate/sworn affidavit Consolidated B-BBEE certificate in cases of Joint Ventures (JV) Full CSD Report for each bidder who formed a (JV)</td></tr> </table> <p>Failure on the part of a bidder to submit proof of documentation required in terms of this tender to claim for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed and will not be allocated.</p>	Specific Goal	Requires Proof Documents	Women Ownership	Full CSD Report and ID	Disability Ownership	Full CSD Report	Youth Ownership	Full CSD Report and ID	Location of enterprise	Full CSD Report	B-BBEE status level contribution from level 1 to 2 which are QSE or EME	Valid B-BBEE certificate/sworn affidavit Consolidated B-BBEE certificate in cases of Joint Ventures (JV) Full CSD Report for each bidder who formed a (JV)
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4.21.6	<p>Phase 6: State Security Agency Clearance Certificate</p> <p>State Security Agency Clearance Certificate - The bid will be rendered non-responsive if the bidder fails to be cleared positively by State Security Agency (SSA). Note by Initialing</p> <p>NB: Bidders should take note that this Bid may be awarded to one or more companies (according to where the Bidders have tendered) as specified in the pricing schedule of deployment in the bid.</p> <p>Bidders are encouraged to priorities 70% of labour from the local community or area.</p>												
5.	Technical Presentation												
5.1.	Section 3: Pricing Schedule – Page 66 to 113 – Central Operations												
5.1.1.	<p>Price Adjustments: Non-firm prices subjected to escalation</p> <p>This is a term contract and subjected to change during the estimated contract period of thirty-six (36) months. This will allow DWS: Construction Management to deploy security service as per the current need.</p> <p>IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT N ON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES)</p> <p>FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF THE ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.</p> <p>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.</p> <p>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 IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:</p> $Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$ <p>Where:</p> <p>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.</p>												

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	<p>D1, D2.. = Each factor of the bid price eg. labour, transport, support, service, Maintenance, etc. The total of the various factors D1, D2...etc. must add up to 100%.</p> <p>R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).</p> <p>R1o, R2o = Index figure at time of bidding.</p> <p>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.</p> <p>Failure to comply with the above will result in no price increase on a non-firm price. Where prices are indicated as firm no price increase claim will be entertained during the contract period.</p> <p>The bid was advertised with a validity period of 120 days. If the bid evaluation process is not finalized within this period, the Department will request an extension of the validity to accommodate the time needed to complete the internal procedures and this request will be done in writing to all the bidders.</p>																				
5.2.	General description of work and schedule of guarding services																				
5.2.1.	<table><tr><th colspan="2">Rendering of continuous armed and unarmed security guarding services as follows:</th></tr><tr><td colspan="2">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.</td></tr><tr><th>No:</th><th>Standard services requirement</th></tr><tr><td>a</td><td>Weekdays: Monday to Friday 24-hour shifts (Starting Monday at 06h00 AM until Saturday 06h00 AM)</td></tr><tr><td>b</td><td>Weekends: Saturday to Sunday 24-hour shifts (Starting Saturday at 06h00 AM until Monday 06h00 AM)</td></tr><tr><td>c</td><td>National Holidays: Service to be rendered as per weekend's description which is a 24-hour guard service</td></tr><tr><td>d</td><td>Day Shift: Starting at 06h00 AM until 18h00 PM (Except where otherwise specified)</td></tr><tr><td>e</td><td>Night Shift: Starting at 18h00 PM until 06h00 AM (Except where otherwise specified)</td></tr><tr><td>f</td><td>Security Aids: The bidder must ensure that the Supervisors and Guards as per the specification are equipped with company uniform and equipment such as firearms and licenses, torches, two-way handheld radios for on-site communication and to contact the PSSP control room, occurrence books and pocketbooks and all other security equipment as per the PSIRA requirements.</td></tr><tr><td>g</td><td>Branded Patrol Vehicle (Sedan/LDV) and/or All-Terrain Vehicle (ATV): The bidder must ensure that a branded patrol vehicle is available at all time for the full duration of the contract as per project specification.</td></tr></table>	Rendering of continuous armed and 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	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 (Except where otherwise specified)	e	Night Shift: Starting at 18h00 PM until 06h00 AM (Except where otherwise specified)	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 firearms and licenses, torches, two-way handheld radios for on-site communication and to contact the PSSP control room, occurrence books and pocketbooks and all other security equipment as per the PSIRA requirements.	g	Branded Patrol Vehicle (Sedan/LDV) and/or All-Terrain Vehicle (ATV): The bidder must ensure that a branded patrol vehicle is available at all time for the full duration of the contract as per project specification.
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	UNIT RATE FOR SECURITY SERVICES <p>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</p>																				

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	<p>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:</p> <table><tr><th>Description</th><th>Overheads</th><th>Profit (percentage)</th></tr><tr><td>Salary (Primary and Reliever) Night Shift Allowance Cleaning Allowance Bonus Leave (Annual, sick, etc.) Uniform Equipment Training Provident Fund UIF COID/WCA PSIRA</td><td>Meetings Vehicle and Travel Cost Management Inspections Administrative Duties</td><td>Company Profit Percentages %</td></tr></table> <p>It is imperative that Unit prices must be in line with the Department of Labour’s Sectorial Determination 6: Minimum Wages for Security Sectoral PSIRA Illustrative Pricing Schedule. Bidders must take note of the Annual Amendments of the PSIRA prices in March of each year.</p> <table><tr><th colspan="2">Special rules and conditions which is to be considered when pricing done for the services to be rendered. 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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.</td></tr><tr><td>c</td><td>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: Security Management and/or Supply Chain Management.</td></tr><tr><td>d</td><td>Pay Friday: (which is the last Friday of the month): ARMED AND 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 consider the following and failure to comply will forfeit his/her company appointment.</td></tr><tr><td>i</td><td>Local Empowerment: The successful Bidders who are appointed to render services in a certain area are encouraged to consider extensive recruitment in the local area, more especially for the guards other specialized field can be sourced accordingly.</td></tr></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 COID/WCA PSIRA	Meetings Vehicle and Travel Cost Management Inspections Administrative Duties	Company Profit Percentages %	Special rules and conditions which is to be considered when pricing done for the services to be rendered. The bidder must write “Take Note” in the empty spaces under the “Take Note” column.		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5.2.3.	Unit rate for security services																				
	The bidder will be required to comply with Department of Labour and Employment; and Private Security Industry Regulatory Authority (PSIRA) guidelines relating to direct cost (salary, allowances, leave, etc.) for the security services to be rendered to the Department of Water and Sanitation CDCM AND CONSTRUCTION UNITS.																				

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	<p>For ease of reference see the below table:</p> <table><tr><th>Description</th></tr><tr><td>Salary (Primary and Reliever) Sunday pay premium Public holiday premium Security officer premium allowance Hospital cover Night Shift Allowance Cleaning Allowance Bonus Leave (Annual, sick, etc.) Uniform Equipment Training Provident Fund COID/WCA PSIRA</td></tr></table> <p>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. Bidders must take note of the Annual Amendments of the PSIRA prices in April of each year.</p>	Description	Salary (Primary and Reliever) Sunday pay premium Public holiday premium Security officer premium allowance Hospital cover Night Shift Allowance Cleaning Allowance Bonus Leave (Annual, sick, etc.) Uniform Equipment Training Provident Fund COID/WCA PSIRA				
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5.3.1	Section 4: General conditions of contract						
5.3.1.	<p>The General Conditions of Contract forms part of the bid documents and may not be amended. The purpose is to</p> <ul style="list-style-type: none">i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; andii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government. <p>Therefore, the Special Conditions of Contract (SCC) relevant to this specific bid, should has been compiled separately and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.</p>						
5.4.	Section 4: Special conditions of contract						
5.4.1.	<p>Please take note of the following special conditions of contract as per “Clause 2.2 and 2.3 of the General Conditions of Contract (GCC)” which specifies:</p> <p>“Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.”</p> <p>“Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply”</p> <table><tr><th>Item</th><th>Data</th></tr><tr><td>Delivery and documents (GCC Clause 10)</td><td>Invoices submitted for payment must be verified and signed and should be supported by timesheets/salary advice signed by the appointed security officers. These documents will be signed for as received on delivery by a designated person.</td></tr><tr><td>Insurance (GCC Clause 11)</td><td>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</td></tr></table>	Item	Data	Delivery and documents (GCC Clause 10)	Invoices submitted for payment must be verified and signed and should be supported by timesheets/salary advice signed by the appointed security officers. These documents will be signed for as received on delivery by a designated person.	Insurance (GCC Clause 11)	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
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Insurance (GCC Clause 11)	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						

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		<p>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.</p>
	Transportation (GCC Clause 12)	<p>An all-inclusive price is required for the transport of security personnel. The Department will have the right to instruct the successful Bidder to repair or replace a vehicle which is considered to be unsafe and/or unsuitable for the transporting of security officers.</p> <p>Overloading of vehicles in terms of the Road Traffic Act will not be permitted.</p>
	Incidental Services (GCC Clause 13)	<p>The successful bidder will be required to render private security services for the Department of Water and Sanitation: CDCM AND CONSTRUCTION UNITS for a period of 36 months.</p> <p>The successful bidder may be required to enter or provide any or all the services referred to in this document, the service level agreement (SLA), and additional services connected therewith, (SOP and Site specifications).</p>
	Payment (GCC Clause 16)	<p>Payment will be made in Rand within 30 days after receipt of the correct invoice supported by timesheets/salary advice signed by the appointed security manager.</p>
	Prices (GCC Clause 17)	<p>Only price adjustments in accordance with the formula indicated in this document will be allowed.</p>
	Subcontracts (GCC Clause 20)	<p>No subcontracting will be allowed under this contract due to vetting protocols during the evaluation process.</p>
	Penalties (GCC Clause 22)	<p>Subject to GCC Clause 25, if the service provider fails to deliver any or all of 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.</p> <p>In addition to "GCC Clause 16" the Department of Water and Sanitation: CDCM AND CONSTRUCTION UNITS reserves the right to apply, in addition to GCC Clause 16, penalties as specified in Section 1: Legalities; Instruction to bidder; Clause 23: Penalties.</p>
	Termination for default (GCC Clause 23)	<p>The parties shall have a right to terminate this agreement after thirty days written notice has been served to the other party.</p>
	Settlement of Disputes (GCC Clause 27)	<p>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.</p>
	Applicable law (GCC Clause 30)	<p>The contract shall be governed and interpreted in accordance with South African laws.</p>
5.5.	Section 6: Private security service provider office inspection	
5.5.1.	Special Conditions of Contract	

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	<p>This inspection will be conducted by the evaluation committee as per the criteria tabled on page 159 and 160 under paragraph 6.1. described as the compulsory site inspection template.</p> <p>Compulsory Site Inspection Template (Bidder must not complete this Template)</p>																																													
5.6	<p>Section 7: Penalties</p>																																													
	<p>The bidder must take note that penalties will be imposed should ineffective services be rendered during the contract period (Page 161 – 164).</p> <p>The bidder must take note of the under listed penalties which will be imposed should ineffective services be rendered during the contract period. Any violation suggesting one or more of the listed penalties, a credit note would be forwarded to the Service provider for consideration in the next invoice.</p> <p>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.</p> <table><tr><th>ITEM</th><th>TAKE NOTE</th><th></th></tr><tr><th></th><th>Penalty Fee</th><th>Frequency</th></tr><tr><td>The security officer is on duty without pocketbook and pen.</td><td>R120</td><td>Per Incident</td></tr><tr><td>The security officer is on duty without PSIRA Identity Card or name tag.</td><td>R120</td><td>Per Incident</td></tr><tr><td>The security officer is on duty without any instrument to determine time or such instrument is not in a working condition.</td><td>R120</td><td>Per Incident</td></tr><tr><td>Possession of private cell phone by a security officer whilst on duty</td><td>R120</td><td>Per Incident</td></tr><tr><td>Pocket Book of a security office written up advance</td><td>R120</td><td>Per Incident</td></tr><tr><td>Pocket Book not written up hourly</td><td>R120</td><td>Per Incident</td></tr><tr><td>There is no base radio/communication on site where required or such radio/ communication tool is not in a working condition.</td><td>R120</td><td>Per Incident</td></tr><tr><td>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.</td><td>R120</td><td>Per Incident</td></tr><tr><td>The security officer is in possession of a private firearm whilst on duty.</td><td>R1000</td><td>Per Incident</td></tr><tr><td>Self-posting and/or no parade or inspection of security officers during shift change.</td><td>R600</td><td>Per Incident</td></tr><tr><td>Late posting of security officers</td><td>R600</td><td>Per Incident</td></tr><tr><td>Late submission of any required information or documentation as per agreement and specified by the Department</td><td>R400</td><td>Per Incident</td></tr><tr><td>Late submission of incident and/or progress reports as per agreement and specified by the Department</td><td>R600</td><td>Per Incident</td></tr></table>	ITEM	TAKE NOTE			Penalty Fee	Frequency	The security officer is on duty without pocketbook and pen.	R120	Per Incident	The security officer is on duty without PSIRA Identity Card or name tag.	R120	Per Incident	The security officer is on duty without any instrument to determine time or such instrument is not in a working condition.	R120	Per Incident	Possession of private cell phone by a security officer whilst on duty	R120	Per Incident	Pocket Book of a security office written up advance	R120	Per Incident	Pocket Book not written up hourly	R120	Per Incident	There is no base radio/communication on site where required or such radio/ communication tool is not in a working condition.	R120	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	Per Incident	The security officer is in possession of a private firearm whilst on duty.	R1000	Per Incident	Self-posting and/or no parade or inspection of security officers during shift change.	R600	Per Incident	Late posting of security officers	R600	Per Incident	Late submission of any required information or documentation as per agreement and specified by the Department	R400	Per Incident	Late submission of incident and/or progress reports as per agreement and specified by the Department	R600	Per Incident
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	No visit from supervising inspector / site / project manager to site	R400	Per Incident
	Non-attendance of weekly meeting by supervising inspector / site / project manager	R400	Per Incident
	Non-attendance of monthly meeting by managing member and/or director	R400	Per Incident
	Visitors to building and/or site without escort.	R400	Per Incident
	Security officer sleeping on duty	R1000	Per Incident
	Security officer under the influence of alcohol or drugs	R1000	Per Incident
	Security officer absent from duty and/or no security officer deployed	R1000	Per Incident
	Security officer failing to report an incident by end of current shift.	R600	Per Incident
	Security service provider failing to provide and/or maintain security equipment and aids as per agreement and specified by the Department	R2000	Per Incident
	Security officer out of uniform and/or in civilian clothes whilst on duty	R600	Per Incident
	Security guardroom(s) and surrounding area not clean and in disarray	R600	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	Per Incident
5.6	<u>Section 8: Scope of work (standard and particular specifications)</u>		
	<p>1. <u>Standard Specifications for Security</u></p> <p>A. The norm/quality of the security service to be rendered must be in accordance with the acceptable standard of the trade concerned.</p> <p>B. 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:</p> <p>C. The protection of State property at the intended site and the protection of the said property against theft and vandalism.</p> <p>D. 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)</p> <p>E. The contractor must provide the security personnel required for successful rendering of the service, as follows:</p> <ul style="list-style-type: none"> • Guards (security officer, grade C), that is the persons who shall execute the physical security service. • First level supervisor (security officer, grade B), that is the persons exercising direct supervision and control over the security officers and who shall be present at the site at all times. 		

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	<p>F. It is the responsibility of the contractor to see to it that the security personnel in his service and especially</p> <p>2. SUPERVISORS:</p> <ul style="list-style-type: none"> Supervisors shall be trained and have a least Grade 12 academic qualifications and Grade "B" PSIRA certificate. Supervisors shall have a good grounding in their post descriptions and duties. Supervisors shall always be capable of leading/controlling and supervising their subordinates. Supervisors shall be able to communicate, read and write in English and any other official language. Supervisors must have received training from a training facility in regard to supervisor duties and security procedures. <p>3. SECURITY OFFICERS:</p> <ul style="list-style-type: none"> Security Officers shall be trained and have passed at least Standard Eight (Grade 10) and Grade "C" PSIRA certificate. Security Officers shall be able to communicate, read and write English and any other official language. Security officers may not be younger than 18 years of age. <p>4. THE FOLLOWING GENERAL REQUIREMENTS APPLY:</p> <p>DEPARTMENT OF WATER AND SANITATION</p> <ul style="list-style-type: none"> 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, will be well managed and monitored to achieve the Department of Water & Sanitation' intention of providing a safe and secure risk-free work environment to all its visitors, customers, employees, and sub-contractors. <p>PRIVATE SECURITY SERVICE PROVIDER</p> <ul style="list-style-type: none"> 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. <p>OPERATIONAL MEETINGS</p> <ul style="list-style-type: none"> 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

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	<p>of Water and Sanitation facilities. Reports must be handed to the Security Coordinator/Manager during the meetings.</p> <p>RESOURCES</p> <ul style="list-style-type: none"> • 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. <p>ACTS OF MISCONDUCTS</p> <ul style="list-style-type: none"> • 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. <p>CAPACITY BUILDING</p> <ul style="list-style-type: none"> • 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. <p>5. SECURITY PERSONNEL</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ 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).

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	<ul style="list-style-type: none"> ○ 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" training qualifications. ○ All Supervisors shall at least have Grade "B" training qualifications. <ul style="list-style-type: none"> • 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. <p>6. SUPERVISORS AND SECURITY OFFICERS</p> <ul style="list-style-type: none"> • Supervisors and security officers shall have undergone and passed formal security training as prescribed by PSIRA. • At all times supervisors and security officers shall 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 shall 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 shall be physically healthy and medically fit for the execution of their duties. • Supervisors and security officers shall 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 office documents or rummaging through records. • No information concerning State activities may be furnished to the public or news media by the contractor and or his employees. • The State reserves the right to ascertain from the State Security Agency (SSA) and South African Police Services 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. • The State reserves the right to ascertain from the Service Provider the validity of employee remuneration documents, (i.e., Provident funds, COIDA etc.). <p>7. The Director undertakes to ensure that each member of his security personnel will always when on duty be fully equipped in respect of:</p>

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	<ul style="list-style-type: none">• 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.• 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, always worn conspicuously on his person. <u>Alternatively</u>: A clear identification card of the company with the member's identity and employee's number on it, accompanied by his official identity document, always worn on his person.																														
7.1	<p>Security Aids needed for these services and the bidder MUST Take Note of the Security Aids required and initial in each line of the table below.</p> <p>Compulsory security service aids to be always worn on the person during guard duty, such as:</p> <table><tr><th>Security Aids:</th><th>Action by Bidder</th><th>Initial</th></tr><tr><td>Branded Uniform</td><td>Take Note</td><td></td></tr><tr><td>Baton</td><td>Take Note</td><td></td></tr><tr><td>Handcuffs</td><td>Take Note</td><td></td></tr><tr><td>Whistle</td><td>Take Note</td><td></td></tr><tr><td>Pocket Book</td><td>Take Note</td><td></td></tr><tr><td>Black Pen</td><td>Take Note</td><td></td></tr><tr><td>Torch (at Night)</td><td>Take Note</td><td></td></tr><tr><td>Two-way hand held Radio</td><td>Take Note</td><td></td></tr><tr><td>Firearm (when applicable)</td><td>Take Note</td><td></td></tr></table>	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	
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7.2	<p>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 <u>Administration's Inspectorate of Privatization</u>. The appropriate documents shall include, inter alia, the following:</p> <ul style="list-style-type: none">• Curriculum Vitae• Scholastic Report• PSIRA registration• Medical fitness certificates• SAPS Criminal records and clearance• SSA Security clearance (if available)																														
7.3	<p>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 Management.</p>																														
8.	<p>SECURITY AIDS</p> <p>The bidder 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.</p>																														

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	<p>9. OCCURRENCE BOOK</p> <p>a) PURPOSE:</p> <p>The purpose of the occurrence book is to give an overall picture of activities, inspections by supervisors and other occurrences at the site.</p> <p>b) COMPULSORY OCCURRENCE-BOOK ENTRIES:</p> <p>The security personnel on duty must make the following entries in the occurrence book;</p> <ul style="list-style-type: none"> • 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 Department shall pass on in writing, all additional requests in respect of the rendering of the service. • All personnel shortages <p>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.</p> <p>c) STORAGE OF OCCURRENCE BOOKS:</p> <ul style="list-style-type: none"> • 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.

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	<p>d) ADMISSION CONTROL REGISTERS OR FORMS:</p> <p>PURPOSE: The purpose of the admission control register or forms is to always have correct and reliable information available 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.</p> <p>e) <u>PEDESTRIAN REGISTER / PEDESTRIAN ADMISSION CONTROL FORMS:</u></p> <p>Under no circumstances may an entry in the register or form be allowed to be completed by the person requesting admission. This register forms must be completed correctly and legibly by the security officer on duty and shall make provision for the following (In compliance to POPIA):</p> <table><tr><th>Register Requirements</th><th>Action by bidder</th><th>Initial</th></tr><tr><td>Date of visit</td><td>Take Note</td><td></td></tr><tr><td>Admission and exit times of the visitor to and from the site</td><td>Take Note</td><td></td></tr><tr><td>Surname and initials of the visitor</td><td>Take Note</td><td></td></tr><tr><td>Home or work address of the visitor</td><td>Take Note</td><td></td></tr><tr><td>Official identity/passport number of visitor</td><td>Take Note</td><td></td></tr><tr><td>Name of person to be visited</td><td>Take Note</td><td></td></tr><tr><td>Purpose of visit</td><td>Take Note</td><td></td></tr><tr><td>Brand, caliber and number of firearms in visitor's possession</td><td>Take Note</td><td></td></tr><tr><td>Signature of visitor.</td><td>Take Note</td><td></td></tr></table> <p>f) <u>VEHICLES REGISTER/VEHICLES FORMS:</u></p> <p>Under no circumstances may an entry in the register or form be allowed to be completed by the person requesting admission This register forms must be completed correctly and legibly by the security officer on duty and shall make provision for the following (In compliance to POPIA):</p> <table><tr><th>Register Requirements</th><th>Action by bidder</th><th>Initial</th></tr><tr><td>Date of visit</td><td>Take Note</td><td></td></tr><tr><td>Admission and exit time of visitor to and from the site</td><td>Take Note</td><td></td></tr><tr><td>Surname and initials of driver</td><td>Take Note</td><td></td></tr><tr><td>Home or work address of the driver</td><td>Take Note</td><td></td></tr><tr><td>Registration number of the vehicle</td><td>Take Note</td><td></td></tr><tr><td>Name of person to be visited</td><td>Take Note</td><td></td></tr><tr><td>Purpose of visit</td><td>Take Note</td><td></td></tr><tr><td>Number of passengers</td><td>Take Note</td><td></td></tr><tr><td>Brand, caliber and number of firearms in the vehicle</td><td>Take Note</td><td></td></tr><tr><td>Signature of driver.</td><td>Take Note</td><td></td></tr></table> <p>g) <u>STORAGE OF PEDESTRIAN AND VEHICLE REGISTER AND FORMS:</u></p> <p>The Bidder must store the fully completed pedestrian and vehicle registers and forms for a period of twelve months.</p> <p>h) POCKETBOOK:</p>	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 firearms in visitor's possession	Take Note		Signature of visitor.	Take Note		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	
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	<p><u>PURPOSE:</u> 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.</p> <p><u>REQUIREMENT:</u> During their turns of duty all security personnel must wear a pocketbook on their persons.</p> <p>The following information must be noted down in the pocketbook: All occurrences/events, however important, slight or unusual, referring to the following:</p> <table><tr><th>Pocket Book Requirements:</th><th>Action by bidder</th><th>Initial</th></tr><tr><td>Reporting on and off duty,</td><td>Take Note</td><td></td></tr><tr><td>Time of occurrence or event,</td><td>Take Note</td><td></td></tr><tr><td>Extent of occurrence or event,</td><td>Take Note</td><td></td></tr><tr><td>Relevant occurrence-book serial number with due allowance for paragraph 4.1.22 below.</td><td>Take Note</td><td></td></tr></table> <p>COPYING INTO OCCURRENCE-BOOK:</p> <p>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.</p> <p><u>STORAGE OF POCKETBOOK:</u></p> <ul style="list-style-type: none">The bidder must store the fully entered pocketbook for the duration of the contract and a further 12 months thereafter. <p>10. <u>EMERGENCY INFORMATION</u></p> <ul style="list-style-type: none">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. <p>11. <u>SITE INSTRUCTIONS</u></p> <p>a) <u>PURPOSE:</u></p> <ul style="list-style-type: none">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. <p>b) <u>DRAWINGS UP A DUTY-LIST:</u></p> <ul style="list-style-type: none">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. <p>c) <u>CHANGES TO THE DUTY-LIST:</u></p> <ul style="list-style-type: none">Any changes to the site instructions shall be crossed out by a single line, initialed, dated and noted in the occurrence-book. <p>12. <u>DUTY SHEET:</u></p> <p>PURPOSE:</p>	Pocket Book Requirements:	Action by bidder	Initial	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	
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Relevant occurrence-book serial number with due allowance for paragraph 4.1.22 below.	Take Note															

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	<ul style="list-style-type: none"> • 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 bidder 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. <p>No security personnel may be allowed to do continuous duty for longer than twelve hours.</p> <p>13. <u>LOST ARTICLES:</u></p> <p><u>DEFINITION:</u></p> <ul style="list-style-type: none"> • 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. <p>14. <u>LABOUR UNREST INCIDENTS:</u></p> <p><u>DEFINITION:</u></p> <ul style="list-style-type: none"> • When the Department's personnel on the site or the security personnel engage in illicit personnel practices such as unlawful strikes, unrest and intimidation. <p><u>LABOUR UNREST AT THE SITE:</u></p> <ul style="list-style-type: none"> • If the service is interrupted or temporarily deferred because of any labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the contractor, the parties must come to an agreement on the methods to ensure continuation of the security services. <p>15. <u>CHECKING OF SERVICE:</u></p> <ul style="list-style-type: none"> • 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

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	<p>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.</p> <p>NOTE: The departmental representative will have the right to check daily whether sufficient personnel are available at the site in terms of the conditions.</p> <ul style="list-style-type: none"> 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. <p>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:</p> <ul style="list-style-type: none"> 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. <p>16. INSURANCE (PUBLIC LIABILITY / PROFESSIONAL INDEMNITY)</p> <ul style="list-style-type: none"> The contractor must, at his own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from his obligations. A copy of such insurance contract must be handed to the departmental representative on commencement of the service. 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. <p>17. DEPARTMENTAL EQUIPMENT</p> <ul style="list-style-type: none"> 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. <p>18. HOUSING AND/OR ACCOMMODATION</p> <p>No housing will be provided.</p> <p>19. TRAINING AND SITE INDUCTION</p> <ul style="list-style-type: none"> 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.

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	<p>20. KEY CONTROL</p> <ul style="list-style-type: none"> 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. <p>21. CLEANLINESS OF GUARD/SECURITY ROOMS</p> <ul style="list-style-type: none"> 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. 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. 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. <p>22. TRADING ON DEPARTMENTAL PROPERTY</p> <ul style="list-style-type: none"> Under no circumstances shall security service provider and its officials be allowed to carry out any trading on Departmental property. <p>23. DISPLAY OF SIGNS AND OBJECTS</p> <ul style="list-style-type: none"> The bidder 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. 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. <p>24. <u>PRO-RATA DECREASE OF PAYMENT:</u></p> <ul style="list-style-type: none"> 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. 4.2.29.1 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. <p>25. <u>TERMINATION OF SERVICE:</u></p> <ul style="list-style-type: none"> 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.

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	<ul style="list-style-type: none"> • 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. • 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. • Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent with the Department. • 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. <p>26. PARTICULAR SITE SPECIFICATIONS</p> <p>26.1 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.</p> <p>27. SERVICES REQUIRED</p> <p>RENDERING OF PRIVATE SECURITY SERVICES TO THE DEPARTMENT OF WATER AND SANITATION NORTHERN OPERATIONS, CENTRAL OPERATIONS, EASTERN OPERATIONS AND SOUTHERN OPERATIONS FOR A PERIOD OF 36 MONTHS: WATER TRADING ACCOUNT</p> <p>28. TYPE AND NUMBER OF SECURITY PERSONNEL</p> <ul style="list-style-type: none"> • 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. <p>29. REQUIREMENTS FROM SUCCESSFUL BIDDER</p> <ul style="list-style-type: none"> • Once the successful bidder is informed about his appointment and a purchase order placed for his services, he/she will be required to submit the following documentation immediately or within 21 days, for approval by the Contract Manager of Department of Water & Sanitation (Chief Security: Officer): <p>29.1 Copies of every security officer:</p> <ul style="list-style-type: none"> i) Scholastic Certificate (21 days) ii) Registration Certificate (immediately) iii) Medical Certificate (21 days) iv) Security Clearance. (21 days)

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29.2	Form of occurrence
29.3	Format of admission control register for:
	<ul style="list-style-type: none"> i) Pedestrians (immediately) ii) Vehicles (immediately)
29.4	Format of Site Instructions for approval (immediately)
29.5	The duty sheet for every position mentioned in Part A of Section 3: Pricing Schedule for approval.
	<p>30. PRIVATE SECURITY SERVICE PROVIDER'S RESPONSIBILITIES</p> <ul style="list-style-type: none"> • The Private Security Service Provider (PSSP) shall be responsible for the transportation of all guards to and from the premises. • 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. • 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. • 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) • The Department of Water and Sanitation reserves 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. • 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. • 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. • 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. • 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. • 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

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	<p>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.</p> <ul style="list-style-type: none"> • 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. • 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. • 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. • No sub-contractors may be appointed under this contract as per PSIRA Act. • The Private Security Service Provider (PSSP) shall provide continuous related training, in-service and training to his personnel at his cost. • 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. • 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. • 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. • 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. • 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. • 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 permit, 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.

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	<ul style="list-style-type: none"> • 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. <p>31. LIABILITIES</p> <p>31.1. 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.</p> <p>31.2. The Department 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.</p> <p>31.3. 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</p> <p>31.4. The Department 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.</p> <p>31.5. 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).</p> <p>31.6. 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.</p> <p>31.7. 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.</p> <p>31.8. 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.</p> <p>31.9. 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.</p> <p>31.10. 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.</p> <p>31.11. 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.</p> <p>31.12. Under no circumstances are Security Personnel allowed to carry on any trading during periods of service execution.</p>

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	<p>31.13. 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.</p> <p>31.14. 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.</p> <p>31.15. RATES</p> <p>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.</p> <p>32. PAYMENT</p> <p>Payment will be made once every month. The payment will be made for a period from 1st 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 number 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.</p> <p>33. LIABILITY AND INDEMNITY</p> <p>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.</p> <p>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.</p> <p>The Private Security Service Provider (PSSP) shall submit an insurance cover certificate to the Department of Water and Sanitation within 30 calendar days of receiving the Letter of notification to Bidders from the Department of Water and Sanitation.</p>
5.7	SECTION 9: SERVICE LEVEL AGREEMENT AND PSSP OFFICE INSPECTION FORM
	<p><u>CONTENTS</u></p> <p>NOTE:</p> <p>The <i>Service Level Agreement(SLA)</i> and <i>Compulsory PSSP Office / Site Inspection Forms</i> are to be completed by the Successful Bidder after the award of the contract and will be customized for this specific contract.</p>

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5.8	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:																																																																																
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	19	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.)		
	20	Proof of clearance by the South African Police Service of previous and/or current National Key Point deployment/security service. (If applicable)		
<p>The above terms of the bid and all Annexure have been read, understood and accepted.</p> <p>The Bidder must sign to confirm that documents are submitted as per above checklist</p>				
5.9	<p>Issuing of addendum</p> <p>Should a need arise for the Department of Water and Sanitation to issue addendums for any reason then these addendums will be sent directly to bidders who attended the meeting. However, if an erratum or extension time for the bid closing date is necessary, the update will be advertised in the original advertising platforms.</p>			

MEETING 1: 05 DECEMBER 2025			
No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS	
1.	I came in to represent a JV company but at the moment I am having second thoughts, will I be permitted to change my mind after the briefing but before the closing date and bid alone?	Choosing to bid in a JV or not depends on the bidder's side. On the department's side what will be required is for the bidding company details to be found on the briefing session attendance register, should it appear that the name on the register is not the name of the bidding company but of the other company which had the intension to bid together with the company that pulled out, the Bid Evaluation Committee cannot will not be able to consider the company compliant to the requirement without seeing the company name on the attendance register.	
2.	When is the department going on shut down for December festive season? Looking at the closing date of the bid there might questions forwarded for further consultation during this period before end of the year and when the department re-opens in January there might be many emails that might come through during recess and what will be your turnaround time to respond to questions.	Like any other government department, we are bound by the National Treasury instruction notes and circulars for the closure of procurement activities during December period and the current one issued state that, as of 13 December 2024, certain tender activities will not be permitted until 10 January 2025. However, since this instruction will be effective after we have already held our compulsory briefing meetings, we will respond to any questions accordingly as and when we receive them. We will be working until 24 December 2024 and will reopen on 2 January 2025. As indicated in the presentation, bidders must use the shared email address for SCM and also copy the relevant technical official	

MEETING 1: 05 DECEMBER 2025			
No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS	
		in their enquiry emails. Responses will be provided as inquiries are received.	
3.	<p>It's understandable that the dam may not always be located at national key points, but it could be in a remote area where other factors, such as potential threats like snakes because of its nature or intruders, may arise. If I am assessed and found compliant, and appointed to work on a specific dam, but the situation changes once I begin the work such as illegal settlements appearing near the dam which brings a different scope, will the department be able to sit down with the successful bidder to have an open discussion and revisit the scope of the project? This is especially important as working through the proper processes with municipalities could take up to 5 years to resolve the issue.</p> <p>If intruders are identified during the assessment after the bid has been submitted, will you notify us so that we can apply for authentication with ICASA or CAA aerial maps or drone footage? This would help ensure we can address any questions regarding the source of the information, as aerial views provide a clearer risk assessment compared to being done by ground foot soldier personnel.</p>	<p>The preference will be for a ground-based security assessment, as the required guard service is for someone physically present on-site to observe the situation firsthand. This is the type of security service needed, rather than a remote, desktop-based security service.</p> <p>For any situation that may arise on-site, whether after the submission of the offer, during the site inspection, or at the contract signing stage, meetings will be held to discuss the impact of unforeseen circumstances. Additionally, at the inception phase, the deliverables will be reassessed as needed. Meetings will be held to discuss the risks or challenges spotted during the course of the contract according to how you propose to be held, monthly or weekly it will depend on you or the situation.</p>	
4.	When sending correspondence, such as the attendance register to bidders via email, could this be done using blind carbon copy (BCC) to prevent sharing company details with other bidders?	This might be challenging, as the register will still be circulated to all bidders, and typically, other bidders take pictures of the register after it's completed as proof of their attendance at the meeting.	

MEETING 2: 09 DECEMBER 2025			
No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS	
1.	Under mandatory requirements item 3, it is stated that the requirements for Director grading is A whereas legislated requirement according to PSIRA for Directorship is Grade A or B, therefore why is the Departmental requirement for Directorship a Grade A?	<p>This is the criteria the department has established, which, for instance, could be compared to advertising a position with a degree requirement. Why should one raise the question of why a degree is required in the advertisement, rather than a different type of qualification.</p> <p>It is the department's prerogative to choose the criteria based on its own risk analysis. In this case, the department considered factors such as the cost of the assets to be safe guarded and</p>	

MEETING 2: 09 DECEMBER 2025		
No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
		the need to ensure the protection of personnel working at the premises. We have an understanding that a Grade A Directorship differs from Grade B and the training of Grade A and experience is extensive as compared for Grade B. However, this will be discussed with management to determine if the requirement can be adjusted to allow Grade B as well as Grade A. Should the management reconsider this criterion, then communication will be issued.
2.	Can I bid for all Operational Cluster if I attended this meeting only or do I still need to be present at other briefing session meetings?	Today's meeting, held at Roodeplaat on 09 October 2024, will cover Central Operations which covers 36 projects within the 6 clusters. If a bidder attends one of the meetings, then he can bid for all Central Operation Cluster sites. However, if a bidder intends to bid for other operation cluster (Northern Operation, Eastern Operation and Southern Operation) they need to attend at least one of their meetings.
3	Under administrative requirements, are we required to attach the physical incident reports or templates in full or can we submit a single page taken from the actual documentation?	"We will take a copy or a single page from the actual register or document submitted as proof. This will be sufficient for evaluation purposes, enabling the Bid Evaluation Committee to assess the types of documents available. The final versions will be reviewed with the appointed service provider."

MEETING 3: 10 DECEMBER 2025		
No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
1	Can I also bid for Groblersdal if I attended this meeting?	Today's meeting covers Central Operations cluster areas only. If a bidder attends one of the meetings scheduled under Central Operation Cluster, they are eligible to submit a bid response for the entire Central Operation. However, if a bidder intends to bid for other operation cluster (Northern Operation, Eastern Operation and Southern Operation) they need to attend at least one of their meetings.

MEETING 4: 11 DECEMBER 2025		
No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
1	In the functionality compliance table, under section two, where the amounts and points to be accumulated based on the range of the contract amount are listed, it is unclear regarding the period to be considered. Specifically, which year should we begin	If the contract that you currently have is for less than R4million you will score 1 point which will be converted to 2 based on the values applicable to this criterion, if it is above R4 million but not more than R6 million then you will score 2 points which will be 4 in terms of the values. However, if currently you don't have any

MEETING 4: 11 DECEMBER 2025

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No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS												
	<p>with, and what criteria will be used to calculate these amounts?</p> <p><u>Combined value of contracts (previous, current, or combined) measured as per below:</u></p> <p><u>Copy of contract to be attached or purchased order,</u></p> <table><tr><th>Value of Contract</th><th>Score</th></tr><tr><td>R1 – R 4 000 000</td><td>1</td></tr><tr><td>R 4 000 001 – R6 000 000</td><td>2</td></tr><tr><td>R 6 000 001 – R 8 000 000</td><td>3</td></tr><tr><td>R 8 000 001 – R 10 000 000</td><td>4</td></tr><tr><td>R 10 000 001 and above</td><td>5</td></tr></table>	Value of Contract	Score	R1 – R 4 000 000	1	R 4 000 001 – R6 000 000	2	R 6 000 001 – R 8 000 000	3	R 8 000 001 – R 10 000 000	4	R 10 000 001 and above	5	<p>active contract but you did two years back, we will us the reference letter from your client previously which will outline the “<u>description/scope of services, value of the project/contract, duration of contract including start and end dates, name of site(s)/locality and lastly the references’ work contact number and email address</u>” or an SLA can also be submitted because it also contains the required information mentioned above.</p>
Value of Contract	Score													
R1 – R 4 000 000	1													
R 4 000 001 – R6 000 000	2													
R 6 000 001 – R 8 000 000	3													
R 8 000 001 – R 10 000 000	4													
R 10 000 001 and above	5													
2	<p>If I currently have five contracts active with different entities where a total value of them combined is R20 million, so there is not fixed instruction that I can used the last year’s contract</p>	<p>If you have three different contracts running concurrently, each for three years, we will not count each contract as 3 years, totalling 9 years of experience. Instead, since they are running in parallel, we will determine the years of experience based on the start year of the first contract. It will be counted as one contract period “e.g.” 3 years</p>												

MEETING 5: 12 DECEMBER 2025

No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
1.	<p>You mentioned that you need 10 guards / officers and yet you mention regulation 21, how many per shift (night shift) will you require normal guards and armed guard</p>	<p>Currently we have a split of 4 guards with one armed supervisor, which makes it 4 guards for day shift and 4 guards for night shift. Now we have added three people to increase our capacity, and we might end up having 5 or 6 for dayshift and 4 at night. The currently we have 1 armed guard for day shift and one for night shift.</p>

MEETING 6: 13 DECEMBER 2025

No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
1.	<p>This is a general request that when sending the attendance register to all attendees, can they be requested to reply to the sender only when they acknowledge receipt of the document received.</p>	<p>In addition to the request received, should we issue an erratum or addendum, when bidders submit their completed addendum, they must respond to both the sender and the DWS official copied on the sender’s side. A thank you message can be sent only to the sender.</p>

Mr Vincent Phosa
Technical Presenter

Ms. J. Dirane
SCM Presenter and Secretariat

Briefing session minutes