



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

MINUTES OF COMPULSORY BRIEFING SESSION MEETING FOR BID:

DWS18-1124 WTE

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

AGENDA

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

DEPARTMENT OF WATER AND SANITATION OFFICIALS PRESENT:

Mr. Petrus Mabona	
Mr Sazi Nzimande	
Ms Phelisa Adonis	
Ms Nomkhanyiso Cqiba	
Ms Ncumisa Tyobashe	Supply Chain Management Representative
Ms. Nondumiso Mnguti	Supply Chain Management Representative – SCM Compliance presenter
Ms. Malose Seeletsa	Supply Chain Management Representative

Technical Presentation by: Mr. Petrus Mabona
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Date: 10 December 2024
Time: 10:00am
Venue: Bellville Office, Cape Town, Western Cape Province

1. OPENING, WELCOME AND INTRODUCTIONS

Ms. Mnguti opened the meeting by welcoming everyone in attendance. He introduced himself and then invited other DWS officials to introduce themselves.

Ms. Mnguti led the bidders through the agenda for the day, explaining how presentations would unfold concerning administrative and technical compliance matters. 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																										
	To appoint a security company/s for rendering of private security services to the Department Water and Sanitation, Northern operations, Central operations, Eastern operations and Southern operations for a period of 36 months: water trading account. The Southern Operations Unit is split into two sections, comprising a total of eleven projects. The table below shows the number of projects per province. Bidders who attended this briefing session may submit bids for any or all of the projects listed in the table below. <table> <tr> <th>ITEM</th><th>EASTERN CAPE PROVINCE - PROJECT</th></tr> <tr> <td>1</td><td>UITKEER OFFICE SECURITY OFFICERS:</td></tr> <tr> <td>2</td><td>MTHATHA DAM</td></tr> <tr> <td>3</td><td>KAT RIVER DAM</td></tr> <tr> <td>4</td><td>PORT ELIZABETH OFFICE</td></tr> <tr> <th>ITEM</th><th>WESTERN CAPE PROVINCE - PROJECT</th></tr> <tr> <td>5</td><td>WORCESTER OFFICE</td></tr> <tr> <td>6</td><td>BRANDVLEI PUMPSTATION</td></tr> <tr> <td>7</td><td>THEEWATERSKLOOF DAM</td></tr> <tr> <td>8</td><td>BERG RIVER DAM</td></tr> <tr> <td>9</td><td>DRAKENSTEIN PUMPSTATION</td></tr> <tr> <td>10</td><td>KLEINPLASS</td></tr> <tr> <td>11</td><td>ROCKVIEW</td></tr> </table>	ITEM	EASTERN CAPE PROVINCE - PROJECT	1	UITKEER OFFICE SECURITY OFFICERS:	2	MTHATHA DAM	3	KAT RIVER DAM	4	PORT ELIZABETH OFFICE	ITEM	WESTERN CAPE PROVINCE - PROJECT	5	WORCESTER OFFICE	6	BRANDVLEI PUMPSTATION	7	THEEWATERSKLOOF DAM	8	BERG RIVER DAM	9	DRAKENSTEIN PUMPSTATION	10	KLEINPLASS	11	ROCKVIEW
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3	CONTENTS OF THE BID DOCUMENT																										
	The below part was presented by the SCM representative Part A: Invitation to Bid (SBD 1) Part B: Terms and Conditions for Bidding																										

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	Section 1: Legalities (includes Evaluation Criteria) Section 2: Specification The below part was presented by the technical representative Section 3: Pricing Schedule Section 4: General Conditions of Contract Section 5: Special Conditions of Contract Section 6: Private Security Service Provider Office Inspection Section 7: Penalties Section 8: Scope Of Work (Standard and Particular Specifications) Section 9: Service Level Agreement and PSSP Office Inspection Form
4	SCM PRESENTATION
	Part A: Invitation to Bid (SBD 1) • 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). Part B: Terms and Conditions for Bidding • 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 a SLA.
5	Section 1: Legalities (Summary) - Instructions To Bidders
5.1	Issuing of documents • 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 go through the uploaded document to ensure they could effectively respond to the bid with all essential attachments included. Furthermore, bidders are directed to

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	produce a duplicate of the original bid document, with all required attachments, for their records in any communication with the department. • Bid documents or related documentation 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 (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 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. (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. (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.
5.2	Instructions to Bidders - Queries with respect to this bid
	Queries of a specific technical nature may be directed in writing to both Mr. C Nzimande, :SHE (Safety, Security and Risk) on the following e-mail address nzimandec@dws.gov.za, as well as bidenquirieswte@dws.gov.za. NB: Technical inquiries will not be addressed telephonically therefore, bidders need to send the enquiries in writing to the email addressed mentioned above.
5.3	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.
5.4	Instructions to Bidders - Completion of bids
	(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. (b) All spaces in the bid forms and other annexures shall be completed in full. (C) The bid documents shall not be separated in any way, nor must any pages be detached from the original documents. d) Pricing Schedule must be fully completed and priced out by the bidder.

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	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.
5.5	Instructions to Bidders - Submission of bids
	The bid document shall be completed, signed and submitted as follows: 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> • Tender reference number: DWS18-1124 WTE • Construction Management: Southern Operation • Title of tender: 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 • 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 documents, officials will be able to coordinate with the bidder to collect the late bid without opening the bid document. b) Bidders are required to submit their documents to the correct addresses at the right date and time. Bidders have two options for submitting (hand deliver) to Southern Operation and the physical addresses are as follows: <u>Southern Operation projects bids to be deposited in:</u> The bid box at Department of Water and Sanitation, 50 heugh road , lion roars office park , Walmer 6070 <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>
5.6	Instructions to Bidders - Signature on bids
	• 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: (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

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	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. (c)
5.7	Instructions to Bidders - compulsory site meeting and closing date of the bid
	On 10 December 2024, a compulsory briefing session was scheduled at 10:00 am for Operation South Unit at Bellville Office in the western Cape Province and the second meeting will be held on 12 Decemeber 2024 at King Williams Office in Eastern Cape Province, meeting scheduled to started at 10:00am. Companies that failed to attend any of the two sessions will not be allowed to submit a bid response. 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 22 January 2025, at 11:00am unless communicated otherwise by the department. E-mail and late tenders will not be accepted.
5.8	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.
5.9	Instructions to Bidders – Application of the preference point system
	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: 90/10 • 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 80/20 • 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
5.10	Instructions to Bidders - Bids to comply with documents
	(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

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	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.
5.11	Instructions to Bidders - Certificates
	The bidder should submit at closure of the bid all the relevant registration certificates as specified in paragraph three (3) above. 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 the bid being awarded to another bidder . 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.
5.12	Instructions to Bidders - Bid validity period
	The bid offer must be valid for 120 days from closing time. If requested in writing by DWS, the validity period stated in the bid document may be extended.
5.13	Instructions to Bidders - Telegraphic bids
	No bid forwarded by telegram, telex, facsimile, e-mail or similar apparatus will be considered.
5.14	Instructions to Bidders - The departments right to decline any bid
	The Department does not bind itself to accept the lowest or any bid.
5.15	Instructions to Bidders - Acceptance of bid offer
	The bid offer will only be acceptable if the bidder complies with all the requirements as stated in the bid document. No official order will be issued before the signing of the Service Level Agreement which is included in this document. The signing of the SLA should take place before the issuing of an order. TAKE NOTE: The successful bidder (service provider) must not commence with the security service without confirmation of purchase order (PO).
5.16	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.
5.17	Instructions to Bidders - Payments under the contract
	All payments due to the contractor in terms of the contract will be done by means of Electronic Fund Transfer (EFT). Contractors must provide the necessary details of their bank account in a standardized entity forms supplied by the Department of Water and Sanitation.
5.18	Instructions to Bidders - Rejection of bid

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	Bids not complying with the above-mentioned requirements and specifications may be regarded as incomplete and may not be considered.																					
5.19	Instructions to Bidders – Results of bids																					
	Results of non-acceptance of bids will be sent to individual unsuccessful bidders.																					
5.20	Instructions to Bidders – Insurance Documentation																					
	Successful bidder will be expected to secure insurance with legitimate financial institution to the value indicated in B. SPECIAL CONDITIONS OF CONTRACT . 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.																					
5.21	Evaluation Criteria																					
	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 be 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. Six (6) evaluation phases are follows: • 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																					
5.21.1	Phase 1: Mandatory Requirements Failure to submit any of the documents listed below will render your bid non-responsive and will be disqualified. <table><tr><th>N O</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</td><td>Attach valid letter of good standing for tender purposes.</td></tr></table>	N O	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	Attach valid letter of good standing for tender purposes.
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		Department of Employment and Labour in the name of the company and/or close corporation (Security Industry) / Valid letter 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.																												
5.21.2	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: Experience in security industry measured as per below. 25 points (Formula: Score x 5 = Value) <table><tr><td>Experience in security industry measured as per below. (Formula: Score x 5 = Value)</td><td></td><td></td><td>Total Points</td></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 – less than 2 years</td><td>2</td><td></td></tr><tr><td>2 – less than 3 years</td><td>3</td><td></td></tr><tr><td>3 – less than 4 years</td><td>4</td><td></td></tr><tr><td>4 – less than 5 years and above</td><td>5</td><td></td></tr></table> Supported by signed reference letters on a client letterhead with a clear outline of the following information: • Description/scope of services • Value of the project/contract • Duration of contract including start and end dates • Name of site(s)/locality • References' work contact number and email address Combined value of contracts measured as per bellow: 20 Points (Formula: Score x 4 = Value) <table><tr><td>The Project Implementation Plan must outline the following:</td><td>Score</td><td></td></tr></table>			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 – less than 2 years	2		2 – less than 3 years	3		3 – less than 4 years	4		4 – less than 5 years and above	5		The Project Implementation Plan must outline the following:	Score	
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	Deployment Plan explaining how the project will be managed, who will be managing the project, the activities of the person responsible for the project and the time frames. 1. Project plan proposal on how to carry out the project. 2. Must stipulate the frequency of the site meetings, 3. Provide the CV of the Security site /Operational manager with Minimum 3 Years supervisory experience and the training profile. 4. Provide the detail incident response investigation and the turn around time. implementation.	In order of the below priority 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	20
	Contingency Plan outlining what the service provider will do in crisis situations such as staff shortages, strikes and ad-hoc arrangements. • A comprehensive to handling of strikes .Role and responsibilities of Managers/ supervisors and guards 2. Command and Control 3. Communication methods 4. Posting plan during festive seasons and Easter holidays 5 Resources to be deployed during the strikes and holidays.	In order of priority 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 following 1 or 2 or 3 or 4 or 5 =1	20
	Training Plan explaining specific target areas and intended audience: Comprehensive detailed Training Plan/Schedule for Security Guard/Officer	1. Training plan 2. Frequency of training 4. Detailed Objectives of a particular training 5. Detail Monitoring process In order of priority	10

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		1,2,3, and 4=5 1,2 and 3=4 1,3 and 4=3 1,and 3 =2 Any of 1 or 2 or 3 or 4=1	
Local Socio-economic Participation and Development Objectives. 15 Points (Formula: Score x 3 = Value)			
The Department of Water and Sanitation Chief Directorate: Water Resource Infrastructure Operations and Maintenance is committed to transformation within the water sector through the optimisation of socio-economic benefits within its sphere of business.			
The completion of the columns below is compulsory, a maximum of 15 points will be awarded per Area Office specified below.			
The bidder should attach proof of physical address for verification of the proximity of the 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.			
For the purpose of this evaluation criteria:			
• Offices mentioned below are referred to as Area Office for the purpose of ease of reference. • the bidder must submit a valid copy of the companies municipal account not older than three months or lease agreement, OR • where bidders are from a non-municipal area, the bidders should submit a confirmation letter from the Tribal authority 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.			
Southern Operations			
PE Southern Operations Area Office			
Name of Site /Area Office		Details	
PE Southern Operations		Site 1:PE Office Southern Operation Province: Eastern Cape GPS:-33.07669S,25.60686E	
Distance from PSSP Office to Area Office	Score	Value	15
201 and further	1		
151-200	2		
101-150	3		
51-100	4		
0-50	5		
Worcester Area Office			
Name of Site/Area Office		Details:	
		Site 2:Worcester Area Office Province: Western Cape GPS:-33.63891 . 19.46003E	

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	Distance from PSSP Office Area Office	Score	Value	15
	201 and further	1		
	151-200	2		
	101-150	3		
	51-100	4		
	0-50	5		
	SUB TOTAL	100		

Phase 3: Administrative Compliance

Bidders are required to comply with the following listed below:

No	Criteria	Yes	No
1	Companies must be registered with National Treasury’s Central Supplier Database must submit CSD report. This must be included for all consortium /Joint venture partners		
2	Tax compliant with SARS. Attach a copy of Tax Clearance certificate and PIN. (To be confirmed through SARS) This must be included for all consortium /Joint venture partners		
3	Active registration with Company Intellectual Property Commission (to be verified through CSD and CIPC). Attach copy of CIPC / CIPRO 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	A valid letter of Good Standing with the Compensation Commissioner in terms of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993		
8	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.		

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	9	Certified copies of Identification Document(s) for company directors.				
	10	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.).				
	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.					
5.21.3.	Phase 4: Site Inspection 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)					
	Phase 5: Preference Points System Points calculations for price and preference points system 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). 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. 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. <table><tr><td>The specific goals allocated points in terms of this tender</td><td>Number of maximum points allocated (80/10 system)</td><td>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</td></tr></table>			The specific goals allocated points in terms of this tender	Number of maximum points allocated (80/10 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
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#	ITEM	
	Women	5
	People with disability	5
	Youth (35 and below)	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	20

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.

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Women	2	
People with disability	2	
Youth (35 and below)	2	
Location of enterprise (Western Cape Province or Eastern Cape Province)	1	
B-BBEE status level contribution from levels 1 to 2 which are QSE or EME	3	
Total points for SPECIFIC GOALS	10	

For claiming of points for Location of enterprise and BEE points CSD report will be used as well as a valid copy of B-BBEE Status Level Verification Certificate or a valid original affidavit.

6	Technical Presentation – Presented by Mr Mabona
	Introduction Chief Directorate: Construction Management has four Four Water Resource Infrastructure Operation: and Maintenance - Northern Operations (Main Office situated Hartbeespoort) - Eastern Operations (Main Office situated at Midmar)) - Southern Operations (Main Office situated at Port Elizabetha

#	ITEM
	Central Operations (Main Office situated at Pretoria)
	Agenda - Compliances and Legislations - Firearms and Ammunition - Contract (SLA) and its terms and conditions - Employment of Security Officers and payment of salaries - Unrest and site blockages - Fraud Alert
	Compliance and legislation - National Bargaining Council for Private Security Sector - PSIRA Pricing Schedule - Access & Egress Control - OHS & Construction Regulations - Environmental Matters - Labour Relations Matters - Reporting Incidents and Investigations - Constitution of the Republic of South Africa, Act of 1996 (Act 108 of 1996) - Private Security Industry Regulation Act of 2001 (Act 56 of 2001) - Criminal Procedure Act of 1977 (Act 51 of 1977) - Occupational Health and Safety Act of 1993 (Act 85 of 1993) - National Environmental Management Act of 1998 (Act of 107 of 1998) - Occupational Health and Safety Act of 1985 (Act 85 of 1993) - National Environmental Management Act of 1998 (Act 107 of 1998) - Firearm Control Act of 2000 (Act 60 of 2000) - National Veld and Fire Forrest Act of 1998 (Act 101 of 1998)
	Firearms and ammunitions - Firearms Registrations - Security Officers Competencies - Carrying of Firearms & Storages - Inspections - Registers and Permits
	SLA and its terms and conditions - Submission of invoices, supporting documents & payments - Penalties - Patrol Vehicles - Breach of Contract - Meetings
	Employment of security officers - Security officers to be employed locally where projects are executed - Male & female security officers to be given equal opportunities - DWS to be informed before employment takes place - Recruitment and selection processes to be followed in terms of PSSP HR policy - DWS to be informed where disciplinary actions are taken against security officers, and the subsequent results

#	ITEM
	PPE
	Unrest and projects disruptions - Response to unrests and project disruptions by outsiders - Strike management plan execution - Deployment of extra security officers
	Fraud alert - Government tenders are not for sale - No Government Official and/or anybody must tell you that certain payment must be made for you to get awarded a tender - Do not pay any money for government bids/tenders - Should you receive any message, calls, email etc claiming that you must pay any money for you to be awarded, know that it is a scam, and report such to the departmental fraud hotline on 0800 701 701
6.	Section 3: Pricing Schedule
6.1.	Price Adjustments Non-firm prices subjected to escalation 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. IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT ON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES) FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF THE ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%. Take note that this is a “non-firm bid” and the below formula must be completed. Failure to complete the below formula in paragraph 3.7.1.5 numbered a, b, c and d will invalidate your bid. 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: $Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$ Where: Pa = The new escalated price to be calculated (1-V) Pt = 85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.

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	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%. R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used). R1o, R2o = Index figure at time of bidding. VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations. 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. 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. • Pricing Schedule: The Pricing Schedule is part of the Contract Documents and must be completed with reference to all other documents, including the Conditions of Contract and Specifications. • Operational Changes: Security operations may change due to varying departmental needs. The premises and projects listed in the Pricing Schedule may open or close, and the security quantities are estimates subject to change. • Pricing Considerations: Your unit rates must include all costs - salaries, uniforms, transport, VAT, and other expenses. Compliance with Sectoral Determination Six and PSIRA pricing is essential, accounting for the different Magisterial Districts in your pricing. • Correctness of Entries: Any corrections must be made neatly, without correction fluid, and incorrect entries may invalidate your bid. • Completion of the Pricing Schedule: Each area listed must be priced individually, as the Department reserves the right to appoint more than one service provider. Failure to price each area will invalidate your bid. • Geographic Information: The location of all current offices/projects can be found under 3,1,6,3 (Page 60-62). • Price Adjustments: Non-firm prices subjected to escalation during the estimated contract period of 36 months. • Estimated quantities and specifications can be found in the pricing schedule. • For easy reference regarding the estimates, see page/s: 64 – 65 & Pricing schedule from page/s: 77 – 86.										
6.1.1.	General description of work and schedule of guarding services										
6.2.	<table border="1"> <tr> <th colspan="2">Rendering of continuous armed and unarmed security guarding services as follows:</th></tr> <tr> <th colspan="2">Standard rules which are 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.</th></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> </table>	Rendering of continuous armed and unarmed security guarding services as follows:		Standard rules which are 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)
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#	ITEM							
	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 times for the full duration of the contract as per project specification.						
6.2.1.	SPECIAL CONDITIONS OF WORK AND SCHEDULE OF GUARDING SERVICES 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. <table><tr><td>No :</td><td>Special services requirement</td></tr><tr><td>a</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>b</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>		No :	Special services requirement	a	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.	b	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.
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b	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.							
6.2.2.	Unit rate for security services The bidder will be required to complete the table below illustrating the unit rate per security officer inclusive of all cost as specified in paragraph 3.1.4. The unit rate should be calculated according to and include direct costs, overheads and profit for the security services to be rendered to the Department of Water and Sanitation. For ease of reference see the below table: For ease of reference see the below table: <table><tr><td>Description</td></tr></table>		Description					
Description								

#	ITEM						
	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 COLD/WCA PSIRA 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 March of each year.						
6.2.1	Section 4: General conditions of contract						
	The General Conditions of Contract forms part of the bid documents and may not be amended. The purpose is to i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government. 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.						
6.3	Section 4: Special conditions of contract						
	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: "Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works." "Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply" <table border="1"> <thead> <tr> <th>Item</th><th>Data</th></tr> </thead> <tbody> <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 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</td></tr> </tbody> </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 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
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#	ITEM
	reserves the right to verify the validity of the above-mentioned insurances on a monthly basis or as otherwise agreed.
Transportation (GCC Clause 12)	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. Overloading of vehicles in terms of the Road Traffic Act will not be permitted.
Incidental Services (GCC Clause 13)	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. 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).
Payment (GCC Clause 16)	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.
Prices (GCC Clause 17)	Only price adjustments in accordance with the formula indicated in this document will be allowed.
Subcontracts (GCC Clause 20)	No subcontracting will be allowed under this contract due to vetting protocols during the evaluation process.
Penalties (GCC Clause 22)	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. 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.
Termination for default (GCC Clause 23)	The parties shall have a right to terminate this agreement after thirty days written notice has been served to the other party.
Settlement of Disputes (GCC Clause 27)	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.
Applicable law (GCC Clause 30)	The contract shall be governed and interpreted in accordance with South African laws.
6.3.1.	Section 6: Private security service provider office inspection
	Special Conditions of Contract 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. Compulsory Site Inspection Template (Bidder must not complete this Template)
6.3.2	Section 7: Penalties

#	ITEM																																												
	The bidder must take note that penalties will be imposed should ineffective services be rendered during the contract period (Page 196 – 197). 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. he 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. <table><tr><th rowspan="2">ITEM</th><th colspan="2">TAKE NOTE</th></tr><tr><th>Penalty Fee</th><th>Frequency</th></tr><tr><td>The security officer is on duty without pocket book 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</td><td>R600</td><td>Per Incident</td></tr><tr><td>shift change.</td><td></td><td></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></table>	ITEM	TAKE NOTE		Penalty Fee	Frequency	The security officer is on duty without pocket book 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	R600	Per Incident	shift change.			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
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#	ITEM		
	Late submission of incident and/or progress reports as per agreement and specified by the Department	R600	Per Incident
	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
	Section 8: Scope of work (standard and particular specifications)		
6.4	<u>Standard Specifications for Security</u> • Tender specific conditions will be read from page 198 – 212. • Quality and Compliance. The security services must meet acceptable industry standards: ○ Contractors are required to: ○ Ensure the protection of State property. ○ Safeguard State officials against physical threats. ○ Provide qualified security personnel and supervisory staff. Personnel Requirements		

#	ITEM
	• Security Personnel required: ○ Guards (Grades C/D/E): Execute physical security tasks. ○ First-level supervisors (Grade B): Direct supervision at the site. ○ Second-level supervisors (Grade B): Overall control of security staff (may be the owner in small organizations). Supervisor Qualifications • Grade 12 academic qualifications and Grade 'B' PSIRA certification. • Good understanding of the role and duties. • Must be competent in English and other official languages. • Formal training in supervisory duties required. Guard Qualifications • Minimum of Grade 10. • Must be able to communicate in English and another official language. • Age minimum of 18 years. Operational Collaboration • Operational Meetings: Regular meetings (weekly and monthly) between the Department and Private Security Service Provider (PSSP) to monitor service effectiveness. • Documentation and Reporting: Importance of thorough documentation and reporting during these meetings to assess performance. Compliance with Legislation and Regulations • PSSP must comply with: ○ Private Security Industry Regulatory Authority (PSIRA) regulations. ○ Comply to all applicable Acts and legislative requirements (Criminal Procedure, Firearm, Access to public premises and vehicles, OHS, etc.) ○ Maintain clear records and offers proof of compliance, including personnel qualifications and insurance coverage. Security Protocols and Registers • Establishing clear procedures regarding security registers: ○ Occurrence Books for daily events and incidents. ○ Admittance control for visitors and vehicles ○ Accurate documentation of all activities to maintain security integrity. Liabilities and Responsibilities • PSSP will be responsible for: ○ Any damages or losses arising from negligent service delivery. ○ Providing evidence of appropriate insurance coverage. • Importance of maintaining a clean and tidy work environment. •

No.	GENERAL OR TECHNICAL QUESTIONS	ANSWERS
1	Please clarify if I attended briefing session at Belville; do I still need to be present at King William other briefing session meetings?	Meeting held at Belville Office on 10 December 2024, will cover Southern Operation which includes (11) projects—4 (1) from the Eastern Cape, and Seven (7) from the Western Cape. If a bidder attends the briefing session at one of the places above, there will be no need to attend another session.
2	Last month I attended the same tender for Private Security are you re-advert it again?	The Department has advertised three Private security (2 in October 2024 and 1 December 2024)
3	Department issue us with the attendance certification and attendance register last month and today we signed attendance register only?	For this tender DWS18-1124 WTE. the department will use attendance register only for evaluation purpose.
4	What you mean by relationship on SBD 4 on declaration (2.2)	Relationship is your Family, friends and neighbour employed by government
5	One of the companies I own, and I have declare is owing sars, how will this tender. affect chance to win ?	On the day of evaluation, the department will check the company that attended briefing session if the company is compliant or non-compliant and if non-compliant The Department will request the bidder to rectify their tax matters.

■ Closure

All the bidders attending the meeting at Belville office agreed to do the recall on the compulsory briefing register after the meeting. The Meeting was adjourned at 12:51.



Mr Petrus Mabona
Technical Presenter



Ms. A M Seeletsa
SCM Presenter and Secretariat