



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

Terms of Reference TOR 008/2025

REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF SIX (06) MONTHS.

Non-Compulsory Briefing session:

Date: 24 June 2025

Time: 15:00 PM

Meeting Details:

Meeting ID: 367 695 850 935 6

Passcode: CF9MP7Nu

Closing date and time:

Date: 02 July 2025

Time: 11:00 AM

Venue: 230 Johannes Ramokhoase Street, Pretoria.

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SPECIFICATIONS / TERMS OF REFERENCE

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1. Objectives

1.1 The objectives (aim) of this tender are:

To invite bids from suitable security service provider(s) who are capable to identify and mitigate security risks through the deployment of properly trained Security officers in the security field to maximize the protection of Department of Home Affairs (DHA) personnel, assets and its facilities at Lindela Repatriation Centre for period of six (06) months and possible renewable on a month-to-month for another period not exceeding three (3) months at the discretion of the Department subject to satisfactory performance and availability of funds.

2. Background

2.1 The Department of Home Affairs (DHA) is, in view of the nature of its mandate, vision and

mission, exposed to security risks, threats and vulnerabilities. These contingencies and vulnerabilities on the premises or offices of the DHA necessitate a security structure responsible for safeguarding of human lives (inmates staff, clients, visitors and service providers), property, DHA assets, personal belongings and information.

2.2 It is therefore essential that the Department enlists the services of reputable, experienced,

and well-resourced service providers to provide Physical Guarding and Security Incident Management services to the Department which entails access control, guarding of premises, patrolling of premises, protection of personnel, protection of property, protection of DHA assets, protection of visitors, protection of information, event security management and, execute other security functions including ad-hoc duties as required by the Security Services Manager at the DHA. It is within this context that the service providers must comply with the following aspects:

- Be registered as a security service provider with the Private Security Industry Regulatory Authority (PSIRA);
- Deliver a quality and professional security service;
- Provide back-up service/s in cases of emergency, without deviation from the Service Level Agreement ("SLA");
- Provide properly trained and registered security officers, as per the PSIRA requirements;
- Provide honest and properly screened security personnel;
- Professionally manage Security officers deployed at all DHA Sites; and

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- Assume full liability for direct damages, as well as indirect / consequential / special damages incurred by DHA due to the malicious, intentional, fraudulent, reckless or grossly negligent acts or a breach of the confidentiality provisions of the SLA by the contracted service provider/s.

3. Scope and Extent of the Tender

3.1 The successful bidder(s) will be expected to execute and conduct the following tasks / provide the following services/items to the Department:

3.1.1 The Department requires the deployment of Grade C Security Officers as per deployment schedule. Grade Supervisors/ armed guard/s where specified. There should be no interruption of the required service during weekdays, weekends, and public holidays.

3.1.2 This service entails the provisioning of security officials with the supervision necessary for the proper, efficient and economic performance of the Security Services and shall ensure that such performance is carried out in such a way that it will enable the Department to promote its counter-corruption efforts, and secure its assets, infrastructure, information, documents, employees and all the Client's authorised third parties within the Sites, third party property and information. Detainees must always be protected against escape from the centre for the duration of the contract.

3.1.3 The Security Officers are required to guard the premises daily for 24 hours and conduct access control of all visitors into the building. The officers are also required to conduct hourly surveillance of the premises to ensure inmates are not disruptive and always calm.

3.1.4 The department also has a right to increase the number of officers in which services are or might be required. The department also has a right to decrease the number of security guards required.

3.1.5 The service provider shall maintain the same rates as quoted should DHA decide to increase offices/sites or request for services for Saturdays/Sundays/Public Holidays or request services of additional guards.

3.1.6 The Department may from time to time and in writing require ad hoc service(s) from the Service Provider under the same terms and conditions of this Agreement and where applicable in terms of the Individual Agreements. The service provider shall adjust the total cost but maintain the same unit rates as quoted.

3.1.7 The functions are to be performed as per the specification and SLA that will be signed by both parties.

4. Special Conditions of Contract

4.1. To achieve the above the successful bidder will be required to meet the following requirements:

- The service provider(s) may not recruit or shall attempt to recruit an employee of the Department of Home Affairs for the purposes of preparation of bid or for the duration or the execution of this contract or any part thereof.
- Guards must be South African citizens with no criminal record.

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- Guards must be able to speak, read and write in English.
- Guards must be registered with PSIRA for the grade specified.
- The Service Provider shall obey all lawful instruction issued by DHA Security Management in the interest of safety and security.
- The bidder shall pay all security officers deployed or placed at DHA at or above legislated levels.
- The successful bidder must provide at each site at own cost, Electronic active guard patrol monitoring system to the guard(s) when reporting for duty/knocking off and also doing patrolling rounds;
- Batons;
- Handcuffs;
- Whistle;
- Pen and pocket book;
- Torch;
- Communication devices/radios/press to talk gadgets Radio; (ability to connect to all sites)
- Panic buttons (for armed response unit);
- Pepper spray noting that all staff must have the training certificate in the use of these products;
- Security Registers
- Minimum two hand-held metal detectors for each site
- All mandatory access control books
- Occurrence Book for recording of all occurrence.
- Gun safes (where practical to install and remains the property of the service provider)
- The Service Provider must provide electronic active guard patrol monitoring system to the guard(s) when reporting for duty/knocking off and doing patrolling rounds. A logbook detailing the full name, contact information, Identity Number and reason for the visit to the property must be logged in the logbook with the accompanying signature of the visitor. The security on site is to ensure that no unauthorized visitors are allowed on site and that any person/s visiting the site is upon approval from DHA Office Manager or Security Manager. The printout of the monitoring system and copy of the logbook must be provided to DHA as and when required to do so.
- In order to mitigate against fronting and non-compliance with laws and regulations, the company and its workforce will be periodically verified against compliance with all legislative provisions and if found non-compliant, the Department will through competitive bidding process replace the non-compliant service provider with an alternative service provider through this particular bid.
- The Service Provider shall at all times be held strictly liable and accepts responsibility for all damage of whatsoever nature (including consequential and special damages) due to any acts or omissions by the Security Officers, servants, agents, assigns, contractors and sub-contractors in the provision of the Security Services.

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- The Department reserves the right to vary the number of sites and guards depending on operational needs and availability of funds. In such event, the successful security service provider(s) shall adjust its fees in accordance with the changed requirements of DHA.
- The Department has guard houses and where necessary for additional guard house, the successful bidder must provide temporary structure at own cost which shall remain the property of the bidder. The bidder will remove such a temporary structure after expiry of the contract.
- These services will be a required for a period of six (06) months, and can be extended on a month-to-month basis, not exceeding three (03) months based on the need of the department.
- The successful bidder must ensure that they have registered firearms with licences should there be a need for such.
- DHA reserves the right to subject any bidder for a security clearance through the State Security Agency (South Africa) and if a negative security screening report is issued the services of the bidders will be terminated with immediate effect.

5. GENERAL REQUIREMENTS

5.1 In order to protect the Department against appointment of unscrupulous security officers, the following are required from the appointed service provider/s:

- Submit a recent clearance certificate obtained from SAPS Criminal Record Centre, (at his/her own expense) to DHA in respect of all personnel deployed to render the service, within two months (60 days) after commencement of the contract or;
- A copy of background checks for all company Security Officers conducted through an independent, accredited verification agency at own cost within two months (60 days) after commencement of the contract.
- Should the service provider not be able to acquire the clearance results after two months, additional one-month grace period might be considered after which, penalties will be imposed after four months. Continuous failure to comply will lead to termination of the contract.
- DHA reserve the right to require from the service provider, replacement of any of his/her employee/s if found to be security incompetent, in which case, the employee must leave the site immediately. DHA will not be held liable for any damages or claims, which may arise because of this and is indemnified by the service provider against any such claims and legal expenses that might ensue.

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- 6.1 Labour unrest refers to incidents where DHA's personnel or personnel of the service provider engage in strikes, picketing, unrest and or intimidation. On the other hand, Disaster means an incident or an event that is likely to cause catastrophic consequences for the people, the Department at large or even the country in general.
- 6.2 When the service is interrupted or temporarily deferred because of labour unrest, labour dispute, civilian disorder, local, national disaster or any other cause beyond the control of the service provider, the parties must come to an agreement on the methods that will be used to ensure continuation of the security service.
- 6.3 During the riots or industrial action, the service provider will invoke the contingency plan as to ensure continued service delivery for the duration of the strike, industrial action or riots; free of charge. Likewise, the Service Provider shall deploy special task force to defuse the situation. Whilst riotous situation necessitates stringent security measures, it must also be noted that same must be executed within the confines of the law. As such, no live ammunition shall be used during the industrial actions. The DHA will not be held liable for any damages or claims, which may arise because of this and is indemnified by the service provider against any such claims and legal expenses or litigation that might ensue due to failure by the Service Provider to observe and comply with the law.
- 6.4 When the service is interrupted because of labour unrest or labour dispute by the Security Officers of the service provider, DHA will have the right to terminate the contract immediately and/or obtain the services of another Security service provider for the duration of the labour unrest or labour dispute, without prejudice to any rights that DHA may have.

7. Engagement with the DHA Representatives (Security Manager or his Delegates)

- 7.1 As part of compliance monitoring and enforcement of the terms and conditions of the contract as well as the SLA, regular meetings will be conducted as follows:
- Monthly meetings with the Security manager (responsible for the province) at the Provincial level.
 - Monthly meetings with Security Managers at Head Office.
 - Any other time as deemed necessary by the DHA or due to operational requirements.
 - Attendance of meeting is compulsory and should be observed and adhered to at all times.
 - Where the Service Provider is not able to attend the meeting for some reasons, his/her delegate must attend the meeting on his/her behalf. The Representative must be someone with decision making powers and not operational person. Failure to honour the invite without reasonable cause will be considered noncompliance with the SLA and necessary actions will be taken against such behaviour which includes, but not limited to warning letters and implementation of penalties.

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8.1 Company uniform is required for easy identification of the guards on duty and to ensure professionalism. As a result, the service provider shall ensure that each security personnel will always when on duty, be fully equipped in respect of the following:

- A neat and clearly identifiable uniform with company logo, which will include matching raincoats and overcoats or any garment necessary for the identification of the Security Officer/s performing security functions at DHA site. No other clothing, other than the prescribed uniform, will be allowed on site.
- Clear identification card of the company with the member's photo, identity and file number on it, as well as PSIRA card must always be worn conspicuously on his/her person.
- Safety and protective clothing, bullet proof vests and reflector jackets must be provided as and when needed, especially for crowd control purposes.
- Worn out uniform will not be allowed on site as it will damage the reputation of DHA. Should guard's uniform be worn out, it must be replaced immediately. Failure to comply will lead to warning letters, followed by penalties and under extreme conditions, termination of service.

9. Incident Reporting and Investigations thereof

9.1 In order to ensure provisioning of efficient services and compliance with the SLA, the following are expected from the service provider/s:

- Submission of monthly report on the 2nd day of each month
- All incidents shall be immediately reported to the DHA Security Manager at both Head Office and Office Manager at Centre level through electronic OB and a phone call as soon as they occur.
- A signed preliminary investigation report must be forwarded to the DHA within 24 hours of occurrence.
- Any incident or occurrence that is likely to endanger lives, safety and wellbeing of DHA 's personnel, visitors, contractors and clients visiting the Department must be reported to the DHA as soon as they are identified or observed.
- Provide any other written reports to DHA Security Management as and when needed.

10. Tender Deliverables / Outputs and Timeframes

10.1. The primary deliverables to be achieved

Safeguarding of Lindela Repatriation Centre, inmates and assets in line with the specification for a period of Six (06) months and discretionary renewable on a month to month basis for another period not exceeding three (3) months subject to satisfactory performance and availability of funds.

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11. Logistics and Timing**11.1 Project location(s):**

Lindela Repatriation Centre, Krugersdorp, Gauteng

11.2 Expected commencement date:

Once approval is being granted

11.3 Project period:

Six (06) months and renewable on a month-to-month basis for another period not exceeding three (3) months at the discretion of the Department subject to satisfactory performance and availability of funds.

11.4 Bid proposal

- Service Provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document. The bid proposal response must indicate the following:
 - ❖ The bidding company's profile, including proof of compliance with all the requirements as per the TOR document.
 - ❖ The pricing information.
 - ❖ Where substantiations are required, a certified copy of certification or proof is required to be attached to the bid response.
- Bid documents may either be submitted through a courier services or hand delivered to the silver bid box situated at the main entrance of the Hallmark Building at the address indicated on SBD 1 form attached on the Home Affairs' tender document. If the bid documents are submitted through a courier services, **it is the responsibility of the bidder to ensure that the documents are inside the steel box by the closing time and date.**
- Bidder(s) are required to submit original bid proposal response documents
- One (1) compact disc (CD) or universal serial bus (USB) with PDF content of each bid document by the closing date and time. Each bid response document and CD must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the bid response document and information in the CD or USB must be clearly labelled. Pricing information. Bid price must include VAT and should be fully inclusive to deliver all goods / services

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- The prospective service provider's rates and costs must be in line with the minimum National Bargaining Council for the Private Security Sector requirements as the Bid Evaluation Committee will consider minimum rates as prescribed by Department of Labour and Employment.
- National Bargaining Council for the Private Security Sector pricing structures. Bidders deviating from National Bargaining Council for the Private Security Sector pricing structures by quoting below the current year National Bargaining Council for the Private Security Sector pricing structure shall be deemed non-compliant and therefore will be disqualified.
- The Department reserves the right to negotiate the final pricing with the successful bidder/s.
- Bidder(s) must indicate the total bid price in the SBD 3.3 form. All bid prices must be firm and the price will remain as such for the duration of the contract. Based on the specifications, give a specific pricing breakdown for the Six (6) months contract. Pricing information. Bid price must include VAT and should be fully inclusive to deliver all goods / services indicated in the terms of reference

12. EVALUATION CRITERIA

The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid
Stage 1A	Non-compulsory briefing session.	Yes
Stage 1B	Initial screening process / compliance with bid requirements.	Yes
Stage 2	Pre-qualification criteria evaluation.	Yes
Stage 3	Mandatory requirements evaluation.	Yes
Stage 4	Functionality requirements evaluation.	No
Stage 6	Price / Specific goals.	Yes

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Stage 1. Initial screening process/compliance with bid requirements

Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point system and attach evidence as per Table 1.	

Stage 2: Pre-qualification criteria evaluation.

- Compliance with the prequalification requirements.
- Bidders must comply with all the following **National Bargaining Council for the Private Security Sector (NBCPSS)** requirements in line with the Labour Relations Act, 1995, Government Gazette dated 02 February 2024.
- Bidders must comply with the **Main Collective Agreement (MCA)** signed by Minister on 23 January 2024.
- In terms of the **NBCPSS** any Bidder as defined by the **MCA** who wishes to bid for a contract to provide services related to the private security sector must comply with the following Pre-qualification requirements
- Bidders who do not indicate ("**Yes**") or fail to fully complete the criterions below will be disqualified.
- Bidders who fail to meet the prequalification requirements will be disqualified.

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#	Pre-qualification criteria 1	Yes or No
EVIDENCE: The Bidder must indicate “Yes or No” and sign and date below:		
1.	Be compliant with the NBCPSS which registration requires payment of levies.	
2.	Be compliant with the provisions of the MCA insofar as it relates to the minimum terms and conditions of the employment with include, but not limited to graded salaries, health insurance, allowances and bonuses.	
3.	Be registered and contribute to payment towards the Provident Fund.	
4.	Be compliant with other requirements of labour laws as it pertains to the registration of the UIF, Workman's Compensation and other required statutory Bodies.	

Signature:.....

Date:.....

(The Department reserves the right to verify the information of the Bidders through the NBCPSS. Any misrepresentation identified relating to the submission of the information above would be dealt with by the Department. This also includes amongst other punitive measures, restriction from doing business with any organ of the state for a period not exceeding ten (10) years)

Stage 3: Mandatory requirements evaluation.

- Compliance with the mandatory requirements. Bidders who fail to meet the mandatory requirements will be disqualified.
- The Department reserves the right to verify the information of the Bidders through PSIRA and other relevant institutions. Any misrepresentation identified relating to the submission of the information above would be dealt with by the Department. This also includes amongst other punitive measures, restriction from doing business with any organ of the state for a period not exceeding ten (10) years.
- Bidders who do not comply or fail to fully complete the information below will be disqualified.
- Only bidders who have complied with mandatory requirements will be evaluated for functionality.

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Mandatory Requirement 1	Comply	Do not comply
The Bidder <u>must</u> have a minimum of three (3) years experience in physical security guarding services or similar.		
EVIDENCE: Complete, sign and date the document below:		

Name of Client	Contact details	Type of work	Contact person	Start date	End date
Signature:					
Date:					

Mandatory Requirement 2	Comply	Do not comply
PSIRA Guarding Services Letter of Good Standing		
EVIDENCE: Valid PSIRA Letter of Good Standing		

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Mandatory Requirement 3	Comply	Do not comply
PSIRA registration and compliance Owner/s.		
EVIDENCE: Valid Registration certificate of (all) Director/s / Owner/s		

Mandatory Requirement 4	Comply	Do not comply
PSIRA registration and compliance Company		
EVIDENCE: Valid Registration certificate of Company		

Mandatory Requirement 5	Comply	Do not comply
<ul style="list-style-type: none"> Compliance with ICASA (if radios are used) If radios are not used - Signed and dated confirmation by the Bidder indicating that there is no requirement for ICASA license and indicate the alternative solution that is used. 		
EVIDENCE: valid ICASA Licence or proof of payment, or a signed rental agent/third-party agreement/confirmation of relationship by the owner of the licence (owner's licence to be also attached). If radios are not used - Signed and dated confirmation by the Bidder indicating that there is no requirement for ICASA licence and indicate the alternative solution that is used		

Mandatory Requirement 6	Comply	Do not comply
Bidders must have public liability insurance with R5 million cover or a letter from insurer indicating intention to take up the cover upon appointment (The Department reserves the right to terminate the contract if the cover is not taken upon appointment).		
EVIDENCE: R5 million cover from the insurer. (The evidence must clearly indicate the R 5 million cover)		

Mandatory Requirement 7	Comply	Do not comply
Bidders must have at least 3 vehicles		
EVIDENCE: Vehicle registration documents in the name of the company/Owner (not a licence disc renewal) or Ceded by a Rental Company for usage by the Company/Owner for services to be rendered must be attached to the proposal or agreement with the rental company		

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Mandatory Requirement 8	Comply	Do not comply
Bidders must provide firearm competency certificates and ID copies of Armed Guards that will be deployed on site		
EVIDENCE: Certified firearm competency certificates and ID copies in the name of Guards that will be carrying or using Firearms on site.		

Mandatory Requirement 9	Comply	Do not comply
Bidders must provide company firearm licenses for all firearms (rifles, pistol etc) that will be used by the company on site		
EVIDENCE: Certified copies of all company firearm licenses in the name of the company (rifle or pistol) to be used on site by the Company		

- Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 point split for requirements with a Rand value below R 50 000 000, inclusive of all applicable taxes.
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a Rand value below R 50 000 000 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:

SN	COMPONENT	POINTS
1.	Price:	80
2.	Preferential points: Specific goals	20
	TOTAL:	100

Specific goals

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

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Black = 7 points • ≥51% and <100% company owned by people who are Black = 5 points • >0% and <51% company owned by people who are Black = 2 points • 0% company owned by people who are Black = 0 points 	7	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust 	
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Women = 10 points • ≥51% and <100% company owned by people who are Women = 5 points 	10	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> • Company Registration Certification as issued by the Companies and Intellectual 	

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
<ul style="list-style-type: none"> • >0% and <51% company owned by people who are Women = 2 points • 0% company owned by people who are Women = 0 points 		Property Commission (CIPC). <ul style="list-style-type: none"> • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust 	
The company owned / director/s / shareholders by people who are Disabled. <ul style="list-style-type: none"> • 100% company owned by people who are Disabled = 3 points • ≥51% and <100% company owned by people who are Disabled = 2 points • >0% and <51% company owned by people who are Disabled = 1 points • 0% company owned by people who are Disabled = 0 points 	3	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: <ul style="list-style-type: none"> • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust. 	

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/required documents.**

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NO	OFFICE	SPECIFICATION (GRADE C)	NUMBER OF GUARDS	COST PER GUARD (VAT INCLUSIVE)	TOTAL GUARD COST PER MONTH (VAT INCLUSIVE)	TOTAL GUARD COST PER YEAR (VAT INCLUSIVE)
1	MAIN GATE	06:00 to 18:00 Monday to Sunday	2			
2	MAIN GATE	06:00 to 18:00 Monday to Sunday (Armed Guards)	2			
3	MAIN GATE	18:00 to 06:00 Monday to Sunday	2			
4	MAIN GATE	18:00 to 06:00 Monday to Sunday (Armed Guards)	2			
5	GATE 2	06:00 to 18:00 Monday to Sunday	2			
6	GATE 2	06:00 to 18:00 Monday to Sunday (Armed Guards)	2			
7	GATE 2	18:00 to 06:00 Monday to Sunday	2			
8	GATE 2	18:00 to 06:00 Monday to Sunday (Armed Guards)	2			
9	MALE CELLS	06:00 to 18:00 Monday to Sunday	3			
10	MALE CELLS	06:00 to 18:00 Monday to Sunday (Armed Guards)	2			

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NO	OFFICE	SPECIFICATION (GRADE c)	NUMBER OF GUARDS	COST PER GUARD (VAT INCLUSIVE)	TOTAL GUARD COST PER MONTH (VAT INCLUSIVE)	TOTAL GUARD COST PER YEAR (VAT INCLUSIVE)
11	MALE CELLS	18:00 to 06:00 Monday to Sunday	3			
12	MALE CELLS	18:00 to 06:00 Monday to Sunday (Armed Guards)	2			
13	BACK YARD	06:00 to 18:00 Monday to Sunday	1			
14	BACK YARD	06:00 to 18:00 Monday to Sunday (Armed Guards)	1			
15	BACK YARD	18:00 to 06:00 Monday to Sunday	1			
16	BACK YARD	18:00 to 06:00 Monday to Sunday (Armed Guards)	1			
17	COURT YARD	06:00 to 18:00 Monday to Sunday	2			
18	COURT YARD	06:00 to 18:00 Monday to Sunday (Armed Guards)	2			
19	COURT YARD	18:00 to 06:00 Monday to Sunday	2			
20	COURT YARD	18:00 to 06:00 Monday to Sunday (Armed Guards)	1			

Subject**REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS**

NO	OFFICE	SPECIFICATION (GRADE C)	NUMBER OF GUARDS	COST PER GUARD (VAT INCLUSIVE)	TOTAL GUARD COST PER MONTH (VAT INCLUSIVE)	TOTAL GUARD COST PER YEAR (VAT INCLUSIVE)
21	WAITING AREA	06:00 to 18:00 Monday to Sunday	3			
22	WAITING AREA	06:00 to 18:00 Monday to Sunday (Armed Guards)	1			
23	WAITING AREA	18:00 to 06:00 Monday to Sunday	1			
24	FEMALE CELLS	06:00 to 18:00 Monday to Sunday	2			
25	FEMALE CELLS	18:00 to 06:00 Monday to Sunday	2			
26	TOWERS	06:00 to 18:00 Monday to Sunday	1			
27	TOWERS	06:00 to 18:00 Monday to Sunday (Armed Guards)	1			
28	TOWERS	18:00 to 06:00 Monday to Sunday (Armed Guards)	2			
29	DEPORTATION AREA	06:00 to 18:00 Monday to Sunday	2			
30	CLINIC	06:00 to 18:00 Monday to Sunday	2			

Subject	REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS
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NO	OFFICE	SPECIFICATION (GRADE C)	NUMBER OF GUARDS	COST PER GUARD (VAT INCLUSIVE)	TOTAL GUARD COST PER MONTH (VAT INCLUSIVE)	TOTAL GUARD COST PER YEAR (VAT INCLUSIVE)
31	CLINIC	18:00 to 06:00 Monday to Sunday	1			
32	ADMIN BLOCK	06:00 to 18:00 Monday to Sunday	2			
34	ADMIN BLOCK	18:00 to 06:00 Monday to Sunday	2			
35	RECEPTION AREA	06:00 to 18:00 Monday to Sunday	2			
36	RECEPTION AREA	06:00 to 18:00 Monday to Sunday (Armed Guards)	1			
37	C SECTION	06:00 to 18:00 Monday to Sunday	1			
38	C SECTION	06:00 to 18:00 Monday to Sunday (Armed Guards)	1			
39	C SECTION	18:00 to 06:00 Monday to Sunday	2			
40	C SECTION	18:00 to 06:00 Monday to Sunday (Armed Guards)	1			
TOTAL			67			

Subject**REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS****13. Financial Implications**

The estimated value of the tender and approved budget available:

Estimated value:

- Total for entire period: R9 000 000.00
- Total per month: R 1 500 000. 00

The funds for the tender are available in the following budget:

- Region: Head Office
- Branch: Counter Corruption and Security Services
- Unit: Security Services

14. Envelopes must be hand delivered to:

Department of Home Affairs

230 Johannes Ramokhoase Street

Hallmark building

Pretoria

0001

Bid documents may either be submitted through a courier services or hand delivered to the steel box (Quotation Box) situated at the main entrance of the Hallmark Building at the address indicated as per above. If the bid documents are submitted through a courier services, it is the responsibility of the bidder to ensure that the documents are inside the steel bid box (Quotation box) by the closing time and date. Faxed or emailed bids will not be accepted.

Late proposal will not be accepted and/or will be returned unopened to the Bidder.

Please direct all your bid proposals for attention: Ms. Valencia Ndhlovu

Tel (012) 406 2771

15. Enquiries**Direct all technical questions to:**

Name: Mr Karel Mashele

Tel: (012) 406 2828 /064 750 2482

Email: Karel.Mashele@dha.gov.za

Direct all Supply Chain Management questions to:

Name: Ms Valencia Ndhlovu

Tel: 012 406 2771

Email: Valencia.ndhlovu@dha.gov.za

Subject	REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS
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INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	TOR 008/2025	CLOSING DATE:	02 July 2025	CLOSING TIME:	11:00 AM
DESCRIPTION	REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Home Affairs					
230 Hallmark building,					
Cnr of Thabo Sehume and Johannes Ramokhoase street,					
Pretoria central.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Valencia Ndhlovu		CONTACT PERSON	Mr Karel Mashele	
TELEPHONE NUMBER	012 406 2771		TELEPHONE NUMBER	Tel: 012 406 2828	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Valencia.ndhlovu@dha.gov.za		E-MAIL ADDRESS	Karel.Mashele@dha.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					

Subject	REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS
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VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

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

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

Subject**REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS**

- 2.1 **PART B**
- 2.2 **TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.3 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.4 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.5 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.6 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.7 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.8 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.9 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

Subject**REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS**

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

Subject**REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS**

SBD 4

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise?

Employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or

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consortium² will not be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

Subject**REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS****SBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

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The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS (B-BBEE)	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

Subject**REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS****3.1. POINTS AWARDED FOR PRICE****3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**3.2.1. POINTS AWARDED FOR PRICE**

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Subject**REQUEST FOR QUOTATION FOR PHYSICAL SECURITY GUARDING SERVICES FOR LINDELA REPATRIATION CENTRE FOR A PERIOD OF 06 MONTHS**

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points 	7	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust. 	
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> 100% company owned by people who are Women = 10 points 	10	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p>	

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
<ul style="list-style-type: none"> • ≥51% and <100% company owned by people who are Women = 5 points • >0% and <51% company owned by people who are Women = 2 points • 0% company owned by people who are Women = 0 points 		<ul style="list-style-type: none"> • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust. 	
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Disabled = 3 points • ≥51% and <100% company owned by people who are Disabled = 2 points • >0% and <51% company owned by people who are Disabled = 1 points 	3	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). 	

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
<ul style="list-style-type: none"> 0% company owned by people who are Disabled = 0 points 		<ul style="list-style-type: none"> Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust. 	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed,

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based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

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NAME OF BIDDER:	BID NO: RFQ008/2025
CLOSING TIME 11H00	CLOSING DATE: 02 July 2025

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY
NO	**(ALL APPLICABLE TAXES INCLUDED)	

- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
R.....
- PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)
- PERSON AND POSITION HOURLY RATE DAILY RATE

-----	R-----	R-----
-----	R-----	R-----
-----	R-----	R-----
-----	R-----	R-----

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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	R.....
-----	-----	R.....
-----	-----	R.....
-----	-----	R.....

* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	R.....

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----- R.....

----- R.....

----- R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

***[Delete if not applicable]**