



RUSTENBURG LOCAL MUNICIPALITY

RLM/DPS/0002/2022/23: RE-ADVERT APPOINTMENT OF ONE OR MORE SERVICE PROVIDERS FOR THE PROVISION OF SECURITY SERVICES TO RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS

PARTICULARS OF THE BIDDER	
NAME OF THE BIDDING OR TENDERING COMPANY	
POSTAL ADDRESS	
	POSTAL CODE
STREET ADDRESS (PHYICAL ADDRESS)	
	POSTAL CODE
E-MAIL ADDRESS	
TELEPHONE NUMBER (TELKOM LINE)	
CIDB CRS NUMBER (IF APPLICABLE)	
CELLPHONE NUMBER	
ALTERNATE CELLPHONE NO.	
CENTRAL SUPPLIER DATABASE NUMBER OF THE BIDDING COMPANY	



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TENDERING CONDITIONS

1. The document must be completed in full as per the guide provided under administrative evaluation - document completion.
2. All mandatory documents must be attached as per the guide under administrative evaluation - attachment of mandatory documents.
3. The document must not be dismantled; page numbers must be sequential.
4. Bidders must be registered on CSD.
5. For all documents that will need certification (and affidavits where applicable) bidders must not submit copies/ copies of certified copies.
6. Only black ink must be used when completing the tender document.
7. Electronic signatures are not allowed.
8. Bidders are not allowed to use correction pens. In a case where a wrong answer is ticked, a straight line must be made across the wrong answer, then initial next to the mistake and a correct answer must be ticked or provided in writing.
9. Bidders who tendered for **RLM/DPS/0012/2022/23 - APPOINTMENT OF ONE OR MORE SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF CCTV CAMERAS AND BIOMETRIC SYSTEM AT MUNICIPAL BUILDINGS** may no tender for this bid

NB! FAILURE TO ADHERE TO THE ABOVE INSTRUCTIONS WILL RENDER THE TENDER INVALID AND RESULT IN DISQUALIFICATION



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ADMINISTRATIVE EVALUATION (DOCUMENT COMPLETION)

PLEASE READ AND FOLLOW INSTRUCTIONS BELOW ON HOW TO COMPLETE DIFFERENT FORMS IN THE DOCUMENT AND FILL THEM AS INSTRUCTED

- ✓ The tender documents must be completed in full i.e. Compulsory Questionnaire (where applicable), MBD 1, MBD 4, MBD 5, MBD 6.1, MBD 7.2, MBD 8, MBD 9, Section 38, Signatory Resolution Form, Pricing Schedule, and the Form of Offer, including all witness signatures on all the above stated forms.

- ✓ ***NB! FAILURE TO ADHERE TO THE BELOW MENTIONED POINTS WILL INVALIDATE THE TENDER AND RESULT IN DISQUALIFICATION***
 - **COMPULSORY QUESTIONNAIRE** must be fully completed and signed (**where applicable**)
In a case of Joint Venture separate COMPULSORY QUESTIONNAIRE forms must be completed and submitted.
 - **MBD 1** must be fully completed and signed
 - **MBD 4** - must be fully completed and signed: only tick the appropriate answer. Please be informed that whether you scratch out, tick or circle, **your answer will be where the pen ink is reflecting.**
In a case of Joint Venture or multi- directors, full details of all directors / trustees / shareholders / members must be provided on the table on MBD 4.
 - **MBD 5 (where applicable)** must be fully completed and signed: - only tick the appropriate answer. Please be informed that whether you scratch out, tick or circle, **your answer will be where the pen ink is reflecting.** *In a case of Joint Venture separate MBD 5 forms must be completed and submitted.*
 - **MBD 6.1** – must be fully completed and signed.
 - **MBD 7.2** must be fully completed and signed.
 - **MBD 8** - must be fully completed and signed: only tick the appropriate answer box, whether you scratch out, tick or circle, your answer will be where the pen ink is reflecting.
 - **MBD 9** - must be fully completed and signed.
 - **SECTION 38** - must be fully completed and signed: only tick the appropriate answer box, whether you scratch out, tick or circle, your answer will be where the pen ink is reflecting. Note that should you answer “**NO**” to any of the declaration questions on **section 38 form**, then supporting documents **MUST** be attached.
 - **SIGNATORY AUTHORISATION** – must be fully completed and signed.
 - **PRICING SCHEDULE** must be fully completed and signed.



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ADMINISTRATIVE EVALUATION (ATTACHMENT OF MANDATORY DOCUMENTS)

- ✓ Deposit slip with tender reference number as indicated on the advert.
- ✓ Proof of CSD registration (CSD report)
- ✓ Required CIDB Grading Certificate (where applicable)
- ✓ Signatory resolution – Please attach a copy of Signatory resolution where instructed.
- ✓ If the submission is from a Joint Venture, then a JV agreement must be attached.
- ✓ A valid and certified copies must not be (not older than (3) three months on the date of tender closure).

FOR ALL DOCUMENTS THAT WILL NEED CERTIFICATION (AND AFFIDAVITS WHERE APPLICABLE) BIDDERS MUST NOT SUBMIT COPIES/ COPIES OF CERTIFIED COPIES.

MUNICIPAL RATES AND TAXES STATEMENTS OF THE DIRECTORS

- ✓ Municipal rates and taxes statement of the last billable month on the date of tender closure for each directors' address must be attached; or
- ✓ Valid lease agreement of the director/s (showing lease period) or,
- ✓ An original letter (not a copy) from tribal authority not older than three (3) months if the director/s are residing in a tribal land, or
- ✓ If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement must be submitted together with an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property.

MUNICIPAL RATES AND TAXES STATEMENTS OF THE COMPANY

- ✓ Municipal rates and taxes statement of the last billable month on the date of tender closure for the company's' address must be attached; or
- ✓ Valid lease agreement of the company (showing all critical contractual obligations, or
- ✓ An original letter (not a copy) from a tribal authority not older than three (3) months if the company is operating from a tribal, or
- ✓ If the rates and taxes account are not in the names of the company, the attached municipal rates taxes statement must be submitted together with an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the company operates from their property.



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NB!!

- ✓ FOR PROCUREMENT EXPECTED TO BE LESS THAN 10 MILLION, AWARDS WILL NOT BE MADE TO BIDDERS OWING MUNICIPAL RATES AND TAXES FOR OVER 90 DAYS AT THE TIME OF TENDER CLOSURE
- ✓ FOR PROCUREMENT EXPECTED TO BE MORE THAN 10 MILLION, AWARDS WILL NOT BE MADE TO BIDDERS OWING MUNICIPAL RATES AND TAXES FOR OVER 30 DAYS AT THE TIME OF TENDER CLOSURE

VERIFICATION OF DOCUMENTS AND INFORMATION

- ✓ Tax compliance status will be verified using CSD number. (For a bidder to be considered for final award, their status must reflect "tax compliance" before final award is made)
- ✓ CIDB Grading will be verified.
- ✓ A Sworn Affidavit will be accepted only if an original is submitted.

ALLOCATION OF SPECIFIC GOALS

- ✓ Rustenburg Jurisdiction
- ✓ Rural /Township Businesses
- ✓ Black People
- ✓ Persons with Disability
- ✓ Youth
- ✓ Women
- ✓ SMME's

INSTRUCTION ON THE SUBMISSION OF TENDER DOCUMENTS

- ✓ A tender document must be in a sealed envelope that has on the outside the bid number and bid description. Both the bid number and the bid description must be on the envelope for the document to be acceptable.
- ✓ If the bid number and description are not clearly marked on the envelope, the bid will not be received.
- ✓ The tender document must be in the tender box before the specified closing time and date.
- ✓ Bidders who arrive when the tender box is open are late and their submissions will not be accepted.

NB: Bidders are encouraged to submit both hard copy document and an electronic tender document in the form of a clearly marked USB (Only) Bidders will not be disqualified for not submitting a USB.



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1. Documents will be available on E-tender and RLM websites respectively 5 working days after the advert date at a non-refundable fee of R10,000.00
2. A compulsory briefing session will be held on the **23 February 2023**, from 10H00 TO 11H00 at Nelson Mandela & Dr Moroka Road, Rustenburg (commonly known as Rustenburg Traffic department)
3. Sealed bid documents marked: **“RLM/DPS/0002/2022/23 – RE-ADVERT APPOINTMENT ONE OR MORE SERVICE PROVIDERS FOR THE PROVISION OF SECURITY SERVICES TO RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS**
4. must be placed in the bid box in the foyer of the Municipal offices, Missionary Mpheni House, Beyers Naude Drive, Rustenburg not later than **29 March 2023 @ 09H00**,
5. The bid will be evaluated as follows: **Administrative evaluation (document completion and attachment of mandatory documents), Functionality (minimum qualifying score 70) and 90/10 preferential point system (price = 90 & Specific Goals = 10)**
6. Please note that no bid documents given to couriers will not be signed for by Rustenburg Local Municipality.
7. The Council will not be responsible for bids not received or received late by mail. Bids will remain valid for 90 days (Ninety).
8. All bids will be adjudicated based on the prescribed criterion as stipulated in the document.
9. An updated record of payment of rates, taxes and services to the relevant Municipality must be attached. Failure to do so will invalidate the bid submitted.
10. No bids will be considered from any person(s) in the service of the state (as defined in Regulation 1 of Local Government: Municipal Supply Chain Management Regulations).
11. Objections or complaints must be submitted in writing to the Municipal Manager at the address stated, and must contain the following:
 - (a) reasons and/or grounds for the objection or complaint.
 - (b) the way in which the objector or complainant's rights have been affected; and
 - (c) the remedy sought by the objector or complainant.
12. Any objection or complaint must reach the Municipal Manager with a 14-day period after award has been made. Late objections or complaints will not be entertained.
13. All bids must be submitted on the official forms provided and a successful bidder will be required to fill and sign a written Contract Form (MBD 7).



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**PART A
INVITATION TO BID**

MBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE RUSTENBURG LOCAL MUNICIPALITY

BID NUMBER:	RLM/DPS/0002/2022/23	CLOSING DATE:	29 MARCH 2023 @ 9H00	CLOSING TIME:	09H00
DESCRIPTION	RE-ADVERT APPOINTMENT OF ONE OR MORE SERVICE PROVIDERS FOR THE PROVISION OF SECURITY SERVICES TO RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

RUSTENBURG LOCAL MUNICIPALITY					
MISSIONARY MPHENI HOUSE					
CNR BEYERS NAUDE AND NELSON MANDELA DRIVE, RUSTENBURG					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	



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<p><i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER PART B:3]</p>
<p><i>TOTAL NUMBER OF ITEMS OFFERED</i></p>		<p><i>TOTAL BID PRICE</i></p>	<p>R</p>
<p><i>SIGNATURE OF BIDDER</i></p>	<p>.....</p>	<p><i>DATE</i></p>	
<p><i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i></p>			
<p>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</p>		<p>TECHNICAL INFORMATION MAY BE DIRECTED TO:</p>	
<p>DEPARTMENT</p>	<p>SCM</p>	<p>CONTACT PERSON</p>	<p>Mr. RJ Makinita Ms. CL Pitso</p>
<p>CONTACT PERSON</p>	<p>Ms. Manganye</p>	<p>TELEPHONE NUMBER</p>	<p>014 590 3363/3340/3208</p>
<p>TELEPHONE NUMBER</p>	<p>014 590 3198</p>	<p>E-MAIL ADDRESS</p>	<p>rmakinita@rustenburg.gov.za & cmokale@rustenburg.gov.za</p>
<p>E-MAIL ADDRESS</p>	<p>bmanganye@rustenburg.gov.za</p>		



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PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED, COMPLETED WITH A BLACK PEN
1.3.	THIS BID IS SUBJECT TO THE RLM SUPPLY CHAIN MANAGEMENT POLICY, PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> 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 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS WILL RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



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MBD 4: DECLARATION OF INTEREST

No bid will be accepted from persons in the service of the state.

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

- 3.1 Full Name of bidder or his or her representative:
- 3.2 Identity Number:
- 3.3 Position occupied in the Company (director, trustee, hareholder²):
- 3.4 Company Registration Number:
- 3.5 Tax Reference Number:
- 3.6 VAT Registration Number:.....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

(Tick applicable box)

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

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;



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(b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?

(Tick applicable box)

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

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

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

3.10.1 If yes, furnish particulars.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

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

3.11.1 If yes, furnish particulars.....



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3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

(Tick applicable box)

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

3.12.1 If yes, furnish particulars.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

(Tick applicable box)

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

3.13.1 If yes, furnish particulars.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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3.14.1 If yes, furnish particulars.....

.....



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4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Tax Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



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MBD 5

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?

*YES	NO
------	----

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....
.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

*YES	NO
------	----

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

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



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3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

*YES	NO
------	----

3.1 If yes, furnish particulars

.....
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

*YES	NO
------	----

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Name/s and Surname of Bidder

.....
Signature

.....
Position in the Firm/Company

..... 2023
Date



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MBD 6.1 PREFERENCE CLAIMED 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 **90/10** preference point system.
- b) Either the **90/10** 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.



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1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
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).



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3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

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

Pmax = Price of highest acceptable tender



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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.



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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of Verification
Rustenburg Jurisdiction	2	4			Latest (not older than three months) Municipal Account/Traditional Council letter
Rural /Township Businesses	2	4			Latest (not older than three months) Municipal Account/Traditional Council letter
Black People	1	2			Valid Sworn Affidavit
Persons with Disability	1	2			Disability verification letter
Youth	2	4			Certified ID copy
Women	1	2			Certified ID copy
SMME's	1	2			Company registration
Total	10	20			

Where applicable, CSD Report will also be used to verify the above



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DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and



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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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MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)
in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents,
 - Invitation to bid;
 - Tax compliance status (CSD report);
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.



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6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:



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MBD 8: DECLARATION OF ABUSE OF SUPPLY CHAIN MANAGEMENT SYSTEM

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER [RLM])

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES	
1
2
DATE:	



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MBD 8: DECLARATION OF ABUSE OF SUPPLY CHAIN MANAGEMENT SYSTEM

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



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



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CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Name/s and surname of Bidder

.....
Signature

.....
Position in the Firm/Company

.....
Date



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MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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



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I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:



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- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid;
- or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



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SECTION 38: DECLARATION FORM

Having examined the BID and the general conditions thereto, I/we hereby certify that the bid price in the bid schedules and the preference points claimed are correct.

I/We furthermore certify that I/we/the Company comply/complies with the issues around Section 38 of the Supply Chain Management Policy inter alia:

IF ALL IS IN PLACE IN RESPECT OF THE CONTRACTUAL ISSUES LISTED IN THE TABLE BELOW; THE ANSWER SHOULD BE YES. ATTACH SUPPORTING INFORMATION IF ANY OF THE ANSWERS IS NO.

Note that the Municipality's Procurement Section will verify the statements.

I/we certify the following:

No.	CONTRACTUAL ISSUES	YES	NO
1.	In terms of Section 38 (1) (c) that the Bidder or any of the Directors is not listed as a person prohibited from doing business with the Public Sector		
2.	In terms of Section 38 (1)(d) (i) that the Bidder or any of the Directors does not owe rates and taxes or Municipal service charges to any Municipality that is in any arrears for more than three (3) months. Copies of the latest Municipal service charges statement of the Bidder and the Directors must be attached to the tender/bid document		
3.	In terms of Section 38 (1) (d) (ii) that the Bidder or any of the Directors has not failed to perform satisfactorily on a previous/previous contract/s with the Municipality or any organ of state		
4.	In terms of Section 38 (i) (9) that the Bidder or any of the Directors has not been convicted for fraud or corruption during the past five (5) years		
5.	In terms of Section 38 (i) (9) (iv) that the Bidder or any of the Directors has not been listed in the Register Of Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act, (Act No. 12 of 2004)		

.....
SIGNATURE OF BIDDER

.....2023.
DATE

.....
FULL NAME AND SURNAME OF BIDDER IN BLOCK LETTERS

COMPANY NAME:

PHYSICAL ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

WITNESS 1:

WITNESS 2:



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SIGNATORY AUTHORISATION

(TO BE COMPLETED BY THE BIDDER)

I/We the undersigned, am/are authorized to enter into this contract on behalf of

.....

(Name of Firm)

By resolution taken at a meeting held on the day of (month).....2023 resolved to authorise holder of ID number to sign all the documents on behalf of the company.

Print name of authorised representative:

Signature:



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NAME AND SURNAME OF THE DIRECTORS	SIGNATURE

PLEASE NOTE: Failure to complete all blank spaces on this form or attend to other details mentioned therein will render the bid/tender liable to rejection.



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GENERAL CONDITIONS OF CONTRACT
(NOT TO BE ALTERED)

PROCUREMENT: GENERAL CONDITIONS OF CONTRACT
Dated July 2010 as set out by the National Treasury: Republic of South Africa
TABLE OF CLAUSES

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.



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1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 “Supplier” means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26 “Tort” means in breach of contract.

1.27 “Turnkey” means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

1.28 “Written” or “in writing” means hand-written in ink or any form of electronic or mechanical writing.



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2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a nonrefundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards

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

5. Use of contract documents and information inspection

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent Rights



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

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.



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8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

11. Insurance

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

12. Transportation

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

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:



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- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- (b) in the event of termination of production of the spare parts:

(i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.



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15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices

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

18. Variation orders

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's delivery and/or performance



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21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.



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23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

24. Antidumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may



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deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in

Performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall

continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability



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

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

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

30. Applicable law

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

31. Notices

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

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

32. Taxes and duties

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

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

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser



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34. Amendment of contracts

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of **restrictive practices** 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



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TERMS OF REFERENCE/ SPECIFICATIONS

NB: The Security Company must give preference for employing local security officer



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TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER

The Directorate Public Safety would like to request that Supply Chain Management services assist with the appointment of potential and accredited service providers through a tender system for a 36 months contract.

BACKGROUND

Rustenburg Local Municipality which is mandated to develop and maintain public open spaces, parks, cemeteries, community halls, regional offices. This entails physical guarding, specialized alarm-armed response (under 5 minutes), protection of our facilities and equipment and equipment against theft, vandalism and damage, including the prevention and/or minimizing risk of injury or loss of life of employees and customers.

PURPOSE

To frequently evaluate existing security risks and making improvements. Constantly reviewing all aspects of security weaknesses and suggest security improvements to Rustenburg Local Municipality officials. In addition, opportunities where costs can be reduced or where security operations can be made more efficient are identified and taken by implement improvement. The provision of security personnel process is constantly evolving, allowing service providers to take advantage of lessons learned from previous crime statistics and to keep up with the latest security best practices.

GENERAL SCOPE OF THE PROJECT

The provision of labour, equipment, material and transport required to effect and provide a comprehensive security service for Rustenburg Local Municipality that entails:

- Specialised – physical guarding assets
- Specialised – tactical support security services
- Specialised – separate independent online SLA security compliance service system

Service must in all offer protection of our facilities and equipment against theft, vandalism and damage, including the prevention and/or minimizing risk of injury or loss of life of employees and customers.



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SPECIALISED – PHYSICAL GUARDING RUSTENBURG LOCAL MUNICIPALITY ASSETS: INCIDENT REPORTING

- Interim incidents are to be reported telephonically to the Security Manager immediately, and then the summary report must be e-mailed within 24hrs.
- Final incident reports, having concluded the investigation, to be forwarded to the Security Manager at Rustenburg Local Municipality within 72hrs.
- All reports to be in writing
- The contracted security provider must report all incidents reportable to SAPS and or Rustenburg Local Municipality within a prescribed period.

OPERATIONAL REPORTS

- Action items noted in Occurrence Book must be responded to within 48hrs
- Weekly report for preceding Month to be submitted electronically by 14:00 on Monday of the week
- Monthly report for the preceding Month to be submitted by the 3rd of the following month.
- Reports format to be in line with Rustenburg Local Municipality requirement, having given consideration to the type of facility where security services are provided.

ACCESS (ENTRY/EXIT) POINTS

- Cash Management
- Register/ Documents to be kept thereat:
 - Occurrence Book
 - Visitors register
 - Vehicle register
 - After-hours register
 - Asset removal permit
 - Private equipment declaration register
- Access is to be controlled at all entry/exit point
- All visitors including Rustenburg Local Municipality employees not ordinarily occupants at the premises, would be required to sign the visitors register
- Where prior arrangements have been made with the security personnel on duty, she/he will be provided with the list of the visitors against which all visitors would have been checked prior being allowed access onto the premises.
- Visitors will only be allowed onto premises once the security personnel on duty have satisfied him/herself of the authenticity thereof. This may vary given type of the facility under management.
- All persons including Rustenburg Local Municipality employees who are ordinarily occupants at the premises, visiting after business hours must sign an after hour register.
- Removal of Rustenburg Local Municipality assets(s) not ordinarily associated with outside daily operations, e.g. grass cutting, and would have to be authorized by the Site Manager.



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PERIMETER FENCING

- To be inspected at least once daily
- Any stacking of articles around the fence and/or any situation which may compromise the integrity and effectiveness of the fence to be reported immediately and documented in OB in Red Ink.
- Status thereof to form part of monthly operational report
- Report on any situation, e.g. vagrants along the fence, which threaten or have potential to threaten the integrity and effectiveness of the perimeter fence
- Entry/exit points to be permanently locked at all times after normal business hours (16H30-07H30)

PARKING AREAS

- Guard to undertake constant patrol, especially after normal business hours
- Guards to check whether vehicle doors and windows are properly secured and locked
- Guards to undertake daily recon of vehicle thereat to the vehicle register
- Guards to ensure that all the vehicle parts, including spare wheels, batteries etc. are safeguarded at all times whilst the vehicle is in the parking area

MAIN BUILDINGS

- Guards to undertake constant patrol, especially after normal business hours
- Guards to check whether vehicle doors and windows are properly secured and locked
- Any exception must be reported to the Security Manager at Rustenburg Local Manager immediately.

STOREROOMS

- Guards to undertake constant patrol thereat, especially after normal business hours
- Guards to check whether vehicle doors and windows are properly secured and locked
- Any exception must be reported to the Security Manager at Rustenburg Local Manager immediately

CLOSEDOWN PROCEDURES

- Contracted security company must compile closedown procedures relating to duties to be undertaken by guards on amongst others, the following:
- Clearing of premises after hours
- Ensuring after hour effectiveness of perimeter fence
- Vehicle security
- Building security etc.
- These procedures must be communicated to all guards and new guards' prior authorization by the Rustenburg Local Municipality Security Manager in writing



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KEY CONTROL

- Guards must maintain a key register if issued with keys
- Contracted Security Company must ensure that the guards abide by the Rustenburg Local Municipality key control policy
- The onus to return keys remain with the Contracted Security Company at all times.
- Under no circumstances may keys be duplicated without prior authorization by the Rustenburg Local Municipality Security Manager in writing.

COMMUNICATION

- Guards are to be provided with communication equipment to allow for quick effective and efficient communication at all times (company must provide)
- Such should be linked to a 24hr manned control room
- A list of emergency and after hours' number should be prominently displayed and documented in OB and/or pocket size book

SECURITY RECORDS

- All the incidents to be register in the Occurrence Book
- The Occurrence Book must be counter signed by the supervisor at least once per shift
- The entry in the OB by the guards must be in black ink and by the supervisor be in red ink
- Entries in the Occurrence Book requiring action should be in red ink, even if the guards make them

SUPERVISOR VISITS

- Supervisor to visit at least twice per shift (12hrs shift)
- Such visits to be recorded in Red in the Occurrence Book
- Rustenburg Local Municipality will be also doing a random site inspection checking on SLA Compliance

The following are the minimum pre-requisites for any company wishing to tender for security contract:

- Bidders must be in good standing with the Private Security Industry Regulatory Authority (PSIRA)
- Must have reference and relevant experience on Research and Development Security Provision and a proven track record which can be verified.
- Must be prepared for Rustenburg Local Municipality Security team to visit the Head Office to Verify standards.
- Bidders must be submissive to the Central Supply Database (CSD) in the national treasury.
- A company with at least three (3) years' experience in security field
- Must have a proven social responsibility record.
- The service provider must be able to replace guards with electronic devices like electronic alarm system and be able to respond to such alarms when activated.
- The service provider must provide patrol clocking devices at each and every site
- The service provider must be able to provide a motor vehicle registration and driver's license electronic device/scanner at all identified sites for register and recording of visitors' data/information



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- The service provider must be able to provide high risk security (rapid response) security services to the municipality as and when required
- The company will be required to provide illegal land grab/occupation eviction services to the municipality and must indicate relevant experience in this regard

COMPANY REQUIREMENTS IN TERMS OF THE BID

- PSIRA Registration Certificate
- PSIRA Accreditation Training Facility Registration Certificate (linked to the interest party)
- Company Remuneration System in line with PSIRA rating or a copy/ sample of payslip to employees must be attached.
- Registered Skills Development Program.
- Valid Liability Insurance with proof of current status be attached for any losses.
- The tender must include proactive security and value added initiatives or services that the tendering security company is willing to take.
- Bidder must be prepared to be subjected to security checks by the State Security Agency (SSA) and the South African Police Services (SAPS) Crime Intelligence Unit.
- The company should always comply with the provisions of the new Firearm Control Act (Act 60 of 2000) e.g. a list of all registered firearms in the name of company be provided to check capacity. All employees that are going to handle firearms should have firearm competency and no private firearms will be allowed in the services of the municipality.
- The company will be expected to appoint people with valid South African Identity documents who are allowed to work in South Africa.
- The company should comply with the provisions of the South African Legislations Preferably Conditions of Employment Act and Labour Relation Act, e.g. proof of subscription to Unemployment Insurance Fund (UIF) and a certificate of good standing from labour department
- The company shall be liable for 100% of all the thefts that have happened in all the sites were their officers are posted.
- All sub-stations and pump-stations will be provided with security guards or alarm system after an evaluation by the service provider and the Municipality to confirm either of the two, whichever is applicable.

NB: SERVICE PROVIDERS MUST COMPLY WITH ALL THE FOLLOWING REQUIREMENTS
PERSONNEL REQUIREMENTS

- Only suitable qualified personnel/ guards shall be employed by the successful bidder, e.g. PSIRA accredited and registered.
- All security personnel above Grade D must have worked as an accredited guard for at least seven (7) months.
- The contractor must maintain a full complement of guards despite any changes due to attrition or striking.
- Personnel must be trained in customer/ public relation to ensure a professional service to client is provided at all times.
- All security personnel must undergo full site training and this would include any relievers
- All security personnel should be credit checked and should have no criminal records.
- All personnel on duty must be in full company uniform and their *PSIRA* appointment cards



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- All security guards must possess a valid South African Police Service Clearance Certificate

NB! The Municipality reserves the right to change deployment of number of guards or sites at the same rate. Escalation costs must be accommodated in the actual price for a contract period of three (3) years. Rates must accommodate Ad-hoc services.

COMPLIANCE TO OPERATIONAL REQUIREMENTS AND PLANS:

Provide a detailed proposal with the following plans

Detailed Risk & Safety Plan

Detailed Operational Plan

Detailed Industrial Actions Plan

Contingency Plan

CONTRACT PERIOD

The security contract will be for a period of three (3) years from the date of appointment. Legal details, contractual conditions and obligations will be listed in the security contract agreement.

LOGISTICS

The contractor should provide and maintain a suitable transport at their cost that would enable the security guards to react to an emergency within 10 minutes.

EQUIPMENT REQUIREMENTS

- Two-way radios shall be required per site
- Base station/s
- Hand metal detectors at each site
- Electronic registration license disc reader of vehicles and driver's licenses
- Electronic clocking points devices
- Torches
- Batons and handcuffs for all guards on duty
- Supply of full uniform including name badges, headgear, boots/ shoes, epaulets, winter and summer wear.
- Food warming equipment for guard usage where required
- Firearm where required
- Pocket book for every guard
- Occurrence Book at all the sites
- Vehicle register books in all the sites if no electronic devices
- Any other register which is important in other sites must be supplied



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SCHEDULE OF PENALTIES APPLICABLE TO ALL SECURITY SERVICE PROVIDERS:

NO	DESCRIPTION	PENALTY FEE
1	Failure to have a working radio communication and cell phone per site (including TSSS on Vehicle)	R3000
2	Failure to make use of the JCPZ installed cloaking button system for patrols / reporting for duty and exiting time and this system per site (including TSSS on Vehicle)	R2000 & a <u>written warning</u>
3	Failure to cloak is proof of not patrolling	R1000 per site per incident per shift
4	Failure to have written signed and documented security operational plan per site	R2000
5	Failure to Submit a Weekly report per site (consolidated) (Including TSSS on Vehicle)	R3000
6	Failure to Submit a Monthly report per site(including -RSSS on Vehicle)	R2000 per site per shift
7	Late posting or "early departure" of any kind	R1000
8	Failure of Guard to be in uniform	R1000 per site per shift
9	Failure of Guard - produce a PSIRA Card or Company card with PSIRA Number (including TSSS on Vehicle)	R3000 & a <u>written warning</u>
10	Site deserting — Guard must be removed from site and not posted in any of the Rustenburg Local Municipality Sites	R2000
11	Failure to Submit the initial Incident reports within 24hours via -e-mail to Rustenburg Local Municipality Security Manager	R3000 & a <u>written warning</u>
12	Failure to Submit the Final Incident Report within 72hours via e-mail to Rustenburg Local Municipality Security Manager	R2000 Replace stolen assets & a <u>written-warning</u>
13	Failure to have a register / OB Book per site guarded & record incidents (including TSSS on Vehicle)	R3000 & a <u>written warning</u>
14	Negligent Failure to safeguard assets (theft, damage, etc)	R2000 Replace stolen assets & a <u>written-warning</u>
15	Failure to comply with any formal/written or e-mailed directive communicated or TSSS deployment instructions (including TSSS on Vehicle)	R3000



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16	Failure to post guards as per agreed site specification or instruction, e.g. unarmed instead of armed or wrong grade. Posting a guard that is not registered with PSIRA (including TSSS on Vehicle)	R1000 per site per shift
17	Guard Sleeping on duty with picture evidence	R1000 & a <u>written warning</u>
18	Failure to undertake 1 (one) site supervision visits per shift (OB Picture) On Cases Reported to SAPS Bribery of guards event & entry Fees	R3000 & a <u>written warning</u>
19	Failure to have a contingency plan to post guards, when guards/employees go on strikes.	R3000 per guard & No work no pay to service provider - per guard who did not report for duty per site & <u>written warning</u>
20	Failure on TSSS to have Tactical gear on their response guard/officers	R3000
<p>More than 10 written warnings or 50 Fines per contract period (36 months) or Gross-Material Breach would give Rustenburg Local Municipality an option to cancel the contract without any reservations.</p>		



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BOQ1**

ITEM CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT
Mpheni House				
Grade D Day	Security Services (Mon-Sun)	6		
Grade D Night	Security Services (Mon-Sun)	2		
Civic Centre				
Grade D Day	Security Services (Mon-Sun)	2		
Grade D Night	Security Services (Mon-Sun)	1		
Public Safety				
Grade A Day	Security Services (Mon-Sun)	4		
Grade A Night	Security Services (Mon-Sun)	3		
Rustenburg Show Ground				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	1		
Van Zyl Hall				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	1		
OLYMPIA PARK STADIUM				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	1		
FIRE DEPARTMENT				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	1		
MUNICIPAL STORES				
Grade D Day	Security Services (Mon-Sun)	2		
Grade D Night	Security Services (Mon-Sun)	3		
PUMP STATION				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	2		
NURSERY & PARKS				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	2		
LANDFILL SITE				
Grade D Day	Security Services (Mon-Sun)	2		
Grade D Night	Security Services (Mon-Sun)	4		
ELECTRICAL DEPARTMENT				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	1		
TLHABANE PARK				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	1		



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KARLIEN PARK				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	1		
MECHANICAL WORKSHOP				
Grade D Day	Security Services (Mon-Sun)	1		
Grade A Night	Security Services (Mon-Sun)	1		
Mayor's House				
Grade D Day	Armed Security Services (Mon-Sun)	2		
Grade D Night	Armed Security Services (Mon-Sun)	2		
Ramochana Substation				
Grade D Day	Armed Security Services (Mon-Sun)	2		
Grade D Night	Armed Security Services (Mon-Sun)	2		
UPS Fleet depot				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	2		
Mpheni House				
Grade C Day	Armed high risk trained officers (Mon-Sun)	12		
	Patrol Vehicles (Mon-Sun)	3		
Tlhabane Community Centre				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Phatsima Fire Substation				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Phatsima RCC				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Monakato Community Centre				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Boitekong Community Centre				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Paardekraal Flats North				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Lethabong Regional Community Centre				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Marikana Hall & Library				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		



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Ben Marais Swimming Pool				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Marais Swimming Pool				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Zinniaville Swimming Pool				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Rankelenyane Community Centre				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Ikageng Community Centre				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Boitekong Ext 23 Hall				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Chaneng Licensing				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	2		
Paardekraal Flat South				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Boitekong Hall				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Lethabong Hall				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Marikana Public Safety Offices				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	2		
Waterkloof Substation				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Park Substation				
Grade D Day	Unarmed Security Officer	1		
Grade D Night	Unarmed Security Officer	1		
Industrial Substation				
Grade D Day	Unarmed Security Officer	3		
Grade D Night	Unarmed Security Officer	3		



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Geelhout Substation				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	
Donkerhoek Substation				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	
Boschdal Substation				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	
Munic Substation				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	
Half A Million Reservoir				
Grade D Day	Unarmed Security Officer		2	
Grade D Night	Unarmed Security Officer		2	
Uptown Reservoir				
Grade D Day	Unarmed Security Officer		2	
Grade D Night	Unarmed Security Officer			
Tlhabane West Reservoir				
Grade D Day	Unarmed Security Officer		2	
Grade D Night	Unarmed Security Officer		2	
Bobby's Rugby Club				
Grade D Day	Armed Security Officer		1	
Grade D Night	Armed Security Officer		2	
Information Centre				
Grade D Day	Unarmed Security Officer		2	
Grade D Night	Unarmed Security Officer		2	
Tlhabane Park				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		2	
Rustenburg North Park				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		2	
Marikana Landfill				
Grade D Day	Unarmed Security Officer		2	
Grade D Night	Unarmed Security Officer		2	
Bus Stop 1 P2/3 & Moremedi				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	
Bus Stop 2 P2/3 & Monareng				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	



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Bus Stop 3 P2/3 & Moumo				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	
Bus Stop 4 P2/3 & Dr Moroka				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	
Bus Stop 5 P2/3 Oxford Street				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	
Bus Stop 6 P2/3 & Foord Street				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	
Warehouse 1 Benoni Street				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	
Warehouse 2 Scheiding Street				
Grade D Day	Unarmed Security Officer		1	
Grade D Night	Unarmed Security Officer		1	
Rustenburg Magistrate Court – Nelson Mandela				
Grade D Day	Security Services (Mon-Sun)		1	
Grade D Night	Security Services (Mon-Sun)		1	
Central Bus Stop – Thabo Mbeki				
Grade D Day	Security Services (Mon-Sun)		1	
Grade D Night	Security Services (Mon-Sun)		1	
Department of Education – Oliver Tambo				
Grade D Day	Security Services (Mon-Sun)		1	
Grade D Night	Security Services (Mon-Sun)		1	
Churches Street – Corner Beneden and Ridder street				
Grade D Day	Security Services (Mon-Sun)		1	
Grade D Night	Security Services (Mon-Sun)		1	
Ramochana Station – R510 Prison				
Grade D Day	Security Services (Mon-Sun)		1	
Grade D Night	Security Services (Mon-Sun)		1	
Engen Garage Station – R510 Choppies				
Grade D Day	Security Services (Mon-Sun)		1	
Grade D Night	Security Services (Mon-Sun)		1	
Elegant Garage Station – R510 Boitekong Mall				
Grade D Day	Security Services (Mon-Sun)		1	
Grade D Night	Security Services (Mon-Sun)		1	
Bophuthatswana Road Station – R510 Extension 13				
Grade D Day	Security Services (Mon-Sun)		1	
Grade D Night	Security Services (Mon-Sun)		1	



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Chachalsa Station – R510 Kanana Traffic Lights				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	1		
Letlapeng Station – R510 Letlapeng Crossing				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	1		
Roman Church Station – R510 Kanana Roman Church				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	1		
Rankunyane Station – R510 Rankunyane Intersection				
Grade D Day	Security Services (Mon-Sun)	1		
Grade D Night	Security Services (Mon-Sun)	1		

BOQ 2 (as and when needed)

Rustenburg Civic Centre - Approved Council meetings				
Grade C Day	Armed high risk trained officers	12		
	Patrol Vehicles	3		

The service provider(s) will be required to provide the services for high risk security (rapid response team) as and when required:

The quantity of the above will be determined according to the floor plan of the offices to be installed and the bidder may be required to visit the site for pricing where a floor plan is not available.

SUMMARY-

NO	DESCRIPTION	TOTAL
1	Subtotal of BOQ 1	
2	Subtotal of BOQ 2	
	Vat 15%	
	Grand total	

NB: Year 2 and Year 3 – escalations will be based CIPX



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FUNCTIONALITY

For a bidder to qualify, it is a requirement for a prospective bidder to score a minimum of **70** out of **100** points for functionality.

Values 1=Poor, 3= Good, 5=Excellent

ITEM	CRITERIA	WEIGHT	VALUE	SCORE
1.	Experience of Company – Provide Appointment and Reference Letters per project. (20) Reference must be from Legally Registered Entities with the following, Value of Contract, Period of Contract, Type of Service, must be on a letterhead	20		
	7- Appointment and reference letters and above (Value= 5)			
	4 - 6 Appointment and reference Value = 3)			
	1 - 3 Appointment and reference (Value = 1)			
2.	PERSONNEL EXPERIENCE (with experience on similar or related security project) [30]			
2.1	PROJECT MANAGER EXPERIENCE (Provide a copy of the original PSIRA cards & Certificates).	5		
	Site Supervisor with PSIRA card & Certificates and an experience of 8 years and above (Value = 5)			
	Site Supervisor with PSIRA card & Certificates and 5—7 years' experience (Value = 3)			
	Site Supervisor with PSIRA card & Certificates and 1—4 years' experience (Value = 1)			
2.2	SITE SUPERVIOR 1 WITH GRADE A with experience on similar or related security project (Provide a copy of the original PSIRA cards & Certificates).	5		
	Site Supervisor with PSIRA card & Certificates and an experience of 7 years and above (Value = 5)			
	Site Supervisor with PSIRA card & Certificates and 4—6 years' experience (Value = 3)			
	Site Supervisor with PSIRA card & Certificates and 1—3 years' experience (Value = 1)			
	SITE SUPERVIOR 2 WITH GRADE A with experience on similar or related security project	5		



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	<i>(Provide a copy of the original PSIRA cards & Certificates).</i>			
	Site Supervisor with PSIRA card & Certificates and an experience of 7 years and above (Value = 5)			
	Site Supervisor with PSIRA card & Certificates and 4—6 years' experience (Value = 3)			
	Site Supervisor with PSIRA card & Certificates and 1—3 years' experience (Value = 1)			
	SITE SUPERVIOR 1 WITH GRADE B with experience on similar or related security project (Provide a copy of the original PSIRA cards & Certificates). (5)	5		
	Site Supervisor with PSIRA card & Certificates and an experience of 7 years and above (Value = 5)			
	Site Supervisor with PSIRA card & Certificates and 4—6 years' experience (Value = 3)			
	Site Supervisor with PSIRA card & Certificates and 1—3 years' experience (Value = 1)			
	SITE SUPERVIOR 2 WITH GRADE B with experience on similar or related security project (Provide a copy of the original PSIRA cards & Certificates). (5)	5		
	Site Supervisor with PSIRA card & Certificates and an experience of 7 years and above (Value = 5)			
	Site Supervisor with PSIRA card & Certificates and 4—6 years' experience (Value = 3)			
	Site Supervisor with PSIRA card & Certificates and 1—3 years' experience (Value = 1)			
	SITE SUPERVIOR 1 WITH GRADE C with experience on similar or related security project (Provide a copy of the original PSIRA cards & Certificates). (Value =5)	5		



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	Site Supervisor with PSIRA card & Certificates and an experience of 7 years and above (Value = 5)			
	Site Supervisor with PSIRA card & Certificates and 4—6 years' experience (Value = 3)			
	Site Supervisor with PSIRA card & Certificates and 1—3 years' experience (Value = 1)			
3.	REGULATORY COMPLIANCE (30)			
3.1.1	Company's PSIRA certificate & Company Owners PSIRA certificate	10		
	Proof provided (Value = 5)			
	Proof not provided (Value = 1)			
3.1.2	Proof of Public Liability Cover for 5 Million (authentic Documents)	10		
	Proof provided (Value = 5)			
	Proof not provided (Value = 1)			
3.1.3	Provide original certificate – analog 2-way radio communication certificate with ICASA or provide copy – Digital PTT Certificate with ICASA of the Service Provider providing communication. Including the original contract between the security service provider and the company appearing on the ICASA Certificate	10		
	Proof provided (Value = 5)			
	Proof not provided (Value = 1)			
4.	Proof of Firearms ownership (licenses) [50 firearms]	10		
	Proof provided (Value = 5)			
	Proof not provided (Value = 1)			
5.	Attach proof of atleast 6 company vehilces (certified vehicle registration certificates) (10)	10		
	Proof provided (Value = 5)			
	Proof not provided (Value = 1)			
	TOTAL	100		

Calculate the points scored according to the following formula:

$$Ps = \frac{[So]}{Ms} \times Ap$$

Where:

Ps = percentage scored for functionality by the bid under consideration



RUSTENBURG LOCAL MUNICIPALITY

RLM/DPS/0002/2022/23: RE-ADVERT APPOINTMENT OF ONE OR MORE SERVICE PROVIDERS FOR THE PROVISION OF SECURITY SERVICES TO RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS

So = total score of bids under consideration, i.e. weight X value = score

Ms = maximum possible score = 500

Ap = percentage allocated

Total percentage scored by the bidder on functionality: Ps = $\frac{\quad}{500} \times 100 =$