

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SANBI NZG: 308/2018	CLOSING DATE:	1 October 2018	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) TO THE NATIONAL ZOOLOGICAL GARDEN: MOKOPANE BIODIVERSITY CONSERVATION CENTRE FOR A PERIOD OF THREE (3) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
Administration Building SANBI National Zoological Garden, 232 Boom Street, Pretoria					
A compulsory briefing session will be held at the time and date indicated below: Date: 7 September 2018 at 10:00 at Mokopane Biodiversity Conservation Centre, National Zoological Garden, Northern outskirts of Mokopane, Thabo Mbeki Street / Route R101 north, Mokopane, 0601, Limpopo.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Monica Thapeli		CONTACT PERSON	Mr Mark Howitt	
TELEPHONE NUMBER	012 339 2700		TELEPHONE NUMBER	015 491 4314	
FACSIMILE NUMBER	012 323 4540		FACSIMILE NUMBER	012 232 4540	
E-MAIL ADDRESS	monica.thapeli@sanbi.org.za		E-MAIL ADDRESS	m.howitt@sanbi.org.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

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–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 3.1

PRICING SCHEDULE

NAME OF BIDDER:	BID NO.: SANBI NZG: 308/2018
CLOSING TIME 11:00	CLOSING DATE: 1 October 2018

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)		
		Year 1 Monthly Expenses	Year 2 Monthly Expenses	Year 3 Monthly Expenses
Security Guard, grade C - Salary				
Basic salary		R	R	R
UIF		R	R	R
Workman compensation		R	R	R
Over time		R	R	R
Other: Specify:		R	R	R

(Include factors like bonus, etc.)	R	R	R
Monthly Total, Salary:	R	R	R
Overheads costs (Specify if cost time frame) Uniform, torch, radio, pepper spray/taser, notebooks, cuffs, transport, etc.	R <u>Monthly</u>	R <u>Monthly</u>	R <u>Monthly</u>
	x 12 months	x 12 months	x 12 months
(A) Total Annual Cost for Security Guard	R	R	R

Monthly Services	Year 1 Monthly Expenses	Year 2 Monthly Expenses	Year 3 Monthly Expenses
4 Nightly Security Guard visits:	R	R	R
Boundary Patrols (Bi-monthly):	R	R	R
24 Hour Alarm monitoring:	R	R	R

24 hour Armed Response:	R	R	R
Monthly Alarm inspection:	R	R	R
Monthly Total, Services:	R	R	R
	x 12 months	x 12 months	x 12 months
(B) Total Annual Cost for Monthly Services	R	R	R

ONCE OFF PURCHASE

Panic buttons (purchase & installation)	Unit Price	Installation cost per unit	Total Price <u>per unit</u> with installation
Cost breakdown	R	R	R
(1) Total Cost for all 9 units	R		

ANNUAL SUMMARY	Year 1 Annual Costs	Year 2 Annual Costs	Year 3 Annual Costs
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(A)	Total Annual Cost of Security Guard	R	R	R
(B)	Total Annual Cost of Monthly Services	R	R	R
TOTAL ANNUAL COSTS (A plus B)		R	R	R
COST OF CONTRACT OVER THE 3 YEAR PERIOD		R	(Sum total of: year 1, year 2 & year 3)	
(1)	Panic buttons & Installation (9 units)	R		
GRAND TOTAL COST OF CONTRACT		R	Sum total of: Cost of contract plus panic buttons	

Bidders Declaration:

I, _____ in the capacity of _____

representing the bidder (company name) _____ is hereby dually authorised to declare that:

1. The payment of security guards will take place on the following (date or day) _____ (monthly / weekly) and is not dependant on the payment of services by SANBI.
2. Pricing is fully inclusive of all required services, with associated salaries, items, equipment, vehicles, and functions required to provide an effective security service to SANBI.
3. Accept that any omission of any pricing related to providing an effective security service by the bidder of will not be accepted once the RFT has closed.

Name: (printed): _____

Capacity: _____

Signature: _____

Date: _____

Bidders: Witness

Name: (printed): _____

Signature: _____

Date: _____

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
 Name of state institution at which you or the person connected to the bidder is employed :
 Position occupied in the state institution:

Any other particulars:

.....

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

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

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

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

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder,
 aware of any relationship (family, friend, other) between
 any other bidder and any person employed by the state
 who may be involved with the evaluation and or adjudication
 of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members
 of the company have any interest in any other related companies
 whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Number / Employee Persal Number

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable;

b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	☐	NO	☐
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- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....

- iii) The B-BBEE status level of the sub-contractor.....
 iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....
 8.2 VAT registration number:.....
 8.3 Company registration number:.....
 8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.
 [TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

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

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - 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.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐

4.4.1	If so, furnish particulars:
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SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND
 CORRECT.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder
 Js365bW

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all quotations¹ 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) TO THE NATIONAL ZOOLOGICAL GARDEN: MOKOPANE BIODIVERSITY CONSERVATION CENTRE FOR A PERIOD OF THREE (3) YEARS

(Bid Number **SANBI NZG: 308/2018**)

in response to the invitation for the bid made by:

SANBI NATIONAL ZOOLOGICAL GARDEN

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:
 - (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.

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.

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.

.....
 Signature

.....
 Position

.....
 Date

.....
 Name of Bidder

REQUEST FOR TENDER

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) TO THE NATIONAL ZOOLOGICAL GARDEN: MOKOPANE BIODIVERSITY CONSERVATION CENTRE FOR A PERIOD OF THREE (3) YEARS

TENDER NO: SANBI NZG: 308/2018

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1. BACKGROUND

The National Zoological Garden (NZG) is a campus of SANBI, and has a satellite campus; Mokopane Biodiversity Conservation Centre (MBCC) located on the northern outskirts of Mokopane, Limpopo. The MBCC covers an area of 1335ha comprising of three areas; the entrance area (the zoo), breeding camps, and a nature reserve. The Centre houses various endangered and common animal wildlife and plant species and receives on average 27 000 visitors per year. The MBCC is open to visitors daily, with official hours from 08:00 to 16:30, and also offers overnight accommodation, guided tours, and may be booked for open-air functions.

The Mokopane campus comprises of primarily three operational areas: main entrance, main store, reserve. The main entrance area houses, various wildlife enclosures, animal kitchen, cool room, animal care centre, store, reception, office and guesthouse. The main store is a separate area dedicated for the storage of dry and wet animal feed, cool and freezer rooms, staff ablutions, and materials stores. The reserve, which makes up the majority of the surface area, divided into two areas: the reserve and the bordering portion of the farm Planknek. Within the areas the campus has various breeding camps and capture infrastructure for the management of wildlife.

The Centre currently has a three (3) year security contract, which will be ending on 31 August 2018. It is thus required to invite bidders of registered security companies to submit their bids for the forth coming three (3) year period to provide the required security services as specified to protect the public, staff, assets and property of MBCC.

The main security risks/threats are the following:

- Armed robbery, theft, fraud, and malicious damage of/to NZG property, vehicles, equipment, materials, assets, animal food and revenue, within the premises of the MBCC.
- Armed robbery, theft of public and malicious damage of public property while within the Centre be they day visitor or overnight visitors.
- Unauthorized access to the Centre via the Drops River, boundary fences and any of the nine (9) premier gates, including the main entrance.
- Fire hazards relating to infrastructure and the reserve including threats posed by neighbouring wild fires on adjacent properties.
- Vandalism of NZG, MBCC assets and infrastructure including all stores, offices, guest house and Diederik's Camp and holding bomas/passive capture facilities.
- Poaching and theft of animals, common and endangered species occurring from enclosures, breeding camps and the reserve.
- Uncontrolled access to the area by non-NZG employees via other entrances other than the main entrance gate: three gates along the R101, two gates on the farm Planknek, two gates at the graveyard, one gate at the SAPCA, and one gate on the Maribashoek road.

2. INVITATION TO TENDER

Bidders are hereby invited to submit bids to provide security services to SANBI for the National Zoological Garden: Mokopane Biodiversity Conservation Centre for a period of three (3) years. The tender process will be co-ordinated by SANBI's National Zoological Garden Supply Chain Management (SCM) section at the following address:

Corner of Boom and Paul Kruger Streets
232 Boom Street
Pretoria
0002

3. TENDER SPECIFICATION

Detailed specification is included as **Annexure A**.

4. COMPULSORY BRIEFING SESSION

The briefing session is compulsory and will be conducted at the time and date given below:

Date: 7 September 2018
Time: 10:00 to 12:00
Venue: Mokopane Biodiversity Conservation Centre, National Zoological Garden,
Northern outskirts of Mokopane,
Thabo Mbeki Street / Route R101 north,
Mokopane,
0601,
Limpopo.

5. SUBMISSION OF TENDER

As described in the National Treasury Instruction note on the amended guidelines in respect of Bids that includes Functionality as a criterion for evaluation (Issued 3 September 2010), the two envelope system will be used for this bid.

Service Providers are to submit one (1) pack of original proposals, marked "ORIGINAL" with pricing included in a separate envelope and three (3) packs of copies, marked "COPY" with pricing excluded in a second envelope.

NB: Financial or pricing details (Annexure B) should ONLY be included in the pack marked “ORIGINAL”. Financial information included in the “copies” will lead to your bid being disqualified.

NB: Failure to submit 1 pack of original and 3 packs of copies, will lead to your bid being disqualified.

NB: All documents must be clearly labelled.

Closing date for submissions is **Monday 1 October 2018 at 11:00**

TENDERS CAN BE SUBMITTED IN THE TENDER BOX LOCATED AT:

THE NATIONAL ZOOLOGICAL GARDEN
ADMINISTRATION BUILDING
CORNER BOOM AND PAUL KRUGER STREETS
232 BOOM STREET
PRETORIA
0002

The Bid box is open during office hours (08:00 – 16:00), Monday to Friday.

NB: BIDDERS ARE REQUIRED TO DELIVER THEIR BID TO THE CORRECT ADDRESS TIMEOUSLY IN ORDER FOR THEM TO BE CONSIDERED. BIDS RECEIVED LATER THAN THE CLOSING DATE AND TIME, E-MAILED AND FAXED WILL NOT BE ACCEPTED AND BE DISQUALIFIED.

6. GENERAL TERMS

All documents submitted in the response to this request for tender (RFT) must be written in English.

Bidders shall not assume that information and/or documents supplied to the SANBI, NZG nor MBCC at any time prior to this RFT are still available or that they will be considered, and shall not make any reference to such information and/or documentation in their response to the RFT.

Each tender shall be valid for a period of four (4) months (120 days) calculated from the closing date of this tender. Any enquiries relating to Supply Chain Management process must be submitted in writing to **Ms Monica Thapeli** at the following e-mail address: Monica.Thapeli@sanbi.org.za. Any queries relating to the technical specification must be submitted in writing to **Mr Mark Howitt**, at the following e-mail address: M.Howitt@sanbi.org.za. Tender number and name must be quoted in all e-mail enquiries. Deadline for submission of enquiries is **Wednesday 19 September 2018**. No feedback will be provided after the deadline.

The appointment of a successful Service Provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement within 30 days from the appointment date, the SANBI reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tender not be acceptable

Tenders must include the following documentation (**Failure to submit any of the required documents will lead to disqualification and the bidder will not be considered for technical evaluation on paragraph 13**):

- a) A **copy of the company central supplier database (CSD) registration report. The tax status of the company must be tax compliant.**
- b) Valid and certified copy of the **company's Private Security Industry Regulatory Authority (PSIRA) registration certificate as Security Service Provider.**
- c) Valid and certified copy of **company owner(s) or management team's Private Security Industry Regulatory Authority (PSIRA) registration certificate(s).**
- d) A copy of **Liability Insurance Cover** for the company and the amount available per claim to be not less than R2 Million. A Letter of Intent from a registered financial services provider or an insurance company will be accepted. Application for public liability insurance alone will not be accepted.
- e) A valid and certified copy of the **Unemployment Insurance Fund (UIF) letter of compliance** issued by the Department of Labour.
- f) **A valid and certified copy of letter of good standing** from the office of the **Compensation Commissioner** as required by the Compensation for Occupational Injuries and Diseases Act (COIDA).
- g) **Fee/cost structure as for Annexure B** (NB: This information must only be included in the pack marked "original").
- h) The Company's health and safety policy and health and safety training plan.
- i) **The bidder must have an established operational control room in boundaries of Mokopane.** Proof of address must be submitted in the form of a Mogalakwena municipal account or validation of company street address provided by the Mogalakwena municipality.

Each tender document should also include the following documentation, although failure to submit these documents will not result in disqualification.

- a) **Company information and profile:** mission statement and policies with an indication of the management, communication and supervision structures and including a section on how staff will be managed on campus.
- b) **The details of the services that will be provided:** The availability of control room to monitor alarm activations and dispatch the armed response vehicle and staff stationed in the Centre, vehicles and other equipment to fulfil duties as per the specification.

- c) **Track record/traceable references for verification purposes:** Provide the names and contact details of at least three (3) current or previous clients that have been provided with security services and details of similar projects completed in the past and those still running.
- d) Proof of its **B-BBEE Status Level of certification.** A bidder failing to submit proof of B-BBEE status level of certification or non-compliant contributor to B-BBEE will not be disqualified, however will be awarded 0 points for B-BBEE. A valid original or original certified Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificate or original sworn affidavit or original certified sworn affidavit must be submitted.

7. CONFIDENTIALITY

Any or all information made available to the Service Provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

8. PREPARATION OF PROPOSAL

SANBI shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

9. TENDER DOCUMENTATION AVAILABILITY

The tender documents are available from SANBI website – www.sanbi.org

10. CONTRACT PERIOD

A three (3) years contract will be entered into with the Service Provider and will be reviewed based on performance monthly from the date of commencement.

11. PRICING

Based on the specifications outlined in Annexure A, give a **specific pricing breakdown** for the three (3) year contract (please include the pricing for two-way radios, and all the other items charged for in the breakdown). Salaries include wage increments for the duration of the contract; **only wage increment adjustments will be accepted based on the sectorial wage determination by the Department of Labour** in accordance with the grading level. Salaries must meet the minimum Private Security Sector minimum wage. Bids indicating salary levels below the minimum Private Security Sector minimum wage levels will be disqualified.

Pricing is to be fully inclusive of all required services, with associated items, equipment, vehicles, and functions required to provide an effective security service to SANBI. The omission of pricing

related to providing an effective security service by the bidder of will not be accepted once the RFT has closed.

The provided pricing schedule, (Annexure B) is to be used by the bidder and returned only within a separate envelope with in the submission pack marked "Original".

12. COMPLIANCE REPORTS AND MEETINGS

The Service Provider and SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes, which will be signed by both parties during contracting. The draft SLA and Annexure D will be monitored through compliance meetings which will be held monthly. Minutes of the meeting are kept by the MBCC with a copy for the Service Provider. The Service Provider shall furnish a monthly report of the security service incidents, etc. which transpired in the previous month.

13. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (Issued 3 September 2010), this bid will be evaluated in two stages:

1. The first stage will evaluate past experience and functionality according to the criteria listed in the table below.
2. The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for past experience and functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.
3. Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.
4. Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all these criteria.

CRITERIA FOR EVALUATING FUNCTIONALITY	WEIGHT
1. Past Experience: This refers to the experience of the tenderer to undertake the scope of work involved in this tender. The tenderer is required to provide three (3) reference letters from the companies where the bidder has provided guarding, alarming, armed response, tracking, anti-poaching and technical services. The reference letters must be for a minimum contract amount of R200 000 per letter. Matrix for evaluation: Scope and scale of current and past projects undertaken as indicated on each of the 3 reference letters:	50
1.1 Type of service provided:	(45)
1.1.1. Guarding services, 3 points per letter, if not 0 points per letter.	(9)
1.1.2. Alarm monitoring with 24 hour response, 3 points per letter, if not 0 points per letter.	(9)
1.1.3. Services provided in the veld/farm environment (not city/town), 3 points per letter, if not 0 points per letter.	(9)
1.1.4. Services involved tracking through the veld/farm environment in the apprehension of perpetrators, response to poaching, 3 points per letter, if not 0 points per letter.	(9)
1.1.5. Maintenance and installation of alarms systems, 3 points per letter, if not 0 points per letter.	(9)
1.2 Value of service provided	(5)
1.2.1 All provided references have a value of R 200 000 or greater per contract, 5 points, if not 0 points.	(5)
The bidder must score a minimum of 35 points out of a potential 50 points for “Past Experience” evaluation to be able to proceed to the evaluation for “Operational Functionality”	

CRITERIA FOR EVALUATING FUNCTIONALITY	WEIGHT
2. Operational Functionality – Site Inspection Matrix for evaluation: The SAIDSA By-Laws will be the basis of evaluation regarding Operational Functionality pertaining to the relevant operations (Alarm control room, Armed response) and SANBI identified criteria below:	50
2.1. Equipment for Security Guards:	(4)
2.1.1. Standard issue to security guards for night shift by company. This must include: Uniform, Torch (50m classification), Pepper spray / Taser / batten, hand cuffs, hand radio (minimum requirement). 2 Points, if not 0 points.	(2)
2.1.2. Readily available spare batteries, to address a poor light or flat battery on a torch at any time during any shift. 2 points, if not 0 points.	(2)
2.2. Operational / Control room	(14)
2.2.1. Control room construction and backup systems: electricity and alternative - Physical building, brick and mortar not a temporary structure. 2 points, if not 0 points. - Power supply: two sources of power supply, preferred supply (e.g. electricity) and an alternative ready for use. 2 points, if not 0 points.	(4)
2.2.2. Personnel, the Control Room is manned 24 hours a day. 4 points, if not 0 points.	(4)
2.2.3. Communication, i.e. Telephones, with alternative backup communication system dedicated as alternative and independent from the initial service. 4 points, if not 0 points	(4)
2.2.4. Records: maintaining and capturing events/activities relating to: Alarms, checking on deployed staff, events relating to armed response deployment. (excluding the two-way radio system). 2 points, if not 0 points.	(2)
2.3. Armed Response	(14)

CRITERIA FOR EVALUATING FUNCTIONALITY	WEIGHT
2.3.1. Number of response vehicles (marked security vehicles). Number of vehicles: three or more. 3 points, if not 0 points.	(3)
2.3.2. A vehicle suitable for boundary patrols (dirt roads, high ground clearance) (e.g. bakkie or 4x4 vehicle), not a small passenger vehicle / low ground clearance. A suitable vehicle, 3 points, if not 0 points.	(3)
2.3.3. Armed response Personal: valid Fire Arms certificates for business purposes and SAPS Competency. All personnel in the Response Unit. 4 point, if not 0 points.	(4)
2.3.4. Tested response time: Response time from the time of the call to the arrival of Armed response unit at the entrance gate to MBCC: - Five (5) minutes or less = 4 points, - More than 5 minutes but less than 15 minutes = 2 points, - More than 15 minutes = 0 points.	(4)
2.4. Radio communication Effective communication across the MBCC will be tested between the Bidders control room and the: - Armed response vehicle of the service provider at four (4) defined points: namely the (a) entrance gate, (b) northern easterly corner of the area adjacent to the R101, (c) at the access gate between the two management areas and (d) at the corner behind the shooting range. - Hand held radio at the (e) main entrance gate and (f) at the Pygmy Hippo enclosure. Effective communication is determined by the auditable quality heard by each party at each point as defined.	18
2.4.1. Control room and point (a) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points.	(3)
2.4.2. Control room and point (b) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points.	(3)
2.4.3. Control room and point (c) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points.	(3)

CRITERIA FOR EVALUATING FUNCTIONALITY	WEIGHT
2.4.4. Control room and point (d) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points.	(3)
2.4.5. Control room and point (e) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points.	(3)
2.4.6. Control room and point (f) 4 or 5 out of 5 = 3 points, 2 or 3 out of 5 = 1 points, Less that 2 out of 5 or no communication = 0 points.	(3)
TOTAL	/ 100

Bidder must score a minimum total of 70 combined points for (Past Experience and Operational Functionality – Site Inspection criteria) in order to be considered further for price and B-BBEE evaluation.

14. GENERAL HEALTH AND SAFETY REQUIREMENTS

All Contractors entering into a Contract with the South African National Biodiversity Institute shall, as a minimum, comply with the requirements of:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations. **A current, up-to-date copy of the Occupational Health and Safety Act as well as Health and Safety file for the company shall be available on site at all times.** The Health and Safety file will become SANBI property at the end of the contract.
- Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996). The principal Contractor will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act as part of the submission (disqualified is not). being awarded the Contract. The letter should be issued by the Department of Labour. **A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be available on site at all times.**
- National Environmental Management Act (Act No. 107 of 1998).
- The South African National Biodiversity Institute Health and Safety Specification and relevant policies.

The Contractor shall:

- a. Create and maintain a safe and healthy work environment;
- b. Execute the works in a manner that complies with all the requirements of the OHSA and all its associated Regulations, and in so doing, minimize the risk of incidents occurring;
- c. Respond to the notices issued by SANBI's Health and Safety Agent as follows:
 - i. Improvement Notice: improve health and safety performance over time so that repeat notices are not issued;
 - ii. Contravention Notice: rectify contravention as soon as possible;
 - iii. Prohibition Notice: terminate affected activities with immediate effect and only resume activities when it is safe to do so.

ANNEXURE A. TENDER SPECIFICATION

1. TENDER SPECIFICATION

The MBCC requires a security company to provide security services through guards, access control, the securing of buildings and the premises, monitoring of alarms and armed response. The main scope of the provision of security services to MBCC focused on the main entrance area, guesthouse, main store, and boundaries of the Centre where visitor and staff activity takes place as well as all the visitors, vehicles, assets and other buildings. However, the required services shall also pertain to the less frequently visited areas of the Centre where monitoring and patrolling is essential.

The Service Provider will be responsible for the security of the entire property of the MBCC, to address the threats with focus on the main entrance area, main store, poaching and illegal access to the property, across any boundary of the MBCC.

MBCC covers an area of 1394 ha, divided into 5 operational areas:

- The “main entrance” (Section A) which covers an area of 6.8 ha;
- The front section (Sections B) which is 7.1 ha;
- The reserve (Section D) of 805 ha;
- The eastern reserve (Planknek) of 575 ha;
- The main store and slaughter facilities located at the end of Hooge Street adjacent to the Mokopane graveyard.

Security Services required:

- a) Night Security Guard at main entrance gate, with four (4) nightly visits by supervisor.
- b) Offsite monitoring of currently 3 Alarms, 24 hours a day.
- c) A 24 hour armed response and officials with tracking skills to track people on foot through the veldt.
- d) Bi-monthly boundary patrol of the Centre on foot (5km) and by vehicle (22km),
- e) Once off purchase and installation of panic buttons at office and guest house,
- f) In addition, from time to time additional guards may be required for special functions, exhibitions, or meetings to be held in the reserve. This will be arranged separately to the standard contract, but an indication must be given to the availability of such *ad hoc* guards and the notice period for obtaining this additional service. This excludes point (h) under the section “Twenty-four (24) hour armed response in the table below.

This section must be read in combination with additional information that will be provided at the scheduled site meeting as stipulated in Section 4 above.

Guarding Service	a) One Security Guard based at the main entrance area every night working from 17:00 to 08:00 the following morning 365 days a year. a. NB: The Guard may only work the legislated sectorial working hours and not exceed normal or over time hours. The Service provider is to establish a work roster to ensure compliance. b) Minimum skill requirement of the security guard: a. Grade C security guard, b. Must be able to communicate well in English and Sepedi for effective communication with clients and visitors, c. Must have at least have three (3) years' experience. d. Must have acceptable literacy skills (reading and writing) to assist clients and to complete required forms and make the required written recordings in registers and on forms. c) Minimum Security equipment that the security guard is required to have a. To be unarmed (No firearm), b. An effective beam torch (50m viewing distance at night). c. A Two way radio for effective communication with the control room of the service provider. d. Roaming panic button. e. Taser and/or pepper spray, with the knowledge how to effectively use them. f. Handcuffs. g. Pen and pocket book.
Night shift functions	a) Secure the main entrance area, i. Control access into and out of the MBCC. ii. Have visitors completed the entry and exit registers. iii. Have clients complete the arrival forms relating to overnight accommodation (guesthouse and camping). iv. No security guard is to accept cash or payments from visitors or clients. v. Information provided by the client must be verified as being correct vi. Accompany clients to the guest house/camping site and provide the keys and inform clients of emergency procedures. vii. Assist clients with minor requests and problems only if it does not compromise the guards' security functions. b) Patrol the entire "main entrance" area (6.8ha) ensuring that: - All gates are locked and secured each night, and opened in the morning at 07:30. - All enclosures gates are locked and secured. - The boundary fence is intact without holes which could result in the illegal access or exist of persons and free movement of wildlife (e.g. antelope species).

	c) That there is no forceful entry into any buildings and enclosures during the shift. d) Inspect all vehicles and assets that are located outside buildings that they are secure, locked where possible, intact and present and remain so. e) Ensure that all day visitors have vacated the premises by 18:00 daily. f) Search all departing vehicles and bags of persons (visitors and employees) departing from the centre to ensure that MBCC assets (including wildlife) is not being removed without the required valid letter of authority to do so. g) Any abnormality observed or incident or potential threat or identified risks are to be reported immediately to the control room who will contact the MBCC Management. Any such incident is to be recorded in the occurrence book. h) A handing over procedure is to be done between the security guard and reception staff daily in the afternoon (15 minutes before the start of shift) and morning (15 minutes before the end of shift) pertaining to and recording: i. Handing over of access keys to gates and guest house according to stipulated protocol. ii. Completed arrivals and departures forms. iii. Verification that all gates are locked and secured. iv. Passing on of information (e.g. problems, occurrences, late arrivals /early departures to/from the accommodation). v. Any potential occurrence relating to or impacting upon the security and safety of the Centre. vi. Ensure a firm but friendly interaction with all clients to enhance and promote guest relations. vii. Maintain an up-to-date "Occurrence Book" continuously during the shift.
Offsite monitoring of alarms	a) The Security Provider must have an established and operational control room for monitoring and recording of alarms, and available for inspection by SANBI Officials. b) The Service Provider must establish communication between the current three (3) installed Alarm systems that are on Campus and the control room. c) The Service Provider must provide armed security guards to respond 24 hours per day to attend to activated alarms or suspicious activity, d) All alarms, panic buttons and sensors must be checked and serviced on a monthly basis to ensure that all units are fully functional. Such services and checks are to be recorded accordingly, clearly identifying the date of inspection, inspecting technician and recording if all is well or faulty and what was corrected, records are to remain at the Centre. e) All faulty equipment is to be reported to the MBCC management immediately with a quotation supplied for repairs and after approval has

	been given, the faulty unit(s) is to be repaired or replaced immediately and SANBI invoiced. f) Batteries: i. The replacements of batteries within the sensors are for the cost of SANBI. SANBI must be informed so that such batteries can be purchased and given to the security company to install. ii. The replacement of the alarm battery, if found to be faulty, is to be quoted upon, and only after approval by SANBI may such battery be replaced and invoiced by the service provider. g) Inspection records are to be submitted monthly for signature by the MBCC management at monthly security meetings.
Twenty-four (24) hour armed response.	a) The Service Provider must have qualified, weapons accredited, armed response security officers to respond to any and all security risks and all alarms at MBCC. b) They are to have a vehicle available to enable the required armed response to be on site, at MBCC, within five (5) minutes of the alarms or request for assistance (panic alarm). c) The Response unit is required to secure the scene, apprehend/track down any suspects associated with the security threat, on or off site, d) The response unit is to establish communication with the MBCC management. e) If required, call for assistance from own Security Company, SAPS and/or other security structures that may assist without charges to the MBCC. f) Follow-up on any leads to aid in or securing an arrest of a suspect. g) Be able to track any suspect fleeing the scene. h) Provide a security guard at the scene when structural damage has occurred until the MBCC is able to repair the structural damage, e.g. open doors/windows/fences due to been broken open, etc. - o The additional cost of this security guard is to be charged at the same rates as the provided security guard already on site. The total value of this service must not exceed 15% of the value of the contract. This function is part of the contract but invoiced separately for the contract. i) Call-out costs are to be included in contact fee, with no limitation and no additional fee may be charged outside the quoted price of the contract. j) Additional requirements - Emergency response - o All employees shall be fully conversant with emergency plans and procedures on site and shall give their full support in the event of an emergency, - o The Service Provider shall be responsible for the following functions in the case of an emergency:

	▪ Access control at main entrance. ▪ Processing (searching) of vehicles, vehicle occupants and visitors and staff personal possession (e.g. carry bags). ▪ Searching of designated areas. ▪ Assist with handling of all emergencies. ▪ Securing of crime scene.
Bi-Monthly boundary patrols	a) The minimum requirement to perform this task would be two (2) security officials and a vehicle suitable for dirt roads. b) The Service Provider is to do bi-monthly boundary patrols of the Centre. c) The boundary fence covers a distance of 27km. ○ Such patrols are by foot, a distance of 5km (over and along the base of the mountain) or ○ by vehicle, a distance of 22km along all boundary fences. d) The patrol is to identify observed threats, cut / damaged fence lines, problem areas, snares in fence lines, illegal access into the property. e) The purpose of such patrols is to maintain a visual presence on the boundary. f) Such patrols are not to be done at the same times or on the same days or dates of previous months, they must be <i>ad hoc</i> and irregular. g) When such patrols are done members are to report back immediately after the completion of the patrol to the General Curator of the MBCC. h) Reports are to be kept in written format for record purposes. i) Where problems are identified, the security company is to propose possible action, solution to reduce the risk or lead to the apprehension of the suspects / perpetrators.
Purchase and installation of panic buttons:	a) Required nine (9) panic buttons. (Detail to be provided at the site meeting.) b) Installation: All panic buttons are to be mounted strategically for easy access to use in an emergency. (Detail to be provided at the site meeting.) c) All panic button are to be monitored on a 24 hour basis and responded to.
Registers	a) Occurrence Book • Must be provided by the security company and remain at the MBCC at all times. • The purpose of the occurrence book is to give an overall picture of activities, inspections by supervisors, and all other relevant occurrences and threats at the MBCC.

	b) Admission Control Registers (entrance and exit registers) • Must be provided by MBCC. • The purpose of the admission control registers is to have information available at all times regarding persons and vehicles admitted to the site within a specific period, in case an occurrence, or occurrences, should take place which might lead to a judicial enquiry or other investigation. • Guest House booking in/Departure Forms. • Fire Arms Register: MBCC has a policy of “No Firearms”, but if clients arrive with the Firearm, the register is to be used to capture the required information. c) Security Guard & Supervisor Notebooks • To be provided by the security company. • The purpose of the notebook is to note down all incidents occurring or observations made by a security person during a turn of duty, for later reference. During their shift all security staff shall carry a notebook on their persons.
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2. INDUCTION AND PLACEMENT OF GUARDS

The Service Provider’s staff members will have to undergo induction training regarding the site and the emergency plan for the campus. This induction is compulsory and must be attended by the security company’s supervisors, guards, and management. Any new employee must first be inducted before placement on this site.

The inheritance of existing security guards and/or use of equipment from previous Service Provider must be discussed with and approved by SANBI before commencement or use thereof.

3. SECURITY OPERATION MANAGEMENT EXCELLENCE

The following are the expected outcomes and deliverables under this contract:

- a) Protection of the MBCC personnel, public, animals and property.
- b) Response to any security related risk and emergency.
- c) Form part of the MBCC emergency response team (ERT) responding to any emergency.
- d) Ensure security of property and valuables of the MBCC.
- e) Control the entrance/picnic area and guide/assist visitors and clients effectively and efficiently to the desire location, after hours.
- f) Access control at main entrance:
 - i. Arrivals and departures of clients to/from the guesthouse after hours.

- ii. Arrival and departure of day visitors after hours and at closing times.
- g) Verification of incoming and outgoing visitors other than MBCC staff.
- h) Patrolling:
 - i. The entrance area buildings, enclosures and boundary at night to ensure safety and security using a security guard at night.
 - ii. The boundary fences bi-monthly to identify potential risks and security threats.
- i) Provide 24 hour armed response to alarms, security risks and emergency situations.
- j) Providing 24 hour monitoring, and monthly inspections of alarms to ensure functionality.
- k) Provide written records of alarms, incidents, security threats/risks (Occurrence Book) and security reports.

4. SPECIAL CONDITIONS OF CONTRACT

a) SANBI reserves the right:

- i. To verify any information supplied in the tender documents.
- ii. Not to appoint any Service Provider.
- iii. To cancel or withdraw this RFT at any time without attracting any penalties or liabilities.
- iv. To appoint one or more service providers, depending on the outcome, to separately or jointly be responsible for the provision of security services on the campus.
- v. To have the final say in the appointment and that this will be binding.
- vi. To disqualify a tender or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.
- vii. To know the minimum wages paid to security personnel by the Service Provider, including breakdowns and availability of additional staff/services on short notice.
- viii. Exchange of any security personnel may only be executed with prior consent of the SANBI management.
- ix. To require the removal or substitution of specific security personnel from its premises upon giving valid reasons to the Services Provider.
- x. To screen (and interview) the security officers supplied to render the service after commencement of the service and verbally request an immediate replacement should the security officer not meet the criteria or perform up to the accepted standards.
- xi. To ascertain from the Security Officers' Board as to whether the security officers are in good standing with the Security Officers Board.

b) Required Proof of Team Capability:

- i. The Service Provider is required to provide the CV's of the personnel that will be allocated to provide the required security service, prior to the appointment and Service Level Agreement is signed between SANBI and the selected Service Provider.
- ii. The lack of providing the required CV's would prevent the appointment of the selected Service Provider, thus leading to their own disqualification.

- iii. SANBI reserve the right to verify the provided CV's of personnel.
- iv. The Tenderer should demonstrate the capacity of his/her team to carry out the work required in this tender by providing the CV of allocated personnel, for the following positions:
 - a. Security Guard
- v. Each CV submitted should not be longer than three (3) pages in total and should be structured as follows:
 - a. Name and Identity number of person
 - b. Years of experience in the defined function (a minimum of 2 years working experience within the defined function)
 - c. Educational and professional qualifications in the security industry in relation to the role to be played in this tender
 - d. Name of previous employer/s and position in enterprise/s and role they played with previous employer/s
 - e. An outline of the function / role that the person will perform in this contract
- vi. SANBI retains the right to request evidence of stated qualification.
- vii. SANBI retains the right to request an alternative person than the one provided by the company who would be allocated to provide a service pertaining to this contract. This would have direct bearing on the following positions:
 - a. Security Guards
- viii. Any staff member replaced during the contract term period, the replacement person first needs to be accepted by SANBI, upon review of their CV, as stipulated above. The personnel's replacements CV's must be submitted within the first month that the new person is allocated to work at the Centre.

c) Restrictions and Limitation

- i. Under no circumstances will any security personnel be allowed to trade on the site or within the MBCC premises.
- ii. The Service Provider shall not erect or display any sign, printed matter, painting, name plates, advertisement, articles or objects of any nature whatsoever, in, or against the MBCC building or site or any part thereof without consent. The Service Provider shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.
- iii. Any sign, printed matter, painting, name plates, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable will be immediately be removed. The Service Provider shall be held responsible for the costs of such removal.
- iv. The Service Provider may not, unless otherwise agreed to in writing by the MBCC, make use of any of the MBCC's equipment, aids and/or property for purpose of compliance with these terms and conditions, which equipment, aids and/or property include, inter alia, vehicles, stationery, firearms, room and furniture.
- v. Guards will be required to control the Centre's internal rules and National Environmental Management Protected Areas Act, Act 57 of 2003 (NEMPA) regulations in a polite and

professional manner.

d) Public access rules to be enforced by security service at the Centre:

- i. No pets allowed.
- ii. No weapons permitted.
 - A. Any type of Firearm must be declared with the management.
- iii. The speed limit inside the reserve is 25 km/hour.
 - A. People found to be driving exceedingly fast will be informed to leave the premises.
- iv. No feeding of animals.
- v. No person is permitted to cross barriers to / or enter any enclosure.
- vi. No person is to leave or get out of the vehicle other than at demarcated picnic areas.
- vii. No littering, all rubbish is to be discarded in the rubbish bins provided.
- viii. No person is permitted to make a fire other than in areas where fire place is provided.
- ix. No person is to leave marked roads and travel through the veld or to travel along roads which are marked by a no entry sign.
- x. Non - smoking areas (toilets, in-side all buildings).
- xi. No Hi-fi / radios systems / No music / No artificial (un-natural) noise e.g. car hooters, musical instruments etc.
- xii. No swimming.
- xiii. No canoes, boats, or any type of watercraft.
- xiv. No motorcycles or quad-bikes.
- xv. No 'drones' or similar flying equipment/devices onto the site.

e) Requirements of the Service Provider for this contract

- i. The Service Provider is responsible to provide the staff allocated to the MBCC campus, with all required equipment, tools (not self-provided by staff) to ensure effective performance of duties by the allocated staff.
- ii. The Service Provider must have a well-established: South African Intruder Detection Services Association (**SAIDSA**) approved, 24 hour Alarm Control Room (Central Control Station, SAIDA By-Law 1) **within the boundaries of the town Mokopane.**
- iii. The Service Provider must have the armed supervisor/inspector immediately available on a 24 hour basis to react and assist in the event of emergencies (Armed Response Service, SAIDA By-Law 3).
- iv. The Service Provider must undertake to provide a certain and reasonable number of staff as required for the rendering of services at the site during crisis situation.
- v. The Service Provider is solely responsible for the safety and well-being of its employees when working at the MBCC.

f) Labour unrest incidents

- i. In the event of any industrial action by employees or former employees of the MBCC at the site, the MBCC personnel on site shall immediately notify management of the service

provider who shall interact with management of the MBCC on how to respond to the industrial action.

- ii. The security personnel on site shall do everything in his/her power to secure the site and protect the MBCC property.
- iii. The Service Provider must provide a contingency plan in case the Service Provider has industrial action issues. The Service Provider must provide proof that the MBCC's contracted security service will not in any way be affected by industrial action.
- iv. If the services are interrupted or temporary deferred because of any labour unrest, labour disputes, civilian disorder, a local or national disaster or any other cause beyond the control of the service provider, the parties must come to an agreement on methods to ensure continuation of the service.

g) Liability

- i. The Service Provider will be held responsible for any damages or loss suffered by the MBCC as a result of Service Provider own employees' negligence or wilful default or criminal conduct.
- ii. The MBCC will be not liable for any loss or damage of any nature to any Service Provider's properties or any item kept at the MBCC site.
- iii. The MBCC is indemnified against any liability, compensation or legal expenses in respect of the following:
 - a) Loss of life or injuries which might be sustained by the security personnel during the execution of the duties.
 - b) Damage to or destruction to any equipment or property of the service provider during the execution of the duties.
 - c) Any claims and legal costs which might ensue from acts or omissions committed by the security personnel against a third party, which acts include illicit frisking, illicit arrest and other wrongful deeds.
 - d) The Service Provider must at its own expense, take out sufficient insurance against any claims, costs, loss and/or damages ensuing from his/her obligations and shall ensure that such insurance remains operative and valid for the duration of this agreement.

h) Code of Conduct

- i. At all times the security officer/guard must present an acceptable image and appearance which includes, inter alia, that they may not sit, lounge about, smoke, eat or drink while attending to people or sleep on duty.
- ii. The Service Provider's personnel must all times refrain from littering and keep the site/ground/building/work area occupied by them clean, hygienic and neat.
- iii. Supervisors and security officers/guards must at all times present a dedicated attitude/approach to security, which attitude/approach shall imply inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behaviour towards them.
- iv. Lost articles found must immediately be handed over to the reception staff at MBCC for

safekeeping and recorded in the occurrence register.

Public relations

- i. Public relations is very important to SANBI and therefore the Security officers/guard must always try and assist visitors, staff members and the NZG, and must always be:-
 - a. Friendly, professional, helpful, knowledgeable, and respectful.
- ii. Telephone etiquette: The security officers/guard on site are required to:-
 - a. Speak clearly, friendly, answer the phone as quick as possible,
 - b. Never put the phone down when there is still a person on the line.
 - c. Record messages accurately, especially the time of the call, the name of person calling and the contact telephone number and as to what the call was pertaining to. These messages must be passed onto the Cashier with hand over or to the related person for whom the message is for when seen for the first time after receiving the message.

Audio / Visual devices

- i. Except for communication equipment (e.g. two-way radio, telephone and or mobile phone), no other kind of audio or video devices, are allowed on site, inside guard room, control room or while on patrol.
- ii. No attachments use for listening to music within the ear of the security office/guard at any time during shift /on duty.

Dress code (Uniform and identification)

- i. The service provider undertakes to ensure that each and every member of the security personnel will at all times when on duty be fully equipped in respect of:-
- ii. A full uniform: neat and clearly identifiable uniform of the service provider which will include matching raincoats and jackets for personnel performing duties at the MBCC.
- iii. A clear identification card of the company with the staff members' photo, name of member, and must be worn conspicuously on his/her person at all times.

i) Language Proficiency

All guards must be proficient in Sepedi and English.

Due to the nature of our business, communication is essential and it is therefore required that guards must be able to read, write and communicate effectively in English.

j) Supervision of work

The Service Provider will supervise and exercise proper control over its personnel and shall not hold SANBI liable for any loss or injury caused to the said personnel. The Service Provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws).

- i. All areas of concern noted by the shift commander will be reported to the General Curator at Centre by the security company's manager.
- ii. During parades the following must be checked.

- Correct turn out according to dress code as set by Service Provider.
- All special orders must be issued at the parade.
- Must inspect all officers' pocket books.
- iii. Security officers must visit the security guard no less than four (4) times per night shift (weekend and public holidays included) by the Service Provider or his representative.

5. RESPONSIBILITIES

a) The Service Provider will provide and take responsibility for:

- Providing security guards as per Annexure A (Section 2) above and in the case where additional guards are required.
- Protection services.
- Ensure enough guards are trained for the site in instances where the usual guards are not available due to sickness, injury, leave or death.
- Ensure that the required equipment and tools are provided by the company to the allocated staff to perform the required duties.
- Provide OB books (Occurrence Books).
- Provide rechargeable torches.
- Provide two-way radios and register on frequency.
- Professional looking Personal Protective Equipment (PPEs) and/or security uniforms for guards that is weather appropriate.
- Ongoing training and certification where relevant.
- Provide a marked vehicle for: transporting guards to site to ensure guards arrive timeously, site inspections and patrols.
- For the purpose of this contract, use will be made of the relevant category security officers as defined in the Sectorial Determination: Private Security Sector made in terms of section 51 of the Basic Conditions of Employment Act (Act 75 of 1997), such determination being published in Government Gazette No.20933 dated 25 February 2000.
- The service provider shall, in order to ensure the continuity of the security services to be rendered, allocate specific personnel to the site.
- Providing information about directions in the Centre to patrons as may be requested, or refer patrons to SANBI personnel who may be able to assist.
- Providing assistance to SANBI management officer on site as it may pertain to enforcement of NEMPA regulations, security or emergency procedures.
- Ensuring that all patrons have either paid entrance fees, or have otherwise been authorized to gain free access through internal procedures.
- Allowing, disallowing, or removing patrons (as the case may be) as instructed by MBCC management officer.

b) SANBI will take responsibility for:

- Provision, upkeep and maintenance of the guard house and toilet facility.
- Provision, upkeep and maintenance of remotes for gates and the access gates.

- Provision, upkeep and maintenance of necessary keys & padlocks.
- Provision of weekend instructions including SANBI weekend duty and standby staff.
- Provision of operational procedures & requirements.
- Provision, upkeep and maintenance of a telephone extension at the boom gate.
- Regular communication and/or induction on Centre operations where necessary.
- All keys required to obtain access to those parts of the site where service is to be rendered according to the condition, will be provided.

ANNEXURE B. NON COMPLIANCE AND MITIGATION MEASURES

Item	Non- compliance	1 st Offence	2 nd Offence	3 rd Offence	Outcomes
1.	Guards not posted on duty as agreed (incomplete number of security guards per shift)	A. Replacement made within one (1) hour B. If replacement is not done within one (1) hour – the Service Provider would not be paid for the whole shift C. Verbal notice (confirmed in writing)	A. Replacement made within one (1) hour B. If replacement is not done within one (1) hour – the Service Provider would not be paid for the whole shift C. Meeting with the Curator D. Written notice of non-compliance	A. A final written notice of non-compliance B. If replacement is not done within one (1) hour – the Service Provider would not be paid for the whole shift C. Meeting with the Curator	Depending on the severity of the case, a contract may be terminated even if it is the first offence. Apart of warning and penalties, the Service Provider must rectify the deficiency within a day of notification
2.	Guards intoxicated or under the influence of alcohol/drugs	A. Service Provider must replace the security guard within an hour B. If not able to replace within one hour – no payment for the whole shift	A. Service Provider must replace the security guard within an hour B. If not able to replace within one hour – no payment for the whole shift	A. Service Provider must replace the security guard within an hour B. If not able to replace within one hour – no payment for the whole shift	If this practice continues, the Curator will call a meeting with the Security Service Provider and final written notice of failure to manage own employees will be issued

Item	Non- compliance	1 st Offence	2 nd Offence	3 rd Offence	Outcomes
3.	Refusal to comply with lawful instructions	A. A written notice for non-compliance and rectification within agreed timeframe	A. Service Provider must remove the guard immediately, and replace him/her within one hour B. If not able to replace will constitute no payment for the entire shift	A. Service Provider must remove the guard immediately, and replace him/her within one hour B. If not able to replace will constitute no payment for the entire shift	If this practice continues, the Curator must call for a meeting with the Security Service Provider owners.
4.	Negligence in the performance of security duties or breach of security	A. Service Provider must replace the guard immediately	A. A written notice for non-compliance and rectification within agreed timeframe	A. Remove the guard from the site and final written notice	If this practice continues, the Curator will call for a meeting with the Security Service Provider.
5.	Guard(s) unable to carry out duties effectively	A. A joint investigation will be conducted. B. Decision on liability will be determined by such an investigation. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs	A. Non-compliance letter will be issued to the Service Provider	A. Curator must call for a meeting with the security Service Provider to address non-compliance	The Security Service Provider must rectify the deficiency within a day of notification.

Item	Non- compliance	1 st Offence	2 nd Offence	3 rd Offence	Outcomes
6.	Guard(s) not equipped with required specified equipment or non-functioning equipment	A. A joint verification of related equipment and confirmation of non-compliance. B. Relate item is to be replaced or provided immediately to ensure effective security service is provided. C. Notation in OB book.	A. Flow process of 1 st Offence. B. Non-compliance letter will be issued to the Service Provider	A. Curator must call for a meeting with the security Service Provider to address non-compliance. B. Non-compliance letter will be issued to the Service Provider.	The Security Service Provider must rectify the deficiency within a day of notification.
7.	Damage to the SANBI property or staff or guest's property	A. A joint investigation will be conducted. B. Decision on liability will be determined by such an investigation. A. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs	A. A joint investigation will be conducted. B. Decision on liability will be determined by such an investigation. C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs	A. A joint investigation will be conducted. B. Decision on liability will be determined by such an investigation. C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs and the contract may be terminated	The liability will be determined by the outcome of the internal investigation.

Item	Non- compliance	1 st Offence	2 nd Offence	3 rd Offence	Outcomes
8.	Loss of SANBI property or theft of SANBI or Staff or guests property	A. Failure to clock must be recorded in the pocket book and in the OB and giving reasons	A. A joint investigation will be conducted. B. Decision on liability will be determined by such an investigation. C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs	A. A joint investigation will be conducted. B. Decision on liability will be determined by such an investigation. C. If there is evidence of negligence, the Service Provider will be held liable for replacement or repairs	The liability will be determined by the outcome of the internal investigation.
9.	Non-compliance with regards to patrol clocking.	A. The Service Provider will be liable for replacement within two days.	A. Missing more than 5 clocking times per night shift will lead to non-payment of that security guard shift	A. Should there be a breakage or burglary and there was no clocking or clocking discrepancies; the Service Provider will be liable for repairs and the replacement of lost items	The Service Provider will be liable for repairs and replacement
10.	Vandalism of patrolling clocking points	A. A written notice of non-compliance	B. The Service Provider will be liable for replacement within two days	A. The Service Provider will be liable for replacement within two days	The Security Service Provider will be liable for replacement within two days

Item	Non- compliance	1 st Offence	2 nd Offence	3 rd Offence	Outcomes
11.	Staff not being paid by service provider, which compromises the quality and effectiveness of the provided service to SANBI.	A. If a company is found not to have paid staff accordingly and not notified SANBI in advance. B. This is considered unfair labour practice and First notice of non-compliance will be issued.	A. Second written notice of non-compliance	A. A final written notice of non-compliance if no change after the Final written warning a contract will be terminated in line with the termination clause of the contract	The Contract of the Security Service Provider will be terminated
12.	Breach of contract	A. A first written notice of non-compliance	A. Second written notice of non-compliance	A. A final written notice of non-compliance if no change after the Final written warning a contract will be terminated in line with the termination clause of the contract	The Contract of the Security Service Provider will be terminated

ANNEXURE C. CHECK LIST FOR DOCUMENTS

Submission	Included	Not included
1. One (1) pack of original proposal including pricing schedule, in an enveloped marked "ORIGINAL" and		
2. Three (3) pack of copies, excluding the pricing schedule, in an envelope marked "COPY".		
3. A copy of the company Central Supplier Database (CSD) registration report		
4. SDB 4 – Declaration of interest		
5. SDB 6.1 – Preference Points Claim Form in terms of the preferential Procurement Regulations 2011		
6. SDB 8 – Declaration of Bidder Supply Chain Management Practices		
7. SDB 9 – Certificate of Independent Bid Determination		
Technical Documents (if not provided will be disqualified)		
8. Company's Private Security Industry Regulatory Authority (PSIRA) registration certificate as Security Service Provider		
9. The company owner(s) or management team's Private Security Industry Regulatory Authority (PSIRA) registration certificate(s)		
10. Liability Insurance Cover or validation of intent by Insurance Company to provide Liability Insurance to the value of R2 Million per claim.		
11. A valid copy of the Unemployment Insurance Fund (UIF) letter of compliance issued by the Department of labour		
12. A valid letter of good standing from the office of the Compensation Commissioner or Licenced Compensation Insurance as required by the Compensation for Occupational Injuries and diseases Act (COIDA).		
13. The Company's health and safety policy and health and safety training plan.		
14. Proof of address of company control room within the boundaries of the town of Mokopane		
15. Annexure B – Pricing Schedule (only within the "ORIGINAL" pack).		

Additional Documents Required (but not valid for disqualification)		
16. Company information and profile: mission statement and policies with an indication of the management, communication and supervision structures and include a section on how staff will be managed on campus		
17. The details of the services that will be provided: The availability of control room to monitor alarm activations and dispatch the armed response vehicle and staff stationed in the Centre, vehicles and other equipment to fulfil duties as per the specification.		
18. Track record/traceable references for verification purposes: Provide the names and contact details of at least three (3) current or previous clients that have been provided with Security Services and details of similar projects completed in the past and those still running		
19. Bidders must submit proof of its B-BBEE Status Level of Certification . A bidder failing to submit proof of B-BBEE Status Level of Certification or non-compliant contributor to B-BBEE will not be disqualified, but however will be awarded 0 points for B-BBEE. A valid original or original certified Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificate or original sworn affidavit or original certified sworn affidavit must be submitted		
Documents required by the selected service provider prior to awarding the contract and signing of Service level agreements. Failure to provide the required document, the service provider would disqualify themselves. Documents are required to be received by the NZG within two weeks after been notified that they are the successful service provider, dependant on the submission of:		
20. Required staff structure: the CV's of persons that is to be allocated to providing the required services of this Tender as per function. a. Security Guard		
21. Contingency Plan in case of labour unrest which is to ensure continuation of security services at the MBCC		