

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q11154-2024		CLOSING DATE:	19 November 2024	
			CLOSING TIME:	11H00am	
APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY GUARDING SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT WALTER SISULU NATIONAL BOTANICAL GARDEN FOR A PERIOD OF THREE (3) MONTHS.					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Mogadingwane at R.modiba@sanbi.org.za Please state the Bid number as the reference number on the subject line when responding to the RFQ					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Rorisang Mogadingwane		CONTACT PERSON	Dumisi Mokoena	
TELEPHONE NUMBER	012 843 5000		TELEPHONE NUMBER	(012) 843-5000	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	R.Modiba@sanbi.org.za		E-MAIL ADDRESS	D.Mokoena@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 ☐ Yes ☐ No		[TICK APPLICABLE BOX]
[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]1					

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]
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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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

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:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

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:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where?

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

(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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
1. Total	20	

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 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:

.....

.....

.....

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY GUARDING SERVICES
FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT WALTER
SISULU NATIONAL BOTANICAL GARDEN FOR A PERIOD OF THREE (3) MONTHS**

QUOTATION NUMBER: Q11154-2024

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY GUARDING SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT WALTER SISULU NATIONAL BOTANICAL GARDEN FOR A PERIOD OF THREE (3) MONTHS

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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.	
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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.	
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The Quotation documents are available from the SANBI website – www.sanbi.org	
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1. Background

The Walter Sisulu National Botanical Garden (WSNBG) is one of the National Botanical Gardens managed by the South African National Biodiversity Institute (SANBI). The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, and showcasing and conserving biodiversity in its national botanical and zoological gardens.

Bidders from PSIRA registered security companies are hereby invited to submit their bids to provide the required security guarding services for a period of three (3) months to the Walter Sisulu National Botanical Garden (WSNBG).

The garden is particularly prone to the threat of criminal activities which includes poaching, vehicle break in, theft of equipment and other assets. The Service Provider shall be obligated to provide security services to guard and protect the premises, personnel, assets (including plants and animals), visitors and all their valuables.

The potential security risks/threats are the following:

- Armed robbery, theft, and malicious damage of/to property, vehicles, equipment, materials, assets, and plants, within the premises.
- Unauthorized and uncontrolled access into the premises via the boundary fences and main entrance.
- Loitering by homeless persons.
- Violence by intoxicated visitors.

2. Invitation to Quotation

Quotations are hereby invited for the appointment of a Service Provider to provide security guarding services to the South African National Biodiversity Institute's WSNBG for a period of three (3) months.

3. Scope of work

The garden require a Security Service Provider to render security guarding services through providing guards, access and exit control, monitoring and reaction to unauthorised entry via the perimeter fence as well as securing of buildings and the premises in emergency situations. The main scope of the provision of security services is focused on the landscaped garden area where the highest visitor and staff activity takes place as well as all the visitor and staff related infrastructure such as offices, staff houses, restaurants, and other buildings. However, the required services shall also pertain to the less frequently visited estate areas where monitoring and patrolling is essential. The Security Service Provider is required to provide security guarding services 24 hours a day, 365 days a year as specified.

In addition, from time-to-time additional guards may be required for special functions, exhibitions or meetings held in the garden. 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.

The security Service Provider must comply with all relevant South African legislation as well as with SANBI's Terms and Conditions including its security policy and those specified in the Service Level Agreement.

The WSNBG map is attached under Annexure B.

3.1 INDUCTION, TRAINING AND PLACEMENT OF STAFF

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 site.

The inheritance of existing security guards and/or use of equipment from previous Service Providers must be discussed with and approved by SANBI in writing beforehand.

3.2 SECURITY OPERATION MANAGEMENT EXCELLENCE

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

- A) Provide guarding services where all shifts are 12 hours shifts and start at 06:00 to 18:00 and 18:00 for 06:00 every 24 hours. The one shift will take over from the other at any specific station to ensure continued surveillance/control.
- B) Provide support service to deployed guards including monitoring / tracking systems of guards.
- C) Provide and manage the vehicle control/management system at the main entrance.
- D) .Provide protection of personnel, the public, plants, animals and property.
- E) Respond to any security related risk and emergency.
- F) Form part of the gardens emergency response team (ERT) responding to any emergency.
- G) Provide written records of incidents, security threats/risks (Occurrence Book) and security reports.

3.3 ACCESS CONTROL

The guards at the access control gate must:

- Always ensure and maintain proper control of access onto the premises.
- Be customer-focused, patient, and polite and always remain professional in the execution of their duties.
- Monitor and patrol all areas designated to him/her for patrolling.

It is the responsibility of the Service Provider to ensure that:

- The access gates are closed and opened as per site instructions as issued by the appropriate SANBI official on a weekly basis.
- Gates are locked/unlocked at designated times, or as required according to specific instructions from appropriate SANBI staff.
- The vehicle entering and exiting the garden are registered in the appropriate security register.

- A guard remains visible at the entrance gate in between patrols and where necessary provides reactive support to SANBI in cases of suspicious or unacceptable visitor behaviour.

Guards will be required to enforce the garden internal rules, and the National Environmental Management Protected Areas Act Regulations as indicated in **Annexure A**. This includes:

- Providing directions to the features in the garden or referring patrons to the SANBI personnel who may be able to assist.
- Providing assistance to SANBI Management on site as it may pertain to enforcement of bylaws, security or emergency procedures.
- Not allowing balls, pets such as dogs or other entertainment equipment onto the premises.
- Not allowing bicycles, quad bikes, or tricycle-like toys onto the premises.
- Not allowing any swimming to take place in the ponds.
- Not allowing sound amplification devices such as portable HiFi systems or musical instruments.
- Not allowing fires or braais, or equipment to make fires such as gas bottles firewood etc. at non-designated areas.
- Not allowing vendors to sell items at the perimeter boundaries and parking areas.
- Not allowing vehicles, taxis and buses to block the garden entrance or park at non designated parking areas.
- Ensuring that all patrons have either paid entrance fees, paid for photography permits or have otherwise been authorised to gain free access through internal procedures.
- Checking patrons against guest lists, as provided, both during and after hours, for pre-booked functions.
- Allowing, disallowing, or removing patrons (as the case may be) as instructed by the SANBI Management.

3.4 SECURITY STAFF REQUIREMENTS

The following table provides security staff requirements.

CENTRE : WALTER SISULU National Botanical Garden					
Duty Point	Grade	Number of guards	Job Purpose	Job Requirements	Other Security Aids
Boom Gate	Grade B	2 Supervisors (1 x day and 1 x night shift) 7 days / week	• Manage and supervise security officers. • General access and exit control and recording of incidents on occurrence Book. • Register incoming goods, visitor's and visitors vehicles in the appropriate register book. • Search pedestrians, staff and visitors vehicle's boot, backseat and cubbyhole thoroughly when entering or leaving the premises. • Ensure that no unauthorised items are brought into the premises. • Ensure that the driver produces a completed and approved trip authority form/ clearance, when a state owned vehicles is used. • Ensure the state-owned vehicle register is always completed when the driver enters or leaves the premises. • Manage and supervise security officers • Ensure that posts are covered and report shortages to WSNBG Security Supervisor • Ensure that posts are fully equipped and all security personnel are in full uniform. • Attend emergencies and report to SANBI Security Supervisor. • Investigate cases of misconduct by security personnel and report to SANBI security Supervisor.	• No criminal offence • South African Grade 12 • Valid PSIRA Grade B • Driver's license • Firearm competency • Positive security clearance • Proficient in English and report writing • Service excellence • Must have at least three (3) years' experience	• Double cab bakkie • 9mm firearm • Two-way radio or Push-To-Talk (PTT) communication • Torch • Pocket book • Pen (black & red) • Occurrence book • Hand cuffs • Baton Sticks • Name tag • Electronic guard monitoring/clocking system • Vehicle scanning device (compatible to scan vehicle's discs & drivers licences) • Unarmed guards. • Taser and/or pepper spray with the knowledge on how to use them

			• Submit weekly and monthly incident reports to SANBI Security Supervisor • Investigate complaints that involve security officers • Address and update security officers during parades • Monitor all activities on the CCTV cameras and ensure that outside security officers are patrolling • Conduct regular testing of security systems to ensure are in good working condition		
Main Office	Grade C	1 Guard (1 x night shift) 7 days / week	• Fulltime guarding of the area and monitor suspicious behavior and reporting to the supervisor at night. • Clocking on the clocking system as per the instructions • Patrolling around all the buildings around the main office	• No criminal offence • South African Grade 12 • Valid PSIRA Grade C • positive security clearance • proficient in English and report writing • Service excellence. • Must have at least three (3) years' experience.	• Two-way radio or PTT communication • Torch • Pocket book • Pen (black & red) • Occurrence book • Hand cuffs • Batton sticks • Name tag • Electronic guard monitoring/clocking system • Unarmed guards • Taser and/or pepper spray with the knowledge on how to use them
Public Gate	Grade C	3 Guards (2 x day shift & 1 x Night shift) 7 days / week	• Welcome employees, visitors and contractors accessing the premises through this entrance • Control number of cars in the parking area and manage visitors parking cards. • Scanning vehicles using the vehicles scanners • Ensure that BOTSOC members produced valid membership cards and	• No criminal offence • South African Grade 12 • Valid PSIRA Grade C • Positive security clearance; • Proficient in English and report writing	• Two-way radio or PTT communication • Torch • Pocket book • Pen (black & red) • Occurrence book • Hand cuffs • Batton sticks • Name tag • Cell phone • Electronic guard monitoring/clocking system

			- register them accordingly between 06:00am to 08:00am - Conduct searches of visitors entering between 06:00am and 08:00am - Issue parking cards to visitors when entering and should be collected on exit - Direct the visitor's and contractor's to allocated parking bays. - Ensure that visitors do not park and stay in their cars for more than fifteen (15) minutes Politely confront them for security reasons. - Report cars that exit parking area without returning card - Monitor suspicious movement in the parking area - Operate access gates and boom gates and keep them closed at all times	- Service excellence. - Must have at least three (3) years' experience.	- Vehicle scanning device (compatible to scan vehicle's discs & drivers licences) - Unarmed guards - Taser and/or pepper spray with the knowledge on how to use them
Screening/ Searching	Grade C	2 Guards (1 X day shift) 7 days / week (1 X day shift ONLY on weekends and public holidays)	- Search pedestrians when entering the premises to ensure that no unauthorised items are brought into the premises - Monitor a suspicious behavior & supplying relevant information. - Control /manage queues and enforcing garden by-laws	- No criminal offence; - South African Grade 12 - Valid PSIRA Grade C - Positive security clearance - Proficient in English and report writing - Service excellence - Must have at least three (3) years' experience	- Two-way radio or PTT communication - Torch - Pocket book - Pen (black & red) - Occurrence book - Hand cuffs - Batton sticks - Name tag - Electronic guard monitoring/clocking system - Unarmed guards - Taser and/or pepper spray with the knowledge on how to use them
Pay Point	Grade C	3 Guards (2 x day shift) 7 days / week 1 x Guards (1x weekends)	- Ensure proper controlling of access into the garden during visiting hours - Open entrance gate to the cashier point in the morning at 06h00 and ensure that is closed in the evening at 06h00 in	- No criminal offence; - South African Grade 12 - Valid PSIRA Grade C	- Two-way radio or PTT communication - Torch - Pocket book - Pen (black & red) - Occurrence book - Hand cuffs - Batton sticks - Name tag

		and public holidays)	winter and 06h30 in summer • Be visible at all times at the cashier pay point • Provide assistance to cashier staff when required to do so • Verify validity of the tickets, BOTSOC cards, staff cards and quest lists • Ensure that all customers are paying entrance fees • Search pedestrians when entering the premises to ensure that no unauthorised items are brought into the premises • Perform any other security duties as directed by WSNBG Security Supervisor • Provide public members with Garden information • Keep safely lost and found items, record them and hand over to WSNBG Security Supervisor	• positive security clearance • proficient in English and report writing • Service excellence • Must have at least three (3) years' experience	• Electronic guard monitoring/clocking system • Unarmed guards • Taser and/or pepper spray with the knowledge on how to use them
Featherbrooke Estate	Grade C	1 Guard (1 X day shift) 7 days / week	• Conduct access control duties at this gate every day from 06:00 to 18:00 • Ensure that the gate is always locked when knocking off and unlocked when reporting on duty • Ensure that all visitors making use of the biometric system to enter the premises • Enforcement of the Garden's By Laws by restricting any unauthorised items and persons into the garden • Record daily statistics of visitors entering through this gate • Ensure safety and security of staff, information and assets • Report any irregularity and emergencies to the supervisor • Provide visitors with relevant Garden Information	• No criminal offence • South African Grade 12 • Valid PSIRA Grade C • Positive security clearance • Proficient in English and report writing • Service excellence • Must have at least three (3) years' experience	• Two-way radio or PTT communication • Torch • Pocket book • Pen (black & red) • Occurrence book • Hand cuffs • Baton sticks • Name tag • Electronic guard monitoring/clocking system • Unarmed guards • Taser and/or pepper spray with the knowledge on how to use them

			• Conduct regular patrols around the gate and make an OB entry		
Patroller	Grade C	3 Guard (1 x day shift & 1x night shift) 7 days / week 1 x Guard (1x weekends and public holidays)	• Patrol all areas around the garden at all times. • Enforcement of the Garden's B-laws by restricting any unauthorised items into the garden • Be a liaison between standby staff, cleaners, office staff, tenants and visitors etc • Open and close gates as and when requested to do so • Check validity of the suspicious visitors tickets • Provide visitors/ public members with relevant Garden's information • Play major role to ensure safety and security of staff, visitors, information and assets • Conduct regular inspections around the Garden and update the Occurrence Book • Report any irregularities or suspicious movements to the Supervisor • Respond to emergencies and inform supervisor immediately • Perform any other security related duties		

Estate Area	Grade C	2 Guards (2 X day shift) Weekends & PH's	• Conduct regular general patrols of the whole Estate area including perimeter fence and report to controller regularly • Remove all snares found during patrols. • Ensure that damage on a fence is reported to the relevant manager as soon as possible • Remove unauthorised people such as church groups, hunters, bikers and 4x4 riders • Monitor any attempts of illegal entry into the Garden • Ensure that illegal gates to the facility are closed and there no other created illegal entry leading to the Garden or neighbouring residents • Remove any squatters within SANBI property and immediately report such cases to the WSNBG Security Supervisor, SAPS and other relevant law enforcement agencies • Work with the SAPS, JMPD, CPF to minimise any possible illegal entry into the Garden or neighbouring residents • Report any security incident or irregularities to the WSNBG Security Supervisor/controller		
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The number of security guards may be reviewed as and when required. This will be communicated to the Service Provider in order to amend their monthly invoice in line with the actual number of security guards on site. The successful Bidder will be required to provide extra guards during events as requested.

3.5 LANGUAGE PROFICIENCY

All guards, including the gate personnel, must be proficient in English and at least one other official language. 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.

3.6 SUPERVISION OF WORK

The Service Provider will be required to 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).

3.7 RESPONSIBILITIES

The Service Provider will provide and take responsibility for the following:

- Security guards as per section 3.4 above and in the cases where additional guards are required.
- Guarding services.
- Installing, controlling and auditing check points where guards are patrolling.
- Access control and visitor management systems, control books, registers, and Occurrence Books (OB).
- Rechargeable torches.
- Firearm and gun trap where required
- Double cab vehicle where required
- Panic buttons where required
- Two-way radios, Push-to-Talk (PTT) devices and registered on frequencies.
- Professional looking security guards with protection equipment and/or security uniform for guards that is weather appropriate.
- Ongoing training and certification where relevant.
- Smart phones and subscriptions (capable of working e-mails and WhatsApp), where necessary.
- Ensuring that the Service Level Agreement (SLA) conditions are complied with by adhering to the performance standards required (Specifications for service provider performance management).
- Security guards, as required, for the rendering of services at the campus during situations of crisis.
- Ensuring guards are customer service-focused, and value and treat SANBI visitors with respect.

3.8 SANBI will take responsibility for the:

- Provision, upkeep and maintenance of the guard houses and toilet facility.
- Provision, upkeep and maintenance of remotes for gates and the access gates.
- Provision, upkeep and maintenance of necessary keys and padlocks.
- Provision of weekend instructions including SANBI weekend duty and standby staff.
- Provision of operational procedures and requirements.
- Regular refresher communication and/or induction on WSNBG operations where necessary.

4. Mandatory requirements

Tenders must include the following documentation (**failure to submit this required documentation WILL lead to disqualification**):

- a) A copy of the company Central Supplier Database (CSD) registration report.
- b) SBD forms (1,4 and 6.1) duly completed and signed and send with proposals
- c) A Valid company's Private Security Industry Regulatory Authority (PSIRA) registration certificate as a security Service Provider. Such registration must remain valid during the period of the contract.
- d) A Valid company owner(s) or management team's Private Security Industry Regulatory Authority (PSIRA) registration certificate(s). Such registration must remain valid during the period of the contract.
- e) Valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA).
- f) A certified copy of **Liability Insurance Cover** for the company and for company employees and the amount available per claim (Minimum 1 million Rand). This must be valid during the duration of the contract.
- g) Fee/cost structure as for **Annexure B** including breakdowns and availability of additional staff/services on short notice.
- h) Formal quotation (s) on a company's letterhead

5. Other documents required.

Each tender document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purposes:

- a) A certified copy of the company's valid ICASA licence or a contract with a recognised Service Provider for PTT communication for the specific service area covering the location of the campus. This must remain valid for the duration of the contract.
- b) Bidder's existing business must be in the province (Gauteng) for security guarding services. The bidder must submit a documentary proof of address from a third (3rd) party to indicate that the company has an operating office/business in the province (E.g. municipal account, Local Authority Letter, or telephone account (not older than three (3) months), signed lease agreement, etc.)
- c) **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.
- d) **CVs** of Project manager and the Supervisors.
- e) **Track record:** A list of similar contracts held in the past three (3) years that should include the name of the client, scope of the services, duration dates and value of contract.
- f) **Three reference letters** : Signed reference letters from at least Five (5) signed current or previous clients that have been provided with security services within the past 5 years.
- g) **Evidence of operational capacity to perform the required security services:**

- i) **Details of the availability of control room/s in the province, vehicles, and other equipment** to fulfil duties as per the specification and **systems and processes** for management, communication, and support for guards on duty.

J) Two-way Radio / PTT communication:

Effective communication can be maintained across the WSNBG. On site test will be done between the control room and WSNBG:

- Using the supervisor's vehicle mobile radio from one (1) location on WSNBG, and
- Using the company's handheld radio from one (1) location at the entrance area.

- k) The Company's health and safety policy and health and safety training plan.

NB: Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all criteria.

6. 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.

7. 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.

8. Quotation documentation availability

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

9. Contract period.

A three (3) months contract will be entered into with the Service Provider.

10. Pricing

Based on the specifications outlined in Annexure B, give a specific pricing breakdown for the three (3) months contract and include the pricing for all the items/equipment charged for in the breakdown.

11. Compliance reports and meetings

The Service Provider and SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes.

12. 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:

Stage 1:

The first stage will evaluate functionality according to the criteria listed in the tables below.

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.

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1	Company Experience			(60)
1.1	Bidders must demonstrate an in-depth experience and expertise in the field of Security Services within Government or Private sector, with relevant supporting documents provided.	More than nine (9) years' relevant experience.	20	20
		Between six (6) and nine (9) years' relevant experience.	15	
		Between three (3) and six (6) years' relevant experience.	10	
		Between one (1) and three (3) years' relevant experience.	5	
		No submission of evidence or less than one (1) year relevant experience	0	
1.2	COMPANY TRACK RECORD	More than nine (9) clients	20	20
	Attach the following documents: Provide a list of current and previous clients (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates).	Between six (6) and 9 clients	15	
		Between three (3) and six (6) clients	10	
		Between one (1) and three (3) clients	5	
		No submission	0	
	Provide no less than five traceable reference letters: Signed reference letters from clients in the past five years (company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates, performance of the Service Provider per service provided). The reference letters must be relevant to the tender.	Five (5) and more relevant reference letters including the supporting documents	20	20
		Three (3) to five (5) relevant reference letters including the supporting documents	10	
		One (1) or two (2) relevant reference letters including the supporting documents	5	
		No submission	0	
2	Supervisory Qualification and Experience			(40)
2.1	Site manager and supervisors qualification in the security industry	Grade A/B, Driver's license Matric or Grade 12 and Post Matric qualification in Security	20	20
	(Attach certified copies of qualification, i.e. One site manager and three supervisors)	Grade A/B, Driver's license and Matric or Grade 12	10	
		Grade A/B and Driver's license	5	
		Non-submission	0	

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
2.2	Site manager and supervisors experience in the security industry <i>(Submit curriculum vitae indicating site manager and three supervisors experiences in security services in terms of their role)</i>	More than six (6) years' relevant experience	20	20
		Between four (4) and six (6) years' relevant experience	15	
		Between three (3) and four (4) years' relevant experience	10	
		Between one (1) and three (3) years' relevant experience	5	
		Less than one (1) year relevant experience	1	
		Non-submission	0	
	Total	100		

NB: Compliance with the minimum of **70 points** is required to be considered for the next evaluation phase.

Stage 2: Specific Goals

The second stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 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 specific goals.

Specific Goal	Total Points
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. (CSD must be attached as proof).	(10)
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. (CSD must be attached as proof).	(10)
Total Points	20

The 80/20-point system will be applied in evaluating proposals. Evaluation of proposals will be done according to the following criteria:

Preference Point System	
Description	Points Allocated
Price	80 Points
Specific goals	20 Points

13. General terms

All documents submitted in the response to this Request for Quotation (RFQ) must be written in English.

Security Service Providers shall not assume that information and/or documents supplied to SANBI before at any time prior to this RFQ 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 RFQ. Each Quotation shall be valid for a period of three months calculated from the closing date of this Quotation.

For any technical information the following persons may be contacted:

Mr Dumisi Mokoena, Deputy Director Security Services: SANBI Kirstenbosch at the following email address: D.Mokoena@sanbi.org.za and/or Ms Nondumiso Magija, Garden Manager: WSNBG National Botanical Garden, at the following email address: N.Magija@sanbi.org.za

NB: The deadline for submission of enquiries is 12:00 on the 15 November 2024. 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, SANBI reserves the right and shall be entitled to appoint the second contractor or to re-advertise should the second tenderer not be acceptable.

SANBI has the right:

- To verify any information supplied in the tender documents.
- Not to appoint any Service Provider.
- To cancel or withdraw this RFT at any time without attracting any penalties or liabilities.
- 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.
- To have the final say in the appointment and that this will be binding.
- 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.
- To know the minimum wages paid to security personnel by the Service Provider (Should be in line with sectorial determination prescribed).

14. Safety, health and environmental requirements

Service Providers are required to comply with all acts, regulations and standards relating to Safety, Health and Environment.

All Service Providers entering into a contract with the South African National Biodiversity Institute (SANBI) shall, as a minimum, comply with the following requirements:

- 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 Safety, Health and Environment 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.
- The Service Provider's staff will be expected to attend induction training including being familiar with the part of the Garden they are stationed in, and evacuation procedures within the first week before commencing any work (A signed register of such induction must be available in the Safety, Health and Environmental file and be available to the internal and external auditors and SHE representatives of SANBI on request).
- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996): The Service Providers 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. 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).
- Waste Act (Act 59 of 2008).

The Service Provider shall:

- Create and maintain a safe and healthy work environment for its own staff and those of SANBI.
- Execute the work in a manner that complies with all the requirements of OHASA and all its associated Regulations, and in so doing, minimize the risk of incidents occurring. Should an incident occur, report this to SANBI within 24 hours and explain the remedial processes put in place.
- Provide all related working equipment such as protective clothing, harnessing, etc. to ensure the safety and health of its own staff and those of others.
- Respond to the notices issued by SANBI's Health and Safety Agent as follows:
 - a. Improvement Notice: improve health and safety performance over time so that repeat notices are not issued.
 - b. Contravention Notice: rectify contravention within given time.
 - c. Prohibition Notice: terminate affected activities with immediate effect and only resume activities when it is safe to do so.

15. Submission of Quotation

Closing date for submission of responses: 19 November 2024 @ 11am

Submissions should be e-mailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Mogadingwane at R.Modiba@sanbi.org.za

For Technical queries and more information about the Terms of Reference, please contact please contact Mr. Dumisi Mokoena on D.Mokoena@sanbi.org.za

PLEASE NOTE: Emailed applications must not be more than 8MB.

ANNEXURE A. SUMMARY OF WSNBG RULES

GENERAL INFORMATION

- No dogs or other pets are allowed in the garden except for guide dogs.
- No littering (bottles, plastic paper, cigarette tips etc.). All rubbish brought in must be taken out or discarded into the designated bins.
- No loud music from cars or portable devices.
- No rowdy behaviour that may disturb the peace.
- No bicycles are allowed anywhere in the Garden.
- No quad bikes or scramblers or any motorised vehicle on the mountain trails.
- Vandalism and defacing of walls, buildings, signage, plants e.g. graffiti is strictly prohibited and prosecutable.
- No damage to property, no removal of plants, seeds or any other plant material or animals etc.
- Feeding of, disturbing or interference with any wild animals is strictly forbidden.
- Parking is only available at the main parking area. Cars are not allowed anywhere else in the Garden and may not park at the Garden office.
- Roller skates, skate boards or any other wheel mountain sport/play apparatus may not be used in the Garden.
- No bats or balls or any other playing that involved balls, bats, golf clubs, etc. is allowed anywhere in the Garden.
- No vehicles or people may overnight in the Garden, except by prior arrangement and written approval by the garden manager.
- No structures or shelters may be erected in the Garden except for umbrellas.
- Under no circumstances may vehicles park at the Restaurant, braai area or Lapa “drop off zone”.
- Under no circumstances are the use of portable braais or open fires including gas braais/grillers allowed in the Garden except on the designated braai area.
- Wedding photos, matric ball photos or any other professional photo/video or commercial photo/video shoots is - not allowed unless prior written permission was obtained and then when payment has been made in accordance with Garden policy filming and photography.
- No selling of or promotion of any goods or services may take place in the Garden except at the restaurant or with prior written permission from Garden Management.
- The use of the Garden for private functions may only take place after written agreements and permits have been obtained by the event or function organiser.

ANNEXURE B. PRICING SCHEDULE

(NB: This section must only be included in the pack marked “Original” and not in any of the copies).

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: _____

Table D1: Pricing schedule

	Grade B Night security (including relief security guard*)	Grade B Day security (including relief security guard*)	Grade C Night security (including relief security guard*)	Grade C Day security (including relief security guard*)
(A): BASIC COSTS PER MONTH				
Basic monthly salary	R	R	R	R
Provident fund (Monthly)	R	R	R	R
Statutory annual bonus (Monthly)	N/A	N/A	N/A	N/A
UIF (Monthly)	R	R	R	R
COID/WCA (Monthly)	R	R	R	R
SUB TOTALS PER MONTH (SUM OF ABOVE) (A)	R	R		
(B): OTHER DIRECT COSTS AS PER PSIRA SECTORAL DETERMINATION PER MONTH				
Sunday pay premium	R	R	R	R
Public holiday premium	R	R	R	R
Leave Provision	R	R	R	R
Sick pay	R	R	R	R
Night Shift allowance	R	R	R	R
Study leave	R	R	R	R
Family responsibility leave	R	R	R	R
PSIRA "Per SO" fees	R	R	R	R
Premium allowance	R	R	R	R
Sets of uniform	R	R	R	R
Hospital Cover	R	R	R	R
Bargaining Council Levy	R	R	R	R
Long Service Bonus (5 Years average)	N/A	N/A	N/A	N/A
Training (Skill Development Levy)	N/A	N/A	N/A	N/A
Cleaning Allowance	R	R	R	R
TOTAL COSTS PER MONTH PER GUARD EXCLUDING VAT (A+B)	R	R	R	R
TOTAL COSTS EXCLUDING VAT	X 3 MONTHS	X 3 MONTHS	X 3 MONTHS	X 3 MONTHS
	R	R	R	R

.The pricing schedule must comply with the Private Security Industry Regulatory Authority guidelines

*Relief Security guard is a permanent employee.

Equipment costs to include the following:

Table D2: Equipment costs (once off at start of contract)

Items or equipment	Quantity	Rand per item	Total price
Communication method: Specify what method(s) is to be used			
a) Cell phone	1		
b) Two-way Radio(s) Specify - Two-way Radios (base radio) or / and - Two-way Radios (handheld) / Push To Talk (PTT) unit	1 or / and 8		
Other Equipment			
9mm firearm	1		
Bullet trap	1		
Bullet proof vest	1		
Rechargeable torches	4		
Taser / Shock Sticks	6		
Pepper sprays	6		
Hand Cuffs	6		
TOTAL			

Table D3: Total costs to SANBI

	Three Months costs	Total costs for three months
<i>1 x Grade B Night Security Supervisor (from 18:00 to 06:00 daily). Total / cost excluding VAT</i>	R	R
<i>1 x Grade B Day Security Supervisor (from 06:00 to 18:00 daily). Total cost excluding VAT</i>	R	R
<i>3 x Grade C Night Security Guard (from 18:00 to 06:00 daily). Total cost excluding VAT</i>	R	R
<i>8 x Grade C Day Security guard (from 06:00 to 18:00 daily). Total cost excluding VAT</i>	R	R
<i>5 x Grade C Day Security guard (from 06:00 to 18:00) Weekends and Public Holidays only Total cost excluding VAT</i>	R	R
<i>Equipment (from list above) excluding VAT</i>	R	R
<i>*overheads costs excluding VAT</i>	R	R
<i>VAT</i>	R	R
<i>Total costs including VAT</i>	R	R

* Overhead costs must be broken down as prescribed by PSIRA which must include supervision of work by the service provider and other overhead costs which are important according to PSIRA.

Not to be included in total quote, but for information only:

Table D4: *Ad hoc* guards costing per 8-hour shift

Grade	Daily rate including VAT
Grade C Night Shift	R
Grade C Day Shift	R