



ESTATE AGENCY AFFAIRS BOARD  
OF SOUTH AFRICA

## INVITATION TO BID

**BID REFERENCE NUMBER:RFP: ( EABS/2021/002)**

**APPOINTMENT FOR SECURITY SERVICES TO THE ESTATE AGENCY AFFAIRS BOARD (“EAAB”) FOR A PERIOD OF 3 YEARS**

### **NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION**

<b>Company Name</b>	<b>Supplier registration number</b>	
		<b>Main contractor</b>
		<b>Sub-contracted/ joint venture comp 1 Sub-contracted/ joint venture comp 1</b>
		<b>Sub-contracted/ joint venture comp 1 Sub-contracted/ joint venture comp 2</b>

**NO BRIEFING SESSION**

**Estate Agency Affairs Board, 63 Wierda Road East, Wierda Valley , Sandton ,2196**

**CLOSING DATE OF THE BID: 17 November 2021 AT 12H00**

**Any enquiries must be in writing and can be directed to:**

**Bidding enquiries** contact Supply Chain Department on [infotenders@eaab.org.za](mailto:infotenders@eaab.org.za)

**DOCUMENTS IN TENDER DOCUMENT PACK**

**Bidders are to ensure that they have received all pages of this document, which consist of the following:**

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**PART A : INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:	<b>RFP- EABS/2021002</b>	CLOSING DATE:17/11/2021		CLOSING TIME:	<b>12:00</b>
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BID DESCRIPTION	<b>SECURITY SERVICES FOR THE ESTATE AGENCY AFFAIRS BOARD</b>				
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**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

Estate Agency Affairs Board, 63 Wierda Road East, Wierda Valley, Sandton, 2196

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>	<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>
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CONTACT PERSON	SCM DEPARTMENT	CONTACT PERSON	Joseph Setloboko
TELEPHONE NUMBER	<b>(011) 731-5657</b>	TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:infotenders@eaab.org.za">infotenders@eaab.org.za</a>	E-MAIL ADDRESS	<a href="mailto:Joseph.Setloboko@eaab.org.za">Joseph.Setloboko@eaab.org.za</a>

**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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> 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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>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.</b>	

**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: .....

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 12:00	CLOSING DATE : 17 NOVEMBER 2021

OFFER TO BE VALID FOR ..... **180**.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

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R-----

R-----

R-----

R-----

R-----

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

-----

-----

-----

-----

R-----

R-----

R-----

R-----

----- days

----- days

----- days

----- days

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

DESCRIPTION OF EXPENSE TO BE INCURRED

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RATE

QUANTITY

AMOUNT

.....

.....

.....

.....

TOTAL: R.....

Name of Bidder: .....

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

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

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

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

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Bidding enquiries to be directed to Ms. Pamela Ngobeni, e-mail: [infotenders@eaab.org.za](mailto:infotenders@eaab.org.za).

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 a price quotation, advertised competitive bid, limited bid or proposal). 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, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

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.

<sup>1</sup>"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.

<sup>2</sup>"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

Name of Bidder: .....

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 attached 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.  
.....  
.....  
.....



Name of Bidder: .....

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.

Table with 4 columns: Full Name, Identity Number, Personal Reference Number, Tax, State Number / Employee Personal Number. The table contains 10 empty rows for data entry.

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 IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

# 1. THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

This document must be signed and submitted together with your bid

## INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### 2.1. PILLARS OF THE PROGRAMME

2.1.1. The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:

- (a) Any single contract with imported content exceeding US\$10 million. or
- (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million. or
- (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million. or
- (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.

2.1.2. The NIP obligation applicable to suppliers in respect of sub-paragraphs 5.1.1 (a) to 5.1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 5.1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

2.1.3. To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

2.1.4. A period of seven years has been identified as the time frame within which to discharge the obligation.

### 2.2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.2.1. In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2.2. The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 5.1.1.(b) to 5.1.1. (d) above.

### 2.3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

Name of Bidder: .....

2.3.1. Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

2.3.2. In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 5.1.1 (b) to 5.1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

2.3.3. The information required in paragraph 5.3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

**2.4. PROCESS TO SATISFY THE NIP OBLIGATION**

2.4.1. Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a) the contractor and the DTI will determine the NIP obligation;
- b) the contractor and the DTI will sign the NIP obligation agreement;
- c) the contractor will submit a performance guarantee to the DTI;
- d) the contractor will submit a business concept for consideration and approval by the DTI;
- e) upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f) the contractor will implement the business plans; and
- g) the contractor will submit bi-annual progress reports on approved plans to the DTI.

2.4.2. The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number ..... Closing date:
Name of bidder.....
Postal address .....
.....
Signature..... Name (in print).....
<b>Date</b> .....

Name of Bidder: .....

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**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 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

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:

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

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;

Name of Bidder: .....

- (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:
  - B-BBEE Status level certificate issued by an authorized body or person;
  - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 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

**POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

3.2 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

**4. BID DECLARATION**

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

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

5.1 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.

**6. SUB-CONTRACTING**

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

**(Tick applicable box)**

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

6.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
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		
<b>OR</b>		
Any EME		
Any QSE		

**7. DECLARATION WITH REGARD TO COMPANY/FIRM**

7.1 Name of company/firm:.....

7.2 VAT registration number:.....

7.3 Company registration number:.....

**7.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

**7.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

7.8 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)

DATE: .....

ADDRESS .....

.....

.....

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2.	.....
DATE:	.....

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE .....

**SBD 7.2**

**CONTRACT FORM - RENDERING OF SERVICES**

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

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

7. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

8. The following documents shall be deemed to form and be read and construed as part of this agreement:

- (iv) Bidding documents, viz
  - Invitation to bid;
  - Tax clearance certificate;
  - Pricing schedule(s);
  - Filled in task directive/proposal;
  - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
  - Declaration of interest;
  - Declaration of bidder's past SCM practices;
  - Certificate of Independent Bid Determination;
  - Special Conditions of Contract;
- (v) General Conditions of Contract; and
- (vi) Other (specify)

9. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

10. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	

**SBD 7.2**

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

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

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

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

**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 of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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 consortium<sup>3</sup> 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.
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.

<sup>3</sup> **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.**

**SBD 9**

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

.....  
Date

.....  
Position

.....  
Name of Bidder

### **RISK ANALYSIS Check list**

1. Have you attached valid compliant Tax clearance? **Yes / No**
2. Attached Compliant Supplier Database report? **Yes / No**  
CSD Pin number \_\_\_\_\_
3. The bidders or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. **Yes / No**
4. Have you completed Compulsory Enterprise Questionnaire? **Yes / No**
5. Are you prohibited from doing business with Public sector? **Yes / No**
6. Have you been removed from a contract by any organ of state on account of failure to perform on or comply with the contract? **Yes / No**
7. Attached latest Audited Financial Statement? **Yes / No**
8. Have you attached CV's of the team responsible to this project? **Yes / No**
9. Have you attached Certified Qualifications of the team responsible to this project? **Yes / No**
10. Have you attached certified copy of FSB certificate? **Yes / No**
11. Have you attached copy of the Professional Indemnity insurance cover? **Yes / No**

# TERMS OF REFERENCE (TOR) (SPECIAL CONDITIONS OF CONTRACT)

## TERMS OF REFERENCE FOR SECURITY SERVICES AT THE ESTATE AGENCY AFFAIRS BOARD ( EABS/2021/002)

### 1. INTRODUCTION

The Estate Agency Affairs Board ('the EAAB') was established in 1977, pursuant to the provision of the Estate Agency Affairs Act, 112 of 1976('EAA Act), with the mandate to regulate and control the real estate industry in the public interest. The EAAB is a schedule 3A public entity in terms of the Public Finance Management Act, reporting to the Department of Human Settlement (DHS) as its Executive Authority. EAAB is committed to Broad Based Black Economic Empowerment Act 55 of 2003 and the Codes of Good Practice.

Further to its primary mandate, the EAAB has been appointed to manage and control the Estate Agents Fidelity Fund.

### 2. SCOPE OF WORK

The Estate Agency Affairs Board is in the process of appointing a service provider to render physical security services for two buildings (63 Wierda Road) to protect employees, contractors, assets and the information within the Organisation. This is in accordance with the Access Control to the Premises and Vehicles Act, 53 of 1985, Minimum Physical Security Standards (MPSS) and Minimum Information Security Standard (MISS), which are applicable in the public service.

2.1 The Security Service Provider will be required to provide guarding and petrol services on site as follows

Description	Quantity	Period
Site Supervisor Grade B	1	12 Hour Shift Monday to Friday (6h00am-18h00pm Including Public Holiday)
Security Officer Grace C	3	12 Hour Shift Monday to Friday (6h00am-18h00pm Including Public Holiday)
Security Officer Grace C	1	12 Hour Shift Monday to Sunday (18h00pm-6h00am Including Public Holiday)
Security Officer Grace C	1	12 Hour Shift Saturday to Sunday (6h00am-18h00pm Including Public Holiday)

### 3.2 Job Purpose

1. Secure access and exit control and ensure entrances are free from any obstructions.

Name of Bidder: .....

2. Secure premises by patrolling the periphery of the building.
3. Report and supplying relevant information of major incidents to their control room.
4. Inspecting and ensuring offices are locked and secured after business hours.
5. Access to armed response if assistance required.
6. Weekly guard monitoring report submitted to EAAB.
7. Monthly site report submitted to EAAB.

**3.3 The Security Service Provider must provide for the following fully operational equipment:**

- Flashlights rechargeable/ with batteries per security guard
- Smart Phone per site
- Batons per security guard
- Pepper sprays per security guard
- Handcuffs and keys per site
- Guard monitoring system per site
- 2-way radios per site

**PRICING PROPOSALS**

1. Please indicate your total bid price here: R ..... (VAT Incl.)
2. NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
3. Are the rates quoted firm for the full period of the contract?  
Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.
4. All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

TABLE A: LABOUR  
Day Shift Weekdays

Duty Point	Quantity	Grade	Total Monthly Service Fee	Total Fee for 36 Months
Sandton	1	B		
	3	C		

Night Shift Weekdays

Duty Point	Quantity	Grade	Total Monthly Service Fee	Total Fee for 36 Months
Sandton	1	C		

Day Shifts Weekends/Public holidays (Included in above rates (7 Days 24/7))

Duty Point	Quantity	Grade	Total Monthly Service Fee	Total Fee for 36 Months
Sandton	1	C		
Sub-Total (A) (VAT incl.)				

TABLE B: EQUIPMENT

Description	Quantity	Total Fee
Flashlights rechargeable/ with batteries per security guard	1	
Smart Phone per site	1	
Batons per security guard	5	
Handcuffs and keys per site	1	
Pepper sprays per security guard	5	
Guard monitoring system per site	1	
2-way radios per site	1	
Sub-Total (B) (VAT incl.)		
Sub-Total (A+B) VAT incl.		

7.1.1 All bidders who score less than 80% (80 points) on functionality will be eliminated and will be regarded as having submitted a non-responsive bid and will be disqualified.

**7.2 Stage 2: Price and Preference point system**

7.2.1 Only bidders who score 80% or more in Stage 01 on functionality and 80 % or more on in stage 02 on presentation will be evaluated further in accordance with 80/20 preference point system.

7.2.2 Points will also be awarded to a bidder for attaining the B-BBEE status level of contribution as described in paragraph 7.1 above.

7.2.3 The points scored for price will be added to the points scored for B-BBEE status level of contribution to obtain the bidder’s total points out of 100.

7.2.4 A contract will be awarded to the bidder who scored the highest total number of points in terms of preference points systems.

7.2.5 In exceptional circumstances the EAAB may, on reasonable and justifiable grounds, award the bid to a bidder that did not score the highest number of points.

7.2.6 In the event of equal points scored, the tender will be awarded to the tenderer scoring the highest on B-BBEE

**3. POST AWARD CONDITIONS**

The Service Provider must make sure that they comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, COIDA, PAYE etc.; and Certificate of compliance with the applicable Labour laws must be submitted together with the proposal.

- 3.2. EAAB reserves the right to request the successful bidder and its employees to undergo a security vetting process.
- 3.3. Security services will be rendered during working hours from Mondays to Fridays, Weekends and public holidays unless otherwise specified.
- 3.4. The security services must always be executed under full time supervision by the successful bidder's supervisor(s) on continuous basis. EAAB reserves the right to deploy its official to do supervision and routine inspections.
- 3.5. The successful bidder must provide monthly reports to the Building manager/or Properties' Facilitator when submitting an invoice for processing.
- 3.6. The successful bidder must ensure that their security staff is always dressed in a distinctive acceptable uniform when on duty.
- 3.7. A lock-up facility will be made available by EAAB for the safekeeping of stock and equipment where possible.
- 3.8. The service provider must be liable for insuring his/her personnel against any injury or death.
- 3.9. The successful bidder's supervisor must report daily to EAAB's (Building Manager/or Properties Facilitator) of any security incidents that occurred in the building.
- 3.10. The successful bidder shall supply the following monthly:
  - a. A summarized written report on specific problems or occurrences.
  - b. Suggestions on improved work methods and programmes if any.
  - c. Clients complaints and remedial action.
  - d. All other matters related to this service.
- 3.11 It is the responsibility of the successful bidder and its personnel to comply with PSIRA, Health and Safety Act and any other applicable regulations.
- 3.12 EAAB reserves the right to conduct due diligence prior to final award or any time during the contract period, this may include site visits.
- 3.13 EAAB will not be held responsible in any way for any damages, losses, theft of equipment or any valuable of the successful bidder or injury of his/her employees while on site or in the execution of their duties.
- 3.14 Equipment brought onto or used on site must comply with the Occupational Health & Safety Act and any regulations promulgated in terms of this Act;
- 3.15 EAAB shall not be held responsible in any way for any damages, losses, theft of equipment or any valuables of the successful bidder or injury of his/her employees whilst on site or in the execution of their duties.

**4. Personnel Requirements**

- 4.1 The successful bidder must ensure the following:
  - a. That the staff working under this contract are in good health.
  - b. That they are adequately trained prior to commencement of the contract.
  - c. That replacement staff is available should the need arise. The bidder is obligated to inform EAAB of any removal and replacement and the replacement of staff can only be done with the formal approval of EAAB.
  - d. Staff must be dressed appropriately and where required, staff uniforms must be in good condition.
  - e. The bidder's staff must be South African citizens and EAAB reserves the right to validate citizenship.

**5. Service Level Agreement**



5.1 The successful bidder will be required to enter into a Service Level Agreement with EAAB.

5.2 A performance measurement processes will form an integral part of the Service Level Agreement, to be signed after the successful bidder has been appointed.

**6. Supplier Due Diligence**

6.1 EAAB reserves the right to conduct bidder due diligence to short listed bidders prior to final award or at any time during the contract period. This may include site visits if applicable.

6.2 EAAB reserves the right to request the successful bidder and its staff to undergo a security vetting and/or credit vetting processes via external services providers such as Credit Bureaus and the South African Police Services. By submitting a bid proposal, the bidder gives explicit approval for EAAB to conduct such vetting requirements, if and when required.

**7. Bid Cancellation**

In the case of the cancellation of this RFB, EAAB shall endeavour to inform all bidders, through the same medium used for the communication of the RFB

**8. Material Changes**

8.1 Any material change in the control and/or composition of any bidder or any core member of a bidder after submission of a Bid, shall require the prior written approval of EAAB, and any failure to seek such approval from EAAB shall result in EAAB being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bid process or to cancel the engagement. This shall be interpreted to include post appointment and subcontracting of work arising out of this bid to complete certain work.

8.2 EAAB shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any bidder”, and as to what constitutes a “core member of a bidder” for purposes of such approval. Any request for such approval shall be made to EAAB’s Supply Chain Management in writing and shall provide sufficient reasons and information to allow EAAB to make such a decision. EAAB reserves the right to accept or reject any such request for approval.

**9. Communication**

9.1 EAAB may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary. Such communications will be done via the Supply Chain officials listed as the contact persons for this bid process.

9.2 All communication (enquiries/clarifications) relating to this bid shall take place between the bidder and the Supply Chain Management officials listed as the contact persons for this bid process. Such communication shall be done in writing only.

9.3 Communication between the closing date and the award of the bid, between the bidder and other EAAB officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited.

**10.Contact Details**

10.1 SCM Contact

Tel: 011 731 5657

Email: [infotenders@eaab.org.za](mailto:infotenders@eaab.org.za)

NB: Communication outside this platform is strictly prohibited and should bidders be found to be in contact with any of EAAB’s staff members on matters relating to this bid, such bidders shall automatically be disqualified from this bid process.

**11. Mandatory Requirements**

The service provider must attach the following mandatory documents (Failure to comply with the Mandatory Requirements will lead to disqualification):

a. Commencement of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001). Company registration with PSIRA. (Please attached valid original certified copy of the certificate) on the closing date and time of the RFB.

Name of Bidder: .....

- b. The service provider must ensure that the proposed five (05) security officers to be deployed at EAAB have valid PSIRA certificates on the closing date of the RFB. (Please attach a valid original certified copies of the certificates).
- d. The bidder must be register in terms of Compensation for Occupational Injuries and Diseases Act (COIDA) 1993 with the Department of Labour. (Attach valid original certified copies of certificates), on the closing time and date of the RFB.
- e. The service provider must ensure that it has taken out sufficient public liability insurance to cover any negligence and or damages on the closing date and time of the RFB. (A proof of public liability cover must be submitted)
- f. State proposed salaries for each Grade as per Department of Labour Minimum Wage Determination. This must be based on the current rates (Attach a proof of current compliance to wage determination i.e. salary advice
- g. The Directors must be registered with PSIRA: (The Bidder must submit a valid copy of the PSIRA certificate for the Directors as proof)
- h. CSD report
- I. Valid SARS Tax Pin
- J. Bidders Audited or Independently Reviewed Annual Financial Statements

**12. Functional Evaluation Criteria**

No	Technical Requirements	Weight/Points	
1	<p><b>COMPANY REFERENCE</b></p> <ul style="list-style-type: none"> <li>• 1-3 letters: 10 points</li> <li>• 4-6 letters: 20</li> <li>• 7 and above letters: 30 points</li> <li>• The bidder must provide proof, in the form of letters confirming that the bidder has performed security services.</li> <li>• The letter must contain the duration of the contract, contract value and must include a contact person and contact details (telephone number and email). Note: The reference letter(s) must be in the form of individual letter(s) from the respective previous and current clients.</li> </ul>	30	
2	<p><b>PROPOSED KEY PERSONNEL</b></p> <p>a. The proposed Supervisor for security officers to be deployed on site must have at least 4 years' experience including security qualification. Psira +4yrs=15 points for Supervisor</p> <p>b. The proposed five (05) security officers to be deployed on site must have a minimum of two (02) years security services experience including security qualification.</p> <p>Psira + 2 yrs =6 points per security officer</p>	15	

	As proof thereof the bidder must provide CV's of staff who will be deployed on site including the site Supervisor together with their copies of qualifications.	30											
3	<p>Proposed Methodology (Project Plan / Implementation on Plan / Standard Operating Procedure)</p> <p>The bidder must provide a detailed proposal of the methodology approach to be used carry out the scope of work outline.</p> <p>i. Readiness (Logistics, Tools, Uniform, etc.); and                      ii. Time frame required to take over the site.                      iii. The bidder must submit the health &amp; safety work plan/methodology                      iv. The bidder must submit contingency plan (e.g. dealing with absenteeism during strikes),                      v. The bidder must provide a proposed Standard Operating Procedure for the site.</p> <table border="1"> <tr> <td>The proposed methodology covers 1 Point one of the required tender scope</td> <td>5</td> </tr> <tr> <td>The proposed methodology that meet two requirements of the tender scope</td> <td>10</td> </tr> <tr> <td>The proposed methodology that meet three requirements of the tender scope</td> <td>15</td> </tr> <tr> <td>The proposed methodology that meet four requirements of the tender scope</td> <td>20</td> </tr> <tr> <td>The proposed methodology that meet the requirements of the tender scope</td> <td>25</td> </tr> </table>	The proposed methodology covers 1 Point one of the required tender scope	5	The proposed methodology that meet two requirements of the tender scope	10	The proposed methodology that meet three requirements of the tender scope	15	The proposed methodology that meet four requirements of the tender scope	20	The proposed methodology that meet the requirements of the tender scope	25	25	
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The proposed methodology that meet the requirements of the tender scope	25												
TOTAL		100											

All bids that score less than 75 out of 100 points on functionality will not be evaluated further.

**8 BRIEFING SESSION**

No briefing session will be held for this bid.

**9. COMPULSORY BID DOCUMENTATION**

The following documents are compulsory and must be submitted with bid documents:

9.1 Bid documents that are duly completed and signed.

All bid documents must be properly completed and duly be signed in full. Incomplete bid documents would be disqualified

9.2 Written proposal offer as per requirements listed in item six (06) and seven (07) above

9.3 National Treasury General conditions of contract would be applicable and binding

- 9.4 An active Tax Compliant Pin issued by the South African Revenue Services (Disqualifier).
- 9.5 Submission of National Treasury Central Supplier Database (CSD) Summary Report. The supplier number and Unique Reference number is compulsory
- 9.6 Bid prices must be VAT inclusive and include all total costs required for the assignment including disbursements.
- 9.7 Bids must be submitted as follows :
  - One (1) Flash Drive containing all the documents as listed as per the terms of references and bid documents.
  - One (1) Original copy and five (05) hard copy submission, over and above the Original.
- 9.8 Certificate of Authority for Joint Ventures and copy of Joint Venture Agreement (if bidding as a joint venture)
- 9.9 Bidder's most recent Audited Financial Statements
- 9.10 Certified Qualifications for the individual team assigned

## 10. OTHER IMPORTANT CONDITIONS

- 10.1 **The closing date for submission of bids and proposals is 17 November 2021 at 12h00. Please note that no late bids will be accepted.**
- 10.2 All bids must be submitted on the official forms (not to be retyped).
- 10.3 Bids are subject to the National Treasury General Conditions of Contract (GCC) and terms of reference as stipulated in this document.
- 10.4 Bids submitted that do not comply with the following may not be considered for evaluation:
  - Bids that are not in the prescribed format.
  - Bids without all of the required documents.
  - Pricing schedules not in the required format.
  - Bids not adhering to the required number of copies.
- 10.5 EAAB reserves the right not to appoint any bidder who has submitted his/her proposal. Note that in the event EAAB selects a successful bidder the latter will be required to sign a service level agreement which is drafted by EAAB.
- 10.6 The successful bidder will be subjected to the EAAB's terms and conditions.
- 10.8 Enquiries regarding bidding procedures may be directed to the SCM Department at e-mail: [infotenders@eaab.org.za](mailto:infotenders@eaab.org.za)