



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



CENTRAL JOHANNESBURG TVET COLLEGE (CJC)

Herein referred to as (CJC)

REQUEST FOR PROPOSALS (RFP) FOR

**Description of Tender: PROVISION OF SECURITY SERVICES AT VARIOUS CAMPUSES
FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

TENDER NO: PU9212/113

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU9212/113 PROVISION OF SECURITY SERVICES AT VARIOUS
CAMPUSES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

CLOSING DATE AND TIME FOR ONLINE SUBMISSION OF TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU9212/113** is at 11h00 AM on **Tuesday, 12 August 2025**.

Tender number	PU9212/113	
Date issued	23 July 2025	
Tender closing date	12 August 2025	Time: 11:00 AM
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Compulsory Information Session	29 July 2025	Time: 10h00 AM
	An online compulsory briefing session will be facilitated via MS Teams	

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)

Email address	
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Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Description of Appendix	Requirement	Circle yes if submitted	
		Yes	No
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Completed technical specifications and pricing	Submit a completed pricing schedule in a excel spreadsheet.	Yes	No
Proof of Bank Account	Cancelled cheque or signed letter from bank (not older than 6 months)	Yes	No
Company registration documents	Company registration documents	Yes	No
Tax Pin	An original valid Tax Pin	Yes	No
BBBEE Certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
UIF Registration	Bidder (tendering entity) must submit a valid current proof of registration With UIF.	Yes	No
SARS ITA34	Submit SARS ITA34 for 2024 and 2025	Yes	No
UIF Contributions	Bidder (tendering entity) must submit a latest proof of payment for UIF Contributions.	Yes	No
COIDA	Submit valid letter of good standing from the Department of Labour	Yes	No
Riot and Crowd Control Management Certificate	Provide Accredited Riot and Crowd Control Management Certificate is required and must be submitted by the bidders.	Yes	No
Firearm Licence	Submit Certified copies of Firearm licence certificates for all the guards	Yes	No
Firearm competency certificates	Submit Certified copies of Firearm competency certificates for all the guards	Yes	No

PSIRA Certification - Company	Bidder (tendering entity) must submit valid proof of registration with the Private Security Industry Regulatory Authority (PSIRA). Must be valid upon the closure of the bid as per RFP to be considered.		
PSIRA Certification - Guards	Submit certified copies of PSIRA registration certificates for all your guards.		
SBD forms	Fully completed SBD 1; SBD2, SBD 4; SBD 8; SBD 9	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
<p>Contactable References</p> <p>The bidder must submit proof to demonstrate a minimum experience in the last five (5) years in delivering Security services supported by three (3) contactable previous and current clients. Information must be completed as per Annexure A, Table (a) supported by reference letters. (Reference letters without completed Table (a) will not be considered).</p> <ul style="list-style-type: none"> ➤ Three or more positive references = 40 points ➤ Two positive references = 30 points ➤ One positive reference = 20 points ➤ None positive references = 0 points <p>Note: points will only be allocated if the references bear or demonstrate relevant experience (security services) and if there is no relevant experience = 0 points</p>	40

<p>Capacity to Deliver Provision of qualifications of all Security Officers, Supervisors, and Area Managers as per section 3.1 of the RFP:</p> <p>i. Provision of a CV of the proposed Area Manager which should reflect a minimum of 5 years experience in security management with proof of PSIRA Grade B/equivalent certification (5 points) ➤ Zero points will be allocated if the above criteria for the proposed Area Manager is not met as per above criteria (0 points)</p> <p>ii. Provision of a CV of the proposed Security Supervisor which should reflect a minimum PSIRA Grade B certification with proof of same and at least three (3) years of experience as Security Supervisor. (10 points) ➤ Zero points will be allocated if above criteria for proposed Security Supervisor is not met as per above criteria (0 points)</p> <p>iii. Provision of CVs of the proposed 10 Security Officers which reflect a minimum PSIRA Grade C certification for each with proof of same for each Security Officer and must have at least one (1) year of experience as Security Officer (5 points) ➤ Zero points will be allocated if above criteria for proposed Security Officers is not met as per above criteria (0 points)</p>	<p>20</p>
<p>Resources/Equipment</p> <p>The bidder is required to demonstrate/confirm and show with colour photos, in line with the RFP, how the service will be provided specifically with regards to the provision of the following resources/equipment: colour photos must be provided for the below items:</p> <ul style="list-style-type: none"> ➤ Baton (1 point) ➤ Metal detector wand (1 point) ➤ Handcuffs (1 point) ➤ Whistles (1 point) ➤ Uniform Policy (as part of the proposal) (1 point) ➤ Torches (at night) (1 point) ➤ Radios (1 point) ➤ Occurrence Book & Admission Control Book(Visitors, Staff, Vehicles and Contractors) (1 point) ➤ Note Book or Incident Book and pen (1 point) ➤ Cell phone with data and airtime at all times ➤ (Emergency Cases); bidder must confirm in writing as part of the proposal. (1 point) <p>Note: Zero points will be awarded for any of the above sub-criterion which is not addressed.</p> <p>NB: Bidders who do not submit photos in line with the above requirement will</p> <ul style="list-style-type: none"> • be awarded 0 points for the sub-criterion not covered/addressed 	<p>10</p>
<p>Methodology</p> <p>The bidder is required to demonstrate the Service Methodology and detail</p>	

<p>exactly how you propose to carry out the activities to achieve the outcomes identified in the Scope of Work.</p> <p>The methodology must detail, the following:</p> <ul style="list-style-type: none"> • Describe how the work will be completed and managed in line with the RFP (10 Points) ➤ Access Control at all Entrances (2 points) ➤ Patrolling of Building, Parking Area and Egress (2 points) ➤ Incident Management (2 points) ➤ Monthly Reporting (2 points) ➤ Crowd control management (2 points) <p>Note: zero points will be awarded for any of the above sub-criterion which is not addressed.</p>	10
<p>Risk Assessment Plan</p> <p>Bidder must provide a proposed Risk Assessment Plan. The plan must outline the following:</p> <ul style="list-style-type: none"> ➤ A detailed description of the risk assessment methodology/techniques to be applied for the Physical Security Risk Assessment and Analysis (5 points); ➤ Identification of probable threats, vulnerabilities, and risks and their potential impacts (intended or unintended) (5 points); ➤ A proposed contingency plan for incidents such as armed robbery; Labour unrest, Strike; Reaction unit; and Bomb threats. (5 points); ➤ Provide a training plan and approach for the security officials in line with PSIRA requirements (5 points). <p>Note: Zero points will be awarded for any of the above sub-criterion which is</p> <ul style="list-style-type: none"> • not addressed. 	20
Total points	100

Additional Guards.

Riot Security Capable of managing aggressive crowds, as and when required.

Additional guards for assistance during the Student Representative Council Elections, as and when required

Standard Equipment

- a. All officers will be uniformed and the uniform supplied by the Security Provider.
- b. Two-way radios for guard communication to be provided by the service provider.
- c. All officers to have PSIRA cards on them at all times. PSIRA cards may not be expired.
- d. Occurrence books to be provided by the provider.
- e. Visitor's books to be provided by the provider.
- f. Regular Areas Supervisors / Managers visits and Management inspections at the Campus.
- g. A handheld metal detector has to be provided by the service provider.
- h. Patrol vehicles with radio facilities that are in constant radio contact and manpower backup services must be available, by the provider.
- i. All Supervisors and Management must be provided with cell phones for immediate, Professional and effective response.
- j. Metal detectors, vehicles scanners, scanners and license scanners

Required to:

- attend to and manage all emergency situations which includes but not limited to: (students/ staff protest), including the provision of strike management equipment such as shields and non-lethal incapacitating devices
- Render armed response services in emergency/ distress situations
- Perform vehicular patrols in areas where college students are travelling.
- Render security services 24 hours per day and 7 days per week, including on weekends and public holidays
- Install and maintain electronic patrol management system per site.
- Investigate and report security breaches.
- Conduct security risk assessment yearly or /and as when required.
- Submit monthly security reports.
- Conduct security awareness for both students and employees
- **PERFORM ACCESS CONTROL IN LINE WITH ACCESS TO PUBLIC PREMISES AND VEHICLES ACT**
- The security officers must not be younger than 18 years of age.
- The security officers must have obtained at least Senior Certificate (Matric)/ equivalent qualification.
- Security officers deployed to render security services must be trained to the standard set by the Private Security Industry Regulatory Authority (PSIRA) and at PSIRA accredited training centre.
- Security officers must have good communication skills (verbal and written).
- Each site must have 1 supervisor per shift (Grade B) per 12-hour shift Security officers need to be trained in the following (including refresher training for the duration of the contract period): basic firefighting training.

Required to provide the following operational equipment per site:

- Handheld torch
- Personal Protective Equipment
- Handcuffs
- Handheld two-way radios linked to the control centre
- Visitors register
- Laptop register
- Contractor's register
- Vehicle register
- Occurrence Book (OB)
- Pocket Books
- Defense equipment (nonlethal)
- Name tags
- Panic button

Dress Codes:

- Standard corporate uniform will be required from the service provider.
- Male Security full corporate uniform (trousers, shirts, tie, pull over, blazers and black shoes)
- Female security corporate uniform (trousers, skirts, shirts, pull over, chiffon, blazers and black shoes)
- Winter clothes to be provided to all the guards, long coats, windbreaker and long sleeve jersey.
- All PPE's to be provided by the Bidder to the guards

Regulatory Compliance:

- The application of control access in terms of Control of Access to Public Premises and Vehicle Act, 1985 (Act 53 of 1985),
- The Criminal Procedure Act 51 of 1977
- Protection of Information Act 84 of 1982
- Trespass Act 6 of 1959
- Occupational Health and Safety Act 85 of 1993, including COIDA
- Private Security Industry Regulatory Authority
- Firearms Control Act

Duties and Responsibilities of Security Guards/Officers and Company

1. All personnel must be registered at the Security Officer's Board (Act 92 of 1987). Certified copies of personnel PSIRA certificates, as well as ID documents, Police Clearance and Firearm Permit (Night shift guard) are required.
2. The successful bidder should draft a specific job description for each officer for the Campus, in collaboration with CJC.
3. Compilation of an Occupational Health and Safety (OH&S) and Environmental Management (EMS) File (As per the index attached) and continuous updating of documentation, as well as the OH&S induction of all the staff utilized during the contract period. The file must be always kept at the Campus Main Guardhouse.
4. Inspection of all vehicles' entering and leaving the premises.
 - 4.1 The luggage compartments, internal and external areas to be checked of all vehicles, when entering and / or leaving the premises at all times.
 - 4.2 Random extensive internal and external search required, at least every Fortnight.

5. Presenting, assisting with the completion of the CJC personal equipment declaration document by visitors and/or staff, controlling, and inspection of items.
6. Presenting of the CJC visitor's induction cards/tags and assisting with the completion of the visitor's induction cards/tags registers by visitors. (As per arrangement by college and permitted)
7. All areas on the Campus needs to be patrolled and clocked at least every hour and making use of the baton system during the day shift and night shift.
The reports need to be presented and discussed at the monthly meeting with the Campus Manager.
8. Combating gambling, drug abuse, illegal activities, any other crime and any other misconduct on the Campus, according to CJC regulations and policies and legislation.
9. Switching on and off of lights (Perimeter and Corridor's lights daily) and reporting defective lighting.
10. Report malfunctioning of the electric fence, perimeter fencing and all gates on the premises.
11. Report any venues and College vehicles that were not locked after college working hours.
12. Complete CJC OH&S and EMS checklists daily and submit to Campus Manager.
13. Receipt of any College keys presented where applicable and recording on a control sheet / Occurrence Book.
14. Monitoring, visual inspection of college vehicle fleet Request for transport, trip sheets and completion of relevant documentation daily and safekeeping of petrol receipts if required.
15. Daily access control of students, staff and visitors, as well as random body searches. (Metal detector search at least once a week)
16. Assistance with security during college functions (when required) and as and when required on an ad hoc basis.
17. Supervisor to present security officer attendance register (logbook) and occurrence book to Campus Manager during weekly reporting and to be presented at the monthly meetings.
18. Patrol/Search student toilets during formal assessments and report to the Campus Manager of any notes found.
19. To assist the College during formal assessments with control at the venue where student bags are kept for the duration of the assessment.
20. To record staff arriving late and leaving early on a daily basis, as per Campus processes.
21. To record staff leaving and then returning to the premises during working hours on a daily basis, as per Campus processes.
22. To monitor students without student cards, by reporting them to the Administration office.

Conditions

1. Written weekly security feedback reports must be supplied to the Campus Manager, by Campus supervisor.
2. Formal monthly meetings need to be scheduled and held with the Campus Manager, where all security matters and reports will be discussed and meeting records need to be kept.
3. A standard 15 months' contract reviewed and renewable annually

- on a performance satisfaction basis, with 30 days' notice by either party is to be signed.
4. In case of an incident, a detailed written report to be provided to the Campus Manager with Statements, within twenty-four (24) hours of such incident, as well as reporting of such incidents in the occurrence book as well as at the South African Police Services (where applicable).
 5. Good working relationship, with college secondary armed response providers.
 6. Supply all student vehicles (cars/motorbikes) with security stickers/cards to allow parking on the premises. (Where applicable)
 7. Security guards should always be neat and professional.
 8. Security staff must ensure that no unauthorized persons are allowed in the guard house, only security, campus management, and specifically designated persons are allowed in the guard house.
 9. The area immediately surrounding the guard house is the responsibility of the security guards and should be kept clean of litter.
 10. The CJC hand radio must be kept on during day shift and charged during the night.
 11. Campus specific standard operating procedures should be adhered to.

Supervision of Emergency Assistance

1. The bidder must have a well-established and equipped with (24) hour security control room.
2. The bidder must furnish details of equipment which is available in the security control room. NB: The College holds the right to inspect such control room.
3. The Supervisor and Security Officers are prohibited from reading documents or records in offices or the unnecessary handling thereof.
4. No information concerning the state activities may be furnished to the public or media by the successful bidder or any of his/her employees.
5. No visitors will be allowed in the guard room, on the premises or in the vicinity of the guard room. All security personnel, Directors and the Company itself shall be subjected to vetting. Supervisor visit required at least once per shift

Dress Codes:

- Standard corporate uniform will be required from the service provider.
- Male Security full corporate uniform (trousers, shirts, tie, pull over, blazers and black shoes)
- Female security corporate uniform (trousers, skirts, shirts, pull over, chiffon, blazers and black shoes)
- Winter clothes to be provided to all the guards, long coats, windbreaker and long sleeve jersey.
- **ALL PPE'S TO BE PROVIDED BY THE BIDDER TO THE GUARDS**

Occupational Health and Safety (OH&S)

1. Letter of good standing with Compensation Fund.
2. Employees to be provided with security uniform.
All contractor employees must use their uniform at all times.
3. All employees must sign the attendance register at a point on the Campus as agreed with the Campus Manager, during every shift may it be day shift or night shift.
The daily security must also sign in and out when leaving the Campus during working hours.
4. Only employees that have submitted a certified copy of their ID/passport, police clearance, PSIRA certification would be permitted on to the campus grounds.
5. Security equipment checklists and any other relevant checklists provided by CJC needs to be completed during every shift daily.
Monthly meetings must be held between the Campus Manager and the Supplier.
6. Any risks or potential risks needs to be reported immediately to the Campus Manager and/or delegated person at the Campus.
7. The compilation of an Occupational Health and Safety (OH&S) and Environmental Management System (EMS) File (As per the below index) is required.
The continuous updating of documentation, as well as the OH&S and EMS inductions of all the staff utilized during the contract period is mandatory.
The file must be kept at an agreed point at the Campus at all times and may not be removed from the Campus.
8. A risk assessment must be continuously conducted which includes health, safety, environmental risks as well as any other risks or potential risks which needs to be reported monthly or immediately (where required) to the Campus Manager and/or any delegated person at the Campus.
All records must be kept in the OH&S and EMS file.
9. Job Specific Medical Examinations need to be conducted on all staff, may it be daily or relief staff, working at the Campus.

(Refer to the Construction Regulations Annexure 3 for the document template)

CJC Tender Specifications

1. Legal Matters

- 1.1 OH&S Agreement (37.2)
- 1.2 OH&S Legal Appointments (Where applicable)
- 1.3 PSIRA Certification (Company)
- 1.4 PSIRA Certification (Directors/Partners/Members)
- 1.5 PSIRA Certificates (Employees on Campus)
- 1.6 Fire Arm Ownership (Company)
- 1.7 Fire Arm Competency (Director)
- 1.8 Fire Arm Competency (Night Shift Guard)
- 1.9 CJC Fire Arms Disclosure Document
- 1.10 OH&S and EMS Policies
- 1.11 Medical Fitness Certification of all employees

2. Letter of Good Standing – Commission of Injuries and Diseases Act (COIDA)

3. PSIRA letter of Good Standing

4. Occupational Health and Safety Act

5. National Environmental Management Act

6. Regulations relevant to the SLA

- 11.1 General Safety Regulations
- 11.2 Hazardous Substance Regulations
- 11.3 Noise – induced hearing loss Regulations
- 11.4 Waste Management Regulations and Bylaws
- 11.5 Any other relevant Environmental Regulations and/or Bylaws
- 11.6 Any other relevant OH&S Regulations

7. Public Liability Insurance

8. OH&S and EMS Inductions

- 8.1 OH&S and EMS Advocacy (CJC)
- 8.2 OH&S and EMS Job
Specific (Security Provider)
- 10.3 COVID-19 Induction
(Security Provider)

9. **Risk Assessments**

- 9.1 Baseline (Pre-task) Risk Assessment [CJC]
- 9.2 Contractor's (Security Provider's) Risk Assessment
- 9.3 CJC Activities Risk Assessment
- 9.4 COVID-19 Risk Assessment

- 9.5 Aspects and Impacts Register (Environmental)
- 9.6 Environmental Management Plan

10. Contractor (Security) Employees' Certified Copy of IDs.

11. **Training Records**

- 11.1 OH&S and EMS by Security Provider
- 11.2 Job specific training
- 11.3 Qualifications of all guards.

12. **Checklists**

- 12.1 Security Monitoring Checklist
 - 12.2 Energy saving (Electricity Monitoring)
 - 12.3 Any other applicable checklist.
- (As per requirement which will be communicated and checklist provided by CJC)

13. **Communication**

- 15.1 Reports
- 15.2 Attendance registers of Employees
- 15.3 Duty Roster (Allocation of areas, duties and time slots)
- 15.4 Supplier's Equipment Inventory
- 15.5 Correspondence (E-mails)
- 15.6 Medicals of Employees
- 15.7 Clocking Points Records (Weekly)
- 15.8 Checklists – Supplier's Equipment and other OH&S and EMS matters
- 15.9 Minutes of meetings

SITES	ADDRESS	QUANTITY		GRADE
		DAY	NIGHT	
PARKTOWN CAMPUS 6x Males & 4x Females		5	5	
Guards	10628 M2 Building Nett Floor Area 40 656 M2 ground Area of Campus	4	4	Grade C
Supervisors		1	1	Grade B
TROYEVILLE CAMPUS 4x Males ,2x Females		3	3	
Guards	1 910 M2 Building Nett Floor Area 11 550M2 ground Area of Campus	2	2	Grade C
Supervisors		1	1	Grade B
RIVERLEA CAMPUS 5x Males ,3x Females		4	4	
Guards	4 125 M2 Building Nett Floor Area 13 354M2 ground Area of Campus	4	3	Grade C
Supervisors		1	1	Grade B
ELLIS PARK CAMPUS 9x Males and 8x Females		9	8	
Guards	24 853M2 Building Nett Floor	10	8	Grade C

Supervisors	Area 53 059M2 ground Area of Campus	1	1	Grade B
LANGLAAGTE CAMPUS 4x Males ,2x Females		3	3	
Guards	2 060M2 Building Nett Floor Area	3	3	Grade C
Supervisors	20 711M2 ground Area of Campus	1	1	Grade B
SMIT STREET CAMPUS 7x Males ,3x Females		5	5	
Guards	5 000M2 Building Nett Floor Area	5	4	Grade C
Supervisors	23 421M2 ground Area of Campus	1	1	Grade B
ALEXANDRA CAMPUS 8x Males ,6x Females		7	7	
Guards	11 755M2 Building Nett Floor Area	6	6	Grade C
Supervisors	29 837M2 ground Area of Campus	1	1	Grade B
CROWN MINES CAMPUS 4x Males ,2x Females		3	3	
Guards		3	3	Grade C
Supervisors		1	1	Grade B

ELLIS PARK STUDENT ACCOMMODATION 4x Males ,2x Females		3	3	
Guards		2	2	Grade C
Supervisors		1	1	Grade B
TOTAL NUMBER OF GUARDS		46	45	
Sub-Total (incl. VAT) - Guards		91		