



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA) IN COLLABORATION  
WITH FALSE BAY TVET COLLEGE (FBC)**

**INVITES POTENTIAL BIDDERS FOR PROVISION OF SECURITY GUARDS, ARMED  
REPOSE AND ALARM MONITORING FOR SIXTY (60) MONTHS**

**TENDER NO: PU9212/130 – FBC T2/2026**

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**.

The closing time and date for receipt for online tender **PU9212/130 – FBC T2/2026** is at **11h00**.

<b>Tender number</b>	<b>PU9212/130 – FBC T2/2026</b>	
<b>Date issued</b>	<b>07/06/2026</b>	
<b>Tender closing date</b>	<b>30/06/2026 (30 June 2026)</b>	<b>11h00 on Tuesday</b>
	<b>Tender Submission will be Electronic on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b> <b><a href="#">Supplier Hub- Online Tender Submission Guide</a></b>	
<b>Non-Compulsory Information Session</b>	<b>17 June 2026</b>	<b>Time:11h00</b>

<b>Company Name</b>		
<b>Address</b>		
<b>Contact person</b>	Mr/Mrs/Ms/Dr/Prof.	
<b>Contact numbers</b>	(w)	(cell)
<b>Email address</b>		

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

I/We have attached to this document	Tick if submitted		Office use
	Yes	No	
Initial each and every page of this RFP document	Yes	No	
Submit pricing according to technical specifications (Pricing must be in line with the National Bargaining Council for private security sector)	Yes	No	
Proof of company/close corporation registration	Yes	No	
Valid (at the closing of the bid) SARS Tax Compliance Certificate and SARS Pin	Yes	No	
Fully completed and signed SBD1, SBD4 and SBD6.1 Form	Yes	No	
Provide a copy of the full and summary reports of registration on National Treasury Central Supplier Database (CSD)	Yes	No	
Proof of address (eg Municipal letter/lease agreement /traditional authority letter)	Yes	No	
Submit valid proof of PSIRA Registration required (company)	Yes	No	
Provident fund letter of good standing	Yes	No	
Proof of current UIF payment (not older than 2 months)	Yes	No	
Submit valid letter of good standing from the Department of Labour (COIDA) in security industry	Yes	No	

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

**Note:**

**Local labour:** Guards to be sourced within Western Cape, where the college and campuses are situated

### 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 to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED	
<p><b>Provide three (3) contactable references of provision of security services contracts (Reference letter not older than 5 years)</b></p> <p>1 x Verifiable reference letter for armed response            1x Verifiable reference letter for CCTV cameras            1 x Verifiable reference letter for security guards</p>	<p>= 10 Points            = 10 Points            = 10 Points</p>	<p><b>30</b></p>
<p><b>Operational Methodology</b></p> <p>Tenderers must outline a clear and practical operational approach covering:</p> <ul style="list-style-type: none"> <li>• Daily guarding plans</li> <li>• Shift change management procedures</li> <li>• Armed response turnaround times and escalation</li> <li>• Control room monitoring, communication, and incident logging</li> <li>• Supervisory oversight through surprise visits and compliance checks</li> <li>• CCTV monitoring</li> <li>• Armed response protocols</li> </ul> <p>The methodology must demonstrate reliability, continuity of service, and effective security management.</p> <p>Tenderers who do not address these elements in sufficient detail may be deemed non-responsive.</p> <p>Fully covered methodology            Partially covered methodology            Not covered methodology</p>	<p>= 10 Points            = 5 Points            = 0 Points</p>	<p><b>10</b></p>
<p><b>Company's experience (profile) and PSIRA Certificate for the Company</b></p> <p>More than 10 years of experience            Experience between 2 and 5 years            Experience below 2 years</p> <p><b>NB: Points will be awarded based on PSIRA Certificate registration date not date of company registration</b></p>	<p>= 10 Points            = 05 Points            = 2.5 Points</p>	<p><b>10</b></p>
<p><b>Qualification of Management in the Security Services Industry</b></p> <p>Operations Managers/Supervisors must have at least five (5) years relevant experience with Grade A PSIRA certificate and first aid training (submit CV with copy of the Grade A PSIRA certificate)</p>	<p>= 20 Points</p>	<p><b>20</b></p>

<p><b>Proof of Locality</b> Western Cape Province (submit proof of address (e.g. Municipal letter/lease agreement /traditional authority letter)</p> <p>Based in Western Cape Based outside of Western Cape</p> <p><b>(Proof of address provided should reflect on the CSD profile of the entity)</b></p>	<p>=10 Points = 5 Points</p>	<p><b>10</b></p>
<p><b>Radio Frequency (ICASA)</b></p> <p>Submit ICASA approved Radio Frequency infrastructure No proof provided</p>	<p>= 10 Points = 0 Points</p>	<p><b>10</b></p>
<p><b>Business Fleet</b></p> <p>Provide minimum of four (4) vehicles owned by the entity and their certified copies of Registration Certificates and Valid License discs. If the vehicles are leased, attach letter of intent to lease accompanied by an Undertaking by the prospective Lessor with registration certificates and valid license discs</p> <p><b>Provide less than Four (4) vehicles</b></p>	<p>= 10 points = 0 points</p>	<p><b>10</b></p>
<p><b>Total Points</b></p>		<p><b>100</b></p>

# Security Service Contract Specification 2026 - 2030

<b>Site</b>	<b>GPS Coordinates</b>	<b>Contact Person</b>	<b>Contact Details</b>
<b>Central Office</b> 131 Main Road, Muizenberg	Latitude: 34°6'26.85"S Longitude: 18°28'6.91"E	Estelle Salie	021 787 0800
<b>Fish Hoek</b> Kommetjie Road, Fish Hoek	Latitude: 34°8'15.61"S Longitude: 18°25'27.48"E	Marjorie Carolus	021 782 0144
<b>Khayelitsha</b> Mew Way, Khayelitsha	Latitude: 34°2'58.54"S Longitude: 18°39'10.41"E	Haido Mteto	021 361 3430
<b>Mitchells Plain</b> Spine Road, Mitchells Plain (existing)	Latitude: 34°3'52.28"S Longitude: 18°36'7.77"E	Lynton Joseph	021 391 0717
<b>Mitchells Plain</b> Birkenhead Drive, Mitchells Plain (new)	Latitude: 34°4'16.71"S Longitude: 18°35'1.36"E	Lynton Joseph	021 391 0717
<b>Muizenberg</b> York Road, Muizenberg	Latitude: 34°6'26.85"S Longitude: 18°28'6.91"E	Lorica Hendricks	021 788 8373
<b>Westlake</b> Westlake Drive, Westlake	Latitude: 34°4'38.13"S Longitude: 18°26'27.28"E	Melissa Isaacs	021 701 1340

## **ALARM MONITORING AND ARMED RESPONSE SERVICE SPECIFICATION**

### **1. Introduction and description**

- 1.1. The objective is to establish a contract with a SERVICE PROVIDER to provide 24-hour supervised access control and asset protection at all False Bay TVET College sites in accordance with site instructions. Please note that towards the last quarter of 2026 the new Mitchells Plain site will be added to the service requirements and the current site in Mitchells Plain will be removed from the service requirement in December 2026 / January 2027.
- 1.2. The SERVICE PROVIDER must have managed similar sized contracts within the past 2 years.
- 1.3. The SERVICE PROVIDER must have an existing presence of 3 years or more within the areas the college sites are located.
- 1.4. The duration of the contract will be for a period of 5 years.

### **2. Description of Services Required**

#### **2.1. Security services**

False Bay College security requirements are primarily access control to ensure safety of staff students and visitors and secondly the security of assets (fixed and movable).

The SERVICE PROVIDER is therefore required:

- 2.1.1. To provide a 24-hour supervised manned access control and asset protection at all False Bay TVET College sites in accordance with individual site instructions except for our Muizenberg and Central Office sites which does not require 24-hour supervised manned access control and asset protection.
- 2.1.2. To supply, install and operate an electronic POPIA-compliant access control system at all sites except for our Muizenberg and Central Office sites.
- 2.1.3. To supply, install and operate a patrol monitoring system with weekly performance reporting at all sites except Muizenberg Campus and Central Office.
- 2.1.4. To have 24-hour access to an appropriately equipped emergency response team to assist False Bay TVET College during emergencies.
- 2.1.5. Investigate all security related incidents and provide a written report to the relevant False Bay TVET College representative within 3 working days of the incident occurring.
- 2.1.6. To ensure that access points are always manned while on duty.
- 2.1.7. To ensure that all personnel are screened, are registered with PSIRA and have no criminal record.
- 2.1.8. To ensure that all security staff are equipped with the necessary equipment, uniforms, and protective gear to allow them to perform optimally while on duty.
- 2.1.9. To ensure that all security staff can read, write and converse effectively in English.

The College requires access control and security solutions with the following requirements:

SECURITY GUARDS				
Campus	Officer Grade	Shift	Days	Quantity
Fish Hoek Campus	C - Unarmed	06h00 - 18h00	Monday - Sunday	2
	C - Unarmed	18h00 - 06h00	Monday - Sunday	2
Central Office	C - Unarmed	06h00 - 18h00	Monday - Friday	2
Muizenberg Campus	C - Unarmed	06h00 - 18h00	Monday - Friday	2
	C - Unarmed	18h00 - 21h00	Friday	1
Westlake Campus	C - Unarmed	06h00 - 18h00	Monday - Sunday	2
	C - Unarmed	18h00 - 06h00	Monday - Sunday	3
Khayelitsha Campus	C - Unarmed	06h00 - 18h00	Monday - Sunday	3
	C - Unarmed	18h00 - 06h00	Monday - Sunday	4
Mitchells Plain Campus <b>TEMP</b>	C - Unarmed	06h00 - 18h00	Monday - Sunday	1
	C - Unarmed	18h00 - 06h00	Monday - Sunday	1
Mitchells Plain Campus <b>NEW</b>	C - Unarmed	06h00 - 18h00	Monday - Sunday	4
	C - Unarmed	18h00 - 06h00	Monday - Sunday	3
<b>TOTAL</b>				<b>30</b>

EQUIPMENT / SYSTEMS	
Campus	Description
Fish Hoek Campus	Access control system
	Guard Patrol System
	Portable Two Way Radios
Central Office	Access control system
	Portable Two Way Radios
Muizenberg Campus	Access control system
	Portable Two Way Radios
Westlake Campus	Access control system
	Guard Patrol System
	Portable Two Way Radios
Khayelitsha Campus	Access control system
	Guard Patrol System
	Portable Two Way Radios
Mitchells Plain Campus <b>TEMP</b>	Portable Two Way Radios
Mitchells Plain Campus <b>NEW</b>	Access control system
	Guard Patrol System
	Portable Two Way Radios

## 2.2. Scope of work of security officers and standing orders

### 2.2.1. Primary work function of day and nighttime security officers

- a. Access and search/seizure control
- b. Site patrols
- c. Safety of students, staff, and visitors on site
- d. Security of site and infrastructure

### 2.2.2. Line of instruction

- a. All officers are only to report to or take instructions from the Campus Head, Campus Administrator, officially designated person on campus or their supervisor.

#### 2.2.3. Required security duties

- a. Grant access to those authorised to enter the College premises.
- b. Keep all entrances secure.
- c. Immediately inform campus management of any incident on site and presence of armed response units, emergency vehicles or SAPS.
- d. Restrict access to all who do not have the relevant permission.
- e. Do regular searches of vehicles, bags or as instructed.
- f. Report any aggressive and/or bad behaviour.
- g. Report any incidents and log them in the OB book immediately after the incident.
- h. Assist staff with any security issues.
- i. Ensure that no dangerous items or weapons enter the premises.
- j. Ensure that contraband is not allowed on site.
- k. Any items that could be seen as possible College property must be declared on entry, marked and entered in a control book.
- l. Students must identify themselves with a **valid student card** before granting access. Students without a valid student card must complete the visitors' book
- m. Restrict staff and student parking to those with a valid parking disk.
- n. All visitors must report to campus reception.
- o. Visitors and contractors entering the site must be issued a visitor's card and their access recorded
- p. Contractors must supply copies of IDs of all workers on site. A copy of the contractor worker list must be kept at security to identify workers and grant access.
- q. All goods leaving the campus must be accompanied by a formal letter (signed by the Campus Head) describing the goods and giving authorisation for it to be removed from campus.
- r. Contractors entering the site after hours require written authorisation from the Campus Head to do so.

#### 2.2.4. Security Occurrence Book (OB)

- a. This book must always be in the security office on site.
- b. All site activities must be recorded in the book by the officers on duty.
- c. All visits by the alarm response units, emergency response vehicles, security supervisors and SAPS must be recorded.
- d. All alarm activations must be recorded.
- e. All incidents must be recorded daily.
- f. All visits by the security supervisor must be recorded.
- g. Campus Administrator and/or Campus Head must sign the book weekly as confirmation that they have reviewed the content of the previous week.
- h. All instructions to the officers must be written in the OB
- i. All checks on officers must be recorded in the OB
- j. Daily activities must be completed in black pen. Incidents must be completed in red pen

#### 2.2.5. Access control

- a. All vehicles entering and exiting the campus details must be recorded (Vehicle make and model, registration number and driver's name as per their license) except for emergency vehicles and SAPS which should not be stopped.

- b. Campus management must be informed immediately if anybody refuse to have their vehicle searched. Vehicle not allowed to leave until campus management arrive or give instruction. Incident to be recorded in the OB book.
- c. All suspicious vehicles must be searched
- d. All contractor's vehicles must be searched on entering and exiting the site
- e. Non-compliance must be immediately reported to campus management

#### 2.2.6. Security officer equipment

The following equipment must be supplied by the security company and must always be available:

- a. Full clean uniform. Officer must always be presentable.
- b. Identified with a name badge and security company identification
- c. Foul weather gear available when needed
- d. Functional torch
- e. Pepper spray
- f. Access to 2-way communication with control room

#### 2.2.7. Use of College facilities after hours by other parties

- a. The officer may not allow access afterhours unless college management has informed security of the arrangement
- b. Formal agreements must be in place for regular after hour use of facilities .
- c. A College liaison person per campus will be nominated as a contact for queries.

#### 2.2.8. Monitoring and evaluation

- a. Security supervisors must visit sites at scheduled and non-scheduled times during day and night shifts
- b. Special attention must be given at shift handover
- c. The security company account executive must meet at least monthly with Campus Management to discuss performance and address any security issues
- d. Minutes must be kept of these meetings
- e. Matters that cannot be resolved through these engagements must be escalated to the security company management
- f. False Bay College reserves the right to conduct a site visit of the service providers premises to view operations

#### 2.2.9. Keys

- a. All keys must be locked in a secure key cabinet
- b. A record of all keys and the person issued to must be kept
- c. Any missing keys must be reported to the Campus Administrator immediately
- d. Only the Campus Administrator can authorise the requisition of new/duplicate keys

#### 2.2.10. Locking procedures

- a. A lock up procedure must be drafted indicating the responsible person(s), where applicable.
- b. All security gates must be unlocked on occupancy of a building to ensure evacuation routes are not hindered.

#### 2.2.11. Deliveries to campus

- a. All delivery drivers must be scanned in and out.
- b. They must show the delivery note and be instructed to the delivery point
- c. On exit they must show the delivery note as having been signed off by the college recipient.

#### 2.2.12. Deliveries to campus

- d. All delivery drivers must be scanned in and out.
- e. They must show the delivery note and be instructed to the delivery point
- f. On exit they must show the delivery note as having been signed off by the college recipient.

#### 2.2.13. Regular contract service companies

- a. Must be scanned in and out.

#### 2.2.14. Contractors

- a. A list of all contractor's personnel permitted on the site must be kept at security
- b. Contractors must supply copies of IDs of all workers on site. A copy of the lists must be kept at security to identify workers before granting access
- c. Contractor's personnel must sign in on the access control register with all the relevant fields completed
- d. All contractors must have written permission from the Campus Head to remove goods or rubble from site
- e. Contractors must have written permission from the Campus Head to access the campus after normal hours

#### 2.2.15. Theft / Break-ins / Incidents

- a. Must be reported immediately in writing to the Campus Head or Campus Administrator.
- b. Must be recorded in the OB book.
- c. The incident must be reported to SAPS, where applicable. A police case number must be obtained and included in the report.

#### 2.2.16. Patrols

- a. Security officers outside of college operational hours must conduct security patrols as determined by the patrol system in use.
- b. The service provider must ensure that security officers are equipped with a patrol logging system (e.g. baton system) to ensure that patrols are carried out.
- c. Patrol reports must be provided to the Campus Administrator weekly.

#### 2.2.17. Posting

- a. Self-posting is only permissible provided that the service provider's supervisor is in attendance on site at change of shift
- b. Campus Administrator must be informed immediately if a security officer does not report for duty. The service provider must replace the absent security officer with a replacement of the same grade or higher within 2 hours of start of shift. Posts cannot be left unmanned.
- c. The service provider must inform the Campus Administrator in advance when security officers are scheduled to take leave.
- d. All new security officers need to be orientated to the site and posting tasks before their first posting.
- e. All newly posted security officers must be introduced to the Campus Administrator when reporting for duty the first time.

### 3. Service provider obligations

The SERVICE PROVIDER will be responsible for the following:

- a. The appointment of a Key Contract Manager and all related personnel to provide the service required
- b. Service providers must show proof that they are members in good standing of a recognised industry regulatory body.
- c. All staff must always have clean criminal records.

- d. Maintaining high levels of customer satisfaction
- e. Ensure compliance to all relevant Acts and regulations governing the security industry and general Occupational Health and Safety.
- f. Procurement of all equipment and materials required for provision of the service such as the patrol and access control systems.
- g. Ensure that all assigned areas are always kept clean.
- h. Ensure that all security staff is fully trained in the correct use of relevant processes and equipment before they are allowed to use such equipment.
- i. Ensure that all security staff is fully trained in operating in an educational environment.
- j. Replacement and/or repair costs in the event of negligence of the service provider or its staff
- k. Ensure that the use and maintenance of all equipment comply with standard industry practice
- l. Ensure that all their employees adhere to FBC's staff code of conduct.

Compliance in all aspects with all laws, statutes, by-laws, ordinances, and regulations to the extent that such law is applicable to the conduct of its business or to its assets. This compliance will extend to any third-party sub-contractor that the SERVICE PROVIDER might use.

- n. The service provider must ensure that there is no fraternisation between security personnel on site and staff, students and other FBC service providers.
- o. The service provider must have the capacity to provide additional security officers on an ad hoc basis where security officers are required on a short-term basis
- p. The service provider must have the capacity to provide specialised security services (specialist in riot control with appropriate equipment) when dealing with student unrest if required.
- q. Provide training to lecturing and support staff in the correct method of searching an individual, if required.

#### **4. Legislation**

The SERVICE PROVIDER is required to comply with the following Acts and Regulations:

- a. Occupational Health and Safety Act 85/1993
- b. Compensation for Occupational Injuries & Diseases Act 130/1993 (COID Act)
- c. Private Security Industry Regulation Act, No. 56, 2001
- d. Code of Conduct prescribed under The Private Security Industry Regulation Act, 2001
- e. Labour Relations Act
- f. Basic Conditions of Employment Act
- g. Any other relevant Act or Regulation

#### **5. Health and safety requirements**

- a. The SERVICE PROVIDER must have a Health and Safety Management System which includes:
  - i. Health and Safety Policy & Procedure
  - ii. Appointments
  - iii. Inspections
  - iv. Induction Records & Medical Certificates
- b. The SERVICE PROVIDER to report any near miss, incident or a Section 24 Accident to the Campus Administrator of the relevant site.
- c. The SECURITY PROVIDER must have a Valid Letter of Good Standing with Compensation Commissioner as per COID Act.
- d. The Service provider is required to ensure that all sub-contractors, and other persons engaged in the execution of the work, also comply with the requirements of the Occupational Health and Safety Act 85/1993.