



**BID SPECIFICATION COMMITTEE HELD ON WEDNESDAY, 25 MARCH 2026  
VIA SKYPE**

AGENDA

1. OPENING AND WELCOME
2. APOLOGIES
3. DECLARATION OF INTEREST
4. MATTERS TO BE TABLED

**RFB/SCM EMC 01/26- SUPPLY AND DELIVERY OF GUARDING SERVICES  
FOR A PERIOD OF 36 MONTHS**

- 4.1.1 TYPE OF PROJECT
- 4.1.2 CONFIRMATION OF BUDGET
- 4.1.3 ADVERTISEMENT
- 4.1.4 BID SPECIFICATIONS
- 4.1.5 ADDITIONAL REQUIREMENTS

5. RECOMMENDATION
6. CLOSURE

**BID SPECIFICATION COMMITTEE HELD ON WEDNESDAY, 25 MARCH 2026  
VIA SKYPE**

**1. OPENING AND WELCOME**

**2. ATTENDANCE**

The confirmation of attendance was done via SKYPE.  
In addition, committee members were required to confirm attendance via email.

**3. DECLARATION OF INTEREST**

Committee members were required to formally declare interests via email.

**4. MATTERS TO BE DISCUSSED**

**4.1 TYPE OF PROJECT**

**RFB/SCM EMC 01/26- SUPPLY AND DELIVERY OF GUARDING SERVICES  
FOR A PERIOD OF 36 MONTHS**

**4.2 CONFIRMATION OF BUDGET/FUNDS/APPROVAL**

**4.2.1. Financial Approval**

*The budget was approved and signed by, Mr N Momoza, Deputy Principal Finance / CFO on the 23 March 2026 – see attached appendix.*

**4.2.2. Accounting Officer Approval**

*Mr Van Heerden approved and signed on the 23 March 2026 – see attached appendix.*

**4.2 ADVERTISEMENT**

**RFB/SCM EMC 01/26- SUPPLY AND DELIVERY OF GUARDING SERVICES  
FOR A PERIOD OF 36 MONTHS**

**4.4 BID SPECIFICATIONS**

The Bid Specification and evaluation criteria are attached hereto.

**4.5 ADDITIONAL REQUIREMENTS**

**NONE**

**5. RECOMMENDATION**

BSC approved with no objection.

**MINUTES APPROVED BY:**

  
\_\_\_\_\_  
**CHAIRPERSON**  
**BID SPECIFICATION COMMITTEE**

25/03/2026

\_\_\_\_\_  
**DATE**

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID SPECIFICATION COMMITTEE MEMBERS (RFB/SCM EMC 01/26)**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## Sesona Kibi

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**From:** Lester Moos  
**Sent:** Wednesday, 25 March 2026 17:46  
**To:** Sesona Kibi  
**Subject:** RE: Declarations: RFB/SCM EMC 01/26- SUPPLY AND DELIVERY OF GUARDING SERVICES FOR A PERIOD OF 36 MONTHS  
**Attachments:** BSC MINUTES FOR GUARDING SERVICES 2026.pdf

Afternoon Ms Kibi

Find this email as my declaration as I have nothing to declare. Attached to signed minutes.

Regards  
Lester Moos

**From:** Sesona Kibi <sesona@emcol.co.za>  
**Sent:** Wednesday, 25 March 2026 14:30  
**To:** Lester Moos <lester@emcol.co.za>; Feronica de Vos <feronica@emcol.co.za>; Lungisa Mpati <lungisa@emcol.co.za>; Siyabonga Mlumiso <mlumiso@emcol.co.za>  
**Subject:** Declarations: RFB/SCM EMC 01/26- SUPPLY AND DELIVERY OF GUARDING SERVICES FOR A PERIOD OF 36 MONTHS

Good day Committee Members,

With reference to the BSC meeting held on the 25 March 2026 at 13:30 via TEAMS, attached is the final BSC report for:

### **RFB/SCM EMC 01/26- SUPPLY AND DELIVERY OF GUARDING SERVICES FOR A PERIOD OF 36 MONTHS**

As agreed at the meeting all BSC members are required to do the following:

1. Declaration of Attendance of above-mentioned meeting by responding to this mail  
**I declare.**
2. Declaration of Interest, Confidentiality & Impartiality by responding to this mail
  - *I declare that I did not purposefully unlawfully favour prejudice anyone in the procurement process (invitation, evaluation, recommendation, award of bid of the Code of Conduct C4.5 to C4.12 and C5.3 to C5.4 of the Public Service.*
  - *I, the undersigned, accept that all information, documentation, and decisions regarding any matter serving before the Committee are confidential. I, therefore, undertake not to make known anything in this regard.*
  - *I also declare that I will not purposefully favour or prejudice anybody.***I declare.**
3. Declaration and Approval that attached BSC reports (minutes & approved Request for Approval) is a true reflection of the meeting held via SKYPE on 25 March 2026.  
**I declare.**

Kind regards

## Sesona Kibi



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**From:** Lungisa Mpati  
**Sent:** Wednesday, 25 March 2026 14:32  
**To:** Sesona Kibi  
**Subject:** RE: Declarations: RFB/SCM EMC 01/26- SUPPLY AND DELIVERY OF GUARDING SERVICES FOR A PERIOD OF 36 MONTHS

Good Afternoon

I declare that I have attended the meeting and I had no personal or conflict of interest on the Items before the Committee .

Kind Regards

 <p>higher education &amp; training Department: Higher Education and Training REPUBLIC OF SOUTH AFRICA</p>	 <p>Eastcape Midlands TVET College EMC creating new futures</p>	<p><b>Lungisa Mpati</b> Assistant Director: Labour Relation T: (041) 995 1800 Ext 1812   C: 068 289 6766   E: lungisa@emcol.co.za   W: www.emcol.co.za</p>
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**From:** Sesona Kibi <sesona@emcol.co.za>  
**Sent:** Wednesday, 25 March 2026 14:30  
**To:** Lester Moos <lester@emcol.co.za>; Feronica de Vos <feronica@emcol.co.za>; Lungisa Mpati <lungisa@emcol.co.za>; Siyabonga Mlumiso <mlumiso@emcol.co.za>  
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**I declare.**

Kind regards

## Sesona Kibi

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**From:** Feronica de Vos  
**Sent:** Wednesday, 25 March 2026 14:42  
**To:** Sesona Kibi  
**Subject:** RE: Declarations: RFB/SCM EMC 01/26- SUPPLY AND DELIVERY OF GUARDING SERVICES FOR A PERIOD OF 36 MONTHS

Good day Kibi,

I declare to points 1, 2 and 3.

Do not forget to capture the apologies in the minutes.

Regards

 <p>higher education &amp; training Department: Higher Education and Training REPUBLIC OF SOUTH AFRICA</p>	 <p>Eastcape Midlands TVET College EMC</p>	<p><b>Feronica De Vos</b> Senior MIS Officer T: 041 996 1800   E: feronica@em W: www.emcol.co.za</p>
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**From:** Sesona Kibi <sesona@emcol.co.za>  
**Sent:** Wednesday, 25 March 2026 14:30  
**To:** Lester Moos <lester@emcol.co.za>; Feronica de Vos <feronica@emcol.co.za>; Lungisa Mpati <lungisa@emcol.co.za>; Siyabonga Mlumiso <mlumiso@emcol.co.za>  
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**I declare.**
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  - I, the undersigned, accept that all information, documentation, and decisions regarding any matter serving before the Committee are confidential. I, therefore, undertake not to make known anything in this regard.
  - I also declare that I will not purposefully favour or prejudice anybody.**I declare.**



SCM-022

## REQUEST FOR APPROVAL – RFQ / RFP / BID

- **Request for Quotation (RFQ) : R2000 – R200 000**  
Reviewed by AD: SCM, campus/depart manager, end-user rep,
- **Request for Quotation (RFQ) : R200 001 – R500 000**  
Reviewed by BEC, BAC, approval by Accounting Officer
- **Competitive bid: R500 001 – R1 000 000**  
Reviewed by BEC, BAC, approval by Accounting Officer
- **Competitive bid: R1 000 000 – And above**  
Reviewed by BEC, BAC, approval by Accounting Officer

### SUPPLY AND DELIVERY OF GUARDING SERVICES FOR A PERIOD OF 36 MONTHS

Procurement meth  RFQ  RFP  BID Estimated delivery date: \_\_\_\_\_  
Shorter Bidding  3DAY  7DAY

#### 1. BACKGROUND

Eastcape Midlands TVET College seeks to appoint a provider for guarding services on all sites for a period of 36 months.

#### 2. PURPOSE

The purpose of the request is to seek approval from the accounting officer for the budget and specification(s) in order to do an RFQ / Bid for the above-mentioned services.

#### 3. SPECIFICATION(S)

Detailed specifications and conditions attached.

#### 4. END-USER(S)

Name & Surname: TAMSANQA FOSTER Designation: INFRASTRUCTURE MA

Signature:  Date: 19.03.2026

**COMMENT:** \_\_\_\_\_  
\_\_\_\_\_

H

V.T



**5. SUPPLY CHAIN MANAGER**

*(copy of delegation letter to be attached if you are not the designated signatory)*

Name & Surname: V. TUTANI Designation: AD: SCM

Signature:  Date: 20/03/2026

**COMMENT:**

\_\_\_\_\_  
\_\_\_\_\_

**6. CAMPUS MANAGER / DEPARTMENTAL MANAGER**

*(copy of delegation letter to be attached if you are not the designated signatory)*

Name & Surname: J. FOSTER Designation: INTRA MAN

Signature:  Date: 20.03.2026

**COMMENT:**

\_\_\_\_\_  
\_\_\_\_\_

**7. APPLICABLE DP:                      RECOMMENDED / NOT RECOMMENDED**

*(copy of delegation letter to be attached if you are not the designated signatory)*

Name & Surname: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENT:**

\_\_\_\_\_  
\_\_\_\_\_



**10. ACCOUNTING OFFICER/AUTHORISED DELEGATE**

*(copy of delegation letter to be attached if you are not the designated signatory)*

Based on the above background approval is requested for the **Request for Bid:**

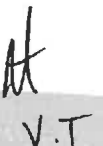
NOT APPROVED / **APPROVED BY:**

  
\_\_\_\_\_  
**ACCOUNTING OFFICER or  
AUTHORISED DELEGATE**

23/03/2026  
\_\_\_\_\_  
**DATE**

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **SECURITY SERVICE SPECIFICATIONS AND PRICE OFFER:**

### **1. SCOPE OF WORK**

This specification provides an indication of the areas and buildings where the guarding service is required. The specification is not certified fully comprehensive and is only a guideline. Contract Service Providers must acquaint themselves with the exact location, boundaries and areas, as well as the diversity of the various campuses and the buildings thereon. It is therefore a requirement that Contract Service Providers attend the guided site visits.

East Cape Midlands College has adopted the following Security model:

**NB:** This is a Guarding services tender only.

**Below are estimated numbers of guards needed, these will be firmed up if needed at the SLA Agreement stage. However, the below figures are for Tender purposes.**

**Please explain in your proposal how you would deal with crowd control and unrest issues**

### **2. QUANTITIES AND FREQUENCIES**

The specifications of Service requirements and information below are given in good faith for the purposes of this bid and will be confirmed at the time of appointment. However, either the College reserves the right to adjust the requirement up or down, in accordance with requests received from within the College, or to ensure a better service is allowed for.

Where in the instructions reference is made to "daily" this generally means a 7 (seven)-day week with Saturday, Sunday and Public Holidays included. It is also a requirement that services must be provided during special occasions and events. When such a service is required, the College Contract Manager or his appointee will advise the Contractor.

**3. PPE to include the following items**

**a) Radios**

The Contractor must provide radios, which shall be used by the Site Supervisors, guards and Campus/Central Officer Reception.

**b) Uniform**

The Contractor is responsible for the supply of adequate uniform and related items, as were as to comply with COVID 19 PPE and Regulations.

**c) Pocket Book**

The site supervisors and guards should each carry a pocket book whilst on duty to use for reporting incidents, matters of concern, visits by supervisors, etc.

**d) Equipment**

Equipment will be provided by the Contractor (radios, batteries, battens, handcuffs etc.).

An occurrence book (OB) is to be held in every guardhouse on site for recording and incidents.

**4. Leave**

During any period of leave entitlement to any guard/s, the contractor shall replace such guard/s as per paragraph 3.21. It is suggested that guards take their annual leave any time during the beginning until the end of December.

Staff must be replaced in the event of absenteeism at the cost of the supplier.

**5 Specific Requirements**

As mentioned below, security services must be provided on all campuses, by the manpower as explained for each task and in accordance with the under-mentioned list of duties. The supplier will be the sole provider for any additional security-related services.

**6 Investigative Officer**

Provide for services of an Investigative Officer as when required. This will be required during unrests situations.

## 7. GENERAL:

Manpower allocated to the College must be occasionally rotated for the duration of the contract to ensure that they do not get acquainted with institutional employees and politics as that would increase security risks but however should be trained in the environment in which service will be rendered.

The accounts of the campuses must be dealt with separately for financial purposes.

### 7.1 Price Schedule:

The total price above will be considered as the bid price and final offer for the service as indicated and addressed in this document and will include the manpower as referred to in the above schedule.

## 8 SPECIFIC DUTIES OF THE CONTRACTOR AND PERSONNEL PROVIDED

- 8.1 Notwithstanding the specifications of requirement given above, the Contractor is bound to supply the actual number of guards ordered by the College within 24 hours, irrespective of the extent to which the number ordered varies from the number set in the above specifications.
- 8.2 To Patrol the precincts of the site/s as defined in this bid document, to prevent any persons from illegally entering and/or removing any equipment or material from the site/s.
- 8.3 To guard and protect all buildings, installations, equipment and material against any damage, theft or vandalism.
- 8.4 To protect the staff and students at the College as well as visitors to the College by preventing or minimizing risk of injury or death.
- 8.5 To report any incidents, suspicious actions or unusual occurrences to the College's Contract Manager or his appointee, in accordance with the laid down procedures for reporting, as defined in the College's Operating Rules.
- 8.6 To apprehend or detain any person participating in any criminal activity and to act in accordance with the laid down procedures for detaining or arresting suspects, as defined in the Operating Rules.
- 8.7 The Site Supervisor must monitor and supervise all guards and shift personnel on a continuous basis whilst on duty.
- 8.8 Notwithstanding any provisions to the contrary, as set out in clause 7 of this bid document, all guards, whilst on duty, must be equipped with torches, whistles and portable radios to ensure that duties are carried out efficiently and effectively. On special occasions and for specific applications it will also be required for guards to be equipped with batons and handcuffs. Where this becomes necessary the College's Contract Manager will advise the Contractor, accordingly, specifying which guards are to be so equipped and for what period.

**9. LEGAL REQUIREMENTS**

9.1 All guards supplied must comply with all relevant provisions and legislation as prescribed by the **PSIRA Act**.

9.2 Should the College suffer any loss of whatsoever kind and it can be proved that such loss could have been avoided or reduced, had the Security Staff on site acted as expected and specified, or was caused by the gross negligence or willful disregard of duties of any of the Contractor's staff, then the Contractor will be held responsible to make good the loss.

**10. PRICE ADJUSTMENT**

Should the price offered not be firm for the duration of the contract period then all requests for price adjustments must be made in writing and presented to the office of PURCO SA. All requests for price adjustments must be accompanied by a full motivation and where required, proof of legislative increases must be submitted.

**11. COMMUNICATION**

The Contractor is responsible to always provide his own cellular communications during the period of this Agreement. All telephone, stationery and other office related costs are for the account of the Contractor.



**PARK AVE CAMPUS**

Shift	Guard Grade and Quantities of guards required	Rate per Month	Total Amount Per month (Incl VAT) Quantity X Rate per month
	C Grade		
Day shift: Monday- Sunday- 06:00- 18:00	3	R	R
Night shift: Monday- Sunday- 18:00- 06:00	3	R	R
<b>Total operational guards per shift</b>			
Day shift: 3	6		
Night shift: 3			
<b>Total guards: 6</b>			
<b>Total per month (Incl. VAT)</b>		R	

**HIGH STREET CAMPUS**

Shift	Guard Grade and Quantities of guards required	Rate per Month	Total Amount Per month (Incl VAT) Quantity X Rate per month
	C Grade		
Day shift: Monday- Sunday- 06:00- 18:00	2	R	R
Night shift: Monday- Sunday- 18:00- 06:00	3	R	R
<b>Total operational guards per shift</b>			
Day shift: 2	5		
Night shift: 3			
<b>Total guards: 5</b>			
<b>Total per month (Incl. VAT)</b>		R	

**CHARLES GOODYEAR CAMPUS**

Shift	Guard Grade and Quantities of guards required	Rate per Month	Total Amount Per month (Incl VAT) Quantity X Rate per month
	C Grade		
Day shift: Monday- Sunday- 06:00- 18:00	2	R	R
Night shift: Monday- Sunday- 18:00- 06:00	3	R	R
<b>Total operational guards per shift</b>			
Day shift: 2	5		
Night shift: 3			
<b>Total guards: 5</b>			
<b>Total per month (Incl. VAT)</b>		R	

**THANDUXOLO CAMPUS**

Shift	Guard Grade and Quantities of guards required	Rate per Month	Total Amount Per month (Incl VAT) Quantity X Rate per month
	C Grade		
Day shift: Monday- Sunday- 06:00- 18:00	2	R	R
Night shift: Monday- Sunday- 18:00- 06:00	3	R	R
<b>Total operational guards per shift</b>			
Day shift: 2	5		
Night shift: 3			
Total guards: 5			
<b>Total per month (Incl. VAT)</b>		R	

**GRAAF-REINET CAMPUS MIDDLE STREET**

Shift	Guard Grade and Quantities of guards required	Rate per Month	Total Amount Per month (Incl VAT) Quantity X Rate per month
	C Grade		
Day shift: Monday- Sunday- 06:00- 18:00	2	R	R
Night shift: Monday- Sunday- 18:00- 06:00	2	R	R
<b>Total operational guards per shift</b>			
Day shift: 2	4		
Night shift: 2			
Total guards: 4			
<b>Total per month (Incl. VAT)</b>		R	

**GRAAF-REINET ENGINEERING CAMPUS WOEKE STREET**

Shift	Guard Grade and Quantities of guards required	Rate per Month	Total Amount Per month (Incl VAT) Quantity X Rate per month
	C Grade		
Day shift: Monday- Sunday- 06:00- 18:00	2	R	R
Night shift: Monday- Sunday- 18:00- 06:00	2	R	R
<b>Total operational guards per shift</b>			
Day shift: 2	4		
Night shift: 2			
Total guards: 4			
<b>Total per month (Incl. VAT)</b>		R	

**GRAHAMSTOWN CAMPUS (MAKHANDA)**

Shift	Guard Grade and Quantities of guards required	Rate per Month	Total Amount Per month (Incl VAT) Quantity X Rate per month
	C Grade		
Day shift: Monday- Sunday- 06:00- 18:00	3	R	R
Night shift: Monday- Sunday- 18:00- 06:00	3	R	R
<b>Total operational guards per shift</b>			
Day shift: 3	6		
Night shift: 3			
Total guards: 6			
<b>Total per month (Incl. VAT)</b>		R	

*[Handwritten signature]*  
V.I.T

**HEATHPARK CAMPUS**

Shift	Guard Grade and Quantities of guards required	Rate per Month	Total Amount Per month (Incl VAT) Quantity X Rate per month
	<b>C Grade</b>		
Day shift: Monday- Sunday- 06:00- 18:00	4	R	R
Night shift: Monday- Sunday- 18:00- 06:00	4	R	R
<b>Total operational guards per shift</b>			
Day shift: 4	8		
Night shift: 4			
<b>Total guards: 8</b>			
<b>Total per month (Incl. VAT)</b>		R	

**CUYLER STREET CAMPUS**

Shift	Guard Grade and Quantities of guards required	Rate per Month	Total Amount Per month (Incl VAT) Quantity X Rate per month
	<b>C Grade</b>		
Day shift: Monday- Sunday- 06:00- 18:00	3	R	R
Night shift: Monday- Sunday- 18:00- 06:00	3	R	R
<b>Total operational guards per shift</b>			
Day shift: 3	6		
Night shift: 3			
<b>Total guards: 6</b>			
<b>Total per month (Incl. VAT)</b>		R	

**BRICKFIELDS CAMPUS**

Shift	Guard Grade and Quantities of guards required	Rate per Month	Total Amount Per month (Incl VAT) Quantity X Rate per month
	<b>C Grade</b>		
Day shift: Monday- Sunday- 06:00- 18:00	3	R	R
Night shift: Monday- Sunday- 18:00- 06:00	3	R	R
<b>Total operational guards per shift</b>			
Day shift: 3	6		
Night shift: 3			
<b>Total guards: 6</b>			
<b>Total per month (Incl. VAT)</b>		R	

**SUPERVISORS (UITENHAGE, PORT ELIZABETH ) (GRAAFF REINET AND GRAHAMSTOWN TO BE MANAGED REMOTELY)**

Shift	Guard Grade and Quantities of guards required	Rate per Month	Total Amount Per month (Incl VAT) Quantity X Rate per month
	<b>B Grade</b>		
Day shift: Monday- Sunday- 06:00- 18:00	1	R	R
Night shift: Monday- Sunday- 18:00- 06:00	1	R	R
<b>Total operational guards per shift</b>			
Day shift: 1	2		
Night shift: 1			
<b>Total guards: 2</b>			
<b>Total per month (Incl. VAT)</b>		R	

<b>CAMPUS</b>	<b>TOTAL AMOUNT PER MONTH (INC VAT)</b>
Park Ave Campus	R
High Street Campus	R
Charles Good Year Campus	R
Thanduxollo Campus	R
Graaf Reinet Campus - Middle Street	R
Graaf Reinet Engineering Campus - Woeke Street	R
Grahamstown Campus(Makanda)	R
Heathpark Campus	R
Cuyler Street Campus	R
Brickfields Campus	R
Supervisors	R
<b>GRAND TOTAL (INCL VAT)</b>	R

V.T *At*

## **Additional needs requirements to set a standard across all campuses**

There is a good basis already in place that can be built on, once firm control measures are in place in respect of physical security the aspect of upgrading and extending of technology going forward will be easier and is something that if managed correctly can be put into place on a phase-to-phase basis. The following are a few of the ideas I would like to be considered:

### **Management Solution**

- First establish a strong and sustainable foundation with sound perimeter and access / egress control
- Ensure effective SLA, operational guidelines, policies and procedures are in place and that an active guard tracking system is provided as part of the contractual obligation on a campus-to-campus basis
- If possible, appoint an in-house security manager, one who also can steer incident investigations as currently it seems these go by unattended and thus good intel' is lost that could assist in planning forward
- Such manager will need to run the contract services, assess and measure their performance in terms of the SLA and report regularly to senior management as well as the campus managers in respect of day-to-day operations, needs and requirements
- Initiate a vigorous awareness campaign amongst staff and students; to be protected they need to know what the rules are and the role they play. Any security system is only as good as the people it is designed to protect will allow it to be
- The service provider needs to know what their responsibilities and deliverables are and that they will be held accountable, they need to have sufficient civil liability cover in respect of any loss damage caused due to non-compliance on their side, especially in respect of:
  - o Front line communication and dealing with staff / students / visitors
  - o Applying the rules consistently
  - o Immediate incident response and follow-up
  - o Immediate implementation of action plans relevant to risk / emergency situations
  - o Effective record keeping and reporting
  - o Visible presence and compliance

**The above prices include VAT and are calculated per month.**

**FUNCTIONALITY Criteria**

NO	CRITERIA	DOCUMENTS REQUIREMENTS	POINTS
1	<b>Financial Stability</b>	<p>One set (3 years) recently Audited Financial Statements or financial statements indicating the company's performance and capacity.</p> <p>Providers will be subjected to performance evaluation – <b>15</b></p> <p><b>Non submission of the required documents will earn you – 0 points</b></p> <p>Stamped bank rating letter to the value of R20 million</p> <p><b>A</b> bank rating - <b>15</b>  <b>B</b> Bank rating - <b>8</b>  <b>C</b> Bank rating - <b>5</b>  <b>D</b> Bank rating – <b>3</b></p> <p><b>Non-submission of the required documents will earn you – 0 points</b></p>	<b>Qualifying criteria</b> <b>30</b>
2	<b>Capacity and experience</b>		
2.1	Verification of references submitted.	<p>Contactable customer list (minimum of three references not exceeding ten) of contracts.</p> <p>The contract period must be for a minimum period of two years (2), <b>at least two references must be current and already in operation for a minimum of six (6) months (other than the College).</b></p> <p>These references should include the name of the entity, nature of contract, contact person (contract manager) and office telephone number.</p> <p>All references provided should not be older than three (3) years.</p> <p><b>3 Letters submitted – 15 points</b></p> <p><b>2 Letters submitted – 10 points</b></p> <p><b>1 Letter submitted – 5 points</b></p>	<b>15</b>

*AJ*  
*V.T*

2.2	Experience of management in the Security Services Industry.	<p>Submission of a CV of the Contract Manager for this contract.</p> <ul style="list-style-type: none"> <li>• The manager must have at least five (5) years' experience in relevant managerial experience.</li> </ul> <p>5 years or more experience – <b>10 points</b>  3 years to 5 years – <b>8 points</b>  1 year to 3 years – <b>5 points</b></p>	<b>10</b>
2.3	30 days Detailed Implementation Plan	<p>Service Providers must submit a plan to detail the following.</p> <p>Detailed timeline for implementation</p> <p>Procurement of resources (equipment and staff)</p> <p>Procedures to be followed in the preparation for the commencement of the contract.</p>	<p><b>10</b></p> <p><b>5</b></p> <p><b>3</b></p> <p><b>2</b></p>

2.4	Quality Management System	<p>Service Providers must submit a generic quality plan detailing the following.</p> <p>1. Standard operating procedures <u>including the following</u>:  Extraction of personnel during life threatening situations.  Protection of assets during violent strike action.  Reaction and deployment duration in cases of need.  Investigation services</p> <p>2. KPI's of the management of the contract (response time, number of non-conformance) and especially noting remote campuses in Grahamstown-Makanda and Graaff-Reinet.</p> <p>3. Management of non-conformance (own contracted staff).</p> <p>4. Management reports.</p> <p>5. Safety, good housekeeping and legal requirements.</p> <p>6. Reporting structures.</p>	<p><b>15</b></p> <p><b>3</b></p> <p><b>3</b></p> <p><b>3</b></p> <p><b>1</b></p> <p><b>1</b></p> <p><b>1</b></p>
		<p>7. Contingency plans in the event of any industrial action by Service Provider employees and absenteeism.</p>	<p><b>3</b></p>

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2.5	Site inspection evaluation	<ol style="list-style-type: none"> <li>1. Verification of office premises (Offices should be fit for purpose) - <b>8</b></li> <li>2. Suitable control room (fully operational) - <b>5</b></li> <li>3. Availability of vehicles on site - <b>3</b></li> <li>4. Protective equipment (torches, batons, hand cuffs, detectors etc. – <b>2</b></li> <li>5. Staff uniform - <b>2</b></li> </ol>	<b>20</b>

**Site visit and Due diligence**

The BEC will conduct an announced site visit (the bidders will be given a 3-hour notice of the site visit) to the shortlisted bidders to confirm the bidders' compliance with the functional criteria stipulated in the proposal and the specifications.

**During the mandatory site visit/ due diligence, the BEC can verify any of the criteria stipulated in the specifications, with particular focus on the following:**

	<b>Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1.	Physical addresses of bidder offices and/or control room in Gqeberha verified.			
2.	Fully operational office with email access, an accessible phone call line, and human resources.			
2.	The control room operates 24 hours a day, 7 days a week, and 365 days a year.			
3.	Proof of ownership/ lease of company vehicle(s) verified. Vehicles should be roadworthy and in good condition.			
4.	Samples of uniforms and equipment were verified and were compliant with the specifications.			
5.	Press-to-Talk or base radios are tested and are in good working order.			
6.	The security patrol system for security officers is successfully demonstrated and tested.			
7.	Demonstration of the bidder's ability to provide tactical response services as and when needed.			
Name of BEC member: _____				
Signature: _____ Date: _____				

**If a shortlisted bidder does not meet all the requirements during site inspection and due diligence, the bidder will be disqualified.**

<b>COST BREAKDOWN PER GUARD (FOR 1 GUARD)</b>		
<b>Grade C</b>	<b>Day Shift</b>	<b>Night Shift</b>
<b>ITEMS</b>		
Primary Security Grade C		
Sunday Pay Premium		
Public Holidays (Hours)		
Leave provision (Days)		
Sick Leave (Days)		
Study leave (Days)		
Family responsibility leave (Days)		
Night shift allowance		
<b>SUB TOTAL: EMPLOYE BENEFITS</b>		
UIF (Percentage)		
Hospital cover		
Provident fund (Percentage)		
COID/WCA (Percentage)		
Bargaining Council Levy		
PSIRA "per SO" fee		
Uniform		
(Skills Development Levy) (Percentage)		
Cleaning Allowance		
<b>SUB TOTAL: STATUTORY FEES</b>		
Operational fees(profit &Overheads) (Percentage of direct costs)		
<b>SUB TOTAL</b>		

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<b>COST BREAKDOWN PER GUARD (FOR 1 GUARD)</b>		
<b>Grade B</b>	<b>Day Shift</b>	<b>Night Shift</b>
<b>ITEMS</b>		
Primary Security Grade C		
Sunday Pay Premium		
Public Holidays (Hours)		
Leave provision (Days)		
Sick Leave (Days)		
Study leave (Days)		
Family responsibility leave (Days)		
Night shift allowance		
<b>SUB TOTAL: EMPLOYE BENEFITS</b>		
UIF (Percentage)		
Hospital cover		
Provident fund (Percentage)		
COID/WCA (Percentage)		
Bargaining Council Levy		
PSIRA "per SO" fee		
Uniform		
(Skills Development Levy) (Percentage)		
Cleaning Allowance		
<b>SUB TOTAL: STATUTORY FEES</b>		
Operational fees (profit & Overheads) (Percentage of direct costs)		
<b>SUB TOTAL</b>		

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