



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



SEDIBENG TVET COLLEGE  
"GROW WITH THE FLOW"

**SEDIBENG TVET COLLEGE (SEDCOL) IN COLLABORATION WITH THE PURCHASING  
CONSORTIUM SOUTHERN AFRICA (PURCO SA)**

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE**

**PROVISION OF SECURITY SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**Tender No: PU9212/136**

Prospective bidders who are interested in participating in the afore-mentioned tender are invited to submit their proposal in full compliance to the requirement of this tender document. The completed document with all attachments must be signed and submitted on the PURCO SA website.

The closing time and date for receipt for online tender **PU9212/136** is at 11h00 am on **Tuesday, 26 May 2026**.

<b>Tender number</b>	<b>PU9212/136</b>
<b>Date issued</b>	<b>03 May 2026</b>
<b>Tender closing date</b>	<b>26 May 2026</b> <b>Time: 11:00 AM</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>12 May 2026</b> <b>Time: 10:00 AM</b> <b>An online non-compulsory briefing session will be facilitated via MS Teams</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>		

The set evaluation criteria shall be used as a guideline, but not limited to the following process:

**1.1.1 MANDATORY/ ADMINISTRATIVE REQUIREMENTS**

Mandatory/Administrative requirements phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

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

<i>Description</i>	<i>Requirement</i>	<b>Yes</b>	<b>No</b>
RFP Document	A duly authorised representative must initial each page of the RFP document and sign the RFP document in full		
Technical specifications and pricing	Price according to the technical specification <b>(Don't change the pricing schedule and specification)</b>		
SBD Forms	Certified (not older than six (6) months) copy of completed and signed SBD 1, SBD 4, SBD 6.1		
Company bank rating letter	Submit bank rating letter not older than three (3) months		
Company registration documents	Submit copy of certified (not older than six (6) months) company registration documents		
Tax Compliance Certificate	Certified copy of valid SARS Tax compliance status (must be valid on the tender closing date)		
B-BBEE Certification	Submit a certified copy of a valid B-BBEE certificate from a SANAS accredited agency or An original signed Sworn Affidavit		
Board Resolution	Submit a copy of signed board resolution. Unless if you are sole proprietor		
COIDA – Security Services	Submit a certified valid copy of COIDA compliance certificate (from Department of Labour)		
Registration National Treasury (CSD)	Submit a certified copy of the full report of registration on National Treasury Central Supplier Database.		
PSIRA registration - Company	Submit a valid certified copy of PSIRA registration certificate		

UIF	Submit proof of certified copy of UIF contributions (EMP201 not older than three (3) months)		
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**The following documents are mandatory on award:**

- Proof of bank
- PSIRA registration certificates for guards
- Firearm licenses
- Firearm competency certificates

***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.***

**1.1.2 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 85% and above in order to progress to the next stage of evaluation

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS ALLOCATED</b>
<p><b>Provide three (3) contactable references of contracts of similar size and nature.</b>  <b>Reference letter must include the following:</b>  <b>Client letter head</b>  <b>Duration start and end date of contract,</b>  <b>Contract description,</b>  <b>Contract value,</b>  <b>Signed and dated</b>  <b>Contact details i.e telephone number or email address</b></p> <p>3 References = 20 points  2 References = 10 points  1 Reference = 05 points  No Reference = 00 points</p>	<b>20</b>
<p><b>Company's experience (Company Profile)</b></p> <p>More than 10 years of experience = 25 points  Experience between 5 - 9 years = 15 points  Experience below 5 years = 05 points  No experience = 00 points</p>	<b>25</b>
<p><b>Locality (at least minimum of 3 from the following as proof that the business is based and operating within the specified locality in order to score the points allocated) :</b></p>	

<ul style="list-style-type: none"> <li>- <b>Address on CIPC Documents</b></li> <li>- <b>Address on Banking confirmation letter</b></li> <li>- <b>Address on CSD Registration report</b></li> <li>- <b>Address on SARS correspondence</b></li> </ul> <p>Bidders located within Sedibeng = 20 points  Bidders located within Gauteng, but not within Sedibeng = 05 points  Bidders located outside Gauteng = 05 points  No proof provided = 00 points</p> <p><b>NB: Bidders must submit lease/rental agreement/utility bill/property ownership.  Affidavits are not acceptable</b></p> <p>If a bidder is based outside Sedibeng, has a proof address in Sedibeng they only get 5 points</p>	<b>20</b>
<p><b>Qualification of Management in the Security Service Industry</b></p> <p>The manager must have atleast ten (10) years experience in relevant managerial experience</p> <p>Grade A PSIRA Certificate with ten (10) years experience = 15 points  Grade A PSIRA Certificate with experience between 5 – 9 years = 10 points  Grade A PSIRA Certificate with less than five (5) years experience = 05 points  No proof provided = 00 points</p>	<b>15</b>
<p><b>Radio Frequency (ICASA)</b></p> <p>Submit ICASA approved Radio Frequency infrastructure/Agreement with partners = 05 points  Not submitted = 00 points</p>	<b>05</b>
<p><b>Provide two (2) sets of recently Audited Annual Financial Statements / Un audited AFS for the following period:</b></p> <p><b>(2022/2023) first set</b>  <b>(2023/2024) second set</b></p> <p>Two (2) set submitted = 15 points  Not submitted = 00 points</p>	<b>15</b>
<p><b>Total Points</b></p>	<b>100</b>

## **TERMS OF REFERENCE SECURITY SERVICES**

**Bidders must complete the pricing schedule in full, failing which, such bidders will be disqualified.**

### **SECURITY STRENGTH AND EQUIPMENT**

- Number of literate, trained security guards on weekdays **GRADE C (Psira registered)**
- Number of literate, trained security guards on night shifts weekdays **GRADE C (Psira registered)**
- Number of literate, trained security guards on weekends **GRADE C (Psira registered)**
- Number of literate, trained security guards on night shift weekends **GRADE C (Psira registered)**
- Number of literate, trained security guard supervisor weekdays **GRADE B (Psira registered)**
- Number of literate, trained security guard supervisor night shift weekdays **GRADE B (Psira registered)**
- Number of literate, trained security guard supervisor weekends **GRADE B (Psira registered)**
- Number of literate, trained security guard supervisor night shift weekends **GRADE B (Psira registered)**

### **Vetting**

All security personnel must be registered, and property vetted for criminal checks and should be South African citizens.

### **THE CONTRACTOR MUST PROVIDE:**

- 1.1.1. In case of the emergency, they must provide back-up armed respond (link security company with armed respond)
- 1.1.2. Uniform to accommodate all seasons (jacket, raincoats, umbrellas etc)
- 1.1.3. Frequency of uniform refer to Annexure A
- 1.1.4. Name tags
- 1.1.5. Hand operated metal detectors
- 1.1.6. Traffic cones
- 1.1.7. Hand Batons
- 1.1.8. Torch and batteries
- 1.1.9. Handcuffs must be visible
- 1.1.10. Two-way radios each guard
- 1.1.11. Occurrence books
- 1.1.12. One Mobile phone per shift
- 1.1.13. Provide daily patrolling report to end users

### **Duties and Responsibilities**

#### **1. Access Control**

- Monitor and control entry/exit points for staff, students, visitors, and contractors.
- Verify identity cards and visitor permits.
- Maintain visitor registers.
- Deny unauthorized access.

## **2. Patrolling and Surveillance**

- Conduct regular foot and/or vehicle patrols around the campus, including parking areas, lecture halls and admin buildings.
- Ensure perimeter security (fences, gates, and boundaries).
- Monitor CCTV and alarm systems.
- Identify and report suspicious activity.

## **3. Protection of People and Property**

- Safeguard students, staff, visitors, and college assets against theft, vandalism, trespassing, or harm.
- Prevent and respond to unauthorized removal of equipment, furniture, or materials.

## **4. Emergency Response**

- Respond promptly to alarms, incidents, or emergencies (fire, accidents, fights, medical emergencies).
- Report emergencies to management and external services (police, fire, ambulance and armed response) when necessary.
- Assist with evacuation and crowd control in emergencies.

## **5. Law and Order on Campus**

- Enforce campus rules and regulations in collaboration with management.
- Deter and manage disruptive behavior, vandalism, substance abuse, or violence.
- Support disciplinary processes when required.

## **6. Reporting and Record Keeping**

- Keep incident logs and occurrence books updated.
- Submit daily, weekly, or monthly reports to supervisors and college management.
- Report damages, risks, or hazards noticed during duty.

## **7. Health and Safety Duties**

- Monitor safety hazards (fire extinguishers, blocked exits, broken lights).
- Ensure first aid or emergency kits are accessible.
- Maintain compliance with occupational health and safety regulations.

## **8. Customer Service**

- Provide directions and assistance to students, visitors, and staff.
- Handle queries politely while maintaining authority.
- Promote a safe and welcoming environment.

## **9. Teamwork and Supervision**

- Work in shifts to ensure 24/7 coverage where required.
- Take instructions from supervisors and cooperate with fellow guards.
- Attend briefings and training sessions as and when required.

## **10. Professional Conduct**

- Maintain discipline, punctuality, and alertness.
- Wear proper uniform and display identification at all times.
- Remain vigilant and avoid sleeping or negligence during duty.
- Uphold confidentiality and integrity.

## **PATROLS**

- Check enclosure/outer walls for weak points or holes.
- Check lights that should be on.
- Check known hidings places
- Check parked vehicles
- Be on the lookout for vagrants and unauthorized persons in unusual areas of the premises
- Check doors (that should be locked)
- Check windows
- Check taps (turned off)
- Turn off unnecessary lights and other electrical equipment that should not be on.
- Check firehose tap (leaks)
- Check fire-extinguisher seals
- Be on the lookout for suspicious-looking objects (package bombs)
- Report any unusual incidents to the security officials
- Hand in any found objects immediately
- Make notes on patrol immediately
- Report any malfunctioning of lights or light holders
- Report broken windows
- Report any damages to roads, construction or fencing
- Report tenant alarms that were activated
- Report any holes in security fencing and the malfunction of such security fence if linked with alarm system.

## **Duties and Responsibilities of supervisor**

### **1. Supervision and Leadership**

- Oversee daily activities of security personnel (guards, controllers, patrol staff).
- Allocate posts and shifts to ensure full coverage of all campuses/facilities.
- Conduct roll calls, briefings, and debriefings before and after shifts.
- Monitor discipline, punctuality, and appearance of security staff.

### **2. Operational Management**

- Ensure all access control, patrols, and surveillance duties are carried out effectively.
- Check occurrence books, duty registers, and incident reports daily.
- Inspect posts regularly to confirm guards are alert and equipment is functional.
- Coordinate with college management about special events, examinations, or functions requiring extra security.

### **3. Compliance and Standards**

- Ensure all personnel comply with PSIRA regulations, college rules, and tender specifications.
- Monitor adherence to occupational health and safety requirements.
- Implement and enforce college security policies and procedures.

### **4. Incident and Emergency Response**

- Take charge during emergencies (fire, protest, accidents, criminal incidents).
- Dispatch guards, liaise with police, fire, or medical services when necessary.
- Investigate security breaches or misconduct and submit reports to campus management.
- Provide immediate feedback and corrective action where lapses occur.

### **5. Reporting and Administration**

- Compile daily, weekly, and monthly security reports for college management.
- Keep accurate records of attendance, incidents, visitor logs, and patrol reports.
- Recommend improvements to campus security systems (CCTV, lighting, alarms, fencing).
- Report faulty security equipment and ensure maintenance requests are raised.

### **6. Training and Development**

- Identify training needs for guards and arrange refresher courses (fire drills, first aid, conflict management).
- Mentor and coach junior security officers.
- Ensure guards understand their roles, legal limitations, and procedures.

### **7. Liaison and Communication**

- Act as a link between college management, security service provider (if outsourced), and guards.
- Attend management/security meetings and provide input on risks and incidents.
- Foster good working relationships with local SAPS and emergency services.

### **8. Performance Monitoring**

- Conduct routine inspections of guards' performance and discipline.
- Recommend corrective action to company and college management (warnings, retraining, or replacement of underperforming staff).
- Implement key performance indicators (KPIs) for security staff.

### **9. Professional Conduct**

- Lead by example in behaviour, punctuality, and professionalism.
- Maintain confidentiality of sensitive college information.
- Handle complaints from students, staff, or visitors courteously and effectively.

## **Duties and Responsibilities of a Security Manager**

### **1. Security Planning and Management**

- Develop, implement, and review the college's security policies, procedures, and protocols.
- Conduct risk assessments and identify security threats, vulnerabilities, and areas of concern.
- Plan and oversee campus access control (entrances, exits, parking, ID systems, etc.).
- Develop emergency preparedness plans (fire, protests, natural disasters, lockdowns).

### **2. Personnel and Operations Management**

- Supervise, train, and manage security staff, including scheduling and performance monitoring.
- Ensure that security personnel adhere to professional standards and code of conduct.
- Liaise with contracted/private security companies if services are outsourced.
- Allocate guards to different areas such as gates, hostels, workshops, and libraries.

### **3. Campus Safety and Incident Response**

- Oversee the protection of students, staff, and visitors within the college premises.
- Monitor CCTV systems, alarm systems, and patrol reports to ensure coverage.
- Respond to security incidents, disturbances, and emergencies promptly.
- Investigate thefts, vandalism, misconduct, or security breaches, and produce incident reports.
- Work with law enforcement, fire departments, and emergency services when necessary.

### **4. Asset and Property Protection**

- Ensure safeguarding of college infrastructure, equipment, vehicles, and workshops.
- Implement measures to prevent theft, vandalism, and unauthorized access.
- Monitor delivery and movement of college property (e.g., IT equipment, tools, machinery).

### **5. Compliance and Reporting**

- Ensure compliance with occupational health and safety (OHS) and security legislation.
- Maintain accurate records of incidents, access logs, and security reports.
- Submit regular reports to college management on security risks and interventions.

### **6. Student and Staff Support**

- Conduct safety awareness campaigns for students and staff (e.g., personal safety, anti-bullying, crime prevention).
- Handle complaints or concerns related to safety and security.
- Support disciplinary processes where misconduct involves security breaches.

### **7. Continuous Improvement**

- Keep up to date with best practices in campus security and technology.
- Recommend improvements to enhance overall safety (lighting, fencing, surveillance upgrades).
- Review and update emergency and disaster recovery plans.

#### **4 LEGAL POWERS**

All guards provided by THE CONTRACTOR must be fully conversant with the powers of arrest, search and use of force as defined in the Criminal Act. Official authority to act on behalf of SEDIBENG TVET COLLEGE relating to the legal powers in above must be given in writing to all the guards. The guards whilst on duty must carry this authority.

#### **CENTRAL OFFICE**

<b>GRADE C GUARDS</b>	
Number of guards required weekdays (during the day)	06
Number of guards required weekdays (night shift)	04
Number of guards required weekend (during the day)	03
Number of guards required weekend (night shift)	04
<b>GRADE B SUPERVISOR</b>	
Number of supervisor required weekdays (during the day)	01
Number of supervisor required weekdays (night shift)	01
Number of supervisor required weekends (during the day)	01
Number of supervisor required weekends (night shift)	01

#### **VEREENIGING CAMPUS**

<b>GRADE C GUARDS</b>	
Number of guards required weekdays (during the day)	09
Number of guards required weekdays (night shift)	06
Number of guards required weekend (during the day)	04
Number of guards required weekend (night shift)	06
<b>GRADE B SUPERVISOR</b>	
Number of supervisor required weekdays (during the day)	01
Number of supervisor required weekdays (night shift)	01
Number of supervisor required weekends (during the day)	01
Number of supervisor required weekends (night shift)	01

**VANDERBIJLPARK CAMPUS**

<b>GRADE C GUARDS</b>	
Number of guards required weekdays (during the day)	10
Number of guards required weekdays (night shift)	06
Number of guards required weekend (during the day)	06
Number of guards required weekend (night shift)	06
<b>GRADE B SUPERVISOR</b>	
Number of supervisor required weekdays (during the day)	01
Number of supervisor required weekdays (night shift)	01
Number of supervisor required weekends (during the day)	01
Number of supervisor required weekends (night shift)	01

**SEBOKENG CAMPUS**

<b>GRADE C GUARDS</b>	
Number of guards required weekdays (during the day)	11
Number of guards required weekdays (night shift)	08
Number of guards required weekend (during the day)	08
Number of guards required weekend (night shift)	08
<b>GRADE B SUPERVISOR</b>	
Number of supervisor required weekdays (during the day)	01
Number of supervisor required weekdays (night shift)	01
Number of supervisor required weekends (during the day)	01
Number of supervisor required weekends (night shift)	01

**HEIDELBERG CAMPUS**

<b>GRADE C GUARDS</b>	
Number of guards required weekdays (during the day)	12
Number of guards required weekdays (night shift)	06
Number of guards required weekend (during the day)	06
Number of guards required weekend (night shift)	06
<b>GRADE B SUPERVISOR</b>	
Number of supervisor required weekdays (during the day)	01
Number of supervisor required weekdays (night shift)	01
Number of supervisor required weekends (during the day)	01
Number of supervisor required weekends (night shift)	01

**LORDS SIGNATURE HOTEL**

<b>GRADE C GUARDS</b>	
Number of guards required weekdays (during the day)	06
Number of guards required weekdays (night shift)	06
Number of guards required weekend (during the day)	06
Number of guards required weekend (night shift)	06
<b>GRADE B SUPERVISOR</b>	
Number of supervisor required weekdays (during the day)	01
Number of supervisor required weekdays (night shift)	01
Number of supervisor required weekends (during the day)	01
Number of supervisor required weekends (night shift)	01