



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



ESAYIDI TVET COLLEGE (ESA)

Herein referred to as (ESA)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
PROVISION OF SECURITY SERVICES FOR INLAND SITES A PERIOD OF THIRTY-SIX (36)
MONTHS**

Tender No: PU9212/139

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 **PU9212/139 THE PROVISION OF SECURITY SERVICES FOR INLAND SITES A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU9212/139** is at 11h00 AM on **Wednesday, 01 July 2026**.

Tender number	PU9212/139
Date issued	11 June 2026
Tender closing date	01 July 2026 Time: 11:00 AM Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide
Non-Compulsory Information Session	22 June 2026 Time:09h00 AM An online non-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		

1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement 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>	YES	NO
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Technical specifications and pricing	Attach fully signed technical specifications and pricing (Don't change the pricing schedule and specification)	Yes	No
Proof of Bank Account	Signed or electronically stamped letter from bank (not be older than 6 months)	Yes	No
Company registration documents	Submit copy of certified (not older than six (6) months) company registration documents	Yes	No
ID documents	Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)	Yes	No
Tax Compliance Certificate	Certified copy of valid SARS Tax compliance status (must be valid on the tender closing date)	Yes	No
BBBEE Certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
VAT registration Certificate	Certified copy of valid VAT Certificate (must be valid on the tender closing date) (not be older than 6 months)	Yes	No
SBD Forms	Certified (not older than six (6) months) copy of completed and signed SBD 1, SBD 4, SBD 6.1	Yes	No
Board resolution	Submit a copy of signed board resolution. Unless if you are sole proprietor	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
PSIRA registration - Company	Submit a valid certified copy of PSIRA registration certificate	Yes	No
COIDA – Security Services	Submit a certified valid copy of COIDA compliance certificate (from Department of Labour)	Yes	No
Public liability cover (letter from the insurance company)	Provide proof of Professional Indemnity Insurance of R10 million	Yes	No
UIF	Submit proof of certified copy of UIF contributions (EMP201 not older than three (3) months)	Yes	No
Bank Rating Letter	Letter of Good Standing from the bank (Bank Rating Letter) (not be older than 6 months)	Yes	No

The following documents are mandatory on award:

- PSIRA registration certificates for guards
- Firearm licenses
- Firearm competency certificates
- Police clearance

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 TAG 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><u>Capacity and experience</u> Contactable customer list (minimum of three references not exceeding ten) of contracts. The contract period must be for a minimum period of two years (2), at least two references must be current and already in operation for a minimum of six months.</p> <p>These references should include the name of the entity, nature of contract, contact person (contract manager) and office telephone number. (Not older than three (03) years).</p> <ul style="list-style-type: none"> • 3 Contactable references = 15 Points • 2 Contactable references = 10 Points • 1 Contactable reference = 05 Points <p>No contactable references = 00 Points</p>	15
<p>Financial Stability One set (two years) recent Audited Financial Statements or financial statements signed by the Accounting Officer for Close Corporations, i.e. Minimum of two years' comparative figures to be submitted.</p> <ul style="list-style-type: none"> • Audited Financial Statements / Financial Statements =10 Points <p>No holding company financial statements will be accepted</p>	10
<p>Experience of management in the Security Services Industry. Submission of a CV of Contract Manager for this contract.</p> <p>The manager must have at least five (5) years' experience in relevant managerial experience.</p> <ul style="list-style-type: none"> • CV of Contract Manager for this contract =10 Points • No CV of Contract Manager for this contract =00 Point 	10
<p>Proof of locality under the bidding company (Ward Councillor letter, original bank statement with address, Eskom bill, telephone bill, or rates bill only).</p> <ul style="list-style-type: none"> • Business address in Harry Gwala / Ugu district municipality =15 Points • Business Head Office address in KZN =10 Points • Business not in KZN =00 Points 	15
<p>Operational vehicles Certified copies of logbooks (company cars)</p> <ul style="list-style-type: none"> • Eight (08) + vehicles =15 Points • Four (04) to Seven (07) Vehicles =10 Points • Three (03) Vehicles =05 Points 	15

<p>Quality Management System</p> <p>Service Providers must submit a generic quality plan detailing the following; standard operating procedures</p> <ul style="list-style-type: none"> • Including the following: extraction of personnel during life threatening situations. Protection of assets during violent strike action • Monitoring and control • Management of non-performance (own contracted staff). • Management report • Safety, good housekeeping and legal requirements • Reporting structures • Contingency plans in the event of any industrial action by service provider 	<p>30</p>
<p>30 days Detailed Implementation Plan</p> <p>Service Providers must submit a plan detailing the following;</p> <ul style="list-style-type: none"> • Detailed timeline for implementation • Procurement of resources (equipment and staff) • Procedures to be followed in the preparation for the commencement of the contract. 	<p>15</p>
<p>Total points</p>	<p>100</p>

SCOPE OF WORK AND RESPONSIBILITIES

- 10.1. The successful tenderer will be required to supply the necessary grade of guards and equipment to perform the following services at the allocated sites.
 - 10.1.1. Provide a safe work environment
 - 10.1.2. Provide a safe learning and teaching environment.
 - 10.1.3. Prevent the theft and/or damage of College, Staff and Student property.
 - 10.1.4. Monitor and control pedestrian and vehicle traffic entering and/or leaving the Campus site.
 - 10.1.5. Patrol Campus grounds and buildings and prevent any improper student behaviour such as the use of drugs, alcohol, vandalism, playing of loud music, dangerous driving, etc.
 - 10.1.6. Liase directly with the alarm companies and the South African Police Services when necessary.
 - 10.1.7. Provide arm response services when requested.
 - 10.1.8. Provide security scanners or metal detectors to search for people coming and out of the site.
 - 10.1.9. Record all incidents and report to the Site Manager as soon as possible or the following morning.
 - 10.1.10. Maintain a logbook of all vehicles and visitors entering and leaving the Campus Site.
 - 10.1.11. Escort visitors to Reception and ensure there is no loitering of unauthorized persons on Campus premises.
 - 10.1.12. Direct visitors, students and staff to appropriate parking areas.
 - 10.1.13. Conduct random vehicle and personnel searches.
 - 10.1.14. Patrol buildings and perimeter boundaries at regular intervals.
 - 10.1.15. Assist in evacuation in cases of emergency.
 - 10.1.16. Ensure adequate number of guards and grade of guard, as per site requirement, to ensure 24-hours protection.
 - 10.1.17. Provide adequate and functional communication devices to ensure communication between guards on site and the control personnel.
 - 10.1.18. Provide monitoring clock-pins at strategic points.
 - 10.1.19. Provide Site Manager with a work schedule and duty roster.
 - 10.1.20. Monthly meetings with site manager.
 - 10.1.21. Provide all necessary tools, equipment, uniforms, identity tags and personal protective equipment for security staff.
 - 10.1.22. Maintain a daily staff attendance register and ensure relief staff are on duty.

10.1.23. The company and personnel must be registered and comply with all relevant legislation.

10.1.24. Report all breakages of and/or damages to College property to the Site Manager.

10.2. **Number of grade D guards =21, 1 grade C guard and 1 Operational Manager**

SECURITY SERVICES (INLAND)

Number of grade D guards =21, 1 grade C guard and 1 Operational Manager

PRICING SCHEDULE

PRICING SCHEDULE – SUMMARY FOR ALL GUARDS		
CAMPUSES	QTY	TOTAL PRICE FOR 36 MONTHS (INCL.VAT) FOR ALL GUARDS
KOKSTAD CAMPUS	5	R
UMZIMKHULU CAMPUS	9	R
CLYDESDALE CAMPUS	5	R
HARDING SKILLS CENTRE	2	R
TOTAL BID PRICE (INCL. VAT) FOR 36 MOths (ALL GUARDS)	21	R

PRICING SCHEDULE – SUMMARY FOR CCTV CAMERAS, MAINTENANCE PLAN & TRAINING	
Once-off installation of CCTV cameras, including a three-year maintenance plan and training handover to the Campus Manager.	
CAMPUSES	TOTAL PRICE FOR 36 MONTHS (INCL.VAT) fixed for 36 Months
KOKSTAD CAMPUS	R
UMZIMKHULU CAMPUS	R
CLYDESDALE CAMPUS	R
HARDING SKILLS CENTRE	R
TOTAL BID PRICE (INCL. VAT) FOR 36 MOths FOR CCTV CAMERAS, MAINTENANCE PLAN & TRAINING (fixed for 36 Months)	R

FINAL SUMMARY

TOTAL BID PRICE (INCL. VAT) FOR 36 MOTHS (ALL GURDS)	R
TOTAL BID PRICE (INCL. VAT) FOR 36 MOTHS FOR CCTV CAMERAS, MAINTENANCE PLAN & TRAINING	R
CARRIED TO FORM OF TENDER (INCL. VAT)	R