

BID NO:

PUR 2600/24

FOR THE SUPPLY OF:

SECURITY SERVICES

INVITATION TO BID

Bidders who are interested in supplying Security Services as specified hereinafter, and subject to the General and Specific Bid Conditions of the Purchasing Consortium SA (Regno:99/23736/08), to the CSIR as stipulated hereinafter, are requested to complete this set of documents, together with a CD or USB copy, and address it, in a sealed envelope marked with abovementioned bid number and place it in the **Bid Box located at PURCO SA Head Office, 8 Invicta Road, Rosen Office Park, Erand Gardens, Midrand.**

CLOSING DATE: 13th January 2017 @ 11h00

A late bid is not acceptable and will not be considered.

DATE AND TIME FOR HANDING IN OF YOUR TENDER: 13th January 2017 at 11h00

Stephen Preston
Contracts Manager
PURCHASING CONSORTIUM SA

**PURCHASING CONSORTIUM SOUTHERN AFRICA
BID CONDITIONS
BID NUMBER PUR 2600/24**

1. In this bid, unless the text otherwise indicates -
 - 1.1 "goods" mean
 - 1.1.1 all corporeal movable things
 - 1.1.2 all services
 - 1.1.3 all construction work to be supplied in consequence of this bid.
2. **Acceptance of Bid**
 - 2.1 PURCO SA and/or the CSIR reserve the right to accept a bid in part or in whole and is not under any obligation to accept the lowest or any bid.
 - 2.2 PURCO SA and/or the CSIR are not under any obligation to submit reasons for acceptance or non-acceptance of a bid.
 - 2.3 The Contractor will be notified of acceptance in writing.
3. **Specifications**
 - 3.1 If the goods are not fully specified by PURCO SA and/or the CSIR or where an alternative offer is made, it is essential that a comprehensive specification in respect of goods offered be submitted.
 - 3.2 Illustrated literature must be submitted with the bid if available.
 - 3.3 Goods supplied must be in accordance with specification and/or sample.
4. **Promotion**

The Contractor undertakes, whenever a promotion is done by him, on any item of the goods or services against a lower price than the contractual price, to notify PURCO SA and/or the CSIR in writing, at least 7 (seven) days prior to commencement of such a promotion, and to pass the benefit of the lower price on to CSIR. PURCO SA undertakes to promptly notify all Members of a special promotion by the contractor.
5. **Breach of Contract**

Refer to the conditions and specifications of this bid.
6. **Amendment of Contract**
 - 6.1 Any amendment to this contract must be requested and accepted in writing.
 - 6.2 The basis, on which a price increase may be claimed, where applicable, must be specified in detail, (with a breakdown of the various cost components) and be submitted with the bid.
 - 6.3 Application for a price increase will only be considered if submitted with written proof that it is due to circumstances beyond the control of the Contractor (e.g. compulsory increase in the price of labour) as well as an exposition of how the new prices have been arrived at (breakdown of various cost components, percentage increase per cost component, proof of increase per cost component). A price increase brought about by circumstances within the control of the Contractor (e.g. voluntary increase in the price of labour) will not be considered. An auditor's certificate (external auditors) certifying price increases may be acceptable in exceptional instances.
 - 6.4 PURCO SA and/or the CSIR reserve the right to accept price increases or to terminate the contract in part or in whole.
 - 6.5 No price increase with retrospective effect will be considered.
 - 6.6 Any application for a price increase shall only become effective if approved by PURCO SA and/or the CSIR provided that a minimum period of 30 (thirty) days from date of application is required before any price increase may become effective.
 - 6.7 Increased prices will be paid only after CSIR has approved them. Any invoice reflecting increased prices that have not been approved by PURCO SA and the CSIR, will be paid at the approved prices only.

**PURCHASING CONSORTIUM SOUTHERN AFRICA
BID CONDITIONS
BID NUMBER PUR 2600/24**

7. Qualified

- 7.1 PURCO SA reserves the right to give preference to unqualified bids or bids of which the qualification is most acceptable to PURCO SA and/or the CSIR.
7.2 Every bid, unless explicitly otherwise specified, will be considered an unqualified bid.

8. Payment to the Contractor

- 8.1 Invoicing by the Contractor shall be done separately according to the instructions appearing on the individual CSIR order forms.
8.2 Payment by the CSIR will be effected within 45 days after receipt of a monthly statement, accompanied by valid tax invoices.

9. Requirements

A letter of provisional award from PURCO SA to the Contractor accepting the latter's offer(s) does not in any way constitute an order. Goods/services should only be supplied on receipt of official orders. All tax invoices should clearly indicate the CSIR order numbers.

10. Cession

The Contractor may not cede or pledge his responsibilities and rights without prior written agreement of PURCO SA and/or the CSIR. A change in member shareholding (CC) or shareholding in a private company would be regarded as cession or pledge.

11. Tax

All prices **include** VAT.

12. PARTICIPATING MEMBER CSIR – Head Office Pretoria and the below sites

GAUTENG

**CSIR Pretoria Scientia campus
CSIR Kloppersbos
CSIR Paardefontein
CSIR Johannesburg: Frost Avenue
CSIR Johannesburg: Carlow Road**

WESTERN CAPE

**CSIR Rosebank
CSIR Stellenbosch**

KWA ZULU NATAL

CSIR Durban

Note:

Bidders can submit bids for all provinces or individual provinces.

13. CONTRACT PERIOD:

5 Year Contract starting 1 April 2017 to 31 March 2022

Goods and/or services must be supplied as and when required during the contract period.

14. SERVICE FEE

The Service Provider must provide for a **2%** service fee calculated on the total value of each invoice issued by the Service Provider for or otherwise relating to supply of goods and/or performance of the Service to the CSIR (including any additional/ad hoc services

rendered), payable to PURCO SA on submission of the relevant monthly detailed invoice/s to the CSIR. The selected Service Provider is required to send a copy of the monthly invoice/s or statement to both PURCO SA and the CSIR.

15. DISCOUNTS (%)

15.1 Trade:

15.2 Settlement (30 days from statement):

15.3 Early settlement (sooner than 30 days from statement): (Please specify):

.....

16. ESCALATION

16.1 Are prices firm for the duration of the contract period?

Yes, or No

Refer to the specific Clause in this Bid.

17. ORDERS/DISCREPANCIES

Names, telephone, fax numbers and e-mail addresses of persons to whom discrepancies should be referred:

.....

.....

.....

18. GENERAL REMARKS

.....

.....

19. A LETTER OF ACCEPTANCE FROM THE CONSORTIUM DOES NOT CONSTITUTE AN ORDER.

20. BIDDER

20.1 Name:

.....

20.2 Postal Address:

.....

.....

.....

20.3 Responsible Person

20.3.1 Surname:

20.3.2 First names in full:

.....

20.3.3 Capacity:

.....

20.4 Tel. No: Fax No.: Toll Free No.:

E-mail address:

20.5 Date of Tender:

20.6 Signature:

**PURCHASING CONSORTIUM SOUTHERN AFRICA
BID PUR 2600/24: SECURITY SERVICES**

INVITATION TO BID

For the supply of:

SECURITY SERVICES

Prospective Contract Service Providers interested in providing Security Services, as specified hereinafter, to the:

**CSIR
Meiring Naude Road
Brummeria
Pretoria**

are invited to bid as follows:

1. This document contains all relevant information required in respect of the operational and physical specification for the Security Services to be performed at the specified areas of the CSIR.

The security service specification relates only to the areas specifically referred to. Contract Service Providers should study the information provided in detail before responding to the Request for Proposal. The conditions set out in this specification will be used as a basis for monitoring the security service delivered.

2. Review the bid information, specifications and conditions as outlined in this document in sections attached hereto.
3. Return the duly completed and signed document, together with a copy on CD or USB, in a sealed envelope, clearly endorsed with the above bid number, at:

Hand delivery:

Tender Box

Ground Floor
PURCO SA
Head Office
8 Invicta Road
Rosen Office Park
Erand Gardens Midrand

4. The closing date and time for the bid documents is:

13th January 2017 at 11h00

4.1 No late bid will be accepted. Note that the onus is on bidders to ensure that posted bids are **received** at the above delivery address by the closing date and time. PURCO SA accepts no responsibility for delivery delays. There are no grace periods.

4.2 No faxed or e-mailed offers will be accepted. Only offers on the original tender document will be considered

5. **Validity.**

5.1 This bid will remain open for a period of ninety (90) days from date of submission.

5.2 Should the Contractor withdraw its bid within the period for which prices shall remain open for acceptance or fail to fulfil the contract when called upon to do so, PURCO SA and/or the CSIR may, in addition to any other remedies it may have, withdraw the bid or cancel the contract. The Contractor will then pay PURCO SA and/or the CSIR any expenses incurred by them having either to accept a less favourable bid, or, if new bids have to be called for, additional expenditure incurred by the call for new bids and by the subsequent acceptance of a less favourable bid.

6. A compulsory briefing session and site visit/s will be held to brief prospective bidders as follows:

CSIR HEAD OFFICE

Date:

Wednesday the 14th December
2016 at 13h00

**Venue: Waterbok
Boardroom, Building 37
CSIR**

Address:

Meiring Naude Road
Brummeria
Pretoria

FOLLOWED BY

Inspection of Facilities

Date:

Up to and including the closing
date

Service Providers will be given
contact names at the
information session to set up
appointments to view the
various premises as and when
needed.

For more information and directions to venues, contact:

Stephen Preston on 083 967 6022 or stephen.preston@purcosa.co.za

7. PLEASE NOTE THAT ATTENDANCE AT THE INFORMATION BRIEFING SESSION IS COMPULSORY
8. Prospective bidders must tender for all of the campuses and offices as indicated in the tender proposal or in the price schedules, which form part of this document.
9. Information given during the site inspection is meant to assist Contractors in order to submit a meaningful proposal.
10. A shortlist of potential service providers will be compiled after a review of bid documentation submitted.
11. During the evaluation phase, bidders **may** be requested to attend a session to clarify their bids if required.
12. The Bid Evaluation team will select a preferred bidder on the basis of a ranking in terms of a set evaluation criteria.

13. Staff members of PURCO SA and/or the CSIR may visit the control room of a Service Provider as part of their analysis and review of tender information as submitted.
14. PURCO SA and /or the CSIR may visit Service Providers clients NKP premises.
15. All bidders will be formally notified (successful or not) after the evaluation process has been completed.
16. Should final contract negotiations with the preferred bidder not be concluded within four weeks of provisional tender award, PURCO SA reserves the right to cancel the award and select an alternative service provider. The same process would then follow that appointment.
17. It should be noted that PURCO SA on behalf of its member is not bound and/or obliged to accept the lowest financial offer or any offer at all.

BID NO PUR 2600/24: SECURITY SERVICES –
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1. PLEASE NOTE THAT ALL PAGES OF THIS BID DOCUMENT SHOULD BE INITIALLED OR SIGNED IN FULL WHERE INDICATED.
2. BIDS THAT DO NOT COMPLY WITH ALL REQUIREMENTS OF THE BID WILL BE REGARDED AS INCOMPLETE AND WILL INVALIDATE THE TENDER.
3. ALL PRICES MUST INCLUDE VAT
4. ADDITIONAL INFORMATION SHOULD BE ATTACHED TO THE BACK OF THE BID, WITH SPECIFIC REFERENCE TO THE ITEM AND/OR PAGE NUMBER.
5. THE INFORMATION MEETING (BRIEFING SESSION) IS COMPULSORY.
6. NO BID WILL BE CONSIDERED UNLESS THE BIDDER HAS ATTACHED AN EXISTING B-BBEE SCORECARD BY AN ACCREDITED RATING AGENCY.
7. SUBMIT A COPY OF YOUR COMPANY'S EMPLOYMENT EQUITY PLANS.
8. THE ABOVE REQUIREMENTS AND THE CONDITIONS POINTED OUT AND SPECIFICALLY REFERRED TO DURING THE INFORMATION MEETING FORM PART OF THE BID AND FAILURE TO COMPLY THEREWITH OR TO SUBMIT COMPLETE INFORMATION WILL INVALIDATE THE BID.

GENERAL INFORMATION**Introduction****1. GENERAL**

This document contains relevant information in respect of the operational and physical specification for security services to be performed on specified sites.

The security service specification relates only to the areas specifically referred to. Bidders should study the information provided in detail before responding to the Request for Proposal. The conditions set out in this document will be used as a basis for monitoring the security operation. The responsible person at the CSIR will frequently communicate and negotiate with the Service Provider in order to ensure an acceptable standard of service.

2. POLICY OBJECTIVE

It is the policy objective of the CSIR to ensure that security is performed to such an extent that risk to the CSIR will be minimised and to provide for a pleasant working environment. In addition, the security service is to be provided in a cost effective and efficient manner, while being integrated with the daily activities occurring on and around the CSIR's grounds. The objects of the CSIR are to foster industrial and scientific development and thereby to contribute to the improvement of the quality of life of the people of the Republic and all aspects regarding the protection services must be focused around these objectives.

3. TYPE OF CONTRACT

The CSIR requires a **full-risk contract** arrangement; i.e. the Contractor is committed to the price quoted for the full contract period of five years and will only be allowed to motivate for a price increase for statutory adjustments. Such adjustments will only be considered if written proof is submitted to the office of CSIR.

4. EVALUATION PROCESS

- 4.1 PURCO SA may request additional information; clarification or verification in respect of any information contained in or omitted from a Service Provider's bid. This information will be requested in writing;
- 4.2 PURCO SA may conduct a due diligence exercise on any Service Provider, which may include interviewing customer references or other activities to verify a Service Provider's or other information and capabilities (Including visiting the Service Provider's various premises and/or sites to verify certain stated information or assumptions) and in these instances the Service Providers will be obliged to provide PURCO SA with all necessary access, assistance and/or information which PURCO SA may reasonably request and to respond within the given time frame set by PURCO SA;
- 4.3 PURCO SA will enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Bid;
- 4.4 PURCO SA will evaluate the Bids with reference to the CSIR's set and approved evaluation criteria as indicated in Section 6. The CSIR reserve the right to appoint a specialist/consultant to assist in performing such evaluations.

5. PRE-QUALIFICATION/MANDATORY REQUIREMENTS

- 5.1 The CSIR has defined minimum pre-qualification/mandatory criteria listed in the table below that must be met by the Service Provider in order for PURCO SA to accept a Bid for evaluation.

- 5.2 The pre-qualification evaluation will be carried out by the appointed committee of PURCO SA to determine which Bid responses are compliant or non-compliant with the Bid specifications issued.
- 5.3 Where there is failure to comply with the pre-qualification criteria or PURCO SA is for any reason unable to verify whether the pre-qualification criteria are fully complied with, PURCO SA will disqualify the bid.
- 5.4 No points allocated for mandatory requirements. Service Providers not meeting these mandatory requirements will be disqualified.

5.5 MANDATORY REQUIREMENTS

The following mandatory requirements must be met to qualify for this bid. Submit information as listed below. Proof in the form of certificates, invoices, registration documents, etc. must be attached to the bid document.

Attach the following documents with the applicable reference number to your bid document.

Indicate in the applicable block with ✓ if and when document of proof is attached.

Attendance of compulsory information session and payment of R1,140.00 non-refundable registration fee	
Resolution (authority to sign)	
Current and valid original SARS clearance certificate	
Company/close corporation registration certificate	
ID documents if a sole proprietorship	
Valid B-BBEE Certificate from a SANAS accredited verification agency (including assessment report) or proof of exemption	
Corporate Social Responsibility – Copy of HR Employee Benefits Policy	
Corporate Social Responsibility – Copy of Sick leave/leave Policy	
Corporate Social Responsibility – Copy of Employee Development Policy – Training needs of the workforce	
SHE Policy	
A letter of Good Standing from the Compensation Commissioner (WCA)	
Valid certificate of PSIRA registration i.e. New Certificate in line with industry circular issued by PSIRA on 10 March 2015	
Valid Letter of Provisional Registration issued by SAPS National Key Point Office	
CSD Registration – MAAA Number	

Latest Municipal Account (not older than 3 months)	
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. No holding company financial statements will be accepted.	
<u>Contactable Customer list (Minimum of three of which one must be current contactable customer)</u> . The contract must be for a minimum period of 2 years (other than the CSIR). These references should include the <u>name of the entity</u> , nature of contract, <u>contact person</u> , <u>office telephone number and email address</u>	
Completion of the pricing schedule solution attached for Section C. Price quoted in ZAR including VAT and must be valid for 90 days	
Joint Ventures will be allowed with the following conditions: - Each member of the joint venture company must submit their joint venture agreements and mandatory documents.	
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 (6) months (other than the CSIR) . These references should include the name of the entity, nature of contract, contact person (contract manager) and office telephone number. All references provided should not be older than three (3) years. Must be completed in <u>Section H and submitted</u> Please indicate where your company has previous NKP experience.	
Submission of a CV of Contract Manager for this contract. The manager must have at least five (5) years' experience in relevant managerial experience.	

Proposals that do not meet the mandatory requirements will not advance to the next stage of assessment. No points allocated to this stage.

- 5.6 All documents submitted in support of this bid must be documents of the bidding unit. It is not permitted that documents submitted pertain to different companies or units within a group. As an example, a Service Provider cannot submit its own BBBEE certificate but the financial statements of its parent or another company in the same group. Similarly, a Service Provider cannot submit its own financial statement, but the BBBEE certificate, SARS certificate, etc. of other companies in the group.

6. EVALUATION CRITERIA

- 6.1 The CSIR's evaluation criteria provides for the accumulation of points for a Service Provider's bid based on the extent to which the technical solution and services proposed meet the CSIR's requirements and is financially competitive.
- 6.2 The CSIR has approved a two stage process. Service Providers qualifying from Stage 1 will be evaluated according to the criteria in Stage 2.

6.3 STAGE 1

In Stage1 Service Providers will be assessed in terms of the proposed security solution, financial stability and corporate social responsibilities. **Only Service Providers scoring 80% and more per cluster will be considered for Stage 2.**

NO	CRITERIA	REQUIREMENTS	POINTS
1.	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. No holding company financial statements will be accepted.	Qualifying criteria. Financial statements will be analyzed based on K, Z score and ratios and Service Providers who do not meet the requirements will be disqualified and will not be assessed for capacity and experience
2	Security management approach and implementation methodology	An Implementation Plan must be included as part of the proposed solution. The implementation plan should have the following as a minimum: <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• Security management strategy & approaches,• quality management,• technology utilization,• monitoring & evaluation of performance, and	60%

		<ul style="list-style-type: none"> incident management. 	
3	Relevance of the solution to CSIR	The solution should demonstrate response to CSIR's risk profile	20%
4	Corporate Social Responsibilities for your employees	<p>This is a critical element of this tender and functional analysis. Please demonstrate clearly:</p> <ul style="list-style-type: none"> how you promote job security for your employees in this sector leave benefits staff development medical benefits financial assistance to employees retirement benefits transport other benefits <p>NOTE:</p> <p>This cluster will be scored on a comparative basis</p>	20%

Note:

All clusters need a minimum of 80% to proceed to pricing and BBBEE.

6.4 STAGE 2

Service Provider who scored 80% and more for all aspects and clusters of Stage 1 will be considered for Stage 2. Stage 2 will focus on Price and BBBEE

No	CRITERIA	DOCUMENTS REQUIRED
1.	<p>Price</p> <p>Points for price will be allocated in accordance with the formula</p>	Price schedule to be completed for Section C Solution and submitted with the tender
2	<p>BBBEE</p> <p>Points on BBBEE will be allocated in accordance with the Service Providers BBBEE status</p>	Valid BEE Certificate from a SANAS/IRBA accredited verification agency (including assessment report) or proof of exemption

6.5 EVALUATION IN TERMS OF THE 90/10 PREFERENCE POINT SYSTEM

Only bids that achieved the minimum qualifying 80 score/percentage for functionality will be considered further in terms of the 90/10 preference point system.

Step 1 will be the calculation of points for price where the lowest bid will score 90 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of tenders with a Rand value above R1 000 000 (all applicable taxes included):

$$Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Points scored for comparative price of tender or offer under consideration;

Pt = Comparative price of tender or offer under consideration; and

Pmin = Comparative price of lowest acceptable tender or offer.

Step 2 will be the calculation of points for the B-BBEE status level of contribution where 10 points will be awarded to a bidder for attaining the B-BBEE status level of 1, and lower points will be awarded to bidders with lower B-BBEE status levels as per table below:

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Calculating the final score

The points scored for *price* (step 1) will be added to the points scored for *B-BBEE status level of contribution* (step 2) to obtain the Bidder's total points scored out of 100.

Details and/or additional information regarding the above criteria must accompany bid documentation.

GENERAL CONDITIONS**1. DEFINITION OF TERMS**

All the CSIR's terms and conditions for contracts and orders will apply for the duration of the contract. To be agreed at the SLA meeting with the proposed winning bidder.

SECTION C

SECURITY SERVICE SPECIFICATIONS AND PRICE OFFER:

1. SCOPE OF WORK

The protection of CSIR people, physical assets and property. Contract Service Providers must acquaint themselves with the CSIR risk profile. It is therefore a requirement that Contract Service Providers attend a compulsory site meeting.

THIS WILL BE EXPLAINED AT THE COMPULSORY INFORMATION SESSION on the 14th December 2016 at 13h00 at CSIR Pretoria Waterbok Boardroom, Building 37

2. LEGAL REQUIREMENTS

- 2.1 All guards supplied must comply with all relevant provisions and legislation as prescribed by the PSIRA Act.
- 2.2 Should the CSIR 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 wilful disregard of duties of any of the Contractor's staff, then the Contractor will be held responsible to make good the loss.

3. 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 CSIR. All requests for price adjustments must be accompanied by a full motivation and where required, proof of legislative increases must also be submitted.

4. COMMUNICATION

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

SECURITY SERVICES BID INFORMATION

THIS SECTION MUST BE COMPLETED IN FULL

- *This section must be completed in full using black ink or ballpoint pen.*
- *All prices must include VAT.*
- *Only bids received from bidders who have attended the briefing session and site visits will be accepted.*

1. Validity and Adjustments

1.1 **Firm:** Is the contract price firm for the duration of the contract period?

YES

NO

Please indicate the applicable block with ✓

1.2 **Not firm, various costs:** If the reply to 1.1 was negative, on what grounds (with a breakdown of the various cost components and the percentage each cost component contributes to the total contract price) would price adjustments be requested?

.....

1.3 **Not firm with Statutory Adjustments:** If the bid/contract price is firm for five years the Contractor will be given the opportunity to make a submission for a price increase every year for statutory increases for the Consortium's consideration.

In such an event the submission must contain full details of the PSIRA negotiations as well as a copy of the relevant notice in the Government Gazette.

1.4 Price adjustments will be handled as indicated under:

1.1

or

1.2.

or

1.3

Please indicate the applicable block with ✓

2. Offer

2.1 Is the contract price offered strictly according to the specification schedule of requirements?

YES

NO

Please indicate the applicable block with ✓

2.2 If your reply is NO, please advise in detail where your contract price differs from the schedule of requirements.

3. Provide your current salary for security officers broken down into the various components in the table below on a 12-hour shift basis.

	<u>Grade A</u>	<u>Grade B</u>	<u>Grade C</u>
Basic salary	R	R	R
Leave Contribution	R	R	R
Unemployment Insurance	R	R	R
Regional Services Council	R	R	R
Workmen's Compensation	R	R	R
Severance pay	R	R	R
Other (Please specify)	R	R	R
Other (Please specify)	R	R	R
TOTAL: (per 12hr shift.)	<u>R</u>	R	R

Should there be additional components for which there is not sufficient space please draw up and submit your own table and attach it to your tender proposal.

4. Provide your current monthly Salaries for supervision allocated for this contract. If you will not be charging for any of the Managers/Supervisors listed below, please record N/A in the applicable space.

Position	Grade	Monthly Salary	Dedicated Position	Part Time Position
Site Manager		R		

Please advise (mark Yes or No) if any of the above will be a post dedicated to the site or a visiting post. Applicable to this contract only.

5. Apart from qualified and experienced Managers and supervisors, the CSIR also requires acceptable and adequate overhead supervision by Group Managers, Regional Managers, Branch Managers or Owners, as the case may be. The Contractor must provide for such management and supervision. Managers and Supervisors must be available at all times during normal working hours.

6. It is a requirement that at least once per year the Contractor shall provide the CSIR with an audited report to the effect that statutory salaries are paid to security officers and that the conditions of the Labour Relations Act and Basic Conditions of Employment Act, or any relevant Sectorial Determinations are being met.
7. In the event of **additional** security officers being required on an *ad hoc* basis, please provide a per security officer, per hour cost in the table below.

	<u>Grade B</u>	<u>Grade C</u>
Normal working days / Per hour	R	R
Statutory holidays / Per hour	R	R
Saturdays / Per hour	R	R
Sundays / Per hour	R	R

8. Insurance Cover

- ☐ Please advise what amount of public liability insurance cover is available on a per claim basis

R

(Please attach a copy of the renewal notice of the insurance policy to your tender)

9. Professional Bodies

Please advise memberships of any security related Professional Bodies / Associations your company might have.

Please attach copies of any applicable membership certificates

10. Management and Personnel

- 10.1 Provide an outline of your proposed management structures for this contract.

- 10.2 Please provide an outline of your training and development programme for staff, indicating:

10.2.1 Programmes and courses (internal & external)

Training Internal	Training External

10.2.2 Person days of training planned per annum for all staff categories (i.e. supervisors and security officers.)

Position
Site Manager
Site/Shift Security Supervisor
Control Room Supervisor
Control Room Operator
Security Officer

Days of training

11. Information

Submit information as listed below. Proof in the form of certificates, invoices, registration documents, etc. must be attached to the tender document.

11.1 Trade References:

Provide with your tender document, a list of companies with contact persons, telephone numbers and approximate turnover where your company performs a similar service. See section attached.

11.2 Skills Development:

Are you contributing to the Skills Development program?

YES

NO

Please indicate the applicable block with ☒

11.3 Bank Details:

Please provide your banking details below.

Name of Bank	
Branch	
Type of Account	
Account Number	
Date when account was opened	
Annual Turnover	

11.4 Company:

Please provide details of the Type of your company.

- | | |
|---|--|
| <input type="checkbox"/> Sole Ownership | <input type="checkbox"/> Private Company (Pty) Ltd |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Public Company Limited |
| <input type="checkbox"/> Closed Corporation | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Other | Specify: _____ |

Please indicate the applicable block/s with ☒

11.4.1 Registration:

Date of Registration	
----------------------	--

Registration Number	
---------------------	--

11.4.2 Affiliation:

Holding Company	
-----------------	--

11.5 Employment Equity:

On a separate submission please submit and rate your company according to HDI ownership, management, staff employment, and training, procurement from HDI owned enterprises, other Corporate, Social and Development initiatives launched by your company.

11.6 Copies of Certificates, statements and other relevant information that must be submitted with your tender:

Please indicate the applicable block/s with ☒

11.6.1	Income Tax Registration Certificate	<input type="checkbox"/>
11.6.2	VAT Registration Certificate	<input type="checkbox"/>
11.6.3	Certificate of Good Standing: Income Tax	<input type="checkbox"/>
11.6.4	Certificate of Good Standing: VAT	<input type="checkbox"/>
11.6.5	Certificate of Good Standing: Skills Levy	<input type="checkbox"/>
11.6.6	Reg. Certificate: Unemployment Insurance Fund	<input type="checkbox"/>
11.6.7	Copy of Skills Development Plan	<input type="checkbox"/>
11.6.8	Copy of Employment Equity Plan	<input type="checkbox"/>
11.6.9	Certificate of Good Standing Compensation Commissioner (WCA)	<input type="checkbox"/>
11.6.10	Public Liability Insurance Certificate	<input type="checkbox"/>
11.6.11	Membership Certificate Other Professional Bodies	<input type="checkbox"/>
11.6.12	Latest Municipal Account (not older than 3 months)	<input type="checkbox"/>
11.6.13	Proof of Bank Account	<input type="checkbox"/>
11.6.14	Company Registration Certificate	<input type="checkbox"/>
11.6.15	PSIRA Registration Certificate	<input type="checkbox"/>
11.6.15	SAPS National Key Point: Provisional Letter of Registration/Accreditation	<input type="checkbox"/>

Statement of Commitment

I, the undersigned _____

From (Name of Company) _____

- 1.1 Declare that I have studied the contents of this document and that the organisation I represent is prepared to provide the security service according to the specifications and to the satisfaction of the CSIR.
- 1.2 Have the authorisation to sign bid documents on behalf of my company. Attach a director's resolution or proxy authorising me to sign this document on behalf of the company.
- 1.3 Declare that the company has the financial ability to meet its obligations in respect of this contract and that it is in a sound position to meet its overall financial commitments.
- 1.4 Certify that as far as I/we know no member of our company have any direct or indirect vested interest in PURCO SA and/or the CSIR. Member/s as detailed hereunder has a direct/indirect vested interest in PURCO SA and/or the CSIR. (Delete if not applicable)

Name and occupation of contact within the CSIR/PURCO SA.

.....

 Signature

 Date

<u>SAFETY REGULATIONS and SPECIFICATIONS</u>

Contractor's details:

Contractor name:	
Company Registration no:	
Business address:	
Postal address:	
Postal code:	
Telephone number:	
Fax number:	
E-mail address:	
COID (Compensation for Occupational Injuries and Diseases) Registration no:	

1. INTRODUCTION

To ensure that Contractors adhere to the health and safety requirements of the CSIR, CSIR rules have been drawn up for Contractors and their employees whilst they are on the CSIR's property.

All Contractors shall ensure that employees will receive a set of these rules and adhere to them. Contractors will be held responsible for any breaching of the rules during the period of the contract.

2. CONTRACT WORK

2.1 The contract work shall be conducted strictly in accordance to that agreed upon and in a safe and responsible manner. To this end, the Contractor acknowledges that he is fully conversant with the provisions of the **Occupational Health and Safety Act No. 85 of 1993** and the Regulations issued in terms of the said Act and that his employees have similar knowledge.

2.2 No Contractor shall commence work on the Company's property unless and until he has received permission to do so from the Institutional Safety Co-ordinator and has produced to the said official the following:

- (i) Registration number with the Compensation Commissioner.
- (ii) Proof that his fees in terms of the Compensation for Occupational Injuries and Diseases Act are fully paid up.

2.3 The Contractor hereby certifies that all electrical or mechanical equipment which will be brought onto the site and used during the course of the contract, complies with the relevant safety regulations.

2.4 No work shall be undertaken unless it is done by a competent person or by a person who is supervised by a competent person.

3. TOOLS AND EQUIPMENT

The Contractor shall provide his own equipment and these shall remain under lock and key when not in use and the CSIR shall not be liable for any loss thereof or damage thereto, howsoever caused.

4. REMOVAL OF ITEMS

The Contractor or any person engaged in the contract work shall not remove any item from the site without the permission of the CSIR Security Manager.

5. CLOTHING AND SAFETY APPARATUS/EQUIPMENT

Appropriate protective clothing, safety apparatus and equipment shall always be worn or used on the site. The CSIR Security Manager must be consulted on particular requirements.

6. COMBUSTIBLES AND FLAMMABLES

No combustible and/or flammable material will be permitted or stored on site without the permission of the CSIR Security Manager

7. ACCIDENTS

Any accident or injury shall be reported immediately to the CSIR Security Manager.

8. LIQUOR, DRUGS, DANGEROUS WEAPONS AND FIREARMS

The Contractor shall ensure that no liquor, drugs, dangerous weapons or firearms are brought onto the premises.

9. OHS ACT: RESPONSIBILITIES

In terms of **Section 37(2) of the Occupational Health and Safety Act of 1993**, the following is hereby agreed:

9.1 The Contractor shall be responsible for the implementation of the terms and provisions of the Act and Regulations in the area where the work is to be undertaken for the CSIR.

9.2 The Contractor shall be responsible for the wellbeing, in relation to health and safety, of all persons coming into such area in accordance with that legislation.

9.3 The Contractor shall issue all appropriate safety/health equipment to all persons working or coming into the area.

I, _____ being the Contractor, hereby acknowledge and accept the above terms and agree that all persons engaged on the said contract work shall adhere to all the above rules.

CONTRACTOR

CSIR SECURITY MANAGER

DATE:

DATE:

WITNESSES:

WITNESSES:

Health and Safety Plan

The successful Contractor must provide a Health and Safety Plan (plan of operation and conduct) and hand it in for approval at the CSIR Security Manager as soon as possible after appointment, but not later than 7 (SEVEN) days prior to the starting date of the contract.

Please note that the Contractor will not be allowed to perform any service before the said plan has been approved by the CSIR. Should the Contractor fail to start with service on the starting date of the contract, due to the late submission of the Plan, and if the CSIR will have to obtain the services of another company to perform intermediate service, the Contractor will be responsible for any service, administration and/or legal costs.

COMPANY EXECUTIVE SUMMARY

Prospective Contract Service Providers interested in providing Security Guarding Services to the respective sites:

GAUTENG**CSIR Pretoria Scientia campus****CSIR Kloppersbos****CSIR Paardefontein****CSIR Johannesburg: Frost Avenue****CSIR Johannesburg: Carlow Road****WESTERN CAPE****CSIR Rosebank****CSIR Stellenbosch****KWA ZULU NATAL****CSIR Durban**

And who are submitting bid proposals, are advised to also complete this document and attach it to their tender proposals for submission to PURCO SA. All of the pages of this document must also be initialled and signed in full where applicable. Failure to complete and submit this document will result in the bid proposal being regarded as invalid.

1. Infrastructure:

Bidders are requested to complete this section accurately and in full. Please attach documentary proof wherever necessary.

If the space provided is insufficient, please use a separate sheet of paper and attach it to this document.

Where you are asked to answer Yes / No, then please mark the applicable block with a ☒

1.1 Provide ownership details of your company, with any shareholdings if applicable.

1.2 Advise your Company:

Vision:

Mission:

1.3 Advise the number of Security Services Contracts, where the number of guards provided per contract is greater than 5 (five), that you currently have, within the boundaries of the Country, Nationally_____

1.4 Please state your company's turnover per annum _____

1.5 Please provide, by attaching to this document, an organisational diagram of your Company showing specifically your Executive Management structures and reporting and communication lines from Top Management down to Shift Supervisors.

If you are a Regional Office or Branch of a National Company, please ensure that your organisational diagram also shows the reporting and communication lines between Head Office Management and Regional Management.

1.6 Advise your Company Policy regarding Staff Training, Development and Wellness.

1.7 Do you have your own Training Establishment or Centre?

Yes	No
-----	----

If you answered no above, please advise how you arrange applicable staff training?

1.8 Advise how your Security Officers are posted to the various sites.

1.9 Advise what vehicles or transport is available to Managers / Supervisors.

1.10 Do you have an Operations Centre or Control Room?

	Yes	No
--	-----	----

1.10.1 If you answered Yes above, please describe where the Control Room is situated and provide the physical address.

1.10.2 If you answered Yes above, is your Control Room manned on a 24-hour basis?

Yes	No
-----	----

1.10.3 If you answered No above, please advise how your Control Room is manned.

1.11 Do you have your own Radio Frequency?

Yes	No
-----	----

If you answered Yes above, please attach a certified copy of your current ICASA Radio Communications account to this document.

1.12 Please advise the number of PSIRA registered Security Guards you currently have on your payroll:

Table of PSIRA registered Security Guards

Grade A	
Grade B	
Grade C	
Grade D	
Total number of PSIRA registered Guards	

1.13 Please describe below the Selection Criteria used by your Company when appointing Security Guards and other Operational personnel:

- 1.14 Give an accurate record of the staff turnover your Company has experienced in the last 6 months, providing reasons where possible.

SECTION H

TRADE REFERENCES

NAME OF COMPANY	CONTACT PERSON	TELEPHONE NUMBER	APPROXIMATE ANNUAL VALUE OF BUSINESS	DURATION OF CONTRACT

Contractor's Signature: _____ Date: _____

A. COLLUSIVE BIDDING

To be completed and signed by the Bidding Company.

1. In this certificate the word 'person' includes any persons, anybody, organisation or association corporate or otherwise and the words 'any agreement or arrangement' includes any such transaction formal or informal and whether legally binding or not.
2. I certify that this is a bona fide bid and that we have not fixed or adjusted the amount of the bid by or in accordance with any agreement or arrangement with any other person.
3. We also certify that we have not done and we undertake that we will not do any time before the hour and date specified for the return of this bid any of the following acts: -
 - a. Communicating to a person other than the person calling for those bidders the amount or approximate amount of the proposed bid;
 - b. Entering into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted;
 - c. Offering, paying, giving or agreeing to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other bid or proposed bid for the said work or any act described above.
4. We further certify that the principles described in paragraph 2 above have been or will be brought to the attention of all sub-contractor's suppliers and associate companies providing services or materials connected with the bid will be made on the basis of compliance with the above principles.
5. I confirm that any breach of the conditions of this collusive bidding certificate will inevitably lead to the rescission of the contract by the CSIR.

B. DECLARATION OF INTEREST

1. Any person involved in the supply of goods and/or services, purchasing, the bid- and/ or the evaluation process must declare any position of friends or family within PURCO SA, the CSIR and or the Company bidding.

Signature: Name (Capitals).....

Date:

CERTIFICATE OF ATTENDANCE TO THE SITE INSPECTION:

HEAD OFFICE

I (Name of Bidder)

With the following contact information:

Telephone number..... Cell: E-mail address:

From (Name of Company)

Visited the site on:

I hereby certify that I have visited and inspected the site and familiarised myself with conditions that could have an influence in the work and/or the cost thereof.

.....
Designated Person
CSIR

I further certify that I am satisfied with the information supplied during the information meeting, that I have a proper understanding of the areas to be serviced, that I had the opportunity to visit all areas where service is to be executed and that explanations were given on uncertainties during the Site Inspection.

Signatures:

.....
Bidder

SECTION K

BID PUR 2600/24: SECURITY SERVICES - EVALUATION CRITERIA: SITE EVALUATION FOR **CSIR PURPOSES ONLY**

COMPANY: _____

PHYSICAL ADDRESS: _____

VISITED: Date: _____ Time: _____

COMPANY REPRESENTATIVE: _____

Evaluation Criteria	Points	Score	Comment
Admin. office setup	5		
Preparedness	5		
Operations Room	5		
Transport Fleet	5		
Sub Total:	20		

Evaluation Criteria	Points	Score	Comment
Access Control			
Impression at main ACP	5		
Verbal Communication	5		
Access Administration	3		
Equipment utilization	3		
Efficiency of officer posted	3		
Uniform and appearance	5		
Sub Total:	25		

Guarding/Patrols			
Effective patrol deployment	5		
Equipment and usage	5		
Efficiency	5		
Communication skills	5		
Knowledge/Site procedure	5		
Sub Total:	25		

Initial

Control Room Operations			
Effective recording/neat	5		
Use of radio equipment	3		
Alarm/Response planning	3		
Communication skills	5		
Telephone/Radio skills	5		
Handling of enquiries	4		
Sub Total:	25		

Staff Efficiency			
General appearance	5		
Level of education	4		
Staff turnover	5		
Remuneration/Pay slips	4		
PSIRA Certification	3		
Career Development	3		
Training Objectives	3		
General relations to staff	3		
Policies, Procedures, etc.	5		
Sub Total:	35		
TOTAL:	130		

GENERAL COMMENTS:

Formula: $\text{Score} \div 130 \times 20 = \text{Points scored.}$

Evaluated by:

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____

SECTION L

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE
CSIR

BID NUMBER: PUR 2600/24

DESCRIPTION: SECURITY GUARDING

The successful bidder will be required to fill in and sign a written Contract Form.

Bid documents deposited in the bid box located on the ground floor of PURCO SA, Head Office, 8 Invicta Road, Rosen Office Park, Erand Gardens, Midrand.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER.....

VAT REGISTRATION NUMBER

HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE?
IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

Name:Signature: Date:

SECTION M

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personal numbers must be indicated in paragraph 3 below.

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

SECTION N

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If so, furnish particulars:
-------	-----------------------------

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

[illegible][illegible]

Business Type	
---------------	--

Surname

Full Names

[illegible]

Designation	
-------------	--

Tel no.

E-mail

Bank & branch name (E.g. Standard Bank, Stellenbosch)

Branch code					
-------------	--	--	--	--	--

[illegible]

Account type	Cheque account	
	Savings account	
	Other	

Account holder name

I HEREBY CERTIFY THAT THE INFORMATION IS CORRECT AND HAS BEEN VERIFIED BY MYSELF

Signature:

Company representative

*Bank Confirmation
Stamp*

Date:

SECTION P

PERFORMANCE MEASUREMENT (NO DEFAULT MARKING) **CSIR USE ONLY**

Month: _____

1: VERY POOR

2. POOR

3. FAIR

4. GOOD

5. EXCELLENT

PROTECTIVE SECURITY AND EQUIPMENT	Institute proactive security measures in an organised system at all levels of command, with the aim of achieving and maintaining security at the CSIR.		
	Monitor, observe and report all threats & risks that might affect the safety and security of persons and property/assets of the CSIR in the Occurrence Book		
	Carry out continuous patrols as prescribed in the Site Operating Procedures.		
	Carry out ad hoc searches at any area, as advised by CSIR Security Management		
ACCESS & EGRESS CONTROL	Execute the control of access to CSIR premises and ensure that all persons and vehicles entering the site are duly authorised and authenticated before access is granted in accordance with the Control of Access to Public Premises and Vehicle Act.		
	During the routing searches, all property, assets and equipment found to be leaving the premises must be duly authorised.		
	Conduct searches of persons and/or vehicles, as necessary, to detect and prevent theft.		
	Conduct searches upon instruction on incoming persons and/or vehicles to prevent entry of illicit material to CSIR premises.		
INCIDENT INVESTIGATIONS	Ensure that all incidents are brought to the attention of the CSIR Security Management as soon as reasonably possible.		
	Conduct preliminary investigation on all incidents on the CSIR premises and provide a report thereof within 48 hours (2 working days)		
	Provide a full report of the investigation within 1 week (5 working days).		
	Record all CSIR incidents in the Occurrence Book and		

	provide an incident analysis report on a quarterly basis.		
EMERGENCY RESPONSE & REACTION	Immediate response to all emergency situations and alarms and act as necessary to remove the threat.		
	Armed response to all alarms at Pretoria Scientia Campus.		
	In case of emergency, inform the on-site control room to inform the CSIR Security Management of an event and neutralise the threat / stabilize the situation.		
	A trained first aider is deployed per shift on every site.		
CONTROL ROOM OPERATIONS	Apply security and emergence procedures in the CSIR Main Control Room and provide the necessary back-up in cases of distress.		
	Ensure that all security systems are functioning as intended and report malfunctions to CSIR Security Management immediately.		
	Actively monitor the security systems and report on irregularities i.e. CCTV, cameras, alarm systems including Perimeter Intruder, Fire, Chiller, Lift, etc.		
EVENT SECURITY	Provide VIP protection during special events.		
	Control pedestrian movement at events.		
	Protect vehicles and related assets at events / functions.		
	Attend to all emergency situations affecting special events.		
STAFF TRAINING	Security Officers receive full induction and have adequate knowledge of CSIR Site before being deployed.		
	Conduct knowledge test to ensure continuous compliance with the site SOP.		
	Conduct annual refresher training relating to the duty post or site.		
PERFORMANCE	Professional appearance and conduct by Security Officers at all times.		
	PSIRA and access cards worn by all security officers for ease of identification		
	Competent staff adhering to Procedures and Instructions.		
	Management visits – 1 x per month.		
	Management visits after hours – 1 x shift.		
CUSTOMER	Monthly performance assessments against SLA in consultation with CSIR Security Management with corrective		

ENGAGEMENT	action taken.		
	Quarterly strategic performance reviews with senior CSIR Management with corrective action taken.		
NATIONAL KEY POINT	<p>Ensure compliance with the National Key Point Act, directives and regulations, as applicable to the Pretoria Site. This include:</p> <ul style="list-style-type: none"> • NKP training provided to all Security Officers. • Refresher training provided as required by the NKP directives. 		
TRAFFIC CONTROL / MANAGEMENT	Report traffic control risks to CSIR Management.		
	Report vehicles using parking reserved for the disabled and emergency vehicles to CSIR Security Management.		
	Observe and report any ill-behaviour by Bus Drivers, and reprimand where possible.		
	During vehicle accidents on site, attend to the scene and record the order of events, i.e. details of vehicles, drivers, etc and protect the scene from undue compromise by onlookers.		
SECURITY RISK ADVISORY	<p>Advise on measures to mitigate risks to the CSIR. This to include:</p> <ul style="list-style-type: none"> • Carrying out of annual physical security audits at all CSIR sites and submitting reports to CSIR Security Management with recommendations to mitigate any risks identified. • Joint monitoring of the CSIR physical security risk register. 		
SPECIALISED SERVICES	Provision of specialised services, i.e., VIP protection, covert operations, debugging, high profile investigation, and any other services that the Service Provider is capable of, on request by the CSIR.		
	Total		
	PERCENTAGE ACHIEVED		